

**TOWN OF WESTFORD**  
**PLANNING COMMISSION MINUTES**  
**Minutes for October 7, 2009 Meeting**  
Approved on October 21, 2009

**Commission Members Present:** Mark Letorney (Chair), Gordon Gebauer, Patrick Haller and Seth Jensen.

**Commission Members Absent:** Jason Hoover.

**Also Present:** Melissa Manka (Planning Coordinator).

The meeting began at approximately 7:02 p.m.

**Draft 2009 Town Plan & Maps**

Natural Resource Discussion

The Planning Commission reviewed the Conservations Commission's comments and made changes to the draft Town Plan as appropriate.

Energy Discussion

The Energy Committee was unable to review the energy section of the Town Plan at their last meeting and will therefore have to submit any further comment at the public hearing.

Housing Discussion

The Planning Commission discussed the housing questions brought up at the Town Plan joint meeting with Seth and made minor revisions.

Act 250 Discussion

The Planning Commission discussed the implications of Criterion 10.

Public Hearing Notice & PC Report

The Planning Commission reviewed the draft public notice and Planning Commission Report. The Planning Commission will conduct a final review of the Plan and submit comments to Melissa prior to Thursday, October 15<sup>th</sup> so she can warn the public hearing for November 18th.

**FY 2010-2011 Planning Commission Budget Workshop**

The Planning Commission reviewed their proposed budget and reduced the miscellaneous budget from \$600 to \$500.

Pat MOVED to approve the proposed budget as amendment.

Gordon SECONDED the motion.

The motion PASSED: 4 – 0.

**DHCA – Village Center Designation**

The Planning Commission will discuss this item at their next meeting.

**Planning Commission Work Plan**

The Planning Commission reviewed the work plan and asked Melissa to revise it as discussed.

**Minutes of the September 11, 2009 Meetings**

Pat MOVED to approve the minutes.

Seth SECONDED the motion.

The motion PASSED: 3 – 0.

Gordon abstained

**Minutes of the September 16, 2009 Meetings**

Pat MOVED to approve the minutes.

Gordon SECONDED the motion.

The motion PASSED: 3 – 0.

Seth abstained

The meeting adjourned at approximately 9:00 p.m.

Submitted by,

Melissa Manka, Planning Coordinator