

TO: Melissa Manka, Taylor Newton
FROM: Tom Hand
CC: All Attendees
DATE: September 7, 2021, Revised September 28, 2021
RE: Westford- Pigeon Property Site Plan | July 28, 2021 Kickoff Meeting and Site Visit

PLEASE CONTACT THE AUTHOR IMMEDIATELY IF THERE ARE ANY DISCREPANCIES IN THE CONTENTS OF THIS DOCUMENT.

Attendees

<i>Name, Title</i>	<i>Organization</i>
Melissa Manka	Town of Westford – Town Planner
Taylor Newton	Chittenden County Regional Planning Commission
Robert Leuchs	Champlain Housing Trust
Chris Haggerty	Button Professional Land Surveyors (BPLS)
Stephen Diglio	KAS Consulting
Karina Aliyera	KAS Consulting
Steve Libby	Vermont River Conservancy (VRC)
George Lamphere	Westford Planning Commission
Mark Letorney	Westford Planning Commission
Mark Kane	SE Group
Jake Ferreira	SE Group

Schedule

- Kick Off Meeting – July 28, 2021
- Survey Base Info – August / September 2021
- Alternatives – September/October
- Waste Water Project Public Engagement Meeting- October 19, 2021
- SC Meeting #2 – Wednesday October 27, 2021 (Review preliminary plans)
- Public Engagement Meeting #1 – w/o November 1-5, 2021
- SC Meeting #3 – Wednesday November 17, 2021 (Review public feedback)
- SC Meeting #4 – Wednesday December 15, 2021 (Review Preliminary Site Plan)
- Preliminary Site Plan – December 2021 (Suitable for VHCB Grant Submission)
- Revised Preliminary Site Plan – January/February 2021
- Developed Survey Plat – February 2021
- Public Engagement Meeting #2 – w/o February 14-18, 2022
- SC Meeting #5 – February 23, 2022
- Project Wrap-up and Final Site Plan – March 30, 2022

Discussion

1. Background and Information

- a. Initial Grant Funding \$60,000
- b. Prior Masterplan created by Brandy Saxton
- c. New blacksmith shop / Historical Museum going in along the green. Same side as the country store.
- d. Westford is currently working on a municipal wastewater system to serve the common area and has enlisted consultants in that process including, but not limited too: Green Mountain Engineering, Birchline Planning and Stone Environmental.
- e. A new municipal building will be located adjacent to the town library to maximize shared resources between buildings.

2. Project Goals

- a. Create river access and open space for the community of Westford
- b. Create new affordable housing options in Westford
- c. Develop plan for building at 1705 VT-128 (building cohesion between the town office/library development and Pigeon site)
- d. Remediate contamination on site
- e. Continue to showcase and conform to Westford's form-based code

Related/Adjacent Project Goals

- a. Relocate/rebuild town offices
- b. Address stormwater issues?
- c. Plan for the future of the Westford town common
- d. Find a new source of potable water near common

3. Public Engagement

- a. Westford public likes to be engaged in town planning and is active in current projects
- b. Very Responsive to surveys
- c. Previous potluck events = 75/100 people turned out
- d. October / November will be the best time for public engagement
- e. Outreach for Pigeon Property should not be mixed with current wastewater public outreach
- f. Ideal meeting space would be on the common @ gazebo, if weather/season permits

4. Pigeon Site

- a. Must commit to affordable housing to receive primary grant funding
- b. The hope is for at least 2 new buildings on the parcel w/ 6 to 8 affordable units
- c. Mixed Use or Mix of Uses? Stand Alone housing with retail separate or blended? Rental vs. Ownership? These are all ongoing conversations. Green Mountain Habitat for Humanity focuses on development of property for ownership, not rental.
- d. Site will need phase 1b archeological review
- e. There is known petroleum and PaH contamination on site
- f. Portion of site is in river corridor, flood way, and in wetland buffer zones
- a. Great location for river access but will need to be creative to achieve an ADA accessible route to water

5. 1705 VT-128 Parcel
 - a. Currently sited on the parcel is a vacant residential home
 - b. Current options for the residential home are, 1) sell off as a private parcel, or 2) develop the parcel as a town owned amenity. Restoration of the home is preferred over demolition
 - c. The existing structure:
 - i. Could be renovated but has major foundation issues that would need repair.
 - ii. Location does not provide great access between the pigeon site and town offices.
 - iii. Is eligible for the national register.
 - iv. Demolition and rebuilding would allow for most flexible use of the structure and surrounding landscape.
 - d. Dream use for the site would be local commercial offices, such as: Post office, Dentist, Lawyer, shared work space, etc...

6. Brownfield / contaminants
 - a. There is known contamination on the site from previous uses. Final report on Pigeon Site contamination is expected late Sept. 2021.

7. River access / River Conservancy
 - a. The site is an ideal connection opportunity from the town common to the Browns River with great sightlines downstream and to remnants of a previous dam and white-water activity.
 - b. Vision for river access as part of the Pigeon project is to create a community amenity that provides access for swimming, paddlers, and families,,community green and picnic area space, and conservation and protection of the river's ecology and related riparian zones.
 - c. Vermont River Conservancy (VRC) is very interested in purchasing the project but that means the development will need to meet certain requirements, such as providing an accessible path to the water and not having permanent structures within the river corridor. The VRC is flexible and interested in working with the town. Will need a draft site plan by December 2021 for grant funding opportunities.
 - d. VRC could potentially buy the land and transfer the land to the Town with conservation easements in place

The site is in the Town of Westford's Water Resource Overlay District and Flood Hazard Overlay District

Responsibilities List

8. Responsibilities
 - a. BPLS to conduct and finalize survey of Pigeon Property Site
 - b. Once survey is complete, SE Group will develop design alternatives.

Next Meeting

9. Wednesday October 27, 2021