

**TOWN OF WESTFORD
DEVELOPMENT REVIEW BOARD MINUTES
Minutes for Monday, December 10, 2018
Approved on January 14, 2019**

Board Members Present: Dennis Angiono, David Baczewski, Wayne Brown, William Cleary (Vice Chair) and Keith Simpson.

Board Members Absent: Sara DeVico and Matt Wamsganz.

Also Present: Melissa Manka (Planning Coordinator) and Christopher Palmer.

The meeting began at 7:18 p.m.

Amendments to Agenda

None.

CONTINUED: Site Plan & Conditional Use Public Hearing – Owners: Christopher & Nicole Palmer / C.P. Site Construction, LLC

Christopher Palmer was present.

The DRB went through the staff report. The DRB discussed landscaping for Site 1 and determined the existing vegetation provides sufficient screening. They further noted that the closest neighbor to Site 1 lacked concern about the current conditions and/or proposed use. The DRB agreed a condition should be placed in the decision requiring the retention of existing vegetation. The DRB reviewed the John Roberts', Road Foreman, memo the proposals impact on public roads. The DRB confirmed the applicant would need to seek Selectboard permission to load and unload in the public right of way.

C. Palmer said he requested a Project Review Sheet from the State Permit Specialist and it appears as though an Act 250 Permit will be required.

The DRB confirmed the project conforms to the alternative stormwater requirements.

The hearing was opened to the public and no comments were heard.

K. Simpson MOVED to close the final plat public hearing.

B. Cleary SECONDED the motion.

The motion PASSED: 5-0.

Draft DRB Rules of Procedure & Conflict of Interest Policy

K. Simpson MOVED to approve the Development Review Board Rules of Procedure & Conflict of Interest Policy.

D. Angiono SECONDED the motion.

The motion PASSED: 5-0.

Other Business, Citizens to be Heard & Announcements

There were no citizens to be heard.

The DRB briefly discussed updates and revisions to document templates and forms. The DRB will review these documents further at the next meeting.

Minutes of August 27, 2018, September 11, 2018 & September 24, 2018 Meetings

The DRB will review these minutes at their next meeting.

Minutes of October 22, 2018 Meeting

D. Angiono MOVED to approve the minutes as written.

K. Simpson SECONDED the motion.

The motion PASSED: 5-0.

The meeting adjourned at approximately 8:35 p.m.

Submitted by,
Melissa Manka, Planning Coordinator