

A VIDEO RECORDING OF THE MEETING IN ITS ENTIRETY IS AVAILABLE THROUGH VERMONTCAM.ORG. THE WRITTEN MINUTES ARE A SYNOPSIS OF DISCUSSION AT THE MEETING. MOTIONS ARE AS STATED BY THE MOTION MAKER. MINUTES SUBJECT TO CORRECTION BY THE SHELBURNE DEVELOPMENT REVIEW BOARD. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE BOARD.

**TOWN OF SHELBURNE
DEVELOPMENT REVIEW BOARD
MINUTES OF MEETING
April 22, 2020**

MEMBERS PRESENT: David Hillman (Chair); Mark Sammut, Mike Major, Doug Griswold, Robert “Zeke” Plante, John Day, Anne Bentley, Allyson Meyers, Norman Blais.
STAFF PRESENT: Britney Aube, DRB Coordinator.
OTHERS PRESENT: Amy Gregory

AGENDA:

1. CALL TO ORDER (7:00*)
2. PRELIMINARY MATTERS– (7:00 -7:20)
 - Confirm audio/video
 - Confirm ability to screen share and use comments
 - Address technical questions
3. REVIEW MINUTES (7:20-& 7:25)
 - March 4, 2020
4. PUBLIC COMMENT (7:25)
 - Topics not otherwise included on agenda
5. DISCUSSION OF FUTURE MEETING SCHEDULING 7:25-7:35
 - Upcoming applications for review
 - Possibility of adding additional meetings
6. OTHER BUSINESS
 - Mylars to sign

1. CALL TO ORDER and AGENDA

Chair, David Hillman, called the meeting to order at 7 PM.

2. PRELIMINARY MATTERS

Functionality of audio/video for each of the DRB members was confirmed. There was discussion about how tasks would be divided between the Chair and the DRB Coordinator. It was decided that the DRB Coordinator would oversee muting/unmuting participants as well as operating the screen share function. The person Chairing the meeting would be responsible for calling on participants who want to comment. The Chair would also take a roll call vote for each item that is motioned and voted upon.

There was discussion of the use of the Zoom chat function. It was determined that private chats between participants should be strongly discouraged. Everyone was reminded that the chat text and the Zoom video would be part of the public record.

DRB member John Day spoke about the potential issues concerning “on the record” reviews of applications via Zoom. There was discussion about written evidence admitted during a Zoom meeting. DRB member Mark Sammut suggested that the DRB take a

stern stance and not allow any new written evidence to be submitted during a Zoom meeting. Mr. Sammut suggested that a statement be placed on the agenda and on Front Porch Forum stating that no new written evidence will be accepted within one week of the application being heard. The DRB Coordinator agreed to put the statement on all future Zoom meeting agendas. The DRB Coordinator explained the only other option would be to continue the meeting to a date certain to allow time for the new evidence to be reviewed, and since the DRB will be reviewing a backlog of applications, this would be highly discouraged.

There was discussion about creating a meeting script for the Chair to use to open Zoom meetings and take attendance. The DRB Coordinator will write a script prior to the next meeting.

3. PUBLIC COMMENT

There were no comments from the public.

4. DISCUSSION OF FUTURE MEETING SCHEDULING 7:25-7:35

The DRB Coordinator provided an overview of the upcoming meeting schedule. The May 6th meeting would contain the applications that were postponed from the March 18th and the April 1st meetings. The DRB Coordinator suggested that the Precourt Final Application and the Griffin Sketch be placed on the May 20th agenda, with the addition of one other single-lot subdivision application for 193 Harbor Road.

The DRB Coordinator discussed the potential scheduling of the Health Living/ Fire Station Applications for a June meeting. There are four applications that have been submitted with this portion of the project. DRB member Mike Major recalled that the DRB had told the applicants that they must submit all the applications for the project so that they could be reviewed concurrently. A discussion of the prior history of requiring concurrent application submission occurred. The DRB Coordinator explained that two applications, one for Lot 4/5, and one for the CLS housing units had not yet been submitted. The DRB directed staff to wait until the all applications have been submitted so that they can be warned and heard on one meeting. DRB member David Hillman suggest that the DRB Coordinator reach out for help with constructing the agenda so that the applications are placed on the agenda in an order that best makes sense for the review. DRB member Anne Bentley noted that the application review would likely require more than one meeting.

The DRB Coordinator asked the DRB if they thought technical review of the application would be required. The DRB did not come to a definitive answer on this issue.

5. OTHER BUSINESS

The DRB Coordinator asked if the Chair, David Hillman, would be available to sign two mylars. Mr. Hillman directed staff to leave the mylars at dispatch so that he could stop in and sign them.

6. ADJOURNMENT and/or DELIBERATIVE SESSION

MOTION by Zeke Plant, SECOND by Mark Sammut, to adjourn the meeting.

VOTING: unanimous (7-0); motion carried.

The meeting was adjourned at 8:20 PM.

RScty: BAube