



Minutes of Windsor Planning Board Meeting

Monday February 2 , 2026

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: Carol Chaverie, Nancy Fish, Matthew Taylor, and Jen Richardson

Others present: Arthur Strout (Code Enforcement), Haleigh Moran (Town Manager), Bill Appel(Select Board), Scott Bernier, Ian Messier, and Cam Cox

Call to Order-The meeting was called to order at 7 pm by Carol Chaverie

Previous Minutes, Consideration and Action- Minutes from Jan 5 meeting and Jan 5 public hearing for Wild Acres were both approved as written. The minutes from the Jan 12 work session were approved as written. **Matt made the motion, Jen second 4-0 approved**

Public Comment- Bill Appel, speaking on behalf of the Select Board, thanked the Planning Board for all their work for the town.

Matthew Taylor again stepped away from his seat on the Planning Board to address the board regarding the fire road adjacent to his property and within the Long Acres Subdivision. Carol Chaverie told him that per the State Fire Marshall a fire road may be accessed by the public however car use should be limited as emergency vehicles must be able to use it when needed. Matt relayed concerns that it will be considered public pond access. He expressed frustration that he pays high taxes to have pond access and others do not. This road is deeded as part of the Long Acres Subdivision, and they have agreed to clean it up and maintain it. All agreed the Road Association is the owner of the fire road. Haleigh spoke regarding the recent letter the Board requested the town send to the Association to have an informal discussion regarding this matter. She presented a preliminary letter. Matt agreed that discussing this could alleviate his concerns as not knowing what will happen there is causing much stress. He also agreed this is not a true Planning Board issue. Carol and Haleigh will work together to finish the letter and send to

the Association. **Nancy made the motion, Jen second to invite the Long Pond Road Association to the March meeting 3-0 approved.**

Matt rejoined the meeting as a Board member after this vote

Old Business- Crooker Construction Mineral extraction site plan. Scott, Ian and Cam presented their expansion of the “Hubbard pit” off the Weeks Mills Rd. There is a small vernal pond in the middle of this area and this was discussed to ensure this was not disturbed. This pit has had DEP approval for several years and will be expanding to cover most of their land. The Planning Board reminded them of road usage when posted, closeness to busy Route 32 and two intersections with poor sight visibility. **A public hearing was scheduled for this project for March 2 at 6:30 at the town office.** Crooker will notify all abutters within 500 feet of the property via certified mail and the town will pay for the advertising. This application was presented prior to the change in advertising costs and therefore was grandfathered.

The Board looked over the changes the Planning Board will have Haleigh present to the Select Board at their next regular meeting. These are the changes discussed and approved during the Work Session on Jan 12. Some wording changes were needed and Carol will discuss this with Kelly McGlothlin, town clerk and treasurer, prior to the Select Board meeting on Feb 10.

New Business- Nancy shared information regarding the budget for the Planning Board for the next fiscal year. The Board will no longer need a line for advertising as this will now be covered by applicants if a hearing is required. Nancy also suggested the Secretary of the Planning board be reimbursed at the same rate as the Select Board secretary. Nancy mentioned she does not currently request payment however future Secretaries should get this stipend. **Jen made the motion with Matt second to request the Planning Board Secretary be paid the same rate as the Select Board Secretary per meeting or hearing. 3-0-1 with Nancy abstaining. Haleigh will present this to the Select Board.**

Haleigh provided two printouts of information regarding the recently enacted LD 1829 which allows ADUs and other housing changes. Windsor has until July 1, 2027, to enact this at town level. Both the Planning Board and Board of Appeals are required to have training prior to September 1, 2026. Haleigh will work on this.

Meeting was adjourned by Carol at 8:20 PM.

Next regular meeting Monday March 2, 2026 at 7 pm, upstairs at the Town Office.

Special public hearing for Crooker Construction Site Plan for March 2 at 6:30 PM at the town office

Respectfully submitted by Nancy Fish, secretary.

