

**TOWN OF WESTFORD**  
**PLANNING COMMISSION MINUTES**  
**Minutes for February 6, 2017 Meeting**  
Approved on February 20, 2017

**Commission/Board Members Present:** Wendy Doane, Gordon Gebauer (Chair), Mark Letorney, Seth Jensen, Dennis Angiono, Wayne Brown, Bill Cleary, Sara DeVico, Lisa Fargo and Matt Wamsganz (DRB from 7:27 pm until 8:30 pm).

**Commission/Board Members Absent:** Jeremy Berger and Jason Hover.

**Also present:** Melissa Manka (Planning Coordinator), David Gauthier, Amy Macrellis and Kevin Camara.

The meeting began at 6:46 p.m.

**JFFP Subdivision Cost Est.**

Melissa asked Kevin if he had prepared a cost estimate for the Jackson Farm and Forest Project subdivision. Kevin stated that his surveyor estimated it would cost \$1,000, if a CAD file of the previous work conducted by Hamlin Engineering could be obtained.

Melissa asked David Gauthier whether he was agreeable with requesting that the CAD be shared. David said he didn't know yet.

Melissa requested that David contact Rick Hamlin to determine whether he would share the CAD file and the cost associated with sharing it.

David said he would contact Rick on Wednesday.

Melissa said she would be presenting the cost estimate for plat development and legal work to the Selectboard on February 9<sup>th</sup>. She added that the legal cost estimate was \$3,000 to \$4,000. She requested that the Planning Commission approve use of the Commission's Special Projects budget line item for said work since the money set aside to assist with unknown costs associated with the Jackson Farm and Forest Project.

Wendy MOVED to use the Special Projects budget line for subdivision costs.

Seth SECONDED the motion.

The motion PASSED: 4 – 0.

**FY17 MPG – Phase 2 Community Wastewater Study with Stone Environmental Inc. & Green Mountain Engineering Inc. – Jackson Property**

Kevin from Green Mountain Engineering and Amy from Stone Environmental discussed the results of the test pits conducted in the fall. Kevin reiterated that the system would fall under the direct discharge rules. He stated that the soils observed in the fall were not as good as first thought and he has had to revise the leach field layout according to the new data. He said the new capacity rate is 13,000 gallons per day down from 16,500 gallons per day. He added that the new capacity would provide for the 9,900 gallons per day needed to serve the 54 existing dwellings in the proposed service area and 16 new homes.

David Gauthier asked if a curtain drain could be installed at the base of the ledge to increase capacity.

Kevin said it's possible, but would involve installation of the curtain drain and monitoring wells. Monitoring of the wells would need to occur for one year. He said that the cost of this would be high without assurance that the curtain drain would increase capacity.

Seth asked whether there was a difference in required flow between a 1 bedroom apartment and a 3 bedroom apartment.

Kevin said no. They both require 245 gallons per day per unit.

Seth asked if the same was true for senior housing.

Kevin said he would need to look into it, but believes senior housing requires less than 245 gallons per day per unit.

Seth asked 1) if the service area could prioritize certain areas, 2) if the system could be a mix of community and individual wastewater systems and 3) could the Town encourage a diverse group of businesses and water saving technologies to lower wastewater capacity needs for each use.

Kevin explained that properties would only utilize off-site systems if necessary and typically there are wastewater systems clustered throughout the greater service area. He stated that pretreatment does have the possibility of increasing the infiltration rate if necessary in the future. He added that individual uses may have pretreatment if their use has the potential to put the community system in jeopardy.

Seth asked how phased the project can be and still be eligible for funding.

Kevin said the USDA funds should be used to build as much as possible.

Seth asked if Kevin was suggesting building the entire leach field and laying piping as needed.

Kevin said the field can be phased as well.

Seth said he would email Amy and Kevin more of his questions so as not to take up too much time.

Amy said the next phase of their work is revising the financials and exploring funding options.

### **Joint Meeting with Development Review Board**

The Planning Commission met with the DRB.

The DRB agreed that the number of allowed deferred development lots should be increased.

The Commission stated they will need to look into increasing the number of deferred development lots and its possible implications on the master planning and PUD requirements.

The Commission stated it may only be feasible to increase the number to three, which is the maximum number of lots that can be created without requiring PUD and master planning. They stated they originally proposed a maximum of three deferred lots during their last regulation rewrite but the Selectboard was opposed to it so it was reduced to two lots.

Matt recommended that the Commission look into whether it's appropriate to require building envelope expansion applications to meet the point system.

Sara recommended that building envelopes not be required for existing developed lots being subdivided.

Matt stated that they would like clarification as to when certain surveying and engineering work is required.

Melissa stated that the DRB can regulate those requirements through the application checklist.

### **Energy Planning for Substantial Deference – Community Survey**

The Planning Commission reviewed the draft survey developed by Jeremy Berger and made revisions.

## **Meeting Citizens to be Heard, Announcements & Other Business**

### **CCRPC Training Opportunities**

The Planning Commission reviewed the upcoming training opportunities. Mark and Wendy plan on attending the CCRPC Economic Development and CEDS training in March. Gordon plans on attending the Energy Planning training in May.

### **Land Transaction Updates**

Melissa gave a brief update on the proposed and potential land transactions the Selectboard will be discussing at their February 9<sup>th</sup> meeting.

### **Act 157 Housing & Infrastructure Letter**

Seth presented a draft letter addressed to the legislature recommending revisions to Act 157 concerning housing and infrastructure investments. The Planning Commissions thanked Seth for drafting the letter and agreed that it should be sent on the Planning Commission's behalf. Seth will polish the letter within the week and mail it. It was agreed that a meeting should be set with our representative, Bob Bancroft, to discuss Act 157 and the Commission's recommendations.

Wendy MOVED to approve sending the Act 157 recommendation letter.

Mark SECONDED the motion.

The motion PASSED: 4 – 0.

### **Planning Commission Work Plan**

The Planning Commission reviewed their 2017 work plan and made further revisions.

### **Minutes of the January 17, 2017 Meeting**

Wendy MOVED to approve the minutes.

Mark SECONDED the motion.

The motion PASSED: 4 – 0.

The meeting adjourned at approximately 10:01 p.m.

Submitted by,

Melissa Manka, Westford Planning Coordinator