

GLA Project Review Committee Meeting Minutes for 22 June 2015

Location: Kevin Newby Barn at 103 Arcturus Dr. S.G.

Attendees:

Kevin Newby, Co-chair Project Review Committee
Gerald Dubiel, Chairman Project Review Committee (by phone call for ~5 minutes, at 90 minutes into meeting)
Ed Dobrowski, Board Member
Alyssa Allen, Secretary
Ia Williams, Landowner N.G.
Claudette Dirkers, Landowner N.G.
Karleen McSherry, Admin Assistant
Damiaan Kletter, Landowner S.G. (arrived ~75 minutes into meeting)

The meeting started at 12:10 pm. The topics of discussion were as follows:

1. We need clear and precise online instructions on how to fill out the GLA Preliminary Project Review approval form and all of its appendix forms. **Action Item:** Kevin Newby and Debbie Blais will work on modifying those forms for submission to the Board for approval.
2. When an application fee is submitted, we need to find out which Budget Account the application fee is credited to. We need that fee to be credited to Administrative Expenses (the fund from which Karleen is paid). **Action Item:** Kevin will contact Janice and Regina to inquire on this.
3. The impact fee was discussed at great length. The conclusion was drawn that the impact fee, although it is targeted mainly for the roads, should also cover the impact on Administrative Expenses. It was suggested by Kevin Administrative Expenses should be a flat 10% of the impact fee. This would cover computer costs, printer and ink, phone/fax, internet and supply expenses. **Action Item:** Kevin will find out if there are currently any Administrative Expenses credited from the impact fees collected.
4. The impact mileage fees should be calculated from the end of the pavement on Dry Creek Rd. to any project in South Glastonbury, as Dry Creek Rd is clearly a county maintained road. **Action Item:** Need Board approval for this change in fees.
5. Mr. Kletter was asked by Secretary, Alyssa Allen, if he had any questions or anything else he wanted to discuss. Mr. Kletter had many questions about the status of his current Preliminary Project Review applications. Mr. Kletter stated that he had applied for a Septic System permit with Park County this morning. He expects Barbara Woodbury to

contact Gerald Dubiel when the Septic Permit is issued. He asked when he would get approval to continue with his Greenhouse and Entrance Hall projects. He was informed Gerald would be contacting him after Gerald receives the Park County Septic System permit. **Action Item:** Gerald to email the Board when he has received the Septic System Permit from Park County for Lot 39-E.

6. Gerald Dubiel phoned in and stated that any new Project Review application needs to supply a lot #, a plot map with legal county description, and a copy of the DEQ. New landowners need to get this information from their title company when they purchase Glastonbury property. **Action Item:** Gerald to propose how best to implement this, possible in a GLA Welcome Packet to new landowners.
7. It was determined that all projects should be subject to a \$25 base fee with a single form attached. Any projects that require additional appendix forms will now be charged \$10 for each appendix form submitted at the same time. **Action Item:** Need Board approval for this change in fees.

The next Project Review Committee Meeting has not yet been scheduled.

Meeting was adjourned at ~ 2:30 pm.

Respectfully submitted, Kevin Newby.