

**TOWN OF WESTFORD**  
**DEVELOPMENT REVIEW BOARD MINUTES**  
**Minutes for Wednesday, January 27, 2016**  
Approved on February 10, 2016

**Board Members Present:** Wayne Brown, William Cleary, Sara DeVico, Jason Hoover, Eric Jacobsen, Tony Kitsos (Chair) and Matt Wamsganz.

**Board Members Absent:**

**Also Present:** Melissa Manka (Planning Coordinator), Lois Jerome, Alice Giroux, Beverly Hall, James Hall, Raymond Hall and Joe Cahill.

The meeting began at approximately 7:17 p.m.

**Final Plat for a 3-Lot Subdivision– Alice Giroux, Beverly Hall, Francis Hall, James Hall, Raymond Hall & Lois Jerome Property**

Lois Jerome, Alice Giroux, Beverly Hall, James Hall, Raymond Hall and Joe Cahill (attorney) were present.

Joe Cahill began by stating that he is just becoming acquainted with the application after the siblings requested his assistance.

He said there are 6 siblings and they are looking to divide their father's property equally among them. He said there is the property in question as well as 3 additional properties previously owned by their father. He said he understands the DRB can only authorize 1 or 2 non-development lots. However, his clients find issue with all of the requirements for Lot 2, the development lot. Joe requested that the DRB review the staff report with them and then continue the hearing so they may provide more information.

Issue #1 – Joe said Warren Robenstein, surveyor, is able to depict natural resources on the survey.

Issue #2 – Joe said the property does not contain significant natural features.

Tony said the surveyor needs to make that determination and state as such on survey, if true.

Issue #3 – Joe said Warren can depict the WRO on the survey.

Melissa said there may be wetlands on Lot 2 which will need to be delineated by a wetland specialist. She suggested the Applicants contact the State to determine whether wetlands are present and, if present, hire a specialist to delineate wetlands. Otherwise, Warren can depict the WRO on the survey by measuring 50 feet and 100 feet from the center of the streams depicted and based on the WRO map.

Issue #4 – Joe said the survey would depict zoning districts, contours, all existing structures and infrastructure, the WRO and wetlands. He said no new structures and/or infrastructure are proposed so none will be shown. Furthermore, he said he would request a waiver from depicting a wastewater system, drilled well and building envelope on Lot 2 since there are no plans to occupy the dwelling and /or develop the property. He added that his clients received a State wastewater permit waiver.

Issue #5 – Joe said he would draft a waiver request with regard to depicting a building envelope

on Lot 2, but the survey will include deferred development language for Lots 1 and 3.  
Issue #6 – Joe explained Lot 3's odd lot shape was created in an effort to connect existing lands currently owned by Alice Giroux. He added that he would submit a waiver request for this item.  
Issue #7 – Melissa said all existing access points should be depicted on the survey and access permits requested if Lots 1 and/or 3 do not currently have a sanctioned access off of a public road.  
Issue #8 – Joe said he will draft deeds for the properties.  
Issue #9 – Joe said his clients received a waiver from the State with regard to wastewater and potable water for Lot 2 on the condition that the structure remain unoccupied and the plumbing be removed.  
Eric asked about the property's backstory.  
Lois said the farm has been in the family for 63 years and they are subdividing the property for inheritance purposes. She added that they have no intention to develop the property at this time.  
Eric asked if the property is used for agricultural purposes.  
Lois said yes.  
Bill asked if the property had been removed from Current Use.  
Lois said yes.

Eric MOVED to continue the public hearing until March 23<sup>rd</sup> at 7:15pm at the Town Offices.  
Matt SECONDED the motion  
The motion PASSED: 7 – 0.

#### **Other Business, Citizens to be Heard & Announcements**

Melissa told the Board that the proposed regulations were sent to the Selectboard last week. She said she expects the Board will hold a public hearing after Town Meeting.

#### **Minutes of the January 13, 2016 Meeting**

Matt MOVED the minutes as amended.  
Sara SECONDED the motion  
The motion PASSED: 5 – 0.  
Tony and Jason abstained.

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

Submitted by,  
Melissa Manka, Planning Coordinator