Westfield Planning Commission

Agenda

Tuesday, July 7, 2026, 4:00pm

Westfield Community Center, 59 North Hill Rd., Westfield, VT

1. Call Meeting to Order

2. Additions/Changes to the Agenda

3. Approve:
   - 060926 minutes
   - 062326 Hearing minutes

4. Town Plan Survey –
   - results of testing survey
   - homework from 060926 meeting

5. Identify sections of Town Plan that need updating
   - discussion of section reviews assigned 060926:
     Ellen: Flood Resilience
     Pat: Energy
     Loren: Land Use
     Brian: Wildlife
     Kitty: Housing
   - timeline to get section notes to Pat to draft updated Town Plan

6. Outreach for TP survey – updates/next steps/timeline
   - Final draft survey
   - Announcement in tax bill
   - Help with E-fill at library, senior meals
   - Paper copies at recycling, TC office, Library
   - Other

7. Other Business

8. Next Meeting

9. Adjourn

Westfield Planning Commission
Meeting Minutes
Tuesday, July 7, 2026, 4:00pm
Westfield Community Center, 59 North Hill Rd., Westfield, VT

In attendance: Brian Dunn, Ellen Fox, Loren Petzoldt, Pat Sagui

1. Call Meeting to Order
Pat called the meeting to order at 4:12 pm

2. Additions/Changes to the Agenda
None

3. Approve 060926 minutes:
Loren made a motion to approve the 6/9 minutes. Ellen 2nd. Discussion: Ellen mentioned that she may want to include more detail about the changes to the Town plan sections that were discussed. Pat mentioned that she is keeping track of proposed changes on her printed copy of the Town Plan. All agreed the minutes as written did not need to be more detailed. Minutes approved.

-Approve 062326 Hearing minutes Loren made a motion to approve the minutes. Ellen seconded the motion. No discussion. Motion passed to approve minutes.

4. Town Plan Survey –

- results of testing survey

The notice that will go out in the tax bills was discussed. Niki is mailing these out the week of July 23. We will change the "example questions" to "Questions related to" on the notice. Ellen will send a clean copy by email for final feedback to be received by the end of this week. Ellen will ask Niki if she wants help cutting the notices and stuffing them into envelopes. Make extra copies to be available at the Library and recycling.

For the online survey so far, we have received Loren's and Pat's responses.
Ellen will add instructions to "make sure and click on the Submit button below"
Ellen will change library hours on the survey.
Niki will share the link to the survey with the Selectboard.
Ellen will shorten questions as needed to eliminate the garbled text on the printed version.

- homework from 060926 meeting

Pat checked with librarian and she is ready to help folks fill out the survey.
Planning Commission members were going to send a summary of changes to the sections we reviewed to Pat for consolidating into one document. However, Ellen will explore a way to share the document so we can all edit the main document and track changes, rather than cutting and pasting different docs together. This way there will be consistent formatting and style maintained throughout the process. We want a working draft of the Town Plan to propose to the Selectboard in October.

We will follow up with Kitty to see if she spoke with Denny.
Pat sat down with Niki and LaDonna about the MERP grants and she will put all the info into the updated Energy section.

5. Identify sections of Town Plan that need updating
- discussion of section reviews assigned 060926:

Ellen: Flood Resilience

Ellen did not do her section. She will have it for the next meeting.

Pat: Energy

Pat read NVDA's regional plan section on energy and will use their plan for some guidance. Our plan has quite a bit of dated explanation about technologies that is no longer necessary since these subjects are part of common knowledge. We have an enhanced energy plan so we can have a higher level of standing in the review process for any proposed energy project in Westfield that requires a Certificate of Public Good. Pat will remove much of the explanatory narrative and focus on qualitative goals and progress toward those goals based on the data we will collect in the survey. We will retain the energy project siting information.

Add a survey question "Is there an Electric Vehicle or plug in hybrid in your household? If you do, where do you charge it? Home, office, public charging station, other.

The recommendations list will be converted to an accomplishments list with continued pursuit of existing goals. Pat mentioned that one of the challenges in energy technologies is the supply chain for rare earth elements used in manufacturing. Ellen mentioned the morality of the supply chain and that our movement away from fossil fuel can greatly degrade the society where we are obtaining materials. Pat would like to emphasize efficiency and saving energy rather than finding new or "clean" sources of energy. Loren mentioned that technology (always progressing) can get us closer to the energy systems we want, and efficiencies provide the biggest payback.

Loren: Land Use

Loren pointed out that the area descriptions are repetitive in the land use section. We will include an explanation of the process we went through to make a major Zoning Bylaw revision and include the Mountain District. Loren proposed, and others agreed, to explain the areas of town by zoning district, then with a "neighborhood" description under the Zoning District. This can reduce the duplication. Survey results will be included in this section. New recommendations will be driven by the survey results and we can look for accomplishments that we have achieved from the current list of recommendations.

Pat wondered where the septic design study can be documented. Loren discussed that it will go in the land use section when describing the Village District land use and development, and potential restriction to development in the Village due to wastewater limitations.

Brian: Wildlife

This section seems up to date.

Kitty: Housing

Kitty will do this section at the next meeting.

- timeline to get section notes to Pat to draft updated Town Plan

Ellen and Pat will have a document sharing structure by the next meeting.

6. Outreach for TP survey – updates/next steps/timeline

- Final draft survey

Ellen will add a couple of questions. The Selectboard has a link to the current draft. Ellen will make a final version next week.

- Announcement in tax bill

Ellen will ask if the Town Office needs help preparing the flyer to send it tax bills.

- Help with E-fill at library, senior meals
- Paper copies at recycling, TC office, Library
- Other

7. Other Business

Pat discussed the Zoning Bylaw proposed changes. VLCT provided a letter outlining their perspective of the proposed changes and encouraged a legal review of the changes prior to adoption. The Planning Commission discussed the potential impact of the proposed Zoning Bylaw changes to a current Zoning Permit. The project is permitted, though has not been commenced and the permit could potentially expire. We don't really know why the project has not moved forward. The Planning Commission recommends that it is appropriate to notify the landowner of the current permitted (not yet commenced) storage facility regarding proposed Bylaw changes that could impact the project. Pat will draft a notice from the Planning Commission Chair.

8. Next Meeting

Ellen and Pat will visit Niki regarding document sharing to draft the new Town Plan document. They will meet with Niki Monday July 13 th if possible. Pat will let Ellen know the time.

Next Planning Commission meeting will be July 28 4 pm.

Ellen will do the flood resilience section and Kitty will do the housing section.

9. Adjourn

Loren motioned to adjourned. Brian seconded. Adjourned at 6:19 pm.

Minutes respectfully submitted by Ellen Fox