



**TOWN OF WESTFORD
PLANNING BOARD
Town Hall, Meeting Room 201
55 Main Street, Westford, MA 01886**

Approved March 2, 2026

Planning Board Meeting Minutes

January 22, 2026

Place: Town Hall Meeting Room 201
Present: Mike Bonenfant, Joan Croteau, Darrin Wizst, Dylan O’Connor and Bob Shaffer
Absent: N/A
Staff Present: Joseph Giniewicz, Town Planner

Bonenfant opened the meeting and announced that it was being recorded by Westford CAT and may be rebroadcasted.

Open Forum

Giniewicz announced two upcoming public workshops for the ongoing pedestrian plan in and around the MBTA Communities Multi-Family Overlay District scheduled for January 24, 2026 from 10:00 a.m. – 3:00 p.m. at Nashoba Valley Technical High School and for the Route 40 Corridor Study scheduled for January 27, 2026 from 6:30 – 8:00 p.m. at the Cameron Senior Center. Shaffer commented that the portion of Littleton Road that is part of the pedestrian plan is from Tadmuck Road to the Littleton Town line, and does not extend into Chelmsford.

Public Hearings

1. PB 2534 SPR SP CR SWM – 400 Littleton Road

On a motion made by Croteau, seconded by O’Connor, the Board voted 5-0-0 to continue the public hearing, without discussion, for PB 2534 – 400 Littleton Road to the Planning Board meeting on February 2, 2026, as amended by Shaffer to include at 7:00 p.m. at Town Hall.

2. PB 2536 DEF SUB SWM – 37 Powers Road

On a motion made by Croteau, seconded by Shaffer, the Board voted 5-0-0 to continue the public hearing, without discussion, for PB 2536 – 37 Powers Road to the Planning Board meeting on February 2, 2026 at 7:00 p.m. at Town Hall.

3. PB 2520 SPR SP SWM MOD – 7 Carl Thompson Road

On a motion made by O’Connor, seconded by Croteau, the Board voted 5-0-0 to waive the reading of the public hearing notice for PB 2520 – 7 Carl Thompson Road.

On a motion made by O'Connor, seconded by Croteau, the Board voted 5-0-0 to open the public hearing for PB 2520 – 7 Carl Thompson Road.

Bonenfant provided an overview from a previous meeting where the Applicant appeared before the Board for a minor modification, but after that discussion it was determined that the abutters should be notified about the proposed Plan changes, and a public hearing is required.

Matthew Waterman, Engineer, and Shaun Nichols, Applicant, appeared before the Board to present the Plan. Waterman highlighted the minimal changes to the overall plan including replacing the stormwater basin with a subsurface system in the same location; additional pavement in the parking area; the preservation of 8-10 trees that were previously to be cut down, which will allow for more of a buffer to abutters; the entrance gate shifting closer to the road, while not changing traffic flow; and the preference to add more lighting while keeping consistent with downward facing, dark sky friendly lights that will be on a timer from 5:30 a.m. – 8:00 p.m. with a manual shutoff option, if needed. He lastly acknowledged that there were no issues with any of the Engineering Department's comments and would agree to any conditions of approval subject to addressing their comments.

Giniewicz commented that the Engineering Department does not expect any issues, but wanted to see what concerns, if any, came up as part of this meeting.

Shaffer confirmed for the record that the normal operation times for lights to be on as 5:30 a.m. – 8:00 p.m. with a manual override option. He recommended that the Applicant provide a phone number to call in the event that the timer does not work and lights remain on. Shaffer urged that the direction of all lights need to aim away from neighboring residents.

Croteau recommended planting a few more evergreens to provide a denser buffer for the neighbors. Waterman responded that additional plantings, such as rhododendrons, could be accommodated to fill in any gaps in the buffer and he will provide an updated Landscape Plan.

Wizst confirmed that all lights would be off on the weekends.

Bill Manolopoulos, 473 Groton Road, appeared before the Board to express concerns for lights shining into the back of his property. O'Connor asked that the Engineering Department provide an opinion on the visibility of the lights across the subject property from the abutter's home.

Alisa Nakashian-Holsberg, 6 Betty Lane, appeared before the Board to confirm that there would be no change to allowing the neighbors to use the back driveway to access their garage and also that the existing building is staying, but no new structure is being constructed, only fencing. She expressed concern for a tree that she is fearful could fall on her property and asked that it be flagged to be removed. She also questioned the lighting and worries that lights will still shine into her property, to which Shaffer advised that if that happens to report it to Town Staff to be addressed by the Board, if need be.

On a motion made by Croteau, seconded by Wizst, the Board voted 5-0-0 to close the public hearing for PB 2520 – 7 Carl Thompson Road.

On a motion made by Croteau, seconded by Wizst, the Board voted 5-0-0 to approve the Modification to a previously approved Site Plan Review, Special Permit, and Stormwater

Management Permit for PB 2520 – 7 Carl Thompson Road subject to the discussion at tonight’s meeting and to comments, if any, from the Engineering Department, as amended by Shaffer to include additional administrative action if necessary due to minor comments from Engineering.

Alisa Nakashian-Holsberg approached the Board again to ask to be made aware of any back and forth comments with the Engineering Department. Waterman stated that all correspondence could be posted on the Town’s website.

Staff will prepare Draft Decisions for review at the next meeting on February 2, 2026.

4. PB 2601 DEF SUB SWM – 79 Powers Road – Nashoba Valley Ski Area

On a motion made by Shaffer, seconded by Croteau, the Board voted 5-0-0 to waive the reading of the public hearing notice for PB 2601 – 79 Powers Road – Nashoba Valley Ski Area.

On a motion made by Shaffer, seconded by Croteau, the Board voted 5-0-0 to open the public hearing for PB 2601 – 79 Powers Road – Nashoba Valley Ski Area.

Melissa Robbins, Attorney, and Matthew Waterman, Engineer, appeared before the Board to present the Plans for a Definitive Subdivision located at 79 Powers Road, consisting of two lots, as the 2nd step in a two step process to secure a zoning protection freeze on the property. Robbins informed the Board that they also applied for Stormwater Management Permit, and that, even though there is no intention to construct the Lots, they are still required to obtain review from the Engineering Department to ensure the Plans are in conformance and in compliance with stormwater management.

In response to a question from Shaffer, Waterman agreed to verify whether the turning diagram on the Plan reversed the path of the bumper and front/rear wheels.

There were no additional comments from the Board or Staff.

Lynne Smithwood, 91 Powers Road, appeared before the Board to confirm with Waterman that the previously proposed Lot was removed and to also express her concern for the protection of the endangered lizards that exist behind her house.

Dave Greenwood, who is not a Westford resident, appeared before the Board on behalf of the Union for Westford Firefighters to inquire about projects in general, and Bonenfant encouraged him to reach out to Town Staff to get a discussion set up for a future agenda. Greenwood requested the Board enact a moratorium on any new construction until the Town Manager and Select Board can address public safety deficiencies and concerns, and Bonenfant informed him that would also be an agenda item through Town Staff.

On a motion made by Shaffer, seconded by Croteau, the Board voted 5-0-0 to continue the public hearing for PB 2601 – 79 Powers Road – Nashoba Valley Ski Area to the Planning Board meeting on March 2, 2026 at 7:00 p.m. at Town Hall.

General Business

None.

Review of Draft Minutes:

On a motion made by O'Connor, seconded by Shaffer, the Board voted 5-0-0 to approve the December 1, 2025 Draft Meeting Minutes, as submitted.

Correspondence, Reports and Updates

Bonenfant acknowledged receipt of the correspondence from the League of Women Voters recommending that the Board consider introducing hybrid style meetings.

Shaffer recommended that at the start of every meeting an announcement get made that all materials discussed at meetings are available online as part of the meeting packet, in addition to the agenda, to alert the public that the items being discussed at meetings are not just what is shown on the projector during the meeting.

Diane Wood, 122 Depot Street, appeared before the Board to ask when the Board will discuss the consideration for hybrid meetings. Bonenfant responded that the Board will talk to Staff about a future agenda item.

At approximately 7:45 p.m. on a motion made by Wizst, seconded by Croteau, the Board voted 5-0-0 to adjourn the meeting.

List of Documents and Other Items Used at the Meeting

January 22, 2026

1. Planning Board Amended Meeting Agenda;
2. PB 2534 SPR SP CR SWM – 400 Littleton Road;
 - a. Email from Brian Geaudreau to Joseph Giniewicz, Sierra Pelletier, Sherry Gould, dated January 14, 2026;
3. PB 2536 DEF SUB SWM – 37 Powers Road;
 - a. Correspondence from Melissa Robbins to Town of Westford Planning Board, dated January 13, 2026;
4. PB 2520 SPR SP SWM MOD – 7 Carl Thompson Road;
 - a. Town of Westford Planning Board Public Hearing Notice & Posting;
 - b. Town of Westford Planning Board Staff Report from Sierra Pelletier, dated January 22, 2026;
 - c. Correspondence from Paul Starratt to Joe Giniewicz, dated December 5, 2025;
 - d. Correspondence from Matthew Waterman to Town of Westford Planning Board, dated December 18, 2025;
 - e. Town of Westford Request for and Certified List of Abutters;
 - f. Town of Westford Online GIS Map;
 - g. Town of Westford Planning Board 3rd Party Billing Form;
 - h. Plan set entitled “NewQuality Fence Corp. – 7 Carl Thompson Road, Westford, MA” prepared for New Quality Fence Co. by LandTech Consultants, dated June 13, 2025, most recent revision December 19, 2025, and including the following Plan sheets:
 - i. Sheet (C-0) – Title Sheet;

- ii. Sheet (ANR) – Plan of Land;
 - iii. Sheet (EX-1) – Existing Conditions Plan;
 - iv. Sheet (C-1) – Erosion Control Plan;
 - v. Sheet (C-2) – Site Plan;
 - vi. Sheet (C-3) – Grading, Drainage & Utilities Plan;
 - vii. Sheet (C-4) – Landscaping Plan;
 - viii. Sheet (C-5) – Lighting Layout;
 - ix. Sheet (D-1) – Details & Sections 1;
 - x. Sheet (D-2) – Details & Sections 2;
 - xi. Sheet (D-3) – Details & Sections 3;
 - xii. Sheet (D-4) – Details & Sections 4;
- i. Plan entitled “NewQuality Fence Corp. Tree Location Plan” prepared for New Quality Fence Co. by LandTech Consultants, dated December 10, 2025, most recent revision December 19, 2025;
 - j. Stormwater Management Report prepared for NewQuality Fence Co. by LandTech Consultants, Inc., dated June 17, 2025, most recent revision November 17, 2025;
5. PB 2601 DEF SUB SWM – 79 Powers Road – Nashoba Valley Ski Area;
- a. Town of Westford Planning Board Public Hearing Notice & Posting;
 - b. Town of Westford Planning Board Staff Report by Sierra Pelletier, dated January 16, 2026;
 - c. Email from Melissa Robbins to Jeffrey Morrissette, dated August 13, 2025;
 - d. Email from Michael Denehy to Barbara Cheeks, dated January 5, 2026;
 - e. Plan entitled “Minimum Turning Path, Tower Ladder Apparatus,” prepared by Town of Westford Engineering Department, dated December 21, 2018;
 - f. Vehicle Tracking Exhibit, prepared by LandTech Consultants, dated January 6, 2026;
 - g. Email from Abby Graham to Barbara Cheeks, dated January 8, 2026;
 - h. Town of Westford Planning Board Form C Application for Approval of a Definitive Plan;
 - i. Town of Westford Application for a Stormwater Management Permit;
 - j. Correspondence from Al Fletcher to Town of Westford Zoning Board, Planning Board and Conservation Commission, dated June 3, 2025;
 - k. Town of Westford Planning Board 3rd Party Billing Form;
 - l. Town of Westford Online GIS Map;
 - m. Town of Westford and Town of Littleton Certified Abutters Lists;
 - n. Plan Set entitled “Definitive Subdivision Nashoba Road – 79 Powers Road, Westford, MA” prepared for Pam F. Inc. by LandTech Consultants, dated December 17, 2025, and including the following Plan Sheets:
 - i. Sheet (C-0) – Title Sheet;
 - ii. Sheet (EX-1) – Existing Conditions Plan;
 - iii. Sheet (PL-1) – Plan of Land;
 - iv. Sheet (PL-2) – Plan of Land;
 - v. Sheet (C-1) – Erosion Control Plan;
 - vi. Sheet (C-2) – Overall Site Plan;
 - vii. Sheet (C-3) – Site Plan;
 - viii. Sheet (C-4) – Grading, Drainage, and Utilities Plan;
 - ix. Sheet (C-5) – Plan and Profile;
 - x. Sheet (D-1) – Details & Sections;
 - xi. Sheet (D-2) – Details & Sections;

- xii. Sheet (D-2) – Details & Sections;
 - o. Supplemental Data Report prepared for Al Fletcher by LandTech Consultants, dated December 4, 2025;
 - p. Stormwater Management Report prepared for Al Fletcher by LandTech Consultants, dated December 17, 2025;
 - q. Stormwater Pollution Prevention Plan prepared for Pam F. Inc, by LandTech Consultants, dated December 17, 2025;
6. Meeting Minutes:
- a. Draft December 1, 2025 Planning Board Meeting Minutes;
7. Correspondence, Reports and Updates;
- a. Email from Westford League of Women Voters to Town of Westford Planning Board, dated January 9, 2026.