

**TOWN OF WESTFORD**  
**PLANNING COMMISSION MINUTES**  
**Minutes for October 21, 2019 Meeting**  
Approved on November 19, 2019

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

**Commission/Board Members Absent:** Seth Jensen.

**Also, Present** Melissa Manka (Planning Coordinator).

The meeting began at: 6:30 p.m.

**Amendments to Agenda**

No amendments to the agenda.

**Citizens to be Heard & Announcements**

No citizens to be heard.

M. Manka announced that the second VCRD community meeting was scheduled for Tuesday, October 22<sup>nd</sup> at 6:30 pm.

**Phase 1 Environmental Site Assessment Report & Next Steps: 1705 VT Route 128 Property**

The Commission discussed the results of the Phase 1 Environmental Site Assessment. M. Manka stated that the underground tank will need to be removed and soils tested. The DEC, CCRPC, G. Pigeon, G. Gebauer, M. Letorney and M. Manka will be meeting on November 6<sup>th</sup> to discuss Phase 2 funding and procedures.

**Steering Committee Development Update: 1705 VT Route 128 Property**

M. Letorney briefly discussed the steering committee's first meeting. He listed the members as Heather Armata, John Doane, Marc Fyrberg, Mark Letorney, George Lamphere, Vicki Ross and Mike Smith. He noted that M. Manka will be posting agendas and minutes on the town website in conformance with open meeting law.

**Final Report: Town Common Stormwater Mitigation Scoping Project**

The Commission discussed the report. M. Manka suggested revisions based on feedback she received from J. Roberts, J. Hutchins and L. Johnson. The Commission agreed to review the revised report prior to submitting it to the Selectboard. They also agreed to draft a memo recommending next steps to submit with the report.

**Clean Water State Revolving Fund RFQ/Planning Loan Update**

The Commission reviewed and approved the draft CWSRLF RFQ and loan application. M. Manka said she would publish the RFQ in the next week or two.

**National Science Foundation Grant Application Discussion**

The Commission briefly discussed the grant application as it pertained to Westford. The Commission will discuss this project further if the grant is awarded.

**Draft Permanent Road Committee Request Letter (G. Gebauer)**

The Commission reviewed and approved the draft memo to the Selectboard. G. Gebauer will email the memo to the Selectboard for consideration.

**Meeting Process & Procedures**

The Commission discussed meeting process and procedures. G. Lamphere suggested placing minutes and urgent agenda items at the beginning of the agenda. He also asked that agendas or memos note the action expected to be taken at the meeting, Commission packet memos continue to be descriptive, and the Planning Commission Project List be converted into a spreadsheet. The Commission agreed to keep to the time allotments regardless of whether they've completed discussion of agenda items in order to adjourn meetings at 9 p.m. sharp.

**Draft 2019 – 2020 Work Plan & Project**

The Planning Commission reviewed and revised their work plan.

**Minutes of the September 30, 2019 Meeting**

The Commission asked that the Selectboard revised minutes of the September 30<sup>th</sup> joint meeting be inserted into the draft Planning Commission minutes for review and approval at their next meeting.

The meeting adjourned at approximately 8:42 p.m.

Submitted by,  
Melissa Manka, Westford Planning Coordinator