



MINUTES OF PLANNING BOARD MEETING

Monday, December 2, 2024

WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Planning Board Members.

Members present: Chair Carol Chavarie, Jerry Nault, Tom Squiers, and Dan West.

Others present: Town Manager Theresa Haskell, Windsor Select board members Bill Appel and Allison Whynot; Windsor Code Enforcement Officer Arthur Strout, Matthew and Patricia Taylor, Tom Reed, Nancy Fish, Jeff Murch and Grainne Shaw from KVCOG.

Call to Order - The meeting was called to order at 7:00 PM by Jerry Nault.

Previous Meeting Minutes, Consideration & Action

Theresa Haskell asked for one correction on the amount proposed for payment by Dan West be changed from \$65 to \$75, **Jerry Nault made a motion to have this changed, Dan West seconded, all in favor, 3-0. Tom Squiers moved that the minutes from the November 4, 2024 Planning Board Meeting be accepted with the one correction noted, Dan West seconded, all in favor, 3-0.**

Public Comment: None

Old Business: 53 Barton Road Solar Facility Application. It is a residential application that has a little more than 800 square feet of solar panels (39 panels total) to be installed. **Jerry Nault motioned to allow this application, with Planning Board exception, to proceed, without a permit, IAW Section 4 of the Town of Windsor Solar Facility Application, and to return all but \$25 of the fees paid to the applicant, Dan West seconded, all in favor, 3-0.**

New Business: Smith Road Subdivision

Mathew Taylor and Patricia Taylor shared an information packet of historic documents regarding the fire road to Long Pond through the Smith Road Subdivision. This packet included copies of deeds, subdivision platts, Restrictive Covenants, a letter from DEP, and two letters from Bernstein, Shur, Sawyer & Nelson, P.A. They shared that this access road was for the specific use of the Windsor Volunteer Fire Department, as indicated on the original subdivision platt, “Not for public or recreational use.” Mathew and Patricia asked the Planning Board to prepare and send a letter to all residents within the subdivision reminding them of this. They agreed to send email, names and addresses to Theresa Haskell. Jerry Nault and Carol Chavarie will meet with Theresa to draft the aforementioned letter and put these in the mail. Much discussion took place about who or what enforces a road association? Jerry indicated that this is not enforced by the town.

Other:

Jerry Nault shared a modified version of the “Information Request” checklist that was formally used as a tool to help in the approval process for all Town of Windsor, Maine official boards. He also shared a revised Site Plan Review Application with some minor changes, and a revised Solar Facility Application with minor revisions.

Additional Q&A followed pertaining to what is “change of use” in the Site Plan Review Ordinance. One example was given by Allison Whynot, “two acres to four acres,” for gravel pit owners. A question was asked about who imposes fines? Theresa Haskell stated that “the Code Enforcement Officer assesses fines, and that the SPRO doesn’t clearly state HOW fines are imposed.” A suggestion was made to attach fee schedules to each ordinance. Discussion, by Bill Appel also took place about the current Comprehensive Plan “working group” status. The group will meet again in January of 2025 to explore options for the town. Grainne Shaw from KVCOG touched on a few CP topics to consider. She briefly talked about “new goals: near term, mid-term, and long-term, and strategy.” Also, an “index of natural resources with locations.” Additional discussion on whether to have a survey of the town accomplished to get feedback for the CP. Finally, a suggestion to put LD 2003 into the town’s subdivision ordinance and also to mention this in the building code.

Adjournment – The meeting was adjourned by Jerry Nault at 9:04 PM.

Respectfully submitted,
Dan West, Secretary