

**Shaftsbury Development Review Board  
Minutes of the Meeting Held April 1, 2015**

- 1) 7:0 p.m. The meeting was called to order by Mr. Huncharek. Also present were Mr. Ponessi, Ms. Donckers, Mr. Mance, Mr. Biddy, and alternates Mr. Palmer and Mr. Day. No board members were absent.
- 2) Conflict of interest: not applicable.
- 3) Sign in sheets; not applicable.
- 4) Approval of March 18, 2015 minutes. Mr. Day noted that he was among those absent at that meeting. With that change, Mr. Ponessi moved to approve the minutes. Mr. Biddy seconded the motion. The motion passed 3-0-2. (Mr. Mance and Ms. Donckers abstained as they were not present at that meeting.) Mr. Huncharek signed the minutes.
- 5) Election of officers  
Mr. Mance moved to reappoint Mr. Huncharek to another term as chairperson. Mr. Ponessi seconded. The motion passed 5-0-0.  
Mr. Mance moved to reappoint Mr. Ponessi to another term as vice-chairperson. Ms. Donckers seconded. The motion passed 4-0-1 (Mr. Ponessi abstaining).
- 6) DRB procedures  
After discussion, the following changes were agreed to:
  - The page numbers in the Table of Contents will be corrected after all changes are made.
  - In that Table, the phrase “appropriate municipal panel” will be replaced by “Shaftsbury DRB.”
  - In that Table, the phrase “Rules of Procedure and Conflict of Interest Policy” will be amended to read “Rules of Procedure.”
  - In the definitions section, 1-4 re conflict will be replaced with a phrase like “See the latest version of the Town of Shaftsbury Select Board’s conflict of interest policy.”
  - In the definitions section, “deliberative session...” will be amended to read “deliberative session means either a private or public session.”
  - In the body of the text, section 6D, a phrase shall be inserted reading “ unless the Board has entered into a private deliberative session.”
  - 6e: the suggested change was accepted.
  - 6f: “and or the time allotted” will be deleted.
  - 9a: Shelly will add a line to each Town application on which the landowner shall sign to indicate he/she has appointed an agent, attorney, surveyor, engineer, or other representative – which person shall be named on the application.
  - For non-landowners, 9a will be amended to include the phrase “any interested party other than the applicant or his or her representative shall file a signed notice of appearance” (or similar phrase).
  - 9d: the change was accepted. Mr. Mance suggested that in future, at the beginning of each meeting a board member read the oath to all present and announce that those signing in to testify are pledging therewith to be truthful. This could be codified in section 1 by adding the words “recognition of quorum and reading of oath.”

- 11a: discussion of “motion to be made in the affirmative.” Mr. Ponessi cautioned that simply denying an application would mean it could become effective in 45 days because no “action” had been taken. Even denials must be expressed in the affirmative.
- P 15 will be deleted.
- Mr. Day will complete changes and share revisions with board members prior to the April 15 meeting.

7) Other business

- Mr. Bidy reminded board members that while documents can be shared via email they should not be discussed via email.
- Neither Mr. Huncharek nor Mr. Ponessi will be able to attend the April 15 meeting. The other board members will attend.
- Mr. Huncharek signed the McKinney subdivision permit and mylar.
  
- The meeting was adjourned at 7: 45 pm. The next meeting will be held April 15, 2015.

Minutes by ZA Shelly Stiles