

**RICHMOND DEVELOPMENT REVIEW BOARD
REGULAR MEETING
APPROVED MINUTES FOR SEPTEMBER 11, 2013 MEETING**

Members Present: David Sunshine, Chair; Stephen Ackerman; Fred Fortune; Anne McLaughlin
 Members Absent: Brian Werneke, Vice-Chair
 Others Present: Cathleen Gent, Town Planner/Staff to the DRB; Ruth Miller, taping for MMCTV
 Comcast 15; Jeff Godbout; June Heston (Selectboard member)

Sunshine called the meeting to order at 7:05 p.m.

1. Daniel Peet – Subdivision Amendment Application #13-093 for the Sadlar Meadow Subdivision (parcel JR1925) within the High Density Residential zoning district to modify condition #10 of the final subdivision approval #12-135 to allow a zoning permit to be issued for Lot 10 without the completion of the entire road sub-base.

Sunshine swore in Jeff Godbout, president of Godbout Design-Build. Gent noted for the record that Godbout-Design Build now owns the property, not Daniel Peet, and the ownership changed after the original subdivision amendment application was submitted. Gent distributed an email from Meg Armstrong, Richmond Town Engineer for this project, dated September 11, 2013, which included progress report #5 for the Sadlar Meadow Road and a particle size distribution (sieve) report. Godbout indicated that he applied for a subdivision amendment in order to modify condition #10 to allow him to begin construction of a single family house on Lot 10 without the completion of the sub-base for the entire road. He noted that the town engineer's memo indicates that the sub-base for the entire road is completed as of today. Because the road sub-base is installed in its entirety, he can meet condition #10 right now and there is no reason for the DRB to modify that condition. Godbout submitted a photo of the middle cul-du-sac, which was the last section to be completed today.

Godbout withdrew application #13-093. The DRB accepted the applicant's withdrawal.

2. Other Business

A. Meeting Minutes: August 14, 2013

Several amendments were offered. Motion by Ackerman, seconded by Fortune, to accept the minutes as amended. Voting: 4 in favor (Sunshine, Ackerman, Fortune, McLaughlin); 0 opposed; 1 abstention (Werneke).

B. Staff Report: August 30, 2013 – There was no discussion.

C. Organizational Meeting

DRB Rules of Procedure – The DRB reviewed the draft Rules of Procedure, which has been modified from previous versions. The DRB asked Sunshine and Gent to revise Section VIII: Site Visits – to allow for the liaison to do the site visits and not violate the ex parte communications provisions of the rules of procedure. They will bring a draft to the next DRB meeting.

Code of Ethics - In response to a question from Heston, Gent explained that the reason the DRB did not take this up in the spring, when it normally does an organizational meeting, is because there was a vacancy in the DRB and their agendas were very full with public hearings until this meeting. Sunshine asked Heston if the Selectboard reviews the Code of Ethics annually and she responded that it does. The DRB members reviewed the Code of Ethics document and handed in acknowledgement forms.

Election of Officers – Werneke indicated that he has submitted his resignation from the DRB and that this is his last meeting. He said that, due to work and personal reasons, it is time to step down. Sunshine said that Werneke will be sorely missed and thanked him for his service. Werneke said he has talked with someone else about applying for the position. Werneke said he is willing to serve as an alternate DRB member.

Chair - Motion by Werneke, seconded by Ackerman, to elect Sunshine as chair. Voting: 5 in favor; 0 opposed; 0 abstentions.

1 Vice-Chair – Motion by Fortune, seconded by Werneke, to elect Ackerman as chair. Voting: 5 in favor;
2 0 opposed; 0 abstentions.

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4 Secretary – Motion by Sunshine, seconded by Ackerman, to appoint Gent as secretary. Voting: 5 in
5 favor; 0 opposed; 0 abstentions.

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7 Gent said she has a schedule conflict for the next DRB meeting date. The DRB agreed to change the
8 meeting date to Tuesday, October 8th.

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11 D. Deliberative Session

12 At 7:35 PM, motion by Ackerman, seconded by Fortune, to enter deliberative session. So voted.
13 Sunshine and Werneke left at this time.

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15 At 8:50 PM, motion by Fortune, seconded by McLaughlin, to come out deliberative session. So
16 voted.

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19 3. DRB ACTIONS

20 Motion by Fortune, seconded by McLaughlin, to approve application #13-077 (Cochran's) and to issue
21 the decision within 45 days of August 14, 2013. Voting: 3 in favor; 0 opposed; 0 abstentions.

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24 4. ADJOURNMENT

25 At 8:55:PM, Fortune made a motion, seconded by McLaughlin, to adjourn the meeting. So voted.

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29 Respectfully submitted by Cathleen Gent, Town Planner/Staff to the DRB