

Planning Commission Minutes
Monday November 24, 2025
5:00 pm

Open regular meeting

Matthew Moore opened the meeting at 5:04

In Attendance:

In Person: Matthew Moore (Chair), Michele Carlson

Via Zoom: Erik King (Vice Chair), Cheryl LaFlamme

Absent: Brian Holt

Others Present:

In Person: Alex Miller (Zoning Administrator)

Via Zoom: Sue Westa (WRC,) Jessica Lee Smith

Additions to the Agenda: None

Public Comment: None

Approve Minutes: 10/27/2025

Cheryl made a motion to approve the minutes of October 27, 2025

Erik second; all in favor.

Update on Town Plan, Survey & Public Meeting:

Sue Westa presented information on the survey and the November 1st public meeting.

- To date there are 105 completed surveys. The survey will remain open until end of November. Sue will have final survey analysis to review at our December meeting as well as post on town website.
- *Jessica Lee Smith commented via Zoom that as a result of increased business locations in downtown traffic, speeding and unsafe driving in town has increased, how will this be addressed?*
- The turnout and public involvement for the Nov 1st public meeting was very good. Sue Westa and PC members discussed the public comments that will direct the Town Plan update.

PC and Sue Westa reviewed format and schedule for Town Plan to meet October 2026 adoption deadline.

- Sue suggested streamlining and removing unneeded items from the existing Town Plan for better readability. Omissions and additions will be discussed in detail as each chapter is reviewed and discussed.
- December PC meeting agenda with Sue will be a review of completed survey analysis and a visiting guest planner from WRC Anand Fedele who will speak on Energy resilience and funding opportunities and other Energy specific items for Town Plan update consideration.
- January – June will be chapter rewrite discussions, drafting and reviews with Sue Westa.
- Discussed having a second public meeting, as the first one was well attended it was decided a second meeting midway through the town plan rewrite would allow public comment as the process unfolds. Discussed end of April as 3-4 chapters will be in draft form at that time and can be discussed in a public meeting.

Update on Select Board Hearing:

The Select Board has accepted and approved the PC bylaw recommendations the committee has been updating and working on this past year. On Dec 4, the town will have a new Zoning Ordinance.

Annual Report:

Erik will draft a Planning Commission annual report which is due to the Town by December 12th.

Dec 8, 2025 meeting canceled - No quorum

Next meeting: Dec 22, 2025

Cheryl made a motion to adjourn at 6:07, Erik second; all in favor.

Submitted by: Michele Carlson, Clerk