

**TOWN OF WESTFORD
DEVELOPMENT REVIEW BOARD MINUTES
Minutes for Monday, September 11, 2017
Approved on September 25, 2017**

Board Members Present: Dennis Angiono, Wayne Brown, William Cleary, Sara DeVico, and Matt Wamsganz (Chair).

Board Members Absent: Lisa Fargo and Jason Hoover.

Also Present: Melissa Manka (Planning Coordinator).

The meeting began at 7:20 p.m.

DRB Interviews

The interviewee didn't show up for the interview.

Melissa said she would post the vacancy again on FPF and hang new posters around town.

Bill suggested the DRB hold a meet and greet pizza party in hopes of attracting prospective Board members and/or creating interest in the position.

The DRB agreed to schedule a date for the meet and greet in October.

DRB Town Report & Budget

Matt said he submitted the FY 17 DRB Town Report to the Town Clerk.

The DRB reviewed the draft FY 18 DRB Budget. They decided to reduce the legal notice budget by \$750 and increase the legal and professional fee budget by \$750 to maintain an overall level budget.

Melissa will make said revisions and send the revised budget to Matt for submission to the Selectboard.

Matt said would request permission to submit the request via email as opposed to presenting it to the Selectboard on October 26th.

Other Business, Citizens to be Heard & Announcements

Melissa informed the group that they are currently scheduled to meet September 25th and October 23rd. She said they do not have a quorum to hold a meeting on October 9th. She added that applications are coming in and she will need to start scheduling meetings for November soon. Melissa explained that the Board may be short two to three members due to family emergencies and Jason moving out of town in the coming weeks.

Sara suggested the Board draw on the alternate members if necessary to ensure they have quorums for scheduled meetings.

Melissa said Pat Haller and Seth Jensen are the alternates and she has contacted them recently regarding their ability serve if necessary.

Minutes of the August 7, 2017 Meeting

Bill MOVED to approve the minutes as amended.

Dennis SECONDED the motion.

The motion PASSED: 5 – 0.

Minutes of the August 14, 2017 Meeting

Wayne MOVED to approve the minutes as amended.

Matt SECONDED the motion.

The motion PASSED: 5 – 0.

The meeting adjourned at approximately 8:11 p.m.

Submitted by,

Melissa Manka, Planning Coordinator