



Town of Bolton  
3045 Theodore Roosevelt Highway  
Bolton, VT 05676

**Bolton Development Review Board**  
**Meeting Minutes**  
**December 10, 2015**  
**Bolton Town Office**

DRB Members Present: Michael Rainville (Chair), Sharon Murray, Steve Diglio, Adam Miller (Alternate), Rob Ricketson (Alternate)

DRB Members Absent: John Devine, Charmaine Godin

Staff Present: Miron Malboeuf, Zoning Administrator, Sarah McShane, DRB Assistant

Others Present: None

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**Posted Agenda:**

1. Public Comment
2. ZA Report
3. Meeting Minutes 10/22/15 & 10/31/15
4. Draft of annual DRB report for the Town Report
5. Other Business
6. Meeting Adjournment

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**Call to Order**

Mr. Rainville, Chair, called the meeting to order at 6:30pm with a quorum present.

**1. Public Comment** -None

**2. Zoning Administrator's Report**

Mr. Malboeuf provided a brief zoning update on current applications. He stated that there are two applications scheduled for the January 28<sup>th</sup> DRB meeting; 1) Joji Fillmore- continued application from 9/24/2015; and 2) An Appeal of the Zoning Administrator's determination regarding the development potential on a parcel located on Gardiner Lane.

DRB members briefly discussed the appeal hearing. Mr. Malboeuf stated that he had determined that the lot was not suited for residential development since a stream bisected the property and the entire parcel was within the riparian setback. He told the board that it was his determination that there was no available land to construct a structure on the parcel and that the property owner is appealing his determination. Members discussed the process moving forward since the appellant had not filed a building permit application or requested a variance.

Mr. Malboeuf also stated that Mr. Fillmore is planning on participating via telephone during the January hearing.

1 **3. Meeting Minutes**  
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3 Members reviewed the minutes from October 22, 2015. Mr. Diglio made a motion, seconded by Mr.  
4 Ricketson to accept the minutes of October 22, 2015 with minor revisions. The motion passed  
5 unanimously, 5-0.

6 Members reviewed the minutes from the October 31, 2015 site visit. Mr. Diglio made a motion,  
7 seconded by Mr. Ricketson, to accept the minutes from the October 31, 2015 site visit with minor  
8 revisions. The motion passed, 3-0-2. [Mr. Miller and Ms. Murray abstaining since they did not participate  
9 in the 10/31 site visit.]

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11 **4. Draft of annual DRB report for the Town Report**  
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13 Ms. McShane circulated a draft of the annual DRB update for the Town Report and asked for comments.  
14 Members reviewed the draft. Ms. McShane stated that she will forward the report on to the Town Clerk  
15 after receiving feedback from the Board.  
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17 **5. Other Business**  
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19 Members briefly discussed the position of Zoning Administrator. Ms. Murray stated that Zoning  
20 Administrators are appointed to 3 year terms and Mr. Malboeuf's term expires at the end of December.  
21 She stated the Selectboard decided to advertise the position after receiving local interest and that the  
22 Selectboard is in the process of developing the position announcement.  
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24 **6. Meeting Adjournment**  
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26 Mr. Diglio made a motion, seconded by Mr. Ricketson, to adjourn the meeting. Motion passed  
27 unanimously, 5-0. The meeting adjourned at 8:55 PM.  
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29 The next DRB meeting will be held on January 28, 2016 at the Bolton Town Office at 6:30 PM.  
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31 Respectfully submitted,  
32

33 Sarah McShane  
34 Bolton DRB Assistant  
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36 *\*\*These minutes are unofficial until formally accepted by the DRB.\*\**  
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38 These minutes were read and accepted by the Development Review Board on January 28, 2016.



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Michael Rainville, DRB Chair