

**TOWN OF WESTFORD  
DEVELOPMENT REVIEW BOARD MINUTES  
Minutes for Monday, January 14, 2019  
Approved on April 22, 2019**

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

**Board Members Absent:** Keith Simpson and David Baczewski.

**Also Present:** Melissa Manka (Planning Coordinator), Thomas Dunkley and Brian Tremback.

The meeting began at 7:17 p.m.

**Amendments to Agenda**

None.

**Final Plat Public Hearing for a 2 Lot Subdivision & Conditional Use – Karen Munson Property**

Brian Tremback, project engineer, was present.

B. Tremback gave a brief description the project. He noted that all sketch plan issues were addressed, including straightening the boundary line between Lots 1 and 2.

The DRB reviewed the staff report and noted that the proposed building envelopes conform to standard. They also touched on the Fire Chief's email stating Lot 2's access was not ideal, but acceptable.

B. Tremback asked whether metes and bounds would need to be calculated for the utility easement. The DRB agreed that the pond access easement would need to be depicted on the survey with metes and boundary and a survey note could identify the utility easement.

The DRB agreed there weren't alternatives to crossing the WRO and the minimal amount of impact was proposed to provide access to the property. The DRB also agreed the rain garden proposed within the WRO will lessen stormwater impacts to the wetland.

The hearing was opened to the public.

T. Dunkley asked which direction stormwater would flow.

B. Tremback said most of the stormwater will end up in the wetland located to the east of the building site.

T. Dunkley asked what type of wastewater systems were proposed.

B. Tremback said a conventional replacement wastewater system was proposed to serve the existing home and a mound system was proposed to serve the new home.

W. Cleary MOVED to close the final plat public hearing.

D. Angiono SECONDED the motion.

The motion PASSED: 5-0.

**Rules of Procedure & Conflict of Interest Policy**

The DRB signed the approved Rules of Procedure and Conflict of Interest Policy.

### **DRB Process & Procedures**

The DRB agreed they would like packets to be mailed as opposed to picked up at the Town Offices.

M. Manka will continue to work with IT to correct the email issues members are experiencing and will note when emails have attachments. W. Cleary suggested discussing the issue with K. Simpson as well. M. Manka added that the DRB may need to review decisions at meetings as opposed to by email if the issue can't be corrected, which will likely increase the amount of time it takes to issue a decision.

The DRB will review application requirements, staff report templates and decision templates at their next meeting.

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

There were no citizens to be heard.

The DRB agreed to formalize discussion of regulatory clarification and revision requests at the end of each meeting.

M. Manka reminded everyone to complete the 2019 Community Survey.

### **Minutes of August 27, 2018 Meeting**

S. DeVico MOVED to approve the minutes.

W. Brown SECONDED the motion.

The motion PASSED: 5-0.

D. Baczewski voted by phone.

M. Wamsganz abstained.

### **September 11, 2018 Meeting**

M. Wamsganz MOVED to approve the minutes.

W. Brown SECONDED the motion.

The motion PASSED: 5-0.

D. Baczewski voted by phone.

D. Angiono abstained.

### **September 24, 2018 Meeting**

M. Wamsganz MOVED to approve the minutes as amended.

S. DeVico SECONDED the motion.

The motion PASSED: 5-0.

D. Baczewski voted by phone.

W. Brown abstained.

**December 10, 2018 Meeting**

W. Brown MOVED to approve the minutes.

D. Angiono SECONDED the motion.

The motion PASSED: 4-0.

D. Baczewski voted by phone.

S. DeVico and M. Wamsganz abstained.

The meeting adjourned at approximately 8:26 p.m.

Submitted by,

Melissa Manka, Planning Coordinator