

**TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
MINUTES FOR APRIL 20, 2020 MEETING
Approved on May 18, 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: 6:35 p.m.

Amendments to Agenda

No amendments proposed.

Citizens to be Heard, Announcements & Correspondence

No citizens to be heard, announcements or correspondence.

Minutes of the April 14, 2020 Meeting

G. Lamphere MOVED to approve the minutes.

S. Jensen SECONDED the motion.

The motion PASSED: 5 – 0.

Draft 2020 Town Plan – Chapter 8 & Maps 1 – 13

The Planning Commission reviewed Chapter 8 of the draft 2020 Town Plan. The Commission agreed to include mention of the uncommon butterfly located in the town forest and unique soils found on the Haller property. The Commission also asked M. Manka to compare the definition of significant natural communities and the explanation in section 8.4.2 and sort out any discrepancies. The Commission will complete review of Chapter 8 at their next meeting dedicated to the Town Plan.

The Planning Commission will review maps at their next meeting dedicated to the Town Plan.

2020 Work Plan

The Planning Commission reviewed and made minor revisions to the Work Plan.

G. Gebauer offered to incorporate M. Letorney and the multimodal transportation taskforce's comments into chapters 6 and 9 and merge said chapters together.

M. Manka said she would send an email outlining the assistance she could use contacting boards, organizations, etc to in order to complete chapter 4 updates.

The meeting adjourned at approximately 8:30 p.m.

Submitted by, Melissa Manka, Westford Planning Coordinator

