

TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
Minutes for March 18, 2015 Meeting
Approved April 15, 2015

Commission/Board Members Present: Jeremy Berger (arrived at 7:41 pm), Wendy Doane, Gordon Gebauer, Seth Jensen and Mark Letorney.

Absent: N/A

Also present: Melissa Manka (Planning Coordinator) and Brandy Saxton (via telephone).

The meeting began at 7:06 p.m.

Draft Westford Land Use & Development Regulation Workshop Prep

The Planning Commission held a conference call with Brandy Saxton to discuss the April workshops on rural and commercial development under the proposed regulations.

Brandy said she would email the PowerPoint presentation to the Commission for review sometime next week for their review.

The Commission agreed to convene at 6:30 pm on April 15th and April 29th to set up the workshop.

Brandy asked that the Commission compile a list of town plan goals and strategies that would be addressed with the adoption of the proposed regulations.

The Commission discussed the Town Attorney's cost estimate to review the proposed regulations and determined that the \$7,500 expense was unwarranted and decided against legal review. Melissa said the Town Attorney requested that all references to "must" be changed to "shall" in the proposed regulations. The Commission agreed to define "must" as "shall" in the definition section of the regulations.

The Commission reviewed Brandy's cost estimate for workshop preparation, presentation and follow up work.

Mark MOVED to request Selectboard approval of Brandy Saxton's \$910 budget proposal to conduct two regulation workshops in April of 2015.

Gordon SECONDED the motion.

The motion PASSED: 5 – 0.

Reorganizational Meeting

Seth MOVED to appoint Jeremy as Chair, Gordon as Vice Chair and Wendy as Clerk (aka Vice Vice Chair).

Gordon SECONDED the motion.

The motion PASSED 5 – 0.

Planning Commission Work Plan, Schedule & Meeting Time

The Planning Commission review their work schedule and made minor changes. Furthermore, they decided to begin meeting at 6 pm beginning in May of 2015.

Melissa stated she would research which dates Commissioners are available in June and July in order to schedule meeting dates.

2015 Town Plan Update

Melissa said the Selectboard plans to provide comment on the 2015 Town Plan on March 26th and Planning Commissioners are welcome to attend the meeting. She informed the group that the Selectboard tentatively plans to hold a public hearing by the end of April.

Gordon requested that Melissa send an email listing upcoming Planning Commission and Selectboard meetings.

Town Center Community Wastewater Project Update

The Planning Commission briefly discussed Phase 2 of the White Church Community Wastewater Project. Melissa stated that the project was fully funded at town meeting and work can begin at the start of FY 16. Furthermore, Melissa said she hopes to have contracts with Stone Environmental signed prior to the start of FY 16.

Town Common Boundary Line Update

Melissa said she expects to receive a cost estimate to survey the southern town common boundary line from Warren Robenstien in the coming weeks.

Minutes of the February 18, 2015 Meeting

Seth MOVED to approve the minutes.

Wendy SECONDED the motion.

The motion PASSED: 4 – 0.

Gordon abstained.

The meeting adjourned at approximately 9:17 pm.

Submitted by,

Melissa Manka, Westford Planning Coordinator