

**TOWN OF WESTFORD**  
**DEVELOPMENT REVIEW BOARD MINUTES**  
**Minutes for September 10, 2008 Meeting**  
Approved on October 8, 2008

**Commission Members Present:** Ray Belair, Gene Hallman, Dick Heaps, Jason Hoover, Eric Jacobsen and Don Maddocks.

**Commission Members Absent:** Tony Kitsos.

**Also Present:** Melissa Manka (Planning Coordinator).

The meeting began at approximately 7:42 p.m.

**Schedule Regular Meeting Date**

The DRB decided to meet the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of the month as necessary. Furthermore, they agreed to start meetings at 7:15 pm.

**Draft Rules of Procedure**

The DRB discussed the draft Rules of Procedure.

They decided to add a statement that board members missing one-third of the meetings over a three month period may be removed from the board.

The DRB also decided to add language stating alternative members will be called upon if only four regular members of DRB can attend a meeting. The alternate shall preside over all following meetings regarding the application. The DRB asked Melissa to clarify whether the alternate had to be present for the sketch plan review meeting or if they could be called in for the preliminary plat hearing.

Melissa told the DRB that she will revise the Rules of Procedure for the next meeting.

**Elect Officers**

Dick MOVED to elect Tony Kitsos as Chair, Ray Belair as Vice-Chair, and Eric Jacobsen as Clerk.

Don SECONDED the motion.

The motion PASSED: 6 – 0.

**Discuss Current Projects**

Melissa informed the DRB that the Selectboard will hold a public hearing on the draft Zoning & Subdivision Regulations on November 20, 2008.

**Discuss Upcoming Projects**

Melissa told the DRB that they already have an application for a Conditional Use Permit in the WRO. She said she would schedule the hearing for October 8, 2008.

Furthermore, she informed the DRB that the Planning Commission will be re-writing the Town Plan this coming year and they will be asking the DRBs input.

Jason MOVED to adjourn. Ray SECONDED the motion.

The motion PASSED: 6 - 0.

The meeting adjourned at approximately 8:21 p.m.

Submitted by,  
Melissa Manka, Planning Coordinator