

TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
Minutes for April 16, 2018 Meeting
Approved on May 21, 2018

Commission/Board Members Present: Wendy Doane, Gordon Gebauer and Mark Letorney.

Commission/Board Members Absent: Koi Boynton and Seth Jensen.

Also present: Melissa Manka (Planning Coordinator), Lauren Gibson, Marilyn Thomas, Sarah Pinto and Joel Fay.

The meeting began at: 6:48 p.m.

Amendments to Agenda

No amendments were proposed.

Town Center Master Plan Implementation w/ Kate Lalley

Melissa told the Planning Commission that Kate was stranded out-of-state due to inclement weather. The Planning Commission decided to reschedule for June 18th.

Joint Meeting w/ Conservation Commission

The Planning Commission, Conservation Commission and Melissa had a lengthy conversation about the Maple Shade Town Forest Work Plan, Maple Shade Town Forest Grand Opening and Westford Town Lands Long-Term Management Plan Committee. (See *Westford Town Lands: Maple Shade Town Forest at the Jackson Farm & Westford School Forest (name pending) Work Plan* and *Westford Town Lands: Maple Shade Town Forest at the Jackson Farm & Westford School Forest (name pending) Management Plan* for specifics).

Citizens to be Heard, Announcements & Other Business

Westford Land Use & Development Regulation Update

Melissa informed the Commission that the Selectboard set their public hearing date for May 10th.

Mobile Food Ordinance Update

Melissa informed the Commission that the Selectboard requested the Town Attorney review the draft ordinance prior to taking action.

Neighborhood Development Area & Rural Development Caucus Update

None.

Community Wastewater Scenario Analysis Update

Melissa said the Commission is scheduled to hold an initial meeting with Kevin Camara of Green Mountain Engineering on May 21st.

Other Business

Mark stated the Commission should meet with town department heads and develop a list of needs as well as a public property master plan.

2018 Planning Commission Work Plan

The Planning Commission reviewed and revised their work plan. (See 2018 Planning Commission Work Plan for specifics).

Minutes of the April 2, 2018 Meeting

The Planning Commission will review minutes at their next meeting.

The meeting adjourned at approximately 9:06 p.m.

Submitted by,
Melissa Manka, Westford Planning Coordinator