

**TOWN OF WESTFORD  
DEVELOPMENT REVIEW BOARD MINUTES  
MINUTES FOR MONDAY, OCTOBER 12, 2020  
Approved on \*\*\*\*\*, 2020**

**Board Members Present:** Dennis Angiono, David Baczewski, William Cleary, Andrew Collier, Jesse Labrecque (arrived 7:26 pm) and Matt Wamsganz.

**Board Members Absent:.**

**Also Present:** Melissa Manka (Planning Coordinator).

The meeting began at 7:16 p.m.

**Amendments to Agenda**

No amendments offered.

**Minutes of June 22, 2020 Meeting**

B. Cleary stated he listened to the recording and reviewed the draft minutes of the June 22<sup>nd</sup> meeting.

D. Baczewski MOVED to approve the minutes.

D. Angiono SECONDED the motion.

The motion PASSED: 5 – 0.

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

No citizens to be heard.

M. Manka informed the Board that the Planning Commission is finalizing the 2020 Town Plan with their first public hearing expected sometime after the holidays. She also said next week the Commission will begin reviewing regulatory amendments. She said many of the amendments will address issues, questions and concerns raised by the DRB. She hopes the DRB will be involved in the amendment process. Lastly, M. Manka said after a long lull she has received numerous development related calls and application inquiries. She told Board Members to expect to meet more regularly over the winter months.

The DRB discussed whether to continue meeting via Zoom or return to in-person meetings.

M. Wamsganz said he attended a few in-person meetings in other towns. However, those towns had a much larger meeting space. He confirmed the Town Office does not have adequate space to conform with current covid protocols. He noted an alternative meeting location would be necessary. The majority of the Board Members stated they would like to continue to meet virtually. B. Cleary said he does not like the Zoom format for several reasons but will work with whatever format the Board is most comfortable with.

**DRB Vacancy**

The DRB discussed whether to recommend the appointment of Francois Ross, DRB Alternate, to fill the vacant seat or advertise the position publicly. The DRB decided to recommend F. Ross if it doesn't violate any statutory requirements. M. Manka reviewed the Rules of Procedure and noted the documents did not speak to advertising requirements. A. Collier said the State requires a 15-day advertising period even if someone in-house is able to fill the position. M. Manka said she is not aware of any posting requirements at the local level.

D. Angiono MOVED to recommend Francois Ross for appointment to the DRB.

D. Baczewski SECONDED the motion.

The motion PASSED: 6 – 0.

**Draft FY 2021-2022 DRB Budget Proposal**

The DRB discussed and revised the draft FY 22 budget. The overall budget request is approximately 27 percent less than last year's budget.

A. Collier MOVED to approve the proposed FY 22 budget.

D. Baczewski SECONDED the motion.

The motion PASSED: 5 – 0.

The meeting adjourned at approximately 7:58 p.m.

Submitted by,  
Melissa Manka, Planning Coordinator