

**Shaftsbury Development Review Board  
Minutes of the Meeting Held April 15, 2015**

- 1) 7 p.m. The meeting was called to order by Ms. Donckers, who noted a quorum was present with the attendance of Mr. Mance and alternates Mr. Palmer and Mr. Day. Mr. Huncharek, Mr. Ponessi, and Mr. Bidy were absent.
- 2) Conflict of interest: Mr. Mance had a conflict of interest with item 5 on the agenda, the subdivision permit application submitted by the Stratton family.
- 3) Sign in sheets were passed out.
- 4) Approval of April 1, 2015 minutes. Mr. Mance moved to approve the minutes. Mr. Day seconded the motion. The minutes were approved 4-0.
- 5) Subdivision permit # 14-9540, by the Strattons for their property on Holy Smoke Road.
  - a. Mr. Mance recused himself.
  - b. Mr. Day read for the Board the list of items recorded as outstanding at the preliminary plat review hearing held on March 18, 2015. The board reviewed the final plat and concurred that all outstanding items had been provided. The road maintenance agreement, submitted at the March 18, 2015 meeting was not in the hearing file. The ZA will confirm that the agreement is on file, and if it can't be found will secure another copy from the Stratton family.
  - c. The Board reviewed the subdivision and septic/site plan mylars submitted by the applicant's representatives and concurred that all items required by Section 5.06 of the Subdivision Regulations had been provided.
  - d. Mr. Day moved to close the hearing. Mr. Palmer seconded. The hearing was closed by 3-0 vote.
  - e. Mr. Day moved to initiate public deliberation. Mr. Palmer seconded. Deliberation was initiated by a vote of 3-0.
  - f. Mr. Palmer voted to leave public deliberation. Mr. Day seconded. The board left public deliberation by a vote of 3-0.
  - g. Mr. Palmer moved to approve the subdivision application with the condition that a copy of the road maintenance agreement be placed in the file. Mr. Day seconded the motion. The permit application, with condition, was approved 3-0. The ZA will prepare the permit for signing at the next DRB meeting. Subsequent steps – signatures, filing, and so on – were explained to the Strattons. The mylars and permit will likely be signed at the May 6, 2015 meeting.
- 6) DRB procedures  
The board agreed to table approval of the revised procedures to a time when more members are present.
- 7) Other business: There was no other official business.

The meeting was adjourned at 7: 20 pm.  
Minutes by ZA Shelly Stiles