

MARSHFIELD DEVELOPMENT REVIEW BOARD

Meeting Minutes • Thursday, November 10, 2011 • 7:00 p.m., Old School House Common

DRB members present: Paul Brierre, Sandra Paritz, Dina Bookmyer-Baker, and Vince Feeney.

Also present: Bobbi Brimblecombe, Town Clerk, and Barbara Burkhalter, recording secretary.

At 7:13 p.m., DRB Chair, Paul Brierre, opened the meeting. No hearings were scheduled. Hearing procedure and various duties were discussed.

Bobbi suggested that a checklist be put together to give applicants guidance. She will check with other towns to see if they have something already drawn up.

It was agreed that Dina will continue as Clerk for the DRB; this includes scheduling, working with applicants by answering hearing procedure questions, and composing the warning. Dina has a calendar spreadsheet that she would like to start implementing to track the process for each application.

Barbara, as Recording Secretary, will take notes at the hearings and turn in draft minutes within 5 days of the meeting, and will let the Town Clerk know if a hearing has been recessed to the next meeting.

Paul gave a brief description of the hearing process.

It was agreed that the previous month's meeting minutes be reviewed at the beginning of each meeting.

It was discussed whether or not a hearing agenda be drawn up and followed, but it was decided that no agenda was needed.

At 8:26 p.m., Paul moved to adjourn the DRB meeting. Vince seconded. All were in favor (4-0). The meeting was adjourned.

Respectfully submitted,
Barbara S. Burkhalter