

**Shaftsbury Development Review Board
Minutes of the Meeting Held May 6, 2015**

- 1) 7 p.m. The meeting was called to order by Mr. Huncharek. Present were board members Michael Bidy, Megan Donckers, and alternates Michael Day and Jay Palmer. David Mance and Chris Ponessi were absent. ZA Shelly Stiles also attended.
- 2) Conflicts of interest: there were none.
- 3) Sign in sheets were not needed.
- 4) Approval of April 15, 2015 minutes. Ms. Donckers moved to approve the minutes. Mr. Palmer seconded the motion. The minutes were approved 3-0-2 with Mssrs. Huncharek and Bidy abstaining.
- 5) The final plat for subdivision permit # 14-9540, by the Strattons for their property on Holy Smoke Road, was reviewed. The board confirmed that all changes requested earlier, including the submitting of a signed and notarized road maintenance agreement, had been made. Mr. Huncharek signed the permit, the final subdivision plat, and the sewer design plat – on which wetlands had been drawn.
- 6) DRB procedures
The board confirmed that all changes requested at earlier meetings to the draft prepared by Mr. Day had been made.
Mr. Ponessi arrived at 7:15 pm. Mr. Palmer removed himself from the board's activities.
Ms. Donckers moved to approve the updated 5/6/15 DRB Rules of Procedures. Mr. Ponessi seconded the motion. The motion was approved 4-0-0. The ZA will provide paper copies of the Procedures as well as the Town's Code of Ethics to Mssrs. Bidy and Palmer, and will distribute the revised Procedures to the Town Administrator for distribution to the webmaster and Select Board chair.
- 7) Other business: The board reviewed changes to the zoning and subdivision permit application forms requested by them and made by the ZA, to add a landowner's signed acknowledgment that a representative named by him/her is authorized to represent him/her. Some typographical errors were noted, which the ZA was asked to fix. Mx. Donckers moved to adopt the revised zoning and subdivision permit application forms. Mr. Ponessi seconded. The motion passed 4-0-0.

At 7:25 pm Mr. Ponessi moved to adjourn. Mr. Palmer seconded. The meeting was adjourned at 7:25pm. Mr. Huncharek notified the board that since no applications are outstanding and warnable and no other business is on the docket, the May 20 meeting will be cancelled.

Minutes by ZA Shelly Stiles