

**TOWN OF WATERFORD
DEVELOPMENT REVIEW BOARD (DRB)
MEETING DATED DECEMBER 15, 2014
MINUTES**

MEMBERS PRESENT: Bernie Brochu, Kevin Gillander, Dot Borsodi, Bob duMaire, Andrea (Lott) Dinneen

MEMBERS ABSENT: Jack Newland

NON-MEMBERS PARTICIPATING: Barry Gilbert, Bill Willis, Chris Brimmer, James Cross, Carolyn Cross, Caleigh Cross, Phil Aucoin, Kathryn Aucoin, and Secretary, Carol Priest

Bernie brought the meeting to order at 7:00 P.M.

1. November 17, 2014 Minutes

Bernie called for a motion.

Kevin moved to accept the minutes of the November 17, 2014, meeting.

Dot seconded the motion.

Bernie called for a vote and all present approved the motion.

Upon request, Phil Aucoin and James Cross, participants in the hearing, were given copies of the minutes, as they had not received paper copies prior to the meeting.

2. Administrative Officer Business

Chris reported that he has issued one permit for an accessory structure on Stonybrook Road since the last meeting. He also issued two certificates of compliance, one dating back several years. He stated his concern that a better method of follow-up involving these certificates be put in place. He is continuing to work on the enforcement issue on East Village Road discussed at a previous meeting involving a tenant who is not the landowner; additionally, there exists an animal control issue there. He is actively working with the Planning Commission to revise subdivision and bylaw language, particularly in the major/minor subdivision requirements. He outlined the steps in the procedure for amending those documents, which includes separate hearings by the PC and by the Selectboard.

3. New Business/Citizens' Concerns

There were no issues presented at this time.

4. Keith Powers 2-Lot Subdivision Final Plat Permit Number 14-25

Bill Willis, on behalf of Keith Powers, Trustee, White Mountain Trust, presented a **final plat** for a 2-lot subdivision at Shadow Lake Road and Old County Road. (Tax Map ID: Sheet 11, Block 5, Lot 749). Adjoining landowners have been notified and all fees have been paid. The letter to the applicant sent by certified mail, as required, was returned, marked unable to forward.

Lot #1 2.16 acres +/-

Lot #2 4.39 acres +/-

Mr. Cross noted that there were no contour lines visible on the final plat, in reference to requirements stated in the Waterford Subdivision Regulations. Mrs. Cross asked if the “P” sign, traditionally posted for permits issued by the Z.A., was in place on the Powers property. It was determined that no “P” signs have been delivered to this applicant.

Bernie called for a motion.

Dot moved to accept the **final plat** as presented, subject to state and local regulations (i.e., water, waste, septic, and driveway) and not subject to Waterford subdivision regulations.

Andrea seconded the motion.

Bernie called for a vote and all present approved the motion. Four copies were stamped, approved, for distribution and for the files.

5. Cheryl Vanderbilt 4-Lot Subdivision Final Plat Permit No. 14-24

The hearing for the Vanderbilt subdivision was recessed at the November 17, 2014 meeting and reconvened at this time. Bernie read a letter the board received from Mr. Gilbert stating that he is withdrawing his application (14-24, previously 14-22), until such time as the language for major and minor subdivisions in the Subdivision Regulations is revised and/or clarified. It is anticipated that the revisions may be completed in the Spring of 2015, at which time the hearing will need to be rewarned. There was no action taken by the board.

6. Old Business

Members again agreed to discuss the “Development Review Board Procedural Rules and Conflict of Interest Policy” document sent electronically to them after the September meeting when a full board membership is present.

7. Other Business

Chris noted that there needs to be an adjustment in the procedure that would include a public posting of subdivision applications that come before the board.

The secretary noted that Andrea has agreed to take minutes at the February and March (2015) meetings, due to her anticipated absence. The next regular meeting is January 19, 2015.

Bob moved to adjourn the meeting.

Andrea seconded the motion.

Bernie called for a vote and all present approved the motion.

The meeting adjourned at 8:00 P.M.

Respectfully submitted,

Approved by:

Carol Priest, Secretary