

TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
Minutes for May 6, 2019 Meeting
Approved on May 20, 2019

Commission/Board Members Present: Koi Boynton, Wendy Doane Gordon Gebauer and Seth Jensen (by phone).

Commission/Board Members Absent: Mark Letorney.

Also Present Melissa Manka (Planning Coordinator), George Lamphere and David Tilton.

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

Amendments to Agenda

M. Manka requested the Planning Coordinator's Performance Review and McDonald Act 250 Municipal Service Questionnaire be added to the agenda.

Citizens to be Heard

No citizens to be heard.

Interview with George Lamphere

The Planning Commission interviewed George Lamphere for the vacant Planning Commissioner position.

Interview with David Tilton

The Planning Commission interviewed David Tilton for the vacant Planning Commissioner position.

W. Doane MOVED to recommend the appointment of G. Lamphere to the Planning Commission and D. Tilton as an ex officio member of the Planning Commission.

K. Boynton SECONDED the motion.

The motion PLASSED 4 – 0.

W. Doane submitted her resignation. M. Letorney rescinded his resignation.

Reorganization

Appointments

W. Doane MOVED to appoint G. Gebauer to the position of Chair, K. Boynton to the position of Vice Chair and S. Jensen to the position of Clerk.

G. Gebauer SECONDED the motion.

The motion PASSED: 4- 0.

Schedule

The Planning Commission agreed to continue meeting the 3rd Monday of the month.

Rules of Procedure & Conflict of Interest Policy

The Planning Commission reviewed and revised the 2018 Rules of Procedure & Conflict of Interest Policy. M. Manka will make revisions for Planning Commission review and approve.

Other Business

Planning Coordinator Performance Review

G. Gebauer will complete the Planning Coordinator's performance review form and send it to the other Commissioners for review and comment prior to Selectboard submission.

McDonald 11 Lot, 10 Unit PUD & Subdivision - Act 250 Municipal Service Questionnaire.

The Planning Commission reviewed and completed the Act 250 questionnaire. They agreed the proposal would not impact municipal services provided by the town. M. Manka will forward the completed questionnaire to the Selectboard Chair for review and signature.

The meeting adjourned at approximately 8:19 p.m.

Submitted by,
Melissa Manka, Westford Planning Coordinator