

## Town of Huntington — Development Review Board (DRB) Kick-off Meeting

Tuesday, July 22, 2014—7:00 pm

Annex, Community Church of Huntington – Huntington Center

\*\* UNAPPROVED \*\* MINUTES

<b>Agenda</b>	<ul style="list-style-type: none"> <li>• Call to Order: Welcome, introductions, agenda review, resource manuals</li> <li>• Planning Overview / Q&amp;A: Municipal planning process; roles, responsibilities</li> <li>• Planning Commission Transition: Passing the baton on imminent projects</li> <li>• Organizational Items: Election of Chair, Vice-Chair, Clerk</li> <li>• Other/New Business: Open issues, current fiscal year budget, other</li> </ul>
<b>Members present:</b> <b>Alternates present:</b>	John Altermatt, Jeanine Carr, Britt Cummings, Joe Perella, Mark Smith Patti Delaney
<b>Others present:</b>	Dori Barton (Vice-Chair, Selectboard), Knox Cummin (Planning Commission), Barbara Elliott (Town Administrator), Ed Hanson (Zoning Administrative Officer), Lee Krohn (CCRPC), Roman Livak (Selectboard Member), Everett Marshall (Planning Commission), Heidi Racht (Planning Commission Clerk / Town Clerk)
<b>Call to order</b>  <i>Follow-up: Elliott to provide Open Meeting Law information</i>	<ul style="list-style-type: none"> <li>• Dori Barton called the meeting to order at 7:12 pm, thanked the new DRB members &amp; alternates for volunteering to serve on this new board, led introductions of all present and reviewed the agenda and meeting purpose.</li> <li>• Resource manuals were provided to each DRB member and alternate with sections including checklists &amp; forms, bylaws, statues &amp; plans and various planning resources.</li> <li>• An overview of the new Open Meeting Law was presented. The DRB requested Elliott send copies of the law and requirements to the board.</li> </ul>
<b>Planning Process</b>	<p><b>Overview &amp; Q&amp;A</b></p> <ul style="list-style-type: none"> <li>• Lee Krohn, Senior Planner at CCRPC, who has extensive hands-on DRB experience and who participated in the 2 Huntington public hearings held about creating the DRB, provided an overview of the DRB process, changes in roles and responsibilities between the PC/ZBA model and the PC/DRB model and answered questions.</li> <li>• Although CCRPC does not provide legal counsel, Krohn is available to answer questions going forward. Legal counsel is still available from VLCT.</li> </ul>
<b>Planning Commission / Project Transition</b>  <i>Follow-up: Send written notice of 8/12 meeting to applicants</i>	<p><b>Imminent Projects</b></p> <ul style="list-style-type: none"> <li>• Planning Commission Clerk Heidi Racht presented a macro-level overview of the 3 major subdivision projects, 3 minor subdivision projects and 2 additional/other projects currently under consideration by the Planning Commission. She provided the DRB a written summary of these projects.</li> <li>• A joint DRB/ Planning Commission meeting will be held to review each project in depth in order to complete the hand-off from the PC to the DRB. Applicants will be sent written notification that this transition session is being held.</li> </ul>
<b>Organizational Items</b>  <b>MOTIONS: CHAIR/VICE-CHAIR</b>	<p><b>Elections</b></p> <ul style="list-style-type: none"> <li>• <b>MOTION:</b> Mark Smith moved and Jeanine Carr seconded to nominate Joe Perella as Chair of the DRB. Discussion points included:             <ul style="list-style-type: none"> <li>○ the pros and cons of a Co-Chair versus a Vice-Chair model, with preference established by the DRB members for the Vice-Chair model</li> <li>○ individual member time constraints and scheduling challenges</li> </ul> </li> </ul>

<p><i>Follow-up: Town Office building access for Perella</i></p>	<ul style="list-style-type: none"> <li>○ that the Chair and Vice-Chair terms would be revisited in March, which is when other boards hold their annual organizational meetings</li> <li>○ that members would appreciate the continuity and leadership that Perella would provide as Chair—especially during this transitional period, and</li> <li>○ that Perella would reluctantly accept the nomination.</li> </ul> <ul style="list-style-type: none"> <li>● Motion to elect Perella as Chair of the DRB passed unanimously with 5 DRB members present and voting.</li> <li>● <b>MOTION:</b> Mark Smith moved and Jeanine Carr seconded to nominate John Altermatt as Vice-Chair of the DRB. Discussion points included: <ul style="list-style-type: none"> <li>○ that members would appreciate the continuity and leadership that Altermatt would provide as Vice-Chair, and</li> <li>○ that Altermatt would reluctantly accept the nomination.</li> </ul> </li> <li>● Motion to elect Altermatt as Vice-Chair of the DRB passed unanimously with 5 DRB members present and voting.</li> </ul> <p><b>Meeting Schedule</b></p> <ul style="list-style-type: none"> <li>● DRB agreed to schedule their regular monthly meeting for the 2nd Tuesday of each month at 7:00 pm at the Town Office. In the event there are no agenda to address, a monthly meeting can be canceled. Additional meetings and hearings will be scheduled and warned as required.</li> <li>● Elliott will ensure that Perella has a key or combination to the building</li> </ul>
<p><b>Other Business</b></p>	<p><b>DRB Clerk Positon</b></p> <ul style="list-style-type: none"> <li>● Linda Ruscitto, who has served as the Zoning Board of Adjustment Clerk is not able to continue on as the clerk of the new DRB.</li> <li>● Ruscitto, Elliott and Racht developed a draft job description for the position which will be reviewed by the Board.</li> <li>● Elliott will provide Perella the salary amount that is currently established for the PC and ZBA Clerk positions.</li> </ul> <p><b>Budgets</b></p> <ul style="list-style-type: none"> <li>● Barton presented a summary of the current fiscal year budgets for the Planning Commission and Zoning Board of Adjustment. She indicated that the Selectboard will need the boards to review the budgets and determine what changes need to be made to realign budget line item amounts based on the PC/ZBA to PC/DRB change. While the goal is to maintain level funding, she indicated that the Selectboard understands modifications may be necessary.</li> </ul>
<p><b>Wrap-up</b></p>	<p><b>Next Meeting: Tuesday, August 12, 2014 @ 7pm</b>  <b>Joint PC / DRB meeting to review projects and budgets</b></p>
<p><b>Adjournment – MOTION</b></p>	<p><b>MOTION:</b> Carr moved and Smith seconded to adjourn the meeting at 9:10 pm. Passed unanimously with 5 DRB members present and voting.</p>
	<p>07/22/14 – Meeting date  07/23/14 – Draft/unapproved minutes sent to Town Clerk for website posting  Xx/xx/14 – Final/approved minutes approved  xx/xx/14 – Approved minutes sent to Town Clerk for recording &amp; website posting</p>