

**TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
MINUTES FOR JULY 20, 2020 MEETING
Approved on August 17, 2020**

Commission/Board Members Present: Koi Boynton, Gordon Gebauer, George Lamphere and Mark Letorney.

Commission/Board Members Absent: Seth Jensen.

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.

The Planning Commission reviewed and discussed an email received on June 25, 2020 from Barbara Peck regarding a regulatory amendment request as well as their 2020 Work Plan. The Commission agreed that given the current status of the town plan, they hope to begin amendment discussions in October of 2020. They asked M. Manka to inform B. Peck of their intent and asked that B. Peck be notified when they schedule discussion of her request. They also wanted B. Peck to be aware that they have a number of regulatory issues and requests to process in addition to hers, which will take some time.

Minutes of the June 15, 2020 Meeting

G. Lamphere MOVED to approve the minutes.

K. Boynton SECONDED the motion.

The motion PASSED: 4 – 0.

Minutes of the July 6, 2020 Meeting

G. Gebauer MOVED to approve the minutes.

G. Lamphere SECONDED the motion.

The motion PASSED: 4 – 0.

Planning Commission Reorganization

G. Gebauer MOVED to appoint George Lamphere to the position of Chair.

K. Boynton SECONDED the motion.

The motion PASSED: 4 – 0.

G. Gebauer MOVED to appoint Koi Boynton to the position of Vice Chair.

G. Lamphere SECONDED the motion.

The motion PASSED: 4 – 0.

G. Gebauer MOVED to appoint Seth Jensen to the position of Clerk.

K. Boynton SECONDED the motion.

The motion PASSED: 4 – 0.

Draft 2020 Town Plan – Chapters 9, 11 & 4

The Planning Commission reviewed and revised Chapter 9 of the draft 2020 Town Plan. The Commission will review Chapters 11 and 4 at their next meeting dedicated to the Town Plan.

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

The Planning Commission reviewed and approved of the revisions CCRPC made to these maps.

Town Plan Work Plan & Status

The Planning Commission reviewed and revised the 2020 Town Plan Work Plan.

2020 Work Plan

The Planning Commission reviewed and revised the 2020 Work Plan, including addition of an August 3rd meeting to discuss the 1705 Route 128 Property Project. The Commission also briefly discussed the upcoming July 23rd joint meeting with the Selectboard.

The meeting adjourned at approximately 8:52 p.m.

Submitted by,

Melissa Manka, Westford Planning Coordinator