

**TOWN OF WESTFORD**  
**DEVELOPMENT REVIEW BOARD MINUTES**  
**Minutes for July 14, 2025**  
**Approved on August 11, 2025.**

**SITE VISIT: 162 Machia Hill Road**

The site visit began at 6:00 pm and was attended by Harmony Cism, Matt Wamsganz, Francois Ross, Bill Cleary, Andrew Collier, Jesse Labreque, Peter Girr, David Girr, Rachel Girr, and Scott Baker. The board viewed the location of the proposed building envelope and residence as well as the location of the proposed driveway.

Site visit concluded at 6:20 pm.

The meeting began at 7:00 pm

**BOARD MEMBERS PRESENT:** Matt Wamsganz (Chair), Francois Ross (Vice-Chair), Andrew Collier, Bill Cleary, Jesse Labreque, Peter Armata

**BOARD MEMBERS ABSENT:** Dennis Angiono

**ALSO PRESENT:** Harmony Cism (DRB Coordinator, Zoning Administrator), Callie Hamdy (Minute Clerk), Jason Burt, Scott Baker, Peter Girr, David Girr, Rachel Girr

**AMENDMENTS TO THE AGENDA**

There were no amendments to the agenda.

**FINAL PLAT PUBLIC HEARING - Applicants: Peter Girr. Girr Property – Machia Hill Road (approx. 51.5 acres) located in the Rural 10 and Water Resource Overlay districts. This proposal is for a final plat approval of a 2-lot minor subdivision.**

**Scott Baker** presented for the Girr family. The parcel includes Goodrich Trail which is a Westford municipal right-of-way. The existing house will remain on the bulk of the land with 3.76 acres subdivided to accommodate the Lot 2 residence. The wastewater and wetlands permits have been issued. Their suggested access has been reviewed and approved by the Selectboard. Since the last meeting they had tried to solve the issue of building envelopes. They are proposing two options for Lot 1: 1.) not have a building envelope and call it as a non-conforming structure that would be held to the regulations for non-conforming structures when repair/replacement comes or 2.) calling it a condo lot so it could be replaced in the exact same footprint. Scott's preference would be not to have a building envelope. Putting envelopes on existing structures creates somewhat contorted building envelopes.

**M. Wamsganz** went over the staff report.

**S. Baker** spoke to the Girs' attorney adding cumulative development language regarding their Lot 1 deed.

Waiver Request: Front Yard Setbacks. The board discussed the front yard setback for Lot 2's building envelopes. **S. Baker** explained why they had requested a waiver for the setbacks; it was because of the

small/limited size of the site. The Goodrich Trail Right of Way (ROW) was 49.5 feet. He explained that the chosen location would actually cause less disturbance even though they were within the ROW/setback, otherwise they would have to push it closer to the neighbors. **M. Wamsganz** explained that usually setbacks are to keep residences from busy roads but it does not apply necessarily in this case because it will be off a rural trail. **B. Cleary** did not have a problem with the 50 ft front yard setback.

Waiver Request: Lot 2 Building Envelope 1 (Residence). A 60 ft buffer is requested but Westford requires a 100 foot buffer. They are already coming through the wetland. To avoid the wetland, they would have to go up further. **S. Baker** justifies that we are trading the extra protection of the 100 ft buffer for a state wetlands individual permit.

Waiver Request: Driveway Grade. **S. Baker** discussed the slope of the access. It is steeper but historically it has been in use and a new road is not being put in, it has got a short length, and the steep sections are not continuous. **M. Wamsganz** asked about how they would prevent material from slipping off the ledge. **S. Baker**, the Girrs and the Board discussed. **F. Ross** noted his questions on the subject were mostly curiosity.

**J. Labreque** motioned to close the hearing. **F. Ross** seconded. Motion passed 6-0.

**SKETCH PLAN REVIEW – Applicants: Allen Reynolds Jr. Reynolds Property – approx. 40 acres on Old Stage Road located in the Rural 10 and Water Resource Overlay districts. This is a proposal to subdivide the subject property into 2 single-unit dwelling lots.**

**M. Wamsganz** recused himself because he has an easement through this property to get to his residence. He stepped away from his position as chair and **F. Ross** took over the meeting. **Jason Burt** presented the project. Allen Reynolds currently rents the dwelling space and some of the outdoor space, while using the farm buildings. He would like to subdivide out the current dwelling and sell it. He would like to divide the westerly side of the road into two parcels. The proposed lots are 11.72 acres for the farm buildings, and the dwelling lot is 11.96 acres. There are substantial restrictions for development of the site as there is a large state mapped class 2 wetland behind the farm buildings. A majority of the site is prime Ag soils. A mound system is proposed in the hayfield to the south.

**F. Ross** went over the staff report.

**P. Armata** asked why the proposed boundary line cuts through the Private Road. He was concerned this would cause a lot of language to be required by an easement deed. He felt it should follow the edge of the ROW. **J. Burt** agreed there may be other options. The board discussed the irregularity of the lot lines and did not think they were an issue. **J. Burt** explained the focus was to design a livable lot for the current renter of the residential building.

The dimensional Standards of Snow Hill Lane was discussed. **F. Ross** thought it is a private driveway and if those living on it are okay with it than he does not feel it is the DRB's business. **J. Burt** explained there will have to be a new agreement for a five lot subdivision.

The board opened the floor to public comment. **Matt Wamsganz** was present and asked **J. Burt** when he rewrites the roadway agreement, the one currently in place is so old it is very vanilla, he feels it has to stay that way and wanted to make sure there is some mechanism in place for the other lot owners will get to review it before it is filed.

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

**H. Cism** discussed that Max Tyler, the new Planning Commission chair, wanted to talk to the DRB about the campground standards and what they can do to make them easier to approve. They were going to try to have a meeting in two weeks, but it conflicts both time wise and location wise with a Board of Civil Authority meeting. If they choose to discuss this on August 11<sup>th</sup>, they can also discuss it after a hearing for the Conservation Commission's bridge in the Misty Meadows Trails and Forest. The board agreed to do this.

### **MINUTES**

**B. Cleary** motion to approve the minutes from May 12<sup>th</sup> as amended. **J. Labreque** seconded. Motion passed 6-0.

### **DELIBERATIVE SESSION**

The board entered into deliberative session at 8:25 pm.

Adjourned 8:45 p.m.

Submitted by,  
Harmony Cism, DRB Coordinator

Callie Hamdy, Minute Clerk