

Town of Monkton
Development Review Board
DRAFT MEETING MINUTES
Tuesday, October 26th, 2021 7:30pm

Regular Meeting in-person at the Monkton Town Hall – 92 Monkton Ridge

Board Members Present: Charles Johnston (Vice Chair), Phil Russell, Jaime Schulte

Board Members Absent: Scott Gordon (On Leave), Chris Acker, Curtis Layn, Joshua Giard (Alternate)

Others Present: Stephen Pilcher (Selectboard Chair)

C. Johnston called the meeting to order at 7:33pm.

Public Comment (not related to the agenda)

There was no public comment.

New Business

- Discussion of open position(s) on the board, needing a new Chair, Clerk, etc.
- Selectboard Chair Stephen Pilcher joined the board for this portion of the agenda.
- Betsy Brown has resigned from the DRB due to time constraints. The Board thanks her for her long and diligent service to the town in this capacity, particularly as Clerk and more recently Chair.
- Charles Johnston would like to step back from the DRB, as he has moved out of Monkton. He is willing to continue as a regular member on a short-term basis pending new members joining and then perhaps as an Alternate.
- The Selectboard has been advertising for a Clerk, so far without success. Those efforts can be increased.
- J. Schulte raised the possibility of the Zoning Administrator acting as Clerk.
- S. Pilcher will assist with recruitment, advertising, and discuss the Zoning Administrator assisting short-term as the Clerk.

Old Business

- Next steps for **Preliminary Plat Application #2021-03-MAJ of Lynne Caulfield** (postponed several times). History of the project:
 - The Preliminary Plat hearing for #2021-03-MAJ was on May 25th, 2021. The hearing was continued to June 8th pending “further clarification on wetland delineation, stormwater covenants, wastewater permits”.
 - June 8th, 2021 – hearing was continued to June 22nd (applicant/additional materials not ready)
 - June 22nd, 2021 - hearing was continued to July 13th (applicant/materials not ready)
 - July 13th, 2021 - hearing was continued to August 10th (applicant/materials not ready)
 - August 10th, 2021 – meeting cancelled for lack of quorum. Agenda continued to August 24th.
 - August 24th, 2021 - hearing continued to September 28th (still pending wetland delineation).
 - September 28th, 2021 – hearing cancelled for 9/28 (had not heard the applicant was ready) and not rescheduled at this time.
- C. Johnston will contact L. Caulfield to ask that she reach out to drb@monktonvt.com when ready to proceed and we will schedule the continuation of the Preliminary Plat at that time.

Discussed whether we have proper quorum to meet and take votes. The board is at 6 members now if counting Scott Gordon who is deployed with the Guard (which means he is on leave through the end of his term in March 2022). In that case a quorum would be 4. If Scott Gordon is not an active member then we have 5 members and a quorum of 3? Need clarification.

Decided to postpone consideration of prior meeting minutes and any other business pending clarification from the Selectboard on our active membership and what a proper quorum is for the current DRB to operate.

P. Russell moved to adjourn. J. Schulte seconded. All were in favor (3-0-0). Meeting adjourned at 8:21pm.

Respectfully submitted,

Jaime Schulte
DRB Member