

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

MEMBERS PRESENT: Bernie Brochu, Kevin Gillander, Dot Borsodi,
Charlie McMahon, Andrea Lott

MEMBERS ABSENT: Jack Newland, Bob duMaire

NON-MEMBERS PARTICIPATING: Ella Kelsey, Barry Gilbert, Bill Willis, Chris
Brimmer, and Secretary, Carol Priest

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

1. August 18, 2014 Minutes

Bernie called for a motion.

Charlie moved to accept the minutes of the August 18, 2014, meeting.

Dot seconded the motion.

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

2. Administrative Officer Business

Chris reported on the zoning activities during the period of August 18 to September 15. He issued one permit, sent a warning letter for junk removal to an East Village Road resident, another for a Daniels Farm Road resident for moving items out of the front setback, and updated the board on a request for a permit extension issued in 2011 to a High Ridge Road resident. The last three are still being followed up on by Chris. He will attend the next Planning Commission meeting on September 17 to urge final approval of the permit and application reform. His Waterford office hours have now been changed to Fridays, rather than Mondays.

3. Ella Kelsey 2-Lot Subdivision Sketch Plan Permit No. 14-20

Ella Kelsey presented a **sketch plan** for a 2-lot subdivision at 84 Simpson Brook Road. (Tax Map ID: Sheet 5, Block 4, Lot 574). A fee of \$255 has been paid. The Z.A. will visit the property to certify the distance from the shed to the north boundary line.

Lot #1 3.97 acres +/-

Lot #2 23.61 acres +/-

Bernie called for a motion.

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

Charlie seconded the motion.

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

4. Cheryl Vanderbilt 4-Lot Subdivision Sketch Plan

Bill Willis, on behalf of Cheryl Vanderbilt, presented a **sketch plan** for a 4-lot subdivision at 1099 Shadow Lake Road

Lot #1 3.0 acres +/-

Lot #2 3.1 acres +/-

Lot #3 2.3 acres +/- w/40' r.o.w.

Lot #4 9.7 acres +/- w/40' r.o.w.

No fees have been paid and no permit has been applied for. The fee was determined to be \$540.

Bernie called for a motion.

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

Kevin seconded the motion.

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

5. Keith Powers 2-Lot Subdivision Sketch Plan

Bill Willis, on behalf of Keith Powers, presented a **sketch plan** for a 2-lot subdivision at Shadow Lake Road and Old County Road. No fees have been paid and no permit has been applied for. The fee was determined to be \$340.

Lot #1 2.1 acres +/-

Lot #2 4.4 acres +/-

Bernie called for a motion.

Charlie moved to accept the **sketch plan** 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.

6. Old Business

Charlie asked about the Procedural Rules and Conflict of Interest Policy document discussed at a previous meeting. This document was taken from the Rules of Procedure

and Ethics Manual issued by the state in 2005. The secretary will send an electronic copy of the Manual to board members for review at the next meeting.

7. Other Business

There was a discussion about the documents sent electronically by the Z.A. to the Secretary throughout the month, as they pertain to business to be brought to the board in the future. Such documents may include e-copies of sketch plans, permits, etc. It was agreed that having prior knowledge of items on the agenda may be helpful at the time of the meeting; therefore, the secretary will forward relevant documents electronically to board members at the same time the agenda and meeting reminders are sent.

Charlie made the motion to go into deliberative session to discuss the sketch plans brought before the board.

Andrea seconded the motion.

Bernie called for a vote and all present approved the motion to go into deliberative session at 8:05 P.M.

Deliberative session ended at 8:47 P.M.

There was no other business brought before the board.

Andrea moved to adjourn the meeting.

Charlie seconded the motion.

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

The meeting adjourned at 8:50 P.M.

Respectfully submitted,

Approved by:

Carol Priest, Secretary