

**TOWN OF WESTFORD**  
**DEVELOPMENTAL REVIEW BOARD MINUTES**  
**Minutes for October 9, 2023.**  
**Site Plan Review**  
**Approved on November 13, 2023.**

**Board Members Present:** Matt Wamsganz (Chair), Francois Ross (Vice Chair), Bill Cleary, Dennis Angiono, Peter Armata, Andrew Collier, Jesse Labreque

**Board Members Absent:**

**Also Present:** Harmony Cism (DRB Assistant, Zoning Administrator), Callie Hamdy (Minute Clerk), Lee McClenny

The meeting began at 7:00 p.m.

**Amendments to Agenda**

There were no amendments.

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

Lee McClenny was present and discussed an email about an appeal with the board and with Harmony. Lee was trying to apply to build a 10x12 tent platform structure on his property. Harmony had originally agreed to permit the structure, however further research uncovered that the lot was a delayed development lot and that any development of the property, even if it were an off-grid cabin, would still be considered development. Lee could appeal the hearing, which Harmony will work on this week. Bill believes that Lee does not need an engineer to represent him in this case and could provide the board with his own drawings due to the simplicity of the project.

**FY'25 DRB Budget Request:**

The board discussed the FY'25 DRB Budget Request. Matt thought that our projected legal and professional fees were over budgeted since we have not spent anything close to that in the past few years. Bill questioned if the board feels they might have anything legally come up in the next year. If the monies are not used it becomes a surplus to the town. Dennis suggested it might be good to have a financial cushion. Matt still thought it could be cut back; Bill suggested a compromise number for legal fees of \$1,500. Due to how few meetings the DRB had, line items like the minute clerk and DRB education, were also over budgeted. Dennis and Andrew suggested setting the minute clerk expenses at \$500. \$1,325 for legal was proposed and everybody was in agreement, bringing the total budget to \$5,275. Andrew made a motion to accept the revised budget of \$5,275 and Dennis seconded. Motion passed 7-0.

**Minutes of May 22, 2023 Meeting**

Bill motioned to accept the May 22, 2023 minutes as presented. Jesse seconded. Motion passed 7-0.

Bill motioned to adjourn at 7:32 p.m. Andrew seconded. Motion passed 7-0.

Submitted by,

Harmony Cism, DRB Coordinator

Callie Hamdy, Minute Clerk