

**TOWN OF WESTFORD**  
**PLANNING COMMISSION MINUTES**  
**Minutes for June 18, 2018 Meeting**  
Approved on August 20, 2018

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

**Commission/Board Members Absent:** Seth Jensen.

**Also present:** Melissa Manka (Planning Coordinator) and Kate Lalley.

The meeting began at: 6:40 p.m.

### **Amendments to Agenda**

#### **6:35 Town Center Master Plan Implementation w/ Kate Lalley**

Kate gave a PowerPoint presentation outlining and discussing different town common master plan projects.

The Planning Commission tasked Kate with the projects listed below:

#### Short-term & long-term public restroom solutions for the Town Common Area.

The Planning Commission briefly discussed public restroom options for the Town Common Area. The Town will contact a Clivus representative for more information.

#### ADA path from Common Road to the gazebo, an ADA ramp to access the gazebo, a Town Common-Town Office crosswalk & updated Rte. 128 signage.

Kate noted that the Town should pursue two crosswalks. One at the Town Office and one at the Meeting House. Melissa said currently the Town does not meet the criteria for one crosswalk, but due to the fact that we're a designated village the state will permit one crosswalk on Route 128. The Commission agreed the Town should urge VTrans to allow for two crosswalks.

#### Context-Sensitive Design Training

The Planning Commission decided to invite the DRB to a meeting to discuss the benefits and challenges of the new regulations and what they can do to assist during our transition to unified, form based regulations. They added that it would be beneficial to have more check-ins with the DRB.

#### Other

The Planning Commission agreed village gateway signage should be pursued.

Kate suggested the Town reinstall the fencing along the northern border of the Common. The Commission said the State ordered the previous fence to be removed for vehicular safety reasons. Kate suggested the Town research acceptable alternatives to a stockade fence and work with VTrans on a pedestrian safety solution.

Mark suggested the Town research public access to the Browns River in the village too.

### **2020 Town Plan**

#### CCRPC Initial Review

To be reviewed at a later date.

#### Draft Energy Chapter

The Planning Commission discussed whether to ask the Energy Committee to include carbonomics in the plan.

#### Implementation Plan

To be reviewed at a later date.

#### Community Survey

Melissa will tweak the 2009 survey and provide a draft to the Commission for their next meeting. The Commission hopes to publish the community survey in September.

#### Amendment Strategy

The Commission agreed they should review and revise one section of the Town Plan per month until it is complete. They noted that it was not their intent to rewrite the entire document, but rather make revisions required by statute and update the economic development, energy and facilities and services chapters.

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

The Planning Commission briefly discussed the Vermont Council on Rural Development Community Visit Program and asked Melissa to contact Paul Costello, VCRD Executive Director, to discuss the program further.

### **Minutes of the April 23, 2018 Meeting**

Wendy MOVED to approve the minutes.

Mark SECONDED the motion.

The motion PASSED: 3 – 0.

Koi abstained.

### **Minutes of the May 21, 2018 Meeting**

Wendy MOVED to approve the minutes.

Koi SECONDED the motion.

The motion PASSED: 4 – 0.

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

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

The meeting adjourned at approximately 9:52 p.m.

Submitted by,

Melissa Manka, Westford Planning Coordinator

