

**TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
MINUTES FOR AUGUST 17, 2020 MEETING
Approved on September 21, 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: 6:33 p.m.

Amendments to Agenda

No amendments proposed.

Citizens to be Heard, Announcements & Correspondence

No citizens to be heard.

Planning Commission Terms

G. Gebauer said he recently discovered three Planning Commissioner terms come up for re-appointment in one year under the current reappointment schedule. This could pose a problem if three commissioners decided to decline reappointment leaving the commission without a quorum to meet as a body/function. G. Gebauer offered to draft a memo to the Selectboard for Planning Commission review asking that they stagger appointments so that a quorum of the commission is not appointed in the same year.

Birnholz Email Correspondence

G. Lamphere reviewed his draft response to P. Birnholz's email and the Commission agreed with said response. They also agreed to engage with him further to learn more about his future development plans.

Minutes of the July 14, 2020 Meeting

G. Gebauer MOVED to approve the minutes.

S. Jensen SECONDED the motion.

The motion PASSED: 4 – 0.

K. Boynton abstained.

Minutes of the July 20, 2020 Meeting

K. Boynton MOVED to approve the minutes as amended.

G. Gebauer SECONDED the motion.

The motion PASSED: 4 – 0.

S. Jensen abstained.

Minutes of the August 4, 2020 Meeting

G. Gebauer MOVED to approve the minutes.

M. Letorney SECONDED the motion.

The motion PASSED: 5 – 0.

Draft 2020 Town Plan – Chapters 10 & 4

The Planning Commission reviewed and revised Chapter 10 of the draft 2020 Town Plan. The Commission will complete review of Chapter 10 starting at line #70 and begin review of Chapter 4 at their next meeting dedicated to the Town Plan. The Commission asked M. Manka to create a working document of Chapter 10 in google docs.

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 the addition of a September 14th meeting to discuss the 1705 Route 128 Property Project and a October 5th meeting to discuss the community wastewater draft Preliminary Engineer Report and Step 2 Engineering Services Agreement with the project consultants. The Commission also briefly discussed the upcoming August 20th Selectboard meeting agenda. M. Letorney gave a brief update on the 1705 property project. All agreed to have the final draft of the town center project FAQs completed by Wednesday for posting on Thursday.

The meeting adjourned at approximately 8:48 p.m.

Submitted by,
Melissa Manka, Westford Planning Coordinator