

## **TOWN OF STOW PLANNING BOARD**

Minutes of the March 13, 2012 Planning Board Meeting.

Present: Planning Board Members: Steve Quinn, Ernest Dodd, Lori Clark, Kathy Sferra and Lenny Golder  
Voting Associate Member: Brian Martinson  
Planning Coordinator: Karen Kelleher  
Administrative Assistant: Kristen Domurad-Guichard

Called to order at 7:00PM.

### **DISCUSSION/ACTION ITEMS**

#### **Comments to Board of Selectmen on Application for Class II License for 383 Hudson Road**

Karen reported the Board of Selectmen would be reviewing a request for a Class II license and asked for the Planning Board's input.

The Planning Board found no zoning or planning related issues associated with the 383 Hudson Road property.

### **REVIEW OF MINUTES**

#### **MINUTES**

*Ernie Dodd moved to approve the minutes of the February 15, 2012 Planning Board meeting as amended. The motion was seconded by Steve Quinn and carried by a vote of four in favor (Ernie Dodd, Steve Quinn, Lori Clark and Lenny Golder) and one abstaining (Kathy Sferra), as she was not a member at that time.*

*Ernie Dodd moved to approve the minutes of the February 21, 2012 Planning Board meeting as amended. The motion was seconded by Steve Quinn and carried by a vote of four in favor (Ernie Dodd, Steve Quinn, Lori Clark and Lenny Golder) and one abstaining (Kathy Sferra) as she was not a member at that time.*

*Ernie Dodd moved to approve the minutes of the February 28, 2012 Planning Board meeting as amended. The motion was seconded by Steve Quinn and carried by a vote of five in favor (Ernie Dodd, Steve Quinn, Lori Clark, Kathy Sferra and Lenny Golder).*

### **PUBLIC INPUT**

Resident Mark Jones stated that the Zoning Board of Appeals approved the request to extend the grandfathered residential use on the property located at 218 Boxboro Road. He said he attended the Stow Municipal Affordable Housing Trust meeting and asked if they were interested in doing anything with the property. They stated they did not have the appropriate funds available at the time. Mark stated that he would like to be appointed to the ZBA and plans to send a letter to them in the near future.

## **PLANNING BOARD MEMBERS' UPDATES**

### **Elementary School Building Committee (ESBC)**

Steve Quinn reported on the ESBC meeting. He stated that last week the construction crew began demolition of the old part of the school building, but the power and gas had not been disconnected. He stated that Craig Martin, Building Commissioner issued a stop work order. Steve explained that the construction company was supposed to follow certain protocols and rules which would have required assurance that utilities were shut off. They will be able to resume demolition once Craig receives notices from the utility companies that gas and power lines have been disconnected.

Ernie Dodd asked about the funding issue.

Steve explained that general documentation of the green initiatives needs to be sent in for the CHIPS program, he stated that the reports are due before the end of construction.

### **Community Preservation Committee (CPC) /Stow Municipal Affordable Housing Trust (SMAHT)**

Kathy Sferra reported on the Community Preservation Committee meeting. SMAHT was in attendance and requested funding for a part-time housing coordinator. They requested \$7,200 for a consultant at \$60/hr. They interviewed other towns and this is what they felt was the right thing to do. Kathy said their request was only for a year as they hope a regional position would be funded in the near future.

Karen noted that at the last few MAGIC meetings there has been serious discussion and progress towards a regional housing coordinator, similar to the one in Sudbury.

Kathy noted the CPC had several questions on the SMAHT proposal. She said the request was written as if it were for a staff position, they asked Mike Kopczynski to redraft the scope of services and to come back to them in a few weeks. She stated SMAHT made it clear, if the CPC did not fund this, they would fund it out of the housing fund.

### **Zoning Compliance at 148 Great Road**

Brian Martinson asked if Craig Martin, Building Commissioner, had gotten in contact with Kostas concerning the Stow House of Pizza/Family Federal Savings site, about the non-conforming lights on his property.

Karen stated that the last time she spoke with the Building Commissioner he informed her that he had a face to face meeting with Kostas and gave him a deadline.

Lori noted that she noticed all lights on his property were off except the Hudson Light and Power light. She said this was the first time she has ever seen that.

Brian stated that the tall light should be off too.

Karen stated that Craig Martin did not address that light with the property owner, because she sent correspondence to Hudson Lighting and Power to request that they change the fixtures and redirect the light. She said she would be in contact with Hudson Light and Power to follow up on this.

Brian stated that it has been five years that this light has been a big safety issue because it shines right into drivers eyes.

Lori noted that she was happy that she saw some progress.

### **COORDINATOR'S REPORT**

Karen Kelleher updated the Board of the on-going activities in the Planning Department.

#### **Sidewalk Fee in Lieu of Construction**

Karen reported that she sent an email through the Massachusetts's Planner's List Serve for input on sidewalk fees from other towns. She received some interesting comments relating to the legality of the sidewalk fund. Karen will conduct further research on the matter.

#### **Massachusetts Transportation and Economic Development**

Karen stated she and Kristen attended an MAPC Meeting on Transportation and Economic Development. Most of the discussion was surrounding lack of funding for transportation – not only for new projects, but to maintain existing transportation systems.

Clock Towner Place is working toward expanding their shuttle to South Acton train station to serve Maynard and Stow residents. Scott Weiss of Gutierrez Company (commercial development company) spoke about how companies determine where to locate depends on density and transportation/infrastructure. Stephanie Pollack, Associate Director of the Dukakis Center for Urban and Regional Policy spoke on State transportation funds and the cycle that Massachusetts is in where we bond but don't plan for revenues to pay off the bonds.

#### **Chapter 40B Guidelines**

Karen reported she received a call from Donna Jacobs, who is working on updating Stow's Chapter 40B guidelines and asked if it was okay to list her as the contact person, Karen agreed, as it is important that the Planning Board be involved.

Resident Mark Jones stated that Donna Jacobs presented a draft of the document she had written by herself.

Karen said she was surprised and thought there was a committee made up of one Planning Board member, one ZBA member and one member from SMAHT. Ernie said he hadn't heard a thing about another meeting since the one, or heard anything else from Donna.

Mark said Donna stated she felt the committee was dissolved because the ZBA did not feel it was appropriate to work on the Rules and Regulations they would be making decisions on.

It was noted that Bill Byron, a member of the Zoning Board of Appeals, was willing to work with the committee on the guidelines separately from the ZBA.

Karen said she would reach out to Donna to see what was going on.

### **Derby Woods Open Space**

Karen reported that Sue Carter, Consulting Engineer received an as-built plan for Sylvan Drive. Karen asked Dave Coia to provide a copy for the Planning Board files.

Karen stated that she sent a letter to the property owners about the encroachments and only heard back from Jim Moran who was concerned about issues on his lot, Lot 7. Sue did not notice anything issues on his property on her initial site walk, but said she would inspect it next time she was on site.

### **Golf Courses**

Karen drafted a memo to the Board of Health and Golf Courses as discussed at the Board's last meeting, she stated they were in their packets, and will send it unless Board Members have any amendments. Members suggested minor changes to the draft letter to Golf Courses.

### **APPOINTMENTS**

#### **Pedestrian Walkway Planning Sub-Committee (PWP)– Presentation on Final Walkway Plan**

Kris Wile and Martha Monroe PWP members were present.

Kris Wile read through the Power Point slides (available in the Planning Department).

Lori noted one of PWP's underlying criteria for Phase II was creating a fishbone along Route 117.

Kris noted that, after Phase I is completed in the spring, there will be 11.5 miles of walkways in Stow.

Kris noted the subcommittee did some research on snow removal policies, but did not make any recommendations as it was not in the purview.

Karen noted Mike Clayton did add snow removal equipment to his FY2013 Budget. However Bill Wrigley, Town Administrator asked him to leave it off the budget until the PWP final report was released and the Board of Selectmen, Planning Board and Highway Dept. were on the same page.

A resident asked about the Town's legal responsibilities with regard to clearing snow from sidewalks.

Karen stated she was under the assumption that if the town begins snow plowing sidewalks, it needs to continue to be cleared and accommodate everyone.

Kris said they added a "concerns and resolutions" section to address the arguments they faced during the process so as to show there is clear logic of their decisions.

Lori noted the report identifies the top 20 recommended segments and also categorizes the top 50 segments in an appendix.

Steve Quinn thanked the Pedestrian Walkway Sub-Committee for all their hard work and said they did a great job.

Kathy thanked the sub-committee and said the sidewalk constructed along Great Road, by her old house, really changed how she was able to move around.

Lori said the memo on the front of the report describes the few items the Planning Board will oversee and follow up on.

Karen suggested the Board consider discussing the report with the Board of Selectmen and Highway Department.

Martha Monroe asked Lori how the action items will be tracked.

Lori stated that the Board has already discussed how they will continue to work on a budget, by first holding a joint boards meeting. She also noted the Board will continue to require future developments to have a sidewalk component, and Phase I will be completed this spring.

Martha asked where the Board was on investigating an increase for the fee in lieu of construction for sidewalks.

Lori stated that Karen reported earlier that she sent out an inquiry to the Massachusetts' Planners' List serve.

Ernie asked to put the final report on the next agenda to discuss and vote to accept. Board members agreed.

### **DISCUSSION/ACTION ITEMS**

#### **Board of Health Memo/Letter to Golf Course owners**

Board members read through the draft letter and memo Karen prepared and approved it with minor amendments.

#### **Request to Extend Special Permit 472 Gleasondale Road**

Board members reviewed Mr. Galea's letter requesting the extension of his special permit. Karen noted an extension was already granted and only one extension is allowed. She also noted that Mr. Galea indicated in his letter that he has acted on his special permit; therefore another extension did not seem pertinent.

Board members agreed.

Karen will inform Mr. Galea that an extension is not necessary, but he should continue to proceed to completion.

#### **Public Hearing – 149 Whitman Street Special Permit and Site Plan Approval**

Applicants Mark Harnett and Beth Gagnon were both present.

Lori Clark opened the public hearing at 8:00PM.

***Ernie Dodd moved to waive the reading of the public notice. The motion was seconded by Kathy Sferra and carried a vote of five in favor (Ernie Dodd, Kathy Sferra, Lori Clark, Steve Quinn and Lenny Golder).***

Lori read the procedures for public hearings and rules of conduct.

Applicant, Mark Harnett presented their proposal. He stated that they have lived in Stow for about 15 years, they bought the farm house from Ray Frost, and they have four kids and three dogs. They would like to maintain the Christmas tree farm and expand their operation. When they moved their family into the old farm house they weren't originally sure if they would decide to keep it or build a new house. He stated that after talking it over they felt they were able to come up with a win-win proposal which would save the farm house and allow them to build a new house in the back of the property. He stated they don't want to tear the house down because they feel it adds to the character of Stow, and they don't want to subdivide the land. In terms of the accessory apartment, they don't plan to rent the space out, they plan to use it for when either of their mothers might possibly need to move in or just to stay when they are visiting for long periods of time. They are also proposing a seasonal gift shop to bring in people during the Honey Pot apple picking season and for the weekends they sell Christmas trees.

Resident Janet Stiles of 58 Pine Point Road, asked how many trees they sold last year. Mark stated that they sold trees for two days and sold out. He estimated that they sold a little under 200 trees. Janet asked if they were closed the two weeks before Christmas. Mark stated they were.

Mark stated that Ray Frost stopped planting trees when he knew he was going to sell the land and when they purchased the property they hand planted 3,000 trees.

Maryanne Talpey of 170 Whitman Street asked if the application were approved, would the zoning for the lot also change. She also noted that that Whitman Street is very dangerous during the apple picking season, and becomes a one way parking lot. She expressed concern that the gift shop would add to the problem. She stated there are no sidewalks in this area which makes it more difficult.

Mark noted that the parking is located behind the barn, where people now park for their Christmas trees.

Ernie Dodd explained that the lot is zone residential and right now professional home occupations are allowed.

Karen stated that if the Board were to allow this by special permit, the zoning on the property would not change; the use of the historic house would change and be subject to conditions of the Special Permit.

Amy Bucannan of 125 Whitman Street asked what the size of the parking lot would be. Mark stated they will use the existing parking area, which can fit approximately 20-22 vehicles.

Janet Stiles asked if they needed a special exception because the lot was a hammerhead lot and didn't have enough frontage.

Ernie Dodd explained that the lot in question has over 500ft. of frontage and has no issues with frontage and was not a hammerhead lot.

Nancy Aresenault asked if the Board had considered the potential for the applicants to do nothing to change the use once they received the permit to construct a new dwelling.

Lori explained that if approved, the historic home could no longer be used as a residence, even if they sold it.

It was noted that they could also subdivide the land and sell the historic house, allowing one dwelling per lot.

Tom Talpey of 170 Whitman Street stated it was a noble cause to preserve the historic house and putting it to a good use, but his concern was maintaining the cost of both houses.

Mark stated they were willing to maintain the property at their own expense and they have invested in the property already. They also plan to maintain the agricultural use.

Jayne Ogren of Robert Road asked if the Board could limit the hours of the shop in the special permit.

Lori stated that they could. She explained that part of the process was to hear the abutters concerns, which would enter into the record.

Jayne Ogren asked why they did not want to subdivide the property.

Mark explained that they bought the property as one parcel and wants to keep it that way, they would also take a hit on their agricultural tax status if they subdivided, because their land is in Chapter 61.

Stacey Almy of 31 Wildwood Road stated that the corner of Whitman Street and Sudbury Road is very dangerous and although she was not opposed to putting a business there, sidewalks are needed because people walk on the road. She noted there are no shoulders. Stacey said they have lived there for 14 years and Honey Pot does not have a police detail on that corner and they really should.

Ernie noted that Honey Pot has been told in the past that they are supposed to have a police detail.

Janet Stiles stated she felt their application was complex. Janet stated what she felt the Planning Board had three duties: making an assessment of the applicant's special circumstances and why they should get special treatment, the effect on the town and future effects, and apply the town and state laws. Janet stated she did not see any special circumstances for rental income or elderly parent. She stated that she did not see any need for an accessory apartment; maybe an elderly couple might want it. She said it's legal, but there is a tremendous tax break and they have to maintain the agricultural property. She asked when a farm was really a farm and asked if the tree farm was actually a tax shelter for them.

Mark noted they actually lose money on the tree farm, and they just planted 3,000 trees by hand.

Janet stated that there are long and short term consequences to the town. She stated that there is a short term loss of landscape and open space because they want to build another house. Janet said the real thing that worries her is the issue of consistency with Chapter 61 land and the farm is a five acre farm. She stated that everyone will look around and demand that they have chapter land and figure out a little gimmick to get a special assessment. She stated she was most afraid of the historical preservation aspect. Janet said there was nothing in the request that will guarantee the survival of the farm house. She stated that in a few years they will come back and

say it wasn't the right time in their life for a gift shop and then another family will want to buy the farm house and move in or knock it down and put up a mc-mansion.

A resident asked how big the proposed new single family dwelling would be. Mark stated that they are building a five bedroom four bath timber frame house with a stone driveway going up to the front entrance way and it will be a two story house.

Brett Taylor stated they chose the location for the house in a manner that would not disturb as many trees.

Resident Mark Jones stated that everyone is interested in maintaining open space and asked Mark Harnett and Beth Gagnon if they would be interested in placing it under a conservation restriction.

Mark stated that they did not plan to do this; they would like to have the land for their children in the future. They don't want to restrict what they could do in the next generation.

Mark stated that they don't necessarily want to do a fall seasonal gift shop.

Kathy Sferra asked if they still wanted to do an accessory apartment.

Karen stated they also mentioned an office for Mistletoe Farm and farm related storage.

Lori said, given the Christmas tree selling and hot chocolate it could be retail store for that purpose during that time.

Beth noted they could also store their Christmas tree and wreath making supplies.

Lori noted they could keep their proposal without amendments and just limit the time frame of the gift shop.

A resident noted that if the gift shop opened in November, traffic would not be a problem.

A resident stated that they support the preservation of the barn and house. He agreed the way to save the historic structure and open space is to go forward with this proposal.

Nancy Arsenault asked if they had any power to put a historical preservation restriction on the house so that it could not fall into disrepair and what the Board could do to ensure it is preserved.

It was noted that the existing house could be torn down at any point and the new house would then comply with zoning.

Lori then asked for Board members' comments.

Lenny Golder asked if they have the ability long term to maintain the house.

Mark said they do.

Lenny asked if they would make a contractual agreement to maintain the house.

Mark stated that they have put a lot of effort into property and have improved it a lot since they moved in. He stated that they planted several trees, made small improvements to the existing house as it was in much disrepair.



Lenny asked if they really wanted to do the gift shop.

Mark stated they don't need to do the gift shop, they just thought it would be a fun idea and that they could take advantage of the Honey Pot traffic.

Lenny asked if they were still interested in the accessory apartment.

Mark stated this idea came up when they learned their parents might come up to stay with them. He noted 700 sqft. is tight and in this particular circumstance it is hard to come up with it because of the footprint of the house.

Ernie Dodd asked if they would be going to the Board of Assessors because the acreage of farming would change.

Mark stated they plan to compensate by planting more trees in another area, they are expanding this spring and will be talking to the assessors.

Steve Quinn stated the alternative to the proposal could be: the historic house gets razed and a new house is built, they subdivide the land and sell it off and the tree farm as well. Steve noted this proposal would allow the historic structure to stay put.

Lenny stated that he did not think the town would lose on tax revenue from this proposal.

Kathy Sferra asked Mark and Beth if they would prefer to just do a Christmas gift shop.

Beth stated it could be a Mistletoe Farm Office.

Beth said they could store their supplies and sell their wreaths.

Steve Quinn stated that they would also need to make sure the accessory apartment complies with the bylaw.

Ernie stated that they would need to obtain a building permit.

Kathy Sferra asked if there would be two driveways.

Mark stated they would access their new house from the existing driveway and patrons would also use that portion of the driveway.

Resident Janet Stiles asked the Board how they had the authority to allow another structure on the lot and approve that it is historical preservation. She stated that a law suit had been brought in the past about Board's making discriminations on applications. She asked how the Board would prevent other people with small farm houses to come in for a bylaw like this.

Ernie stated that right now Mark and Beth could subdivide this lot and have two house lots and sell one. If their intention was to sell they would have subdivided.

Lori stated the other option was they could raze the historic home.

Ernie stated there is nothing they can do to stop that.

Janet asked why Mark and Beth were getting special consideration to have this as a commercial venture and maintain special tax status if they are building a new home.

Ernie stated that the tax issues have nothing to do with the Planning Board decision.

Lori stated that the zoning bylaw does not allow two single family homes on one lot, so the use of one of the units it needs to be changed to an accessory apartment, therefore by changing it he cannot sell the historic home for residential use without dividing the land.

Janet stated again that she felt they were giving them a special opportunity that others may not get and if Mark and Beth didn't like the historic house why didn't they live somewhere else and get a brand new home.

Lori Clark stated that anyone can come to the Planning Board under this bylaw, and she hopes more people do, as the goal is to maintain historic structures. She stated there was no special treatment.

Kathy Sferra stated that the zoning bylaw allows the Board to issue permits for this type of request.

Ernie Dodd stated that the house does not need to be on the historic register.

Lenny Golder stated that it would be good if other people did the same rather than see people knocking down a historic home and putting up a mc-mansion. He said the Board would be very willing to work with other residents.

Lori Clark noted if they wanted to get rid of the historic house they would have already done so. Janet stated she thought it was all a screen and the historic house won't be changed to a true use.

A direct abutter asked what the setback would be from their property line.

Brett Taylor stated that it would be 80-100 ft. off the lot line and they would be happy to show them.

Bill Byron asked if the new house will cut into their business of tree sales.

Mark showed him where their house would be located.

Lori Clark noted the comments received by the town departments and a resident, Rodger Burkley.

***Kathy Sferra moved to close the public hearing. The motion was seconded by Ernie Dodd and carried a vote of five in favor (Kathy Sferra, Ernie Dodd, Steve Quinn, Lenny Golder and Lori Clark.)***

### **Preliminary Plans for Commercial Solar Photovoltaic Renewable Energy Installation off Boxboro Road - Kearsarge Energy and Minuteman Airfield**

Andrew Bernstein, and Everett Tatelbaum of Kearsarge Energy and Don McPherson of Minuteman Airfield presented a Power Point Presentation.

Don McPherson gave an over view the project. He stated they are working in partnership with Kearsarge Energy for a solar field which will also give them the opportunity to make some necessary safety improvements to the airfield. Don then read through some of the slides. Don stated that there were many benefits the community would receive from this project (A copy of the Power Point presentation dated 3/13/12 is available in the Planning Department). Don noted that they would like to place a meter near the restaurant lot for educational purposes.

Andrew Bernstein then picked-up the presentation. Andrew stated they have been working with the town assessors, Conservation Commission and part of their process was to come to the

Planning Board. Andrew stated that this was an important project to them. They expect to get 3MW from this project.

Andrew stated they spoke with the Department of Transportation and got approval to then set up a meeting with the Federal Aviation Administration next Tuesday. They do not see any hurdles ahead and are very positive about their meeting.

He stated that when they met with the Conservation Commission they originally told them the wetland boundaries were already delineated, but when they went out to the site several of the markers were missing so they are having the boundaries redrawn, they will be reflagging tomorrow. He noted they would be complying with all the town's regulations.

Lenny Golder asked if the Hudson Light and Power customers would benefit financially. Andrew explained that they will be getting the market rate so they should see a lower cost of power.

Andrew noted they have some other projects in Middleton, Salisbury and Franklin.

Everett of Kearsarge solar then continued the presentation.

Everett described the plan and connection of overhead and utility lines.

Lenny asked about FAA regulations in terms of setbacks.

Don stated they would be meeting with the FAA on Tuesday and will review their plans. He does not expect any issues. He noted that there cannot be any obstructions within 125ft from the centerline of the runway.

Steve Quinn asked about tree removal.

Everett stated that shading is also a concern, they will be doing some clearing for the south array, but 99% of the clearing had already been completed by Minuteman Airfield for their normal vegetation management plan.

Don stated they have reached out to neighbors to let them know their trees will cast shade on their property and to see if they would be willing to sell them an easement. They are currently in discussions with an abutter Paul D'Entremont. He stated they asked the Conservation Commission about letting them cut down trees in the town forest but the Conservation Commission was not in favor of this idea.

Everett stated that there will be a wooded buffer and the facility would not be visible from residences, they plan to plant some arborvitae to fill any low spaces. But since they are already in the woods the solar facility will be pretty well hidden.

Don said they would also like to do some time lapse photography of the construction process.

Kathy suggested they have an example solar panel near the parking lot.

Andrew stated that at other sites they have done special programs for middle school aged kids, showing them the solar field and explaining how it works.

Kathy stated it would be good to know the size of the transformer boxes.

Don noted they will be using a different type of material for the panels on the south array to avoid glare.

Andrew reviewed the timeline they hope to accomplish.

Steve Quinn asked if they have financing in place.

Andrew stated they were 100% financed and they bought most of the panels already in order to get federal grants.

Steve asked if they will construct the project and sell it off or continue management of the facility.

Andrew explained that Capital Dynamics will be the owner, Kearsarge Energy is paid like a developer, and they are tied into it together. There will be an operation and maintenance company. Capital Dynamics will own it for at least 7-8 years, but could be longer.

Ernie stated they should have information for the Fire and Police Departments on how to address safety issues.

Andrew stated they could, he noted there are a series of disconnects the utility company can do at the pole level, he also noted that the site can be monitored by computer.

Lenny asked about the maintenance schedule.

Andrew stated that there will be a document on this. He explained there are not a lot of service trucks and there is a regular schedule check that occurs and the cleaning of components inside the inverter box quarterly.

Lenny asked how many panels were on each array.

Everett stated there were 11 on the top and 11 on the bottom making a rack of 22.

Steve asked if this was a “potential project” or if they were definitely planning on moving forward.

Andrew stated that this site has been chosen and has been approved.

Steve asked what the municipal light companies incentive was to get power from them.

Andrew stated that it's a good price and since the source is in their territory they don't have to pay additional fees.

Ernie asked how much power they typically get per acre.

Andrew said in this geographic area they typically get about 1MW, which is about 14% in annual output so it's pretty low.

Lenny asked how far away their project would be from abutters.

Everett stated from the panel to the property line the closest was about 60ft.

Lenny asked how they would be taxed.

Andrew stated they could make the argument that it is personal property tax. He stated they are working with the assessors right now.

Dorothy Spaulding asked how many acres were currently being farmed.

Don stated they would lose about 2-3 acres on the west side which was only for hay cutting. He noted they are not giving up their farm land in Boxborough.

Bill Byron asked if Kearsarge would be doing the construction and maintenance.  
Andrew stated that a different company would be doing that.

#### **DISCUSSION/ACTION ITEMS**

##### **Sprint/First Parish Church (353 Great Road)**

Karen informed the Board she had not received notification of acknowledgement from the property owners for the project and asked if the Board wanted to hold off on approving the minor modification until this was received.

The Board agreed.

The meeting was adjourned at 10:11PM.

Respectfully Submitted,  
Kristen Domurad-Guichard