

**Town of Monkton  
Development Review Board  
DRAFT MEETING MINUTES  
Tuesday, November 15<sup>th</sup>, 2021 7:30pm**

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

**Board Members Present:** Phil Russell, Jaime Schulte, Chris Acker, Curtis Layn, Joshua Giard (Alternate)

**Board Members Absent:** Charles Johnston (Vice Chair)

**Others Present:** Vicky Stern, Anthony DelGreco, Stephen Pilcher (Selectboard Chair)

J. Schulte called the meeting to order at 7:33pm.

**Clarification of quorum & membership**

- Board size is 7 so a quorum is 4, regardless of open positions. Need 4 votes in favor (majority of the panel) for an action to be taken. If only 4 are present votes would need to be unanimous or the action is not taken (not approved or rejected).
- Currently there are two open positions on the 7-member board, but likely to become three.

**Minutes**

The minutes of September 14<sup>th</sup>, 2021 were reviewed. **C. Acker moved to approve the minutes of September 14<sup>th</sup>, 2021 as written. J. Schulte seconded.** No additional discussion. **All were in favor (5-0-0).**

The minutes of September 28<sup>th</sup>, 2021 were reviewed (no business conducted) and October 12<sup>th</sup> (cancelled due to lack of quorum). **C. Acker moved to approve the minutes of September 28<sup>th</sup>, 2021 and October 12<sup>th</sup>, 2021 as presented. C. Layn seconded.** No additional discussion. **All were in favor (5-0-0).**

The minutes of October 26<sup>th</sup>, 2021 were reviewed. **P. Russell moved to approve the minutes of October 26<sup>th</sup>, 2021 as written. J. Schulte seconded.** No additional discussion. **All were in favor (5-0-0)**

**Public Comment (not related to the agenda)**

There was no public comment.

**Recruitment of new members and discussion with any prospective members in attendance**

- We are likely to have 3 openings on the board shortly, as C. Johnston is interested in moving to an alternate position.
- Discussed the role of the DRB and the interests of prospective members with V. Stern and S. Pilcher. Both spoke briefly. J. Giard is also interested in moving from an alternate to a regular member.

**Organizational Meeting**

- Election of officers (Chair, Vice Chair, Clerk)
  - Kris Perlee, Zoning Administrator, will also act as DRB Clerk.
  - **P. Russell moved to nominate C. Layn as Chair. C. Acker seconded.** There was some discussion. Both C. Layn and J. Schulte indicated being willing to serve in any capacity. **P. Russell amended his motion to also nominate J. Schulte as Vice Chair. All were in favor (5-0-0).**

## Old Business

There was no Old Business.

## New Business

- Changing the DRB's schedule of meetings to align with our new Clerk
  - K. Perlee is available on Mondays going forward. The Selectboard meets currently on 2<sup>nd</sup> and 4<sup>th</sup> Mondays, which would leave 1<sup>st</sup> and 3<sup>rd</sup> Mondays. C. Acker is not available on 1<sup>st</sup> Mondays. C. Layn suggested swapping with the Selectboard, such that they would have 1<sup>st</sup> and 3<sup>rd</sup> and DRB would have 2<sup>nd</sup> and 4<sup>th</sup>. S. Pilcher will take that up with the Selectboard at their meeting on November 22<sup>nd</sup>.
  - We do need to establish next meeting dates tonight, however, so K. Perlee can warn upcoming business, of which there is some. He needs more than two weeks lead time.
  - **J. Schulte moved to hold the December meetings on 1<sup>st</sup> and 3<sup>rd</sup> Mondays (12/6/2021 and 12/20/2021) and then swap nights with the Selectboard in January if the Selectboard agrees. C. Acker seconded. No additional discussion. All were in favor (5-0-0).**
- There are some items that will need to be warned for the upcoming December meetings
  - Palmarico – Final hearing 5 lot PUD
  - Fisk – Preliminary 2 lot subdivision
  - Leiberberger – Waiver for a garage side yard setback
  - Slonka – Food truck – possible Conditional Use – discussed briefly and a Conditional Use seems most appropriate for this item.
- 2022 Budget Request (due to the Selectboard by December 1<sup>st</sup>)
  - The Selectboard is starting the budget process for 2022 and would like to have time to give due consideration to each submitted budget request.
  - Discussed level-funding budget lines from this year, but J. Schulte noted the budget for Clerical is only \$500 and we will spend more than that with K. Perlee's new role. Discussed that it might be 10-hours per month for the Clerk role.
  - **J. Schulte moved to level fund all budget items except increasing the Clerical budget to an amount that corresponds to 10 hours per month. C. Layn seconded. S. Pilcher asked for an email to the Selectboard with that request and they will calculate the appropriate amount. All were in favor (5-0-0).**

## Adjournment

**C. Acker moved to adjourn. J. Schulte seconded.** There was a brief discussion of whether to make recommendation(s) to the Selectboard on candidates to appoint to the DRB, but the board decided not to do so. **All were in favor of the motion to adjourn (5-0-0).** Meeting adjourned at 8:54pm.

Respectfully submitted,

Jaime Schulte  
DRB Member