TOWN OF EAST HAMPTON

**EAST HAMPTON, CT 06424**

# Design Review Board

Regular Meeting

Wednesday, December 10, 2014

**6:30 PM**

Town Hall Meeting Room

**MINUTES**

**Present:** Kevin Burnham, Michael Chicoine, Thomas Adams (alt.)

**Absent:** Scott Hill,Carolyn Beamer, Russell Dorflinger

**Other attendee(s):** Michael Maniscalco, Town Manager, and Gary Hall, Planning and Zoning Commission Liaison

1. **Call to Order:** Chairman Burnham called the meeting to order at 6:30pm followed by the Pledge of Allegiance.
2. **Approval of Minutes:**
   1. **September 17, 2014 Meeting**

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1. **Public Comment:**

None

1. **Communications:**
2. Chairman Burnham acknowledged the appointment of Thomas Adams as an alternate for the Design Review Board. Mr. Adams, who was seated at the meeting, was welcomed.
3. Mr. Maniscalco stated that the Budget Policy Statement was approved on December 09, 2014 by the Town Council. Copies are in the process of being distributed to East Hampton Board and Committee members. Chairman Burnham and Mr. Chicoine confirmed receipt.
4. **Plan Reviews:**

None

1. **Continued Business:**
2. **Update on DRB Guidelines**
3. **Developing DRB Standards List to Add to the Draft Development Review Checklist**

The Design Review Board presented to the Planning and Zoning Commission in November and is awaiting feedback. Mr. Hall stated that while discussion of feedback was on the agenda for the P&Z Commission December Meeting, the meeting did not take place. He confirmed that feedback should follow the January P&Z Commission meeting.

1. **New Business:**
   1. **Approval of 2015 Meeting Dates**

Mr. Adams made a motion to approve the 2015 Meeting dates of the Design Review Board with the understanding that the November 11, 2015 meeting will not take place (Veteran’s Day Holiday) and a special meeting will be scheduled in November accordingly. The motion was seconded by Mr. Chicoine. ***The motion passed unanimously.***

1. **Public Comments:**

Mr. Hall welcomed Mr. Adams and acknowledged that new appointments are also occurring on the Planning and Zoning Commission and stressed the importance of Board and Commission participation.

1. **Adjournment:**

*Mr. Chicoine made a motion to adjourn the meeting at 6:36 pm. The motion was seconded by Mr. Adams.* ***The motion passed unanimously.***

Respectfully submitted,

Renee Bafumi

Recording Secretary