

**TOWN OF WESTFORD**  
**PLANNING COMMISSION MINUTES**  
**Minutes for February 17, 2016 Meeting**  
Approved on March 16, 2016

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

**Absent:** Gordon Gebauer and Seth Jensen.

**Also present:** Melissa Manka (Planning Coordinator), Ira Allen, Staci Pomeroy, Sarah Pinto, Marilyn Thomas, Chuck McGill, Dale Rodgers and Joshua Smith.

The meeting began at 6:31 p.m.

**River Corridor Mapping with Staci Pomeroy, VT River Scientist**

Staci Pomeroy, VT River Scientist, gave a brief presentation on River Corridors and River Corridor Protection Areas and answered the Commission's questions.

Staci informed the Commission that the Town will need to adopt either River Corridors or River Corridor Protection Areas in order to maintain the 17.5% State Emergency Relief and Assistance Funding level. She said no new development could be allowed in the designated area.

Mark asked what would happen if the Corridor as delineated was disputed.

Staci said the Zoning Administrator would make a determination with the technical assistance of the State Floodplain Manager.

Melissa asked if that would include a 30 day State review process before issuing a permit. Staci said yes.

Melissa asked if the model bylaw for River Corridors were the same as the Flood Hazard model. Staci said yes.

The Commission agreed to review the proposed ANR map and then set up another meeting with Staci to discuss and potentially revise said map in the Town Center area.

(To view the presentation, please visit the Planning Commission webpage on the Town Website at [www.westfordvt.us](http://www.westfordvt.us))

**Annual Joint Meeting with Conservation Commission**

The Commission met with the Conservation Commission. They reviewed the implementation plan for 2016 and the Conservation Commission agreed to pursue the projects listed.

The Conservation Commission asked for a copy of the pedestrian path easements acquired and proposed trail maps.

Chuck requested the road surveys for Goodrich Road and Seymour Road and stated the State is developing LIDAR data for Westford this year which will provide great trail location information.

The Planning Commission and Conservation Commission agreed to meet in the fall of 2016 to discuss progress on the projects listed.

**Annual Joint Meeting with Emergency Coordinator**

The Commission met with Joshua Smith, Emergency Coordinator. The Commission and Joshua discussed how he might understand his authority, coordinate with other officials, develop procedures, educate the public and develop of a detailed emergency operations plan. All agreed that an Emergency Management Committee was necessary to assist in these efforts and Josh

should take the lead on requesting Selectboard approval to appoint members and recruitment member. The Commission will check back in with Joshua in June of 2016 to discuss his progress.

### **Planning Commission Work Plan**

The Commission reviewed their work plan. Melissa said she intends to wait in until the spring to move forward with the FY 17 MPG. Jeremy asked that the Spiller Property and Town Center Area traffic calming be added to the work plan.

### **Citizens to be heard**

There were no citizens to be heard.

### **Jackson Farm & Forest Project Updates**

Melissa informed the group that the appraisal of the Jackson property appeared to be based on some misunderstandings about the zoning in that area and the Town has asked the appraiser to reevaluate the appraisal. She said this should take a couple of weeks and the project is on hold until the Town hears back from the appraiser.

### **FY 17 MPG Updates**

Melissa said she intends to wait until the spring before pursuing this project in order to determine whether the Town should be pursuing the Jackson Property or White Church wastewater project.

### **RED & School Property**

Melissa informed the Commission that the Selectboard and Schoolboard have decided to place an article in the Town Report for voters to decide whether to sell the jointly owned 20 acre Milton-Westford Road property assessed at \$113,000. Melissa said the Selectboard liaison, Dave Adams, and Schoolboard Liaison, Mark Drapa, have signed an agreement to use the Town's Attorney in working on the issues at hand, being 1) the possible transfer of school lands to the Town and 2) developing a community use agreement with the School. Melissa said Dave and Mark hope to meet with the Attorney later this month. Therefore, she expects to have an update for the March Meeting.

### **Spiller Property Planning**

Melissa informed the Commission of Alex Weinhagen's request that they take the lead on planning for the future use of the Spiller Property. The Commission agreed to undertake that task once there was a clearer understanding of maximum wastewater capacity for the current Town Office and Spiller property.

### **Town Common Boundary**

Melissa informed the Commission that Gordon spoke with Warren Robenstein last month, at which point he informed Gordon that he had a few more things to do before completing the survey.

### **Newsletter & FPF**

Melissa asked if the Commission would like their newsletter articles placed on the FPF in addition to the newsletter in order to get more readership. The Commission said yes and asked Melissa to set up a Planning Commission email account and FPF account.

**February 18<sup>th</sup> Selectboard Public Hearing**

Jeremy said he would revise the PowerPoint from the Commission's public hearing and give a brief presentation to the Selectboard at tomorrow's Selectboard public hearing.

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

Wendy MOVED to approve the minutes.

Mark SECONDED the motion.

The motion PASSED: 3 - 0.

**Minutes of the December 16, 2015 Meeting**

Wendy MOVED to approve the minutes as corrected.

Mark SECONDED the motion.

The motion PASSED: 3 - 0.

The meeting adjourned at approximately 9:46 pm.

Submitted by, Melissa Manka, Westford Planning Coordinator