

**TOWN OF WESTFORD
DEVELOPMENT REVIEW BOARD MINUTES
Minutes for December 15, 2010 Meeting
Approved on January 26, 2011**

Board Members Present: Tony Kitsos (Chair), Eric Jacobsen, Don Maddocks, Casey Mathieu and Matt Wamsganz.

Board Members Absent: Dick Heaps and Jason Hoover.

Also Present: Melissa Manka (Planning Coordinator).

The meeting began at approximately 7:20 p.m.

Decision Deliberation: Scot & Kimberlee Phillips and William & Frena Phillips Subdivision

Tony MOVED to approve the final plat decision as amended.

Matt SECONDED the motion.

The motion PASSED: 7 – 0.

Dick and Jason submitted their votes prior to the meeting.

Decision Deliberation: Scot & Kimberlee Phillips Subdivision

Matt MOVED to approve the final plat decision as amended.

Don SECONDED the motion.

The motion PASSED: 7 – 0.

Dick and Jason submitted their votes prior to the meeting.

Sketch Letter: Mathieu Subdivision Amendment

Casey recused himself from the discussion.

The DRB reviewed the draft sketch letter and agreed it should be sent to the Mathieus.

Minutes of the October 13, 2010 Meeting

Eric MOVED to approve the minutes.

Casey SECONDED the motion.

The motion PASSED: 4 – 0.

Tony abstained.

Minutes of the November 10, 2010 Meeting

Eric MOVED to approve the minutes.

Casey SECONDED the motion.

The motion PASSED: 4 – 0.

Matt abstained.

Minutes of the December 8, 2010 Meeting

The DRB will discuss the minutes at the next meeting.

Executive Session: Employee Evaluation

The meeting adjourned at approximately 7:45 p.m.

Submitted by,
Melissa Manka, Planning Coordinator