

**TOWN OF WESTFORD
DEVELOPMENT REVIEW BOARD MINUTES
MINUTES FOR SEPTEMBER 8TH, 2025
APPROVED ON OCTOBER 13, 2025.**

The meeting began at 7:00 pm

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

BOARD MEMBERS ABSENT: Peter Armata

ALSO PRESENT: Harmony Cism (DRB Coordinator, Zoning Administrator), Maria Barden (Minute Clerk), Spencer Leggett

AMENDMENTS TO THE AGENDA

There were no amendments to the agenda.

WAIVER REVIEW PUBLIC HEARING -

Applicant: Spencer and Kimberly Leggett

Property Location: Leggett Property – Stoney Ridge (approx. 1.3 acres)

Zoning Districts: Rural 10 and Water Resource Overlay

The proposal is a request for a front yard setback waiver to construct an addition and an accessory structure approximately 22 feet and 35 feet from the front property line.

M. Wamsganz touches on the Rules of Procedures and administers the Interested Party Oath.

INTERESTED PARTIES: Spencer Leggett (property owner)

S. Leggett: They weren't aware they needed a permit for their pool, and they were recommended by H. Cism to add a waiver for the pool and add the square footage onto the application/permit for the garage they would like to build.

H. Cism recommended a drive by site visit for the DRB members. **B. Cleary** and **M. Tyler** were able to get over for a drive by site visit.

M. Wamsganz says the Leggetts aren't making a non-conforming issue worse based on where their deck and steps already are.

M. Tyler says Section 424.B(1)(b) is also relevant to this case.

B. Cleary wonders if they bought the property as is, or did they tear down the trailer and build new?

S. Leggett says they bought as is.

B. Cleary feels the entire property is an improvement, based on what it was before it was demolished prior to the Leggetts' purchase.

S. Leggett says they have the dimensions to the road and the dimensions of the pool; their hope is to have it done by January if this is approved.

F. Ross motions to close the hearing, J. Labreque seconds; Motion passes 6-0.

CITIZENS TO BE HEARD, ANNOUNCEMENTS & OTHER BUSINESS

FY'27 DRB BUDGET PROPOSAL: Needs to be presented to the SB by 10/16/25. They came close to budget in FY'25 but were still under budget. Nothing big coming up that **H. Cism** knows of right now.

B. Cleary motions to propose the budget as level funded,

A. Collier seconded; Motion passed 6-0.

M. Wamsganz will present as level funded to the SB.

MUNICIPAL CODE OF ETHICS TRAINING DEADLINE DUE 9/25/25:

There were concerns regarding the State Ethics Commission and why the training is needed when the State Ethics Commission is not staffed and taking questions at this time.

M. Barden did reach out to the State about it and they are still requiring people to take the training.

B. Cleary wants to know what happens if someone doesn't take the training at this point with no help from the State.

M. Barden will reach out to VLCT to see if she can get help and insight on the DRB's questions.

There is discussion about the Planning Commission and whether they plan to change any of the regulations or bylaws. **M. Tyler** says it's something they will/are discussing.

APPROVAL OF MINUTES - August 11th, 2025

A. Collier motioned to approve the August 11th, 2025 minutes as presented,

B. Cleary seconded; Motion passed 6-0.

H. Cism says the Town Office is closed due to Indigenous Peoples' Day on October 13th; The DRB said that they would still be available to meet on the 13th.

H. Cism printed off a new copy of the Rules of Procedure for the DRB to sign since M. Tyler just recently joined.

Meeting adjourned at 7:38 p.m.

Submitted by,

Harmony Cism, DRB Coordinator

Maria Barden, Minute Clerk