

**TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
Minutes for June 17, 2009 Meeting
Approved on July 15, 2009**

Commission Members Present: Mark Letorney (Chair), Patrick Haller, Seth Jensen, Jason Hoover and Michael Nelson (left at 8:37).

Commission Members Absent: N/A

Also Present: Melissa Manka (Planning Coordinator).

The meeting began at approximately 7:04 p.m.

Resignation:

Mike Nelson informed the Planning Commission that he will be resigning from the Commission, effective immediately, to seek work out of state.

Town Plan Re-Write

Transportation

The Planning Commission reviewed the transportation section of the Plan and suggested minor revisions. Pat will make those revisions and submit the section to Melissa for placement in the draft Town Plan.

Greenways & Trails

The Planning Commission discussed whether the greenways and trails section of the plan should be placed in the transportation section, natural resources section, or be its own section of the Plan. The Commission agreed if it wasn't a separate section it would fit best in the natural resources section. The Commission suggested minor revisions, which Mike will make. Melissa showed Mike the 2005 proposed trails map she received from the Conservation Commission, which is used by the DRB to determine whether recreational easements should be requested during development review. The Planning Commission discussed whether the proposed trail map should be placed in the Town Plan. Melissa suggested that it be updated if it were to be placed in the Plan. Mike will discuss updating the map with the Conservation Commission. The Planning Commission discussed whether the proposed trails map should be depicted with existing trails and conserved lands. Mike said he would ask the Conservation Commission their opinion. Melissa noted that maps are expensive and it would be good if we could condense information. Melissa will get a copy of the critical habitat map the Conservation Commission has been working on from Chuck.

Historic Resources

The Planning Commission reviewed the historic resources section of the Plan and decided it was ready to be included in the draft Town Plan.

Housing

The Planning Commission reviewed the housing section of the Plan and decided it was ready to be included in the draft Town Plan

Relationship with Adjacent Towns

The Planning Commission reviewed the housing section of the Plan. They asked Melissa to add a statement regarding increasing communication with adjoining towns to foster regional planning efforts, especially with regard to commuter road use. The Commission decided this section was ready for placement in the draft Town Plan once the regional planning goal was included.

Town Plan Maps

The Planning Commission reviewed the current Town Plan maps and suggested revisions which Melissa will work on with the CCRPC.

Planning Commission Work Plan

The Planning Commission reviewed the work plan.

Minutes of the June 3, 2009 Meeting

Pat MOVED to approve the minutes.

Seth SECONDED the motion.

The motion PASSED: 3 – 0.

Jason abstained.

July Planning Commission Newsletter Article

Seth said he would write the Planning Commission article for the August newsletter.

Other Business

Seth MOVED to adjourn. Pat SECONDED the motion.

The motion PASSED: 4 - 0.

The meeting adjourned at approximately 8:59 p.m.

Submitted by,

Melissa Manka, Planning Coordinator