

**TOWN OF WESTFORD  
DEVELOPMENT REVIEW BOARD MINUTES  
Minutes for Monday, September 11, 2018  
Approved on January 14, 2019**

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

**Board Members Absent:** Dennis Angiono and David Baczewski.

**Also Present:** Melissa Manka (Planning Coordinator) Keith Simpson, Ryan Marsh, Raymond Hall, James Hall, Alice Giroux and Daniel Strobridge.

The meeting began at 7:16 p.m.

**Amendments to Agenda**

None.

**Sketch Plan Review for 3 Lot Subdivision – Owner: Beverly Hall, Lois Jerome, Alice Giroux, Raymond Hall, James Hall & Francis Hall (134.2 acres)**

Raymond Hall, James Hall, Alice Giroux and Ryan Marsh (engineer) were present.

Ryan explained that the family would like to create three building lots to be split between the Hall siblings.

The DRB went through the Staff report.

Ryan agreed to address the issues outlined in the staff report prior to final plat.

The DRB and Ryan spent a great deal of time discussing the WRO and building envelopes. It was agreed that the WRO would be depicted in its entirety, building envelopes should be reduced to limit crossings and building envelopes should allow for development in areas that do not require wetland crossings.

The DRB agreed that the shape of Lot 3 was fine due to the size of the parcel and natural features present.

The DRB agreed that steep slopes and ledge outcroppings located within building envelopes would need to be depicted on the site plans.

The DRB decided to forgo a site visit since the property is open and a drive-by provides adequate view of the landscape.

The DRB and Ryan discussed the accesses and driveways and whether he had the ability to revise driveway locations in order to reduce wetland impact.

Ryan said he discussed accessing Lot 3 off Rollin Irish Road, but it was determined that the access would impact an excessive amount of prime agricultural land.

The DRB generally agreed to the driveways as depicted, but asked that the applicant explore ways to reduced impact.

Next, the DRB and Ryan discussed the impact of utilities on wetlands and buffers. The DRB agreed to allow underground power to come off a pole located on Lot 2 to serve the dwelling on for Lot 1.

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

**DRB Interviews**

The DRB interviewed Daniel Strobridge and Keith Simpson for the vacant DRB position.

Bill MOVED to recommend Keith Simpson for appointment.

Wayne SECONDED the motion.

The motion PASSED: 4-0.

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

There were no citizens to be heard or other business.

**Minutes of the July 30, 2018, August 13, 2018 & August 27, 2018 Meetings**

The DRB will review minutes at their next meeting.

The meeting adjourned at approximately 9:05 p.m.

Submitted by,

Melissa Manka, Planning Coordinator