

**TOWN OF WESTFORD**  
**DEVELOPMENTAL REVIEW BOARD MINUTES**  
**Minutes for Monday, January 11, 2021.**  
**Approved on January 25, 2021.**

**Board Members Present:** David Baczewski, William Cleary (Vice-Chair), Andrew Collier, Jesse Labrecque, Matt Wamsganz (Chair), Dennis Angiono, Francois Ross.

**Board Members Absent:**

**Also Present:** Melissa Manka (Planning Coordinator), Callie Hamdy (Minute Clerk), Stephen Tetreault, Larry & Julie Reynolds, Greg Baker.

The meeting began at 7:24 pm

**AMENDMENTS TO THE AGENDA**

There were not amendments offered.

**FINAL PLAT PUBLIC HEARING FOR 3 LOT, 2 UNIT SUBDIVISION – Reynolds Family Trust**

Applicant: Larry & Julie Reynolds (approx. 85 acres) located on Woods Hollow Road in the Rural 10 & Water Resource Overlay Zoning Districts. The applicant proposes two building lots and one deferred development lot.

Matt asked if there were any communications or conflicts of interest. There were none.

There was a change to the packet, Melissa had spoken with the Reynolds, they understood the additional items and speaking with Larry he is going to present a slightly altered plan as some things have changed for the farm. The Reynolds no longer wish to do a deferred development lot, but rather 3 development lots instead of 2 development lots and a deferred development lot. If that change were to be approved the applicants would need some time to get everything together.

Larry Reynolds was present, he explained that by deferring the lot rather than making it a building lot would mean going through the DRB again if that lot were to be developed. Due to recent sale of the farm, they are now looking to build on Lot 1 at the end of 2021 or beginning of 2022. Larry and Julie found an area that was a good area for a house site that did not impact the sugar bush and had presented a revised site plan depicting the proposed development on Lot 1.

The Reynolds wanted to make the building envelope big enough to have a single-family dwelling and an accessory dwelling. Bill asked Melissa how this works because we were supposed to be meeting on a final plat, but it is currently changed. Melissa clarified that it is ultimately up to the DRB whether they are comfortable with the revision and continuing the hearing to a date and time certain or believe the revision to be a significant change and require sketch plan review. In the meantime, they can review the items that need to be submitted and consider the switch from deferred lot to a building lot.

Matt wanted to run through the staff report as it stands tonight so the applicant can understand the items that need to be addressed. Matt went through the staff report. The applicants and Stephen

discussed the forming of an HOA with Melissa who explained this would make the road and stormwater maintenance agreements between homeowners clear. Melissa said the stormwater infrastructure should be located within easements to ensure access for maintenance. There was also a discussion as to whether the stormwater infrastructure and stone lined ditching were located in the WRO.

Melissa asked if the DRB wanted to see how everybody feels about the revised plans to make the a deferred development lot to the building lot. Matt had no problem with continuing, he did not think there was a point to going back to square one. Matt's opinion was unanimous amongst board members.

Issue 2. Applicants noted existing utility lines are coming from a 20 ft easement extending from Muddy Dog Run which is not in the WRO.

Issue 3. Matt had driven by and confirmed that the emergency pull off was visible from Woods Hollow Road.

Issue 4. Stephen explained that the note stating the road would be upgraded to 20 ft wide was a typo.

Section 273 WRO – Stephen explained the only proposed change in the WRO is the driveway. Melissa asked the existing width of the road. Larry replied it was 14 feet and it will be upgraded with resurfacing. Where it goes across the WRO it stays the same, but resurfacing will bring it up to existing road standards. Melissa asked about the stormwater infrastructure. Stephen said they would try to move the infrastructure out of the WRO and state buffer.

Section 275 A (5). Stephen explained electrical will be coming from the 20 ft easement extending from Muddy Dog Run. It is not within the WRO.

Section 311.B (3). Matt asked what Melissa meant. She explained that old growth maple, old stone walls etc. should be depicted on the plans. Julie explained there was none. Melissa asked that a note be placed on the plans stating site amenities were not present.

313.B (5). The applicants were still going to be using the fields as hayfields as they have been previously. Applicants want to preserve meadows.

321 D (7) Matt asked Melissa if this item was a concern. Melissa explained that the way the regulations are written long driveways are discouraged unless there is a reason for having one. In this case it is required because the whole frontage of the property is a wetland and creating a shorter shared driveway as opposed to following the existing woods road would create additional impact on the wetland. The DRB must state their agreement so the applicants can go forward with that drive. The board agreed. It was unanimous.

Three road names need to be submitted to Selectboard to approval, approved name needs to be on the site plan.

Matt opened the floor for questions. There were none. Melissa asked the applicants when they would like the next meeting. The Reynolds wanted sometime in early spring, they and the board agreed on April 26<sup>th</sup>. Dennis MOVED to continue the final plat public hearing until Monday, April 26, 2021 at 7:15 pm, Andrew SECONDED. Motion passed 7-0.

**MINUTES OF OCTOBER 12, 2020 MEETING**

Bill MOVED to approve the minutes from October 12, 2020 as written, Dennis SECONDED, motion passed 7-0.

**CITIZENS TO BE HEARD, ANNOUNCEMENTS & OTHER BUSINESS**

No citizens to be heard, announcements or other business.

The meeting adjourned at 8:45 pm

Submitted by,  
Melissa Manka, Town Planner

Callie Hamdy, Minute Clerk