

TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
Minutes for December 18, 2017 Meeting
Approved on January 9, 2018

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), Margaret Nichols.

The meeting began at: 6:37 p.m.

Amendments to Agenda

No amendments to the agenda were proposed.

Westford Land Use & Development Regulation Amendments

The Planning Commission heard Margaret Nichols' request to revise the waiver language to support and encourage reasonable development and investment in non-conforming, pre-existing properties. The Commission spoke of the issue at length and asked Melissa to draft new language using Manchester and Underhill waiver language as a template.

The Commission reviewed each proposed amendment to the regulations as drafted and made minor revisions. They will continue review the amendments beginning at the PUD language.

FY 18 Planning Commission Special Project Funds

The Planning Commission agreed to use said fund for the Haller Property public easement legal fees, JFFP closing costs, and JFFP stonewall access, if the latter is not covered by VLT property management fund.

Citizens to be Heard, Announcements & Other Business

FY 19 Budget Request Update

Melissa said they are awaiting word on the Commission's request for a reserve fund.

Digital Parcel Map Update

Meissa said the State has awarded Westford's contract to a company in Maine and they expect the update to be completed by the Spring of 2018.

Density Bonus Language

Melissa explained that a developer is interested in using the Town Common Fund density bonus but had questions as to how the amount per dwelling unit is calculated. The Commission agreed a set amount should be specified in the fee schedule and be in the range of \$3,000 to 5,000 per unit.

Rural Development Caucus Follow Up

The Commission reviewed a letter drafted by Seth and will provide comment to him by December 22nd.

Land Transaction & Easement Updates / Future Projects & Collaborations

Melissa explained there has been a delay in closing on the JFFP but closing is expected to occur in the early part of January 2018.

Melissa also noted that the Selectboard has begun the process of laying out Common Road, with that overall project expected to be completed by the end of 2018.

Melissa added that there appears to be a lot of transition occurring in the TCA and believes the Commission should begin succession planning. She stated that the Commission should hire a consultant, such as Kate Lalley - who in addition to being the ZA is a consultant for Lamoille Regional Planning Commission and familiar with Westford, and apply for grants for further professional assistance as the amount of work and expertise required is significant. The Commission will discuss this in further detail at their January 15th meeting.

Planning Commission Work Plan

The Planning Commission will develop their 2018 work plan at their January 15th meeting.

Minutes of the October 16, 2017 Meeting

Wendy MOVED to approve the minutes.

Seth SECONDED the motion.

The motion PASSED: 5 -0.

The meeting adjourned at approximately 9:27 p.m.

Submitted by,

Melissa Manka, Westford Planning Coordinator