

Present: Chairman Steve Garvin, Christopher Morely, Peter Abair (7:30-7:46 p.m.), John Hincks, Charlie Karustis, Associate Member Nancy Kilcoyne, Meagen Donoghue (Director of Planning and Community Development), and Beth Suedmeyer (Environmental Planner – arrived 7:55 p.m)

At 7:30 p.m., Chairman Garvin called the meeting to order.

Public Hearing – Stormwater Management Permit – 69 & 71 Brewster Road – (Assessor’s Map H10-0100 & H10- 0900)

At 7:45 p.m., Chairman Garvin opened a Public Hearing regarding a Stormwater Management Permit application submitted by Agustina Sumito, Trustee, Owner and Applicant, to construct a common driveway to serve two single family dwellings and associated improvements which will disturb approximately 133,800 sq. ft. of land, including approximately 123,079 sq. ft. of land area on slopes ranging from 10% to 20% with a total impervious area of 32,763 sq. ft. on a 926,844 sq. ft. parcel located at 69 & 71 Brewster Road (Assessor’s Map H10-0100 & H10-0900), which was continued from October 11, 2017. The Board was previously in receipt of copies of an email from Molly Obendorf dated October 23, 2017, granting an extension of the review period until November 8, 2017, an email from George Dimakarakos dated November 8, 2017, granting an extension of the review period until December 31, 2017, a memorandum to the applicant from Ms. Donoghue dated October 17, 2017 and an email response from the applicant’s attorney Matthew Watsky dated October 18, 2017, asking for the application to be withdrawn, without prejudice.

On motion duly made and seconded, it was unanimously:

VOTED: To close the Public Hearing regarding the Stormwater Management Permit application submitted by Agustina Sumito, Trustee, Owner and Applicant, to construct a common driveway to serve two single family dwellings and associated improvements which will disturb approximately 133,800 sq. ft. of land, including approximately 123,079 sq. ft. of land area on slopes ranging from 10% to 20% with a total impervious area of 32,763 sq. ft. on a 926,844 sq. ft. parcel located at 69 & 71 Brewster Road (Assessor’s Map H10-0100 & H10-0900).

On motion duly made and seconded, it was also unanimously:

VOTED: To accept the applicant’s request to withdraw the Stormwater Management Permit application, without prejudice, submitted by Agustina Sumito, Trustee, Owner and Applicant, to construct a common driveway to serve two single family dwellings and associated improvements which will disturb approximately 133,800 sq. ft. of land, including approximately 123,079 sq. ft. of land area on slopes ranging from 10% to 20%

with a total impervious area of 32,763 sq. ft. on a 926,844 sq. ft. parcel located at 69 & 71 Brewster Road (Assessor's Map H10-0100 & H10-0900).

Public Hearing – Site Plan, Stormwater Management Permit, Site Plan Approval and Water Resource Protection District Special Permit – Sudbury Pines - 632 & 642 Boston Post Road (Assessor's Map K06-0004 & K06-0005)

At 7:31 p.m., Chairman Garvin opened a Public Hearing regarding the application of Roberta Henderson, Applicant & Owner, for Site Plan approval in accordance with the Town of Sudbury Zoning Bylaw Section 6300; the provisions of Article V (f), Section 5.C (Stormwater Management); and Sudbury Zoning Bylaw Section 4270 (Water Resource Protection District Special Permit), to construct a centralized Wastewater Works treatment plant and associated improvements which will disturb approximately 153,650 sq. ft. of land, including approximately 17865 sq. ft. of land on slopes ranging from 10% to 20%, with a total impervious area of 65,015 sq. ft., on a 7.3 acre parcel, located at 632 and 642 Boston Post Road (Assessor Map K06-0004 and 0005), zoned Limited Business (LBD1) and within Zones I and II of the Water Resource Protection Overlay District, which was continued from October 11, 2017. The Board was previously in receipt of copies of a memorandum to the applicant from Ms. Donoghue dated October 17, 2017 and an email response from the applicant's attorney Matthew Watsky dated October 18, 2017, requesting the three related applications to be withdrawn, without prejudice.

On motion duly made and seconded, it was unanimously:

VOTED: To close the Public Hearing regarding the applications of Roberta Henderson, Applicant & Owner, for Site Plan approval in accordance with the Town of Sudbury Zoning Bylaw Section 6300; the provisions of Article V (f), Section 5.C (Stormwater Management) to construct a centralized Wastewater Works treatment plant and associated improvements which will disturb approximately 153,650 sq. ft. of land, including approximately 17865 sq. ft. of land on slopes ranging from 10% to 20%, with a total impervious area of 65,015 sq. ft., on a 7.3 acre parcel, located at 632 and 642 Boston Post Road (Assessor Map K06-0004 and 0005), zoned Limited Business (LBD1) and within Zones I and II of the Water Resource Protection Overlay District.

On motion duly made and seconded, it was further unanimously:

VOTED: To accept the applicant's request to withdraw the applications, without prejudice, of Roberta Henderson, Applicant & Owner, for Site Plan approval in accordance with the Town of Sudbury Zoning Bylaw Section 6300; the provisions of Article V (f), Section 5.C (Stormwater Management) to construct a centralized Wastewater Works treatment plant and associated improvements which will disturb approximately 153,650 sq. ft. of land, including approximately 17865 sq. ft. of land on slopes ranging from 10% to 20%, with a total impervious area of 65,015 sq. ft., on a 7.3 acre parcel, located at 632 and 642 Boston Post Road (Assessor Map K06-0004 and

0005), zoned Limited Business (LBD1) and within Zones I and II of the Water Resource Protection Overlay District.

On motion duly made and seconded, it was unanimously:

VOTED: To close the Public Hearing regarding the application of Roberta Henderson, Applicant & Owner, for Sudbury Zoning Bylaw Section 4270 (Water Resource Protection District Special Permit), to construct a centralized Wastewater Works treatment plant and associated improvements which will disturb approximately 153,650 sq. ft. of land, including approximately 17865 sq. ft. of land on slopes ranging from 10% to 20%, with a total impervious area of 65,015 sq. ft., on a 7.3 acre parcel, located at 632 and 642 Boston Post Road (Assessor Map K06-0004 and 0005), zoned Limited Business (LBD1) and within Zones I and II of the Water Resource Protection Overlay District.

On motion duly made and seconded, it was further unanimously:

VOTED: To accept the applicant's request to withdraw the application, without prejudice, of Roberta Henderson, Applicant & Owner, for Sudbury Zoning Bylaw Section 4270 (Water Resource Protection District Special Permit), to construct a centralized Wastewater Works treatment plant and associated improvements which will disturb approximately 153,650 sq. ft. of land, including approximately 17865 sq. ft. of land on slopes ranging from 10% to 20%, with a total impervious area of 65,015 sq. ft., on a 7.3 acre parcel, located at 632 and 642 Boston Post Road (Assessor Map K06-0004 and 0005), zoned Limited Business (LBD1) and within Zones I and II of the Water Resource Protection Overlay District.

Chairman Garvin asked Ms. Donoghue to coordinate distribution of materials for Board members, if, and when, new applications are received.

Preliminary Subdivision Application – 212 Pratt's Mill Road (Assessor's Map G05-0022)

Present: Applicant Karl Borg, the applicant's attorney Joshua Fox and Hancock and Associates Civil Engineer Jacob Lemieux

At 7:35 p.m., Chairman Garvin opened a discussion regarding a preliminary subdivision application regarding 212 Pratt's Mill Road (Assessor's Map G05-0022). The Board was previously in receipt of copies of an email from Sudbury Water District (SWD) Interim Superintendent Al Renzi dated October 23, 2017, an email from Conservation Coordinator Debbie Dineen dated October 17, 2017, a "Stormwater Report In Support of Two Lot Residential Subdivision 212 Pratts Mill Road, Sudbury, MA" prepared by Hancock Associates and accompanying plans received by the Town Clerk on November 2, 2017.

The applicant's engineer Jacob Lemieux stated revisions have been made to the subdivision plan as suggested by the Board and the Assistant Fire Chief John Whalen. With the use of site plan exhibit boards, Mr. Lemieux explained changes were made to a driveway T design instead of a cul de sac to accommodate large trucks and emergency public safety vehicles. He further explained the plan revisions will require a request for an additional waiver regarding the turnaround radius being centered on the right-of-way centerline. Mr. Lemieux stated the drainage for the revised plans is nearly identical to the original plan, and he provided a brief summary. He also stated an additional test pit will be scheduled prior to submission of the Definitive Plan. Mr. Lemieux stated the applicant will provide a \$13,000 donation to the Town's sidewalk fund in lieu of constructing a sidewalk around the cul-de-sac area.

The applicant's attorney Joshua Fox stated the applicant followed up on the Board's previous suggestions by meeting with the Fire Department and reducing the pavement area. Mr. Fox also stated the Board had asked for an articulation of the public benefits of the plan to help justify the waiver requests. He summarized the plan's public benefits as 1) abandonment of the use variance in effect since the 1960s for a machine shop, noting there are no commercial uses in the vicinity of this property, 2) the possibility that 12 units could be developed on this three-acre site because two units were approved across the street on .43 of an acre, and thus the proposed two-lot subdivision would be less dense, 3) stormwater management would be upgraded to be compliant with local and State regulations, 4) a \$13,000 contribution to the Town sidewalk fund, and 5) public safety enhancements to meet the Fire Department's standards would be made and a private fire hydrant would be installed on the site. Mr. Fox stated he believes the benefits far outweigh any burdens, noting he believes the proposed plan presents no burdens.

Mr. Karustis asked if the new T design results in less impervious surface. Mr. Lemieux stated there will be a slight reduction.

At 7:46 p.m., Mr. Abair excused himself from the remainder of the Meeting.

Mr. Karustis stated he has concerns regarding the first waiver request regarding the required 360-foot offset from existing public or private ways on the same side of the street, noting the proposed plan offers only 214 feet from Dutton Road.

Mr. Lemieux briefly described the new waiver request regarding the required 60-foot radius to be centered on the right-of-way centerline due to a five-foot shift which was made to accommodate the Fire Department's requests. Chairman Garvin suggested the five-foot shift does not necessarily have to be in the right-of-way and it could be accomplished possibly through an easement or on private property. Mr. Fox and Mr. Lemieux stated this could likely be adjusted.

Chairman Garvin stated he does not believe all of the benefits presented by Mr. Fox are public benefits because upgrading stormwater management and public safety standards are requirements and not additional benefits.

Regarding the first waiver request, Mr. Fox stated he believes the impact of the waiver would be greater if a street were proposed versus the planned shared driveway.

Mr. Karustis stated he is concerned about a precedent being set, if the first waiver request were approved.

Chairman Garvin stated he would like to see more public benefits presented by the applicant.

Mr. Hincks stated he agrees the elimination of the machine shop use would be a public benefit. However, he stated he agrees with Chairman Garvin regarding stormwater management and public safety upgrades being requirements and not benefits.

Ms. Kilcoyne asked how the contribution to the Town sidewalk fund would be used. Mr. Fox stated it could be used for repairs to existing sidewalks or to construct new sidewalks.

Mr. Fox asked the Board for its opinion regarding the applicant proceeding to submit a formal application. Chairman Garvin stated it is up to the applicant to determine if they wish to do so based on the feedback it has received.

Mr. Karustis asked if the tax lien situation referenced in Ms. Dineen's email has been resolved. Mr. Fox stated he believes the Board has discretion regarding this matter, noting completion of the proposed subdivision plan would help to satisfy the tax obligation. Chairman Garvin asked Ms. Donoghue to research what the precedent has been on such matters. He also noted payment of the taxes could be made a condition before issuance of a Building Permit. Mr. Hincks stated payment of the taxes would need to occur to obtain a clear title.

The consensus of all parties was that this discussion should be continued at the Board's December 13, 2017 meeting.

Public Hearing – Scenic Road Application – 169 Marlboro Road (Assessor's Map E08-0642)

At 8:00 p.m., Chairman Garvin opened a Public Hearing regarding the Scenic Road application submitted for changes to a Scenic Road filed by Charles Sherwood for property located at 169 Marlboro Road (Assessor's Map E08-0642). Copies of an email from the property owner dated November 20, 2017, requesting an extension of this agenda item were distributed tonight.

On motion duly made and seconded, it was unanimously:

VOTED: To extend, for a three-month period, the timeframe for continuation of the Public Hearing regarding the Scenic Road application submitted for changes to a Scenic Road filed by Charles Sherwood for property located at 169 Marlboro Road (Assessor's Map E08-0642).

Community Preservation Committee – Appoint Planning Board Liaison

Ms. Donoghue stated the Board needs to appoint a liaison to the Community Preservation Committee (CPC), due to Chris Morely's resignation from the Board.

Ms. Kilcoyne volunteered to represent the Board.

On motion duly made and seconded, it was unanimously

VOTED: To appoint Nancy Kilcoyne as the Planning Board's representative to the Community Preservation Committee, pending her official appointment as a full Planning Board member at the Joint Meeting with the Board of Selectmen on November 28, 2017.

Maynard Road – Lots E & F – Sign Stormwater Bond Agreement

Present: Applicant Vin Gately and Deputy Director of Public Works Bill O'Rourke

At 8:07 p.m., Chairman Garvin opened a discussion regarding signing the stormwater bond agreement for Maynard Road Lots E & F. The Board was previously in receipt of copies of the draft "Town of Sudbury Planning Board Stormwater Management Permit Agreement for Deposit of Money," a letter from the applicant to Ms. Suedmeyer dated October 23, 2017, and an email from Deputy Director of Public Works Bill O'Rourke dated November 2, 2017.

Ms. Suedmeyer stated the draft Agreement has been reviewed by Town Counsel and the applicant's attorney. She explained a bond reduction from \$85,000 to \$15,000 has also been requested to be effective after the stabilization work has been signed off on by all parties. Ms. Suedmeyer stated the applicant's engineer and the Town's Peer Reviewer are expected to conduct final inspections in the next two weeks.

Applicant Vin Gately stated the final inspections will be held soon, and he would like \$70,000 of the \$85,000 bond being currently held returned to him. Mr. Gately stated the remaining \$15,000 would be held until inspections on the catch basins are completed. He further stated he would like to proceed with applying for a Building Permit as soon as the slope stabilization work is done. Mr. Gately provided a brief summary of the slope stabilization work completed.

Deputy Director of Public Works Bill O'Rourke stated he is comfortable with the stabilization work completed to date, and he would recommend the requested bond reduction. In response to a question from Mr. Hincks, Mr. O'Rourke stated the bond release is based on the slope stabilization work, and problems are not anticipated. He also highlighted McPhail Associates, LLC has also inspected the work throughout the process.

Mr. Gately stated no problems were experienced regarding the slope stabilization during the most recent rain event on October 30, 2017.

Mr. Karustis asked if more than \$15,000 of the bond should be retained. Mr. O'Rourke stated he believes the \$15,000 is a sufficient hold-back.

On motion duly made and seconded, it was unanimously:

VOTED: To sign the Town of Sudbury Planning Board Stormwater Management Permit Agreement for Deposit of Money," for \$85,000, as reviewed tonight for Maynard Road Lots E & F.

Maynard Road – Lots E & F – Request for Bond Reduction

Present: Applicant Vin Gately

At 8:20 p.m., Chairman Garvin opened a discussion regarding a request for a bond reduction for Maynard Road, Lots E & F. The Board was previously in receipt of copies of the draft "Town of Sudbury Planning Board Stormwater Management Permit Agreement for Deposit of Money," a letter from the applicant to Ms. Suedmeyer dated October 23, 2017, and an email from Deputy Director of Public Works Bill O'Rourke dated November 2, 2017.

On motion duly made and seconded, it was unanimously:

VOTED: To approve a reduction of the bond for Maynard Road Lots E & F from \$85,000 to \$15,000, as recommended by Department of Public Works Deputy Director Bill O'Rourke in his email dated November 2, 2017, contingent upon receipt of stabilization inspection sign offs and as-built plans.

Northridge Drive Farm – Anthony Drive - Request for Extension to Stormwater Management Permit and Subdivision Approval

Present: The Applicant's representatives Donna Cisek and Jason Fenton

At 8:23 p.m., Chairman Garvin opened a discussion regarding the request for an extension for the Stormwater Management Permit for Northridge Drive Farm on Anthony Drive. The Board was previously in receipt of copies of a letter from FORESITE Engineering Associates, Inc. dated October 3, 2017, the "Stormwater Construction Site Inspection

Report dated October 3, 2017 and accompanying addendum and photographs and a letter from the applicant James Fenton dated October 18, 2017. In addition, copies of an email from Mr. Hayes dated November 20, 2017 and accompanying Stormwater Construction Site Inspection Report dated November 17, 2017 and a letter from Mr. Hayes dated November 17, 2017 were distributed tonight.

Deputy Director of Public Works Bill O'Rourke reviewed the five recommendations he had previously submitted to the Board in his letter dated August 8, 2017. Mr. O'Rourke stated Mr. Hayes' recent correspondence has addressed the five recommendations and some have been partially completed. He further stated tonight's agenda item is to consider the request for an extension to the Stormwater Management Permit.

Chairman Garvin stated it would seem to make sense to approve an extension. He also stated the Board previously asked for a Town Counsel opinion regarding whether new conditions could be added if the Board chooses to extend the Permit. Ms. Suedmeyer stated Town Counsel stated new conditions could be added related to changes in the project or the extension to the original Permit. Ms. Suedmeyer also clarified the applicant requested an extension until December 15, 2018.

Mr. Karustis noted completion schedule variances in the recent correspondence from what was previously submitted, and he questioned if completion dates were going to continue to slip forward. Jason Fenton provided a brief update regarding the completion of some items.

Mr. Hincks stated this development has had a pattern of delays and poor performance which has been troubling. He asked if there have been fundamental changes which will result in different results.

The applicant's representative Donna Cisek stated the market is much better today, and the applicant is confident the last two homes will be able to be sold.

Mr. O'Rourke provided a brief update regarding some work completed, noting he believes the basin has been properly constructed.

Chairman Garvin requested for the berm height to be confirmed.

Mr. Hincks stated it would not be in the Town's best interest to not complete this development.

Ms. Suedmeyer stated she has observed significant improvements made in the past few months regarding drainage and other items.

Mr. O'Rourke stated the applicant is working well with Town staff to address issues, and he is pleased with actions taken to date.

In response to a question from Mr. Karustis, Ms. Cisek stated the infrastructure work for the road would likely be completed by February 2018.

Mr. Karustis suggested approving the extension for a shorter time than what was requested and requiring a future update from the applicant.

Ms. Suedmeyer stated the Board might consider requesting as-built plans to be submitted in phases.

On motion duly made and seconded, it was unanimously:

VOTED: To approve the request for an extension for the Stormwater Management Permit for Northridge Drive Farm on Anthony Drive until December 15, 2018, contingent upon submittal of as-built plans in February 2018 to be reviewed by the Planning Board at its last meeting in February 2018.

Chairman Garvin asked for clarification regarding whether an Earth Removal Permit is required for this subdivision. Ms. Suedmeyer stated the previous Earth Removal Permit has expired, and a new Permit would likely be required if more earth is to be removed. Ms. Cisek stated she does not believe more fill will be needed or moved and she would check this with the developer.

Chairman Garvin noted the Board has not received a request to date to extend the Subdivision Plan for Northridge Drive Farm on Anthony Drive. Ms. Donoghue stated the applicant would need to submit a request one week prior to the Board's December 13, 2017 Meeting to be on the agenda.

Stormwater Issues – 656 and 647 Boston Post Road – Discussion

Deputy Director of Public Works Bill O'Rourke and William Duckett of Duckett-J.S. Waterman & Sons Funeral Home

At 8:50 p.m., Chairman Garvin opened a discussion regarding stormwater issues at 656 and 647 Boston Post Road. The Board was previously in receipt of copies of a letter from Attorney David Wallace dated October 18, 2017, a "Cease and Desist Land Disturbance Activity at 648 Boston Post Road" letter from Ms. Donoghue to Raymond Brady dated April 13, 2017, another letter from Ms. Donoghue to Mr. Brady dated June 6, 2017, photographs of 648 Boston Post Road from April and May 2017, photographs of 656 Boston Post Road from May 2017, an email from DPW Deputy Director Bill O'Rourke dated October 20, 2017, an email from Ms. Suedmeyer to Mr. Wallace dated October 25, 2017 and a letter from Sullivan, Connors & Associates Inc. engineer Vito Colonna dated August 24, 2017.

Ms. Suedmeyer provided a brief summary of the situation reported to Town staff of vegetation and soil being cleared from a residential lot, apparently exceeding 40,000 square feet, without permission from the Town, which caused detrimental results to the neighboring Funeral Home property. She explained Town staff contacted the property owner to schedule a meeting to discuss the matter. Ms. Suedmeyer stated the Town issued a cease and desist order and Public Works Director Dan Nason, Deputy Director of Public Works O'Rourke and Building Inspector Herweck met with the homeowners to attempt to understand the project proposal and inform them that a General Stormwater Management Permit application would be required. Ms. Suedmeyer stated the homeowners were given a deadline of July 15, 2017 to submit the Application, which, to date, has not been received. She also stated the disturbance resulted in issues for the abutting Funeral Home property and she asked for recommendations from the Board as to how to resolve these issues.

Mr. O'Rourke provided a brief summary of the excavation which was done near the property line, noting the work should have included the construction of a proper retaining wall.

Mr. Hincks asked if the property owner has acknowledged the impact of his actions. Ms. Suedmeyer stated the homeowner has been rather non-responsive and believes the abutting property had issues prior to his clearing and disturbance. The Town has no records to research prior to the creation of its Stormwater Management Bylaw in 2009. She also stated the Funeral Home has engaged an engineer to study the catch basins capacity.

Ms. Suedmeyer noted the Funeral Home has a parking and drainage easement in effect on the neighboring property.

Sudbury resident and business owner for over 40 years William Duckett addressed the Board. Mr. Duckett stated he believes the four-foot open trench currently on the property is a violation. He stated he has engaged an engineering firm to report on additional storm scenarios other than a one-year storm event which has currently been presented to the Town. Mr. Duckett stated he would like the problems resolved.

Chairman Garvin thanked Mr. Duckett for his input, and he stated tonight is the first time the Board is hearing about this situation. He stated the Board will gather more information from Town staff to determine what can be done.

Mr. Karustis stated he believes the homeowner has not been responsive, and he noted they are not present tonight. He believes it is time to levy a fine regarding the law which has been broken.

Mr. Hincks stated he would like information from Town staff regarding what leverage the Town has in this situation and what the precedent has been.

Ms. Suedmeyer read aloud a relevant enforcement section of the Town bylaw.

Chairman Garvin stated he would like the Board to receive more information regarding possible next steps.

Master Planning Process – Discussion

At 9:20 p.m., Chairman Garvin opened a discussion regarding a future Master Planning process. The Board was previously in receipt of copies of a draft “Sudbury Master Plan Scope of Work” updated October 30, 2017, the “Citizen Planner Training Collaborative Handout Creating Master Plans, and copies of the Collaborative’s PowerPoint slides.

Ms. Donoghue stated she attended a related workshop in Worcester a few weeks ago and she previously provided the Board with some of its materials. She stated it was suggested that a town not create a Master Plan Committee until after it has hired a consultant. Ms. Donoghue also stated she has learned Sudbury’s new Master Plan needs to be completed by June 30, 2019. She further stated the amount of money originally proposed for the Master Plan process is insufficient, and a minimum of \$130,000 has been suggested. Ms. Donoghue stated she would be requesting financial assistance from The Sudbury Foundation.

Chairman Garvin noted Sudbury is not starting this process from scratch, and it has already completed substantial information, which might help to reduce costs.

Mr. Hincks suggested language in the Request for Proposal (RFP) to suggest the Town is seeking a proposal to update a Master Plan and that work already completed should be referenced. Chariman Garvin stated it should be checked to see if the Community Compact Grant requires submission of a new Master Plan versus an updated Plan. Chairman Garvin requested for Town staff to research price points of other Master Plans and to begin to draft a RFP.

Ms. Kilcoyne stated she has experience drafting related documents, and she offered to assist Town staff with writing the RFP.

Administrative Report

Ms. Donoghue reported no applications have been received for the Board’s Associate Member position. She also distributed copies tonight of the final “Envision Melone: Shaping Melone’s Future Together Final Report” dated November 16, 2017, noting she previously presented a preliminary report to the Selectmen and will present the Final Report at the Selectmen’s November 28, 2017 Meeting.

The Board was reminded of the reception for former Board member Chris Morley on November 28, 2017 from 5:30 -7 p.m.

Ms. Donoghue stated she was asked by the Selectmen to make a presentation on underground wires, but she requested time to make the presentation to the Planning Board first at its December 13, 2017 Meeting.

Ms. Suedmeyer stated the Land Acquisition Review Committee (LARC) needs a representative from the Planning Board and it has an open at-large position. She stated former Planning Board member Chris Morley was the representative to LARC and he is willing to continue serving on the Committee. Mr. Hincks volunteered to be the Board's representative.

On motion duly made and seconded, it was unanimously

VOTED: To appoint John Hincks as the Planning Board's representative to the Land Acquisition Review Committee.

Minutes

On motion duly made and seconded, it was unanimously

VOTED: To approve the meeting minutes of October 11, 2017.

Upcoming Meeting Schedule and Review of 2018 Meeting Schedule

The next meetings are scheduled for December 13, 2017 and December 27, 2017 (tentative) at Town Hall. In addition, there will be a Joint Meeting with the Board of Selectmen on November 28, 2017, to appoint Ms. Kilcoyne as a full Planning Board member.

Mr. Karustis and Mr. Hincks stated they would likely be unavailable for a meeting on December 27, 2017.

Ms. Suedmeyer stated a new Public Hearing is scheduled to open with the Board on December 13, 2017.

The consensus of the Board was that the December 27, 2017 tentative Planning Board Meeting should be cancelled, and if any new applications are submitted, they should be scheduled for a future Board meeting in 2018.

Copies of the Board's "2018 Meeting Schedule & Application Deadlines" were distributed tonight. The Board briefly reviewed the proposed 2018 Meeting Schedule. It was noted the dates listed for February and March 2018 need to be revised to reflect the

second and fourth Wednesdays of each month. The consensus of the Board was to not schedule a meeting on December 26, 2018. The Board requested for Ms. Donoghue to revise the 2018 Planning Board Meeting Schedule, as discussed tonight, for review by the Board.

The meeting was adjourned by Chairman Garvin at 9:45 p.m.