

**Development Review Board Minutes
Town Offices, New Haven, Vermont
November 18, 2013**

ORIGINAL

Members Present: Kathy Barrett, Tim Bouton, Steve Dupoise, Jim Gallott, Mike Sweeney

Members Absent: Donna Blaise, Donald Johnston

Alternate Absent: Victor Bolduc

Staff: Zoning Administrator-Dave Wetmore

Visitors: Michael Lee

Tim Bouton, Chair, called the Development Review Board (DRB) meeting to order at 7:00 PM.

Visitors Business

Michael Lee of Lees' Small Engine shop, located at 3065 Route 7 (Ethan Allen Hwy), New Haven came before the DRB.

DRB Chair cautioned both the DRB and Lee that there is currently a Notice of Violation that has been issued. The Notice of Violation cannot be discussed at this time in case Lee wanted to file an appeal. Lee indicated that he has not received this notice. The Zoning Administrator (ZA) confirmed the Notice of Violation was sent out via registered mail on 11/5/2013 as well as a first class letter was sent.

The Chair explained that the ZA is hired by and works for the Select Board (not the DRB), at the recommendation of the Planning Commission. The ZA's job is to enforce the adopted regulations.

Lee mentioned that years ago he did a Site Plan. In 2011 he asked for a copy of this Site Plan but copies could not be found. Lee is tonight requesting a copy of this site plan. The Chair indicated that Lee was welcomed to look through the records in the vault; these records are available to the public.

The ZA verified with Lee the 5673 Route 7 (Ethan Allen Hwy) mailing address that was on record. This was also where the registered and first class mail was mailed too. Lee indicated that that was not the address he was receiving mail at, he receives mail at 3065 Route 7 (Ethan Allen Hwy).

End of Visitors Business at 7:14 PM

Public Hearing

1. Continued from 10/7/2013 and 10/21/2013-Applicaton #2013DRB-08-SP (site plan) is a request by Dale Dingler, dba Dingler Holdings, LLC for amended site plan approval.

Dingler was not presented tonight but had previously asked the ZA if this hearing could be continued until the DRB meeting on 12/2/2013.

Gallott made the motion to continue the hearing to the 12/2/2013 DRB meeting.

Dupoise seconded

Discussion- none

Vote: Yes – 5 (Barrett, Bouton, Dupoise, Gallott, Sweeney)

No – 0

Abstention – 0

Motion carries

End of Public Hearing at 7:20 PM

DRB Business

1. Sketch Plan Reviews – none

2. Minutes of DRB meeting on 10/21/2013

Barrett moved to approve the DRB minutes of 10/21/2013 as presented

Gallott seconded

Discussion – none

Vote: Yes – 5 (Barrett, Bouton, Dupoise, Gallott, Sweeney)

No – 0

Abstention – 0

Motion carries

3. Review and Sign Decisions – none

4. Review for Compliance and sign Final Plats – none

5. Correspondence

- Schreiber’s wastewater permit received
- Addison County Fair & Field Days wastewater permit for the horse area

6. New Business

- The DRB would like to request a Site Plan for Addison County Fair & Field Days just to be proactive regarding their future growth plans.
- Budget for next FY – there are five line items that were discussed and agreed upon:
 - Minute taker position and Social Security benefits – Decision–keep line item at \$2,000
 - Legal notices – Decision–keep line item at \$500
 - DRB education – Decision–keep line item at \$600
 - Mileage – Decision–keep line item at \$100
- Further discussion commenced on the use of tablets which then evolved into a discussion on a ceiling mounted projector, a ceiling mounted screen and a laptop. The Chair indicated that there are other organizations that use the building that would benefit from the use of this equipment. Barrett suggested the DRB send a letter to the Select Board requesting funds from the Office Equipment Fund for the purchase of this equipment to upgrade the Town office for the use of all organizations.

Sweeney made the motion to send a letter to the Select Board for the purchase of a ceiling mounted screen, ceiling mounted projector, a laptop and the professional installation of this equipment.

Gallott seconded

Discussion – this equipment would be handy to have for training workshops

Vote: Yes – 4 (Bouton, Dupoise, Gallott, Sweeney)

No – 0

Abstention – 1 (Barrett)

Motion carries

The Chair will draft a letter for DRB review before submitting the letter to the Select Board.

Barrett made the motion to adjourn

Sweeney seconded

Discussion – none

Vote: Yes – 5 (Barrett, Bouton, Dupoise, Gallott, Sweeney)

No – 0

Abstention – 0

Motion carries

The meeting was adjourned at 7:45 PM

Respectfully Submitted By

Karen Gallott

Tim Bouton, Chair

Jim Gallott, Vice Chair

Kathleen Barrett
Kathy Barrett

Steve Dupoise

Mike Sweeney