

## **Town of Grafton Development Review Board Minutes**

Tuesday, November 7, 2018, Grafton Town Garage

DRB Members Present: Chris Wallace, Eric Stevens, Rodney Record, John Plummer, Jan Archambault. Staff present: Chuck Wise, Bill Kearns. Members of the Community: Al Sands

Meeting called to order: 6:00PM

### **Agenda approval**

No changes

### **Organizational meeting**

Nominate Chris Wallace as Chair of the Development Review Board (Eric, 2<sup>nd</sup> Jan) PASSED  
Nominate Eric Stevens as Vice Chair (Rodney, 2<sup>nd</sup> John) PASSED Nominate Jan Archambault as Clerk (Eric, 2<sup>nd</sup> Rodney). Chuck agrees to serve as the Secretary.

### **Rules of Procedure**

Bill handed out an example rules of procedures that can be adopted by the Board. This a set of rules that covers all the major issues for a Board. Bill reviewed the rules.

### **Training**

Bill presented an overview of the roles and responsibilities of a Board. The training included a review of all the various tasks handled by the Board which includes issuing permits for subdivision and development in the flood plain. Meeting procedures were covered, how to hold site visits and public hearings, how to issue decisions of the Board. These training materials are available for review at the town offices.

### **Open discussion**

Chris asked what will trigger our next meetings. Chuck stated that we should meet a minimum of quarterly, but we will meet when applications are received. If an application is received, Chuck will process the application and meet with the Chair to schedule the meeting. Chuck recommended that we establish some general date such as the 4<sup>th</sup> Thursday of the month so that applicants have a general understanding of our meeting schedule and that DRB members can remember to keep that date open. Eric emphasized that a regular meeting schedule will be important and that getting together at least every 3-4 months is important. Bill recommended that Alternates attend meetings when they can to see how the process goes which helps them understand the process in case they are selected to serve. Chuck told members that the Rules of Procedures will be developed with the Chair in the upcoming months and that this might be on the agenda for the next quarterly meeting.

### **Motion to adjourn** (Jan, 2<sup>nd</sup> Eric)

7:31 PM

**Next regular meeting:** TBD