

**TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
MINUTES FOR March 7, 2022 MEETING
Approved on March 21, 2022**

Commission/Board Members Present: Gordon Gebauer, Seth Jensen, George Lamphere, Mark Letorney.

Commission/Board Members Absent: None

Also, Present: Melissa Manka, Westford Town Planner;
Westford Residents: Barb Cady; Lori Johnson; Barb Peck; Paul Birnholz; Maureen Wilcox; Shelia Franz; Carol Winfield.

The meeting began at: 6:33 p.m.

Amendments to Agenda

George will discuss the upcoming SB meeting for March 10, 2022.

Citizens to be Heard, Announcements, Correspondence & Other Business

None.

Minutes of the February 21, 2022 Meeting

Not available. Should be ready for March 21, 2022 meeting.

1705 RT 128 Property Update:

Scope of work and timeline were reviewed at last meeting. Established new scope of work and timeline and presented to SE Group. Project outreach will begin again in March.

The Steering Committee is not able to facilitate public outreach. Suggestion that we create a public outreach committee. Committee could have 2 PC members. Melissa suggested that perhaps it would be better for PC to take on outreach tasks including updating website, creating webinars, public outreach meeting, FPF posts, and newsletter. The Steering Committee is made up of project partners. Not really able to take on public outreach.

Discussed pros and cons of creating a new committee of PC members and other community members. Discussed outline of public outreach meeting and the amount of time each segment would be allocated. Mark will reach out to project partners to get idea of topics they will address and time needed. Mark thinks getting some new blood may be good idea. Limit outreach committee to 3 people and get up to speed. Discussed limited time before outreach meeting.

Gordon will draft FPF and newsletter posts regarding 1705 property. George will prepare an outline/power point presentation. Depending on the date, Taylor offered to be the MC for the public outreach meeting. Lincoln Brown needs time to prepare street level renderings prior to outreach meeting. Looking like mid to end of April will be best time for public outreach.

After discussion it was decided that PC will do the outreach work and not create a new committee at this time. Not enough time to find new people for outreach committee and get them up to speed before possible public outreach meeting at the end of April.

Seth suggested that the elevation/renderings be published and made available at the same time as the new conceptual plan. Also maybe consider showing examples of other affordable homes created by project partners.

Regarding 1705 website and FAQs, Melissa has updated FAQs based on input from PC. Melissa will send updated version to PC members for final comment and editing. Then publish to website.

Stormwater Assessment:

Updated plans will not be available until summer 2022. Funding from CCRPC is available but will be pushed into next fiscal year due to delay in preparation of updated plans.

Wastewater:

George and Melissa had a productive meeting with Vermont ANR and Stone Environmental. Stone is interested in becoming the lead engineer for the project and will likely bring in a supporting engineer to finish design work and move towards bond vote. Discussed having Stone Environmental as lead project engineer. PC agreed unanimously that Stone would be a good choice. Melissa will contact Stone and will work on getting a new engineering services agreement drafted using Stone as lead engineer.

We have received the 30% engineering plans from GME -30% plans are the percentage of final design. The supplemental PER has been sent to the Vermont ANR for review. The hydrogeology report is still being drafted. Melissa is working with GME on the final documents submitted to Town.

We anticipate that the remaining documents in GME possession will be transferred to Town by the end of the week. Seth mentioned that Brad from GME has field notes listing concerns of the individual landowners that he made when discussing individual connections. We need to have those field notes transferred to Stone.

Previously, the PC asked that the projected Westford Common Hall flows include assembly and catering services, which would increase capacity needs from 600 gpd to 1200 gpd. This information needs to be included in supplemental PER.

Discussed possibility of burying or adding conduit to allow for other infrastructure if and when sewer lines are installed, such as telecommunications and potable water lines, so that the roadway does not have to be dug up in the future. We will raise this question and discuss viability with Stone environmental.

Melissa will prepare google document with questions to ask Stone once they are under contract with Town. PC members can edit questions.

Minute Clerk:

The budget for FY 2023 was approved and it includes line item for minute clerk. Starting July 1, 2022, we hope to have someone in this position. Until that time, the PC can use special projects fund to hire someone for meeting minutes.

Melissa will prepare advertisement for minute clerk and circulate for comment. PC discussed spending up to \$1000 to pay for minute clerk for 7 meetings between now and July 2022. George moves to spend \$1000 from the special projects fund for minute clerk from now until July 1, 2022. Seth second. Passed unanimously.

In-Person Meetings:

Discussed continuing hybrid meeting format. Not sure what the future will bring, but the hybrid meeting format has increased public participation. Unlikely that SB will change format of public meetings. Agreed to continue hybrid format.

Work Plan:

March 21, 2022 PC will conduct interviews for open PC seat. Interviews will be in executive session. Schedule 30 minutes for each interview. So far, there are 3 applicants. Melissa will forward the applications in the packet for next meeting. At March 21, 2022 meeting the PC will also need to discuss election of officers and adoption of procedures.

Selectboard meeting on March 10, 2022:

George will attend meeting and will discuss with the SB the following:

- update of issues and plans regarding GME and Stone Environmental,
- change to Stone as lead engineer is supported by the Vermont ANR,
- plans to advertise for minute clerk,
- application for open PC seat,
- public outreach for 1705 property

The meeting adjourned at approximately 8:56 p.m.

Submitted by,
Gordon Gebauer, Westford Planning Commissioner