

TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
Minutes for October 21, 2015 Meeting
Approved on November 4, 2015

Commission/Board Members Present: Jeremy Berger, Wendy Doane, Gordon Gebauer (left 9:26 pm), Seth Jensen (arrived 6:57 pm) and Mark Letorney.

Absent: N/A.

Also present: Melissa Manka (Planning Coordinator), Tatiana Friesen & Christopher Friesen.

The meeting began at 6:34 p.m.

FY 17 Town Report & Budget

The Planning Commission drafted a proposed FY 17 budget.

Gordon MOVED to approve the proposed budget.

Jeremy SECONDED the motion.

The motion PASSED: 4 – 0

Proposed Land Use & Development Regulations – Final Review

The Planning Commission conducted a final review of the proposed regulations and made minor revisions. The Planning Commission will complete final review of Sections 4 and 5 on November 4th.

Town Center Community Wastewater Initiative

Melissa gave a brief overview of the Municipal Planning Grant application and stated the second stage of the project will focus mostly on fee structures, financing, etc.

The Commission discussed public outreach and how to provide factual information to residents regarding the proposed wastewater project while understanding the project is still in the investigation and research phase. The Commission noted that the Jackson Farm and Forest Project has many benefits, beyond wastewater, and the only wastewater capacity near the Town Center for any future development is on the Jackson Farm. Therefore, the Commission believes retaining the land through a public, private and non-profit partnerships is in the best interest of the Town and is key to providing the opportunity for a vibrant future. Melissa offered to draft an article on the process thus far and the Commission will work on drafting FAQ responses for the FPF and website.

Planning Commission Work Plan

The Planning Commission added November 4th to their meeting scheduled to complete final review of the regulations.

Citizens to be Heard, Announcements & Other Business

Town Common Boundary

The Planning Commission will discuss this topic at their next meeting.

Unified School District

The Planning Commission discussed the effect the school district merger could have on the Town and residents if the four school properties were transferred to the RED.

Seth MOVED to have a Planning Commissioner draft a formal letter to the Selectboard and Schoolboard stressing that the land surrounding the School should be transferred to the Town as a public asset in conformance with the Westford Town Plan.

Gordon SECONDED the motion.

The motion PASSED 5 – 0.

Wendy offered to draft said letter.

Neighborhood Development Areas– VT DHCD Meeting

The Planning Commission will discuss this topic at their next meeting.

Minutes of the August 31, 2015 Meetings

Seth MOVED to approve the minutes.

Mark SECONDED the motion.

The motion PASSED: 3 – 0

Wendy abstained.

Minutes of the September 16, 2016 Meeting

Wendy MOVED to approve the minutes.

Mark SECONDED the motion.

The motion PASSED: 3 – 0

Jeremy abstained.

The meeting adjourned at approximately 10: 16 pm.

Submitted by,

Melissa Manka, Westford Planning Coordinator