

TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
Minutes for September 17, 2018 Meeting
Approved on October 15, 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).

The meeting began at: 6:45 p.m.

Amendments to Agenda

The Planning Commission agreed Seth should be present to discuss regulatory amendments. The Commission decided to move budget discussions to the beginning of the agenda while they await Seth's arrival.

Draft 2019-20 PC Budget & Town Report

The Planning Commission reviewed and discussed their draft budget. The legal notice budget went up \$200 so they decided to reduce their legal and professional fee budget by the same in order to level fund the budget.

The Commission agreed that the porta-potty on the Common should be year round and ADA accessible.

The Commission spent a great deal of time discussing budgeting for a town grant writer to assist town boards with large grant proposals. Koi stated \$6,000 would likely equate to three grant applications per year or \$50 per hour and 40 hours per grant application. Koi noted that the grant success rate is typically 30% or 1 out of 7 applications awarded. The Commission agreed that the position should be paid hourly. Koi offered to contact Cambridge to discuss their grant writer position. Wendy offered to contact Fairfield and Mark offered to contact Charlotte prior to the next meeting.

FY 2019-23 Capital Budget Review

The Planning Commission reviewed the capital budget and had no comment.

Interim Bylaws for T4 Front Yard Setback

The Planning Commission reviewed the maps and setback averages Melissa provided and discussed the most appropriate setback for the T4 area now that the property boundaries have changed and existing setbacks along Common Road have greatly increased. The Commission agreed to propose a 100 ft. T4 front yard setback in the interim.

2018 Work Plan & Project Updates (See *Work Plan* for details)

The Planning Commission reviewed their work plan.

Melissa informed the Commission that an individual is in the process of purchasing the Betty Allen property on the west of Route 15 and plans to install a large scale solar complex. She added that the individual hopes to gain town support for the project. The Commission stated that the

Energy Committee should review the proposal and make a recommendation to the Selectboard and Planning Commission with regard to support of the project.

The Planning Commission suggested hiring an individual to correct the computer file issues Melissa is having with the adopted regulations. Melissa said she would look into it.

Citizens to be Heard, Announcements & Other Business

No citizens to be heard.

Minutes of August 20, 2018 & September 11, 2-18 Meetings

The Planning Commission will review these minutes at their next meeting.

The meeting adjourned at approximately 9:07 p.m.

Submitted by,

Melissa Manka, Westford Planning Coordinator