

**TOWN OF WESTFORD**  
**PLANNING COMMISSION MINUTES**  
**Minutes for December 15, 2014 Meeting**  
Approved February 11, 2015

**Commission/Board Members Present:** Jeremy Berger (Chair), Wendy Doane, Seth Jensen and Mark Letorney.

**Absent:** Gordon Gebauer.

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

The meeting began at 7:16 p.m.

**Draft 2015 Town Plan & Maps**

Mark began by suggesting some rewording of Chapter 1. Furthermore, Seth requested that Melissa contact the State regarding whether they would like the Town to use the term contiguous forest or unfragmented forest in the Plan.

The Commission reviewed the draft Town Plan Maps and requested the following revisions: Map 7 – add PUD open spaces, omit closed childcare facilities and create Town Center Area inset; Map 9 – depict transects in a inset; Map 10 – color code contiguous forest based on total acreage of the polygon.

The Planning Commission reviewed and revised the Implementation Plan and requested that it be sorted by the time table.

The Commission agreed the Town's top priorities appear to be adoption of form based zoning, construction of community wastewater infrastructure in the Town Center Area, natural resource protection, emergency planning and response, road maintenance, and reducing Lake Champlain's TDML.

Seth MOVED to approve the Plan for public hearing, posting, publishing, and mailing. Mark SECONDED the motion.

The motion PASSED: 4 – 0.

**Town Common Boundary Update**

No developments to report at this time.

**Town Common Wastewater Disposal Update**

Melissa explained that the State approved the Town's wastewater exemption request for the Spiller property. This will allow the Town to disconnect the wastewater and potable water systems located on the Spiller property and reconnect them to the garage in order to maintain the capacity of these systems. The Town has two years to reconnect the systems after demolition of the dwelling.

**Planning Commission Work Plan**

The Planning Commission reviewed the work plan.

**Minutes of the December 1, 2014 Meeting**

Wendy MOVED to approve the minutes.

Mark SECONDED the motion.

The motion PASSED: 3 – 0.

Seth abstained.

The meeting adjourned at approximately 9:40 pm.

Submitted by,

Melissa Manka, Westford Planning Coordinator