

**TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
MINUTES FOR FEBRUARY 10, 2020 MEETING
Approved on March 2, 2020**

Commission/Board Members Present: Gordon Gebauer, Seth Jensen (8:00), George Lamphere and Mark Letorney.

Commission/Board Members Absent: Koi Boynton

Also, Present Melissa Manka (Planning Coordinator).

The meeting began at: 6:33 p.m.

Amendments to Agenda

M. Manka asked that discussion of Barb Peck's recent correspondence be added to the agenda.

Citizens to be Heard & Announcements

No citizens to be heard and/or announcements.

Minutes of the January 20, 2020 Meeting

G. Gebauer MOVED to approve the minutes.

G. Lamphere SECONDED the motion.

The motion PASSED: 3 – 0.

Minutes of the January 28, 2020 Meetings

M. Letorney MOVED to approve the minutes.

G. Lamphere SECONDED the motion.

The motion PASSED: 3 – 0.

Draft 2020 Westford Town Plan – Chapters 5, 7 & 8

The Planning Commission discussed Commissioner's needing to create Gmail accounts in order to make edits. G. Lamphere noted that edits should be input as suggested so they are highlighted for others to see. M. Manka noted that Commissioners should make edits as opposed to comments.

The Planning Commission reviewed and revised Chapter 5 and began review of Chapter 7. The Commission will pick up with Chapter 7 at their next meeting focused on the Town Plan.

Draft 2020 Westford Town Plan – Maps 8, 9 & 9a

The Planning Commission will review the Maps 8, 9, and 9a at their next meeting.

Draft 2020 Westford Town Plan Work Plan & Timeline

The Planning Commission briefly reviewed the Town Plan work plan and timeline. G. Gebauer asked Melissa to send the Commission a list of Chapter 4 areas were she still

needs information.

2020 Work Plan

The Planning Commission briefly reviewed their 2020 work plan. M. Manka suggested holding one Town Plan meeting and one Wastewater meeting per month. She also asked the Commission how they would like to address the other projects listed in their 2020 work plan given the current workload. The Commission agreed to reevaluate their 2020 work plan in a couple of months. G. Gebauer asked M. Manka to distribute a list of potential second meeting dates in March and April.

Correspondence

The Planning Commission discussed Barb Peck's regulatory amendment request regarding the R5 planning and design standards.

Action Plan

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

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

Submitted by,
Melissa Manka, Westford Planning Coordinator