

TOWN OF WESTMINSTER
PLANNING COMMISSION MEETING (PC) VIA ZOOM
July 11, 2022

Members Present: Bari Shamas, Seroya Crouch, Kathy Kingston

Others Present: None.

1. CALL TO ORDER: Chair Shamas called to order at 7:20 pm.

Member Richard Crocker and Recording Secretary Sarah Buckingham had been present at 7:00 pm and signed off due to lack of quorum. Members Kingston (who had an emergency) and Crouch (who was late returning from a trip) were able to connect with Shamas but attempts to reach Crocker and Buckingham failed.

2. COMMUNICATIONS AND PUBLIC COMMENT: None.

3. ADJUSTMENTS TO AGENDA: Discussion of unfinished business was postponed.

4. ACCEPTANCE OF MINUTES: Kingston made a motion to accept minutes from May 14, 2022. Crouch seconded. Discussion: The committee members acknowledged how thorough the minutes were. Action: The motion to approved passed unanimously.

5. UNFINISHED BUSINESS (Discussion / Action): None.

6. NEW BUSINESS (Discussion / Action):

The committee discussed difficulties with convening. The committee agreed that members need to text or call Chair Shamas if they are not going to be able to attend a meeting. Otherwise, it is assumed they will attend. The Zoom window will remain open until at least 10 minutes after official starting time if there is not a quorum yet.

The committee agreed to meet on August 8th because the last two meetings were missed.

Shamas will contact member Michelle Chmelar, as she missed this meeting and the previous one. Kingston will contact Alison Bigwood and Katrina Hamilton (who are also expected to attend committee meetings) to discuss options for moving forward. The Planning Commission can not function properly without a Zoning Administrator present. Members present wanted clarify the role of the Selectboard at committee meetings at this time. Members agreed that it would be helpful for a Selectboard liaison to attend planning commission meetings, both to keep abreast of the writing of the Town Plan and to facilitate clear communication between the planning commission and the Selectboard.

7. OTHER BUSINESS:

8. DATE OF NEXT MEETING: Monday, August 8th, 2022 @ 7:00 PM via Zoom

9. ADJOURNMENT: Meeting adjourned at 7:55 pm.

Signature of Clerk

Date

Prepared by: Kathy Kingston & Sarah Buckingham