

**Monkton Development Review Board  
Meeting Minutes  
January 8, 2013  
Approved: 1/22/2013**

**Attendance:**

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

DRB Members Absent: Janet Dermody

DRB Alternate Present: Thea Gaudette (voting)

Others in Attendance: Kenneth Wheeling, ZA, Liam Murphy, Damien Leonard, and David Shlansky.

Peter Close, Board Chair, called the meeting to order at 7:34pm.

**Administrative:**

**1. Minutes**

Minutes from the December 11<sup>th</sup> meeting were reviewed and corrected.

Chris Acker moved the minutes as amended and Thea Gaudette seconded the motion.

Vote: 4-0-0.

Minutes from the December 20<sup>th</sup> meeting were reviewed and corrected.

John Winsor moved the minutes as amended and Philip Russell seconded the motion.

Vote: 4-0-0.

**2. Budget:** The Board discussed the budget for 2013.

Thea Gaudette moved to authorize the chair to present the budget as discussed and John Winsor seconded the motion. Vote: 5-0-0.

**3. New Forms:** New forms were discussed.

The new zoning sign was discussed. Posting requirements were reviewed. It was decided that there would be two signs: 1) Notice of Request and 2) Notice of Decision. Ken Wheeling will provide an example from another town of a Notice of Decision.

The Board discussed other new forms and decided to try them out and modify them as needed.

The Board instructed Wendy Sue Harper to contact Adam Lougee of ACRPC for boilerplate language on required State language about permits and insert the language into the documents.

The Board has until the end of the week to examine new forms.

Chris Acker made motion to approve new forms; Thea Gaudette seconded the motion.

Vote: 6-0-0.

There was further discussion on how to distribute new forms. New forms will be placed in the Town Hall and posted on the Town website.

Marsha Abramo moved to give the subdivision regulations as a packet; Thea Gaudette seconded the motion. Vote: 6-0-0.

### **Old Business**

#### **4. Ted Palmer Site Plan Application and Conditional Use Review for Completeness 2013-01-Con**

The application and maps were reviewed for completeness of information for the site plan. The project was reviewed for conditional use on 12/11/2012; it was complete. Project's site plan information was not complete on that date. The new site plan information provided was reviewed for completeness; it was set for a hearing.

Thea Gaudette moved to set the conditional use hearing at 8pm on February 26<sup>th</sup> and Curtis Layn seconded the motion. Vote: 6-0-0.

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

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

Philip Russell moved to go into executive session and Marsha Abramo seconded the motion. Vote: 5-0-1 with Chris Acker abstaining.

The Board went into executive session at 8:22pm. Chris Acker did not go into executive session; he has recused himself from the discussion. Liam Murphy and Damien Leonard went into executive session with the Board.

The Board voted to come out of executive session at 8:46pm. Thea Gaudette moved to move the board out of executive session, the Board has not made a decision and will continue the discussion on the project at their meeting of January 22<sup>nd</sup>, 2013 and Curtis Layn seconded the motion. Vote: 5-0-1 with Chris Acker abstaining.

Peter Close told David Shlansky that he received several emails from Pedro Zevallos that referenced attachments, but they had no attachments. Mr. Shlansky said he would tell him.

#### **6. Mylar maps were examined by the Board.**

Peter Close and Marsha Abramo signed the revise Hartwell map: file #2007-06-Maj.

Marsha Abramo will send a letter to Kirk and Shirley Dion that they need to come to the Board for a boundary adjustment before a map can be signed: file #2009-08-Min.

### **Adjournment**

Thea Gaudette moved to adjourn the meeting at 9:37pm. The motion was seconded by Chris Acker and passed 6-0-0.

Respectfully submitted,

Wendy Sue Harper  
Recording Secretary