

**Town of Monkton**  
**Development Review Board**  
**DRAFT MEETING MINUTES**  
**Monday, December 20<sup>th</sup>, 2021 7:30pm**

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

**Board Members Present:** Curtis Layn (Chair), Jaime Schulte (Vice Chair), Stephen Pilcher, Chris Acker

**Board Members Absent:** Phil Russell, Vicky Stern, Charles Johnston, Joshua Giard (Alternate)

**Others Present:** Kris Perlee (Clerk)

C. Layn called the meeting to order at 7:49pm.

### **Minutes**

Review of minutes was postponed.

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

There was no public comment.

### **Old Business**

- Meeting Schedule - now 2nd and 4th Mondays. Our appreciation to the Selectboard for making those nights available.
  - **C. Acker moved to hold DRB meetings on 2nd and 4th Mondays beginning in January 2022 and to have the Clerk schedule pending hearings into the January meetings. S. Pilcher seconded.**  
No further discussion. **All were in favor (4-0-0).**
- Discussed DRB roles, responsibilities, division of work, etc., with the Clerk.
  - Role of Clerk – need to create a job description. Some items: warning of hearings, communication with applicants, writing decisions, process fees, minutes, etc. K. Perlee will send a job description he has from another town as a starting point.
  - Chair/Vice-Chair – responsible for forming agendas, working with the Clerk. Runs meetings/hearings.
- Continued review of proposed Unified Planning Document changes. There was some discussion, but no action taken.
- Review schedule of upcoming hearings.
  - DRB membership updates.
    - The Selectboard has received a letter of interest from Mark Boltz-Robinson asking to be appointed to the board.
    - J. Schulte has been in contact with C. Johnston, who intends to resign from the board. When that happens we would have an open position. 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 on Mark Boltz-Robinson as an alternate? The Selectboard will determine next steps.

- Annual writeup due by January for the Town Report
  - Reviewed and completed. J. Schulte will send it to be included in the Report.

#### **New Business**

- Briefly discussed upcoming hearings and waiver with the Clerk. He will warn them for the January meetings.

#### **Adjournment**

J. Schulte moved to adjourn. C. Acker seconded. All were in favor of the motion to adjourn (4-0-0). Meeting adjourned at 8:28pm.

**Respectfully submitted,**

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