

**TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
MINUTES FOR NOVEMBER 8, 2021 MEETING
Approved on December 13, 2021**

Commission Members Present: Koi Boynton, Gordon Gebauer, Seth Jensen, George Lamphere, Mark Letorney

Also, Present Melissa Manka - Town Planner, Tom Hand - SE Group

The Meeting Began: 6:30pm

Amendments to Agenda: None

Citizens to be Heard, Announcements, Correspondence & Other Business: Melissa would like to note the email from Maureen Wilcox. She had some questions. Melissa is working with JB to answer all the questions. The response will be sent to Gordon and Seth.

Minutes of the October 18, 2021 Meeting

VOTE: Mark made a motion to adopt the minutes of October 18th.

George seconded the motion.

Motion carried.

Minutes of the November 1, 2021 Meeting: Not available

1705 Rte. 128 Property Project Survey & Website: The survey should change to streetscape to separate out the features. It was discussed if one week is enough time to have a survey out. The survey deadline can be pushed to 10 days. The SB meeting is the next benchmark. The final preferred plan will be needed by mid December. The survey should be provided in print as well as online. A memo should be created that summarizes the survey data.

1705 Rte. 128 Property Project - 11/9 Community Engagement Meeting: The presentation for the public meeting was reviewed and discussed. It was reviewed who should be answering questions and was discussed based on the partners' focus area - Champlain Housing Trust (residential ownership structure), Green Mountain Habitat (buildings), SE Group (design), River Conservancy (property ownership and river access). The goal of the meeting is to get general and specific feedback on the plans. Copies of the design concepts will be on site. Handouts will also be provided. Agenda for the meeting was reviewed and roles were determined.

2021 Work Plan: Not discussed

Adjourn: 7:58pm