

**TOWN OF WESTMINSTER  
PLANNING COMMISSION MEETING (PC)  
August 10, 2020**

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

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

1. **CALL TO ORDER:** Russell Hodgkins (ZA Facilitator ) called the meeting to order at 6:30 pm.
2. **COMMUNICATIONS AND PUBLIC COMMENT:** Kathy Kingston wanted to clarify her duties as Chair now that Russell Hodgkins will be the facilitator of the meetings. Russell Hodgkins told Kathy that her role as Chair remains the same, and that he is just keeping things on task with the Agenda.
3. **ADJUSTMENTS TO AGENDA:** None
4. **ACCEPTANCE OF MINUTES:** Bari Shamas made a motion to amend the July 20, 2020 minutes, Kathy Kingston seconded to allow discussion. Bari wanted to clarify in Section 5A that she said young adults not youth. Then Bari confirmed her motion to accept the July 20, 2020 minutes as amended, Kathy Kingston seconded and the motion passed 4-0.
5. **UNFINISHED BUSINESS (Discussion / Action):**

**A. Updates on Selected Sections:**

**Natural Resources:** Kathy introduced her portion that she entered into Google Docs for the members to view. The members entertained a brief discussion of the changes Kathy made and will all go in and view them. The members also discussed making the changes with certain ink colors, as follows...Original Town Plan bring in with BLUE text; Strike wording in RED; add wording in GREEN; and the finalized wording in BLACK. It was mentioned that the members would like to have a Zoom Meeting to go over the functions of Google Docs, and Russell Lazarek was asked to host the meeting. Kathy made a motion to have a Zoom meeting with Russell Lazarek as the Host, Seroya seconded and the motion passed. The Zoom meeting to go over the functions of Google Docs will be on August 17, 2020 @ 7:00 pm

**Health** – Seroya – Tabled

**Recreation** – Bari – Tabled

**Transportation** – Russ had completed his portion of the Transportation section in Google Docs for all the members to view.

**Energy** – Michael Daley – Tabled

- B. Calendar:** Seroya worked on getting the appropriate deadlines for each section of the New Town Plan. She stated that the finalized draft was due in 2023, which was a year later than she had originally thought. Seroya also confirmed that no Australian Ballot was needed for the approval of the New Town Plan.
- C. New Look for Google Docs:** Russell Lazarek stated that he will go over the functions of Google Docs during the meeting on August 17, 2020. He told the members that anyone who has access can add someone to the group. Russell Lazarek stated that there was a read only option so that documents could not be changed by just anyone.

**6. NEW BUSINESS (Discussion / Action):**

**A. Possible Facebook Page- Update:**

Russell Hodgkins told the members that he had put this suggestion of a Facebook Page on the Selectboard Agenda to get their feelings on the issue.

**7. OTHER BUSINESS:** Bari Shamas made a suggestion that when posting a photo on Instagram that a person tag the website using (Hash Tag) # Westminster VT so that the photos will be shared on the page. Seroya told the members that she was writing an article for the Whistler and the Gazette, and in that article she will be letting people know about a website called I-Naturalist which basically is a place where you can record your wildlife observations, share with fellow naturalists, and discuss your findings. Seroya just wanted to share with people because she felt this was a great resource for the community. Russell Lazarek agreed to take the Communications section and will look into the other sections that he would be interested in working on.

**8. DATE OF NEXT MEETING:** Monday, September 14, 2020 @ 6:30 pm. Russell Hodgkins will be looking into the possibilities of having the next meeting at the State Police Barracks.

**9. ADJOURNMENT:** Bari Shamas made a motion to adjourn the meeting @ 7:31 pm. Seroya Crouch seconded and the motion passed.

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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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