

TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
Minutes for January 15, 2018 Meeting
Approved on March 19, 2018

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

Commission/Board Members Absent:

Also present: Melissa Manka (Planning Coordinator).

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

Amendments to Agenda

No amendments were proposed.

Itinerant Vendors, Peddlers & Food Sales Ordinance

The Planning Commission reviewed the draft ordinance Mark prepared and requested minor revisions. Mark offered to revise the document prior to the next meeting.

Potable Water & Wastewater Funding Impacts on Affordable Housing & Economic Development & Vibrancy – Legislative Updates & Discussion

Seth explained that the ACCD revised the Neighborhood Development Area eligibility criteria to allow conceptual municipal wastewater designs, as opposed to permitted systems, to meet basic requirements for eligibility.

Furthermore, ANR is reviewing system phasing which would allow a municipality to work up to an Indirect Discharge Permit as opposed to triggering it from the start.

Melissa stated that the Neighborhood Development Area density requirements still appear to be an issue and would greatly affect the character of the existing village.

Seth said the requirements now deduct natural resources from property calculations and that's movement in the right direction.

Seth suggested that he and Melissa meet with Faith from the ACCD to discuss the Neighborhood Development Area criteria.

Melissa said she would set up a meeting.

Mark and Wendy said they met Eric Law, USDA Community Specialist, who offered to meet with the Commission to discuss wastewater funding opportunities. Mark mentioned that there may be a possibility of applying for grant funding based on the median income of the Common District as opposed to the entire Town.

Mark will send Melissa Eric's contact information so she can invite him to a meeting.

Phase 3 Community Wastewater Study – Scenario Planning & Cost Analysis

The Planning Commission discussed requesting a quote from Stone Environmental and Green Mountain Engineering to develop a cost estimate for installation of a portion of the community leach field with associated piping. They asked that the system be sized to serve the church, library, town offices, a market/deli and six dwellings. Melissa said she would make said request.

2018 Planning Commission Work Plan – Future Projects / Collaborations / Succession Planning

The Planning Commission reviewed and discussed potential projects and developed their 2018 work plan. (See 2018 Planning Commission Work Plan for specifics).

Citizens to be Heard, Announcements & Other Business

Rovers North Act 250 Application

Mark Letorney recused himself.

The Planning Commission reviewed and briefly discussed Rovers North's Act 250 application and stated they do not feel it's necessary to provide comment or request a hearing as the area proposed for development is located on an existing parking area. The Commission noted that the project will require compliance with the WLUD regulations and DRB approval.

FY19 Planning Commission Reserve Request Update

Melissa stated that the Town Meeting Warning includes an article requesting a Planning Commission Reserve Account.

Land Transaction & Easement Updates

None.

Minutes of the January 9, 2018 Meeting

Seth MOVED to approve the minutes.

Mark SECONDED the motion.

The motion PASSED: 3 -0.

Koi abstained.

The meeting adjourned at approximately 9:22 p.m.

Submitted by,

Melissa Manka, Westford Planning Coordinator