

**TOWN OF WESTFORD
PLANNING COMMISSION
MINUTES FOR JUNE 17TH, 2024, MEETING
APPROVED ON JULY 15TH, 2024**

Commissioners Present: George Lamphere (chair), Ian Gehlbach, Mo Reilly, Gordon Gebauer, Mark Letorney

Commissioners Absent: None

Also Present: Harmony Cism (Planning Assistant), Maria Barden (Minute Clerk), Carol Winfield, Lori Johnson, Kim Guidry, Ira Allen, Barb Peck, Matt Wamsganz (DRB), Ron Rodjenski (Stone Shore Environmental)

Meeting began at 6:46pm

Amendments to Agenda- *No amendments to the agenda.*

Citizens to be Heard - Items not on agenda- *No citizens to be heard.*

Minutes of the April 15, 2024 Meeting

G. Gebauer made a motion to approve the April 15th Minutes.

M. Reilly seconded; motion passed 5-0

Mobile Food Vendor Ordinance Update

Mobile Food Vendor Ordinance approved by SB-takes effect July 22nd, 2024.

Fee Schedule Update

Fee Schedule approved by SB-takes effect July 1st, 2024.

Regulation Amendments Update

Regulation Amendments approved by SB-took effect June 14th, 2024.

UPWP Update

Confirmation that application was withdrawn; Back on the workplan for the fall.

Wastewater Update

The Town Administrator and the Town Attorney are drawing up an agreement to look at private properties. The Wastewater Alternatives Committee has been paused.

Stone Shore Municipal Consulting Update

Ron's contract was renewed, for an as-needed basis, up to \$15,000.

DRB Request to Review Figure 2-3

M. Wamsganz (DRB) discusses Figure 2-3 and how their 27-point system is causing them to run into issues with getting residents up to what they need to be at. For example, with Swansong Take Two LLC.

Number 3-Access: discusses existing curb cuts, **M. Wamsganz** suggests changing the language to “served by an existing curb cut or a curb cut that will be relocated”. **Number 5-Buildings:** No house plans were provided so they had no way to base this, discussion about adding the need for house plans so they can get those points. **Number 6-Parking:** They could not get A or B because of the way their garage was facing, they stumbled with C because it states, “professional designer required” and felt that was not clarifying who a professional designer was, **H. Cism** clarifies the language 244.C(2)(b) states prepared by a licensed landscape architect or certified horticulturist. **M. Wamsganz** would like to know if we can include “Licensed Civil Engineer” as well. **Number 7-Service Areas:** A. states no service areas or vehicle bay doors will be visible from the road. For example, for Rover’s North If you are driving down 128 and you look you can see the service doors for a fraction of a second, question being how do you write that so that people can get those points when it is only a fraction of a second that you can see them while driving. **I. Gehlbach** asks if you can increase the weight for some so that it is easier to meet those points rather than changing the language. **M. Wamsganz** also mentions it being difficult to map out the ledge and how forbidden it is to build where there are ledge outcroppings; this is another thing he wants to revisit with the PC.

Next Steps-work with the DRB to see if changing the points would work going further. M. Letorney suggests looking at other Towns that rely on the point system to see what they do. G. Lamphere suggests changing some of the language and changing some of the points.

Volunteer Opportunity for Alternate Members

DRB would like alternate members in the case that someone cannot attend. **H. Cism** wanted to know if anyone on the PC would be interested in being an alternate. **H. Cism** discusses the process for becoming an alternate. There are two spots available, and they could really use at least one for the chance they do not have a quorum. **M. Wamsganz** adds that it is rare they call on alternates. **G. Lamphere** states there are quite a few members of the public who are very committed to the town and might be interested in being an alternate for the DRB.

Planning & Zoning Personnel

H. Cism discusses her other part time job no longer needing her starting in September and would like to work at the town full time. She says she would like to become a planning/zoning administrator as one full time position and is seeking the PC support before bringing this to the SB, she included a job description for them to look at in their packets. **H. Cism** discusses not being a grant writer but having the resources to learn how to do that if needed. The PC is in support of Harmony becoming a full-time zoning/planning administrator and supports it being brought to the SB. **G. Lamphere** says he would be happy to write a cover letter for Harmony to bring to the SB. The PC has all made it known that they are happy with the work Harmony has been doing for them and the town and fully support her moving into a full-time position.

Planning Commission/Selectboard Joint Meeting Request

Monday June 24th joint SB/PC meeting. Holly (Town Admin) sent an email with topics she would like the PC and SB to discuss together (1705, Town Plan, implementation Plan of Town Plan, Community Outreach.)

Implementation Plan/Community Outreach

M. Letorney thinks they can record and document their outreach better going forward. **G. Lamphere** discusses timing being important-summertime and early fall are difficult for some people. **M. Letorney** says

4th of July was a good time for them regarding outreach because of how many people were there. Suggestion of joining with the Farmers Market or Concerts to draw more people to something besides just planning and zoning. Winterfest might be a good one, maybe once in the summer and once in the fall and winter, spread out throughout the year a bit. The PC also discuss the need for funding for outreach-mailings, what they might want to offer to bring people in, etc.

Next Steps: Explore on Monday with the SB.

1705 Property

G. Lamphere discusses being part of the WAC committee but stepping down. He does not know where the WAC stands currently. **H. Cism** discusses her, and Holly being told to go through the 1705 file and start pulling important documents. **G. Lamphere** thinks the stormwater documents and engineer recommendation are important documents to be pulled out.

C. Winfield clarifies that the WAC committee was only paused and not disbanded.

Next Steps: Explore this more on Monday with the SB.

Meeting Schedule – Summer Vacations

The current schedule seems to work well for PC members.

15th July

19th August

16th September

Next Steps: Harmony pulls the comprehensive list together for changes to the Town Regulations.

Public Comment- *No Public Comment*

Correspondence

G. Lamphere discusses Open Meeting Law Updates-Mostly effects State Level Groups. Seems like we already meet this update.

G. Lamphere discusses correspondence regarding the town and a town resident, believes it would be inaccurate for him to discuss this topic since he was not on the PC when it occurred. The rest of the PC agrees there has been lots of turnover and there is a lot of documentation, so they do not feel the need to comment further.

H. Cism has a question regarding grant opportunities, should she keep adding that to the correspondence. PC enjoys reading them so she will continue to keep them.

2024 Work Plan

Information about Interim zoning amendments

Consolidating notes for updating regulations

Follow up after Monday's joint meeting

Next meeting-July 15th

Adjourn- Meeting Adjourned at 8:16pm