

**TOWN OF WESTMINSTER
PLANNING COMMISSION MEETING (PC)
January 14, 2019**

Members Present: Kathy Kingston (Chair), Doug Oftedahl and Michelle Chmelar

Others Present: Russell Hodgkins (Town Manager / Zoning Administrator),
Kelley Thayer (Recording Clerk)

1. **CALL TO ORDER:** Kathy Kingston (Chair) called the meeting to order at 6:38pm.
2. **ADJUSTMENTS TO AGENDA:** None
3. **ACCEPTANCE OF MINUTES:** Doug Oftedahl made a motion to except the September 10, 2018 minutes with corrections. Michelle Chmelar seconded and the motion passed. Kathy Kingston made note that Conservation Commission did not receive the grant but Rich Earth did, which in turn gave the Westminster West Village monies to move forward with the Sanitation Pilot Study. Doug Oftedahl made a motion to except the minutes from December 10, 2018 with corrections. Kathy Kingston seconded and the motion passed. Kathy Kingston made note on the wording in 6A (New Business) where it stated that the “Energy Plan had been State approved”, and would like to correct this saying that the Town Plan has been updated and is now State approved.
4. **COMMUNICATIONS AND PUBLIC COMMENT:** None
5. **UNFINISHED BUSINESS (Discussion / Action):**
 - A. **Discussion and review of the Energy Plan format:** The PC continued their discussion on how to fit the information from the Energy Plan Supplement into the Town Plan so that it could be well understood by all who are reading. They discussed whether to change the format, but acknowledged that they would need to stay within the State Guidelines when making the format changes.
 - B. **Discussion of upcoming Town Plan Revisions:** The PC acknowledged that they would need to have the Town Plan completed and approved by 2022 but would need to have all their formatting in place by 2021 so that it can be approved by the State and Windham Regional Commission.
6. **NEW BUSINESS (Discussion / Action):**
 - A. **Act 250 Business, if any:** Russell briefly told the PC that the American Cancer Society would like to hold their “Relay for Life” at the Bellows Falls Union High School, which required a one-day amendment to their permit in order to leave the lights on all night for the Event.
 - B. **PSB Business, if any:** None
7. **OTHER BUSINESS:** None

8. DATE OF NEXT MEETING: February 25, 2019 at 6:30pm at the Westminster Institute. The Chair of the PC will not be able to attend the regularly scheduled meeting on February 11, 2019 due to a lengthy vacation so the PC decided to move their meeting up. There will be NO MEETING in March.

9. ADJOURNMENT: Doug Oftedahl motioned to adjourn the meeting @ 7:28 pm. Kathy Kingston seconded the motion. Motion Passed.

Signature of Clerk

Date

Prepared by: Kelley Thayer, Recording Secretary

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

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