

Shaftsbury Development Review Board
July 6, 2022

1) Call to order

The meeting came to order in person at Cole Hall and remotely via the Zoom platform at 6:01 p.m. Present were board members Mike Day (vice chair), Tedd Habberfield, and Lon McClintock. Also present was zoning administrator Shelly Stiles.

2) Conflict of interest

No one reported a conflict of interest with any item on the agenda.

3) Sign in sheets

No visitors attended.

4) Approval of minutes

Mr. McClintock moved to approve the June 15, 2022 minutes. Mr. Habberfield seconded the motion, which passed 3-0-0.

5) Review of revised Rules of Procedure

Discussion covered the following points (Mr. Habberfield noted these changes and comments on his digital copy of the document):

- It was noted that “agent” was not included in the definitions and that “interested party” had not been changed, as agreed, to “interested persons.”
- Mr. Habberfield wondered where in the sequence of sections the section “Conflict of Interest” should go.
- “Attachments” will be added to the Table of Contents. They will comprise the existing appendices as well as the Town’s Ethical Conduct and Conflict of Interest Policy.
- In section V, A will become Members and Officers.
- In VI, B, there is a stray colon.
- Page numbers will be added.
- In the Table of Contents, a second level of headings will be added.
- In IIIA, “a board member shall not serve as a witness...”
- VIII, change boldface in first paragraph.
- IX, add under C a reference to 24 VSA 117 Section 4465.
- In VI, add that meetings shall be warned as required by 1 VSA Section 312.
- VI C, under 3, change numerals to i, ii, etc.
- X, fix E and F.
- Add Revision History box to front page, with date of July 6 2022.

Mr. McClintock moved to approve the revised Rules of Procedures, incorporating changes suggested at this meeting. Mr. Day seconded the motion, which passed unanimously.

6) Other business

Mr. McClintock moved to appoint Mr. Day as Chair and Mr. Habberfield as vice chair. Mr. Day seconded the motion, which passed 3-0-0.

Mr. Day will let the Select Board know of vacancies on the DRB. It was agreed that all members would try to attend the July 18 Select Board meeting to explain the DRB situation.

Ms. Stiles reported that Chris Ponessi is just about ready to submit a subdivision application for the Hein property on Myers Road. DRB members suggested letting him know the DRB could meet after August 9 if he didn't want to wait to the next regularly scheduled meeting on August 17.

Mr. McClintock explained that he would have to resign from the board later in the year, should his candidacy for probate judge be successful.

Mr. Habberfield moved to adjourn at 7:18 p.m. Mr. McClintock seconded the motion, which passed unanimously

Notes by ZA Stiles