

**TOWN OF WESTMINSTER
PLANNING COMMISSION MEETING (PC)
April 8, 2019**

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

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

1. **CALL TO ORDER:** Kathy Kingston (Chair) called the meeting to order at 6:35pm.
2. **ADJUSTMENTS TO AGENDA:** None
3. **ACCEPTANCE OF MINUTES:** There were no minutes to accept due to the UNOFFICIAL meeting on February 25, 2019
4. **COMMUNICATIONS AND PUBLIC COMMENT:** Kathy Kingston introduced Seroya Crouch as a possible interested Planning Commission Member. Seroya came to observe the PC meeting and may be interested in joining. Seroya came to Westminster a couple years ago from the West Coast and now lives in West West. The PC was glad she came and hoped she will join in the near future.
5. **UNFINISHED BUSINESS (Discussion / Action):**
 - A. **Revisit the Energy Plan:** The PC decided to table this discussion and revisit this possibly in the year 2020.
 - B. **Discuss how and if to move forward with new “format” for the Town Plan:** 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. They tabled this discussion to be discussed again in the near future.
6. **NEW BUSINESS (Discussion / Action):** Kathy Kingston briefly discussed the findings that the Conservation Commission found while “Identifying Vulnerable Wetlands and Upland Forests for Flood Resiliency in Westminster;” and the how they may be able to implement this into our Town Plan. Kathy said that Jeff Littleton (Moosewood Ecological) did the research on this project. The wetlands were evaluated by their storage capacity. Kathy would like the PC to look through this researched information to see if the PC wants to implement any of these finding into the Town Plan. Kathy read through the recommendations on page 14 of the research material (available to view at the Town Hall) to bring some ideas to the Town Plan.
 - A. **Act 250 Business,** if any: None
 - B. **PSB Business,** if any: None
7. **OTHER BUSINESS:** The PC briefly discussed what would make up a Quorum for them if someone were unable to attend. Russell stated that he felt if they were a 4-Person Commission then 3 members would be a Quorum. If a 3-Person Commission than 2 members would make a Quorum.

8. DATE OF NEXT MEETING: May 13, 2019 at 6:30pm at the Westminster Institute.

9. ADJOURNMENT: Doug Oftedahl motioned to adjourn the meeting @ 7:30 pm. Michelle Chmelar 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)

S:\Zoning\2018 PC\MINUTES\5.14.2018 PC Minutes.docx