

LONDONDERRY, NH PLANNING BOARD

MINUTES OF THE MEETING OF DECEMBER 5, 2018 AT THE MOOSE HILL COUNCIL CHAMBERS

I. CALL TO ORDER

Members Present: Art Rugg, Chair; Mary Wing Soares, Vice Chair; Rick Brideau, Ex-Officio – Town Employee; Al Sypek, member; Giovanni Verani, Ex-Officio – Town Manager; Leitha Reilly, member; Peter Commerford (alternate member); Roger Fillio (alternate member); Jim Butler, Town Council Ex-Officio (arrived at 7:05 p.m.); Ann Chiampa (alternate member, arrived at 7:35 p.m.)

Also Present: John R. Trottier, P.E., Assistant Director of Public Works and Engineering; Colleen Mailloux, Town Planner; Laura Gandia, Associate Planner and Beth Morrison, Recording Secretary

Chairman Rugg called the meeting to order at 7:00 PM, explained the exit and emergency procedures, and began with the Pledge of Allegiance. He appointed R. Fillio to vote for S. Benson and P. Commerford to vote for C. Davies.

II. ADMINISTRATIVE BOARD WORK

A. APPROVAL OF MINUTES:

Member M. Soares made a motion to approve the minutes of November 7, 2018, as presented.

R. Brideau seconded the motion.

The motion was granted 6-0-1, with A. Sypek abstaining. The Chair voted in the affirmative.

Member M. Soares made a motion to approve the minutes of November 14, 2018, as presented.

R. Brideau seconded the motion.

The motion was granted 6-0-2, with M. Soares and R. Brideau abstaining. The Chair voted in the affirmative.

B. REGIONAL IMPACT DETERMINATIONS: Town Planner Mailloux informed the Board that she had two projects for their consideration.

1. Application for formal review of a site plan to construct seven residential duplexes (14 dwelling units total - each with three bedrooms) with associated parking and site improvements, Two Button Drive, Map 7 Lot

132-3, Zoned C-I and Route 102 Performance Overlay District, DHB Homes, LLC (Applicant) and Robert & Ralph Meissner (Owners)

2. Application for design review of a site plan for site preparation, grading and drainage improvements, 14 Page Road and 280 Rockingham Road, Map 17 Lots 45-4 and Map 17 Lot 45, Zoned IND-I, Evans Family Limited Partnership (Owner & Applicant)

Town Planner Mailloux recommended that the Board find that these projects are not developments of regional impact as they do not meet the criteria set forth by the Southern New Hampshire Regional Planning Commission.

M. Soares made a motion to find that these projects are not of regional impact.

R. Brideau seconded the motion.

The motion was granted, 9-0-0. The Chair voted in the affirmative.

C. DISCUSSIONS WITH TOWN STAFF: N/A

III. OLD BUSINESS - N/A

IV. New Plans/Non-Binding Conceptual Discussions

A. Application for formal review of a conditional use permit for the construction of two multifamily buildings with a total of 10 two-bedroom units with garages and associated site improvements, 244 Nashua Road, Map 3 Lot 135, Zoned CIII & Rte 102 POD, Leonard Vigeant (Owner) and Londonderry Church of the Nazarene (Applicant)

Chairman Rugg read the case into record noting that this is for a conditional use permit only. Town Planner Mailloux stated there are no outstanding checklist items and staff recommends the application be accepted as complete.

M. Soares made a motion to accept the application as complete per Staff's recommendation memorandum dated December 5, 2018.

R. Brideau seconded the motion.

The motion was granted, 9-0-0. The Chair voted in the affirmative.

Chairman Rugg noted that the 65-day time clock had started.

Doug Holden, from Holden Engineering 9 Constitution Dr, Bedford, NH addressed the Board, noting that the applicant and owner are reversed on the agenda with Leonard Vigeant being the applicant and Londonderry Church of the Nazarene the owner. D. Holden reviewed the application noting it is for two multifamily units with a total of

10 single family units each with their own garage. He stated the access for the project will be a 28 foot wide road per the request of the Fire Department. He said that all units will have a total of four parking spaces, with one garage and then two spaces in front of the unit and one visitor parking space. He pointed out that one question the Board had at the conceptual discussion was if there was enough room for a fire truck to turn around and he said that there is in fact enough room for that. He stated that these units will have private wells, with one well for two units each, which New Hampshire Department of Environmental Services (NHDES) has said is okay to do and will not affect the water supply. He said there are wetlands on the southern edge of the property and there will be one wetland crossing. He reviewed the Conditional Use Permit (CUP) with the Board. He said that granting the CUP will allow people the opportunity to live in Londonderry and the owner of the property reasonable use of the property. He stated that the property is suited for the use proposed as it abuts residential uses to the northeast and west. He said that the proposed use would not have any adverse effect on the other surrounding properties. He noted that the traffic use for this development would not adversely affect the surrounding area, as it has less trip generation when compared to Nashua Road. He said it would not be appropriate to provide sidewalks as there are no sidewalks on Route 102 nor any current plans to install sidewalks to the vicinity to the site.

Chairman Rugg opened it up to questions from the Board. Town Planner Mailloux pointed out that the property is located in the C-III zone and the Performance Overlay District (POD), but because it was in the C-III zoning district at the time of the adoption of the POD, it is exempt from the POD regulations and standards. She noted that the applicant has performed enough engineering and surveying to determine that they meet the soils requirements, traffic requirements, etc., therefore, tonight they are asking for the approval of use, which is not a full approval of a site plan. She stated that a full site plan review will need to be done as well, which will make sure that a study will be coordinated New Hampshire Department of Transportation (NHDOT) to make sure they are on board with the curb cut. She stated that Staff recommends that they have meet compliance for granting the CUP. L. Reilly stated that she liked the intended use and felt it fit in this area. A. Rugg noted that this is a much less intense use than what was proposed before on this particular site.

Chairman Rugg opened it up to the public.

DJ McLaughlin, 15 Apollo Road, addressed the Board. D. McLaughlin said that he recognized there could be a more intensive use of the property, but his biggest concerns are safety and water concerns. He pointed out that when traveling both east and west on Route 102 it is hard to make the turn to the property. He noted that he was concerned about fire trucks as well as school buses being able to turn around at this site. His last concern was regarding water, as he noted that there is a large four season pond that bisects into this property stating it is a marshy, wetland. He also noted that with the Cross Farm development on the other side of the property, he is worried about the integrity of his wells and septic systems with more of the marshy, wetlands being disturbed.

Julia Parkhurst, 11 Apollo Road, addressed the Board. J. Parkhurst echoed the concerns about traffic. She noted that they do not really know what the Cross Farm development is going to do with the traffic and she stated that now, without the new development, it is difficult to get in and out.

Janet McLaughlin, 14 Crestview Circle, Unit 151, addressed the Board. J. McLaughlin echoed the concerns about traffic with the school buses. She stated that she also brought her plans from past discussions that demonstrate there is concern regarding the wet areas and appropriate space for leach fields. She thought it might be better to have less units, instead of 10, because it will make it difficult for the environment around it.

Barbara Marsic, 5 Apollo Road, addressed the Board. B. Marsic stated that she would like to get a real picture of what this would look like, as the plans before her tonight do not provide a good enough picture. B. Marsic said that she echoes her neighbors concerns tonight regarding the water and traffic situation.

There being no further public input, Chairman Rugg brought it back to the Board. M. Soares explained the difference between approving a CUP and a site plan to the public audience members. She said that if the Board agrees that the use is okay for this site, specifically in this case a multi-family use, it does not guarantee that this plan will be the final version. She said that if the applicant comes forward with a site plan, all the specifics regarding wells, septic systems, traffic, etc., will be discussed in much more detail.

M. Soares made a motion to approve the applicant's request for a Conditional Use Permit (CUP) to allow a multi-family residential use in the C-III District, 244 Nashua Road, Map 3, Lot 135, Zoned C-III & Rte 102 POD, Leonard Vigeant (Applicant) and Londonderry Church of the Nazarene (Owner) in accordance with the CUP Application prepared by Holden Engineering & Surveying, Inc. dated November 13, 2018.

R. Brideau seconded the motion.

The motion was granted, 9-0-0. The Chair voted in the affirmative.

B. Application for formal review of a site plan to construct seven residential duplexes (14 dwelling units total - each with three bedrooms) with associated parking and site improvements, Two Button Drive, Map 7 Lot 132-3, Zoned C-I and Route 102 Performance Overlay District, DHB Homes, LLC (Applicant) and Robert & Ralph Meissner (Owners)

Chairman Rugg read the case into record. J. Trottier stated there are no outstanding checklist items and staff recommends the application be accepted as complete.

M. Soares made a motion to accept the application as complete per Staff's Recommendation Memorandum dated December 5, 2018

R. Brideau seconded the motion.

The motion was granted, 9-0-0. The Chair voted in the affirmative.

Chairman Rugg noted that the 65-day time clock had started.

George Chadwick, from Bedford Design, 177 E Industrial Park Dr, Manchester, NH addressed the Board. G. Chadwick noted that this plan was presented in June to the Board, which was conditionally approved, and the only change to the plan is that each duplex has its own driveway. He reviewed the site with having 7 duplexes, each with their own driveway, serviced by Pennichuck Water and individual septic systems. He said that the original application had two waivers, one dealing with the 75 foot landscape buffer to the south, which is still needed, however the encroachment into the buffer has decreased. He pointed out that there is a letter in the files from an abutter stating the plan is acceptable to them and prefer this plan over the last one. He said the old waiver dealing with a driveway waiver is not needed. He said the other waiver he needs is from Section 2.6.1.7.a.1, which is the Route 102 Overlay section, in particular the front setback requirement. He noted that in the regulations, the Route 102 Overlay front setback requires a four times the building's height for a setback. He stated in this instance the setback would be 104 feet, which would have the units pushed way back into the site and require more trees to be disturbed. He said they do meet the C-II zoning district front setback of 60 feet, and are asking this waiver from 104 feet to 60 feet for the front setback. He noted that this plan has about 10% less tree disturbance, 23% less pavement and the units have been pushed forward away from the wetlands and buffers. He also noted that the owners will be responsible for bringing their own trash and recycling barrels to the street versus having a dumpster. He concluded his presentation and welcomed questions.

Chairman Rugg opened it up to questions from the Board. J. Trottier reviewed the DRC items with the Board. Town Planner Mailloux went over the waiver requests with the Board. She noted that Staff supports granting the waiver from Section 2.6.1.7.D.4.d.i, as the buffer reduction is being requested along the southerly property line which is abutting a similar (residential duplex) use, the project maintains the required C-I buffer of 50', and has proposed additional screening and fencing to reduce the visual impact of the development on the abutting property. She said that Staff also supports granting the waiver from Section 2.6.1.7.A.1, as the proposed plan meets the front setback requirement of the underlying C-II zone, the size and height of the duplexes are similar to adjacent properties, and because granting the waiver will limit the overall disturbance of the site. She pointed out that the Board had approved a CUP to allow this multi-family use in the Performance Overlay District on December 13, 2017, and the CUP is still valid. J. Butler said that he felt there was still important information needed before the Board could vote on this. L. Reilly asked if the sight distance from the driveways will be in regulation. J. Trottier stated that they will be with the intended clearing noted on the plan. G.

Verani stated that the applicant will still have to clear up the DRC comments that J. Trottier noted this evening, so he does not have a problem voting tonight on it. J. Butler clarified that he was concerned about the reports coming back negative. J. Trottier stated that if the reports come back negative, the applicant cannot build.

Chairman Rugg opened it up to the public and there was none.

M. Soares made a motion to grant the applicant's request for two waivers as outlined in the Staff Recommendation Memorandum dated December 5, 2018.

R. Brideau seconded the motion.

The motion was granted, 9-0-0. The Chair voted in the affirmative.

M. Soares made a motion to grant conditional approval of the site plan for the construction of seven residential duplexes with associated parking and site improvements, Horizon Drive and Button Drive, Map 7 Lot 132-3, Zoned C-I and Route 102 POD, DHB Homes, LLC (Applicant) and Robert & Ralph Meissner (Owners) in accordance with plans prepared by Bedford Design Consultants, Inc., dated August 31, 2018, last revised November 9, 2018 with the following precedent conditions to be fulfilled within 120 days and prior to plan signature and subsequent conditions to be fulfilled as noted in the Staff Recommendation Memorandum dated December 5, 2018.

R. Brideau seconded the motion.

The motion was granted, 9-0-0. The Chair voted in the affirmative.

"Applicant", herein, refers to the property owner, business owner, or organization submitting this application and to his/its agents, successors, and assigns.

PRECEDENT CONDITIONS

All of the precedent conditions below must be met by the Applicant, at the expense of the Applicant, prior to certification of the plans by the Planning Board. Certification of the plans is required prior to commencement of any site work, any construction on the site or issuance of a building permit.

1. The Applicant shall address all appropriate items from the Planning & Economic Development Department/Department of Public Works & Engineering/Stantec review memo dated December 5, 2018.

2. All required permits and approvals shall be obtained and noted on the plan. The Applicant shall indicate the permit approval numbers on the cover sheet and provide copies of all permits for the Planning Division files.

3. If approved, waivers shall be noted as such on the plans.
4. Prior to plan signature, the existing carport and plastic shed encroachment, which do not comply with required property line setbacks and buffers, shall be removed.
5. Draft drainage easement language shall be provided and both drainage and road widening easements shall be reviewed and approved by the Town and executed easements be provided for recording.
6. The Applicant shall provide the Owner's signature(s) on the plans.
7. The Applicant shall provide a digital copy of the complete final plan to the Town prior to plan signature by the Planning Board in accordance with Section 2.05.n of the Site Plan Regulations.
8. Third-party review fees shall be paid within 30 days of site plan approval.
9. Financial guarantees be provided to the satisfaction of the Department of Public Works and Engineering.
10. Revised plans and appropriate supporting documentation be provided for final engineering review prior to plan signature.

PLEASE NOTE – If these conditions are not met within 120 days of the meeting at which the Planning Board grants approval, the Board's approval will be considered to have lapsed and re-submission of the application will be required. See RSA 674:39 on vesting.

GENERAL AND SUBSEQUENT CONDITIONS

All of the conditions below are attached to this approval.

1. **No construction or site work may be undertaken until a pre-construction meeting with Town staff has taken place, filing of an NPDES – EPA Permit (if required), and posting of the site-restoration financial guaranty with the Town.** Contact the Department of Public Works to arrange the pre-construction meeting.
2. The project must be built and executed as specified in the approved application package unless modifications are approved by the Planning Department & Department of Public Works, or, if Staff deems applicable, the Planning Board.
3. All of the documentation submitted in the application package by the applicant and any requirements imposed by other agencies are part of this approval unless otherwise updated, revised, clarified in some manner, or superseded in full or in part. In the case of conflicting information between documents, the most recent documentation and this notice herein shall generally be determining.

4. Fire department access roads shall be provided at the start of the project and maintained throughout construction. Fire department access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be provided with an all-weather driving surface.

5. It is the responsibility of the applicant to obtain all other local, state, and federal permits, licenses, and approvals which may be required as part of this project (that were not received prior to certification of the plans). Contact the Building Division at extension 115 regarding building permits.

6. Site improvements must be completed in accordance with the approved plan prior to the issuance of a certificate of occupancy. In accordance with Section 6.01.d of the Site Plan Regulations, in circumstances that prevent landscaping to be completed (due to weather conditions or other unique circumstance), the Building Division may issue a certificate of occupancy prior to the completion of landscaping improvements, if agreed upon by the Planning Division & Public Works Department, when a financial guaranty (see forms available from the Public Works Department) and agreement to complete improvements are placed with the Town. The landscaping shall be completed within 6 months from the issuance of the certificate of occupancy, or the Town shall utilize the financial guaranty to contract out the work to complete the improvements as stipulated in the agreement to complete landscaping improvements. **No other improvements shall be permitted to use a financial guaranty for their completion for purposes of receiving a certificate of occupancy.**

7. As built site plans must to be submitted to the Public Works Department prior to the release of the applicant's financial guaranty.

C. Application for formal review of a condominium conversion of 63 Hardy Road, Map 12 Lot 143-1, Zoned AR-1, Bonneau Construction Company, LLC (Owners & Applicants)

Chairman Rugg read the case into record. J. Trottier stated there are no outstanding checklist items and staff recommends the application be accepted as complete.

M. Soares made a motion to accept the application as complete per Staff's Recommendation Memorandum dated December 5, 2018

R. Brideau seconded the motion.

The motion was granted, 9-0-0. The Chair voted in the affirmative.

Chairman Rugg noted that the 65-day time clock had started.

Tim Peloquin, licensed land surveyor from Promised Land Survey, 60 Crystal Ave, Derry, NH, addressed the Board stating he was representing Bonneau Construction

tonight. T. Peloquin said that a duplex was constructed on this property and now the applicant is looking to condense the duplex and have each side be sold separately. He stated the plans have been submitted for approval, which consist of a cover sheet, site plan that is in as built conditions, floor plans that represent as built conditions and sight distance plan profile for the driveway that meets regulations. He said he thought it was a pretty straightforward case and welcomed questions from the Board.

Chairman Rugg opened it up to questions from the Board. A. Rugg noted that a condominium conversion by statute is a subdivision. J. Trottier reviewed the DRC comments with the Board noting no waivers are being requested. L. Reilly asked if this was to be sold in the future if the water or septic would have to be reestablished or if it could exist in its current state. Town Planner Mailloux stated there was nothing in the regulations that require a separate well or separate septic for individual units as long as the system is designed for the number of bedrooms that are there.

Chairman Rugg opened it up to the public and there was none.

M. Soares made a motion to grant conditional approval of the condominium conversion plan for 63 Hardy Road, Map 12, Lot 143, Zoned AR-1, Craig J. Bonneau Construction Company, LLC (Owner & Applicant), in accordance with plans prepared by Promised Land Survey, dated September 17, 2018, last revised November 13, 2018, with the precedent conditions to be fulfilled within two years and prior to plan signature and general and subsequent conditions of approval to be fulfilled as noted in the Staff Recommendation Memorandum, dated December 5, 2018.

R. Brideau seconded the motion.

The motion was granted, 9-0-0. The Chair voted in the affirmative.

"Applicant", herein, refers to the property owner, business owner, or organization submitting this application and to his/its agents, successors, and assigns.

PRECEDENT CONDITIONS

All of the precedent conditions below must be met by the Applicant, at the expense of the Applicant, prior to certification of the plans by the Planning Board.

Certification of the plans is required prior to commencement of any site work, any construction on the site or issuance of a building permit.

1. All outstanding DRC comments shall be addressed.
2. The Owner's signature shall be provided on the plans.
3. The Planning Board signature block be updated to comply with Section 4.03 of the subdivision regulations.

4. Note 13 be updated to reflect Units 63 A&B rather than 63 L&R.
5. An executed copy of the condominium declaration and by-laws shall be provided to be recorded at the Rockingham County Registry of Deeds, concurrent with the recording of the plans.
6. The Applicant shall provide a digital copy of the complete final plan to the Town prior to plan signature by the Planning Board in accordance with Section 2.05.n of the Subdivision Regulations.
7. The Applicant shall provide checks for LCHIP and recording fees, made payable to the Rockingham County Registry of Deeds.
8. The Applicant shall note all general and subsequent conditions on the plan sheet to be recorded.
9. Final planning review.

PLEASE NOTE – If these conditions are not met within two (2) years of the meeting at which the Planning Board grants approval, the Board's approval will be considered to have lapsed and re-submission of the application will be required. See RSA 674:39 on vesting.

GENERAL AND SUBSEQUENT CONDITIONS

All of the conditions below are attached to this approval.

1. All of the documentation submitted in the application package by the applicant and any requirements imposed by other agencies are part of this approval unless otherwise updated, revised, clarified in some manner, or superseded in full or in part. In the case of conflicting information between documents, the most recent documentation and this notice herein shall generally be determining.
2. It is the responsibility of the applicant to obtain all other local, state, and federal permits, licenses, and approvals which may be required as part of this project (that were not received prior to certification of the plans). Contact the Building Division at extension 115 regarding building permits.

V. Other Business -

A. Woodmont Commons Annual Update

Jeff Kevan, Civil Project Supervisor, Principal, from TF Moran, Inc., 48 Constitution Dr, Bedford, NH, addressed the Board. J. Kevan reviewed the current project with the Board, noting that Michel's Way has been constructed, landscaping is in, regular pavement has been put down, with the final striping to be put down next spring, constructed Main Street, center islands have been curbed, sidewalks have been put in and 603 Brewery is under construction. He said that the brewery is hoping to

have occupancy for the beginning or middle of April 2019 to start production. He noted that all four floors of a portion of building 301 are up and are hoping to have it all enclosed by January 1, 2019. He said that they have been lining up tenants for the first floor, which would be retail/restaurant space with occupancy in August/September 2019. M. Soares asked if apartments would be above this. J. Kevan said that was correct. M. Soares asked if apartments will be available in August/September 2019 as well. J. Kevan said they are working on that right now and hoping to accomplish that. He said that building 401 and 601 would be started next spring for construction. He pointed out that the water line extension will most likely be finished in the spring as well. He said they are working with the elderly housing complex that would like to go in, noting the capacity would be about 300 beds in total. He said the initial plans for extending a road they are calling First Ave have been submitted and gone through an initial review and will come before the Board with a formal application to add the road into Phase 1. He said he thought the wetland impact has been pretty minor in comparison to the total 70 acres of land under construction. He stated that they are hoping to start road way improvements to Route 102 in the spring. A. Rugg asked when J. Kevan thought the improvements to Route 102 would be completed. J. Kevan said he did not know, but they are looking to use the same contractor that is doing the Exit 4/I-93 improvements. A. Sypek asked what kind of elderly housing was going in. J. Kevan said it would be everything from independent living to nursing home care. A. Sypek stated in his opinion, he believes the service demand will be very high for this. A. Chiampa asked for the total number of residences. J. Kevan said for Phase 1 it would be 257 residential units.

B. Conceptual discussion: Woodmont Commons Phase 1 - Blocks 2 & 4 Redesign

Jeff Kevan explained that construction costs in the last year have gone up roughly 30% and the cost of the parking garage has been reevaluated. He said they want to present an alternative to the parking garage, which would not change the view or appearance of the project, but would get more parking than the parking garage. He presented a picture to the Board while explaining this. He stated the views from the roads do not change with this new configuration. He said that the parking garage was a struggle from the beginning when discussing snow removal. He stated this would have about 6.8 acres of impervious surface. He asked the Board for their thoughts.

Chairman Rugg opened it up to the Board. Town Planner Mailloux stated that they would need to verify compliance with the PUD master plan requirements. She said Staff has recommended the Fire Department review the internal circulation for truck maneuvering. J. Trottier stated that the biggest issue is the Fire Department access. J. Kevan stated that a fire truck has gone all through the plan. J. Trottier informed J. Kevan that the Fire Department does not like running through a serpentine such as this and would prefer a street with a designated access way. A. Sypek echoed J. Trottier's concern regarding the Fire Department. L. Reilly said she thought they need to keep the parking deck because it was more convenient for shoppers to park. J. Kevan said this parking provides more spaces than before. L.

Reilly pointed out that it provides adequate parking in the way of numbers, but she is talking about the ease with which someone can get to their destination. She said if someone had to walk about a football size field of parking, and compete with the residents, to get to an event downtown, people might not go. J. Kevan said it was keeping the same amount of parking in the same area and thought the walking would not change. He said that the intent of the plan is for a walking development. G. Verani said he echoed concerns about the Fire Department and would like to hear their input. M. Soares said she agreed with L. Reilly about keeping the parking deck. R. Brideau said that with the elimination of the parking deck, you would eliminate a place where teenagers might gather for another safety concern. R. Fillio asked if it would be a parking garage or a parking deck. J. Kevan stated it was always a parking deck, as there would be no roof on it. P. Commerford agreed with the Board on hearing what the Fire Department thinks. A. Chiampa stated she agreed with M. Soares and L. Reilly about keeping the parking garage. J. Butler said this was all about cost. A. Rugg said that they should take a look at the master plan for the PUD, as the recent parking option looks like Shaw's parking lot and could be anywhere versus the PUD for Londonderry. J. Kevan said that cost is definitely an issue and he believes it is keeping with the PUD plan for Londonderry. He appreciated the Boards feedback and concluded that he will talk to the Fire Department, discuss the feedback with the owners and architect, and come back before the Board. Chairman Rugg thought that would be feasible. M. Soares counted at possibly five Planning Board members who like the first parking deck option the best.

VI. ADJOURNMENT


Member M. Soares made a motion to adjourn the meeting at approximately 8:40 p.m. Seconded by R. Brideau

The motion was granted, 9-0-0.

The meeting adjourned at approximately 8:40 PM.

These minutes were prepared by Beth Morrison.

Respectfully Submitted,



Print Name: C.R. Morris
Title: Secretary

These minutes were accepted and approved on January 9, 2019 by a motion made by M. Soares and seconded by A. Sypek.