

**TOWN OF HARDWICK**  
**Development Review Board**  
**Minutes of the Meeting prior to the Hearing**

**March 9, 2016**

**Members Present:** Cheryl Michaels, Chair; Dan Bandit, Vice-Chair; Helmut Notterman; John Mandeville; Ruth Gaillard and Kristen Leahy (Zoning Administrator).

**Members Absent:** Ed Keene

**7:00pm:** The meeting was opened by Cheryl Michaels.

Motion was made by Helm Notterman to accept the August 18, 2015 minutes as written. Dan Bandit seconded the motion. All members were in favor.

Motion was made by John Mandeville to accept the September 29, 2015 minutes as written. Dan Bandit seconded the motion. All members were in favor.

Various organizational items were discussed. These items included the following:

The Development Review Board will no longer create an audio recording of each meeting.

HCTV will film any hearing that might be of wide-spread public interest.

The ZA will provide a zoning overview for each scheduled hearing – this overview was found to be useful by the DRB members.

The DRB will schedule meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month. If no hearings are pending, the meeting will be canceled.

A training on quasi-judicial hearings will be held after a final DRB member is confirmed.

Site visits will occur at 6:30 prior to the hearing if they are deemed necessary by the DRB members.

The decision of each hearing will include the minutes of the hearing. These will be ready in draft form by the Friday after the hearing. A draft form will be sent to DRB members by email (and hand delivered to Ed). Changes need to be returned by the end of the weekend. On the following Monday, the decision will be ready /finalized and available for the Chair's signature.

**7:30pm:** Cheryl Michaels opened hearing for application #2016-004, Stuart/Rossi conditional use application. **See DRB decision of #2016-004 for minutes of the hearing.**

**8:00pm:** Meeting adjourned.

Respectfully Submitted,  
Kristen Leahy  
Hardwick Zoning Administrator