

47 letter of credit to be returned.

48

49 B) A memo regarding road stabilization security for Hilltop Estate subdivision.

50

51 C) A few pages of the subdivision regulations that she proposed some amendments to clear up
52 some language.

53

54 **Mr. Hoopes MOVED to APPROVE the proposed changes to the agenda.**
55 **SECONDED by Mr. Manning. Chair Sample asked the Board for a vote. Board**
56 **voted UNANIMOUSLY.**

57

58 **1. Public Hearing on the 2026-2031 Capital Improvement Program**

59

60 Mr. Rich offered the CIP's findings in a final program report for 2026-2032. The Committee
61 reached out to each department head to submit their capital equipment and infrastructure needs.
62 The Highway Department and Fire Department were virtually 87% of our capital improvement
63 costs go to those two departments each year. The larger of the two being the Highway
64 Department.

65

66 The department heads gave the Committee good insight into future cost inflation of equipment
67 and infrastructure costs so those inflation costs can be added to the budgets and spreadsheets.
68 The committee believes that the department heads are actively looking for innovative ways to
69 offset the Alton tax burden to its citizens through grants, leasing vs buying, buying good used
70 equipment, seasonal rental versus buying, private funding and new initiatives especially in the
71 road construction and maintenance.

72

73 Based on those findings the committee is reporting that the tax rate impact on average for the
74 next five years will be approximately \$1.20 per thousand dollars of assessed value, starting with
75 \$1.175 in year 2026 and ending with \$1.217 in year 2031. This equates to approximately 11.2%
76 increase on a yearly basis for the next five years in terms of the tax rate impact.

77

78 Mr. Rich mentioned the Fire Department's request to increase its building fund by \$300,000 per
79 year for the next five years, that would total a reserve of approximately \$1.8 million dollars. He
80 mentioned receiving a warrant article last year of \$300,000 which was approved by the citizens,
81 and they needed to take that into consideration. The committee decided this should not be part of
82 the capital improvement.

83

84 Mr. Rich read from the CIP policy and handbook on procedures for the record:

85

86 "The CIP plan shall be based upon information submitted by the Town of Alton's departments
87 and agencies and shall take into account public facility needs indicated by the prospected
88 development shown in the master plan. The CIP committee may alter a department head's
89 suggested year of implementation or the method of financing when finalizing the CIP plan. The
90 CIP committee may decide not to recommend the inclusion of a project in the CIP plan."

91

92 Mr. Rich continued the committee did not recommend reserving \$1.8 million for a firehouse. He
93 stated that if the citizens of this community and the Select Board and the Planning Board want to
94 further the firehouse then it should be considered as a bond issue and not a reserve of \$1.8
95 million.

96
97 Mr. Rich stated the \$300,000 is enough money to begin the process of engineering, architectural,
98 working on wherever this facility might go and the fire head and our boards can make a decision
99 based on that.

100

101 Mr. Rich stated there is no money reserved for any large facilities in the CIP report. He noted
102 most of the money goes to roads. Mr. Rich asked if there were any questions.

103

104 Chair Sample asked for clarification. Mr. Rich had said there was no money for buildings,
105 however the report highlighted a section regarding the Police Department building and expansion
106 costs, \$2 million dollars.

107

108 Mr. Rich asks Mr. O'Brien to help clarify. Mr. O'Brien states that the report does have a \$2
109 million dollar number on it but that is an old number from when the Police Department was
110 originally expanded 10+ years ago. That number has since been changed to \$100,000 because
111 that account, based on how the original warrant article read can be utilized for upkeep and
112 maintenance of that building.

113

114 Mr. Rich explains that \$ 2 million was found in a possible calculation error.

115

116 Mr. Manning asks for clarification. He states that the report that was given states the cost for
117 2025-2030 was going to be \$28 million and the cost from 2026-2031 is \$24 million. He asks, if
118 the number is going down, why is the tax rate going up?

119

120 Mr. O'Brien explains that much of this is due to inflation. He explains they are still working on
121 the numbers. He states explains they are making the adjustments in real time rather than going
122 back to try to figure out what the differences were.

123

124 Ms. MacArthur noted some departments removed items from their proposals.

125

126 Mr. O'Brien added the total assets are going down. The reason the tax rate keeps coming up is
127 because that year that we weren't looking at last year came into play this year and there were a
128 lot of items on it. So we need to try to reserve for 2030 and redistribute all of those funds that
129 we need in 2030 over the next five years. The committee discussed the idea of looking at 10
130 years in only presenting five.

131

132 Chair Sample noted the selectmen could put out an amendment for another \$300,000. We advise
133 that we don't think that's a good idea but they do as they please. So if they want to put \$300,000
134 in that again to go with that, then they can do it.

135

136 Chair opens the meeting to the public.

137 Chair closes meeting to the public.

138

139 **Chair Sample MOVES to Public Hearing and MOTION.**

140 **Mr. Buonopane MOTIONS to submit the 2026 to 2031 CIP plan as amended to the board of**
141 **selectman and budget committee as the Planning Board’s recommendation for 2026. Mr.**

142 **Diveny SECONDS the motion. Mr. Hoopes also SECONDS.**

143

144 **2. Joint Meeting on the Zoning Amendment Committee (ZAC)**

145 Mr. Diveny states for Planning Board Amendment #1, to amend Section 327 setbacks by
146 referring the Special Exception criteria listed in the residential commercial zone for the building
147 and structures that are enclosing a setback as follows:

148

149 327 setback requirements: A) all buildings and structures excluding septic systems, water wells
150 and fences shall be set back a minimum of 30 ft or 50 ft for lots created after March 14, 1995
151 from the reference line of any river, perennial stream, lakes, ponds or impoundment as
152 determined by the New Hampshire Department of Environmental Services under the authority of
153 the Shoreland Water Quality Protection Act, NH RSA 483 B as amended, excluding boathouses
154 and wharfs.

155

156 2) 25 ft from the right of way line of any street or highway whether public or private.

157

158 3) 10 ft from all property lines not regulated by sections 1 or 2 above and all zones except for the
159 rural zone.

160

161 4) 10 ft from the property line, 20 ft from lots created after March 11th, 2003, in the rural zone.

162

163 So the new part here is within the residential commercial zone, the zoning board of adjustment
164 may grant a special exception from Section 327 waiving a setback for any parcel so long as all
165 conditions are set forth under Section 520 are met.

166

167 Mr. Diveny states the rationale for this is the amendment is being proposed to be included in this
168 section as the ordinance was only reference in Section 444 B Special Exceptions and it should be
169 listed with other setback requirements.

170

171 Ms. MacArthur states that these changes are not new. They are just being put in the section
172 where they should be.

173

174 Mr. Diveny states the Planning Board proposed Amendment #2. This is for Article 200
175 definitions.

176

177 Ms. MacArthur states this Amendment #2 has a new definition for abutter which was suggested
178 by Town Counsel have it refer to the RSA which is 6723 and then part two of this the definition
179 for building envelop changed. The suggested change is to read: “the basement walls, exterior
180 walls, roofs, and any other enclosed part of the structure.” She states with regard to pre-site built
181 housing the language originally included the US Department of Housing and Urban

182 Development but was later struck through. The suggestion from Town Counsel was to leave that
183 in because that also is listed under the definition for the State. So ultimately the area that's
184 struck through is going to stay as part of the definition.

185

186 Chair Sample asked for clarification on the term abutter. And the phrase 'amended from time to
187 time' Ms. MacArthur explained that in the definitions there's language that states 'as it may be
188 amended from time to time' that way if the definition changes with the State the Town doesn't
189 have to update this definition every time there's a change.

190

191 Mr. Buonopane reads Planning Board Proposed Amendment #3. This has five parts to it. It's to
192 amend Article 200 definition Section 319, Accessory Dwelling Unit Standards, Section 401
193 Table of Uses, Section 413, Special Exemptions, and Section 520 Special Exemptions. In order
194 to comply with newly revised State laws and to provide a limit on detached structures as follows:
195 He states they had to completely change the way an ADU was defined.

196

197 He continues to read: Section two, that's going to be Section 319 Accessory Dwelling unit
198 standards. You'll see down at 7 an attached accessory dwelling unit that is within or physically
199 connected to the principal dwelling unit to completely contained within a preexisting detached
200 structure. We had to get very technical with some of these just to make sure we were: A) in line
201 with the State and we were keeping up with the changes and further development of the Town.

202

203 #3 a simple change of use on the accessory dwelling unit. He states they have to allow it in Lake
204 Shore residential in order to keep it in line with the rest of them.

205

206 #4 Special Exemptions we just had to cross out – special exemption may be granted by the Board
207 of Adjustment if in addition to Section 520 the following conditions can be met: These
208 additional criteria shall not apply to a Special Exemption for accessory dwelling unit.

209

210 #5 same. In letter D. Rationale for the totality of this reads: This amendment is being proposed
211 in order to comply with newly revised State laws and to provide a size limit to detached
212 structures.

213

214 These adjustments are to stay in line with State and to put a physical size limit on what you're
215 allowed to have for an ADU.

216

217 Planning Board proposed Amendment #4: This is to amend Section 401 Table of Uses to allow
218 all home-based childcare uses wherever residential uses are allowed and to clarify the center base
219 use as follows: We had to allow them in Lakeshore residential.

220

221 Mr. Buonopane reads: This amendment is being proposed in order to comply with newly revised
222 State laws.

223

224 Ms. MacArthur added that site plan review is only to be required for Center based childcare;
225 That's by state law.

226

227 Mr. Buonopane reads: Planning Board proposed Amendment #5: To amend Article 300 Section
 228 320 non-conforming use as structures and lots as follows. The amendment is being proposed to
 229 clarify the replacement of non-conforming structures.

230

231 Mr. Diveny reads: Planning Board Proposed #6 is to amend Section 401D, E, & F permitting use
 232 tables by removing references. The reason for this proposal is to remove any unnecessary
 233 verbiage. #7 has two parts, to amend Section 452B Section 463B, Section 412F, Section 433G,
 234 Section 443D, Section 452D and Section 463E to clarify the intention of ordinances as follows:
 235 As far as restricting governing use proposing changes to one word in E, instead of each lot will
 236 have a minimum of 200 ft of frontage. Ms. MacArthur adds that this is the section where the
 237 word “with” was removed.

238

239 Mr. Diveny continues to read: In Section 463 the same thing, we’re removing the word “with”.
 240 Section 412, restricting governing use, what was added was inclusive of the land within required
 241 setbacks. And that is the same for 443G, 444D, 452D and 463E. Ms. MacArthur adds that they
 242 are proposing the removal of the word “buildable”. This refers to it as the minimum area.

243

244 Mr. Hoopes inquires if it would make sense to add parentheses in each one of those to list the
 245 zone it applies to. Ms. MacArthur agrees that she can do that on top of where it says Section
 246 412. She states she will do that for the public hearing.

247

248 **Mr. Diveny MOTIONS to move this forward, schedule a public hearing to expose this to the**
 249 **public for their input for December 16th. He also MOTIONS that the snow date be the**
 250 **following day and that is the entirety of his MOTION. Mr. Hoopes SECONDS.**

251

252 **Chair Sample asked the Board for a vote. Board voted UNANIMOUSLY.**

253

254 **3. Continued Application – Initial review and Public Hearing**

255

Case #P25-03 Changing Seasons Engineering, Stephanie Richard, Agent for Richard Lundy, Owner	Map 15 Lot 9-3-1 Miramichie Hill Road	Major Site Plan/Design Review Residential Rural Zone (RR)
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256 Proposal: To construct a Contractor Yard including garage, parking/storage areas and associated
 257 utilities.

258 CASE #25-03 CASE WITHDRAWN

259

Case #P25-30 Prospect Mountain Survey, Agent for William & Jill Duca and Timothy & Laura Barchard, Owners	Map 33 Lot 31-1 & 38 22 Mariette Drive & Mariette Drive	Lot Line Adjustment Lakeshore Residential Zone (LR)
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260 Proposal: To adjust lot lines for two (2) lots of record, with Lot 31-1 adjusted from 1.40 AC to
 261 1.45 AC and lot 38 adjusted from .5 AC to 1.4 AC

262

263 CASE #P25-30 CONTINUED TO DECEMBER 16TH

Case #P25-32 Prospect Mountain Survey, Paul Zuzgo, Agent for Sedwin LLC, Karen Stevenson, Representative	Map 48 Lot 41 175 Roberts Cove Road	Final Minor Subdivision Lakeshore Residential Zone (LR))
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264 Proposal: To allow two (2) single family dwelling units to be changed to a two (2) unit
265 condominium conversion.

266

267 **Mr. Buonopane MOTIONS to APPROVE Case #P25-32 as COMPLETE. Mr. Diveny**
268 **SECONDS. Chair Sample MOTIONS to ACCEPT waivers. Waivers 7-E.2.J; Driveway**
269 profiles and cross sections. They requested a waiver as a driveway to property is existing.
270 Second Waiver, driveway centerline profiles. They requested a waiver as the driveway to the
271 property exists. Third Waiver, driveway cross section. They request a waiver as the driveway to
272 the property exists. Fourth waiver, driveway site distance analysis. They request a waiver as the
273 driveway to the property exists.

274

275 **Mr. Hoopes MOTIONS to ACCEPT 7E2J for the driveway profiles in cross sections. E2J1**
276 **the driveway centerline profiles E2J2, the driveway cross sections, and E2K the driveway**
277 **site distance analysis, as they are in existence already and there is no need to redo what**
278 **exists. Mr. Manning SECONDS. Chair Sample asks the Board for a vote. UNANIMOUS.**

279

280 Mr. Thibeault presented the case. This project proposes a two-unit condominium conversion of
281 tax map 48 Lot 41; two single family dwelling units currently exist on the lot. The lot is
282 approximately 72,500 square feet. The lot is situated on Lake Winnepesaukee. The lot has
283 moderate slopes between 15-25% with some areas exceeding 25%. The lot has 48.25 ft of road
284 frontage of Robert's Cove Rd. Traditional subdivision is not a possibility. They propose to make
285 limited common area for Unit 1, limited common area for Unit 2 and common area to be shared
286 between the two units. The common area is to be used for leach field placement and
287 maintenance of the driveway to access the two units, septic tanks for each unit will be located in
288 their own limited common area. A new well is to be installed to service both units which
289 currently draw water from the lake. Septic design approval has been obtained from NHDES. A
290 shoreland permit has also been obtained. State subdivision is required for condominium
291 conversion. The two units exist. It's a non-conforming lot. But they preexist zoning. Gary
292 Sedler and Karen Stevenson are the two owners. They're brother and sister. The lot is currently
293 owned under LLC, of which they are both members. Karen will be allocated in Unit 1. Gary
294 will have Unit 2 and Sedwin LLC will remain as the common area ownership.

295

296 Mr. Thibeault continued: The Shoreland plan shows the septic design and the well. It does show
297 some expansion on the building. As of right now the parties have not been to the Zoning Board.
298 No building permits have been filed for. Those were just added to the Shoreland plan because
299 they were going through the process to get approval for the septic and the well. The only plan
300 for work is the well and the septic system. They wanted to pay for that impact area all at once
301 and save State and agent fees. Mr. Manning asked what turning it into a condominium allows
302 them to do in the future and whether more units could be added later.

303

304 Mr. Thibeault states that anything done to either building will require zoning. For Karen and

305 Gary it's basically they will own the building, they can do what they want to the building with
306 their own money and not have to worry at some point if one of them were to pass they would
307 rather pass it on to their kids than just default into the overall family.

308

309 Ms. MacArthur noted there are legal documents in front of Town Counsel right now. After the
310 documents are reviewed they can become part of the approval.

311

312 Chair Sample stated that part of the document cites that an HOA is required and if the HOA is
313 disbanded there is no longer a condo. Mr. Thibeault stated that he believed that would be part of
314 the LLC that's filed with the State as well as the conditions of the condominium.

315

316 Mr. Hoopes stated if they want to expand the size of those buildings, they have to go to the
317 Zoning Board. The matter they are presently considering is simply a matter of ownership. He
318 saw no problem with it.

319

320 Chair Sample opened the meeting to the public.

321 Chair Sample closed to the public.

322

323 **Mr. Manning makes a motion to Approve Case #P25-32 contingent on the approval by**
324 **Town Counsel. Mr. Hoopes Seconds. Chair Sample asks for Board to vote. Unanimous.**

325

326 **4. ACCEPTANCE AND REVIEW OF APPLICATION AND PUBLIC HEARING IF**
327 **APPLICATION IS ACCEPTED AND COMPLETE**

328

Case #P25-35 Norway Plains LLC, Steve Oles, Agent for LCW Family Trust, Scott Werner, Trustee, Michael Meade, Owner and Michael & Diane Schrider, Owners	Map 16 Lots 26, 26-10 &27 47 Lindsay Road 49 & 62 County Road	Lot Line Adjustment Rural Zone (RU)
--	--	--

329 Proposal: To adjust lot lines for three (3) lots of record, with Lot 26 adjusted from 48.71AC to
330 43.69 AC. Lot 26-10 adjusted from 1.18AC to 2 AC and Lot 27 adjusted from 50 AC to 54.5 AC

331

332 **Mr. Manning MOVED to ACCEPT application P25-35 as complete knowing the waiver**
333 **request needs to be addressed. Mr. Buonopane SECONDS. Chair Sample asked the board**
334 **for a vote. Board voted UNANIMOUSLY.**

335

336 The Board reviewed the waiver request. Ms. MacArthur noted that no land disturbance was
337 taking place for the proposed application.

338

339 **Mr. Manning makes a MOTION on the first waiver to grant the waiver requested for a**
340 **Section VA11, Section 7.F.7.E. Mr. Buonopane SECONDS. Chair Sample asks the Board to**
341 **vote. UNANIMOUS.**

342

343 Mr. Hoopes inquires about the remaining waivers and whether they apply to the changes on the

344 land. He also asks if there are any existing wetlands or steep slopes on any of the three lots. Mr.
345 Oles states that they are asking for a waiver to those. Mr. Hoopes states he does not see any
346 difficulty with the three remaining waivers, unless they plan to build. He adds that if that were
347 the case they would have to come before the building inspector for anything over 100 ft. Mr.
348 Oles states they are not proposing any building. They are seeking a boundary line adjustment.

349

350 **Mr. Hoopes MOVED to ACCEPT the three remaining waivers, Article 7F7G and**
351 **7F7H and 7F7I as the properties are already developed and they're not required or**
352 **needed. Mr. Manning SECONDS. Chair Sample asks the Board for a vote.**
353 **UNANIMOUS.**

354

355 Mr. Oles presented the case. He states he is here on behalf of LCW Trust, Mr. & Mrs. Schrider
356 and Michael Meade. There are three existing lots shaded on this plan. Michael Meade will be
357 going up to 2 acres from 1.38. LCW is going down by 4.5 acres and that 4.5 acres is going over
358 to the Schrider lot.

359

360 Mr. Hoopes inquired if the spring house is still functional. Mr. Oles stated that the springs are
361 still functional. Mr. Werner stated once a year it may be used to fill a pool or something

362

363 Chair Sample opens to public.

364 Chair Sample closes to the public.

365

366 **Mr. Manning MOTIONS to APPROVE Case #P25-35. Mr. Buonpane SECONDS. Chair**
367 **Sample asks the Board to vote. UNANIMOUS.**

368

369 **OTHER BUSINESS**

370

1. Old Business: None

371

2. New Business:

372

- a. Approval of Minutes:** Planning Board meeting minutes for July, August and
373 October minutes as well as this meetings minutes to be given to the Board by
374 the next meeting.

375

3. Correspondence for the Board's review/discussion/action:

377

Ms. MacArthur states there is a request for Case #P24-34 for the Lakes Hospitality
378 Group, which was Cherry Valley. They are owed \$94.45.

379

Case #P25-21 is for Treasure Coast SPE LLC which was the Sunnyvale
380 Manufactured Home Park. They are owed \$530.62.

382

Case #P0707 is the Dobbins Brook subdivision, Dave Fuller. He is owed \$55.02.

384

385

She states for the next request she did attach some correspondence and a copy of the
386 letter of credit which was for Case #P22-04 for Jeff Hurtell. That was for his self-
387 storage facility across the street from his other self-storage facility. There's a letter in
388 here also from Mike Viganle that backs up that he's been out on site. He did notice

389 that there were some things that still needed to be finished up but that did not have to
390 do with the road itself.

391

392 **Chair Sample MOTIONS on Section 1, 2 and 3. Mr. Hoopes SECONDS. Chair**
393 **Sample asks Board for a vote. UNANIMOUS.**

394

395 **Chair Sample MOTIONS to APPROVE Case #P22-04. Mr. Buonopane**
396 **SECONDS with the amendment allowing the Town Planner to sign the letter of**
397 **credit to return to the bank. Chair Sample asks Board for a vote.**
398 **UNANIMOUS.**

399

400 Ms. MacArthur brings the topic for discussion before the Board. She states
401 back in 2019 there was an estimate provided to Mr. Beckett from the Town Engineer, Mike
402 Vignale for an additional \$4,700 and that was to be added to his original \$5,000 that was for road
403 stabilization. She states they hadn't seen Mr. Beckett until last month. She states she did tell
404 him that there may be an increase because there had been so many years in between the original
405 estimate. She states she had a conversation with Mr. Vignale and he had noted that costs had
406 gone up for drilling contractors to complete pavement cores and determine thickness and obtain
407 gravel samples. He suggested the idea of asking the contractor if he's willing to do the cores/test
408 pits as compared to how it's listed out in the task order. This deviation from the norm would
409 allow Mr. Beckett to save some money. He notes that this would save time as well.

410

411 Mr. Hoopes inquired if anything was built there at all. Chair Sample stated there isn't anything
412 built there. He states permission was given to build on the first lot. He also mentioned that Mr.
413 Beckett's daughter wants to build on the second lot.

414

415 Chair Sample recommends if the results are going to be the same and Mr. Beckett can save some
416 money he is in agreement with it.

417

418 **Chair Sample MOTIONS to ACCEPT the review process of removing Mr. Vignale from**
419 **observation and have the contractor read his results to Mr. Vignale. Mr. Buonopane**
420 **SECONDS. Chair Sample asks if there is any further discussion on that. Hearing none, he**
421 **asks the Board for a vote. UNANIMOUS.**

422

423 Ms. MacArthur states there are some proposed changes to the subdivision regulations, to clarify
424 some ambiguous language. First, the Town of Alton Subdivision regulations, The second page
425 proposed change is to definition #98, which is subdivision major. The change is to clarify some
426 language in it so that it would state: "The subdivision of land to four or more lots, plats or sites
427 or fewer lots, plats or sites if new streets or other municipal improvements are proposed." That
428 language came from the subdivision definition from the State. She also noted that she had Town
429 Counsel's approval on these proposed changes.

430

431 Ms. MacArthur explains #1 takes language from the State's definition of subdivision and just
432 clarifies. She states there are many ways that a subdivision is deemed a subdivision. #1 is your
433 traditional subdivision like you're taking one lot and you're making multiple lots out of it. She

434 proposes that it read: “division of a lot, tract, or parcel of land into two or more lots or plats
435 which are to be conveyed individually, as separate lots of record.”

436

437 #2 proposing that the Board remove the word “minor” because we don’t have minor and major
438 lot line adjustments.

439

440 #3 talks about other types of subdividing that are not your traditional subdivisions. So this is the
441 division of a lot, tract or parcel of land into two or more sites or units or other divisions of land
442 for sale, rent or lease and that would be developments proposing condominiums, campgrounds,
443 duplexes or two-family dwellings, townhouses, manufactured home parks, or building
444 development shall be considered a subdivision under these regulations. She states the reason why
445 this is changing is because the subdivision regulations weren’t clear on other types of
446 development that included duplexes, two families, townhouses, manufactured home parks. It
447 was vague and it needed to be specific.

448

449 Chair Sample asked for clarification on the difference between a duplex and a two-family
450 dwelling. Ms. MacArthur stated that the current definition in the zoning ordinance is duplexes or
451 two-family dwellings, that’s the definition. Mr. Buonopane adds that the only thing not governed
452 was duplexes. So now duplexes are governed. Ms. MacArthur adds that it also includes
453 townhouses and manufactured home parks. Previously it was implied, but it wasn’t specific. It
454 only specifically listed condominiums and campgrounds. Some of the regulations have changed
455 in the meantime. So if you’re building multiple duplexes or multiple two families, multiple
456 townhouses and the manufactured home parks they all fall under the subdivision regulations.

457

458 Mr. Buonopane adds that before you didn’t have to file for a subdivision. Now you have to file
459 for a subdivision.

460

461 **4. Correspondence for the Board's information:**

462 **5. Correspondence for the Board’s information on State Permit Applications:**

463

464 **ANY OTHER BUSINESS TO COME BEFORE THE BOARD**

465

466 **PUBLIC INPUT ON NON-CASE SPECIFIC PLANNING ISSUE**

467

468 **ADJOURNMENT**

469 Planning Board Acting Chair, Roger Sample

470

471 **Mr. Buonopane MOVED to adjourn the meeting.**

472 **Chair Sample asked the board for a vote. Board voted unanimously.**

473

474 The meeting was adjourned at 8:05 PM.

475 Respectfully Submitted,

476

477 Sandra Monaco, Recording Secretary

478 **Minutes approved as amended:**