

TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
Minutes for April 18, 2016 Meeting
Approved on May 16, 2016

Commission/Board Members Present: Jeremy Berger, Gordon Gebauer (Chair), Seth Jensen, Mark Letorney, Bill Cleary, Wayne Brown, Matt Wamsganz (arrived 7:05 pm) and Sara DeVico.

Absent: Wendy Doane, Jason Hoover and Tony Kitsos.

Also present: Melissa Manka (Planning Coordinator), Sue Adams and Ira Allen.

The meeting began at 6:38 p.m.

Annual Joint Meeting with Administrative Officer & Development Review Board

The Planning Commission met with the DRB and AO, Kate Lalley. The Commission began by reviewing the projects they plan on undertaking in 2016. Next, they reviewed two mock applications with the DRB and AO, specifically they reviewed a 2 lot by right subdivision and a commercial use for a parcel with two proposed principal structures.

Revised Development Review Forms & Checklists

The Planning Commission will review the draft DRB forms and checklists at their next meeting.

River Corridors & River Corridor Protection Areas

The Planning Commission will review the draft forms and checklists at their next meeting.

Planning Commission Work Plan

The Planning Commission will review the work plan at their next meeting.

Citizens to be Heard

There were no citizens to be heard

Jackson Farm & Forest Project Update

The Planning Commission briefly discussed the Jackson Project and were informed that purchase and sales agreements and option to buy agreements have been signed.

FY 17 MPG Update

Melissa informed that Commission that the State Procurement Procedures allow the Town to hire Stone Environmental without having to go through the RFP process. Melissa said she would draft a contract in the near future.

RED & School Property Update

Melissa informed the Commission that the Schoolboard and Selectboard Liaisons will hold a public meeting on May 9th to discuss residents' options with regard to transferring School property to the Town prior to the RED becoming operational.

Town Common Boundary Update

Ira Allen and Melissa informed the Commission of the issues with the survey submitted to the Town and stated that Warren Robenstien, surveyor, would be researching the property further to correct those issues. Melissa stated that she would meet with Warren in mid-May in discuss his research. Gordon said he believes the Town should just meet with the effected property owners and agree upon a boundary line to be marked and mapped by a surveyor.

Other Business

Melissa informed the Commission of the issue with the library septic tank, specifically it being a rotten metal tank. She said the Selectboard is looking into replacing the tank per Stone Environmental's recommendation. The Commission agreed that it might not be as simple as just replacing the tank if the associated infrastructure is in that condition too. They stated that this could be the beginning of a domino effect of issues. They asked Melisa to contact the Town Administrator and Selectboard to recommend the hiring of an engineer to oversee and make recommendations for the replacement.

Minutes of the March 16, 2016 Meeting

Seth MOVED to approve the minutes.

Mark SECONDED the motion.

The motion PASSED: 3 – 0.

The meeting adjourned at approximately 9:40 pm.

Submitted by,

Melissa Manka, Westford Planning Coordinator