

**TOWN OF WESTMINSTER
PLANNING COMMISSION MEETING
OCTOBER 27, 2014**

Members Present: John Medeiros (Chair); Chris Vincent (Vice-Chair); John Barnett (Clerk);
Matt Conklin, Kathy Kingston, Randy Major

Others Present: Russell Hodgkins (Town Manager / Planning & Zoning Administrator)

CALL TO ORDER: Medeiros called this Planning Commission meeting to order at 7:07 PM in the Westminster Town Hall. He noted that a full Board was present. He advised that meetings are tape recorded therefore asked anyone wishing to speak to identify themselves for the record.

UNFINISHED BUSINESS (Discussion / Action):

Town Plan Updates:

Implement Town Responsibilities with Town Plan Recommendations: Medeiros reported that this is a special working meeting to work on the implementation of the Town Plan. This is for the elements of how the Town Plan is implemented.

Page 15: Communication Recommendations:

#1 - (Planning Commission, Selectboard, Development Review Board)

The PC members discussed if State Agencies should be included as this is the Westminster Town Plan and they are adopting the policies. There was a consensus to not include State Agencies.

#2 – (Planning Commission, Selectboard, Development Review Board, Zoning Administrator)

Page 15 – Health and Emergency Service Recommendations:

#1 – (Road Foreman, Road Commissioner, Windham County Sheriff’s Department, Selectboard)

#2 – (Westminster Volunteer Fire Department)

Page 16 – Fire Prevention Recommendations:

#1 – (Planning Commission, Development Review Board, Zoning Administrator, Selectboard)

Relative to the DRB, they do not adopt policies but rather enforce them. Hodgkins pointed out that, per case, they have to implement new standards to fit their unique applications.

Kingston mentioned that both Readsboro and Townshend have a time line, funding sources and implementation approach. Westminster could have a chart with recommendations and who will implement it however due to the number of recommendations a decision was made to include the implementers in parenthesis rather than having a chart.

#2 – (Selectboard, Town Manager, Westminster Fire Department)

#3 – (Prudential Committee, Fire Chief)

#4 – (Prudential Committee)

#5 – (Selectboard, Road Commissioners, Prudential Committee)

Page 16 – Law Enforcement Recommendations:

#1 – (Selectboard, Road Commissioner, Windham County Sheriff’s Department)

#2 – (Selectboard, Windham County Sheriff’s Department)

#3 – (Selectboard, Planning Commission, Development Review Board)

Page 17 – Solid Waste and Recycling Recommendations:

- #1 – (Town Manager, Selectboard)
- #2 – (Town Manager, Selectboard, Development Review Board, Windham County Sheriff's Department)

Page 18 – Solid Waste and Recycling Recommendations (Continued):

- #3 – Health Officer, Development Review Board, Selectboard, Town Manager)

Page 19 – Water Supply Recommendations:

- #1 – (Health Officer)
- #2 – (Planning Commission)
- #3 – (Planning Commission, Selectboard)
- #4 – (Planning Commission)

Page 20 – Sewage Disposal Recommendations:

- #1 – (Planning Commission)
- #2 – (Zoning Administrator, Development Review Board)
- #3 – (Planning Commission, Development Review Board)
- #4 – (Health Officer)
- #5 – (Planning Commission)
- #6 – (Planning Commission)

Page 21 – Town Government Recommendations:

- #1 – (Selectboard, Town Manager)
- #2 – (Selectboard)
- #3 – (Selectboard, Town Manager)
- #4 – (Planning Commission, Selectboard)

Page 22 – Educational Facilities Recommendations:

- #1 – (School Board)

Page 23 – Educational Facilities Recommendations (Continued):

- #2 – (Windham Northeast Supervisory Union, Superintendent of Schools, School Board)
- #3 – (School Board)
- #4 – (School Board)
- #5 – (Town Manager, School Board)

Page 23 – Child Care:

- #1 – (School Board)

Page 24 – Child Care (Continued):

- #2 – (Planning Commission, Development Review Board)
- #3 – (Planning Commission, Selectboard, Development Review Board)

Page 28 – Transportation Recommendations:

- #1 - (Road Foreman, Town Manager, Selectboard)
- #2 – (Westminster Conservation Commission)

- #3 – (Road Foreman, Town Manager, Selectboard)
- #4 – (Road Foreman, Selectboard)
- #5 – (Planning Commission, Development Review Board)
- #6 – (Road Foreman, Road Commissioner)

Page 30 – Natural Resources Recommendations:

- #1 – (Selectboard, Town Manager)
- #2 – (Planning Commission, Selectboard, Development Review Board)

Page 31 – Groundwater Recommendations:

- #1 – (Zoning Administrator, Planning Commission, Development Review Board)
- #2 – (Selectboard, Health Officer)
- #3 – (Planning Commission, Selectboard)
- #4 – (Road Foreman, Road Commissioner)

Page 33 – Surface Water / Waterways Recommendations:

- #1 – (Planning Commission, Development Review Board)
- #2 – (Development Review Board)
- #3 – (Planning Commission)
- #4 – (Windham Regional Commission)
- #5 – (Planning Commission)
- #6 – (Zoning Administrator, Planning Commission)

Page 34 – Wetlands Recommendations:

- #1 – (Planning Commission, Development Review Board)
- #2 – (Planning Commission, Development Review Board)
- #3 – (Zoning Administrator)

Page 35 – Fish and Wildlife Recommendations:

- #1 – (Planning Commission, Development Review Board, Conservation Commission)
- #2 – (Planning Commission, Development Review Board, Conservation Commission)
- #3 – (Development Review Board, Zoning Administrator)
- #4 – (Planning Commission, Development Review Board, Zoning Administrator, Conservation Commission)
- #5 – (Zoning Administrator, Planning Commission)

Page 36 – Natural Areas Recommendations:

- #1 – (Conservation Commission, Planning Commission, Selectboard)
- #2 – (Zoning Administrator, Conservation Commission)
- #3 – (Planning Commission, Selectboard)

Page 37 – Scenic Resources Recommendations:

- #1 – (Planning Commission, Development Review Board)
- #2 – (Planning Commission, Development Review Board)
- #3 – (Planning Commission, Conservation Commission)
- #4 – ((Selectboard, Planning Commission)
- #5 – (Planning Commission, Development Review Board) *
- #6 – (Development Review Board)

#7 – (Planning Commission, Road Foreman, Road Commissioner, Selectboard,
Conservation Commission)

#8 – (Conservation Commission, Planning Commission)

#9 – (Selectboard, Town Manager)

No. 5: Hodgkins felt when the Planning Commission begins to work on the By-laws they need to look at No. 5 that states: “The Town shall encourage the construction of new towers or facilities in town that will not detract from the scenic attractiveness and historic character of the area, in accordance with the telecommunications article of the Zoning Bylaw ordinance”.

The Planning Commission will begin to work on Page 39, Agriculture Recommendations, at their next regular meeting.

DATE OF NEXT REGULAR MEETING: November 10, 2014:

ADJOURNMENT: Vincent / Conklin moved to adjourn this meeting. The motion was approved by a 6-0-0 vote at 8:52 PM.

Signature of Clerk

Date

Prepared by: Regina Borden, Recording Secretary

(**Note:** These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the November 10, 2014, Planning Commission meeting.)