

**TOWN OF WOLFEBORO
PLANNING BOARD
November 13, 2018
MINUTES**

Members Present: Kathy Barnard, Chairman, Vaune Dugan, Vice-Chairman, Brad Harriman, Selectmen's Representative, Mike Hodder, Peter Goodwin, Susan Repplier, Members.

Members Absent: John Thurston, Member, Dave Alessandroni, Alternate.

Staff Present: Matt Sullivan, Director of Planning and Development, Cathleen LaPierre, Recording Secretary.

Chairman Barnard opened the meeting at 7:00 PM at the Wolfeboro Town Hall Great Hall.

I. Introduction of Board Members

Chairman Barnard introduced the members of the Planning Board and Staff.

II. Public Comment

III. Scheduled Appointments / Public Hearings / Public Forum

M & A Development Group

Agent: Romy Maurer, PLA, ASLA

Special Use Permit

Tax Map #215-010, Case #2018-25

Kathy Barnard explained the hearing process to the public and read the item into record.

Eric Buck with Terrain Planning & Design LLC, representing M & A Development Group stated the Special Use Permit Application involves building a boathouse no larger than 900 SF located on Lake Winnepesaukee prior to the construction of the newly proposed house.

Kathy Barnard asked for Eric Buck to define how the Special Use Permit requirements have been met.

Eric Buck referred to a letter dated September 13, 2018 and read the following points:

- Supports fish and wildlife; minimizes loss of wetlands and wetland buffers.
- Prevents flooding; runoff will be mitigated by drip edge and plantings.
- Supply and protect surface and ground waters; slightly increase the size of the lake with more boat slips.
- Control sediment; areas will be revegetated.
- Control Pollution; natural buffer will control potential pollutants.
- Support native wetlands vegetation; vegetation removal will be minimal.
- Promote public health and safety; esthetics will be similar to other boat houses and boats will be under protection increasing safety.
- No negative impacts to: erosion, siltation, turbidity, loss of fish/wildlife/unique habitat, loss or decrease of beneficial aquatic organisms and wetland plants, flooding and pollution, and aesthetic or recreational uses.

Kathy Barnard stated the Conservation Commission is required to review these applications, asked if they are in favor and what comments were made.

Eric Buck responded the idea of a dock sticking out into the water versus having boat storage is more stewardly boat storage.

Kathy Barnard stated Matt Sullivan noted the overhangs were included in the size and it cannot exceed 900 SF and asked if that had been addressed.

Erick Buck responded it had and was revised accordingly.

Vaune Dugan asked if the footprint will be reduced.

Eric Buck replied yes.

Matt Sullivan stated the watermark plan is cookie cutter, not accurate and would recommend a new plan for watermark and a provision prior to any building permit being issued on the boathouse. Additionally, on sheets 2 and 3 of the plan set received there were some temporary wetland impacts identified in access of 9000 SF and would like to request those be removed as a condition of approval.

Mike Hodder referred to the notation on the 3rd landscape, L-02, and asked for clarification on the 8,292 SF wetland buffer impact.

Matt Sullivan stated that buffer is a measurement from the lake bound itself; impact is part of the shore land part of the project.

Mike Hodder asked if it is an impact on the shoreland.

Matt Sullivan confirmed it is.

Peter Goodwin asked if there could be an alternative to storing boats as the Conservation Commission suggested a dock structure be built on the land.

Eric Buck replied a ramp to launch the boats is not allowed.

Vaune Dugan noted constant conflict with allowing boat houses and the Conservation Commission letters; if the Board/town permits boathouses, the Board should acknowledge that or do something else.

Mike Hodder replied the Conservation Commission did not say anything other than boat houses are not the least impacting way of storing boats, didn't condemn them and worked with the Planning Board to write the current ordinance that regulates boat houses to have a stake in the ordinance itself.

Vaune Dugan noted storing on land is less but feels it needs to be looked at further and resolved as boathouses are permitted.

Mike Hodder stated a boathouse must be an accessory structure and asked Eric Buck if the construction sequence was as follows; build a boathouse then raise the house that's currently existing, then replace it with a new house.

Eric Buck confirmed that to be correct; the house will be demolished, and a new house will be built.

Mike Hodder asked for clarification the clients understand the boathouse must be an accessory structure.

Eric Buck confirmed that to be the case.

Mike Hodder referred to the application under 175-5 Findings, paragraph D *preserve and protect important wildlife habitat and maintain ecological balance* and stated the proposed 892 SF boathouse will disturb over 8,000

SF of shore land frontage to build a walkway path to the boathouse along the shore line; this does not seem to qualify for least impacting use of the land.

Eric Buck stated the site of the boathouse is done in a way that they feel has the least amount of impact.

Mike Hodder stated his concern for the impact.

Vaune Dugan asked if it is 8,000 SF.

Eric Buck replied that's not the total.

Matt Sullivan stated it's not 8,000 SF in size and needs to be removed from the plan as it's confusing.

Mike Hodder stated his concern for the esthetic impact to Carrie Beach.

Eric Buck replied the boathouse will be painted to match others in the area.

Peter Goodwin pointed out DES has approved this project and the coloration of the boathouse be a dark color.

Eric Buck replied the applicants are very sensitive not having this be ostentatious.

Susan Repplier asked Eric Buck if he had an aesthetic.

Eric Buck replied yes and distributed them to the Board.

Kathy Barnard asked Matt Sullivan to comment on the application and height.

Matt Sullivan replied the application is complete, and the height restriction is 20 ft on boathouses and based on the architectural plans supplied showing 16'10" height to the peak of the roof, this is compliant.

It was moved by Peter Goodwin and seconded by Brad Harriman to accept the application as complete. All members voted in favor. The motion passed.

Kathy Barnard opened the public hearing for comments.

Matt Sullivan read the following 8 conditions of approval; noting condition #4 revised, see below.

1) The following plan, as amended to the date of approval, is hereby incorporated into this approval:

Plan 1. Existing Conditions Plan, Owner: M&A Development Group, LLC., 1 Liberty Lane East, Suite 100, Hampton, NH, 03842, Project Location: 179 Forest Road, Wolfeboro, NH, 03894, Tax Map 215 Lot 010 prepared by Terrain Planning and Design, Dated August 23rd, 2018.

Plan 2. Landscape Overview Plan, Owner: M&A Development Group, LLC., 1 Liberty Lane East, Suite 100, Hampton, NH, 03842, Project Location: 179 Forest Road, Wolfeboro, NH, 03894, Tax Map 215 Lot 010 prepared by Terrain Planning and Design, Dated August 23rd, 2018.

Plan 3. Landscape Plan, Owner: M&A Development Group, LLC., 1 Liberty Lane East, Suite 100, Hampton, NH, 03842, Project Location: 179 Forest Road, Wolfeboro, NH, 03894, Tax Map 215 Lot 010 prepared by Terrain Planning and Design, Dated August 23rd, 2018.

Plan 4. Proposed Dug-In Boathouse Detail, Dekkers Boathouse, Prepared by Watermark Marine Construction, Dated 06/25/2018

2) 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.

- 3) The applicant shall comply with the pre-construction siltation and erosion control measures and construction sequence as shown on the plan including, but not limited to:
 - a) Turbidity Curtain
 - b) Cofferd Dam
 - c) Silt Fencing
- ~~4) An inspection by the Town shall be required of erosion and siltation devices prior to construction. Provision of revised drawing from Watermark Construction accurately reflecting the 900 SF cap and 892 SF reflected in this application.~~
- 5) Plans shall be corrected to remove temporary and permanent wetlands impacts as measured from the lake.
- 6) Erosion and siltation devices to be installed adjacent to poorly drained soils.
- 7) Certification of completion not to be granted to boathouse until foundation for primary structure complete.
- 8) The applicant shall be responsible for all recording fees.

Kathy Barnard stated the applicant has met all the criteria and noted in this particular ordinance the Planning Board is to consider the comments from the Conservation Commission.

Matt Sullivan noted this was a very complete application and there might be a way to obtain constructive comments; perhaps make the memo more detailed.

Mike Hodder stated it might be best for the planner to speak with the Conservation Chairman and make known the Planning Boards concerns.

There being no comments or questions from the public, Kathy Barnard closed the public hearing.

It was moved by Vaune Dugan and seconded by Kathy Barnard to approve the application with amended conditions 1-9 for M & A Development Group, Special Use Permit, Tax Map #215-010, Case #2018-25. Brad Harriman, Peter Goodwin, Susan Repplier voted in favor. Mike Hodder opposed. The motion passed.

Glynis Burgdorff

Agent: White Mountain Survey & Engineering

Special Use Permit

Tax Map #228-061, Case #2018-27

Kathy Barnard read the item into record.

Vaune Dugan recused herself.

Jim Rines representing Glynis Burgdorff stated the application submitted involves replacing an existing septic tank/pump chamber with a line that will connect to town sewer. The abutting lot sold this fall ties into the town sewer; they got off the leach field this fall and as part of the sale, the Burgdorff's had an easement allowing them to use that leach field and agreed to get off of it by the end of the year and tie into the town sewer. This will require them to dig a portion of the driveway and as such would like to remove some protruding rocks, remove the existing pavement and then repave the driveway. The construction is within the 30 ft wetlands buffer setback. The disturbance for the tank replacement and sewer line will not exceed 1,800 SF. The repair of the existing driveway will impact 1,601 SF within the buffer; however, have shown by plan and application to be in compliance with Article II, Section 175-10, C(3) of the Zoning Ordinance. Lastly, there will be no actual impacts to wetlands, only impacts within the wetland buffer.

Matt Sullivan noted he is in favor of the project.

Kathy Barnard asked if the Conservation Commission had feedback.

Matt Sullivan replied they viewed it favorably and had no comments.

It was moved by Mike Hodder and seconded by Peter Goodwin to accept the application as complete. All Members voted in favor. The motion passed.

Kathy Barnard opened the public hearing for comments.

Matt Sullivan read the following 7 conditions of approval see below.

- 1) The following plan, as amended to the date of approval, is hereby incorporated into this approval: Plan 1. Special Use Permit and Shoreland Redevelopment Plan, Owner/Applicant: Glynis Burgdorff, 470 Sewall Road, Wolfeboro, NH Tax Map 228 Lot 061 prepared by White Mountain Survey & Engineering, P.O Box 440, Ossipee, NH, Dated October 15th, 2018.
- 2) 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.
- 3) The applicant shall comply with the pre-construction siltation and erosion control measures and construction sequence as shown on the plan including, but not limited to:
 - a) Silt fencing
- 4) Final large format copies to be provided including Certified Wetlands Scientist Stamp.
- 5) An inspection by the Town shall be required of siltation devices prior to construction.
- 6) The applicant shall be responsible for all recording fees.
- 7) The applicant shall be required to monument the edge of Wetlands in compliance with § 175-9.1 Wetlands Boundary Monumentation. This includes:
 - (1) Wetlands shall be delineated by a State of New Hampshire Certified Wetlands Scientist. Markers should be placed at 50'+/- intervals along the total wetland boundary following its general contour.
 - (2) Care shall be taken to insure that markers are placed with the appropriate spacing at points closest to any proposed or existing structure located on the property.
 - (3) The cost shall be borne by the applicant/developer or their successors in interest.
 - (4) The applicant shall be responsible for submitting a letter of certification of the posting to the Code Enforcement Office prior to the issuance of any building permit.

Brad Harriman asked if the 2 existing septic tanks that are remaining in place are concrete.

Jim Rines replied yes.

There being no comments or questions from the public, Kathy Barnard closed the public hearing.

It was moved by Mike Hodder and seconded by Peter Goodwin to approve the application with conditions 1-7 for Glynis Burgdorff, Special Use Permit, Tax Map #228-061, Case #2018-27. All Members voted in favor. The Motion passed.

**Joseph I & Cynthia Melanson 2002 Trust
Agent: Randy Tetreault, L.L.S.
2 Lot Subdivision
Tax Map #201-081, Case #2018-28**

Kathy Barnard read the item into record for 17 Highland Terrace/Maplewood Drive/Armstrong Road.

Randy Tetreault representing the applicant stated the purpose of the proposal is to subdivide 4.52 acres to create 2 lots of 1.5 & 3.0 acres and noted the lots were previously merged in 2003. The proposed 3.0-acre lot will be serviced by town water and on site private septic system. This lot has 193.97' of frontage on and access to

Maplewood Drive. A variance was granted on 9/10/18 from Article 175, Section 185 & 187. The remaining 1.5 acres contains an existing single-family dwelling serviced by town water and onsite private septic system. This lot has 160.82' of frontage on and access to Highland Terrace. No waivers are being requested.

Matt Sullivan asked Randy Tetreault could cover the edits from the plan.

Randy Tetreault replied the potential buyer of the lot wanted to slightly tweak the line between house lot and field lot to .1-acre of change which went before TRC and it was determined that there wasn't a need to reapply.

Matt Sullivan asked for confirmation regarding note 7 & 8.

Randy Tetreault replied Armstrong Road was originally added to the plans because that's how it shows on the tax map and Maplewood Drive was added to be consistent with discussions between Dave Ford and the applicant. "Private" was removed as well due to being a town road.

Mike Hodder asked how it was determined a Class VI road.

Randy Tetreault replied it was researched by the applicant's attorney.

Matt Sullivan stated Curt Pike reviewed the road and determined Maplewood Drive could be accepted as a town road. It was determined with TRC, staff and the applicant's attorney to be a town road; however, the town does not maintain it, nor is it covered by any type of maintenance agreement at this time. One advantage to this, is the water line that currently exists on the road; Dave Ford feels confident that is his water line, could be maintained by the town and an appropriate hydrant could be put in place.

Kathy Barnard asked if the TRC comments were resolved.

Matt Sullivan confirmed they were resolved, and Dave Ford is considering putting a hydrant in.

Kathy Barnard asked if it was a private road.

Matt Sullivan confirmed it is not.

Kathy Barnard asked if there was any issue hooking up i.e. a booster.

Matt Sullivan stated it's up to the property owner to put a booster in or not and doesn't believe the installation of an additional house will have an adverse effect on existing water pressure, but booster pumps are an option. Any connection will be coordinated with the water department and Dave Ford directly.

Mike Hodder noted this to be a long process but has a positive outcome at the end.

Vaune Dugan questioned the language of the variance; who did they get a variance from.

Matt Sullivan replied road frontage and as part of the variance recommended a condition all of frontage on Maplewood Drive would have to be used for this lot and they've complied with that condition.

It was moved by Mike Hodder and seconded by Vaune Dugan to accept the application as complete. All members voted in favor. The motion passed.

Kathy Barnard opened the public hearing for comments.

Matt Sullivan read the following 6 conditions of approval see below.

1. The following plans, as amended by the Planning Board approval, are incorporated into the approval:

Plan 1: Subdivision Plan, Prepared for Joseph I & Cynthia Melanson 2002 Trust, 17 Highland Terrace, Wolfeboro, NH, Tax Map 201-081, Prepared by Randy Tetreault, LLS, Norway Plains Associates, Inc., P.O. Box 249, Rochester, NH 03867, Dated October, 2018.

Plan 2: Subdivision Plan, Prepared for Joseph I & Cynthia Melanson 2002 Trust, 17 Highland Terrace, Wolfeboro, NH, Tax Map 201-081, Prepared by Randy Tetreault, LLS, Norway Plains Associates, Inc., P.O. Box 249, Rochester, NH 03867, Dated October, 2018.

2. The applicant shall submit a mylar plan for recording at the Carroll County Registry of Deeds.
3. Certification of NHDES Subdivision approval shall be provided to the Town.
4. The applicant shall be responsible for the payment of all recording fees.
5. The applicant shall be responsible for monumentation and the submittal of the Certificate of Monumentation and updated plans.
6. 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.

Vaune Dugan asked if there is any indication from the variance that the driveway be opposite.

Matt Sullivan replied no, it could be anywhere but typically the public works department pushes driveways 10 ft from the property bounds.

Vaune Dugan questioned where the road gets plowed to.

Matt Sullivan noted the 3rd plan shows the driveway location.

Randy Tetreault stated there is an existing barway in the middle of the lot and snow is placed there.

Mike Hodder suggested to continue to subdivision approval.

Matt Sullivan stated it's a Class VI road and the building permit will be subject to a building permit from the Board of Selectman for approval.

There being no comments or questions from the public, Kathy Barnard closed the public hearing.

It was moved by Mike Hodder and seconded by Vaune Dugan to approve the application with conditions 1-6 for Joseph I. & Cynthia W. Melanson 2002 Trust, 2 Lot Subdivision, Tax Map #201-81, Case #2018-28. All Members voted in favor. The Motion passed.

Philip K. Spencer & Frederick A. Piehl Revocable Trust

Agent: Bryan Berlind, L.L.S.

2 Lot Boundary Line Adjustment

Tax Map #071-001 and 071-002, Case #2018-29

Kathy Bernard read the item into record and asked if there are waivers.

Bryan Berlind replied yes.

Mike Hodder questioned if Bryan Berlind had written authorization.

Bryan Berlind replied he did not.

Matt Sullivan stated he discussed this with the applicant and was comfortable with proceeding but it was up to the Board.

Mike Hodder stated an agent needs authorization to speak on behalf of the applicant.

Bryan Berlind stated he was not representing either applicant but representing a survey in the application that they both have signed in agreement to proceed with the lot line adjustment; just explaining a lot line adjustment plan and application.

Vaune Dugan questioned accepting an applicant that's not present.

Matt Sullivan stated if the Board wants to be cautious to continue the application to next week but feels a signed application that clearly describes the project is one form of authorizing the application. Thus, it is really a question of Mr. Berlind's ability to represent the application this evening.

Kathy Barnard stated she was not comfortable with proceeding as it places the town in jeopardy.

Bryan Berlind noted the approval doesn't allow them to transfer any land and the signed application is evidence of their intent.

Mike Hodder stated there is no indication they want Mr. Berlind to speak on their behalf.

Mr. Spencer the owner of the property stated he hired Mr. Berlind to speak on his behalf and Mr. Peihl is also comfortable using him to simply get the project moving forward.

Bryan Berlind confirmed he only represented an application.

Mike Hodder noted he would be more comfortable moving this to next week.

Matt Sullivan noted that an authorization letter be provided in advance of next week's meeting.

It was moved by Mike Hodder and seconded by Kathy Barnard to continue this application to the November 20th meeting. All members voted in favor. The motion passed.

280 South Main Street, LLC

Agent: Berry Surveying and Engineering

Site Plan Review; Change in Phasing Plan for Building Location

Tax Map #231-82, Case #2018-30

Kathy Barnard read the item into record.

Daniel O'Lone representing the owners of Crescent Lake Inn and Suites stated the Board approved the project site with 3 motel buildings which were to take the place of the various rooms and structures formerly located on the project site. The applicant is looking to modify the site by sliding the middle building back so it's more central to the previously built flanking structures. Connecting the buildings so that they are connected with a covered deck on the second story to give one uniformed look across the project site. A carport has been added and the 2 modifications have changed the parking array (loss of 2 spaces) allowing for a landscaped island to be installed. There will be no change to drainage, lighting or traffic volumes. There will be a slight increase in impervious surface; however, landscaping such as rain gardens will be put in to assist with that and overall there will be better drainage.

Kathy Barnard asked if there will be 48 parking spaces.

Daniel O'Lone confirmed yes.

Matt Sullivan stated there were inconsistencies in his review, i.e. modification to parking spaces and the 3rd phase plan was not reflected and one critical thing to consider is the deck attachments and car port proposed are not expansions of a nonconforming use because it's not usable space. The TRC did not have any other comments, which is why no sign off sheets are included. Also, he would recommend a release and replacement of the existing security for site work on the project as construction costs have changed in the time period since this was approved. He stated to add a condition if this is approved, that a new estimate be provided, and a new bond be put in place for any improvement to be done on site.

Mike Hodder asked if the original bond needs to be released.

Matt Sullivan replied yes, accept a new security and then subsequently release the old security.

Peter Goodwin noted his concern for siltation and run off into crescent lake and would like to see rain gardens added.

Matt Sullivan suggested gutters and adding rain gardens and will provide guidance.

Vaune Dugan stated it would be helpful to get the overall site plan.

Matt Sullivan noted to do so in future applications.

It was moved by Mike Hodder and seconded by Vaune Dugan to accept the application as complete. All members voted in favor. The motion passed.

Kathy Barnard opened the public hearing for comments.

Matt Sullivan read the following 9 conditions of approval, removed the 9th and replaced, see below.

1. The following plans, as amended to the date of this approval are incorporated into the approval:
Plan 1. Detailed Site Plan Phase III (Site Plan Amendment), 280 South Main St., LLC, Project Location: 280 South Main St., Wolfeboro, NH, 03894, Tax Map 231 Lot 082 prepared by Berry Surveying and Engineering, 335 Second Crown Point Road, Barrington, NH, 03825. Dated December 1st, 2011. Revised September 26th, 2018.
Plan 2. Front Elevation, 280 South Main St., LLC, Project Location: 280 South Main St., Wolfeboro, NH, 03894, Tax Map 231 Lot 082, prepared by Aaron M. Lachance P.E., 26 Hill Drive, Eliot, ME, 03903.
2. The applicant shall be responsible for the payment of all recording fees.
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. An as-built plan stamped by a Licensed Land Surveyor is to be provided to the Town of Wolfeboro following project completion verifying location of building footprint in compliance with the approved plans.
5. The applicant shall submit a letter certifying compliance with the American's with Disabilities Act based on the new site design.
6. All lighting shall be compliant with the Town of Wolfeboro lighting ordinance as certified via the planset and application materials.
7. This Notice of Decision shall serve as an amendment to, but not supersede, all elements of the ~~January 3rd, 2012~~ November 3, 2015 Decision of the Town of Wolfeboro Planning Board.
8. The applicant shall post a revised financial security, to be reviewed by the Town's engineer at the cost of the applicant, for remaining site improvements reflecting current construction costs.
9. ~~An as-built plan, stamped by a Licensed Land Surveyor, shall be provided following building completion, certifying location and compliance with the approved planset locations.~~

Replace with 2 rain gardens to be constructed with a revised plan to be provided to the town for approval adjacent to the proposed phase 3 building.

There being no comments or questions from the public, Kathy Barnard closed the public hearing.

It was moved by Peter Goodwin and seconded by Mike Hodder to approve the application with conditions 1-9 for 280 South Main Street, LLC, Site Plan Review; Change in Phasing Plan for Building Location, Tax Map #231-82, Case #2018-30. All Members voted in favor. The Motion passed.

2019-2028 Capital Improvements Program

Matt Sullivan presented slides for the Capital Improvements Program.

Kathy Barnard stated the CIP felt it important to have the placeholders in there to help see what projects are coming up.

Vaune Dugan questioned the tax rate impact sheet and what the increase is on taxes.

Matt Sullivan noted to include what the increase is on taxes.

It was moved by Peter Goodwin and seconded by Mike Hodder to adopt the Capital Improvements Program document with the condition to include tax rates. All members voted. The motion passed.

IV. Action Items

- Cyanobacteria Task Force Appointment – Kathy Barnard briefly addressed.
- Victor Drouin Petition Map – provided by Matt Sullivan to be discussed at next meeting.
- Remote Participation in a Public Meeting – Matt Sullivan reviewed RSA 91-A:2, III.

V. Approval of Minutes

October 16, 2018

Corrections: Remove Susan Repplier as attending member

It was moved by Peter Goodwin and seconded by Mike Hodder to approve the October 16, 2018 Wolfeboro Planning Board minutes as submitted. All members voted in favor. The motion passed.

VI. Communications & Miscellaneous

N/A

VII. Work Session

N/A

VIII. New Business

N/A

IX. Planning Board Subcommittee Reports

N/A

X. Nonpublic Meeting

N/A

It was moved by Peter Goodwin and seconded by Vaune Dugan to adjourn the October 16, 2018 Wolfeboro Planning Board meeting. All members voted in favor. The motion passed.

There being no further business, the meeting adjourned at 9:24 PM.

Respectfully Submitted,

Cathleen LaPierre

Cathy LaPierre

*****Please note these minutes are subject to amendments and approval at a later date. *****