

TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
Minutes for March 25, 2019 Meeting
Approved on April 15, 2019

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

Commission/Board Members Absent: Koi Boynton and Wendy Doane.

Also present: Melissa Manka (Planning Coordinator), Mary Clark, Thomas Brown, Amy Macrellis, George Lamphere and Alan Huizenga.

The meeting began at: 6:33 p.m.

Amendments to Agenda

No amendments offered.

Community Wastewater System Questions, Discussions & Next Steps w/ Mary Clark, Thomas Brown, Amy Macrellis & Alan Huizenga

M. Manka said the town received ANR Conceptual Wastewater Approval earlier in the day. Therefore, the Commission's NDA application should be reviewed by Downtown Board at their April meeting.

The Planning Commission met with Mary Clark, Thomas Brown, Amy Macrellis and Alan Huizenga to discuss the town's next steps concerning community wastewater. M. Clark stated the appropriate next steps would be acquiring final design, pursuing financing and setting up the management structure. She suggested the town think about how the systems will be managed and monitored now rather than being caught off guard later. T. Brown said the town should first and foremost complete a preliminary engineering report (PER). A. Huizenga stated some of the PER requirements have already been completed, which will reduce costs. M. Manka said she would acquire an updated PER cost estimate from A. Huizenga. The group discussed whether to pursue an Indirect Discharge Permit for the entire system or wastewater permit for less than 6,000 gallons per day. It was agreed that building a system with less than 6,000 gallons per day under a wastewater permit, but building it to IDP standards, would be in the town's best interest at this time. M. Clark noted that under a wastewater permit annual inspection and sampling would be required. M. Clark said adding pretreatment or expanding leach fields could increase the capacity when additional capacity is desired. The group discussed the possibility of the white church pursuing some sort of preservation grant to pay for large portion of the first phase. T. Brown suggested using a CWSRF planning loan for the PER work. He said there is a 50% state loan subsidy this year and repayment wouldn't need to occur for five years. He added that design loans can also be pursued through CWSRF and, if applied for at the end of the five-year planning loan repayment period, repayment could be extended to ten years out. T. Brown said the town should pursue USDA Rural Development construction funding before pursuing CWSRF construction funding. He suggested the town also investigate the Vermont Clean Water Initiative Program (CWHIP).

The Commission asked M. Manka when the Town could perform the CWSRF RFQ/QBS process. Melissa said perhaps late Summer or Fall. The Commission asked M. Manka to contact the CCRPC to request help with development of an RFQ/QBS. See *Next Steps – Community Wastewater* document for more information.

Community Survey Results

M. Manka informed the Commission that she processed the multiple-choice survey results and is still processing the written comments. She handed out the survey results which included all written comments. She hopes to complete tagging the written comments by category for the Commission to review at their next meeting. The Planning Commission will discuss the results at their next meeting. S. Jensen noted that at a glance it appears as though residents are in favor of commercial growth. G. Lamphere agreed that the residents are seeking a more diversified grand list. The Commission discussed the appropriate location to discuss this in the Town Plan as it relates to multiple chapters. G. Lamphere suggested including it in Chapter 4 (Economics) and referring to this section in other chapters as opposed to repeating statements throughout the document.

2020 Town Plan –Chapters 8 & 9

M. Letorney stated he rewrote Chapter 9 and read it to the Planning Commission. M. Manka said Chapter 9 should also discuss the Town's public trail system and suggested contacting Sarah Pinto for more information. M. Manka and M. Letorney will work together on Chapter 8 and 9 and the Planning Commission will review the changes at their next meeting.

Citizens to be Heard, Announcements & Other Business

Town Center Property Updates

The Planning Commission discussed the status of Spiller property sale and Pigeon property. M. Letorney offered to discuss phase 1 of the brownfields program with G. Pigeon and invite him to the next Planning Commission meeting. G. Lamphere suggested requesting right of first refusal on Pigeon property. S. Jensen will discuss the property with David White of White & Burke and also offered Brookes & Allen, GBIC and/or Cathedral Square as a potential resources.

Letter to Legislature re: Statutory Amendments

S. Jensen will prepare a draft letter for review by the Commission prior to the May meeting.

Town Sign Design

M. Manka stated that there has been a lot of interest in developing town signs recently. Therefore, an ad hoc committee has been formed to develop a design, etc. for presentation to the Selectboard. The group consists of Wendy Doane, Callie Hamdy, Lori Johnson, Kate Lalley and Mark Letorney.

Planning Commission Recruitment

M. Manka stated that two applications have been submitted to fill the Commission vacancy. The Planning Commission asked Melissa to advertise the position for a month at which time interviews will be scheduled.

2019 Work Plan & Project Updates (See Last Page)

The Planning Commission reviewed and revised their work plan.

Minutes of the February 18, 2019 Meeting

S. Jensen MOVED to approve the minutes.

M. Letorney SECONDED the motion.

The motion PASSED: 3 – 0.

The meeting adjourned at approximately 9:58 p.m.

Submitted by,

Melissa Manka, Westford Planning Coordinator