

**TOWN OF WESTMINSTER
PLANNING COMMISSION MEETING (PC)
November 12, 2019**

Members Present: Kathy Kingston (Chair), Michelle Chmelar, Seroya Crouch & Doug Oftedahl

Others Present: John Bennett (Windham Regional Commission)
Russell Hodgkins (Town Manager / Zoning Administrator),
Kelley Thayer (Recording Clerk)

- 1. CALL TO ORDER:** Russell Hodgkins called the meeting to order at 6:38 pm due to the re-organization of the Commission, which occurred later in the meeting.
- 2. COMMUNICATIONS AND PUBLIC COMMENT:** John Bennett; Associate Director for Windham Regional Commission, was a guest speaker and spoke to the Commission on the Introduction and Implementation of creating the new Town Plan which needs to be adopted in 2023. John provided some hand-outs to help with this process and offered assistance in the future if the Commission had any questions while creating the new Town Plan.

Russell told the Planning Commission that the Conservation Commission requested that Michael Daily (Public) research the existing Energy Plan to assist with future implementation of the New Energy Plan.

- 3. RE-ORGANIZATION OF THE COMMISSION:** Russell Hodgkins began asking for a nomination for the Chair position. Michelle Chmelar nominated Kathy Kingston to remain as Chair. The Commission unanimously agreed. Michelle made a motion to nominate Kathy Kingston as Chair, Seroya Crouch seconded, and the motion passed. Kathy Kingston as Chair continued with the next nominations. Kathy Kingston asked if there were any nominations for Vice Chair. Michelle Chmelar volunteered for this position. Kathy Kingston made a motion to nominate Michelle Chmelar as Vice Chair, Doug Oftedahl seconded, and the motion passed. Kathy Kingston asked if there were any nominations for Clerk. Michelle Chmelar nominated Seroya Crouch. After discussing the details of this position, Seroya (new member) asked Doug Oftedahl if he would like to be Clerk, and Doug accepted. Seroya made a motion to nominate Doug Oftedahl as Clerk, Kathy Kingston seconded, and the motion passed. The new Commission is as follows:

Kathy Kingston – Chair
Michelle Chmelar – Vice Chair
Doug Oftedahl – Clerk
Seroya Crouch - Member

- 4. ADJUSTMENTS TO AGENDA:** None
- 5. ACCEPTANCE OF MINUTES:** Kathy Kingston would like to add to the minutes from October 15, 2019 under New Business, Section A, Community Profile; *Seroya Crouch has agreed to work on these Categories, to adjust the order and create new items if necessary.* Seroya Crouch made a motion to accept the minutes as adjusted, Doug Oftedahl seconded and the motion passed.

6. UNFINISHED BUSINESS (Discussion / Action): Due to the time after the Guest Speakers departure, the Commission discussed briefly the Town Plan revisions that Russell Hodgkins created after the previous meeting, which is in the Town Plan Draft 7.0. Russell told the Commission that the corrections discussed in the previous meeting are in red. He asked the Commission to go over these corrections and approve them or make further corrections for the next meeting in December. It was also recommended that each member bring their examples of Mission Statements that they have researched, for ideas and discussion. The remaining items under “Unfinished Business” were tabled and will be revisited on the next Agenda.

7. NEW BUSINESS (Discussion / Action): All items under “New Business” were tabled until the next meeting in December.

- Utility & Facility Plan
 - I. Communication
 - II. Public Health & Safety Service
 - III. Fire Prevention

8. OTHER BUSINESS: Seroya mentioned to the Commission that Chris Bergman would like to come and speak to the PC about the old Cellar Holes that exist within the Town of Westminster to enhance the History Profile for the new Town Plan. It was decided to ask if February’s meeting worked for Mr. Bergman.

9. DATE OF NEXT MEETING: Monday, December 9, 2019 at 6:30 pm at the Town Hall

10. ADJOURNMENT: Michelle Chmelar motioned to adjourn the meeting @ 8:50 pm. Doug Oftedahl 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)