

**TOWN OF WESTMINSTER  
PLANNING COMMISSION MEETING (PC)  
February 12, 2018**

Members Present: Kathy Kingston, Doug Oftedahl, & Kevin Hughes (SB Alt.)

Member(s) Absent: 3 vacant spots

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

1. **CALL TO ORDER:** Russell Hodgkins (ZA) called the meeting to order at 7:03 pm. because the Commission is without a Chair.
2. **ADJUSTMENTS TO AGENDA:** The ZA recommended that a Re-organization of the present Commission would be in order and he asked if the Commission would do this before Communication and Public Comment. All agreed.
3. **Re-organization of the Present Commission:** The ZA asked for nominations for the Chair position and Doug Oftedahl nominated Kathy Kingston and with no other nominations on the floor, the ZA put it to a vote and Kathy Kingston was voted unanimously as the new acting Chair. At that conclusion the ZA handed over the meeting to Kathy. Kathy asked for nominations for Vice Chair and Kevin Hughes nominated Doug Oftedahl as Vice Chair. Hearing no other nominations, the Chair put it to a vote and Doug was voted as the Vice Chair. The ZA said that it would be proper for the nominations for the Clerk be put off until more members were present. The Chair will act as the Clerk until more members are appointed.

**4. COMMUNICATIONS AND PUBLIC COMMENT: NONE**

**5. UNFINISHED BUSINESS (Discussion / Action):**

a): **Census 2020:** Russell Hodgkins started by saying that the Census information requested by the State was caught up for now, but wanted the Commission to finish the mail out card with questions about the activity of the Town and its residents. Kathy Kingston told the ZA that she was under the impression that the card (questions) were complete and that just the design was still being pondered. The ZA told the Commission he would have something designed by next meeting.

b): **Census Mail Out:** As discussed above, the ZA will be creating a draft of the card for the next meeting.

**6. NEW BUSINESS (Discussion / Action): None**

- a.) **Reconfiguration of the Commission:** This work was completed earlier in the meeting as reported.
- b.) **New Commission activities:** The ZA asked Kathy with her experience with the PC if there was any other activities that the Commission should be looking at this coming season. Kathy responded that she was not sure and that the ZA should look at old minutes to see. The ZA will do this and investigate what the deadline is for a new revised Town Plan from WRC.

c.) **Act 250 Business**, if any: Russell Hodgkins told the PC that communications have been made regarding the construction of municipal water and sewer infrastructure to service the Armory on Sand Hill. The service has been proposed to come from Bellows Falls and will be paid for by the Federal Government. The service lines could possibly run up the Route 5 corridor and proceed up the ramp to the State Police Facility on Heights Road before going down Sand Hill. This is only discussion at this point and not committal by any means, explained the ZA.

d.) **PSB Business**, if any: None

**7. OTHER BUSINESS:** Russell Hodgkins (ZA) explained the progress of the Town’s new Energy Program. He told the Commission that the Windham Regional Commission just received their approval for their version of the County’s Program and this now will allow the Town’s Energy Plan to be reviewed and possibly approved by the PSB.

Kathy Kingston asked about the topic of “Flood Resiliency” as it relates to the Town Plan. She is under the impression that many enhancements will need to be updated to be in compliance with this topic. Kathy Kingston brought to the Commission’s attention a “Village Sanitation Pilot Study”. She has been in touch with the Conservation Commission and they are very interested in putting the Town’s name in for this study. This will need Selectboard approval and will be discussed at their next meeting on May 23, 2018.

Kathy mentioned bringing in the Conservation Commission to their next meeting on June 11<sup>th</sup> to discuss the Town Plan and how they can help. Kathy will ask the Chair of the CC for their availability.

**8. DATE OF NEXT MEETING: Monday, June 11, 2018, at 7:00 PM**

**9. ADJOURNMENT:** Kevin Hughes motioned to adjourn @ 8:01 pm. Doug Oftedahl seconded. 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)