

**TOWN OF WESTFORD**  
**PLANNING COMMISSION MINUTES**  
**Minutes for April 15, 2015 Meeting**  
Approved April 29, 2015

**Commission/Board Members Present:** Jeremy Berger, Wendy Doane, Gordon Gebauer, Seth Jensen (arrived at 7:45 pm) and Mark Letorney.

**Absent:** N/A

**Also present:** Melissa Manka (Planning Coordinator), Brandy Saxton, Ted Pelkey, Casey Mathieu, Sarah Pinto, Chuck McGill, Marilyn Thomas and Joel Fay.

The meeting began at 6:29 p.m.

**Proposed Westford Land Use & Development Regulations –Commercial Development Workshop Preparation**

The Planning Commission set up the public workshop.

**Proposed Westford Land Use & Development Regulations – Commercial Development Workshop**

Brandy Saxton of Place Sense gave a presentation on the effect the proposed regulations would have on future commercial development proposals and review process.

**2015 Town Plan Update**

Melissa told the Planning Commission that the Selectboard scheduled their Town Plan Public Hearing for Thursday, April 23<sup>rd</sup> at 7 pm.

**Town Center Community Wastewater Project Update**

Melissa said she had Stone Environmental's contract for Phase 2 of the White Church Community Wastewater Project before the Selectboard for approval and had requested a cost estimate and scope of work from Stone Environmental for review the Jackson Project Soils Investigation. She said she was hoping to use the Commission's excess FY 15 Special Project budget to fund the latter.

**Town Common Boundary Line Update**

Melissa informed the Commission that she had requested Selectboard approval to use the Planning Commission's FY 15 Special Project budget to hire Warren Robenstein to survey the southern Town Common boundary line.

**Planning Commission Work Plan**

The Planning Commission will review the work plan at their May 13<sup>th</sup> meeting.

**Minutes of the February 18, 2015 Meeting**

Gordon MOVED to approve the minutes.

Seth SECONDED the motion.

The motion PASSED: 5 – 0.

The meeting adjourned at approximately 9:17 pm.

Submitted by,  
Melissa Manka, Westford Planning Coordinator