

**TOWN OF CHESTER**  
**DEVELOPMENT REVIEW BOARD**  
**MINUTES**

*August 22, 2016*

**BOARD MEMBERS PRESENT:** Phil Perlah, Carla Westine, Harry Goodell and Amy O'Neil

**STAFF PRESENT:** Michael Normyle, Zoning Administrator, Cathy Hasbrouck, Recording Secretary

**CITIZENS PRESENT:** None.

**CALL TO ORDER**

The meeting was called to order at 6:00 P.M. by Chair Carla Westine, followed by reciting the Pledge of Allegiance and an introduction of board members present.

**AGENDA ITEM 1**

Re-organizational Meeting

Noting that there are no active candidates for the vacancy on the board and that a quorum was present, the members agreed to proceed with a re-organizational meeting.

Amy O'Neil nominated Carla Westine for the position of Chair. Phil Perlah seconded the motion. Carla accepted the nomination. No other candidates were nominated. A vote was taken and the motion passed.

Phil Perlah nominated Amy O'Neil for Vice Chair. Harry Goodell seconded the motion. Amy accepted the nomination A vote was taken and the motion passed.

Amy O'Neil nominated Cathy Hasbrouck as Secretary. Harry Goodell seconded the motion. Cathy accepted the nomination. A vote was taken and the motion passed.

Amy O'Neil moved to re-adopt the Board's conflict of interest policy with no changes. Harry Goodell seconded the motion. A vote was taken and the motion passed.

**AGENDA ITEM 2**

Comments from Citizens

There were no citizens present. Michael Normyle had no letters or e-mails from citizens to share with the board.

**AGENDA ITEM 3**

## Minutes from July 25, 2016 Meeting

There were 3 corrections: the addition of 2 citizens attending who arrived late, a change to the description of the discussion of “undue adverse effect” and a name correction. Amy O’Neil moved to accept the minutes as corrected. Phil Perlah seconded the motion. The motion passed.

There was some discussion about the requirement of the Open Meeting law to post minutes within 5 days of the meeting. There was concern that minutes would be posted before they had been accepted and that citizens reviewing them would not recognize that they were looking at a draft. It was suggested that DRAFT be included as a watermark on the minutes until they are accepted.

### **AGENDA ITEM 4**

#### Deliberative Session

At this point went into Deliberative Session to review previous matters.