

**Monkton Development Review Board  
Meeting Minutes  
December 20, 2012  
Approved: 1/8/2013**

**Attendance:**

DRB Members Present: Marsha Abramo, Peter Close, Janet Dermody, Curtis Layn, Philip Russell, and John Winsor.

DRB Members Absent: Chris Acker.

DRB Alternate Present: Thea Gaudette (voting).

Others in Attendance: None.

Peter Close, Board Chair, called the meeting to order at 7:37pm.

**Administrative**

1. The process of receiving project materials was discussed. Applications with maps should be required to come to the Board simultaneously instead of in disconnected pieces. The Board discussed having the Zoning Administrator, Ken Wheeling, assign project numbers and record each project in a tracking book as they are received.

2. New forms were given to the Board for review. The Board examined the zoning permit sign and discussed it.

**Old Business**

**1. Brisson Stone LLC/Burchfield Management (BS/BMC) 2012-02-Change of Use**

The Board deliberated on the Brisson Stone LLC/Burchfield Management project.

The DRB went into executive session at 7:55pm. The DRB came out of executive session at 8:09pm. Janet Dermody recused herself from the deliberation and vote.

The Board continued to deliberate on the Brisson Stone LLC/Burchfield Management project.

The Board decided to continue its deliberations in January.

**New Business**

1. The Board reviewed activities for January meetings.

**Adjournment**

Philip Russell moved to adjourn the meeting at 9:43pm. Thea Gaudette seconded the motion; it passed. Vote: 5-0-0.

Respectfully submitted,

Wendy Sue Harper  
Recording Secretary