

**TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
MINUTES FOR September 19, 2022, MEETING
Approved on ****, 2022**

Commission/Board Members Present: George Lamphere, Seth Jensen, Gordon Gebauer, Mark Letorney and Mo Reilley.

Commission/Board Members Absent: None

Also, Present: Melissa Manka (Westford Town Planner), Diane Finnigan (Minute Taker), Amy Macrellis (Stone Environmental), Taylor Newton (CCRPC) Barb Peck, Lori Johnson, Sheila Franz, Mel Allen, Maureen Wilcox, Juli Beth Hinds, Ben Bornstein, and Pat Haller.

The meeting began at: 6:30 p.m.

Amendments to Agenda:

None currently.

Minutes of the August 15, 2022, Meeting:

G. Gebauer MOVED to accept minutes.

M. Letorney SECONDED the motion.

The motion PASSED 5-0.

Meeting Rules and Procedure:

G. Lamphere stated the Commission will continue to follow the rules we have previously discussed and we will offer times at the end of each agenda item-for public comments and questions.

Citizens to be Heard – *Items not on the agenda:*

None currently.

Correspondence:

One item received on August 16 from Lori Johnson. Confirmed receipt with no response necessary.

Community Wastewater Project

Step 2 Amended Engineering Services Agreement:

M. Manka and A. Macrellis updated that they had met with DEC, received feedback and had addressed minor changes. Now waiting on DEC for project cost summary detailing standard and non-standard services. They have a follow up meeting with DEC next week.

Discussion followed on the wetland delineation and whether we should use special project funds to get this completed this fall. This would be for the wetlands by the office/library and the bottom area by maple shade town forest hayfield.

G. Gebauer expressed his continued frustration at the delay by DEC. A. Marcellis advised to hold off with further steps of conveying displeasure as we have made some progress and we are close to getting the environmental document back. She recommended we get the delineation done this fall. The delineation is good for five years.

VT DEC Document Review: FONSI, Supplemental PER & Facility Plan:

M. Manka and A. Macrellis met with Jeff and Emily from DEC and they are completing the paperwork to complete the FONSI. Once Jeff reviews, it is sent to Eric Blatt for final review and then we enter the 30-day comment period.

The hope is to have the required public hearing during the October 17 regular planning commission meeting. After the 30-day comment period the FONSI is issued. This should be late October/early November.

The Supplemental PER still needs to be reviewed by DEC.

Community Outreach Committee:

G. Gebauer reported that there is not much to do at this point as we are waiting for new information to give to the community. The next big item is to get the date for the bond vote.

NBRC/EDA Grant:

M. Manka sent an email on September 13th requesting an extension. There are two types of extensions and M. Manka needs clarification on what the appropriate request is for a notice to proceed and project performance extension.

State ARPA Grants:

M. Manka updated that the state is working on issuing the grant for the collection system only. It would be better if state ARPA wasn't restricted as NBRC is the organization with the federal funding cap, not DEC. M. Reilly offered that the state is trying to figure things out. ARPA was structured to be flexible. M. Manka will continue to monitor.

Local ARPA Phase 2 Application:

The draft was included in the PC packets and needs to be submitted by 9/30.

The PC reviewed the items, made necessary changes and A. Marcellis offered clarifications on several points.

G. Lamphere made a motion to approve the ARPA application as amended and give M. Manka approval to make changes and distribute.

M. Reilly seconded the motion.

The motion PASSED 5-0.

Critical Path Template:

We need to find a program that works with all parties and is not cumbersome to update. A. Marcellis suggested Microsoft Project might work for all the different parties and suggested the commission wait until Stone is under contract and has developed an amended the project timeline prior to taking action.

1705 Rte. 128 Property Project:**VDCP Scope of Work, Timeline and Close out:**

G. Lamphere updated that they have been trying to get VHCB to commit and they have been silent. T. Newton updated that the second underground storage tank is half on the property and half in VTrans' right of way. VRC can access brownfield funding for ½ of the cost of removal with the property owner's insurance company covering the other ½.

ANR reached out about the PaH on the property and the interested parties plan to meet to discuss whether it is appropriate to pursue a corrective action plan and clean up at this time. T. Newton advised that the PC should focus on the CAP (corrective action plan). VRC is the one to do the CAP. They will apply for funding and have the work completed. T. Newton indicated that not much work needs to be done by the VRC to get to this step of clean up.

M. Manka suggest we wrap up the VDCP grant and close out it out by sending the revised conceptual plan to the engineering firm.

G. Lamphere stated that it is important to close out the grant with minimal effort. M. Manka will pull everything together. This will be put on a future agenda.

Town Center Area Stormwater:**Treatment Assessment:**

Need to finish VDCP grant. No hard deadline and this could go into fiscal year 2024.

T. Newton updated that the culvert is in bad condition and this project should be kept alive for many reasons. If we wait for it to fail no one will take ownership.

We should close out the VDCP grant and then let CCRPC start stormwater scoping project.

Draft FY 2022 Planning Commission Town Report:

G. Lamphere will review submissions from past years. Anyone who has ideas send to G. Lamphere in the next couple of days.

Draft FY 2024 Planning Commission Budget:

M. Manka suggested that we level fund the budget as we have the last few years. Other than the addition of the minute clerk in 2022 everything is mostly the same.

S. Jensen made a motion to submit the fy 2024 budget as level funded.

G. Gebauer SECONDED the motion.

The motion PASSED 5-0.

Special Project Fund Reporting:

The PC reviewed the special project reserve balance and liabilities and made revisions based on the status of current projects.

There was discuss on whether to pursue wetland delineation for the town office and community wastewater project this season or wait until next season when it could be funded under the step 2 CWSRF contract. After discussion of how much to spend on the delineation it went to vote.

G. Lamphere made a motion to authorize up to \$6,200 for Stone Environmental to conduct wetland delineations in the town center area, specifically in the area of the town office and maple shade town forest.

M. Reilly seconded the motion.

Motion passed 5-0.

2022 Work Plan:

Next meetings are October 3 and 17.

October 3:

Focus on wastewater.

October 17:

FONSI hearing

Wastewater updates

Step 2 ESA final review and submit to selectboard

1705 (if any updates)

November meetings would be November 7 and 21.

Close out of VDCP grant as soon as possible.

Adjourn: 9:32 p.m.

Submitted by,

Diane Finnigan, Minute Clerk