Westfield Planning Commission

Agenda

Tuesday, October 27, 2026, 4:00pm

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

1. Call Meeting to Order

2. Additions/Changes to Agenda

3. Approve 10/06/26 minutes

4. Public Comment

5. Town Plan Survey
   - Tally update
   - Close or leave open longer
   - Discussion - how/where to incorporate survey data

6. Identify sections of Town Plan that need updating
   - How to keep track of recommended edits/updates/new info

7. Other Business

8. Next Meeting

9. Adjourn

Westfield Planning Commission
Meeting Minutes
Tuesday, October 27, 2026, 4:00pm
Westfield Community Center, 59 North Hill Rd., Westfield, VT

Present: Brian Dunn, Kitty Edwards, Ellen Fox, Loren Petzoldt, Pat Sagui

1. Call Meeting to Order
Pat called the meeting to order at 4:04 pm

2. Additions/Changes to the Agenda
Pat added the letter from Jennifer Grace of 10/22/26 to the agenda under other business.

3. Approve:
- 10/06/26 minutes

Loren made a motion to approve; Kitty 2nd. Approved unanimously.

4. Public Comment
None

5. Town Plan Survey
- Tally update
We have 53 responses for the survey, and these are entered online. There is one additional paper copy response that we have received at the town office. Loren will enter that responses, bringing the total to 54 responses.

Pat discussed that the deadline to update the Town Plan has been extended to December 31, 2027, rather than December 31, 2026. The bulk of the work to draft and edit the proposed updates to the Town Plan will happen over the winter. No action taken.

Close or leave open longer
With the extension in the deadline to complete the plan update, Kitty made a motion to continue the survey availability until the end of the year. Brian seconded the motion. Motion passed.
Pat will let the librarian and Town Clerk know of the extension to collect town survey feedback. This will need a new sign at recycling.

How/where to incorporate survey data
Loren suggested that we have a presentation of the survey data, and then we can make decisions regarding where the information from the survey will go. Everyone agreed. Ellen will provide a way for Planning Commission members to review responses from the survey. No action taken.

6. Identify sections of Town Plan that need updating
- how to keep track of recommended edits/updates/new info

All Planning Commission members will add in comments on the draft shared in google docs. No action taken.

7. Other Business

The members of the Planning Commission took a few minutes to review the letter and requests sent by Jennifer Grace on Oct 22.

The PC affirmed that we follow public posting requirements, and we will continue to assure that the minutes contain all topics discussed and the substance of the discussion. The Planning Commission is an advisory board, does not set policies, and so makes relatively few "decisions" or "actions." In addition, there may be several discussions on the same topic before there is a recommendation or action. Specifically, we currently are working on proposed updates to the Town Plan. This process will take several months to produce recommendations for a public hearing. The public hearing will be noticed according to the requirements for a public hearing. When there is an action, the indication in the minutes is accompanied by motions and a vote. If votes are not unanimous, then a vote record is included. Going forward, the Planning Commission minutes will contain the statement that "no action taken" for each ongoing discussion. The town office maintains all the official records for the Westfield Planning Commission including minutes and agendas. These are offered as a convenience on the Town website, posted according to the state statute. No action taken.

Pat discussed the Annual Report. Pat will provide a draft for a review of the Planning Commission work in early December to include in the Town Report. No action taken.

Loren made a motion to schedule regular Planning Commission meetings on 2nd Tuesday of the month and the 4th Tuesday at 4 pm starting January 1, 2027 and until the reorganizational meeting in March 2027. Kitty seconded. Pat confirmed that the Selectboard generally meets on Monday and the DRB hearing will still have a regular meeting on the 2nd Tuesday of the month at 6 pm. Motion passed unanimously.

8. Next Meeting

The DRB will have a hearing at Nov 10 at 5 pm.
The Planning Commission will meet December 8 at 4 pm.
The DRB will meet December 8 at 4:30 pm.

9. Adjourn

Brian made a motion to adjourn. Loren seconded. Motion passed unanimously.
Adjourned at 5:17 pm.

Minutes respectfully submitted by Ellen Fox