

**TOWN OF WESTFORD**  
**PLANNING COMMISSION MINUTES**  
**Minutes for February 26, 2018 Meeting**  
Approved on \*\*\*\*, 2018

**Commission/Board Members Present:** Koi Boynton, Wendy Doane, Seth Jensen and Mark Letorney.

**Commission/Board Members Absent:** Gordon Gebauer

**Also present:** Melissa Manka (Planning Coordinator), Pat Haller, Ethan Tapper, Joel Fay, Marilyn Thomas and Lauren Gibson

The meeting began at: 7:05 p.m.

**Amendments to Agenda**

No amendments were proposed.

**Planning Commission & Conservation Commission Joint Meeting – Maple Shade Town Forest & Town Acquired Former School Properties**

The Planning Commission and Conservation Commission reviewed the draft Maple Shade Town Forest and Town- Acquired School Property Work Plan and revised it as necessary (see Maple Shade Town Forest and Town- Acquired School Property Work Plan for specifics).

**Draft Mobile Food Vendors Ordinance**

Melissa noted that next year is the 200<sup>th</sup> anniversary of the eastern portion of the Common and said it would be great to have a town celebration with food trucks.

The Planning Commission reviewed the second draft of the ordinance Mark prepared, requested minor revisions and asked that the proposal be submitted to the Selectboard for review and action.

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

Neighborhood Development Area & Rural Development Caucus Update

No updates.

Community Wastewater Scenario Analysis Update

Melissa said she's submitted the CWSRF Priority List application to the State of Vermont. She also noted that in her recent discussions with Stone Environmental and Green Mountain Engineering they informed her that the following questions would need to be answered in order to size a leach field and develop a cost estimate for the first phase of a community system:

Would a market serve 1, 2 or 3 meals a day?

Would there be food processing (e.g. cheese making, etc.)?

Would the church install a kitchen facility?

What will the future use of the church be?

The Commission stated that they may know more when they meet with the United Church of Westford but it also may be wise to analyze multiple different scenarios.

#### Brownfields Program Update

No updates. Seth asked Melissa to set up a meeting with Faith in the third week of March.

#### Land Transaction & Easement Updates

Melissa said the Motion for Quiet Title Action to remove a public use easement on private lands south of Common Road and transfer other common land also south of Common Road to adjoining property owners has been submitted to the Courts.

#### Other Business

The Planning Commission discussed the idea of placing solar panels at the Town Garage property and suggested the Commission undertake a program assessment in order to better understand community assets, functions and needs prior to taking action. Mark noted that the Energy Committee should continue with a feasibility study to better understand the solar potential of the property. Melissa said she would inform the Committee of the Commission's wishes.

#### **2018 Planning Commission Work Plan**

The Planning Commission reviewed their work plan and made minor revisions (see 2018 Work Plan for specifics).

#### **Minutes of the January 15, 2018 Meeting**

Wendy MOVED to approve the minutes.

Seth SECONDED the motion.

The motion PASSED: 4 -0.

The meeting adjourned at approximately 10:00 p.m.

Submitted by,  
Melissa Manka, Westford Planning Coordinator