

East Longmeadow Planning Board

60 Center Square

East Longmeadow, Massachusetts 01028

since 1894

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Ralph Page, chair

George Kingston, vice chair

Tyde Richards, clerk

Michael Carabetta

Deborah Bushnell

robyn d. macdonald, director

rmacdonald@eastlongmeadowma.gov

Minutes of July 26, 2016

Present were: Chair, Ralph Page; Vice Chair, George Kingston; Clerk, Tyde Richards. Michael Carabetta and Deborah Bushnell were not present.

Public Hearing Site Plan Review – Dr. Kevin Coughlin, 250 North Main Street

Chair, Ralph Page opened the public hearing and Clerk, Tyde Richards read the legal notice and correspondence into the record.

Stu Strohman, Police Department recommended:

1. The proposed North Main Street entrance/exit be constructed so that it provided easier access to traffic both entering and exiting. The proposed curved entrance creates tight entering/exiting situation.

It would therefore be recommended that a second entrance be made to assist with traffic flow.

Dan Murphy, P.E. Town Engineer wrote they have reviewed the proposed development and have the following comments:

1. A sewer manhole is required at the tie-in location in North Main Street.
2. Improved access is recommended for equipment access to the fore bay and infiltration basin. Consider extending pavement, moving the dumpster pad further west and adding a short gravel road off to the south leading to the sediment fore bay. Proposed grades and basin layout can be adjusted for easy access for maintenance.
3. The infiltration rate is conservative and the infiltration basin appears to be adequately sized to contain the 100 year storm.
4. Provide sizing calculation for water and fire service.
5. Provide a splitter island to differentiate between entry and exit.

Mr. Page asked Mr. Weiner to explain to the Board what it is they would like to do.

Gary Weiner, P.E. representative for Dr. Kevin Coughlin said that they would like to submit plans that reflect amendments and address the comments that were raised by the DPW and Police Department. Mr. Weiner introduced Charles Schmidt, Architect for the project and Ralph Coughlin father of Dr. Kevin Coughlin. He said with them also are representatives from Associated Builders who are reviewing the project for possible involvement in the building and site work.

Mr. Weiner said that they are there to present a site plan for an 18,000 square foot 2-level medical office building located at 250 North Main Street. the parcel is located to the west of North Main Street and is north of Premiere Source Credit Union and south of the Condominium Trust and there is a driveway about 150 feet to the north. He said that there is a 22 foot elevation difference between North Main Street and the northwest corner of the site and there is an upper terrace for about 1/3 the distance back from North Main Street and then it drops approximately 10 to 12 feet to a lower area. Mr. Weiner said that helps them in the 2-level building particularly with an entrance on the lower level. He said they recognize a Notice of Intent needs to be filed with the Conservation Commission. He said that no pavement is proposed for the outer riparian area and a retention basin will be installed.

Mr. Weiner said that they are proposing to build one single office building to the front of the parcel, two levels accessed by a single access driveway. He said following a round table meeting with the recommendation of DPW and also Police Department they have added a dividing island so that the traffic is better controlled at the entrance. He said that they also cut back the radius because there was concern that the fire department vehicles and larger vehicles would have a problem making the direct 90° turn so they have made that a wider radius. Mr. Weiner said that they have provided a turn-around and a drop-off at the rear for the lower level and there are 90 parking spaces as required by zoning. He said there has been some concern about the driveway location and the Police Department indicated their desire of a second access. He said during the discussion it was pointed out that adding another entrance only provides additional concern out on the roadway because you are looking at another drive entrance in fair proximity to a number of driveways. Mr. Weiner said that their location also takes into account that there is a slight hill but there is a sight distance issue so that by placing the driveway closer to the funeral home they provide more than adequate site distance to the motoring public coming up that slight incline. He said that they did look at potentially having an exit only driveway from the site at the rear of the site. Mr. Weiner said that Dr. Coughlin initially talked with the funeral home and Premiere Source Credit Union because currently those two businesses share a driveway that brings them in and it also exits out onto to Westwood Avenue and under easement both businesses can use it. He said that they were looking to come off of their area and provide an access to Westwood Avenue to take some of the traffic off North Main Street, however those negotiations did not prove fruitful so that they have one single access and exit at this time. He said that they did call the people to the north and never got a return call and thinks they would an issue with the number of parking spaces if they were to try and accommodate them with a cut through.

Mr. Weiner said that all of the utilities will be brought in off of North Main Street and they have added the manhole as requested by the DPW for access and cleaning purposes in

the future and the building will be sprinklered. He said that stormwater is managed with the standard catch basin piping and roof drainage that goes through roof leaders to the piping in the parking area. He said that all the stormwater is maintained in a retention basin at the rear of the site and can accommodate up to the 100 year storm. Mr. Weiner said in order to accommodate the grade work they are proposing there will be a short wall about 5 feet tall at its maximum height along the northerly tier similar to what they have now for Premiere Source. He said that have provided a landscape and lighting plan and the amount of green space within the parking area is about 20% as opposed to the 12% required by the by-law for interior green space.

Charles Schmidt, Architect said the topo's on the property are ideal for entrances top & bottom and there will be a staircase to connect the two and handicap parking is provided at both levels. He said that the configuration inside allows for tenants and the building will be brick and all roof top equipment will be below visible height located in the well of the roof so that nothing will be noticed from North Main Street. Mr. Schmidt asked the Board if they had any questions or comments they would like him to answer.

Mr. Page addressed the Board for their comments.

Mr. Kingston said that he thinks it's great to see that empty lot finally have something on it and he is happy they are able to fit in all the paved areas outside the riverfront. He said the only thing that wasn't clear was whether or not the cul-de-sac is adequate for the Fire Department and asked if they commented on that.

Mr. Weiner said that they didn't and Fire Chief, Paul Morrissette took a look at that and it does not allow for their largest vehicle but he felt that in fact they can get in to the entrance and there's vehicles that didn't pose a problem for them and they did not raise any concerns. Mr. Kingston said that they have access and after the fire is over they can back out. Mr. Weiner said absolutely. Mr. Kingston commented that obviously traffic is already an issue on North Main Street. Mr. Weiner said that they have asked for a waiver of the traffic study. He said during a conversation at the round table it was felt that it would just prove what everybody knows at this point and time and the building is going to add traffic the North Main Street and that there are issues on North Main Street itself in terms of capacity now. He said will they add to it, yes but the study in itself is not going to tell them anything new.

Mr. Page said at the round table the Fire Department brought up that you are greater than a 90° radius when you enter and they had great concern that they weren't going to be able to swing the fire engine to get into the upper parking lot.

Mr. Weiner said an island was added which helps in terms of them getting in and they cut back the radius significantly so if there are cars parked there they don't have swing across and bump the back end. Mr. Schmidt added that was accomplished by relocating a parking space.

Mr. Page said in all honesty did they just receive the updated plans that evening and said that he really didn't have a chance to go through and look at any of the changes. He said that he knows the Fire Department hasn't reviewed any of them and part of his

concern is the traffic. Mr. Page said that it isn't just an office where people come in morning and leave at night. Having it in the business zone whether it is medical or dental there will be traffic in and out all day long. He said that he thinks it is going to contribute a great deal to the actual traffic on North Main Street and although they say a traffic study is going to tell them what they already know he would be looking for how they remediate some of the problems that exist there.

Mr. Weiner said that he was part of the conversation with Mr. Peirent who potentially would prefer to see the use of the money for the study used by the town in some shape or manner other than require it be spent on a study. He said he did talk to John Furman from VHB and Jeff Patulous of JSP who have given estimates of the cost of a study. Mr. Weiner said based on talking with Mr. Peirent briefly at that meeting they would rather set up a fund for the purposes of doing improvements on North Main Street instead of a study.

Mr. Page said that improvements could mean a simple timing of the lights. Mr. Weiner said he understands there is a fund setup by Bay Path for that reason. Ms. MacDonald said Bay Path as well as the Medical Facility on Benton Drive have done this and asked Mr. Weiner if he has a number he was offering?

Mr. Weiner said that VHB's verbal number was approximately \$10,000 given the parameters and JSP was around \$6,500.

Mr. Kingston said from personal experience in driving that almost every day he does know his biggest concern would be people turning left off of North Main Street into the parking lot because that's what backs up traffic. He said in fact North Main Street is wide enough if people are courteous and pull to the left when they want to make a left turn the traffic gets by them and it seems to be safe.

Mr. Weiner said that it seems to be working and there is no question that it has a large number of trips on it. He said one of the discussions at the round table was what they did on Shaker Road was provide a center turn lane that provides that left or right hand turn and really allows the flow of traffic to go through. He said that is one thing that may be capable of being done along North Main Street with some of the money from the fund.

Mr. Richards asked what about the second entrance that was recommended by the Police Department.

Mr. Weiner said that they talked about that at the round table and they pointed out to the Police Chief at the time in order to make grades to accommodate both handicap accessible and vehicles the side of the building next to the funeral home is much more problematic to make that kind of change. He said more importantly they talked about the fact instead of one turning movement occurring on the street they are now putting two locations so that the motoring public has more of an issue in terms of watching out what's going on there. Mr. Weiner said that they didn't get any feedback from Mr. Peirent or Mr. Murphy of the DPW about having a second access point.

Mr. Schmidt said that Mr. Weiner has gone through a lot of trouble to have that be a leveled off area as you come up rather than approaching a slope. He said from that point just directly inside they drop steadily at 5% except for the handicap spaces which will be at 2%. Mr. Schmidt said all the way around the building almost to the cul-de-sac above 5% is difficult for anybody to walk and if they continue at that percentage and they have an entrance at that point they would have a 6 foot drop inside about 40 feet with no level area. He said that it would be nice if they could get cooperation from the neighbors to have access in the back but that is something that's in their control.

Mr. Richards said that would be real nice and asked what the issue was there. Ms. Macdonald said that there are children there taken care of in house and it's their parking lot. Mr. Page said so they would have traffic going through their parking lot with a child care facility-they were not receptive to it. Mr. Richards said that he would like to go through the five items DPW commented on. He said #1, the manhole was talked about; #2, Improved access is recommended for equipment access to the fore bay and infiltration basin, was taken care of; #3, the infiltration rate was okay; #4, provide sizing calculation for water and fire service and asked if that has been done. Mr. Weiner said that they have not and the mechanical would be done with the Building Inspector prior to pulling a building permit; #5, provide a splitter island to differentiate between entries, has been done. Mr. Richards said that he wished they could have gotten that entrance to the back.

Mr. Weiner said that he knows that Dr. Coughlin talked to both parties and Ms. Macdonald added she did also. Mr. Weiner said that he thinks without the child issue they may have had a shot having that granted to them as part of the easement. He said right now the funeral home and the credit union share their driveway. Ms. Macdonald said if they remember Premiere Source gave the funeral home their entrance area because when Premiere Source first went in there it was their property that the funeral parlor was using for an entrance. She said that the funeral home was going to be in trouble if Premiere Source said that they couldn't use that entrance because it was their property. Ms. Macdonald said in order for them to go out through back onto Westwood Avenue Premiere Source swapped easements so Premiere Source gave the funeral home an easement for their entrance way as did the funeral pallor gave Premier Source the entrance to the back.

Mr. Richards asked if they took a look at having the driveway go around the building as opposed to the cul-de-sac. Mr. Weiner said there is over a 10 foot drop in a very short distance and they are looking at almost 20% on that side of the building to try and get around to the building.

Mr. Page asked Mr. Weiner what the actual distance of the two magnolia trees at the front on North Main Street are from the street. He said that he is concerned if someone wants to pull out and take a left onto North Main Street there may be an issue. Mr. Weiner said that he doesn't think so because they are going to pull out across the sidewalk and the minute that they do that they will get that line of site and the people coming along North Main Street should be easily be able to see the people coming out of there. Mr. Page asked Mr. Weiner off of the sidewalk what is the general distance of the trees because he knows the sidewalk is 5 feet wide. Mr. Weiner said that the

sidewalk is actually within the property itself and the walk was built off the right-of-way because he thinks the town took an easement for the walk purposes. Mr. Page said that would actually make the trees closer to the street line. Mr. Weiner said that it is actually pulling the trees back. Mr. Page said maybe they can plant something with a higher canopy.

Mr. Kingston said that he agrees with Mr. Page that a low growing shrub or tree there could be a real problem. Mr. Weiner said that they can certainly change the species with a higher canopy.

Mr. Page said whether it is a Bradford Pear or a Maple as long as the whole canopy is kept up. He asked if it will be retention or detention, what they are looking at for filtration on a typical one or two inch storm and how long will it be retaining. Mr. Weiner said based on their calculation there is sand as the subsoil and the analysis shows that it will be totally drawn down on 100 year storm at 30 hours and said that the standard is 72 hours. Mr. Page asked what the elevation change is going into the retention pond. Mr. Weiner said a little bit over 4 feet. Mr. Page asked if they are looking at doing fencing around it. Mr. Weiner said they were not because of the commercial nature, the fact that people are going to the building with a purpose and there is no area to draw children to at this point. Mr. Page said except the Pecousic Brook. Mr. Weiner said that they would probably get in that area before the detention basin.

Mr. Kingston said that they haven't had a single problem with the very steep fall to the very deep basin behind the professional building by the Stop & Shop. He said that they just have a wooden rail fence out back and that goes down 10 or 15 feet and they have never had a problem.

Mr. Page asked where they are going to be piling the snow. Into the retention basin with no fencing around it? Mr. Weiner said that snow management is always a problem and there is a small area for snow storage and you are not supposed to use the basin. Mr. Page said that was his point and asked if they are going through Conservation. Mr. Weiner said that they will be going to Conservation with a Notice of Intent and there is no pavement and the point sources are outside the riverfront area also but the basin itself is in the outer riparian zone.

Mr. Richards asked when they hope to break ground. Mr. Weiner said if the numbers come in correctly probably late fall.

Mr. Page asked the Board their thoughts knowing that they are missing two members and they are just seeing the plan for the first time.

Mr. Kingston said that it would be good to have some more time to review it. He said if they were to continue it to the beginning of August they would still have plenty of time and give the other members a chance to at least see the plans.

Mr. Richards said that he doesn't think it's going to delay them at all because they have to go through Conservation anyway. He said that it gives the members missing time to

look at and he would like to verify that the size of the cul-de-sac is acceptable to the Town Engineer and the Fire Department.

Mr. Kingston said that if the Fire Department agrees that the radius at the front is sufficient to allow them even in there. He thinks they need the Fire Departments written agreement that those things are acceptable.

Mr. Page addressed the audience for any questions. There being none and upon Motion duly made by George Kingston and seconded by Tyde Richards, the Board voted unanimously (3-0) to continue the public hearing to August 9, 2016 at 6:00 p.m.

Discuss scope of traffic study re: Maple Street & Dwight Road

The Board reviewed the revised scope for traffic study for the Maple Street project. Ms. Macdonald said that they are not accepting the traffic study they just need to agree to the expanded scope for the traffic study for the possible project between Longmeadow & East Longmeadow.

Michael Crowley, proposed developer regarding the joint project between Longmeadow & East Longmeadow located on Maple Street and Dwight Road said at their last meeting they agreed that they would have Fuss & O'Neil provide an amended scope of services that would incorporate the East Longmeadow side of the development the Skill Nursing Facility and the Assisted Living Facility. He said in the discussion with Fuss & O'Neil both Steve Crane the Town Manager for Longmeadow and Robert Peirent, Town Engineer and Acting Town Manager of East Longmeadow worked with Fuss & O'Neil and greatly expanded that scope so there is a great deal of information gathering in addition to what has already been gathered. Mr. Crowley said that additional intersections are going to be looked at and some immediate litigation perceived will need to be looked at. He said that he understands the need to look at the intersection and they want it to function well so if that means accumulating new data and looking at other intersections to make sure that there are no further effects in East Longmeadow they are amenable to doing that. He said that he thinks and to his understanding the revision is acceptable to Mr. Peirent. He said that Mr. Peirent drove a lot of it and then Mr. Crane also drove certain issues that he perceives being critical to the needs of Longmeadow. Mr. Crowley said collectively they all came up to what they believe is a very reasonable and comprehensive scope of services that Fuss & O'Neil would like to provide. He said that he was present that evening because he knew that Mr. Peirent and Ms. Macdonald have worked diligently on it with Mr. Crane and Mr. Savaria and he just wanted to see if there were any questions. Mr. Crowley said as Ms. Macdonald said it's not like the Board is accepting the results of the Fuss & O'Neil information that they will present. He said it to see if you agree to proceed with the scope of services and he believes the last iteration that he saw Fuss & O'Neil was hoping to turn around product in about 4 weeks. Mr. Crowley said that he is not being critical but time is of the essence and is really hoping they get the project moving forward. They can't do that unless they have the revised Fuss & O'Neil report.

Ms. Macdonald said that Ms. Bushnell's requirement was that they moved out past 5 years which that will do and will move the projections out to 2023. She said if when they receive the results of the scope if there are areas that they need to expand on then it gives the opportunity to say especially during a peer review if they decide that's the way they want to go to expand it even further.

Mr. Page said in working with Longmeadow he knows that the traffic is a huge issue with them and Mr. Crane has had a great input on it but it sounded like the Planning Board wasn't sure if they wanted to proceed with Fuss & O'Neil. Ms. Macdonald said that they are going to be presented the same thing next Wednesday.

Mr. Kingston said irrespective of who does it the question is the scope and he said that he is happy with the scope. He said that it includes all of his concerns particularly intersections and the turning issues he was concerned about, they are in the scope and the scope looks good to him.

Mr. Richards agreed to what Mr. Kingston said and can't think of anything that should be added because he thinks the intersections are fine and it is a good list.

Mr. Page said that he took a quick look through it that evening and it hit everything he was thinking of.

Upon motion duly made by George Kingston and seconded by Tyde Richards, the Board voted unanimously (3-0) to agree with the scope of services as presented for the traffic study.

Mr. Crowley thanked the Board for their cooperation.

Waivers of Site Plan Review Approved

Bruce Cousineau Electric, 75 Gates Avenue

Storage Pros East Longmeadow, 182 Benton Drive

Request for Signage – Storage Pros East Longmeadow LLC, 182 Benton Drive

Clerk, Tyde Richards read a request for signage from Storage Pros East Longmeadow LLC, 182 Benton Drive.

After review of the proposed signage and upon motion duly made by George Kingston and seconded by Tyde Richards, the Board voted unanimously (3-0) to approve a building sign measuring 60" x 24" for a total of 10 square feet illuminated with interior lighting and a ground sign measuring 120" x 60" for a total of 50 square feet with an illuminated cabinet and placed 10 feet from the front property line as allowed in the Industrial Garden District and conditioned upon the applicant obtaining a sign permit from the Building Inspector. The total signage will be 60 square feet.

Administrative discussion by George Kingston on by-law changes

Mr. Kingston said that he has been asked to serve on the committee that is going to review the general by-laws. He said that he thought it would be a good idea also to take a look at the zoning by-laws to see if it is in compliance with the Charter. Mr. Kingston said with the help of Ms. Macdonald they have identified eight instances mention of the Board of Selectmen in the zoning by-laws. He said his suggested changes replace the term Board of Selectmen with Town Manager because that is the executive. He said the one thing that was really odd in there was for elderly residential which is Brownstone Gardens that the requirement that the plan originate through the Board of Selectmen which really made no sense but that was done back in 1974. Mr. Kingston suggested that they change that to Planning Board so that if Brownstone decides to put another building up or if the Board decides to create another elderly residential district the plans would have to be approved by the Planning Board not by the Town Manager. He suggested that they take a look at them and if they are happy with them they should ask Ms. Macdonald to schedule a public hearing at some point. Mr. Kingston said after the public hearing then they would present it to Town Council for approval. Ms. Macdonald said then it goes to the AG like it always did. Mr. Kingston said that they are all administrative changes, they are not substantive but without making the changes they are referring to an authority that no longer exists. Mr. Page asked if they have to do each one of them as a separate change and voted on separately by the counsel. Mr. Kingston said that he didn't think so because it works the same way it would work with the Town Meeting. Ms. Macdonald said that she thinks it would go section by section. Mr. Page said the only reason he is asking is that they may not like the fact that the Planning Board is being put as the authority. Mr. Kingston said fine that they can do it section by section. Ms. Macdonald said either that or they can say like they used to delete certain sections and replace with etc. Mr. Page said that he thinks Attorney Donahue should be asked for his guidance and how they should submit it to the town council. Ms. Macdonald said that they submit the way they have always done as if it were town meeting only they don't have to wait. She said that the Planning Board would have to present it, they would have to give their verbal recommendation or in writing because it is required that the Board provide a report. Ms. Macdonald said if they approve it then it goes to the AG who has 90 days to approve it or not approve it and they take the full 90 days. She asked if they want to continue with the Zoning Review Committee. Mr. Richards said they haven't met probably in a year. Ms. Macdonald said that she has a couple of changes that she thinks would be good especially with having a new Zoning Enforcement Officer. The one that she has been looking at because people have been having trouble with in-ground pools. She said that Longmeadow has a great diagram like the one Ralph did for fences and it shows the pool and in-ground pool has to be 15 feet off the rear most portion of the main structure but it also has to be 15 feet from the rear property line. Ms. Macdonald said that it's a diagram which East Longmeadow doesn't have and she said that the town's swimming pool by-law is so vague and that she received 6 calls just that week on how can someone put an in-ground pool in even from pool installers that are just uncertain. Mr. Kingston suggested that Ms. Macdonald put together her recommendations by the next meeting and then schedule the meeting that way they can hold one hearing & advertise it once.

Ms. Macdonald said while talking about zoning they also have a Design Review Committee that is totally defunct and has been for many years. She said with new construction such as the one they had that evening it would be an issue for a Design Review Committee however they don't have a Design Review Committee. Ms. Macdonald said that she would like to know about whether they want to keep it or whether they want her to wipe it out because they need to have their zoning by-laws be something that can be enforced. Mr. Kingston said that he needs to review that section again because it is a good size section and most of it has to do with what design review consists of. He said whether that is conducted by a separate committee or conducted by the Planning Board is the question he thinks they need to ask. Can the Planning Board act as Design Review Committee. Mr. Richards said that he would be in favor of the Planning Board also being the Design Review Committee for a number of reasons.

Visual Changes illegal sign

Mr. Page said that he brought to Ms. Macdonald's attention that he remembers in the past when Visual Changes moved to Shaker Road and they approved a building sign which faces Shaker Road and a ground sign. He said when he drove by there is a third sign extremely large facing the side of the building, is not over an entryway and it was not approved and no sign permit was pulled. Mr. Page said the problem there is right now is that there is no Zoning Enforcement Officer and they have a building Inspector who is temporarily filling in while they are looking for one. He said that when a complaint is filed it has to be acted on within 14 days and going forwards he would like the Board to consider filing a complaint once they get a Zoning Enforcement Officer in place. Mr. Kingston said that he fully agrees with that but also suggests that they consider sending a letter to Visual Changes telling them that the Board is aware that a sign is there and that a complaint will be filed giving them the option for remediating the situation without having a complaint filed against them and subjecting themselves to a fine. Ms. Macdonald said that she has the letter half written and would like to finish it and send to all of them for their individual approvals and then ask Mr. Page to go into the office and sign it.

64 Maple Street

Mr. Page asked Ms. Macdonald where they stand with regard to the property at 64 Maple Street that they have repealed Longmeadow Landscaping's Waiver of Site Plan approval and Tree 413 was in and they sent them a letter. Ms. Macdonald said that they ignored the Board's request and Amy Petrosky through the Health Department has issued a complaint and threat of fines and their time limit is up either tomorrow or the following day. She said instead of them removing the pile they added another higher one and OSHA came in and issued a \$2,800 fine and she is not sure where that is. She said that the Fire Department is involved, the Fire Marshall is involved and now the Health Department is involved in it as well as the town as a whole because it's an issue the logs are posing a threat to the Rail Trail. Ms. Macdonald said if one of those logs starts to roll as you know a log pile is going to roll and OSHA couldn't deal with the safety issues with regard to pedestrians because OSHA is strictly employee so they dealt with employee and them as a town through the health director are dealing with the dangers for the health and welfare of the people on the rail trail. Mr. Kingston said

when they get a Zoning Enforcement Officer that should be near the top of list. Ms. Macdonald said the business owners on Maple Court are very concerned because of the brush and possible fire and mulch can internally combust. Mr. Page asked if they should issue another letter to them stating that they will be filing another complaint with a new Zoning Enforcement Officer. Mr. Kingston said yes the same as they will do for Visual Changes. Ms. Macdonald said if Ms. Petrosky doesn't get the money she is going to take them to court.

FOGO (formerly Club Meadows) signage

Mr. Page said that the FADO formerly Club Meadows has a sign in which they did not get a permit for. Ms. Macdonald said that they came before the Board for a sign change in October of 2015 and at that time they had not changed their name legally on their liquor license and the Planning Board told them that they would not agree to sign that until they changed their name on their liquor license. She said that was left and they eventually ended up changing their liquor license and never coming back to the Planning Board for a sign. Ms. Macdonald said now there is banner and the canopy with a brand new sign plastered on it. The Board asked Ms. Macdonald to send them a letter putting them on notice that the Board knows about it. Ms. Macdonald said that she did mention it to Mr. Page earlier that she called to find out how it happened to make sure that a building permit was not issued because the Building Department is defunct currently so there was no way for her to check. There was nothing in Munis other than what they had done in 2015. She said that she let Mr. Coelho know that it hadn't been permitted within 15 minutes the sign company called her and said they said that they had nothing to do with and they know what they have to do and will come before the Board and he admitted making the banner but he didn't know what they were going to do with it. Ms. Macdonald said that they are showing concern that they did something but the sign company had nothing to do with logo on the canopy.

Miscellaneous

Mr. Page said that he wanted to bring up the fact that the Town Council is meeting on Tuesday evenings which directly conflicts with the Planning Board's schedule. He said that he would like to know the Board's thought of possibly moving their meeting date to Wednesday's the 1st & 3rd so that they don't conflict with any meetings. Mr. Kingston said the he thought they agreed they were going to meet on the 2nd & 4th so if they met on the 1st & 3rd on Tuesday and it would keep the Board on a twice a month schedule. Ms. MacDonald said the only problem with twice a month is when the Reminder moved to Thursday publication rather than Monday any plans that come in and in order to schedule a public hearing rather than needing 2 weeks lead time she needs 3 weeks. She said that it comes out being 13 days with it being published on Thursday rather than 14 days that is required. The Board said that they would like to keep on Tuesday's and Ms. Macdonald said that she will check with the Council and find out exactly when they will be meeting.

Minutes

The Board reviewed the minutes of June 14, 2016 and upon motion duly made by George Kingston and seconded by Tyde Richards, the Board voted (3-0) to approve the minutes.

The Board reviewed the minutes of June 28, 2016 and upon motion duly made by George Kingston and seconded by Tyde Richards, voted (3-0) to approve the minutes.

With no further business and upon motion duly made by George Kingston and seconded by Tyde Richards, voted 3-0 to adjourn at 7:30 p.m.

For the Board,

Tyde Richards, Clerk