

TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
Minutes for June 17, 2019 Meeting
Approved on July 15, 2019

Commission/Board Members Present: Koi Boynton, Gordon Gebauer, Seth Jensen, George Lamphere and Mark Letorney.

Commission/Board Members Absent:

Also, Present Melissa Manka (Planning Coordinator), Dan Albrecht and Alan Huizenga.

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

Amendments to Agenda

M. Manka requested discussion of a National Science Foundation - Smart and Connected Communities Grant be added to "Other Business".

Citizens to be Heard,

No citizens to be heard.

River Corridor Regulation (D. Albrecht)

Dan Albrecht was present to discuss river corridors and receive direction on how the Commission would like the proceed with drafting of regulation. The Planning Commission agreed the River Corridor requirements should be merged into the Water Resource Overlay District since they are a very similar in purpose and language with the more stringent regulation being transferred to the draft.

Phased Community Wastewater Report - Revisions & Corrections (A. Huizenga)

Alan Huizenga was present to discuss the 2019 phased community wastewater study. He explained there were some errors in the study and after taking a deeper look he does not believe a phased approach is financially feasible due to the small number of users paying annual maintenance and operation costs in the first phase of development. He plans to revise the study to show a full scenario build out with grant and loan repayment options, including the town repaying the portion of the system serving public and community buildings. The Planning Commission asked a few questions. A. Huizenga said he wouldn't include STEP tank costs in the connection fee and suggested contacting Fairfax for their connect fee amounts. He noted that individuals could pre-purchase capacity to help retire a bond with no O and M fees paid until connected to the system. He suggested requesting user commitment after completing the preliminary engineering report (PER). He said this could be done in the form of a survey. A. Huizenga stated that realistically the earliest the system could be built was 2024. M. Manka said she would contact Lynette for a timeline on the PER analysis.

Announcements & Other Business

M. Manka said she was contacted by Kristen L. Underwood, UVM Civil & Environmental Engineering Research Assistant Professor. Ms. Underwood and her colleagues plan to pursue a National Science Foundation - Smart & Connected Communities Grant to research innovative wastewater technologies. Ms.

Underwood proposes three VT Towns (Large - TBD, Medium - Bristol, Small - Westford) join together to apply for the grant. The large and medium sized towns would have existing systems and research ways to increase capacity using innovative technology, such as metering and/or pretreatment. Westford would be researching innovative waste disposal systems to serve village needs. Ms. Underwood would provide us with further information via email prior to the meeting – the details of which will be discussed further at the meeting. If awarded, grants range from 1-3 million, require no match and last 2-3 years. The grant could cover the cost of research, planning and potentially construction. M. Manka will invite Ms. Underwood and the Selectboard to the next Planning Commission meeting. The Commission noted that they would also like to discuss town facilities and infrastructure with the Selectboard at the meeting.

G. Gebauer stated he would draft a memo to the Selectboard requesting the formation of a permanent Road Committee to oversee road projects.

The Planning Commission discussed the stormwater issues on the Common. M. Letorney and M. Manka will set up a meeting with Junior Drinkwine, John Roberts and Lori Johnson.

2019 Community Survey Results & 2020 Town Plan – Chapters 6 & 10

The Planning Commission discussed the survey results and revised Chapters 6 and 10.

2019 Work Plan & Project Updates

The Planning Commission reviewed and revised their work plan.

Minutes of the April 15, 2019 Meeting

K. Boynton MOVED to approve the minutes.

M. Letorney SECONDED the motion.

The motion PASSED: 4 – 0.

G. Lamphere abstained.

Minutes of the May 20, 2019 Meeting

S. Jensen MOVED to approve the minutes.

M. Letorney SECONDED the motion.

The motion PASSED: 4 – 0.

G. Lamphere abstained.

The meeting adjourned at approximately 9:47 p.m.

Submitted by,
Melissa Manka, Westford Planning Coordinator