

**TOWN OF WESTFORD  
DEVELOPMENT REVIEW BOARD MINUTES  
Minutes for Monday, April 22, 2019  
Approved on May 13, 2019**

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

**Board Members Absent:** Keith Simpson.

**Also Present:** Melissa Manka (Planning Coordinator), Robert Poratti, Beth Poratti, Alex Poratti, Anitra Spiller and Reggie Spiller.

The meeting began at 7:15 p.m.

**Amendments to Agenda**

None offered.

**Amendment to a 9 Lot, 7 Unit Subdivision & Residential Planned Unit Development – Robert & Elizabeth Poratti Property (2.38 acres) and Larry & Julie Reynolds Property (32 acres).**

Robert and Elizabeth Poratti were present.

The DRB reviewed and discussed the staff report.

The DRB determined the survey was sufficient and, therefore, a revised site plan was unnecessary.

D. Angiono MOVED to close the public hearing.

W. Brown SECONDED the motion.

The motion PASSED: 6 – 0.

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

**Sketch Plan Review for 3 Lot Subdivision – Owner: Reggie and Anitra Spiller (19.79 acres)**

Anitra and Reggie Spiller were present.

The DRB reviewed and discussed the staff report.

The DRB agreed the building envelopes were sufficiently clustered on the parcel.

The applicant stated the property was not under a forest management plan.

The DRB said they would discuss the adequacy of existing roadway once formal construction details were submitted for review. Those present discussed alternative road cuts.

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

M. Manka will prepare guidance letter for the applicants.

## **Reorganization**

### Appointments

W. Cleary MOVED to appoint M. Wamsganz to the position of Chair, W. Cleary to the position of Vice Chair and S. DeVico to the position of Clerk.

W. Brown SECONDED the motion.

The motion PASSED: 6 – 0.

### Schedule

W. Cleary MOVED to establish a DRB meeting schedule of the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month as needed.

D. Angiono SECONDED the motion.

The motion PASSED: 6 – 0.

### Rules of Procedure & Conflict of Interest Policy

The DRB signed their Rules of Procedure & Conflict of Interest Policy, which was adopted on December 10, 2018.

## **DRB Process & Procedures**

### Subdivision Application Requirements

The DRB will discuss this matter at their next meeting.

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

### Regulatory Amendments

The DRB briefly discussed regulatory amendments, which included fire pond, road and storm-water requirements.

### Town News & Updates

M. Manka gave a brief overview of town news. She informed the Board that the town received Neighborhood Development Area approval from the state and listed the benefits of said designation. She also noted that the Spiller house was scheduled for removal in May with store construction to begin immediately following removal.

## **Minutes of January 14, 2019 Meeting**

S. DeVico MOVED to approve the minutes.

W. Brown SECONDED the motion.

The motion PASSED: 5-0.

D. Baczewski abstained.

The meeting adjourned at approximately 8:55 p.m.

Submitted by,  
Melissa Manka, Planning Coordinator