

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

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

**Board Members Absent:** Sara DeVico and 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**

M. Manka said the DRB would need to add the Planning Coordinator Performance Review to the end of the meeting.

**Preliminary & Final Plat for 11 Lot, 10 Unit Planned Unit Development & Subdivision – Owner: McDonald Construction (40.9 acres)**

Craig McDonald and David Burke, engineer, were present.

D. Burke gave a brief history and overview of the project before going through the underlined sections of the staff report.

D. Burke clarified that the maximum existing slope of the proposed roadway is 19%.

D. Burke stated he would correct the building envelopes depicted on the site plan to account for Act 250's agricultural soil retention requirements.

D. Burke clarified that an approximately acre sized sandy knoll located within the ROW, Lot 10 and Lot 11 would be leveled. He said this will allow the developer to better stabilize the area around the roadway and fire pond, provide better house sites and reduce erosion.

D. Burke said the developer would like to clear the development area and retain perimeter vegetation. He said 40 cedars would be planted between the community wastewater system and adjoining property boundary. He also noted that the tree line depicted on the site plans should be corrected on Lots 1 – 5 and the western portion of the open space to account for Act 250's agricultural soil retention requirements.

D. Burke noted that pre-development timber had been harvested within the development area and the property isn't under the direction of a forest management plan.

D. Burke confirmed all lots would have raingardens installed to address stormwater.

M. Manka asked that the site plans depict the dry hydrant as being 2 ft from the roadway and label the bioswales.

D. Burke said the staff's comments regarding the draft legal language have been sent to the attorney for correction and clarification.

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

The DRB agreed the issues discussed could be addressed through conditions.

W. Cleary MOVED to close the public hearings.  
D. Angiono SECONDED the motion.  
The motion PASSED: 5 – 0.

## **DRB Process & Procedures**

The DRB discussed forms and process.

D. Baczewski said first and foremost the webpage should spell out the purpose of each permit and the process for acquiring each one. He suggested this could be done through a flow chart, handbook or FAQ. He said it's impossible to determine which permits are necessary and what the process is by merely looking at the website, forms and checklists.

M. Manka said she'd draft a flowchart and/or permit guidance document for DRB to review and publish.

The DRB reviewed the Project Review Form, Application Form and Sketch Plan Review & Master Plan Checklist and provided comment. They will conduct a more thorough review once the guidance document is completed.

D. Baczewski said his intent is to develop a process where the applicant is prepared and confident when meeting with the DRB. The DRB stressed the importance of having fully complete applications in hand at hearings.

M. Manka said she'd require fully complete applications after the requirement checklist is reviewed and approved by the DRB. She added that meeting with applicants, processing applications, writing staff reports and drafting decision takes a great deal of time. She noted that managing a variety of duties and roles as the Planning Coordinator requires her to limit the amount of time given to any given task.

W. Cleary suggested triaging applicants and providing more hand holding for applicants who need it.

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

### Regulatory Amendments

None offered.

### Town News & Updates

The DRB briefly discussed the administrative approval process for the general store.

### Planning Coordinator Performance Review

The DRB briefly discussed the performance review.

W. Brown and D. Angiono suggested revision of the subjective review questions.

M. Manka suggested W. Cleary relay those suggestions to the Selectboard.

M. Wamsganz offered to fill out the form and send it around to the DRB for comment before submitting it to the Selectboard.

M. Manka asked whether there was anything the DRB would like her to do different.

D. Angiono said he would like to see more pizza and fewer underlined sections of staff reports.

Other Business

M. Wansganz offered to speak with K. Simpson about meeting attendance.

**Minutes of April 22, 2019 Meeting**

W. Brown MOVED to approve the minutes.

D. Angiono SECONDED the motion.

The motion PASSED: 5-0.

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

Submitted by,

Melissa Manka, Planning Coordinator