



OLD VALUES - NEW HORIZONS
COMMUNITY DEVELOPMENT

PO Box 120, Windham, New Hampshire 03087
(603) 432-3806 / Fax (603) 432-7362
www.WindhamNewHampshire.com

Planning Board Minutes
July 13, 2011

Roll Call:

Ruth-Ellen Post, Chairwoman – Present	Ross McLeod, Selectman Member - Present
Margaret Crisler, Vice-chair – Excused	Lee Maloney, Alternate – Excused
Pam Skinner, Member – Present	Sy Wrenn, Alternate – Present
Kristi St. Laurent, Member – Present	Kathleen DiFruscia, Selectman Alternate – Excused
Carolyn Webber, Member – Present	Vanessa Nysten, Alternate - Present
Jonathan Sycamore, Member – Present	Rob Folan, Alternate - Excused

Staff:

Laura Scott, Community Development Director – Present
Mimi Kolodziej, Planning Assistant – Present

Call to Order/Attendance/Pledge of Allegiance:

Chairwoman Post called the meeting to order at 7:03 p.m. followed by roll call, attendance, and the Pledge of Allegiance.

Public Hearing – Designated Scenic Road Repairs on Morrison Road

Per NH RSA 231:158, a public hearing is required prior to the proposed road construction on Morrison Road by the Town of Windham. This construction is to include drainage work, as well as possible tree removal and stone wall relocation, between 15-55 Morrison Road.

Ms. Skinner read the hearing notice into the record.

Mr. Jack McCartney, the Town Highway Agent, explained that there needs to be 2,000 & 2,500 feet of reconstruction work on part of Morrison Road. The Town hopes to put in at least 4 catch basins that will divert the water and he may need to remove 10-15 trees. As they improve the slope and drainage along the road, they may need to remove and reconstruct stone walls to accommodate the work. Their intention is to take only what they need and move only what they need.

Ms. Webber noted that the trees to be removed, locations of the proposed catch basins, and what stonewalls might be moved have not been marked. Mr. McCartney explained that the trees and stonewalls that may be effected are uphill from Lowell Road on the right. The basins will be placed about 100ft from the top of the biggest hill on both sides; around #43 Morrison. Tree/stonewall removal will be on the right hand side.

Ms. Webber finds it hard to make a decision without seeing marked areas. Mr. McCartney will need to do more probing to see if there's ledge. If they discover significant ledge, they will leave the drainage as it is -as sheet drainage- with no basins. At the top of the hill, there is already ledge outcropping visible. Vice-chair Crisler asked if the stonewall needs to be torn down; will it be

rebuilt. She also inquired about the size of the trees, and mentioned she is having difficulty visualizing the changes. Mr. McCartney explained that the stone walls will be rebuilt, that there are a couple of good size pines and most are hardwoods; the pines are greater than 12 inches in diameter and most of the hardwoods are less than that. Most of the work will be done from the crest of the hill down to Lowell Rd.

Vice-chair Crisler made a motion to open the Public Hearing for Road Repairs on Morrison Road, a Designated Scenic Road. Ms. Skinner seconded. Motion passed: 7-0.

Ms. Webber expressed concern with the work PSNH had recently done. She thinks that with the PSNH work and what Mr. McCartney wants to do, it may no longer be a scenic road.

Chairwoman Post asked what problem gave rise to the need for this work. Mr. McCartney explained that there are drainage problems at the crest of the hill; and down the other side, the road is alligator cracked and there are sizeable winter sink holes. The Morrison Road residents have not complained. The complaints have come mostly from those travelling from Mitchell Pond and Castle Reach.

Ms. St. Laurent asked about the depth of construction. Mr. McCartney explained that it would be full-depth reconstruction-removal and replacement of 20 inches of gravel and 3 inches of pavement.

Chairwoman Post asked if there were any safety issues. Mr. McCartney explained that the new smooth pavement will get the ice off the road, but new pavement might cause faster driving.

Mr. Sycamore asked how Mr. McCartney determined the number of catch basins needed. Mr. McCartney explained that he measured them about every 200 feet up to the intersection. The reason for basins is not so much for drainage issues, but to pick up winter sand used in snow removal to prevent it from getting into brooks and streams.

The Chair opened the hearing to the Public.

Mr. Norman Burgess of 28 Morrison Road is a 12- year Windham resident, and explained that yes, there is a problem with water; it drains into his driveway like a river. Twenty-six Morrison Road has problems with water in his cellar when there are terrific rain storms. Mr. McCartney explained that the catch basins with the curbing will help his problem.

Mr. Bob Coole, of 20 Morrison Road, explained that in the winter lots of ice forms at the top of the hill, it is badly rutted and has heavy ledge; he thinks the road does need improvement. If the intent is to lower the 12 % grade to 10%, that would be good. In the winter, water settles at the low spots, forming ice, and many drivers cannot get over the hill because of it. He is bothered by the PSNH work. They did not pick up a lot of trees, and they cut trees and branches that were not marked.

Mr. Cool states that approximately 6 yrs ago, the Planning Board approved the expansion of Mitchell Pond Road and approved a culvert that would flow toward a brook. The brook does not run year round, and now, the culvert has become a swamp located in front of his house. This has caused the road across from his house to collapse more than a foot. He would like to see the open culvert taken care of. Also, there is a black silt fence which has collapsed. A stream of water used

to run down his driveway and into his backyard from when the old Morrison Road was widened. The new rut has since directed this water into the brook. He would like to see the rut stay. He would like to know if the culvert is going to be taken care of. It is an eyesore and blight on the scenic road. The stone wall has sunk into the road and can barely be seen. He supports Mr. McCartney's improvement of the road. He recognizes that taking some of the trees close to the edge of the road may need to be taken and may not harm the scenic appearance of the road. Some of the trees tagged for cutting are left over from PSNH. This work will be big improvement. He observes cars tilting as they go by the culvert. This needs repair. The stream that comes across the street near his property has a metal strip sticking up from an old snow fence. He would like to see it removed.

Ms. Carol Pynn did not realize the road needed so much work. She recently visited it and saw no problem. She noticed very few yellow tags/stakes. She wants to know who is going to rebuild the stone walls. There is an art to it. She feels the road has been so compromised; it is barely a scenic road anymore. Maybe it should be voted back to the people and not designated a scenic road. She read a portion of RSA 231:157 and 158; Scenic Road Designation and Effect of Designation as Scenic Roads. She expressed great concern about the stone walls; why are they not marked and who will rebuild them. She thinks Mitchell Pond Rd is a great contributor to this problem. She asked why the Town putting curbing on a scenic road. It is a great compromiser to its Scenic Designation. She reminded the Board of the debris still left from PSNH.

Chairwoman Post noted that the curbing will aide the drainage situation. Ms. Pynn asked what kind of curbing will be used. Mr. McCartney explained that the curbing is asphalt cape cod curbing which allows people to go in and out of their driveway. To do the project right, he thinks it is a 2-year project.

Mr. McCartney referred Ms. Pynn to the stone wall reconstruction on London Bridge Road. The Town hired Adam Bennett from Colonial Stone Works to do all the reconstruction of stone walls in that area, and all the residents were very happy with them.

Mr. McCartney will make sure the old snow fence is removed.

Chairwoman Post expressed concern about not knowing what trees are to be removed. Mr. McCartney cannot assure the Board of anything in this department. If there is no need for basins and plumbing in the ground, then no trees will be removed. If basins and plumbing are needed, then from the crest of the hill down about 500 feet on the right hand side trees will need to be removed. Nothing will be taken from the left hand side of the road. The one old tree that was mentioned is beyond the work area.

Mr. Sycamore asked if the Town ever replaced trees. Mr. McCartney answered that they never have.

Mr. Coole's assessment thinks that most of the drainage work will be on the left-hand side of the road.

Chairwoman Post closed the Public Hearing.

Mr. McLeod offered that because a road is designated a scenic road, does not mean it will stay like that forever. He feels the Town is fortunate to have Mr. McCartney involved with this project; he has a proven track record on the Town's older, narrower roads; Beacon Hill Road and London Bridge Road stonewall reconstruction. Considering the several problems on the road and Mr. McCartney's responsibility to the Town, he thinks curbing is small price to pay.

Mr. McLeod moved to approve Mr. McCartney's request as described. Vice-chair Crisler offered a friendly amendment; a request to remove as few trees as possible. Mr. McLeod accepted the amendment.

Ms. Webber agrees that Mr. McCartney does great work. She does not see why Morrison Road should be designated as a scenic road anymore. She cannot, however, support the motion.

Mr. Sycamore suggested that if trees are cut down, he would like to ask the Town to consider replacing a few of them.

Ms. Nysten would like to have the trees marked in advance. Mr. McCartney said that before beginning road work, markers will be in place and all residents will be notified by letter

Motion passed: 6-1. Ms. Webber opposed.

Public Hearing (Continued from June 15th):

Case 2010-20 Open Space Subdivision/Site Plan and WWPD Special Permit

An application for an Open Space Subdivision and Site Plan, as well as a WWPD Special Permit, have been submitted for Lots 6-C-1, 6-C-100, 6-C-2000A, & 6-C-2000B, which are located in the Rural District, the Wetlands and Watershed Protection District, and the Floodplain District. The applicant, Peter Zohdi of Edward N. Herberts Associates, Inc., on behalf of the owners, Dennis Butterfield 2001 Revocable Trust, Timothy Butterfield 1997 Revocable Trust, Gary Butterfield, and Mako Development, is proposing to merge Lots 6-C-100 and 6-C-2000A and then re-subdivide the lot into 18 single-family lots and 3 open space lots. Lots 6-C-1 and 6-C-2000B are to remain as open space lots with this development. The WWPD Special Permit application is to allow the instillation of a waterline from 2 wells on the property to the 18 residential lots within the subdivision. The proposal includes an extension of Sheffield Road, which is a town maintained road, and will run over Pine Hill Road, which is a discontinued Town Road.

Ms. Skinner read the hearing notice into the record.

Ms. Scott drew the Board's attention to 2 new documents that were not included in the packet: a request for a waiver of subdivision requirements and a water pump and quality test for the 2 proposed wells on the site. Additionally, on her 7/8 memo, items 4, 6, 7, and 8 have been addressed: Per the request of the Board, the timeline for the application is included in the memo.

Chair Post, following up on Item 6, asked about documentation and has the Town Council seen it. Ms. Scott explained that she has the recorded copies of the deeds proving they are in common ownership, and they are at the registry. They were not available when Council did him review.

Mr. Peter Zohdi of Herbert Associates will be addressing the Board's concern about quality and quantity of water expressed at the last meeting. Mr. Zohdi and Mr. Lewis have had many meetings with the abutters who are currently on a 12-unit private water system. Mr. Butterfield and Mr. Zohdi have also met with the Pennichuck Water Company. The water from the Sheffield Road wells is enough water for all homes in both the Sheffield and Walkers Woods subdivisions. The abutters agree to maybe do a small community system well. Currently, Pennichuck does not own the water system. If it were a 30 or more water system, Pennichuck assured Mr. Butterfield and Mr. Zohdi that they would take ownership of it. There is, at this point, no agreement. They have a written, but not signed, agreement with the abutters. They must bring up their system to 30 units plus an upgrade. As the application is presented, it does not need State approval. Once a development reaches the size of a small community water system, then they will need NH State approval. After the 30 day Planning Board appeal period, Mr. Lewis has been charged by the Butterfield brothers to seek State approval and to comply with Pennichuck regulations, which are stricter than the State. There is plenty of water; and the goal is to put Walkers Woods and the Sheffield Association together to create a Pennichuck owned system.

Mr. Zohdi is requesting one waiver from the Subdivision Regulations on stations 53 and 54 of the proposed road. On a reverse curve, you must have a 100 foot tangent. The plan was designed to previous standards, which have since changed.

The proposed road will be encroaching on the Town's land during construction in one section. The Board of Selectman has granted a temporary easement for the period of construction for that 1,106 sq. ft. of impact.

Attorney Cronin has revised the open space covenants and is awaiting Town Council's review of them.

The Chair asked how the ownership of the open space lots has been proposed. Attorney Cronin, working with Ms. Scott and Attorney Campbell, revised and redrafted a proposal to meet all the Town's concerns. He was told that the Town did not want to be involved in supervision, management, or liability of the open space; they preferred to structure the covenant as a creation of an Association of self-enforcing ownership among the various homeowners. All requests have been met and the applicant is willing to do whatever the Board wishes in terms of ownership. The Association is a governing body of the homeowners. Attorney Cronin further clarified that assuming there are 18 lots, each homeowner would have 1/18 share with the same tax share. The Association would have the power to assess maintenance and tax costs. Typically, the Assessor includes the value of the open space in the value of the individual lots like in a condominium situation.

Mr. Zohdi explained that in other cases, he knows of no development where the developer has taken ownership of the open space. They deed the ownership to the Association. Mr. Norman taxes every lot by the amount of acreage whether in open space or not. The liability issue would go to the Association.

Vice-chair Crisler questioned Mr. Zohdi about the easement across a town space and where was the documentation. Mr. Zohdi explained that the BOS voted 5-0 to grant the easement, and the documentation will be available when the minutes are issued. He noted that Mr. McLeod who was

present tonight and was in attendance at the BOS meeting, could attest to that. He explained that when construction is completed, then the easement is done; it is a temporary easement - no legal document is necessary.

Ms. Nysten, looking at the newer plan, noted that more homes will be built with soundproofing materials than in the previous plan due to noise decibel levels. Ms. Nysten is concerned that people who live there may complain later on about the highway noise and ask the Town or the State to build a sound barrier. Mr. Zohdi explained that when the home is purchased, there will be a specific note on their plan showing the area which is over 60 decibels. They are notified. Planning Board has done their job to show it on the recordable plan. Ms. Nysten would like something concrete to protect taxpayers from having to pay to build a sound barrier wall 5 years down the road. She would like something in the deed to hold the Town from liability. Chairwoman Post explained there are elements of buyer beware. Ms. Nysten thought there was something in the deeds at Jackman Ridge that protected taxpayers. Attorney Cronin would not advise that; it would create an unnecessary cloud and goes beyond the jurisdiction of the Planning Board. It would be very speculative to suspect that a homeowner could make the Town pay for something beyond their property.

Ms. St. Laurent asked if Pennichuck is looking to take over wells. Mr. Zohdi explained that Pennichuck is asking for an easement to the two proposed Walkers Woods wells in case of a future emergency. The Sheffield system has enough water for all 31 units. Mr. Sycamore asked how many and how much do the Sheffield wells produce. Mr. Zohdi explained there are 3 wells producing 45, 3, and 0 gallons per minute.

Ms. Scott asked a procedural question: Is Mr. Zohdi asking the Board to approve the plan in front of them as is, although the Pennichuck deal may not come to fruition Mr. Zohdi stated that he is asking the Board to approve it as it is in front of them with the WWPD special permit and expects that Pennichuck may request an easement to the 2 proposed wells in the future for access; in which case, it does not have to come before the Board.

Mr. Zohdi said that the plan will not get recorded until the applicant knows which way they will be doing it. Mr. Zohdi is asking the Board to approve the plan as is. It is a win-win situation.

The Chair asks that the Board be assured that they will be approving a system that is providing sufficient water. Mr. Sycamore suggested placing a water requirement as a condition of approval.

Mr. Lewis, water engineer for the project, explained that the Walkers Woods system has been designed so that it has sufficient capacity to stand alone as a private water system. As a stand alone system it does not come under purview of the State. Mr. Lewis re-explained the system design, storage, and quantity of water.

Ms. Webber confirmed that the water system will not support irrigation systems and it will be noted on the deed and the plan.

Ms. Nysten asked how the homeowners would access wells if they broke down during the winter.

Mr. Lewis said that as any homeowner with a similar experience knows, you would bring in a truck to clear the snow and then contact a well contractor for repair. Ms. Nysten asked what would happen if there was a power outage; is there a generator for the pumps. Mr. Lewis had not included one in the design. Ms. Nysten explained that individual homeowners would have an opportunity to have a personal generator, but a community might not. Mr. Zohdi proposed placing a generator on the 2 Walkers Woods wells.

Vice-chair Crisler is concerned about Pennichuck looking for water to feed their own systems and depleting Windham's aquifers. She would like to see a condition of approval that the water cannot leave the site. Mr. Zohdi suggested that Attorney Cronin place a covenant in the deed's language.

Ms. Webber noticed that on well #1 there are chloroform bacteria. Mr. Lewis explained that they had done testing on wells that they had not disinfected. These chloroform bacteria could have gotten in from a number of sources and usually disappear once disinfected.

Mr. Sycamore asked why the 2-well system does not categorize as a community system. Mr. Lewis explained that it is too small to come under the purview of their regulations. In the State of NH, you may have up to 9 homes on a single water source; with 9 on another, and that is the maximum.

Ms. Nysten wanted to know what would happen if 1 well were to go dry. Mr. Lewis explained that it is like any other situation – another well would be drilled. Ms. Nysten would like to see a third, back-up well provided.

Mr. Sycamore inquired about the storage tanks. Mr. Lewis explained that the storage tanks would be in the pump house as shown on the plans and are 1800 gal. tanks with treatment. That represents a full day of storage which is normal.

Mr. McLeod drew the Board's attention to a typo on pipe diameter. It will be amended.

Vice-chair Crisler asked Mr. Zohdi to go over lot sizing with her concern being that the soil may not support the minimum lot sizing. Mr. Zohdi explained that they did 2 soil based lot sizing plans; one was a conventional lot sizing and one open space sizing. Each method supports and complies with Town regulations. Ms. Scott read the 2/18 memo from Mr. Thorndike stating that the lots meet all the requirements according to his testing.

Chairwoman Post opened the hearing to the public.

Mrs. Levesque of 19 Sheffield Rd. expressed that her biggest concern is the safety factor. She proposed a tree-planted, center island with roads on each side to slow down traffic. She provided pictures from the Spruce Pond subdivision that she would like to see duplicated on this plan. Mr. Levesque, once hearing the Pennichuck proposal, would not be opposed to Walkers Woods if all the contingencies of the Pennichuck arrangement are met. However, if Pennichuck does not agree, he remains opposed to Walkers Woods. He feels the 2 Walkers Woods wells are not sufficient.

Ms. Levesque would like to see the center island request, if voted and agreed upon, placed on the plans.

Ms. Scott reiterated concern from earlier TRC and Highway Safety Committee meetings in which there was agreement that they did not want the ears left on the cul-de-sac. Highway Agent McCartney and Ms. Scott had also discussed concerns about landscaping, maintenance, and snow removal. The Highway Safety committee did not want the ears left on the cul-de-sac because children tend to congregate there and use it as a play area; it was a safety concern. If the Board places this as a condition of approval, then the applicant would need to re-design this section of the plan, Keach would need to review it, as well as Mr. McCartney would need to sign off on it. Mr. McCartney said that leaving the cul-de-sac is a big concern; they give a false sense of security. They do not slow people down. If the island is done properly to allow for all kinds of trucks and busses, it then is long enough to speed on. He explained that trees get planted and mulched and are never touched again, by Town or resident. He confirmed that, in his experience, an island does not provide a speed calming effect.

Chairwoman Post closed the public hearing.

Mr. McLeod clarified that the 30-day extension request time frame takes the deadline out to July 24. He also asked that a portion of the minutes of a May 27, 2005, memo from the Highway Safety Dept. be read. Chairwoman Post read the paragraph Mr. McLeod had highlighted and it was added to the file. In the memo, which referenced a Sheffield Road extension, the Committee moved not to recommend the Sheffield Road extension without a second access. Ms. Scott was not aware of the plans that the memo referenced and how they related to the current plan; she did have a more recent set of Highway Safety Committee meeting minutes from May 2011 that had previously been presented to the Board. Ms. Scott read the May 2011 minutes which referenced the plans currently in front of the Board.

Vice-chair Crisler motioned to grant the WWPDP Special Permit application to allow the installation of a water line from 2 wells on the property to the 18 residential lots within the subdivision because the impact on the WWPDP is minimal with very little area affected and is a proposed use within the WWPDP. Ms. Skinner seconded. Motion passed: 7-0.

Vice-chair Crisler motioned to grant the request for a waiver of subdivision requirement in order to allow a tangent less than the minimum length of 100-feet between the reverse horizontal curves at Station 51+47.23. Given that the extent of the right-of-way currently available at this location and that we have specified a large radius horizontal curve beginning at Station 51+47.23 coupled with a favorable vertical alignment of the planned extension of Sheffield Road at this location, we believe this is reasonable. This waiver is supported by a memorandum by the Town Engineer, Mr. Keach. Mr. Sycamore seconded. Motion passed: 6-1. Mr. McLeod opposed.

Vice-chair Crisler brought up the issue of the center island request and that it is confliction with the abutters. The Board discussed various other speed deterring options: speed bumps, round-abouts, stop signs, and granite curbing on the island. It was decided not to make it a condition of approval, but to submit a letter to the BOS recommending an island, and they could send it to Highway Safety

Mr. Sycamore expressed concern that If Pennichuck comes on board, he is in support of the application; as he thinks the abutters also are. If Pennichuch does not come into the play, then he is

uncomfortable with the water sufficiency. Ms. Scott recommended not making it a condition of approval so as not to take away any ability to negotiate with Pennichuck. If Pennichuck comes on board, then the applicant will return to the Board. Mr. Zohdi explained that the current tank in the existing Sheffield pump house is 25,000 gallons.

Vice-chair Crisler motioned to approve Case #2010-20 with the following conditions:

That the applicant obtain the following permits from DES

- **A subdivision approval**
- **An alteration of terrain permit**
- **A community water system permit**

The applicant obtain sign-offs from Town's legal council on all items in the review memo of July 8, 2011;

That the applicant get a sign-off from the Town consulting engineer that items #3 and #4 in his memo of July 7, 2011, have been addressed;

That a copy of the minutes of the Windham Board of Selectman authorizing the temporary slope easement be added to the file;

That the documentation that all of the lots are in common ownership be subject to Town Council approval;

That information be provided on the two proposed well pump tests showing quality and quantity;

That information be provided on the proposed sound proofing materials and to note them on the plans;

That the location of the cisterns be shown on the plans and their locations to be determined by the Fire Department;

That the financial guarantee be put in place for public infrastructure improvement- the amount and form to be reviewed and agreed upon by the Town engineer and Community Development Department prior to its acceptance;

The open space shall be held in fractional ownership by all the homeowners in the development;

That the pipe size on note 4 of the plan, sheet RL1 be corrected;

That there shall be a note on the plan regarding irrigation that will require a separate well by the homeowner

That a 1800 gallon holding tank will be the minimum size for each of the two wells;

That there will be a back-up generator on the well to provide water during power outages;

That the water obtained from these wells will either be retained on site or used locally;

That if there is a new water system proposal, the applicant shall return to amend the plan.

That the applicant works with the Town engineer and Town Highway Agent to develop a suitable center island;

Ms. Skinner seconded.

Ms. Webber motioned to amend the previous motion and remove the center island condition of approval. Ms. St. Laurent seconded. Motion denied: 3-4. Ms. Skinner, Vice-chair Crisler and Mr. McLeod opposed.

Vice-chair Crisler would like the record to show that she still thinks the center island is a cul-de-sac.

The motion passed: 5-2. Mr. Sycamore and Mr. McLeod opposed.

The Chair called a short recess 10:43 p.m. at. The Board reconvened at 10:52 p.m.

Vice-chair Crisler was excused. Chairwoman Post appointed Mr. Wrenn to be seated for Vice-chair Crisler.

2012 Zoning Amendment Workshop – Non-Residential Zoning Districts:

- Review and Revision of Purpose Sections – Gateway Commercial; Limited Industrial; Village Center; and Professional, Business & Technology District
- Discussion on next steps and timelines

Chairwoman Post asked the Board's pleasure regarding the rest of the meeting. The Board was polled and was unanimous in the decision to postpone the Zoning Amendment Workshop to another night.

June 29, 2011 Meeting Minutes-Review and Approve:

Mr. McLeod motioned to approve the minutes of June 29, 2011 as amended. Ms. St. Laurent seconded. Motion passed: 7-0.

Member Binder Update – Tab #3:

Old/New Business:

Chairwoman Post asked Ms. Scott about 49 Range Road. Ms. Scott has a note on her desk about it and said they would be back in front of the Board on August 17 regarding a free-standing sign. The Chair voiced her concern about the sign lighting that has no approval. Ms. St. Laurent has an issue with accessibility of sidewalks and ramps; Ms. Scott said that if they do not meet ADA standards, then they do not open. Mr. McLeod would like Ms. Scott to communicate to Mr. Nickerson, that if

he does not have approval, he runs the risk of having to rip up his work. Ms. Scott has not had a chance to sit with the building inspector regarding this. Ms. Scott is not sure they are in violation; they are not yet finished.

Ms. Scott reminded the Board about the extra meeting next week, a member binder update, and per the Chair's request, she announced no new formal applications have been submitted.

There was a discussion among Mr. McLeod, Ms. Scott, and Chairwoman Post about the mode and timing of the announcements of major applications. The Chairwoman explained that it will be mentioned at the meeting and written in the Board's packet at each Planning Board meeting.

Adjournment:

Mr. Wrenn motioned to adjourn the meeting. Seconded by Ms. Webber. Motion passed: 7-0.

The meeting adjourned at 10:22 p.m.

These minutes are respectfully submitted for your review by Mimi Kolodziej.