

TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
Minutes for August 18, 2019 Meeting
Approved on September 30, 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).

The meeting began at: 6:38 p.m.

Amendments to Agenda

No amendments offered.

6:32 Citizens to be Heard, Announcements & Other Business

No citizens to be heard.

VT Barriers to Housing Report

The Planning Commission briefly discussed the findings of the State Housing Report. They agreed to review what changes can be made to our permitting processes and procedures to make permitting more efficient and effective. They noted municipalities couldn't do much to address the top three hindrances to development: high costs of real estate, high construction costs, and people resistant to development.

VCRD Vermont Community Leadership Summit & VCRD Community Visit Funding Needs

The group agreed a potluck would be successful and no other entrees were necessary. K. Boynton offered to order compostable dinnerware or contact Vermont Tech to dishwash. M. Manka requested funds to order and mail postcards to all property owners. She noted that she was searching for someone to provide childcare during the forums. Some discussion ensued.

M. Letorney MOVED to authorize the use of special projects funds for the VCRD event estimated to be no more than \$1,200.

G. Lamphere SECONDED the motion.

The motion PASSED: 5 – 0.

Town Center Area Stormwater & Erosion – CCRPC Proposal

The Planning Commission discussed whether to pursue or postpone this study. They agreed immediate, positive mitigation could be a result of the study but warned that more involved and costly stormwater infrastructure projects should be carried out in conjunction with wastewater infrastructure installation. S. Jensen explained that the town should not implement costly stormwater projects that may need to be dug up a few years' time when wastewater infrastructure is installed.

M. Letorney MOVED to authorize the use of special project funds in the amount of \$460 to pay the match for the CCRPC stormwater scoping project.

G. Gebauer SECONDED the motion.

The motion PASSED: 5 – 0.

River Corridor Regulation - CCRPC Draft

M. Manka said she would print paper copies of the draft regulations for everyone.

S. Jensen asked M. Manka to check with CCRPC as to whether the State's river corridor clock had begun ticking, in which case he said the Commission should dedicate an entire meeting to the subject. If that is not the case, the Planning Commission decided to review the draft river corridor language prepared by CCRPC once the 2020 Town Plan is completed.

2020 Town Plan – CCRPC Inquiry re: Healthy Communities & Chapter 10

The Planning Commission requested a copy of Jericho's draft language. They also requested the following information from the CCRPC 1) what are the benefits of including the language, 2) what type of action items would this result in and 3) would they be willing to incorporate community health language into existing chapters of the plan?

2019 Work Plan & Project Updates

The Planning Commission reviewed and revised their work plan.

G. Gebauer asked that projects to be discussed in detail be listed separately on the agenda.

S. Jensen offered to write an article on the purpose and benefits of Neighborhood Development Areas Designation and Village Center Designation.

M. Manka said she would contact Bill Cleary about setting up a Planning Commission - Selectboard joint meeting to discuss municipal facilities and infrastructure.

Minutes of the July 15, 2019 Meeting

G. Gebauer MOVED to approve the minutes.

S. Jensen SECONDED the motion.

The motion PASSED: 5 – 0.

The meeting adjourned at approximately 9:56 p.m.

Submitted by,

Melissa Manka, Westford Planning Coordinator