

TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
Minutes for August 20, 2018 Meeting
Approved on October 15, 2018

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

Commission/Board Members Absent: Wendy Doane,

Also present: Melissa Manka (Planning Coordinator).

The meeting began at: 6:39 p.m.

Amendments to Agenda

No amendments offered.

Citizens to be Heard, Announcements & Other Business

No citizens to be heard.

2018-19 MPG Application

The Planning Commission discussed the logistics and purpose of the MPG application given the town's recent meeting with the Vermont Council on Rural Development. The Commission discussed whether taking on both projects at the same time would end in project overlap, public burn out and/or working at cross purposes. The Commission discussed applying for both and pursuing one if awarded both or pursuing both at the same time with the MPG consultant sitting in on Community Visit meetings. The Commission also discussed pursuing the Community Visit and revising the MPG to be more systems oriented. Melissa said she felt it wouldn't be appropriate to apply for the MPG and Community Visit and, if awarded, decline one of the offers. She added that the timing would be very tight if the town were to pursue the Community Visit with the MPG to follow in the same fiscal year. Koi said the Community Visit would provide more funding opportunities and offered to contact VCRD to ask when towns would be picked for the coming fiscal year. Melissa said she would need direction on the MPG application in the coming week or two in order to meet the October 1st MPG deadline.

2020 Town Plan - Community Survey

The Planning Commission reviewed and revised the draft survey. Melissa said she would input the questions into Survey Monkey for review prior to publishing. Melissa added that some of the open ended questions may need to be redesigned in order to fit into Survey Monkeys template.

2018 Planning Commission Work Plan & Project Updates

The Planning Commission reviewed and revised their work plan (see work plan for further details). The Planning Commission then reviewed and discussed their project list. The Commission agreed to hold September 4th as a potential special meeting date to discuss the VCRD and MPG applications. The Commission noted that they would not pursue a compostable public restroom on the Common, but rather continue to use a porta-potty as a temporary solution with the hope that future development in the town center area will provide a public restroom solution. An

example of this would be a town office renovation that included a public restroom with an exterior entrance. The Commission agreed to pursue crosswalks from the common to the town offices and the common to the brick meeting house. The Commission then discussed the computer issues Melissa is having with the newly adopted regulations. Mark said he would send IT help to the town offices to assist. Seth asked Melissa to provide the Commission with a map depicted existing setbacks and lot depths in the T4 area.

Minutes of the June 18, 2018 Meeting

Wendy MOVED to approve the minutes.
Gordon SECONDED the motion.
The motion PASSED: 3 – 0.
Seth abstained.

Minutes of the July 16, 2018 Meeting

Koi MOVED to approve the minutes.
Seth SECONDED the motion.
The motion PASSED: 4 – 0.

Minutes of the August 14, 2018 Meeting

Seth MOVED to approve the minutes.
Koi SECONDED the motion.
The motion PASSED: 4 – 0.

The meeting adjourned at approximately 9:46 p.m.

Submitted by,
Melissa Manka, Westford Planning Coordinator