

TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
Minutes for November 19, 2018 Meeting
Approved on February 18, 2019

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

Commission/Board Members Absent: Wendy Doane and Seth Jensen.

Also present: Melissa Manka (Planning Coordinator).

The meeting began at: 6:34 p.m.

Amendments to Agenda

No amendments offered.

2020 Town Plan - Community Survey

The Planning Commission reviewed and revised the draft digital community survey. Melissa will make revisions for final review prior to its release. The Commission agreed to release the survey in January of 2019 and close the survey in February or March of 2019.

PC 2018 Project Updates

The Planning Commission reviewed and discussed on-going projects.

The Commission briefly discussed the next steps in community wastewater planning. They agreed to turn their focus on acquiring a better understanding and knowledge of funding opportunities and structures, phasing logistics and expenses, maintenance and operation logistics and expenses, etc. The Commission further agreed to seek out the individuals that can directly assist in this endeavor and/or provide guidance as to whom the town should contact for assistance. The following individuals offered to make the following contacts: Melissa - Amy and Seth, Mark - Ted Brady and Koi – NWRPC.

Develop 2019 PC Work Plan

The Planning Commission reviewed, discussed and revised the draft 2019 work plan.

Citizens to be Heard, Announcements & Other Business

No citizens to be heard.

General Store Update

Melissa informed the group that the zoning permit for the store had been submitted and reviewed by her and Kate. She said the FBC regulations for the T4 work as intended and complete review occurred within a few hours. She further noted that wastewater permit would need to be issued by the State prior to approving the zoning permit.

WTL Community Forum Update

Koi said the community forum for the Westford Town Lands Management Plan went well with approximately sixty residents in attendance. She said the Committee will now focus on updating

the draft plan to reflect the public's concerns and desires with the hope of submitting the draft to the Selectboard in January of 2019.

CCRPC Board Representation

Melissa informed the Commission that the Selectboard appointed David Tilton to the CCRPC Board at their last meeting.

Training & Procedures

Melissa said she felt there was a need for regulatory, planning and design trainings following the adoption of the new regulations as well as a need to update and revise development procedures, applications and templates.

Minutes of October 15, 2018 Meeting

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

The meeting adjourned at approximately 8:56 p.m.

Submitted by,
Melissa Manka, Westford Planning Coordinator