

**TOWN OF WESTFORD**  
**DEVELOPMENT REVIEW BOARD MINUTES**  
**Minutes for August 12, 2009 Meeting**  
Approved on October 28, 2009

**Board Members Present:** Tony Kitsos (Chair), Ray Belair, Gene Hallman, Dick Heaps, Eric Jacobsen, and Jason Hoover (7:25 p.m.).

**Board Members Absent:** Don Maddocks.

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

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

**Preliminary Plat Extension for a 15 - Lot, 14 - Unit Planned Residential Development & Major Subdivision – Craig McDonald Property.**

Ray MOVED to grant Craig McDonald a 6 month extension for preliminary plat submission.

Gene SECONDED the motion.

The motion PASSED: 5 - 0.

**Minutes of the June 24, 2009 Meeting.**

Dick MOVED to approve the minutes

Jason SECONDED the motion.

The motion PASSED: 5 - 0.

Tony abstained.

**2009 Draft Town Plan**

The DRB asked Jason to be the liaison between the DRB and Planning Commission and discuss the DRBs comments regarding the Town Plan with the Commission. Jason agreed.

Ray stated that the DRB should not be included in the implementation plan because the DRBs job is to enforce the land use regulations, which are drafted by the Commission and based on the Town Plan. He reiterated that the DRB does not have authority to enforce the Town Plan. Other members of the Board agreed. Melissa said she would remove the DRB from the implementation portions of the Plan.

Dick stated that the Plan was too large and burdensome.

Tony stated that the Plan should make a clear distinction between private and municipal projects, especially in the energy section.

The Board agreed that the implementation plan needs to be revised to make it more readable and user friendly.

Jason will discuss their comments with the Planning Commission.

Eric MOVED to adjourn. Dick SECONDED the motion.

The motion PASSED: 6 - 0.

The meeting adjourned at approximately 8:46 p.m.

Submitted by,

Melissa Manka, Planning Coordinator