

**TOWN OF WESTFORD**  
**PLANNING COMMISSION MINUTES**  
**Minutes for June 2, 2010 Meeting**  
Approved on July 7, 2010

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

**Commission Members Absent:** Patrick Haller, Jason Hoover

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

The meeting began at approximately 7:15 p.m.

**Town Center Wastewater Project**

The Planning Commission discussed the Town Center Wastewater Project. They decided to hold an informational/opinion gathering meeting for Town Center residents on July 7<sup>th</sup> at the Brick Meeting House. Seth will pull together a list of property owners who own land in the Town Center with wastewater capacity. Seth and Mark will contact those land owners prior to the meeting. Melissa will send out invitations to all Town Center residents by June 14<sup>th</sup>. Seth offered to present the findings of the 2008 wastewater study at the meeting. Melissa will forward the study maps to Seth to develop a PowerPoint. The Commission agreed to meet with the Selectboard sometime after the meeting to discuss its outcome and the sentiment of residents.

**Town Center Revitalization Project, Process & Public Outreach**

The Commission briefly discussed a Town Center Revitalization Project work plan with duties assigned to the Commission and Smart Growth Vermont. Melissa will type up the work plan and request a cost estimate from Smart Growth Vermont prior to the next meeting. Seth asked Melissa to ask Smart Growth whether they have the capability of developing a Visual Preference Survey.

**Steep Slope Regulations**

The Planning Commission discussed the three definitions the Town Attorney would like the Commission to refine/develop. Melissa will contact ANR regarding the definition of highly erodible soils and place a post on the Vermont Planners Association list serve regarding the definition of significant rock outcropping. Furthermore, she will ask Jason to develop a distance in which slope should be calculated.

**Planning Commission Work Plan**

Melissa will revise the work plan as discussed throughout the meeting.

**Minutes of the April 7, 2010 Meetings**

The Commission will review the minutes of the April 7<sup>th</sup> meeting at their July 7<sup>th</sup> meeting.

**Minutes of the May 5, 2010 Meetings**

Gordon MOVED approve the minutes as amended  
Seth SECONDED the motion.  
The motion PASSED: 3 – 0.

The meeting adjourned at approximately 8:36 p.m.

Submitted by,  
Melissa Manka, Planning Coordinator