

Shaftsbury Development Review Board  
Minutes of the Meeting Held March 18, 2015

**Subject to Approval**

- 1) 7:15 p.m. The meeting was called to order by Mr. Huncharek, who noted a quorum with presence of Mr. Bidy, and Mr. Ponessi. Alternate member Mr. Palmer joined the hearing. Mr. Mance and Ms. Donckers were absent. ZA Shelly Stiles was also absent.
- 2) Conflict of Interest: Mr. Ponessi stated a conflict of interest for agenda item #5 (#15-9540).
- 3) A sign-in sheet was made available to the Strattons.

Mr. Huncharek asked to rearrange the agenda. Agenda item #5 is moved up to item #4.

- 4) #15-9540: Subdivision application, preliminary plan review, parcel 11-01-38, Holy Smoke Road, per Subdivision Regulations (5.04).

Mr. Ponessi rescued himself and stepped away. Mr. Palmer joins the Board.

Mr. Stratton gave the Board a revised map of the parcel showing the wetland area as required at the previous meeting (2/4/15 Minutes, Item 5c). Mr. Stratton explained that he owns the parcel and would like to subdivide to give 2.8 acres on the east side of the property to his son. Mr. Bidy asked if anything near the wetland would be developed. Mr. Stratton answered that there would be no development near the wetland.

Mr. Stratton gave the Board a road maintenance agreement (as per 2/4/15 Minutes, Item 5a). A fire statement is also given (per 2/4/15 Minutes, 5b).

Mr. Huncharek asked for the Warning to Abutting Neighbors. Mr. Stratton will need to provide a list of the abutters.

Mr. Stratton provided a document showing soil tests and a color aerial photo of the wetland area. The Board reviewed the elements of the subdivision bylaw — Preliminary Plat Subdivision Requirements 5.04 — to ensure the Stratton property meets the criteria. When reviewing the proposed subdivision name or identifying title, it was found that the map with the wetlands (Heins map) did not identify the subdivision name. The Board would require that the Mance map entitled, “Lands of Stratton: Two-Lot Subdivision” to include the Class 2 wetland boundaries placed on the map. Mr. Ponessi suggested that the two maps can be put on Mylar and recorded together. This will satisfy the subdivision name requirement (5.04.1).

Mr. Stratton will provide the names of adjacent landowners of record and evidence of notification, such as a certificate of mailing, as per requirement of 5.04.5.

The requirements for name and address of owner and deed identification, location and dimensions of boundary; and location of easements—including wetlands and rights-of-way are clearly indicated on the maps. A 50-foot right of way is clearly indicated on the map (5.04.2–5.04.4).

Names of adjacent land owners and a certificate of mailing are required from Mr. Stratton, as previously mentioned.

For the location and details of existing or proposed water mains, sewer lines, drainage ways, drainage structures requirement, Mr. Ponessi stated that it will be recorded (5.04.6). The property is listed as RR-40 and all setbacks are clearly noted. Street names and private roadways are clearly indicated. There are no proposed streets (5.04.7–5.04.9). Nothing is proposed for change in elevation but septic systems, which are shown on the map (5.04.10). The maps shows no replacement area. Mr. Ponessi stated that since it is a mound, one is not needed.

The well and the septic are clearly indicated on the map and there are no changes to the proposed drainage plan (5.04.11–5.04.13). The Board does not require soil classification, however, Mr. Stratton has provided this (5.04.13). There is no landscaping plan (5.04.15). The second map—not the one used to determine previous information during this review process—shows a vicinity map at a scale. Mr. Huncharek restated that the two maps are to be recorded together (5.04.16). The numerical and graphic scale requirement is met (5.04.17).

Mr. Huncharek reviewed that the certificate for mailing of the abutters is needed and the maps are to be coalesced. Mr. Huncharek asked Mr. Stratton if he would like to add anything. Mr. Stratton did not.

Mr. Huncharek makes a motion to accept the preliminary plat submitted with the following conditions that we captured on the minutes. Mr. Bidy seconded. Motion carried 3-0.

Mr. Ponessi asked to have the final plat approved at this time. Mr. Huncharek asked Mr. Stratton if there was any additions from the abutters. Mr. Stratton stated that only one abutter asked to see the map, but there were no problems. Mr. Huncharek stated that there should be another meeting with another warning. The hearing for final plat approval is scheduled for Wednesday, April 15.

The zoning administrator (or acting zoning administrator) will give the warning to mail out.

Mr. Ponessi rejoined the Board.

- 5) Mr. Huncharek makes a motion to approve the minutes from February 4, 2015. Mr. Bidy seconded. Motion carried 3-0. (Ms. Donckers is absent and Mr. Palmer abstained.) Mr. Huncharek signed a copy of the approved minutes.
- 6) The Board will review the DRB procedures at the next meeting so that absent Board members may participate in the discussion. Mr. Palmer asked if alternate members of the Board can participate in policy changes. Mr. Huncharek stated that the Town Attorney answered that alternates can participate and provide input. Only full Board Members can vote on a Final Vote.
- 7) The Board discussed voting on positions. Mr. Palmer made a motion to nominate Tom Huncharek as Chair. Mr. Ponessi seconded. It was discussed that since a full Board was not present, this will be moved to the next meeting. Mr. Palmer rescinded his motion.
- 8) Mr. Palmer moved to adjourn the meeting at 7:50 p.m. Mr. Bidy seconded. Motion carried 4-0.

Next scheduled meeting is April 15, 2015 at 7 p.m.

Agenda will include Final Plat Approval for Application #15-9540, Review of DRB Procedures, and Election of Board Positions.

Submitted by Jennifer McGean, Recording Clerk for the Select Board

