

TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
Minutes for September 2, 2009 Meeting
Approved on September 16, 2009

Commission Members Present: Mark Letorney (Chair) (8:00 pm), Jason Hoover, Seth Jensen and Patrick Haller.

Commission Members Absent: N/A

Also Present: Melissa Manka (Planning Coordinator).

The meeting began at approximately 7:13 p.m.

Zoning Regulation Amendment Public Hearing

The Planning Commission briefly discussed the proposed amendments to the Zoning Regulations and agreed to make minor changes based on the Town Attorney's input.

Implementation Plan

The Planning Commission reevaluated the use of strong language, such as "will" and "shall", in the implementation sections of the Plan and toned down the language where necessary. They agreed that in many cases the language "investigate and develop regulations..." should be changed to "investigate with the intent of creating regulations...".

Seth stated that economic feasibility determinations are based on the equations used to calculate them. He stated that the town should be looking at long-term solutions of more than 20 years.

Town Plan Maps

The Planning Commission reviewed the Town Plan maps. They had the following questions for the Conservation Commission:

- ~What is the definition of Core Habitat?
- ~What is the definition of Wildlife Connectivity?
- ~How would the CC like the PC use this map/what is the intent?
- ~Why doesn't the Critical Habitat Map include all items listed in the definition of critical habitat listed in section 4.1.3 of the draft Town Plan?
- ~Should the name of the map be changed to "Wildlife Habitat"?

Community Survey Results

The Planning Commission agreed to have Melissa publish the 2009 Community Survey results. Also, they agreed not to summarize the written portion of the survey due to the fact that one Commissioner's data was lost. Therefore, a summary of the data would be incomplete. If the written response are requested the Commission will provide the rough summaries of the written results.

Planning Commission Structure

The Planning Commission discussed the possibility of restructuring. They agreed to try a new structure which would involve sub-committees developing ways to implement the Town Plan objectives. Mark will meet with the Selectboard to further discuss the plan when he presents the Planning Commission budget to the Board in November. Tentatively, the Commission agreed to create the following sub-committees in 2010 with the following Commission members:

Seth – Town Center Wastewater

Mark – Roads

Jason - DRB & Town Center Committee

Pat – Energy Committee

The Commission still needs to figure out a coordination tactic with the Conservation Commission and who will be charged with developing economic development/ commercial regulations.

DHCA - Village Center Designation

The Commission will discuss this item at another meeting.

Planning Commissioner Interviews

The Commission agreed to recommend Gordon Gebauer for appointment to the Planning Commission and they would like to invite Jeremy Berger to serve on a sub-committee of the Commission.

Planning Commission Work Plan

The Commission added a budget work session to their October schedule.

Minutes of the August 5, 2009 Meetings

Pat MOVED to approve the minutes.

Jason SECONDED the motion.

The motion PASSED: 4 – 0.

Minutes of the August 19, 2009 Meetings

Mark MOVED to approve the minutes.

Jason SECONDED the motion.

The motion PASSED: 3 – 0.

Pat abstained.

The meeting adjourned at approximately 9:30 p.m.

Submitted by,
Melissa Manka, Planning Coordinator