

TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
Minutes for November 19, 2019 Meeting
Approved on December 17, 2019

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

Commission/Board Members Absent: Seth Jensen and George Lamphere

Also, Present Melissa Manka (Planning Coordinator).

The meeting began at: 6:45 p.m.

Amendments to Agenda

No amendments to the agenda.

Citizens to be Heard & Announcements

No citizens to be heard.

M. Manka handed out a copy of the Selectboard approved 2017 Road Report.

Minutes of the September 30, 2019 Meeting

M. Letorney MOVED to approve the minutes as amended.

K. Boynton SECONDED the motion.

The motion PASSED: 3 – 0.

Minutes of the October 21, 2019 Meeting

K. Boynton MOVED to approve the minutes.

M. Letorney SECONDED the motion.

The motion PASSED: 3 – 0.

Act 250 Municipal Impact Questionnaire – Heco Project

The Planning Commission discussed the Heco Act 250 Municipal Questionnaire completed by the Selectboard. The Commission recommended the Selectboard send a follow up email to McCain Consulting clarifying that fire protection, police protection and rescue services are not provided directly by the town, but rather are services contracted out by the town.

Revised Town Common Stormwater Mitigation Scoping Study& Recommendation

The Commission discussed the revised report. K. Boynton offered to draft a memo to the Selectboard recommending items 1, 2 and 4 be funded and/or addressed in FY 2020-2021. M. Manka suggested the Commission also recommend that ownership of the land between the Library and Town Offices be resolved and, if owned by the Town, the area made lawn in order to correct the significant stormwater and erosion issues present. The Commission asked that the memo note that the recommended actions are not listed in order of priority.

Phase 2 Environmental Site Assessment & Steering Committee Update: 1705 VT Route 128 Property

M. Letorney discussed the Steering Committee's work and showed the Commission several conceptual design scenarios. He informed the group that the Steering Committee was meeting on Thursday, November 21st and invited Commissioners to attend. M. Letorney stated he would provide M. Manka with the preferred scenario as well as a draft Planning Commission letter of support and intentions. M. Manka noted the letter should touch on the FBC, village wastewater, Village Designation, Neighborhood Development Area Designation and request 100% Phase 2 ESA funding. M. Manka said the CCRPC was hoping to schedule a Brownfield Committee meeting the week of December 2nd to review our request but she has yet to hear from them. She will follow up with Dan Albrecht of the CCRPC sometime next week.

2020 Westford Town Plan – Chapter 10

The Planning Commission reviewed and revised Chapter 10 of the 2015 Town Plan.

2020 Westford Town Plan – Chapter 11

The Planning Commission reviewed and revised Chapter 11 of the 2015 Town Plan.

2020 Town Plan Maps

M. Manka noted the majority of the necessary revisions were data updates. She felt it might be more beneficial if she asked Pam Brangan of the CCRPC to update the maps prior to Planning Commission review. The Commission agreed.

VCRD Task Force Point Person, Permanent Road Committee & Multimodal Task Force

The Planning Commission agreed to table the permanent Road Committee recommendation until the Traffic Calming, Walkability and Bike-ability Taskforce conducted their research and made recommendations. G. Gebauer offered to draft a memo to the Selectboard stating the same.

Efficiency & Effectiveness of Packets & New Action Plan Spreadsheet

The Planning Commission reviewed and revised the draft Action Plan. They noted the plan is likely to evolve over time.

2019 – 2020 Work Plan

The Planning Commission reviewed and revised their work plan.

The meeting adjourned at approximately 9:00 p.m.

Submitted by,
Melissa Manka, Westford Planning Coordinator