

**TOWN OF WESTMINSTER  
PLANNING COMMISSION MEETING (PC)  
September 10, 2018**

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 6:33pm.
2. **ADJUSTMENTS TO AGENDA:** None
3. **ACCEPTANCE OF MINUTES:** Doug Oftedahl accepted the minutes from July 9, 2018, Kathy Kingston seconded, and the motion passed.
4. **COMMUNICATIONS AND PUBLIC COMMENT:** Kathy Kingston took a moment to share with the members that the Conservation Commission received the grant from Rich Earth to go ahead with the Sanitation Pilot Study in Westminster West. There are 19 homes that have agreed to be a part of the study to see how this process would work in their Homes and Community.
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 2 vacant spots.
  - B. **Census Mail Out Sample # 2 (Update):** Russell Hodgkins (ZA) told the PC that the Survey had been sent out with the current tax bills and there had been a good response so far, receiving approximately 400+ survey's back.
  - C. **Energy Plan Update:** Russell Hodgkins told the PC that there will be a Public Hearing on the Energy Plan and he will reach out to get the date and time when this meeting will take place.
6. **NEW BUSINESS (Discussion / Action):**
  - A. **New Commission activities:** Russell Hodgkins discussed briefly with the PC that their next plan of action would be to work on the New Town Plan which would include the Energy Plan. Michelle Chmelar suggested possibly Enhancing Telecommunication as well when they tackle this project.
  - B. **Act 250 Business, if any:** None
  - C. **PSB Business, if any:** None
7. **OTHER BUSINESS:** None

**8. DATE OF NEXT MEETING: Tuesday, October 9, 2018, at 6:30 PM**

**9. ADJOURNMENT: Kathy Kingston** motioned to adjourn the meeting @ 7:36 pm. **Doug Oftedahl** seconded the motion. Motion Passed.

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Signature of Clerk

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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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