

TO: Melissa Manka, Taylor Newton
FROM: Tom Hand
CC: All Attendees
DATE: November 22, 2021
RE: Westford- Pigeon Property Public Meeting | November 18, 2021 Committee Meeting

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Attendees

<i>Name, Title</i>	<i>Organization</i>
Taylor Newton	Chittenden County Regional Planning Commission
David Mullin	Green Mountain Habitat for Humanity
Seth Jensen	Town of Westford
Stephen Diglio	KAS Consulting
Steve Libby	Vermont River Conservancy (VRC)
George Lamphere	Westford Planning Commission
Mark Letorney	Westford Planning Commission
Tom Hand	SE Group
Jake Ferreira	SE Group

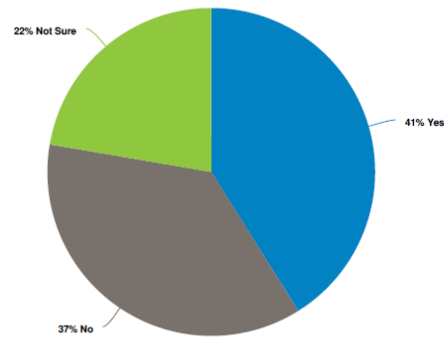
Discussion

1. Public Engagement Meeting Recap
 - a. Initial Recap and feelings were discussed – Overall everyone thought meeting went well with general positive feedback from community.
 - b. Survey Responses
 - i. High number of responses – 223 in total, 132 completed the whole survey
 - ii. SE Group to analyze survey results further but were able to visualize some initial findings, see page 2.
2. Plan Alternatives Discussion
 - a. Community Feedback
 - i. No clear winner based on survey responses – seems like there may need to be more study of the options based on the community feedback.
 - Community is very interested in river access, a post office, and a restaurant or café on the pigeon property.
 - Community is hesitant about development, childcare, and professional space on the pigeon property.

1. In order of priorities for the redevelopment around the Westford Town Common, please rank the following items with your highest priorities listed at the top and your lowest priorities listed at the bottom.

Item	Overall Rank	Rank Distribution	Score	No. of Rankings
g. Public Access to the Browns River	1		891	145
c. Post Office	2		809	138
e. Restaurant/Café	3		700	126
a. Workforce/affordable housing	4		537	119
h. Other?	5		519	112
f. Retail/Commercial Space	6		495	119
d. Professional Office Space	7		487	123
b. Childcare facility	8		485	122

2. Is saving and rehabilitating the existing historic Pigeon Homestead an important aspect of this project to you?



Value	Percent	Responses
Yes	41.1%	72
No	36.6%	64
Not Sure	22.3%	39

Totals: 175

3. Are the following important upgrades in the Westford Town Common Area?

	Yes	No	Not Sure
Traffic Calming Checks	85	66	22
Streetscape Improvements Checks	88	65	22
Sidewalks Checks	73	85	16
Lighting Checks	61	80	32
Street Trees Checks	100	51	23
Road-side Parking Checks	44	96	31

b. Committee Feedback

- i. Should we revisit location of town offices? Municipal property moving to the pigeon property is probably not likely.
- ii. Post office is an unknown - not in the committee control but it is something that the town would like. George has tried to get in touch with the post office but they have been less than helpful. Should be presented as an idea but not a possibility at this time.
- iii. Public needs a better understanding of what affordable housing looks like here. Affordable housing are families with income that just cannot afford a market rate house. One criterion for habitat applicants is where are they from and it would be better to choose a family from Westford.
- iv. How many units will make this project feasible? - A 3/4 bedroom farmhouse with interesting arch will be better for the town as opposed to a duplex that looks bad. Green Mountain Habitat would still be interested in a smaller development, a triplex or duplex is certainly doable. Would not be interested in commercial underneath
- v. Street views and visuals of what the character will look and feel like will go a long way. Cross sections would be helpful to explain the distance of the buildings from the road. Community is not understanding the setbacks are from edge of road vs edge of sidewalk or setback.
- vi. The full build out of the master plan is freaking people out - The first building could go up and be big a big success then there will be demand for more. Phasing of the project could be good

3. Next Steps

- a. Conceptual Plan Updates – Needs further discussion. Initial thoughts are:
 - one plan with townhall on pigeon property, one plan without on street parking, one that shows only one building?
- b. Schedule - Deadline for VHCB grant is beginning of January, mid-December would be a good deadline for draft plan
 - i. Steve will follow up with VHCB to see what is required for the submissions - Is graphic plan ok or do we need a more hardline plan?
- c. Will need to check with pigeon family trust for site control agreement
- d. Tom and Taylor will meet week of 11/20 to discuss adjustments to plan, scope, and fees

Next Meeting

4. TBD