

**Westfield Development Review Board**  
**Meeting Minutes**  
**Tuesday, April 30, 2024, 6:00pm**  
**Westfield Community Center, 59 North Hill Rd., Westfield, VT**

Attendance: Brian Dunn, Kitty Edwards, Ellen Fox, Pat Sagui

1. Call Meeting to Order

Pat called the meeting to order at 6:14 pm

2. Additions/Changes to the Agenda

None

3. Discuss and Adopt policy for Rules of Procedure and Conflict of Interest policy

Ellen made a motion to adopt the Rules of Procedure and Conflict of Interest policy; Kitty 2<sup>nd</sup> the motion.

Discussion of the motion and amendments

-Capitalize all proper nouns, add whole town of Westfield as adjacent neighborhood to qualify as interested person, add "Bylaw" to definitions section, replace any mention of "AMP" with Development Review Board.

Ellen amended the motion to adopt the Rules as amended. Passed unanimously by voice vote.

Ellen will send the policy document to LaDonna and the Selectboard for them to review or ask questions at their May 20 meeting.

4. Update on recommendations for appointment of alternates

The DRB will have alternates to nominate by May 20 and present to the Selectboard at their May 20 meeting. Pat will attend the Selectboard meeting.

The issue of a salary for a Clerk was also discussed. Pat will make the request to the Selectboard and discuss the position and pay rate with a potential candidate to serve as the Clerk.

5. Next Meeting

Tuesday, May 14 Hearing at 6 pm, followed by a meeting to discuss nomination of Alternate DRB members.

6. Adjourn

Brian made a motion to adjourn, Kitty seconded. Meeting adjourned at 7:20 pm

Respectfully submitted by Ellen Fox