

**TOWN OF WESTFORD
DEVELOPMENT REVIEW BOARD MINUTES**

Minutes for August 24, 2026

Approved on ***, 2026**

Board Members Present: Matt Wamsganz (Chair), Francois Ross (Vice Chair), Bill Cleary, Greg Bemis, Jesse Labreque,

Board Members Absent:

Also Present: Harmony Cism (Zoning Administrator & Planning Coordinator), Callie Hamdy (Minute Clerk), Winston Poulin, Tony Pouliot, Jessica Pouliot, Janet Jaffe

The meeting began at 7:00 pm

Amendments to the Agenda

There were no amendments to the agenda.

Conditional Use and Waiver Review Public Hearing

Applicant: Tony & Jessica Pouliot

Property Location: Pouliot Property – Osgood Hill Road (approx. 83.6 acres)

Zoning Districts: Village, Rural 10, and Water Resource Overlay

This proposal is a request for Conditional Use approval to construct a residential driveway within the Water Resource Overlay and request for a Waiver to construct a dwelling outside the district maximum setback.

Matt administered the Interested Parties Oath.

Interested Parties: Tony Pouliot, Jessica Pouliot, Janet Jaffe.

Tony and Jessica were present and gave a summary of their property's history. Matt Wamsganz went through the staff report. A majority of the property was in the Village district. A portion of the driveway was calculated to pass through the WRO, which requires conditional use approval. They plan on taking down some trees. They were also requesting a maximum setback waiver so they can site their house further from the road where there are suitable septic soils.

Matt opened the floor to public comment on this application. Janet Jaffe was present. She lives across the road from the property. She was complimentary on the Pouliots and grateful for them preserving the rural character of town in the area. She wanted to know where the driveway was going to be in relation to Osgood Hill and where her driveway was. Jessica explained its location.

Francois motioned to close the hearing. Jesse seconded. Motion passed 5-0.

Sketch Plan Review for 2-lot Subdivision

Applicant: Allen Reynolds, Jr.

Property Location: Reynolds Property – Old Stage Road & Snow Hill Lane (approx. 40 acres)

Zoning District: Rural 10 and Water Resource Overlay

This is a proposal to subdivide the subject parcel into 2 single-unit dwelling lots.

Matt recused himself since he was an abutting landowner. Francois took over as Chair. The applicant was not present. The board discussed how to proceed.

The applicant had one year to submit their final plat but had missed the deadline. This is a redo of the sketch plan that had happened last July. Bill asked if anything had changed since the initial application. Previously the DRB had recommended a few things that were not addressed and the applicant is considering the northern lot being a deferred development lot. This will all be addressed in the final review.

Francois went through the staff report.

Public Comment, Announcements, and Other Business

Harmony had reached out to ZA list serve and VLCT Staff Attorney, and the Town Attorney regarding if the DRB could have an email for the board similar to the Selectboard and gotten many responses. All of which had recommended filtering all correspondences through the Zoning Administrator.

A resident had sent a letter to the PC that had mentioned the DRB which Harmony included for the board's review. Francois had asked last meeting for a timeline of WRO protection in town. Harmony provided a history.

Minutes

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

Adjourned 8:09 p.m.

Submitted by,
Harmony Cism, DRB Coordinator

Callie Hamdy, Minute Clerk