

**TOWN OF WESTFORD  
PLANNING COMMISSION MINUTES  
Minutes for November 14, 2016 Meeting  
Approved on \*\*\*\*, 2016**

**Commission/Board Members Present:** Jeremy Berger, Wendy Doane and Gordon Gebauer (Chair).

**Commission/Board Members Absent:** Seth Jensen and Mark Letorney.

**Also present:** Melissa Manka (Interim Planning Coordinator), Amy Macrellis and Allen Huizenga.

The meeting began at 6:30 p.m.

**FY 16 Municipal Planning Grant– Phase 2 Community Wastewater Study - Meeting with Stone Environmental Inc. & Green Mountain Engineering**

Amy Macrellis and Allen Huizenga were present.

Amy and the Commission discussed potential future uses in the Town Center Area and wastewater needs. They also discussed the details and timeline of the phase 2 wastewater study. Amy said the updated capacity calculations should be ready by January 2017 and once known they would move towards discussing next steps, future uses and financing.

**Continued: Westford Land Use & Development Regulation Public Hearing**

The Commission reviewed the remainder of the document and made minor revisions.

Jeremy MOVED to approve the minutes as amended.

Mark SECONDED the motion.

Motion PASSED: 3-0.

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

***Town Common Boundary Update***

Melissa explained the recent developments regarding the location of the Town Common boundary. She said it appears as though the boundary is located where town's people historically believed the boundary to be. However, it appears as though the Church owns the upper Common and the western edge of the Spiller lot.

***Jackson Farm & Forest Project Update***

Melissa stated that the vote was a success. Gordon stated that closing would likely occur in June of 2017 and the focus until closing would be fundraising the additional \$50,000 needed.

**Planning Commission Work Plan**

The Commission reviewed the work plan for the month of December.

**Minutes of the October 17, 2016 Meeting**

Jeremy MOVED to approve the minutes.

Wendy SECONDED the motion.

Motion PASSED: 3-0.

The meeting adjourned at approximately 9:21 p.m.

Submitted by,

Melissa Manka, Westford Planning Coordinator