

**TOWN OF WESTFORD**  
**DEVELOPMENTAL REVIEW BOARD MINUTES**  
**Minutes for Monday April 26, 2021.**  
**Approved on May 10, 2021**

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

**Board Members Absent:** Andrew Collier, Jesse Labrecque.

**Also Present:** Melissa Manka (Town Planner), Callie Hamdy (Minute Clerk), Stephen Tetreault (TDH), Julie & Larry Reynolds.

The meeting began at 7:15 pm

**DISCLOSURES**

There were no disclosures.

**AMENDMENTS TO THE AGENDA**

There were not amendments offered.

**FINAL PLAT PUBLIC HEARING FOR 3 LOT, 3 UNIT SUBDIVISION – REYNOLDS FAMILY TRUST PROPERTY**

Applicant: Larry & Julie Reynolds (approx. 85 acres) located on Woods Hollow Road in the Rural 10 & Water Resource Overlay Zoning Districts. The applicant proposes three buildings lots.

Stephen Tetreault from TDH was present.

Matt began with the staff report. Dave and Matt confirmed that the turn around could be seen from Woods Hollow.

The conditions, easements & deeds needed to be submitted before the hearing could close, the applicants had not submitted a finalized version of these. They wondered if they could close the hearing contingent on Melissa's approval of the documents. She wasn't sure if this was possible because the DRB has not seen the documents yet. Matt asked if it could be a condition that the entire DRB get a copy and review it, but that was not an option, and they went for the meeting in the first week of May.

#6 in the covenants needed to be revised because there is a 30 ft wide easement over Lot 1 and 2 but no easement over Lot 3. Stephen explained that was being worked on.

Using the existing road was the most minimal impact which was what was going to happen to avoid impacts to the wetlands. Using the existing road also ensured that the applicants didn't need a wetland permit.

The hearing needed to be continued before it could be finished, the applicants had nothing else to present this meeting. Stephen asked about the staff report regarding the driveway and erosion control,

that it states a certified engineer needs to submit paperwork. Stephen wondered who would be qualified, Melissa stated they just need to be sure it would be constructed properly so a licensed surveyor and licensed designer which Stephen is, and he has a Professional Engineer and Land Surveyor on staff that could certify it as well. To Matt the PE makes the most sense.

The Board discussed the schedule for the next meeting for this subdivision. May 10<sup>th</sup> was a good option for the applicants.

Dave moved to continue the hearing on May 10<sup>th</sup> at 7:15, Bill 2<sup>nd</sup>. Motion passed 5-0.

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

No citizens to be heard, announcements or other business.

**MINUTES OF APRIL 12, 2021**

Dennis motioned to approve the minutes as amended, Dave 2<sup>nd</sup>. Motion passed 5-0.

The meeting adjourned at 8:45 pm

Submitted by,  
Melissa Manka, Town Planner

Callie Hamdy, Minute Clerk