

**TOWN OF WESTFORD**  
**DEVELOPMENT REVIEW BOARD MINUTES**  
**Minutes for April 22, 2009 Meeting**  
Approved on May 13, 2009

**Board Members Present:** Tony Kitsos (Chair), Ray Belair, Gene Hallman, Eric Jacobsen, Don Maddocks and Jason Hoover (7:38 pm).

**Board Members Absent:** Dick Heaps.

**Also Present:** Melissa Manka (Planning Coordinator), Charles Merlo, Robert Pittala, Bill Wood, Timothy Blair, Nathan Lavallee and David Lavallee.

The meeting began at approximately 7:17 p.m.

**Sketch Plan Review for a 2-Lot Subdivision – Timothy Blair property.**

Timothy Blair was present.

The DRB went through the staff report and made comments. The comments are outlined in the sketch letter sent to the Applicant after the close of the sketch plan review.

The DRB asked the Applicant to show two driveway alternatives both of which conform to the Fire Department road standards and depict proposed stormwater infrastructure. One alternative should depict a shared driveway and the second should depict individual driveways. The DRB preferred a shared driveway and the Applicant would rather have individual driveways. The DRB also asked the Applicant to discuss each option with Gary Estus, Road Foreman, since he will be issuing the access permit.

The DRB asked that a DRB signature block be placed on the survey.

**Sketch Plan Review for a 2-Lot Subdivision– Charles & Gail Merlo property.**

Charles Merlo was present.

The DRB went through the staff report and made comments. The comments are outlined in the sketch letter sent to the Applicant after the close of the sketch plan review.

The DRB stated that the development proposed within unfragmented wildlife habitat is not an issue since the wildlife map does not take into consideration the existing dwelling to the north which would reduce the amount of habitat found on the proposed building lots.

The DRB reviewed a letter from Linda Mathieu stating she has water rights on the Applicant's property and she would like to ensure the proposed project will not affect her water rights.

Charles acknowledged the Mathieu's water rights.

Don was concerned that the bridge that will be used to access the proposed dwellings is not wide enough to allow a fire truck to pass, but stated he would wait until the Fire Department commented on the proposed access prior to stating any further concerns.

**Sketch Plan Review for a 2-Lot, 1-Unit Subdivision— David Lavallee property (Applicant: Nathan Lavallee).**

David and Nathan Lavellee were present.

The DRB went through the staff report and made comments. The comments are outlined in the sketch letter sent to the Applicant after the close of the sketch plan review.

Ray Belair stated he lives 300 ft north of the subject parcel. However, he does not feel this will effect his decision.

David said he did not have a problem with Ray participating in his subdivision review.

The DRB had a lengthy discussion regarding the location of the proposed development in relation to the Flood Hazard Overlay District. The DRB agreed the proposed location of development was an issue. Melissa stated that preliminary maps of the new floodplain will be available in June, which could remove some of the Applicant's lands from the district. Melissa informed the DRB that the FEMA map center said town's could use the preliminary floodplains maps once they are made available to the public, but she would like to confirm that with the State Flood Management Coordinator. The DRB asked her to look into it further.

The DRB stated that the building envelope would need to front Route 128 or be approximately the same distance from Route 128 as other dwellings in the immediate area, but not set further back.

**Minutes of the February 11, 2009 Meeting.**

Ray MOVED to approve the minutes as amended.

Jason SECONDED the motion.

The motion PASSED: 5 – 0.

Tony abstained.

**Minutes of the February 25, 2009 Meeting.**

Ray MOVED to approve the minutes as amended.

Don SECONDED the motion.

The motion PASSED: 5 – 0.

Jason abstained.

**Stowe Club Highlands Criteria.**

Tony MOVED to apply the Stowe Club Highlands Criteria to all subdivision amendments for a period of one year, with the possibility of renewing use of the criteria at the expiration of one year.

Gene SECONDED the motion.

The motion PASSED: 6 – 0.

The meeting adjourned at approximately 8:53 p.m.

Submitted by,  
Melissa Manka, Planning Coordinator