

**TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
MINUTES FOR JANUARY 18, 2021 PUBLIC HEARING & MEETING**
Approved on February 1, 2021

The public hearing opened at: 6:36pm with a roll call conducted by Melissa Manka

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

Also, Present Melissa Manka (Planning Coordinator), Dave G., Kim Guidry, and Ira Allen

Open Hearing, Welcome & Meeting Format conducted by George Lamphere

Presentation on the Town Plan conducted by George Lamphere

Public Comment : Melissa Manka conducted roll call with no comments.

Wrap up & Close Hearing conducted by George. Lamphere

VOTE: Seth makes a motion to close the Town Plan public hearing.

Koi seconds the motion.

The vote passed: 5 to 0

The regular meeting began after the close of the hearing.

Amendments to Agenda: no amendments

Citizens to be Heard, Announcements, Correspondence & Other Business: none

Minutes of the December 21, 2020 & January 4th Meetings:

VOTE: Gordon moves the minutes from December 21, 2020.

Mark seconds the motion.

The vote passed: 5 to 0

VOTE: Gordon moves the minutes from January 4, 2021

Discussion: Two modifications made to December 21st minutes:

- Provide clarification on the who provided permit for Storbridge's one camp site.
- Change newsletter deadline to January 25th.

Koi seconds the minutes with modifications.

The vote passed: 5 to 0

2021 Town Plan Discussion & Approval:

VOTE: Gordon makes a motion to move the Town Plan as prepared and request the approval of the Select Board post their February 25th Public Hearing.

Discussion: George provides clarification on the process if significant public comment is provided during the Select Board's Public Hearing.

Mark seconds the motion.

The votes passed: 5 to 0

CCRPC Unified Planning Work Program – Route 128 Culvert, Scope of Work & Budget Discussion & Approval: Melissa met with the entire CCRPC staff regarding the Westford Village Stormwater UPWP application and project. Their intent is to examine what is happening with the Rt. 128 culvert and provide the town and state agencies with alternatives that will address water quality and development of the 1705 property and other properties north of the common.

In order to ensure continuity between the UPWP Westford Village Stormwater and the VDCP Planning Grant for 1705 Property, the benefits of using the same contractor or ensuring coordination between contractors was discussed.

CCRPC has estimated costs at \$15,000 to \$20,000 with a \$4,000 local match from the special projects fund. Gordon inquires as to the state of the special projects fund and what else is committed from that fund. Melissa breaks down the committed funds (\$4,000 VDCP match, \$1,200 Implementation of VDCP by CCRPC, \$20,000 Stormwater Revolving Fund pay back). It is anticipated that by the end of the current fiscal year the Special Projects fund will have \$18,000 in reserve and \$8,000 allocated from the following next fiscal year's town budget. Clarification that the Stormwater Revolving Fund pay back is over 5 years and is five years out.

Action Item: George has requested that Melissa provide a Special Project's Fund at one meeting a month.

George asked for clarification as to whether or not the existing Common drainage ties into the Rt. 128 culvert and if it is will this be taken into consideration. Melissa agrees that the current application language is not strong enough regarding this connection and will revise it.

It is discussed how the UPWP timeline falls in line with the VDCP planning grant, ensuring that the 1705 site plan can be developed. Mark believes that UPWP will address stormwater concerns for the 1705 property but we need to ensure that stormwater from the library down to the hotel is also taken into consideration. Melissa assures the PC that the CCRPC staff is aware of what needs to be addressed and they are providing their full attention to the project.

Next steps? The UPWP application needs to be submitted by Thursday. Melissa will finalize the application and send to CCRPC if the PC can approve the application with the discussed amendments and approve the use of the \$4,000 from the Special Project Fund.

VOTE: Mark makes a motion to approve the application as amended and approve the use of \$4,000 from the Special Project Fund.

Koi seconds the motion.

The vote passed: 5 to 0

The Rt 128 culvert is discussed further. Seth points out that implementation of the engineering plan could be included in the waste water construction, saving time and money. He also notes that overlapping stormwater and waste water could open up the opportunity for grants instead of loans. Both ANR and VTrans have stormwater grants for state highways. The ongoing maintenance and scaling of the Rt. 128 culvert and stormwater system is discussed and determined that today's solution should not impact future development. We need to consider 50 years from today and build that into DRB process as well.

2021 Workplan: CCRPC is holding a Land Use Planning training on January 25th attend if you can.

February 1st PC meeting is with Liz Curry. Melissa met with her and reviewed the PC work.

Melissa met with the waster water consultants as well, and they have connected Melissa with the person from Northern Borders. Melissa will follow up with her prior to the February 1st meeting to ensure we can cover Northern Borders with Liz.

Callie will have cost estimates for Indesign transfer of the WLUD Regulations for February 1st meeting.

February 10th CCRPC will review the Westford Town Plan at 2:30pm.

February 15th meeting, we will focus on 1705 reports that have been completed and status of VDCP and the RFQ. There will be amendments to the scope of work and budget. We will also have waster water updates based on meeting with consultants and the state. Melissa will also add the TIFF to that meeting, as it is moving forward with the legislature.

Timeline for WLUD revisions is discussed and it is decided to add WLUD to February 15th, in order to keep up with the timeline. It is discussed that in order to keep our spring timeline for the WLUD revisions, we need to get Chapter 1 & 2 wrapped up and prioritize what needs to be addressed for spring construction season. George request that Melissa develop a list of those priorities and what will be pushed to a round 4 of revisions.

February 25th Select Board meeting is being held for the Town Plan Public Hearing.

The March 1st meeting conflicts with Town Meeting. We will meet on March 2nd at 6:30pm.

CCRPC Substantial Deference Documents - Appendix C: The PC agrees that Melissa does not have to have another review. She will send it off to CCRPC in the morning.

It is requested that Commissioners review primitive campsite language and get outstanding language for Chapter 1 & 2 of the WLUD before February 1st meeting.

Announcement that Melissa is now our Town Planner!!! Big congratulations from the Commission!

Meeting adjourned: 7:54 pm

ACTION ITEMS:

- George has requested that Melissa provide a Special Project's Fund at one meeting a month. George will draft and the agenda for the January 18th Town Plan public hearing.
- Commissioners review primitive campsite language and get outstanding language for Chapter 1 & 2 of the WLUD before February 1st meeting.