

TOWN OF WESTFORD
DEVELOPMENT REVIEW BOARD MINUTES
Minutes for July 27, 2026
Approved on ***, 2026**

Board Members Present: Matt Wamsganz, Bill Cleary, Greg Baker, Jesse Labreque, Francois Ross

Board Members Absent: Andrew Collier, Peter Armata

Also Present: Harmony Cism (Zoning Administrator & Planning Coordinator), Callie Hamdy (Minute Clerk), Casey Mathieu, Dan Strobbridge

The meeting began at 7:00 pm

Amendments to the Agenda

There were no amendments to the agenda.

DRB Reorganization

Bill motioned to reelect Matt as Chair, Francois as Vice Chair, and Peter as Clerk. Jesse seconded. Motion passed 5-0.

Jesse made a motion to approve the 2026 Rules of Procedure, Greg seconded. Motion passed 5-0.

Site Plan Review - Applicant: Casey Mathieu. Location: Mathieu Property – VT Route 128 (approx. 13.1 acres) in the Rural 5, Rural 10 and Water Resource Overlay zoning districts.

The proposal is a request for site plan approval to increase the footprint of a structure by more than 1000 square feet. Casey was present. He's looking to get approval for a 30x60 addition to his current garage. They are tying into the existing roof and he's using it for maple sugaring supplies and boat storage.

Matt went through the staff report. There were no further questions of the applicant. Matt opened the floor for public comment. There were none. Francois motioned to close the hearing. Jesse seconded. Motion passed 5-0.

Public Comment, Announcements, and Other Business.

This was a follow up of the issue between Barb Peck and Seth Jensen and a communication that had been sent to the Selectboard. Matt went over it briefly. The Selectboard had already made a deliberation on this case, and the attorney had said the letter was okay to put in the file and was not ex-parte communication. Matt thought it was thoroughly looked over. Bill's only issue with it is that the DRB had not been communicated with regarding the communication when he felt they should have been. Bill debated creating a DRB specific email such as the Selectboard had. Matt disagreed with this. Harmony thought that this type of communication could get hairy legally if somebody discusses a property that may come up later as part of an application. Harmony recommended that in the future she will forward relevant communications to the DRB but cautioned members against responding to those emails. Francois thought they didn't need to have the email of the sender; they simply needed the body text and contextual information.

Minutes

Bill motioned to accept April 27, 2026 Minutes as amended. Jesse seconded. Motion passed 5-0.

Executive Session

Bill motioned to enter executive session at 7:35 p.m. Jesse seconded. Motion passed 5-0.

Francois motioned to exit executive session, Bill seconded, motion passed 5-0

Exited executive session at 7:54

Francois motioned to adjourn, Bill seconded, motion passed 5-0

Adjourned 7:54 p.m.

Submitted by,
Harmony Cism, DRB Coordinator

Callie Hamdy, Minute Clerk