

**TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
MINUTES FOR AUGUST 30, 2021 MEETING**

Approved on September 20, 2021

The meeting began: 6:33pm

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

Also, Present: Melissa Manka - Town Planner

Amendments to Agenda: UPWP update to 1705 part of the agenda, Agency of Natural Resources update as part of Clean Water State Revolving Loan Fund and American Rescue Plan funding, Green Mtn. Engineering meeting update, Seth's discussion with Gus Seelig as part of the public outreach committee update

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

Minutes of the June 21, 2021 Meeting:

VOTE: Gordon makes a motion to adopt the minutes of June 21, as amended.

George seconded.

The motion passed.

Minutes of the July 19, 2021 Meeting:

VOTE: Gordon makes a motion to adopt the minutes of July 19, as amended.

Koi seconded.

The motion passed.

Town Center Community Wastewater Project

Outstanding Funding Sources –Economic Development Administration Funding: The Northern Borders application that was passed over to the Economic Development Administration will not be decided until the end of September. The Greater Burlington Area Industrial Development Corporation is demonstrating interest in village waste water and is following the EDA decision.

Clean Water State Revolving Fund Step 1 Facility Plan Approval & Step 2 Application:

The full facility plan is still not approved. The facility plan has two components – the Preliminary Engineering Report (PER) and the Environmental Report. The PER is accepted but the Environmental is not. Jeff Fehrs update: Step II ESA (for GME, Birchline, Stone, Hartgen, & two subcontractors) for \$174,954.64: approved; Step II Force account work (by Melissa): \$9,694.00 (of the \$12,800.00 requested) approved; Environmental Review – underway. Jeff also noted that Melissa sent an email regarding “other costs” that will not be reviewed until he returns from vacation. There was discussion on timing and the need to complete the archeological 1B, hydrogeological investigation (capacity for pretreatment), geotechnical (depth of ledge), and

topographical survey. These four components need to be completed before snowfall or the bond vote.

Public Outreach Committee: The August 17th forum had good turnout. The committee will follow up with a survey for the service area. They will also hold a zoom meeting for those that were unable to attend. A service area site walk will happen at the end of September to walk through what the system will look like. This will be followed by a second site walk and a public meeting for the full town. The new website westfordsfuture.com is up with FAQs. The site will also have a blog feature for longer posts and to duplicate newsletter pieces. It was discussed to make the link from the town website easier to find on the home page. It was also pointed out that the website can be changed to reflect future projects. There was discussion regarding operation and maintenance costs. Questions regarding what is affordable for end users. There was also discussion regarding the town ordinance that needs to be developed. This ordinance will hold the information regarding the operations and maintenance costs, how residents get connected to the system. This ordinance needs to be complete before the bond vote at town meeting day. The selectboard needs to have this on their radar. George will follow up with them.

Seth talked with the director of VT Housing and Conservation Board (VHCB), Gus Seelig. They were a funder in the Jackson Farm and Forest Project. Gus would like to see a problem statement regarding how public wastewater limits housing for the VT Housing Coalition. Seth will work with Taylor (regional planning) on a draft and send it to the Commission for feedback.

VOTE: Mark makes a motion to empower Seth to work on a draft problem statement regarding community waste water and housing to be shared with the Commission for feedback and final approval.

Koi seconded.

The motion passed.

American Rescue Plan Act/ANR: As part of the Clean Water State Revolving Loan Fund, ANR has \$8 million for village wastewater. At this time, we do not know the range of the grants that will be awarded or when the notice will be released. Rep. Black has been talking with ANR and monitoring the movement of Westford's Step 1 & 2. The Commission should be sure to keep Rep. Black in the loop as we communicate with ANR and VHCB.

Green Mtn. Engineering meeting update: George talked with JB regarding the number for hookups. George stressed that this number needs to be right on and we need to review it with the Green Mtn. Engineering to get some assurance. A call is scheduled for Wednesday at 2pm – George, JB, Amy, Brad, and Allen are scheduled to be there. George is requesting that Seth attend too. Seth can join the meeting.

1705 Route 128 Property Project

FY 22 Unified Planning Work Program: The kick off meeting with Hoyle, Tanner & Associate and Chittenden Regional Planning Commission (CCRPC) was held. The timeline for the project should be available in mid-September. Hoyle, Tanner & Associates is currently working on the existing conditions and waiting until the VCDP Planning project moves along.

They will develop 2 to 4 alternatives for the village stormwater and Route 128 culvert – that will work for the 1705 site plan.

Vermont Community Development Program Planning Grant: The project has kicked off with a project team site visit to 1705 Route 128. SE Group has set up a document drive for all previous resources. They provided a project timeline with community meetings in the fall. The question whether or not the Selectboard needs to sign either the SE Group or the Hoyle, Tanner & Associates contracts. Melissa is waiting on the opinion of counsel. CCRPC has signed and counsel's opinion will determine if the Selectboard also needs to sign. CCRPC has executed the contract with the appraiser and that will move forward.

American Rescue Plan Act/ACCD: The Agency of Commerce and Community Development (ACCD) will have funding for village transportation and streetscapes. This funding could help with the development of the 1705 property and Village Stormwater. That information should be passed onto KAS and Hoyle, Tanner & Associates – so that they can keep this in mind as they are developing plans.

Brownfield Program – Phase 2, Petroleum Clean Up: The insurance company of the property's Trust has approved funding for the clean up of the petroleum under the removed tank. A corrective action plan has been completed for that one area and it has been submitted to the state. The corrective action plan is out for public comment until September. Once the decision is issued, work can begin. It has been requested that they do not enter into the delineated archeological sensitive areas and if they find anything while digging to stop work. LE will be out in September to continue the PH delineation. There was a question regarding the corrective action plan for the petroleum and if it will be to residential or commercial standards. Melissa will follow up on this.

American Rescue Plan Act/Town Funds: The committee has met. Martha Heath is working on talking points for the community. George is working on a form to generate submission of ideas for the funding. It is estimated that the town will get \$600,000.

Project Based TIF Legislation: The bill made it through the Senate but not the House Ways and Means Committee. It was decided that the legislature would like to see town-by-town legislation. We could start working on Westford specific language. There was a discussion regarding drafting Westford specific legislation and how it will align with other wastewater funding sources and if it can be used as match or reimbursement of the bond. It was also discussed how the current model of town-by-town legislation seems to take away the state's administrative support to analyze tax base growth. George will follow up with Rep. Black regarding the Commission's questions – using TIF as a match or reimbursement and where does the administrative support come from with this model. The Commission also decided that it is best to focus on ARPA and not TIF.

2020 Work Plan: Newsletter articles are due the 4th Monday of the month. The Commission missed a September submission. September 20th is our next Commission meeting. We will discuss the PC Budget, Public Outreach, ARPA, 1705, Wastewater. The Commission's piece for the Town Report is due November 1st. George will work on a draft for review during the October

4th meeting. Discussion on the timeline leading up to Town Meeting Day. The town budget is compiled in January. The Commission should spend extra time on our budget. The Bond Vote language will need to be in the town report and needs to be finalized by late December/early January. An informational meeting will need to happen in January. The Town Report goes to the printers in February. October 18th meeting should be on the article and bond vote. JB and Amy should be there.

Adjourn: 8:38pm