

**TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
MINUTES FOR FEBRUARY 21, 2022 MEETING
Approved on March 21, 2022**

Commission Members Present: Gordon Gebauer, Seth Jensen, Mark Letorney.

Commission Members Absent: George Lamphere.

Also Present: Melissa Manka (Town Planner), Shelia Franz and Joe Franz.

Began: 6:31pm

Amendments to Agenda

No amendments were offered.

Citizens to be Heard, Announcements, Correspondence & Other Business

No citizens to be heard, announcement, correspondence, or other business.

Minutes of the February 7, 2022 Meeting

M. Letorney MOVED to approve the minutes.

S. Jensen SECONDED the motion.

The motion PASSED: 3 – 0.

1705 Rte. 128 Property Project

Amended Scope of Work & Timeline

The Commission reviewed the draft amended scope of work and timeline submitted by SE Group. This draft included M. Manka's suggested changes. The Commission agreed to hold a hybrid public engagement meeting at the school to receive comment on the revised conceptual plan. It was agreed that a date should be chosen that allows for all project partners and Mark Kane from SE Group to be present in-person. The Commission agreed the soonest the meeting could be held was April with the community survey published sometime in April or May. M. Manka stated she would make revisions based on the night's discussions and update the timeline accordingly. Once completed, she will send the documents to the Commission for review and then SE Group for approval. Once approved by SE Group, the document will be sent to the Selectboard for signature. M. Manka added that she would contact the school to determine available dates soon.

Seth MOVED to approve the scope of work and timeline as amended.

Mark SECONDED the motion.

The motion PASSED: 3 – 0.

Draft Revised Conceptual Plan

The Commission reviewed comment provided by the public, Green Mountain Habitat for Humanity, the 1705 Steering Committee, Town Planner and Commissioners and developed a list of revisions that M. Manka will formalize and submit to the consultants for inclusion in the

revised conceptual plan to be presented to the public meeting in the spring. There was discussion regarding the future use of the Pigeon home. M. Manka informed the group that in order for Vermont Housing and Conservation Board (VHCB) funds to be used to purchase the property and buildings at fair market value, the use of the Pigeon home would be restricted to affordable housing or municipal in nature. It is unclear at this time whether Champlain Housing Trust is interested in the dwelling given the amount of work necessary. The municipality is not interested in owning the home as of this time. At the last steering committee meeting it was suggested that the group contact VHCB to determine whether the property could be subdivided, sold to a private entity and Vermont River Conservancy repay the assessed value of the home with acreage to VHCB. S. Jensen offered to contact VHCB to investigate whether this was an option, so the Town and partners knew all options available. The Commission asked M. Manka to speak with T. Hand regarding whether the access lane proposed to serve the property can be utilized for additional municipal parking, if Green Mountain habitat for Humanity has maintenance and liability concerns with regard to sharing the parking area. The Commission also asked M/Manka to speak with Lincoln Brown regarding whether an example Town Office conforming to Form Based Code could be included in the visual rendering while understanding it is an example of what is possible and not by any means a final drawing and how much of the 30% preliminary site plans will be completed by KAS.

2022 Work Plan

The Commission briefly reviewed and revised the work plan. It was agreed that the Commission would hold interviews for the vacant position on March 21st.

Adjourned: 9:00 pm