

**TOWN OF WESTFORD**  
**PLANNING COMMISSION MINUTES**  
**Minutes for October 16, 2017 Meeting**  
Approved on December 19, 2017

**Commission/Board Members Present:** Koi Boynton, Wendy Doane, Gordon Gebauer, Seth Jensen and Mark Letorney.

**Commission/Board Members Absent:**

**Also present:** Melissa Manka (Planning Coordinator).

The meeting began at: 6:36 p.m.

**Amendments to Agenda**

No amendments to the agenda were proposed.

**FY 18 Capital Budget & Program**

The Commission reviewed the proposed capital budget and requested that the following comments be submitted to the Selectboard for consideration:

1. HWY Culvert Steamer & Hydro Seeder- The Town should look into whether these items can be purchased through an Ecosystem Restoration Grant as well as sharing the use and cost burden of these intermittently used pieces of equipment with adjoining towns.
2. ADMIN & LIB Furnaces – The Library & Town Offices should research and plan for the installation of alternative heating/fuel sources, such as wood pellets, heat pumps, etc. The Commission suggests contacting the Energy Committee for assistance.
3. ADMIN Town Office Septic Tank & Leach Field – The Selectboard placed this item in the Admin Inventory to flag the need to plan for the construction and funding of a replacement wastewater system. The cost estimate used was for a small decentralized community system located behind the White Church. A number of years ago there was discussion of placing money in the Admin Reserve on an annual basis to ensure funds are readily available if and when the system serving the Town Office and Library fails and/or State funds become available to construct community systems. The Commission highly recommends placing funds in the reserve on an annual basis for this project.
4. ADMIN Town Common Path, ADA Gazebo Ramp & Crosswalk – This project should be flagged as a priority project by placing it in the Admin Inventory with a cost estimate of \$7,500.

**Westford Land Use & Development Regulation Amendments**

The Commission reviewed the regulations and proposed further revisions. The Commission agreed to try to wrap up the amendments in December in hopes of holding a public hearing in January.

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

Land Transaction & Easement Updates

Melissa stated the final plat hearing for the JFFP was scheduled for mid-November with the hope of closing before the end of the year.

**Planning Commission Work Plan**

The Planning Commission reviewed and revised their work plan.

**Minutes of the August 21, 2017 Meeting**

Seth MOVED to approve the minutes.

Mark SECONDED the motion.

The motion PASSED: 3 – 0.

Koi and Wendy abstained.

**Minutes of the September 18, 2017 Meeting**

Wendy MOVED to approve the minutes.

Koi SECONDED the motion.

The motion PASSED: 5 – 0.

The meeting adjourned at approximately 9:18 p.m.

Submitted by,

Melissa Manka, Westford Planning Coordinator