

**TOWN OF WESTFORD**  
**DEVELOPMENT REVIEW BOARD MINUTES**  
**Minutes for February 12, 2024**  
**Site Plan Review**  
**Approved on March 11, 2024**

**Board Members Present:** Francois Ross (Vice Chair), Bill Cleary, Jesse Labreque, Peter Armata

**Board Members Absent:** Matt Wamsganz (Chair), Dennis Angiono, Andrew Collier

**Also Present:** Harmony Cism (DRB Coordinator, Substitute Minute Clerk), Brandon Collins, William Pebler Jr., Dianne Griffiths, Kathleen Manley, Evelyn Manley

The meeting began at 7:00pm

**Amendments to Agenda**

There were no amendments.

**Site Plan Review for Accessory Structure > 1000 Square Feet**

Property Applicant: Brandon Collins & William Pebler, Jr.

B. Collins gave a summary of the project. He wishes to construct an accessory dwelling unit on his parents' property to create a single-level residence for his parents to move into, and so that he can be near them as they age. The living space would be limited to 992.5 square feet, but with the inclusion of the attached garage, unfinished basement, and porches and decks, the total square footage is 3,317 square feet. Accessory structures greater than 1,000 square feet must receive DRB approval.

P. Armata asked about the plans for the wastewater system. B. Collins explained that they have a permit and design for a new wastewater system that will serve the new structure. The existing residence is and will continue to be served by the existing wastewater system.

B. Cleary asked if the accessory structure will be "incidental and subordinate in size" to the existing residence, as defined in the Town Regulations. The applicants confirmed that the existing structure, including the detached garage, unfinished basement, porches and decks, has a greater square footage than the proposed accessory structure, including attached garage, unfinished basement, porches, and decks.

B. Cleary MOTIONED to close the hearing.

F. Ross SECONDED the motion.

The motion PASSED 4-0.

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

H. Cism reminded the board that two members have terms expiring this year – M. Wamsganz and F. Ross. If they are interested in remaining on the board, they need to send an email to Holly Delisle, Town Administrator, stating their intent to be reappointed to the DRB. At this time, there are no new applicants interested in a position on the DRB.

B. Cleary stated that he may sometimes need an extra reminder when a DRB meeting will be held. He does not always see the email reminders and asked if these reminders could be sent to his Town of Westford email address. H. Cism responded that she was told that DRB correspondence should not be sent to the Selectboard email addresses, but she will double-check on this. There was discussion of sending out reminders via text.

**Minutes of December 11, 2023 Meeting**

A quorum of board members who were present at the 12/11/23 meeting need to be present to approve the minutes from that meeting.

J. Labrecque MOTIONED to table the approval of the minutes until a quorum is present.

P. Armata SECONDED the motion.

The motion passed 4-0.

J. Labrecque MOTIONED to adjourn the meeting.

F. Ross SECONDED the motion.

The motion passed 4-0.

Meeting adjourned at 7:16pm

Submitted by,

Harmony Cism, DRB Coordinator & Substitute Minute Clerk