

**TOWN OF WESTFORD  
PLANNING COMMISSION MINUTES  
MINUTES FOR APRIL 14, 2020 MEETING  
Approved on April 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), Taylor Newton, Julie Beth Hinds, Amy Macrellis and Alan Huizenga.

The meeting began at: 6:36 p.m.

**Amendments to Agenda**

No amendments proposed.

**Citizens to be Heard, Announcements & Correspondence**

No citizens to be heard, announcements or correspondence.

**CCRPC Brownfield Program - Phase 2 Environmental Site Assessment**

M. Manka said Angela from LE Environmental scheduled the Phase 2 site work, but something occurred with the contractor who was going to remove the tank. She noted that the tank must be removed prior to testing occurring and the contractor has not given her a date as to when they can begin removal. However, Angela said they will begin testing once the contractor is lined up and noted that they have deemed this project an “essential service”.

**Clean Water State Revolving Fund - Step 1 Engineering Services Agreement & Application**

All present reviewed the draft engineering services agreement and CWSRF application.

M. Manka questioned whether the ESA should be reviewed by the Town Attorney. The consultants noted that was very uncommon and stated the document was developed by the state legal staff as a boilerplate document to be used for all projects. They added the draft ESA had been reviewed by the agency with only minor revisions necessary.

There was discussion surrounding timing. A. Huizenga said he believes the PER can be completed by August, but the state has requested a Step 2 ESA prior to July 1<sup>st</sup> as it will take them a few months to review our Step 2 application and associated documentation. The Commission agreed that the secondary documents should be drafted prior to July 1<sup>st</sup> and they hope they are one of the first four applicants to request 100% loan forgiveness. If not, they will rethink next steps. The group agreed that they would need to look at timing very carefully but noted that a 2021 infrastructure stimulus was expected with negative interest and/or delayed interest loans as well as grants. All agreed it was in the best interest of the town to proceed as far as possible to shovel readiness in order to remain eligible for future funding.

Minor revisions to both documents were recommended such as revising the timeline, breaking out the EID in the budget document, noting an income survey “may” be conducted, and including budget calculations for a 20 and 30 year loan term. There was discussion surrounding the term “bond technical assistance”. J. Hinds noted that this was the term the agency was

comfortable with when it came to providing planning information, financial analyses, and community support rather than preparing for a bond vote. The group agreed the Selectboard should be informed of this as the term gives a different impression. A. Huiznega stated he would provide revised documents within the week.

Once the Planning Commission confirms the revisions, the documents will be sent to the Selectboard for review and approval. The group then discussed signatures. J. Hinds said she would assist the town on obtaining e-signatures from board members. It was agreed that the budget proposal and short scope of work should be submitted to the Selectboard as separate exhibits for ease of understanding.

K. Boynton MOVED to approve the Clean Water State Revolving Fund - Step 1 Application and Engineering Services Agreement as amended.

G. Lamphere SECONDED the motion.

The motion PASSED: 4 – 0.

M. Letorney had stepped out during the vote.

### **1705 Rte. 128 Property**

The Planning Commission began by noting that the Selectboard put the project on pause at their last meeting. They also noted that H. Armata was appointed the Town's buyer agent in March meaning she is the only person permitted to contact G. Pigeon as the seller and act under the direction of the Selectboard.

S. Jensen said the Planning Commission should keep an eye on the CARES Act as it appears CDBG and EDA grant programs will be receiving a large sum of money for housing, economic development, brownfield, etc. projects such as this. He also noted that it will likely be some time before individuals can procure those funds and the seller would need to be patient. He noted that numerous conditions would need to be met for the project to work under this new reality. He added timing may be an issue for the seller.

K. Boynton questioned whether the Commission should continue their research and work on the project as the housing meetings held prior to the stay safe order seemed promising.

M. Letorney stated G. Pigeon deserves to be updated on the status of the project and urged the town to work on developing conditions of purchase with the property owner. Noting that numerous conditions would need to be met including funding. He suggested asking the Selectboard to grant the Commission permission to work with H. Armata and/or G. Pigeon directly on conditions.

T. Newton suggested methods could be utilized in order to hold the seller until the town determine whether purchase is possible.

G. Gebauer offered to contact A. Hope to discuss the matter. Specifically, requesting permission to speak to G. Pigeon and /or H. Armata and draft language/conditions for the purchase and sales agreement, which would then be reviewed by the Selectboard.

### **2020 Work Plan**

The Planning Commission discussed their work plan.

M. Manka stated that she is working part time due to homeschooling and is not able to produce two Planning Commission meetings a month in addition to staffing the DRB. She noted that the DRB canceled their March meetings due to Covid-19 and will be running a test this week to determine whether the board can resume meeting. The outcome of that test will affect her workload and whether she is able to hold multiple commission meetings a month.

G. Gebauer stated that he will contact Allison Hope, 1705 Rte. 128 Property Selectboard liaison, to discuss whether she and/or the Selectboard and H. Armata would be able to meet on May 4<sup>th</sup> to determine the status of the project and how best to inform G. Pigeon of that status.

The Planning Commission will hold their regularly scheduled meeting on May 18<sup>th</sup> to discuss the Town Plan.

**Minutes of the March 2, 2020 Meeting**

G. Lamphere MOVED to approve the minutes as amended.

K. Boynton SECONDED the motion.

The motion PASSED: 5 – 0.

The meeting adjourned at approximately 8:59 p.m.

Submitted by,  
Melissa Manka, Westford Planning Coordinator