

**DEVELOPMENT REVIEW BOARD
MINUTES FOR THE REGULAR HEARING
THURSDAY, July 20, 2023
DRAFT**

A special meeting of the Barre City Development Review Board held in person and video conference. Linda Shambo asked for Vice Chair Jeffery Tuper-Giles to lead the hearing. Hearing was called to order by Vice Chair Jeffrey Tuper-Giles (Ward I) at 7:00 pm. In attendance, participating on video or in person, were Board Members Ward I member; Jeffery Tuper –Giles & Linda Shambo, Ward II member; Sarah Helman & David Hough (7:04pm), Ward III member; Katrina Pelkey; and At-Large member; Jessica Egerton, Also, in attendance was Janet Shatney, Planning Director and Michelle La Barge-Burke, Permit Administrator. The Chair determined a quorum was present.

Absent: At-Large Members; Ulysse “Pete” Fournier, Michael Hellein

Vice Chair Jeffrey Tuper-Giles welcomed our returning members and announced our new member for Ward 3: Colin Doolittle

2. Adjustments to Agenda: None

3. Visitors and Communications: None

4. Old Business:

Consideration of June 1, 2023 Minutes:

- Motion to approve the minutes by Sarah Helman and seconded by Jessica Egerton, **motion carried unanimously.**

Consideration of June 1, 2023 Decision:

- Motion to approve the decision on 224 North Main Street and 83 Summer Street made by Sarah Helman and seconded by Katrina Pelkey, **motion carried unanimously.**

5. New Business:

The Vice Chair informed the applicant there was a quorum from the board and they had the option to postpone to allow more members to be present for a better outcome. David Frothingham representing the applicant & property owner chose to proceed with current members and all 3 present (David Frothingham –Engineer, Greg Lord –EF Wall Contractor & Mark Gherardi Applicant & Property Owner) were sworn in for testimony.

Buttura & Sons, Inc., 109 Boynton Street. Seeks major site plan approval for a 5,000 sf addition to an existing warehouse building and the relocation of an existing gravel drive; Industrial Zoning District.

- David Frothingham shared the proposed site plan with the Board, which each member had in the packets.
- Mr. Forthingham shared that the addition will be used for storage and does not require any additional employees or sewer demands.
- Mr. Forthingham shared that Stormwater Standards were part of the plans with a dry swell, sand and underdrain.

To be approved at the 08/03/2023 Hearing

- Mr. Frothingham shared that the building will be constructed with steel frame and concrete to match the existing building.

Vice Chair Tuper-Giles asked if there were any questions from the board members. Members had no questions except Katrina Pelkey who asked the thickness of the concrete. Mr. Frothingham informed the board it will be about 6 feet.

Vice Chair Tuper-Giles informed the attendees that the Board will go into deliberative session after the hearing and will make a decision. They can call the Permit Administrator, Michelle La Barge-Burke or Planning Director, Janet Shatney in the morning for the decision and they will receive a letter within the week.

6. **Deliberative Session:** Motion by Katrina Pelkey to go into deliberative session and invite Michelle La Barge-Burke & Janet Shatney into the session. Seconded by Sarah Helman at 7:10 pm, to enter Board Deliberative Session, **motion carried.**

Motion by Sarah Helman and seconded by Katrina Pelkey to leave Deliberative Session at 7:12 pm, **motion carried.**

109 Boynton Street: Motion by Chair Linda Shambo to approve site plan for 109 Boynton Street as presented and the Zoning Administrator is allowed to approve any immaterial and non-substantial changes to the site plan without coming back to the DRB. Seconded by Sarah Helman, motion carried unanimously 6-0-0.

7. **Other Business –**

Election of Officers

Janet Shatney noted Colin Doolittle & Michael Hellein are not present. All members present agreed to proceed with election of officers.

Clerk: Sarah Helman nominated Michelle La Barge-Burke, seconded by Jessica Edgerton, **motion passed unanimously.**

Chair: Jeffrey Tuper-Giles nominated Linda Shambo - she accepted, seconded by Katrina Pelkey, **motioned passed unanimously.**

Vice Chair: Linda Shambo nominated Jeffery Tuper Giles- he accepted, seconded by Katrina Pelkey, **motion passed unanimously.**

Potential Vacancy

Janet Shatney spoke to the DRB members about 3 unexcused absences in relation to Peter Fournier. Shatney and Chair Linda Shambo have been unable to reach Peter Fournier recently. Some knowledge was shared from last contact that he is ill and perhaps at the Barre Gardens.

Motion was made by Sarah Helman to have a letter written by the clerk to City Council requesting that Peter Fournier's At Large position should be reappointed, seconded by Chair Linda Shambo. **Motion passed unanimously.**

8. **Roundtable:**

- Edgerton – Commented that there are several organizations present to help with various part of disaster relief.
- Helman- Shared that there are supplies at the Hedding Church and flood buckets
- Tuper-Giles – Shared that there are still services up at the BOR, Free Pool day Saturday with Ben & Jerry's, FEMA etc.
- La Barge-Burke mentioned that there will be a DRB Hearing August 3rd as we have an applicant.

9. **Executive Session:** None

10. **Adjourn:** The meeting adjourned at 7:23 PM on motion from Helman, seconded by Edgerton, **motion carried unanimously.**

The open portions of this hearing were recorded on the video meeting platform.

Respectfully Submitted,

Michelle La Barge-Burke,
Permitting Administrator