

TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
Minutes for February 18, 2019 Meeting
Approved on March 25, 2019

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: 6:36 p.m.

Amendments to Agenda

M. Manka suggested placing Town Plan discussions before Conceptual Wastewater and Neighborhood Development Area discussions in order to allow S. Jensen time to arrive for the latter.

2020 Town Plan –Chapters 8 & 9

The Planning Commission reviewed, discussed and revised a portion of the 2015 Town Plan's Chapter 8. The Commission requested the state's definition of agricultural operation prior to their next meeting. The Commission decided to continue review of Chapters 8 & 9, review the results of the community survey, and make necessary revisions to Chapter 1 and 2 based on the survey results at their next meeting.

ANR Conceptual Wastewater Approval Update & ACCD Neighborhood Development Area Designation Application

M. Manka said she's still awaiting ANR Conceptual Wastewater Approval, but Mary Clark believes the approval will be issued soon. The Planning Commission reviewed the Neighborhood Development Area application, suggested revisions and requested clarifications. M. Manka said she would update the application, provide answers to questions, and allow the Commission to review the application prior to submission. M. Manka said the Selectboard was to review the application on Monday and grant submission approval. She offered to present the proposal to the Board.

Town Common Crosswalk Update from Kate Lalley

The Planning Commission reviewed the proposal and cost estimate for a crosswalk connecting the Town Office handicap ramp to the Town Common.

W. Doane MOVED to allocate \$2,000 of the Planning Commission Special Project Fund to purchase and install crosswalk titles after proper local approvals and state permits have been obtained.

M. Manka also suggested using Special Project Funds to purchase temporary town signs to be placed along Route 128 north and south of the Town Common. She noted that they could be place holders until official designs and cost estimates are developed and funding received. M. Letorney offered to design and make signs for temporary use. He will provide designs to the Commission prior to the next meeting.

2019 Work Plan & Project Updates (See Last Page of Work Plan)

The Planning Commission reviewed and revised their work plan.

CWSRF Priority List & Community Wastewater

M. Manka notified the Commission that she submitted the annual CWSRF Priority List application for ANR approval. S. Jensen asked about the 10% grant eligibility at the end. M. Manka said it self-populated after completing the application. S. Jensen said if the town could get that amount up to 25% it may be worth pursuing this funding source. He suggested asking Thomas Brown how we can increase the number as well as whether the application criteria are developed by the agency or governed by statute. He also suggested the town argue that wastewater systems located in the River Corridors should be considered failed when determining funding eligibility.

Grant Writer

The Planning Commission discussed asking VCRD to assist with establishing a Grant Writing Committee with a funded Grant Writer to support town and community projects.

WLUD Amendments

The Planning Commission discussed when they would be able to begin the third round of regulatory amendments. They agreed on setting a June 2020 date start date with the hope of beginning earlier if workloads permit. They suggested Barb Peck meet with M. Manka to discuss the R5 regulations and review B. Peck's hypothetical development plan in relation to the current regulations. The Commission noted there is no guarantee that the revisions requested will be made, but rather the Commission will take them into consideration when they begin amendments.

Citizens to be Heard, Announcements & Other Business

Planning Commission Recruitment

The Planning Commission agreed to contact potential candidates over the next month and begin advertising the position after their March 18th meeting.

Minutes of the November 19, 2018 Meeting

M. Letorney MOVED to approve the minutes.

K. Boynton SECONDED the motion.

The motion PASSED: 3 – 0.

W. Doane and S. Jensen abstained.

Minutes of the February 2, 2019 Meeting

W. Doane MOVED to approve the minutes as amended.

S. Jensen SECONDED the motion.

The motion PASSED: 4 – 0.
K. Boynton abstained.

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

Submitted by,
Melissa Manka, Westford Planning Coordinator