

Westfield Planning Commission
Minutes
Monday, November 13, 2023, 6:00pm
Westfield Community Center, 59 North Hill Rd., Westfield, VT

In attendance: Brian Dunn, Kitty Edwards, Ellen Fox, Pat Sagui

1. Call Meeting to Order

Pat called the meeting to order at 6:05 pm

2. Additions/Changes to the Agenda

None

3. Approve Minutes

A. November 6

Kitty made a motion to approve the minutes. Brian seconded and the motion passed.

– Business from Minutes

Pat confirmed that she has spoken with Alison at NVDA and she can attend a public hearing for the proposed zoning bylaw revisions on Dec. 5.

To complete the draft revisions including proofreading for capitalization and punctuation before the posting date of Nov 16, Pat will read the section on communication towers and antennas, Kitty will read the solar and wind energy conversion sections, and Ellen will read the PUD section.

4. Zoning Bylaw revisions:

•Public engagement

– Finalize Hearing date 12/5 or 12/7

Hearing date in Dec 5 at 5:30 pm – 7:30 pm at the Westfield Community Center

– Review final draft Purpose document

– Review final edits to Flow Chart

The Selectboard may provide additional information about the process of approval through their information on a Selectboard public hearing and the appeal process that is available by petition.

– Review final draft handouts/materials for public engagement

Ellen will meet with LaDonna to create an information landing page on the Town website

Copies of all the informational documents that are posted will be available in print at the Town Office. LaDonna will make a set for Brian on Wednesday, Nov 15

– Review final draft Announcement re: Where to find draft revisions w/ track changes, other explanatory docs

Ellen will confirm with LaDonna and Maureen that the documents will be available at the Town Clerk's office and at the Hitchcock Library and confirm the open hours.

Ellen will add a sentence to the announcement that the PC is taking comments until January 5, 2024. The email address westfieldplanning@gmail.com is already set up to take written comment.

- Review edits to Documents to post on Town website
- Agenda for Hearing – discussion and draft

Planning Commission members discussed options for presenting the information about the proposed revisions to the zoning bylaw at the public hearing on Dec. 5. There is a large amount of detailed information. Ellen will provide an outline of topics for the hearing and send it around to PC members for discussion at the next meeting.

- Homework

Ellen will incorporate feedback from PC into draft documents and work with LaDonna to get info posted on town website

5. Sewer hook-up

- Next steps

Pat reported to the group that the interview with the consultant went well and the consultant has provided references. Pat and the Selectboard will communicate with references. It is important to note that the State of Vermont manages the budget (with State funds) rather than the Town hiring the consultant directly.

6. Other Business

None

7. Next Meeting

Nov 27 and Dec 4

The Dec 4 meeting will be upstairs at the community center; enter through the front door (facing North Hill Rd) and we may be able to set up the room for the hearing after the meeting.

8. Adjourn

Kitty motioned to adjourn. Brian 2nd, and the meeting adjourned at 7:15 pm.

Minutes respectfully submitted by Ellen Fox