

**TOWN OF WESTFORD**  
**PLANNING COMMISSION MINUTES**  
**Minutes for March 20, 2017 Meeting**  
Approved on April 17, 2017

**Commission/Board Members Present:** Jeremy Berger (until 9 pm), Wendy Doane, Gordon Gebauer (Chair), and Mark Letorney.

**Commission/Board Members Absent:** Seth Jensen.

**Also present:** Melissa Manka (Planning Coordinator), Allison Weinhagen, David Tilton, Joshua Smith, Steve Casey, Michelle DaVia, Zachary Tyler and Sara DeVico.

The meeting began at 6:37 p.m.

**Reorganization Meeting**

Jeremy MOVED to appoint Gordon- Chair, Wendy-Vice Chair and Seth-Clerk.

Mark SECONDED the motion.

The motion PASSED: 4- 0.

**Meeting with Emergency Coordinator**

The Planning Commission met with Joshua Smith, Emergency Coordinator.

Joshua stated that he and Nanette recently updated the LEOP. However, he has met with difficulty in other areas having to do with actual emergency response implementation/coordination in the event of an actual disaster.

- 1) Joshua stated it's difficult to acquire the necessary education and training for the position due to trainings being held during regular business hours. The Commission said they would research and assist Josh in finding training opportunities.
- 2) Joshua noted that the idea of forming an Emergency Planning Committee has stalled. He stated that the idea was to create a committee that included Nannette, Brent, the Principal and himself, but nothing came of it. Melissa suggested Joshua find additional individuals that do not have regular night meetings to join the team, request Selectboard appointment and schedule regular meetings.
- 3) Joshua had concerns that the public outreach methods proposed are highly likely to be cut off during a large event and the Town should have a solid plan of communication in place. Wendy suggested contacting radio stations to see whether they could broadcast information in the event of a disaster.

Melissa suggested contacting the Red Cross to see whether they could still provide shelter necessities under the Shelter Initiative Program.

Mark suggested contacting locals to see who would be available and what equipment is available to assist in access recovery in the case of a large event. Melissa suggested meeting the Selectboard prior to contacting individuals due to potential liability/compensation/permitting

issues.

Joshua requested a follow up meeting with the Commission in three months.

### **Joint Meeting with Selectboard**

The Planning Commission met with the Selectboard.

Melissa explained that the Commission added the following projects to their 2017 work plan:  
Review and offer comment regarding property transfers and town common boundary issues.

Energy planning

Community wastewater planning

Drafting fee schedule amendments to encourage affordable and senior housing

Town common master plan implementation

Review of regional studies

Round 2 of WLUD amendments

The Planning Commission and Selectboard reviewed the 2017 Selectboard Implementation Plan and noted that the following goals are listed for the Selectboard:

Review of proposed fee schedule amendments

Update fire ordinance

Town greeting sign follow up

Pleasant View Cemetery ownership

Encourage renewable energy production of appropriate size and scale

### **Energy Planning**

The Planning Commission and Energy Committee had a lengthy conversation about energy consumption and production in Vermont.

#### **CCRPC Site Constraints**

The Planning Commission and Energy Committee made the following revisions to the CCRPC renewable energy maps based on their previous comments:

Prime agr soils – Level 2

Deer wintering habitat - Level 1

Ridgelines – Omit

View sheds – Omit

Town & school owned land - Omit

Conserved land – Omit

FHO – Level 1

River Corridor/WRO – Level 1

Slopes 25% or greater – Level 1

Ledge outcroppings – Level 1

#### **Town Plan Amendments (Energy Committee)**

The Energy Committee will schedule a meeting in the coming weeks to develop a work plan / scope of work and will meet with the Planning Commission on May 15<sup>th</sup> to present said plan to

the group. Melissa will follow up with the Committee by sending them additional information they might need to begin planning.

#### **Town Plan Amendments (Mark)**

Mark discussed the concept of biodigestion and his desire to have a biodigester developed in Westford that is run on locally sourced fuel.

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

##### **FY17 MPG Update**

No new information as of this time.

##### **Land Transaction Updates**

Melissa gave an update on the JFFP project.

Gordon stated that the Selectboard will discuss the school property transfers on Thursday at 7:15 pm. Gordon asked Melissa to request that Seth send the letter drafted for the Commission prior to said meeting.

##### **Planning Commission Work Plan**

The Planning Commission reviewed their 2017 work plan and made minor adjustments.

##### **Minutes of the February 20, 2017 Meeting**

Wendy MOVED to approve the minutes.

Gordon SECONDED the motion.

The motion PASSED: 3 – 0.

The meeting adjourned at approximately 9:52 p.m.

Submitted by,  
Melissa Manka, Westford Planning Coordinator