

**MEETING OF THE DEVELOPMENT REVIEW BOARD
TOWN OF ELMORE, VT**

**Meeting Minutes - Date: Tuesday, April 1, 2025 at 6:00 pm Location:
Elmore Town Hall VT-12, Elmore, VT 05657 Minutes Version Number:
V1.0 DRAFT**

**DRB Members Present: Mike Furst (Vice Chair), Caroline Devore,
Jason Cohen, via Zoom: Dawn Agney-Kress**

DRB Meeting Recording: https://us06web.zoom.us/rec/share/ZuzVPks6O5kBKEf6cZmJoBg-CTQrMlkdlxH8h2qXG2W_0SKUWgSFikolV9ZQ070d.uw08fRg1US68qC9B?startTime=1743544941000

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Meeting recordings will be available for a

minimum of 30 days.

CALL TO ORDER: 6:05

Swear in of meeting participants. **NA**

Review additions or deletions to the agenda. **No additions**

Minutes for March 4, 2025: CD moves to approve; JC seconds; **Minutes approved** with all in favor.

Conflict of Interest review for agenda items: **None**

Interested Person Status requested and granted: **NA**

ACTIVE or CONTINUING ITEMS:

Discussion:

- 1) The DRB would like to put forth to the Select Board: Mike Furst and Caroline Devore to continue for another term on the board.
- 2) Tom Waldman will continue as an alternate member of the DRB for another year.
- 3) The DRB will decide on Chair, Vice Chair, and Clerk at the May meeting of the DRB
- 4) Discussion of adding more alternate members in the future.
- 5) Meeting will continue to be held at 6pm on the first Tuesday of each month.
- 6) Discussion of meeting procedure and minutes followed.
- 7) Interested persons should be properly vetted. This way they can get proper warnings for meetings.
- 8) Minutes and Decisions are to be kept on permanent record.
- 9) Per the ZA: while the DRB votes in deliberative session, minutes should have on record who voted for or against a decision of the DRB. CD felt the VT statute may not require individuals vote to be noted in the minutes and would like to research this.
- 10) DRB meetings should comply with VT Open Meeting Law. Online training will be required.
- 11) Charlie has Checklist for Conditional Use Permits.
- 12) DRB decisions should include: Facts and findings and the conclusions drawn as well as any conditions of approval. These should be formally written as finding of fact and signed by the DRB chair.
- 13) Draft of Formal Rules of Procedure proposed by CB to be adopted by the board.
 - a) Conflict of Interest policies
 - b) Ex parte communication
 - c) Board may enter Deliberative Session by majority vote until the issuance of written decision.
 - d) Executive sessions will be held only for reasons permitted by VT statute. Majority of members must be present for Executive Session per the statute.
 - e) Alternate member list discussed
 - f) Open Sessions can happen while Deliberative Sessions have not been concluded.
 - g) Zoning administrator should be contacted to arrange a slot on the agenda
 - h) Time reserved for public comment at each meeting.
 - i) Hearings shall not exceed 3 hours.

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- j) Participation in the hearing, including offering testimony, is limited to the applicant and those granted interested party status.
 - i) The Chair may recognize the public after testimony has been given and board members have no further comment/questions.
- k) Site visits
 - i) No testimony should be taken at site visits.
- l) Board decisions shall be mailed to those on the list.
- m) Decisions must be approved by majority of the entire board, regardless of the number of members present.
- n) CB will update Draft of Rules of Procedure based on discussion and further review of state statutes.

REVIEW: ZA reviewed permits issued since the last DRB meeting
Meeting adjourned 6:45m

Next meeting: May 6, 2025 @ 6:00pm

Draft minutes submitted by Jason Cohen April 18, 2025