

**Town of Monkton**  
**Development Review Board**  
**DRAFT MEETING MINUTES**  
**Monday, December 06<sup>th</sup>, 2021 7:30pm**

Regular Meeting in-person at the Monkton Town Hall & via Zoom

**Board Members Present:** Jaime Schulte (Vice Chair), Phil Russell, Stephen Pilcher, Vicky Stern

**Board Members Absent:** Curtis Layn (Chair), Chris Acker, Charles Johnston, Joshua Giard (Alternate)

**Others Present:** Anthony DelGreco

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

### **Minutes**

Review of minutes was postponed for lack of members who were present at the November 15<sup>th</sup> meeting.

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

There was no public comment.

### **Old Business**

- Meeting Schedule. The Selectboard will not be able to move to the first and third Mondays of the month as one of their members also has a conflict with those dates. Selectboard might be able to move to another weeknight, but that is to be determined.
  - We will wait to see if the Selectboard can move to another night.

### **New Business**

- Discuss DRB roles, responsibilities, division of work, etc., with new members and new clerk.
  - Clerk – need to create a job description. Some items: warning of hearings, communication with applicants, writing decisions, process fees, minutes?, etc.
  - Chair/Vice-Chair – responsible for forming agendas working with the Clerk. Runs meetings/hearings.
- Preliminary review of proposed Unified Planning Document changes to see if there is DRB feedback for the Planning Commission.
  - Some initial review and discussion of updated language. No feedback at this time for the Planning Commission.
- The Selectboard has received a letter of interest from Mark Boltz-Robinson asking to be appointed to the board.
  - Discussed that we will have an open position if/when Charlie Johnston resigns or becomes an alternate as he has indicated wanting to do. We would like to keep a position for Scott Gordon, if he wants it, with the idea that an alternate could fill the position until he returns in May 2022. Could bring Mark Boltz-Robinson on as an alternate at least. The Selectboard will decide next steps.
- Annual writeup for the town report is due by early January. J. Schulte to work on a draft.

## **Adjournment**

**P. Russell moved to adjourn. V. Stern seconded. All were in favor of the motion to adjourn (4-0-0).**  
Meeting adjourned at 8:17pm.

**Respectfully submitted,**

**Jaime Schulte**  
**Vice Chair**