

**TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
MINUTES FOR JUNE 7, 2021 MEETING
Approved on June 21, 2021**

The meeting began: 6:34pm

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

Also, Present: Melissa Manka - Town Planner, Alyssa Black – State Representative, Taylor Newton - CCRPC

Amendments to Agenda: TIF update – bump to next meeting depending on timing.

Citizens to be Heard, Announcements, Correspondence & Other Business:

VCDP Appraiser Selection: The VCDP Planning Grant identified contracting with a yellow book certified appraiser with a \$5,000 budget. CCRPC put out a RFQ and received no responses. It is possible that the budgeted amount is not enough because of the complexity of the property. Taylor met with the property owner, VT River Conservancy (VRC), and an appraiser – the appraiser quoted \$12,000 for the job. The appraisal is only good for 6 months prior to purchase and sale. The question is, does it need to be yellow book and if so, how do we pay for the funding gap? It was suggested that VRC or the property owner could pay the gap. It is believed that yellow book is required for funding but that does need to be confirmed. Taylor will follow up with VCDP and discuss the complications of the project. If the appraisal is not part of the VCDP scope of work, funds could be put towards the Phase 2 Archeology. There was discussion regarding the extent of the PAH contamination. The property owner would like to address the petroleum under the storage tank but that is a question for VCDP. We do not currently have a grant agreement and therefore need to postpone the Monday meeting with SE Group (the hired consultant). Taylor will find a new meeting time in July. We do have the SE Group's drafted contract. Melissa can review the contract. Update on Taylor's hours – budgeted 160 hours for FY'21 and have used 180 hours as of May 31st. This is better than anticipated even though it is a touch over. Appraiser next steps – Taylor will ask the NH appraiser that asked a question why they did not submit. \$12,000 seems high but appraisers are booked out until fall.

ARPA Selectboard Meeting: The SB is holding a special meeting to begin discussing ARPA funds. The town does not know how much will be coming in - \$100/person is the estimate. The SB is discussing a public process for ARPA eligible projects. They would like to form a committee – who should be on it? The PC discussed the ARPA restrictions in more detail and the size and make up of the committee. The PC suggested a small committee made up of individuals that understand the town's needs. It was requested to have a clearer understanding of the committee goals and objectives. It was suggested that the make-up should be a member of the SB, PC, the town treasurer, and town librarian.

Line of Credit: The town treasurer has moved the line of credit work forward but will need a deadline and figure to move it faster.

Correspondence & Response: George has and will continue to respond to Front Porch Forum posts regarding the waste water. An example of one such response is in the meeting packet. George is thanking the community member for their engagement and directing them to the website for more information. This requires that the website is always up to date. There was discussion about a public response to the FPF posts. It was agreed that the new public outreach committee could address public posts as part of their outreach work. Moving forward, George will continue to respond directly to the person that posted and include the correspondence in meeting packets.

Community Wastewater Public Outreach - Committee Designation & Appointments: Seth presented the draft plan for public outreach and the potential committee. He suggested one selectboard member, two commissioners and two community members – Lee, Gordon, Seth, Heather Armata, and Pat Haller. It is suggested that Melissa, Amy, and JB advise the committee on the financial and technical aspects of the project. The committee will be responsible for the letter and invitation to the end users, informational sheet for all residents, and developing the avenues for questions and inquiries. It will need to be a public committee that adheres to public meeting law. The PC meetings should include a 5-minute committee update, moving forward. Melissa has confirmed that Heather is interested and will reach out to Pat to confirm his interest. PC will talk with the SB regarding the committee and who from the SB shall serve.

VOTE: George makes a motion appointing Seth to build the Waste Water Public Outreach Committee and report out to the PC on progress.

Gordon seconded.

The motion passed.

SB Meeting Prep (CWSRF Step 2 Application & Engineering Services Agreement & Vermont Community Development Program): Melissa reviewed the three items on the next SB meeting agenda – WLUD public hearing, Step 2 Application, and PC monthly update. Seth, Gordon, Mark, Melissa, and Amy will be at the meeting. Gordon will give the WLUD overview that George gave during the PC WLUD public hearing. Regarding the Step 2 Application. DEC has not gotten back to the town regarding the phased approach to funding. The Step 2 application needs to be in by June 30th to take advantage of this year's subsidy. It was decided that the PC would propose a \$125,000 Step 2 spending cap until further funds are raised. \$125,000 would allow for the hydrological work, geo study, some final design, and public outreach. This spending strategy will be presented to the SB for application approval.

July Newsletter/FPF Article: Move to next meeting.

Minutes of May 3, 2021 Meeting:

VOTE: George makes a motion to approve the May 3rd minutes as amended.

Gordon seconded.

The motion passed.

Minutes of the May 18, 2021 Meeting: not available

2020 Work Plan: June 21st – add TIF, public outreach committee, and follow up discussion from SB meeting. Also include follow up discussion on Step 2.

Wrap Up & Next Meeting:

Adjourn: 8:49pm