

**TOWN OF WESTMINSTER
PLANNING COMMISSION MEETING (PC)
July 20, 2020**

Members Present: Kathy Kingston (Chair); Michelle Chmelar (Vice Chair); Seroya Crouch & Bari Shamas

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

1. **CALL TO ORDER:** Kathy Kingston (Chair) called the meeting to order at 6:36 pm.
2. **COMMUNICATIONS AND PUBLIC COMMENT:** Russell Lazarek joined the PC meeting with the possibility of becoming a member. Russell told the group a little bit about himself before the meeting began.
3. **ADJUSTMENTS TO AGENDA:** None
4. **ACCEPTANCE OF MINUTES:** Kathy Kingston made a motion to amend the June 8, 2020 minutes, Seroya Crouch seconded. Kathy wanted to add to section 6A that Seroya Crouch is representing Westminster for the Corridor Connectors in which she is part of a group that pulls information together to help towns. Seroya made a motion to accept the June 8, 2020 minutes as amended, Michelle Chmelar seconded and the motion passed 4-0.
5. **UNFINISHED BUSINESS (Discussion / Action):**
 - A. ***Westminster Town Plan Proposed Outline V1.4:***

Bari Shamas (new member) wanted to take a minute and discuss the Town Plans purpose, just for clarification. The members briefly discussed the purpose for the Town Plan with Bari. Bari would like to incorporate something into the Plan that would attract our youth that would be more enticing for them to get involved. Seroya would like to eventually hold a community meeting to ask our residents their views & ideas. Kathy stated that the planning process needs to include a process for public transportation.
6. **NEW BUSINESS (Discussion / Action):**
 - A. ***Updates on Selected Sections:***

Kathy – *Natural Resources* – Kathy is working with the Conservation Commission
Seroya – *Health* – 1/3 of the way to completion
Bari – *Recreation* – Spoke with various youth to inquire what would interest them in becoming involved with the Town.
Russ – *Transportation* – Spoken with a State Representative who will be sending along some information.

B. Strategies for Communication on Town Plan; Updates:

Kathy suggested that the commission track the updated changes to the Town Plan through Google Docs. Seroya felt this would be difficult to try to manipulate the new information using Google Docs. Michelle thought it would be very helpful to have an electronic version of the old Town Plan where they could implement the changes instead of starting from scratch. Russell Hodgkins stated that there needs to be one Master Document to add the new information. Russell Lazarek (although not an official member to date but can volunteer as a resident) offered to take on the task of inputting the new/updated information into the Master Document.

B1. New Information – Clearly marked for Public Observation:

Bari would like to find new ways to communicate with the Town through social media. Bari made a motion to be the social media contact for the Planning Commission through Instagram and the Front Porch Forum, Seroya seconded and the motion passed 4-0. Seroya made a motion to be the representative for the Planning Commission who will send in Articles to the Gazette and the Whistler. Michelle seconded the motion and the motion passed 4-0.

B2. Calendar – goals to be met for new Town Plan: Tabled

C. Building Communities Grant Program:

Kathy shared with the Commission some information she received on a Municipal Planning Grant that could eventually become useful down the road as the new Town Plan progresses, as well as a couple others that were not for the Planning Commission but wanted to pass along the information. Kathy made a motion that Seroya and herself speak to John Bennett (Windham Regional Commission) on behalf of the planning Commission to discuss the possibilities of this Municipal Planning Grant. Bari seconded the motion and the motion passed 3-1.

7. OTHER BUSINESS: The members have been meeting outside of the Town Hall due to the Covid-19 Pandemic, but the traffic can be distracting. The PC suggested a possible new outdoor spot to meet that could take them away from the noise. The next meeting will be held across the road from the Town Hall behind the Post Office.

8. DATE OF NEXT MEETING: Monday, August 10, 2020, @ 6:30 pm behind the Post Office across from the Town Hall

9. ADJOURNMENT: Seroya Crouch motioned to adjourn the meeting @ 8:15 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)

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