

**TOWN OF WESTMINSTER
PLANNING COMMISSION MEETING (PC)
June 11, 2018**

Members Present: Kathy Kingston and Doug Oftedahl

Member(s) Absent: Kevin Hughes (SB Alt.); 3 vacant spots

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

1. **CALL TO ORDER:** Kathy Kingston (Chair) called the **UNOFFICIAL** meeting to order at 7:10 pm. The meeting was unofficial due to the fact that there weren't enough member's present for a Quorum.
2. **ADJUSTMENTS TO AGENDA:** None
3. **ACCEPTANCE OF MINUTES:** The Minutes from February 12, 2018 & May 14, 2018 were Tabled
4. **COMMUNICATIONS AND PUBLIC COMMENT:** NONE
5. **UNFINISHED BUSINESS (Discussion / Action):**
 - A. **Reconfiguration of Commission (new members):** The PC is still looking for members to join the Commission. There are still 3 vacant spots. There are possible prospects if the meeting can be held on a different night. Russell requested that the PC work diligently to have new member prospects by the next PC meeting on July 9, 2018
 - B. **Census Mail Out Sample (Commissions Input):** Russell Hodgkins (ZA) presented a sample copy of the upcoming mail out for the Towns 2020 Census and Town Plan Development for the PC members to view. Options on how to mail out these questions in the most cost effective way were discussed as well as adding a raffle to create incentive for these questions to be answered and returned to the PC.
6. **NEW BUSINESS (Discussion / Action):**
 - A. **New Commission activities:** Russell Hodgkins discussed briefly with the PC possible new activities for them to explore. Possible suggestions were new Regulations / Ordinances / and a new Solar Ordinance to protect the views property owners currently have without causing any major obstructions. The PC will be contacting the WRC (Windham Regional Commission) to discuss the possibilities in creating this new Solar Ordinance.
 - B. **Act 250 Business, if any:** None
 - C. **PSB Business, if any:** None
7. **OTHER BUSINESS:** Kathy Kingston stated that the Commission should receive the Grant Notification for the "Village Sanitation Pilot Study" the week of June 11, 2018. Kathy mentioned bringing in the Conservation Commission to their next meeting on July 9th 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, July 9, 2018, at 7:00 PM

9. ADJOURNMENT: Doug Oftedahl motioned to adjourn the **UNOFFICIAL** meeting @ 8:09 pm. Kathy Kingston seconded the motion.

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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