

TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
Minutes for April 2, 2018 Meeting
Approved on May 21, 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).

The meeting began at: 6:41p.m.

Amendments to Agenda

No amendments were proposed.

CONTINUED: Westford Land Use & Development Public Hearing

The Planning Commission reviewed the revisions proposed at the previous hearing.

Wendy MOVED to approve the proposed Westford Land Use & Development Regulation amendments.

Mark SECONDED the motion.

The motion PASSED: 4 – 0.

Draft Mobile Food Vendors Ordinance

The Planning Commission reviewed and revised the draft ordinance. The Commission then asked Melissa to forward the draft to the Selectboard for review and, hopeful, approval.

Citizens to be Heard, Announcements & Other Business

Community Wastewater Update

The Planning Commission approved Green Mountain Engineering's Contract for Services to conduct a phased community wastewater system scenario analysis.

Seth stated the Northern Border Regional Commission's Economic Development Grant will open to all of Vermont next year. He added this is a 50% match, 5 year grant that can be used as a match for other grants. Seth offered that the Town could apply for the grant as soon as next year and plan for construction or partial construction of a system once the Town Forest is paid off. Seth asked Melissa to inform Kevin and Amy of the grant's state-wide expansion and note grant deadlines on the Planning Commission's calendar in the future.

Other Business

The Planning Commission had a lengthy discussion about the future of the White Church and Brick Meeting House. The Commission asked that the United Church of Westford Committee be

invited to their April 16th meeting to discuss the Commission's thoughts, concerns, advice and hopes.

Seth said additions to the BMH must be done carefully so as not to negatively affect future grant funding. All work should be completed in conformance with the Secretary of Interior's standards for historic structures.

Mark discussed the need for a comprehensive town property master plan. Seth recommended the Commission apply for a Municipal Planning Grant and include the White Church, BMH, town office and garage properties.

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 March 6, 2018 Meetings

Wendy Moved to approve the minutes.

Koi SECONDED the motion.

The motion PASSED: 4 – 0.

Minutes of the March 19, 2018 Meetings

Koi Moved to approve the minutes.

Seth SECONDED the motion.

The motion PASSED: 3 – 0.

Wendy abstained.

The meeting adjourned at approximately 10:51 p.m.

Submitted by,
Melissa Manka, Westford Planning Coordinator