

NEEDHAM PLANNING BOARD MINUTES

May 22, 2018

The regular meeting of the Planning Board held in Powers Hall, Needham Town Hall, was called to order by Ted Owens, Chairman, on Tuesday, May 22, 2018, at 7:00 p.m. with Messrs. Alpert and Jacobs and Ms. McKnight, as well as Planning Director, Ms. Newman, Assistant Planner, Ms. Clee and Recording Secretary, Ms. Kalinowski

Reorganization

Upon a motion made by Mr. Jacobs, and seconded by Ms. McKnight, it was by the four members present unanimously:

VOTED: to appoint Paul Alpert as Chairman.

Upon a motion made by Mr. Alpert, and seconded by Ms. McKnight, it was by the four members present unanimously:

VOTED: to appoint Martin Jacobs as Vice-Chairman.

Mr. Alpert proceeded with the meeting as the Chairman.

Public Hearing:

7:00 p.m. – Major Project Site Plan Special Permit No. 2018-2: Town of Needham, 1471 Highland Avenue, Needham, MA, Petitioner (Property located at 99 and 66 Chestnut Street, 89 School Street, and 0 Chestnut Street, Needham, MA), regarding Police & Fire Headquarters. Note: The Applicant has requested that the application be withdrawn without prejudice.

Upon a motion made by Mr. Owens, and seconded by Mr. Jacobs, it was by the four members present unanimously:

VOTED: to waive the reading of the public hearing notice.

Upon a motion made by Mr. Owens, and seconded by Mr. Jacobs, it was by the four members present unanimously:

VOTED: to accept the request to allow the application to be withdrawn without prejudice.

7:00 p.m. – Amendment to Major Project Site Plan Review No. 98-6: Town of Needham, 1471 Highland Avenue, Needham, MA, Petitioner (Property located at Existing Municipal Parking Lot on Chestnut and Lincoln Streets, Needham, MA) Note: The Applicant has requested that the application be withdrawn without prejudice).

Upon a motion made by Mr. Owens, and seconded by Mr. Jacobs, it was by the four members present unanimously:

VOTED: to waive the reading of the public hearing notice.

Upon a motion made by Mr. Owens, and seconded by Mr. Jacobs, it was by the four members present unanimously:

VOTED: to accept the request to allow the application to be withdrawn without prejudice.

7:00 p.m. – Major Project Site Plan Special Permit No. 2018-03: Town of Needham, 1471 Highland Avenue, Needham, MA, Petitioner (Property located at 88 and 66 Chestnut, 89 School, 43 Lincoln Street, Needham, MA), regarding Police & Fire Headquarters.

Dan Matthews, Chairman of the Board of Selectmen, stated the Selectmen are the primary proponent of the petition. This is an effort to replace the public safety building on Chestnut Street and Fire Station 2 on Webster Street. This is the largest capital project to date. It is more economically feasible to do all three together and the Selectmen would like the Planning Board's assistance. He noted the project is well into the design phase. The communication system will be replaced as part of this but that element will be broken out. The applicant will come back at a later date for that. There is a lot of opposition from the townsfolk to the communication towers. The Selectmen will have a recommendation and a full public hearing. He noted there would need to be a tower at the main station with 130 feet and a taller tower at the RDF. He noted the current facility is too small and substation 2 is too small. There is a lack of waiting space and record keeping space.

Selectman Matthews stated the fire trucks are twice the size they used to be. There is no room for truck maintenance and no handicap access. He stated these stations have lasted for 80 years and he hopes the new ones will last 50 years. The total cost will be \$69 million and will require an override vote. He hopes to have the necessary zoning change, the permit and all in order for Town Meeting. He stated moving permits forward is essential.

Christopher Heep, representative for the Board of Selectmen, reviewed the zoning relief requested. There is a request, under Section 7.4.4, to waive specific parking requirements and landscaping for parking areas. A portion of the site is under Special Permit 2013-3 and is a municipal parking lot on Lincoln Street. This is included as part of this application. Thirty five parking spaces are devoted to police and fire. This project will increase the number of devoted parking spaces and will leave the public part of the lot untouched. There is no relief requested at this time for communication facilities. A portion of the Lincoln Street parking lot adjacent to 43 Lincoln Street is not part of this project site but will be used temporarily as part of the construction phase.

David McKinley, of Kaestle Boos Associates, showed the orientation of the location. He noted there are 2 districts. 66 Chestnut Street was not originally in the Center Business District but was added. There is General Residence in the back. The applicant would like to combine all lots into a single lot. He reviewed the site plan. He noted parking on the Chestnut Street side has been taken off and a landscape area has been put in. There will be a carport. There are 31 fire spaces, 67 police spaces and 21 public spaces. The police and fire parking area will be enclosed by a fence. The public parking area will be off School Street. He noted parking has been tucked in the back.

Christian Riordan, Construction Manager at Consigli, reviewed the phasing. In Phase 1 vehicles will enter off Chestnut and Lincoln and build the Fire Station. In Phase 2 vehicles will enter off School Street; the existing fire/police building will be demolished and the public area will be started. Alicia Zukowski, of Samiotes Consultants, described the proposed utilities for sewer, drainage and water. Ms. McKnight asked if there will be an underground drainage system and was informed there would be.

Keith Mercy, of Kaestle Boos Associates, described Phase 1. He noted all storage is on the lower level. He described the areas on the main level: the Fitness Room that will be shared, locker rooms, dispatch, 2 entrances, training/community rooms and egress elevators. The second floor will have administration, training rooms, living quarters, kitchen, day room, a fire slide, offices, conference rooms, detective suites and a break room. The Fire Station will be built first. The Fire personnel will move to the new building and Police will move to temporary space. In Phase 2 the current building will be demolished and the new Police station built.

Mr. Heep stated the traffic study was submitted last night. Construction vehicle access will be from Dedham Avenue to Lincoln Street and off Chestnut Street. There is no report from the Design Review Board (DRB) yet. There was a letter from the Building Inspector today with agreement on the parking calculations. Mr. Alpert stated he thought the explanation of how the parking numbers were arrived at was very good. Mr. Owens stated he would like to hear the presentation.

Mr. Heep stated 122 spaces are proposed. There will be 31 Fire Department spaces, 67 Police Department spaces, and 21 public spaces plus 3 on Chestnut Street. He noted considerable thought went into this. There is 13,626

square feet of office space. With one space per 300 square feet of area that would be 40 spaces. There are 48 seats in the training room. There is one space per 3 seats so that would be 16 spaces. The project also looked at the personnel on site. The Fire Department has 17 employees at a time plus 11 firefighters. At shift change there are 11 staff arriving for a total of 39 spaces for Fire.

Mr. Heep noted the Police have 22 administrators and staff plus 9 day shift. At the shift change there are 8 on the night shift for a total of 39. There are 22 vehicles for the police. With 39 employees and 22 vehicles there is a total of 61 for Police. Mr. Jacobs asked where the secure fence would be. Mr. Mercy noted there will be a fence along the whole perimeter with a gate on School and Lincoln with a left onto School Street. There will be a sliding gate on Lincoln and a lift arm type on the School Street side. The fence will be chain link and decorative fence. There will be a brick wall with perforated panel along the carport. Mr. Jacobs asked what the height the perforated panel would be. The perforated panel and wall will be 6 feet with plants in front to soften the wall.

Mr. Owens asked about the Kimball Street lot. Mr. Heep noted there are 34 spaces for public permit parking. This project will leave that lot untouched. There is no intention to label it strictly police or fire. There is a request for dimensional waiver of some spaces. Mr. Owens stated he is worried there are too many spaces. The fire shifts are 24-hour shifts. Cars sit there. The Board required the hospital to shuttle employees. He asked if too many spaces were being devoted for the fire and police. He asked if the Kimball Street lot was really public permit spaces and who gets them. How much is devoted to Town employees as opposed to other users?

Mr. Alpert stated he is not sure 21 public spaces are enough on the site. He asked if 124 spaces are really necessary. Could there be more landscaping and more trees? He would like a little more green. He commented the 24-hour parking could be parked elsewhere. He noted the 3 spaces on the street and asked how the town would keep the general public from parking there. Mr. Heep stated the town will sign those spaces as Fire/Police visitor parking only. Mr. Alpert stated the project should make one handicap space. Ms. McKnight agreed. Mr. Mercy stated a handicap space was put in front of the public parking area. The street parking will be made 15 minute parking. He noted the people will be getting out of their cars on the traffic-lane side.

Mr. Alpert asked how many Lincoln Street spaces will be lost during construction and for how long. Mr. Heep noted 19 spaces. The spaces will be lost for the entire construction period. Mr. Alpert asked how long construction would last and was informed about 3 years. Mr. Alpert noted the following correspondence for the record: a letter from Assistant Town Engineer Thomas Ryder with comments, a letter from Tara Gurge of the Health Department with comments, a letter from Fire Chief Dennis Condon in support, a letter from Police Lt. John Kraemer noting no safety concerns, another letter from Police Lt. John Kraemer, dated 5/22/18, with no safety concerns, a letter from Building Inspector David Roche, dated 5/22/18, stating he has reviewed and agrees with the parking plan, an email from Mark Gluesing, of the DRB, stating no public hearing has been held yet and a title report from the Law Firm of Wilchins, Cosentino, Novins, LLP.

Mr. Alpert asked if the applicant anticipates a request for a zoning amendment. Mr. Heep stated yes and there is likely to be a request for an amendment for an antennae pole at this location also. Mr. Alpert asked about the DPW response to storm water. Ms. Newman noted the DPW is fine with the report provided. Ms. McKnight noted page 2 of the 4/9/18 memo regarding the baseline ambient sounds. She asked when the Board would get that information. Mr. Heep stated the study is still in process. He apologized for not having the information at the meeting. Ms. McKnight commented she feels the location proposed for the handicap space is ok.

Giles Hamm, of Vanesse and Associates, feels they have been conservative in their parking numbers. He would suggest that after construction is complete the Board look at the parking for utilization. Mr. Jacobs asked the applicant to review areas of the requested waivers. Mr. Heep reviewed the waivers which include front parking setback only on Lincoln Street and the 5 foot buffer from the building face. There will be parking on both sides of the lot line. Mr. Jacobs stated he is concerned with head light glare on Lincoln Street. Mr. Heep noted there will be a 6 foot fence. Mr. Jacobs asked if there are residences across from the entrance/exit. Mr. Heep will check and see but he believes there are.

Mr. Jacobs stated, on page 2 of the Traffic Study, the study area seems limited for this large project. Mr. Hamm stated 9 intersections were looked at in the area. This is an existing use. The traffic pattern will change a little but the traffic level will not. The project will close 3 curb cuts on Chestnut Street and open one curb cut on Lincoln Street. Mr. Jacobs noted on page 2, roadways, it should be School Street and not Dedham Street. Ms. McKnight asked how the noise would change and noted this was not addressed. She asked if fire engines will still come out onto Chestnut Street and was informed they would. She asked if there would be any fire engines going out to Lincoln Street. Mr. Heep stated it will mainly be employee vehicles going out to Lincoln Street. Ms. McKnight asked if any EMT vehicles would go to Lincoln Street. Mr. Heep said no but he would look into it and get more information for the Board. He noted the police are rarely at the station but out on the road and respond from the road. Ms. McKnight asked if any other vehicles would be going out to Lincoln Street and was informed no.

Mr. Jacobs asked for a breakdown of the phasing plan. Steven Popper, of the Public Facilities Department, noted the schedule is being refined. It will be 18 months in Phase 1 with the demolition of the building next door and construction of the fire building. Then 18 months to finish the police section and site work. Mr. Mercy noted there was additional space the town is being allowed to use for archive storage. Mr. Owens stated he assumes the town has programmed in future capacity. Mr. Mercy stated, yes, some offices and rooms.

Mr. Owens stated he feels the back of the building is rather stark. He feels there is a great planting plan for Chestnut Street and School Street but there are no trees to screen on the Lincoln side. He asked if there were any plans to do that. Mr. Mercy stated there will be some plantings but he will look at putting more. Mr. Alpert asked about traffic during construction. He asked what the impact will be on Lincoln Street during construction of Phase 1 and the impact during construction of Phase 2 on School Street. Mr. Heep stated construction trucks, such as concrete trucks and steel deliveries, will go from School Street to Chestnut Street. Mr. Alpert commented he wants to minimize disturbances on Lincoln Street. Delivery times will be set up. Lunchtime deliveries will be avoided for the least impact. Mr. Jacobs asked if the applicant had spoken with the hospital about the construction schedule. The applicant has not spoken with the hospital yet but will in the near future.

Upon a motion made by Mr. Owens, and seconded by Mr. Jacobs, it was by the four members present unanimously:

VOTED: to continue the hearing to 6/26/18 at 7:00 p.m.

7:30 p.m. – Major Project Site Plan Special Permit No. 2018-04: Town of Needham, 1471 Highland Avenue, Needham, MA, Petitioner (Property located at 707 Highland Avenue and 257 Webster Street, Needham, MA) regarding replacement of Fire Station 2.

Mr. Alpert noted he is on the Board of Trustees of the Temple, which is an abutter. He recused himself from the hearing. Vice-Chairman Jacobs proceeded with the hearing.

Upon a motion made by Mr. Owens, and seconded by Ms. McKnight, it was by the three members present unanimously:

VOTED: to waive the reading of the public hearing notice.

Christopher Heep, representative for the applicant, stated this is Fire Station 2. The footprint will remain the same. The building will be razed and the site will be upgraded. There will be a 25 foot landscape buffer on the north and south sides and landscaping in the parking area. David McKinley, of Kaestle Boos Associates, reviewed the site. The project is being coordinated with Mass DOT. Access to the Daley Building will remain in the back. The main drain line is under the existing Daley Building. This will not change but will be tied into. The project is widening the apparatus bay. The basement will have 3 bays in the back and the main floor will have 3 bays in front. Additional public parking is being added and a drive through emergency drive so there will be no parking in front of the access bays. There will be a retaining wall and the project adds a curb cut on Highland Avenue. The bottom bay is to be used for maintenance of the largest vehicles.

Alicia Zukowski, of Samiotes Consultants, stated there will be 2 new water lines and new sewer lines. Ms. McKnight asked if discharge will be under the Daley Building. Ms. Zukowski stated yes, to the existing wetlands. Christian Riordan, of Consigli, explained the phasing. Keith Mercy, of Kaestle Boos Associates, described the basement. There will be secondary vehicles, generator space and mechanical space. The main bays are on the first floor with the custodian room, laundry, EMS storage, wash room, lobby and EMS care room. The upper level has the living quarters. There are 8 bunks, a kitchen, living and dining area. He described the elevations and grade change.

Ms. McKnight asked if there was an ambient noise study. Mr. Heep will provide the information. Mr. Heep noted there will be 18 parking spaces. There are currently 12 spaces. Mr. Owens asked for the pros and cons of keeping the building kitty-corner. Mr. Heep stated it was advantageous to be able to go right through the intersection. Mr. Mercy stated the Fire Department controls the lights also.

Mr. Jacobs noted the following correspondence for the record: 2 letters dated 4/9/18 from Christopher Heep; a title report to Town Counsel David Tobin; a 5/15/18 letter from Assistant Town Engineer Thomas Ryder with comments and recommendations; a 5/16/18 letter from Fire Chief Dennis Condon with comments of support; a 5/17/18 letter from Tara Gurge of the Health Department, with no comments; a 5/21/18 letter from Mark Gluesing of the DRB; a 5/22/18 letter from Building Inspector David Roche approving the parking determination and a letter from Police Lt. John Kraemer noting no safety concerns.

Harding Ounanian, of 277 Webster Street, stated he has been here 60 some odd years. He is concerned with the setup and curbs on Webster Street and Highland Avenue. He feels vehicles will exit on Webster Street. He worries about traffic at busy times and at snow times. It appears the sidewalk on Highland Avenue narrows down to accommodate the Fire Station. He is concerned with the time element of the removal of the building and digging into the ground. He asked how long it would take to remove the building and how long to dig the hole. He is concerned with the firemen who will be housed at the Hillside School with the apparatus. Where are the firemen going to be?

Mr. McKinley stated Mass Highway wants to widen the road and the sidewalk will be a little wider in the front. The rest will remain the same. The sidewalk in front of the bays will be the same as current. He noted the foundation is being designed by a structural engineer and will be thicker. Foundation drains will be installed. He noted it will take 12 to 14 months to construct the new building. The main vehicles will be on the upper level on Highland Avenue. The ancillary vehicles in back, such as the brush truck, will be going out to Webster Street. Ms. McKnight asked if this was being coordinated with Mass Highway and was informed it was. She stated she has not seen any paperwork. She asked if the Mass Highway plans are set so there will be no changes later. Mr. McKinley stated the plans are pretty set.

Martie Marinelli, of 21 Cynthia Road, asked about the timing. Mr. McKinley stated the projects will be done concurrently. Mr. Mercy commented the project has to wait for the Hillside School to be available so it will be approximately 6/2019.

Upon a motion made by Mr. Owens, and seconded by Ms. McKnight, it was by the three members present unanimously:

VOTED: to continue the hearing to 6/26/18 at 7:30 p.m.

Mr. Alpert returned to the meeting and resumed as Chairman.

7:45 p.m. – Major Project Site Plan Special Permit No. 2018-05: Town of Needham, 1471 Highland Avenue, Needham, MA, Petitioner (Property located at 28 Glen Gary Road, Needham, MA), regarding temporary location of Police & Fire Headquarters.

Upon a motion made by Mr. Owens, and seconded by Mr. Jacobs, it was by the four members present unanimously:

VOTED: to waive the reading of the public hearing notice.

Mr. Heep stated the Hillside School will be transitioned to a temporary Police/Fire Station. The Police and Fire Station 2 will be moved to the Hillside School. The Fire Department Headquarters will stay on Chestnut Street. There will be temporary tent structures. There is a request to waive the parking design area and landscaping and trees requirements. A letter that was submitted stated there will be 85 spaces not 83. Mr. McKinley noted the existing islands will be removed and the sewer easement will be tied into. The applicant went to the Conservation Commission for approval. There will be a temporary fire structure and the area will be fenced. There will be a portable generator and some grading change of 3 or 4 feet. A trench drain will be put inside the apparatus bays as a compromise with the Conservation Commission.

Mr. Riordan noted there will be a construction fence and dumpster. Ms. Zukowski reviewed the fire protection and sewer systems. Mr. Mercy reviewed the floor plan. There will be 5 modules attached together. There will be 8 bunks, lockers, bathrooms and showers. The building is oriented to keep lights away from neighbors to minimize impact. Mr. Jacobs asked if the applicant would be meeting with the neighbors and was informed they would be. Mr. Jacobs stated he would like to hear about traffic and resident issues. Mr. Mercy stated there are no issues with lights. There will be no sirens on site.

Mr. Jacobs asked if the Conservation Commission has issued an order of conditions and was informed it had. He asked how long this temporary plan was for. Mr. Mercy stated the fire use will be 14 months and the police use will be 18 months. Mr. Jacobs asked what happens with the site at the end of the 2 years. Mr. Mercy stated the utilities will be capped and the building closed up. There are no long term plans yet. Mr. Heep stated the expectation is the site will be brought back to an acceptable level. The temporary structures will be removed, the fence removed and the land will be regraded. The building may be used for swing space for the school administration. Mr. Alpert stated this will be discussed at the next meeting but he would like to see something more concrete.

Mr. Alpert noted the following correspondence for the record: 2 letters from Christopher Heep dated 4/9/18; a memorandum of title with an Order of Conditions from the Commonwealth of Mass; 2 emails from Tara Gurge, of the Health Department, one dated 5/1/18 with no comments and one dated 5/17/18 with no comments; a letter from Fire Chief Dennis Condon in support; a letter from Assistant Town Engineer Thomas Ryder with comments; a letter from Building Inspector David Roche with comments regarding parking projections; and a letter from Police Lt. John Kraemer noting no safety concerns.

Mindy Merow Rubin, of 27 Cynthia Road, asked why there will be temporary trailers for the Fire Department and why not use the school. Mr. Mercy noted that the police and the fire employees need to be close to the apparatus. Mr. Alpert suggested the applicant relook at this. Ms. Marinelli asked if there was going to be any change to traffic or adding a traffic light and was informed no. She asked if there would be a difficulty in the apparatus making that turn, and also will there be a communications tower. Mr. Mercy replied that the apparatuses can make the turn and no, there will not be a tower. He stated there will be no prisoners kept there. Any prisoners will be taken to neighboring towns. Ms. Marinelli noted the sound and stated that announcements from the school could be heard on Cynthia Road. Mr. Mercy reiterated there will be no sirens. There will be a temporary rented generator used for emergencies. They will leave access to the playground and to an existing paved path.

Simon Hawkin, of 29 Hasenfus Circle, asked about the path to Booth Street. Mr. Mercy stated it would remain as is. Jay Cohen, of 19 Glen Gary Road, asked how the fire trucks would leave and return to the area. Mr. Mercy stated the fire trucks will go directly out. When coming back the trucks would come in and back up into the bay. Mr. Cohen asked how long it would take to construct the trailers and tents. Mr. Mercy noted about 2 months. There will be metal panels for sound mitigation. Mr. Alpert stated if there are any issues the Planning Board should be contacted.

Mr. Cohen stated he understands there are 1,700 fire calls per year. He will have headlights in his bedroom. He asked if alarms would go off when there is a call and was informed there would be. Mr. Cohen stated this is 100

feet from his bedroom. He suggested the project put the structures in the lower parking lot. Mr. Alpert commented the structures should be moved to the lower parking lot. He asked the applicant to look at this for the 6/26/18 meeting.

Sarah O'Leary, of 19 Glen Gary Road, stated noise is an issue. She has not seen anything about safety for the abutters. This is a very short street and there is limited access. She is concerned with the safety of children. She asked what other sites were considered. Mr. McKinley stated Avery Field, the Muzi Ford area and the DPW storage area along the highway were looked at. He noted 4 or 5 areas were looked at. This location made the most sense. The buildings will be located in front of the property for response times. The back is closer to the wetlands and it would be problematic having fire apparatus going through the parking lot with the police vehicles parked there. Mr. Hamm did not think a traffic light was needed at West Street. The fire trucks will not have much speed and will look out for people. Ms. McKnight stated she would like information on sight lines. Mr. Jacobs asked if there would be any change to the parking on Glen Gary Road. Mr. Mercy will look at that. Simon Hawkin, of 29 Hasenfus Circle, noted there is no parking on Glen Gary Road during school bus times. Mr. Alpert would like more information on this parking situation at the next meeting.

Upon a motion made by Mr. Jacobs, and seconded by Ms. McKnight, it was by the four members present unanimously:

VOTED: to continue the hearing to 6/26/18 at 8:00 p.m.

Request to Extend Temporary Occupancy Permit or Request to Authorize Permanent Occupancy Permit: Major Project Site Plan Special Permit No. 2017-01: Sira Naturals, Inc., formerly know as Sage Naturals, Inc., Sage Biotech, Inc. and Sage Cannabis, Inc., 13 Commercial Way, Milford, MA 01757, Petitioner (Property located at 29 and 37 Franklin Street, together with a parking and access easement over a portion of 55 Franklin Street, Needham, MA).

Mr. Alpert noted the landscaping is not done and the As Built will not be ready. The applicant would like a 30 day extension.

Upon a motion made by Mr. Jacobs, and seconded by Mr. Owens, it was by the four members present unanimously:

VOTED: to grant the requested extension for 30 days.

Mr. Alpert noted the letter regarding Homewood Suites in the packet. Ms. Newman stated there is one issue they thought was resolved. There is a consolidation plan. The Land Court has accepted the plan but has not issued a decree plan. She recommends the Board accept the plan that has been recorded in the Land Court. This is still a condition of the permit. She also recommends releasing the surety bond when all is complete. There is no need to keep any of it.

Minutes

Ms. McKnight noted in the minutes of 2/13/18, Mr. Owens is listed twice in the introductory paragraph and Mr. Alpert is not listed.

Upon a motion made by Ms. McKnight, and seconded by Mr. Jacobs, it was by the four members present unanimously:

VOTED: to accept the minutes of 2/13/18 with the correction.

Ms. McKnight noted the change of name from Mr. Owens to Mr. Alpert in the introductory paragraph should be corrected. In the first paragraph it should say "Lexington's Bylaw shall not exceed.." and "there shall be no more than 2 bed.." In paragraph 2, Ms. McKnight noted "There needs to be a separate stove and separate bathroom.." has been deleted. She asked why. She feels it should be left in. All agreed.

Upon a motion made by Ms. McKnight, and seconded by Mr. Jacobs, it was by the four members present unanimously:

VOTED: to accept the minutes of 3/8/18 with the corrections.

Correspondence

Mr. Alpert noted 2 articles from the Needham Times – one regarding Riverside Street and one regarding seniors downsizing.

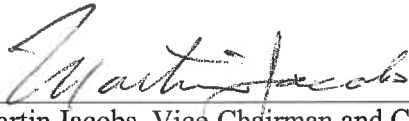
Report from Planning Director and Board members.

Ms. Newman stated she would like dates for the next planning meeting in July. She will circulate some dates.

Upon a motion made by Mr. Jacobs, and seconded by Mr. Owens, it was by the four members present unanimously:

VOTED: to adjourn the meeting at 10:25 p.m.

Respectfully submitted,
Donna J. Kalinowski, Notetaker

A handwritten signature in cursive script, appearing to read "Martin Jacobs", written in dark ink.

Martin Jacobs, Vice-Chairman and Clerk