

**TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
MINUTES OF THE DECEMBER 17, 2019 MEETING
Approved on January 20, 2020**

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: 6:27 p.m.

Amendments to Agenda

No amendments to the agenda.

Citizens to be Heard & Announcements

No citizens to be heard.

Minutes of the November 19, 2019 Meeting

K. Boynton MOVED to approve the minutes.

M. Letorney SECONDED the motion.

The motion PASSED: 3 – 0.

S. Jensen and G. Lamphere abstained.

Community Wastewater Project – RFQ Responses

The Planning Commission reviewed and discussed the RFQ responses. The Commission asked M. Manka to contact Tom Brown to ask 1) whether interviews must be conducted per the RFQ and if so, can this be done via email and 2) whether consultants must be ranked. Barring that the Commission decided to move forward with Stone Environmental Inc.

G. Lamphere suggested the Commission create a flow chart depicting where we've come from, where we're going and the decisions that need to be made along the way. The general feeling was this should be completed prior to meeting with the Selectboard.

2020 Westford Town Plan – Draft

The Planning Commission reviewed and revised Chapters 1 through 3 of the draft 2020 Town Plan.

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

M. Manka said the Brownfield Advisory Committee's review of the Town's phase 2 ESA funding request went well and she is confident the Town will receive financial assistance.

M. Letorney gave a brief summary of the sub-committee's recent work. He requested a

sub-committee-Planning Commission joint meeting in January and funds to conduct an appraisal of the property. The Planning Commission discussed the requests.

The Planning Commission set the sub-committee-commission joint meeting for January 28th at 6:30 pm at the Town Office.

G. Lamphere MOVED to approve expending up to \$1,500 from the Planning Commission Special Projects Fund for an appraisal of the 1705 Route 128 property.

G. Gebauer SECONDED the motion.

The motion PASSED: 5 – 0.

S. Jensen asked M. Manka to speak with Tom Brown regarding whether the CWSRF wastewater loan can include archeological investigations, wetland delineations and stormwater design for the 1705 Route 128 property.

2020 UPWP & Grant Opportunities

The Planning Commission decided not to pursue grant funding in the coming fiscal year, but rather focus the CWSRF Planning Loan.

Efficiency & Effectiveness of Packets & New Action Plan Spreadsheet

The Planning Commission agreed the packets and action plan were fine.

2019 – 2020 Work Plan

The Planning Commission reviewed and revised their work plan.

The meeting adjourned at approximately 9:02 p.m.

Submitted by,
Melissa Manka, Westford Planning Coordinator