



MINUTES OF SPECIAL PLANNING BOARD MEETING

Monday, September 16, 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, David Landmann, Dan West, and Dan Finley.

Others present: Town Manager Theresa Haskell, Windsor Select board members Allison Whynot, Tom McNaughton, and Bill Appel; Windsor Code Enforcement Officer Arthur Strout, Tom Reed, Ray Bates, Bonnie Squiers, Nancy Fish, Pete Kelley, Jon Canty, Dick Condon, Troy Henderson, Jake Swan, Ben Monroe, Frank Monroe, Kane Coffin, Charles O'Connor, Ben Brann, Richard Roberge, and Whitefield Planning Board Members: Chair Glenn Angell, Mary Morgan, and Jennifer Grady.

Call to Order

The meeting was called to order at 7:03 PM by Chair Carol Chavarie.

Previous Meeting Minutes, Consideration & Action

Jerry Nault moved that the minutes from the August 19, 2024 Special Planning Board meeting/Public Hearing be accepted as written, Dan West seconded, all approved, 4-0.

Old Business: Kane Coffin presented overlays of the proposed Nickerson Subdivision to all present and walked everyone through the boundaries and proposed lots. Three additional lots would be added to the existing subdivision.

Public Comment – Many questions and comments surrounding the Nickerson Subdivision were presented by the audience with clarification and answers provided by Kane Coffin. Representatives from the Whitefield Planning Board raised concerns about minimal road frontage on one of the proposed lots and the transfer of ownership to a “blood relative.” These questions would be further addressed at the next scheduled

Planning Board meeting for the Town of Whitefield. **Jerry Nault motioned that the Nickerson Subdivision approval be tabled to the next regular meeting/public hearing, David Landmann seconded, all in favor, 5-0.**

New Business: Alan Aronson withdrew his request. Troy Henderson – Jerry Nault will coordinate with Troy on his request for future planning board consideration.

Ordinance work – Mineral Extraction: Much discussion took place regarding what the Town of Windsor’s ordinance was on mineral extraction. David Landmann stated that the existing site plan ordinance would essentially cover any mineral extraction situations that come up with the use of the ‘Additional Information’ checklist that can be used as a tool to facilitate this process. Jerry Nault provided an example using the “pipe shop” on the Griffin Road in that the entrance and exit to the business needed to be clearly marked and separate from each other. Pete Kelly asked if the existing gravel pits were “grandfathered.” David Landmann provided his opinion on this and other aspects surrounding existing gravel pits. Nancy Fish indicated that DEP inspectors are “stretched thin” and cannot do their jobs effectively. Also, much discussion on the size and scope of gravel pits in general, with 5 acres or more being the catalyst for regulation by DEP. DEP does not regulate gravel pits under 5 acres in size. Tom Reed expressed concerns about how an existing gravel pit that abuts his property encroached too close to his property line and is to this day still unresolved. Setbacks were discussed and many in the audience were feeling the need for a stand alone ordinance on mineral extraction while many felt it was redundant given the existing site plan review ordinance with other tools available to enforce rules and address common sense issues between neighbors. **A motion to table this work was made by Dan West, seconded by Jerry Nault, all in favor, 5-0.**

Adjournment – A motion to adjourn was submitted by Jerry Nault and seconded by Carol Chavarie, all in favor, 5-0. The meeting was adjourned at 9:15 PM.

Respectfully submitted,
Dan West, Secretary