

TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
Minutes for June 19, 2017 Meeting
Approved on July 17, 2017

Commission/Board Members Present: Wendy Doane, Gordon Gebauer, Mark Letorney and Seth Jensen (arrived 8:30 p.m.).

Commission/Board Members Absent: Jeremy Berger.

Also present: Melissa Manka (Planning Coordinator).

The meeting began at: 6:42 p.m.

School Property Transfer: Easement Deeds & Use Agreements – Discussion

The Planning Commission noted that they received a revised copy of the easement deed for Parcel 1 and it is expected that a revised Shared Use Agreement will be available by Wednesday afternoon. They also noted that the Selectboard and Schoolboard are scheduled to meet Wednesday evening to review and approve said documents. The Planning Commission reviewed the revised easement deed for Parcel 1 and had the following suggestions/comments:

- The Town and School should clarify and confirm that the School's policies do not supersede the Town's easements located on Parcel 1.
- The Town and School should clarify and confirm that only the Town can restrict access to the trails and pathways on Parcels 1, 2 and 3.
- The Town and School should clarify and confirm that the School Community Facility Use Policy does not apply to lands owned by the Town and/or trails and pathways located on Parcel 1, 2 and 3. Furthermore, this should be specifically stated in the documents so individuals reviewing this document in the future clearly understand the meaning and intent of the document and Boards.
- The Town and School should confirm that rights of way accessing the parking areas and primary and secondary parking area easements are adequately described in the easement deed.
- The Quitclaim deeds for Parcels 2 and 3 should state that future transfer of the properties will not occur without first obtaining voter approval per the approved October 11, 2016 School District Special Meeting amended articles.

Economic Development & CEDS

Mark presented the information and issues discussed at the Chittenden County Regional Planning Commission training. In summary, he stated that the following points stood out during the training:

- Housing costs are greatly inflated in Vermont.
- Wages in Vermont are non-competitive.
- The high cost of living and low wages have created the "brain drain".
- Many businesses have employed temp workers with no benefits in order to compete with larger businesses and this is pushing costs, such as health care, onto the State.
- There has been relatively no economic growth in the State since the recession.
- Chittenden County is the only significant growth center in the State.

- Vermonters are living in the more affordable rural areas and commuting to Chittenden which is creating income disparity and disconnecting residents from their communities.
- Vermont needs more export businesses in order to draw out of state money into the State.
- Vermont needs to shift its thinking from businesses being the economic base to businesses being the thing that binds and supports the community, schools and services.

Energy Committee Letter to CCRPC – Discussion

The Planning Commission reviewed the Energy Committee’s comments they plan to submit to the Chittenden County Regional Plan Commission regarding the draft Regional Energy Plan. The Planning Commission had no further comments and were pleased with the Energy Committee’s work.

JFFP Work Plan - Discussion

The Planning Commission reviewed the draft JFFP Work Plan. They’ll ask the Conservation Commission to work with Mark on sign design, size, location, posting method, etc. in July and August. Furthermore, they will ask the Conservation Commission to work on construction and installation of a kiosk for general information, a property map and list of allowed and prohibited uses based on the Interim Management Plan. Melissa will work with Brent on trail installation from Brookside Road to the stone wall.

Phase 2 Community Wastewater Capacity Confirmation & Financing Options Study – Discussion & Follow Up

Melissa explained that Seth would like to conduct another study investigating hypothetical development scenarios and the infrastructure costs involved in developing the wastewater system, or portions thereof, to serve said hypothetical development. Melissa stated that the Planning Commission has an \$8,000 special projects budget for FY 18. However, there may be unforeseen costs involved with the JFFP so she suggests the Commission place this project in the work plan and revisit the issue when the JFFP is completed.

Citizens to be Heard, Announcements & Other Business

There were no citizens to be heard.

Itinerant Vendors, Peddlers & Food Sales Request

Melissa explained that a resident is interested in operating a food truck near the Common and has requested information about the process. She noted that some town’s permit food trucks through an ordinance and she feels this would be the simplest method.

The Commission saw the benefit in permitting food trucks through an ordinance and expressed hope that this would increase activity on the Common and/or result in permanent food service in Town. They reviewed Hyde Park’s ordinance and agreed a Westford ordinance would need to be slightly more robust while remaining simple and encouraging. They noted that the following issues should be discussed further:

- Business related trash disposal
- Business related clean up
- Permit fees
- Signage
- Hours of operation and location

- Who would approve permits (Selectboard, Town Manager, etc.)
- Whether restrooms would be necessary (questionable due to the temporary nature of the business)
- Whether provisions about the use of town infrastructure and damages would be necessary (decided against due to liability and disincentive issues)
- Ensuring the vendor is temporary and the vehicle is not left on-site on a daily basis.

The Planning Commission asked Melissa to draft a letter recommending that the Selectboard adopt an Itinerant Vendors, Peddlers & Food Sales Ordinance and, if amenable, the Planning Commission is willing to draft said document for the Selectboard.

Land Transaction & Easement Updates

No new information is available at this time.

Planning Commission Work Plan

The Planning Commission reviewed and revised their work plan. The Commission added a meeting in July (July 31st at 6:30 pm) to discuss a second round of regulatory amendments.

Minutes of the May 15, 2017 Meeting

Seth MOVED to approve the minutes.

Wendy SECONDED the motion.

The motion PASSED: 3 – 0.

Executive Session – Annual Employee Evaluation

Gordon MOVED to enter executive session.

Seth SECONDED the motion.

The motion PASSED: 3 – 0.

The meeting adjourned at approximately 9:13 p.m.

Submitted by,

Melissa Manka, Westford Planning Coordinator