

TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
Minutes for September 11, 2018 Meeting
Approved on October 15, 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: 5:37 p.m.

Amendments to Agenda

No amendments offered.

2018-19 MPG & VCRD Community Visit Applications

The Planning Commission discussed how and whether to proceed with the MPG and/or VCRD Community Visit applications. Melissa informed the Commission that the Selectboard sent a formal request to VCRD and Paul Costello has informed the Town that the VCRD board will make their decisions on September 26th. The Commission decided to pursue the VCRD Community Visit and forgo the MPG application for the coming fiscal year. The Commission stated their intent to apply for a MPG the following fiscal year in order to conduct programing. However, they felt the Community Visit would be an excellent starting point in implementing a much larger vision for community facilities, public facilities, the town center area and town as a whole. Furthermore, they noted the Community Visit Report would identify funding sources and place the town at a funding advantage.

Citizens to be Heard, Announcements & Other Business

No citizens to be heard.

The Planning Commission briefly discussed the porta-potty placed on the Common. Seth suggested that next year's unit be ADA accessible, cleaned at least twice a week and the town employ passive surveillance techniques when locating it.

Melissa said she received the cost estimate for the first phase of the community wastewater project so she could share it with Jeff Hutchins. She said the cost of a system capable of serving development to the point of the White Church and proposed store would be \$750,000 with any further phases being significantly less. Melissa said the Commission will meet with Kevin Camara in October to review the entire report and she would like to invite Jeff Hutchins and David Miskell. Mark had questions about connection, maintenance and operation fees as well as who would bear the cost of future connections. Melissa said the current report didn't address those matters but rather they would be addressed in future studies. Seth added that the intent of the current study was to determine whether phasing a community wastewater system was economically feasible. The Commission generally felt the initial results appear to prove phasing is possible.

The meeting adjourned at approximately 7:03 p.m.

Submitted by,
Melissa Manka, Westford Planning Coordinator