

**TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
MINUTES FOR JANUARY 20, 2020 MEETING
Approved on February 10, 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: 6:30 p.m.

Amendments to Agenda

No amendments proposed.

Citizens to be Heard

M. Manka informed the Commission that the Selectboard included \$5,000 in the FY 21 budget for library and town office stormwater work and \$5,000 for a grant writer. She said the Town Administrator informed her that the logistics of both would be sorted out after Town Meeting.

Minutes of the December 17, 2019 Meeting

Seth MOVED to approve the minutes as amended.

G. Lamphere SECONDED the motion.

The motion PASSED: 5 – 0.

Town Center Community Wastewater System – CWSRF Planning Loan Consultant Ranking & RFQ Certification Memo

M. Manka said she spoke with Tom Brown who informed her that interviews were not necessary but ranking of consultants was required. The Commission briefly reviewed the responses to the RFQ.

Seth MOVED to rank Stone - 1, East - 2 and Otter Creek – 3.

G. Lamphere SECONDED the motion.

The motion PASSED: 5 – 0.

The Planning Commission had no comments on the memo drafted to accompanying the RQF and ranking.

M. Manka said Selectboard meeting to discuss the 1705 Rte 128 Property and community wastewater system would be scheduled for February 13th or 27th and asked if there was a preference. There wasn't a preference.

2020 Westford Town Plan – Draft

The Planning Commission will review Chapters 5, 7 and 8 of the Town Plan at their next meeting on February 10th. M.Manka will upload a working copy into google docs for the Commission to make revisions directly to the document for efficiency.

The Planning Commission then reviewed Maps 7, 8, 9 and 9a. Map 7 revisions were completed. The Commission had a lengthy discussion on the pros, cons and implications to rezoning Town Center Area parcels for future development and/or Neighborhood Development Area Designation. Specifically, the Commission contemplated and will discuss at their next meeting: reducing lot sizes in the T4 from 1/3 ac to 1/4 ac and rezoning all land north of Route 128 to the River Corridor boundary T5. The Commission also discussed how to zone the upper common due to the recent discovery that it is owned by the United Church of Westford. The Commission agreed to leave it zoned "Common" and include a statement in Chapters 10 and 11 of the Town Plan that the Planning Commission shall investigate the disposition of the United Church of Westford property.

The Commission discussed the Town Plan timeline a little bit. M. Manka stated that they would not make the May expiration deadline and stated she would contact the CCRPC to determine whether there were any repercussions to missing the deadline. The Planning Commission agreed to hold additional meetings in hopes of completing the Town Plan sooner and due to recent events/workload.

Action Plan

The Planning Commission will review the action plan at their next meeting.

2019 – 2020 Work Plan

The Planning Commission will review the work plan at their next meeting.

The meeting adjourned at approximately 8:00 p.m.

Submitted by,
Melissa Manka, Westford Planning Coordinator