

**Westfield Planning Commission**  
**Meeting September 23, 2019**  
**6:00 pm – Westfield Community Center**

Present: Yvan LaPlume, Pat Sagui (chair), Loren Petzoldt, Ellen Fox

No members of the public were present

**1. Call Meeting to Order**

Pat Sagui called the meeting to order at 6:37 pm.

**2. Additions/Changes to the Agenda**

Pat had additions to the agenda; discussion of the regular meeting time, rules of procedure for the Commission, and the number of members of the Planning Commission.

**3. Approve Minutes**

Loren made a motion to approve the minutes from the July 22, 2019 meeting. Yvan seconded.

Approved unanimously. Loren made a motion to approve the minutes from the August 15 public hearing. Yvan seconded. Approved unanimously.

**4. Update on Village Designation and Planning Grant application/resolution**

The village designation has been granted to Westfield. The planning grant application is for a feasibility study for the scenic view property to be further developed into affordable housing. As the project moves forward, NVDA has recommended we look at connections to other projects for septic capacity to be cost effective.

**5. Planning Commission Rules of Procedure/Meeting time/Number of members on the Commission**

Members of the Planning Commission reviewed and edited the boilerplate draft of rules of procedure for the Commission so the rules are tailored to our specific community. Pat will take the edits to Ladonna and a final draft will be ready for signature at our next meeting.

Among the edits was to codify our regular meeting time at the 4<sup>th</sup> Monday of the month at 6:30 pm.

Discussion included the possibility of adding a member and Pat is pursuing discussion with a potential member. Discussion also included the possibility of reducing the number of members so to reduce the number for a quorum, and the possibility of using alternate members when regular members cannot attend. There was discussion of going to a 5 or 6 member board rather than 7 since attendance seems to be a challenge. Attendance was noted as vitally important and inclusion of attendance in a code of conduct for oncoming members was briefly discussed and tabled to a future meeting.

**6. Review and Edit Bylaw**

Pat led the group through each proposed edit in the bylaw for consideration.

**7. Tasks and Timeline for next steps to update Bylaw**

Pat discussed the concern around the terms junky yards, junkyards, and junk being so subjective and observed that other towns have sections covering outdoor storage. Pat will draft and “outdoor storage” section to review at the next meeting.

**8. Other Business**

No other business

**9. Next Meeting**

Monday, October 28 at 6:30 pm

**10. Adjourn**

Ellen made a motion to adjourn. Yvan seconded. Motion passed.

Adjourned at 8:03 pm

Minutes respectfully submitted by Ellen Fox