

**MINUTES
GILFORD PLANNING BOARD
MONDAY
MARCH 20, 2017
CONFERENCE ROOM A
7:00 P.M.**

The Gilford Planning Board met in regular session on Monday, March 20, 2017, at 7:00 p.m. in Conference Room A of the Gilford Town Hall.

Vice Chair Wayne Hall led the Pledge of Allegiance, welcomed everyone, and introduced Board members and staff. W. Hall extended a special welcome to Isaac Howe who had been appointed as a new member of the Planning Board. He also noted that since the Board last met, Richard Egan had been made a regular member for which he congratulated him as well.

Planning Board Members in attendance were Vice Chair Wayne Hall; Selectmen's Representative Alternate Chan Eddy; Regular Members Jerry Gagnon, Carolyn Scattergood and Richard Egan; and Alternate Member Isaac Howe. Alternate William Johnson arrived at 9:12 p.m.

Members absent were Secretary Richard Vaillancourt.

I. Howe was appointed as a voting member for this meeting.

Also present was John Ayer, Director of Planning and Land Use, and Sandra Hart, Technical Assistant. W. Hall read the rules of procedure and introduced the first item.

1. PUBLIC HEARINGS

- 1.1 ADSC REAL ESTATE, LLC** – Applicant proposes to use an undeveloped lot for outdoor boat storage in the winter and car parking in the summer for island property owners and renters on property located at 28 Glendale Place on Tax Map & Lot #242-145.000 in the Resort Commercial (RC) Zone and Aquifer Protection District. Site Plan Review. Application #2017000036.

J. Gagnon disclosed that he sold the property to the applicant months ago, but at that time he had no idea of what was going to happen to the future of the property. He said he would recuse himself if anyone felt there was a conflict of interest. No one present had issues with J. Gagnon staying on for the hearing and he sat with the Board on the matter.

Motion made by C. Scattergood, seconded by R. Egan, to accept the application as complete. Motion carried.

Presentation

Ron Johnson of Harold E. Johnson, Inc., represented the applicant/owner. He explained that the lot is vacant and they are proposing a vehicle parking lot for the summer and boat storage in the winter. He said that parking is an allowed use, but boat storage is a special exception which they have already received approval for from the Zoning Board of Adjustment (ZBA). R. Johnson reviewed the history of this property, noting that a site plan had been approved some 10 years

Minutes approved at the April 17, 2017 meeting

earlier for a restaurant in the former fire station on the adjacent property with parking on this lot. He explained that the parking area will be gravel with 24 spaces but the entrance will be paved. It will be marketed primarily to island property owners or renters. They hope to alleviate parking in the Town's Glendale parking area.

R. Johnson said the boat storage will be in the winter only and will be handled by a local marina. He explained that the civil engineer who did the original work on this site with the previous site plan reviewed this proposal and determined that they have some grading work to do for drainage, and they will need to add a swale. R. Johnson reviewed the landscape plan. He said they will be installing plastic bumpers with numbers on them so everyone will be assigned a parking space.

C. Scattergood said that the parking space size shown is for a car, not for a boat trailer. Randy Remick, applicant/owner, said that they could park a car with an empty trailer, but the trailer would require a separate parking space, so they would have to unhook the trailer to park it.

J. Ayer asked R. Johnson to explain the ZBA's condition of approval. R. Johnson said that it required showing the appropriate amount of landscaping on the site plan, which they have done.

Public Input

W. Hall asked if anyone in the public wanted to speak about this item. With no one from the public coming forward, he closed the public hearing and introduced Item 1.2.

- 1.2 **NORMAN H. HARRIS, JR. & JOYCE HARRIS, C/O GILFORD WELL CO.** – Applicants propose to construct a building addition and improve the entrance, parking and site drainage on property located at 1440 Lake Shore Road on Tax Map & Lot #201-016.000 in the Commercial (C) Zone and Aquifer Protection District. Site Plan Review. Application #2017000037.

Motion made by C. Eddy, seconded by C. Scattergood, to accept the application as complete. Motion carried.

Presentation

Bill Stack of Steven J. Smith & Associates Inc., represented the applicant. He explained the location of the property and the 60' x 60' addition onto the back of the existing building which will be used primarily for indoor storage of equipment and materials that are currently outdoors. They will improve the shared parking as well as the drainage. He showed the existing conditions plan and explained the shared access.

B. Stack said that the ZBA approved a setback variance with the condition that the drainage needed to be approved by NH DOT. He said they have approached DOT with regard to the drainage. The use and maintenance agreement with CKI (abutter Irwin Motors) was signed and accepted by both sides. He said the agreement is explained on the plan as well.

B. Stack said there is a maintenance plan for the drainage system. He said improvements will include two underground storage systems to collect, store, and infiltrate stormwater. A separate open detention area is also a part of the system. He said there are critical catch basins which have oil/water separators in them, there is a floor drain proposed in the new addition that will tie into the sewer system, with an oil water separator installed as well.

Minutes approved at the April 17, 2017 meeting

B. Stack said the proposed addition will be for employee use only, so there won't be any additional traffic to the site. The lighting and signage will comply with the regulations.

C. Scattergood asked about snow storage, where it is now and where it is going to be. B. Stack explained that it would remain basically in the same area.

J. Ayer explained concerns raised at the site study committee meeting which included providing signage where entering Walmart driveway, site lighting, existing off-site signage and off-site parking at the front of the building, and the poor condition of the existing buildings on the site.

C. Scattergood said that it is a terrible site to take a left out of during busy hours. B. Stack agreed and explained the Walmart exit as shown on the plan and that it won't change too much but it will be better used.

Public Input

W. Hall asked if there were any members of the public who wished to speak. Hearing none he closed the public hearing on this item. W. Hall then introduced tem 1.3.

- 1.3 GILFORD AIRPORT PLAZA, LLC, C/O WJP DEVELOPMENT, LLC** – Applicant proposes to construct a new site entrance from NH Route 11 (Lake Shore Road) at the end of the Laconia Bypass, repave and stripe the parking lot, and provide new site lighting on property located at 9 Old Lake Shore Road on Tax Map & Lot #213-094.000 in the Commercial (C) Zone, Aquifer Protection District, and the Airport District. Amended Site Plan Review. Application #2017000038.

Motion made by C. Scattergood, seconded by C. Eddy, to accept the application as complete. Motion carried.

Presentation

Bill Stack of Steven J. Smith and Associates, Inc., was present for the property owner/applicant. With him was owner/applicant Jeff Gilbert, a principal with WJP Development in Portsmouth.

B. Stack said the proposal is to construct a new site entrance, replace and restripe the existing parking, and provide new lighting (all downcast) and new signage. A new driveway permit was obtained from NH DOT, and a wetlands permit was obtained from NH DES. The proposed driveway is 600 linear feet from the edge of Route 11 to the edge of the existing parking lot.

B. Stack said the new pylon sign locations are shown on the plan. He said they have approached the state about more lighting at the intersection and up the driveway, but the state did not approve it within the right-of-way. B. Stack addressed comments from the site study committee.

J. Ayer asked if they were intending to eliminate the vendor space or would they keep it for the Rotary Christmas tree sales. He said if they were to keep it, it should be shown on the plan and the dimensions should match the area that is actually used. B. Stack said the only vendor that they have had is the nonprofit organization that they have yearly there to sell Christmas Trees.

C. Eddy said that it looks like an access only. B. Stack explained that it will not have a full dedicated left signal, but there will be a left lane. He said it will be an entrance only, not an exit.

Minutes approved at the April 17, 2017 meeting

R. Egan asked what will be done to prevent anyone to go out that way. B. Stack said that they will have mandatory no exit signs and he explained where they would go on the plan.

C. Scattergood asked about the signage out there now and if it was included in the sq footage of the signs proposed. J. Ayer said yes it is part of the existing signage. C. Scattergood then asked what would happen to the existing signage. B. Stack explained that they will have a new sign and move one sign further down from its current location. He said that they already have a master signage plan for this site and they would have to come back to amend it.

Public Input

Lisa Morin, a beneficiary of the Phyllis Morin Estate property at 1477 Lake Shore Road, asked about the effect that this would have on Black Brook and wondered if they had taken into account the findings of the Black Brook geomorphological study. B. Stack said that this site does not drain directly into Black Brook, which he explained. W. Hall said that the overflow from the new entrance is in the high point so it flows in either direction. B. Stack said that the DES made them put in a flat culvert. He added that yes, they had taken the Black Brook study into consideration as they planned around this area.

With no other public input, W. Hall closed the public hearing and introduced Item 1.4.

- 1.4 PEM REAL ESTATE, LLC** – Applicant proposes to develop a lot in the Lakes Business Park with two (2) office/warehouse buildings and associated site improvements including parking, landscaping, stormwater drainage, site lighting, and municipal utilities. Each building will have two (2) office/warehouse spaces with each office being approximately 576 square feet and each warehouse being approximately 3,720 square feet. Property is located at 332 Hounsell Avenue on Tax Map & Lot #204-003.013 in the Industrial (I) Zone, Business Park District, and Aquifer Protection District. Site Plan Review. Application #2017000039.

Motion made by C. Scattergood, seconded by R. Egan, to accept the application as complete. Motion carried.

Presentation

Bill Stack of Steven J. Smith and Associates, Inc., represented the property owners/applicant. Also present was Kevin Morrissette, one of the principals of PEM Real Estate.

B. Stack explained that the existing site is undeveloped and in good condition. The proposed use is an allowed use for the zone. The Lakes Business Park has met and they approved the proposal. He explained that they will have a Phase 1 and Phase 2 on the buildings only. There will be 30 parking spaces, which will meet the requirements.

B. Stack reviewed the drainage and related detention pond, catch basins into the pond, and overflow capability of the pond. He said stormwater treatment will be by infiltration. It will be treated before it dumps into the pond by oil separators in the catch basin, and a sediment forebay that will collect sediment before it gets into the system. The maintenance plan is attached to the drainage study.

B. Stack said there are municipal utilities available including water, sewer, gas, and underground electricity. He said that they are proposing downcast lighting with two freestanding poles on either end. The new signage will comply with the Zoning Ordinance. He said snow storage

Minutes approved at the April 17, 2017 meeting

locations were not shown on the plan but will be shown. He said they will provide it at the end of each landscaped island which he pointed out on the plan. He reviewed building elevations. He said this lot does not have a walking trail easement on it.

Public Input

Gus Benavides, resident of 35 Larch Drive, said that he was not here as an elected official but as the applicant's realtor. He said that it would be great to put these buildings on the property, for us, and other business to take it out of really low taxes. He said that when the applicant went before the City of Laconia, they said that they would like to continue to grow their business in the area. He said he really hopes that the Board will vote in favor of the application.

With no other public input W. Hall closed the public hearing on this and introduced Item 1.5.

- 1.5 MEADOWBROOK FARM, LLC** – Applicant proposes to construct a swimming pool and a connected lazy river feature with associated site improvements including a patio and walkway, security fencing, retaining walls, drainage, and landscaping on property located at 52 Meadowbrook Lane and 60 Kimball Road on Tax Map & Lot #224-009.000 & #215-020.000 in the Resort Commercial (RC) Zone, Single Family Residential (SFR) Zone, Aquifer Protection District, and Airport District. Amended Site Plan Review. Application #2017000040.

J. Ayer said that the petitioned rezone for this lot had passed and the property is now zoned RC.

Motion made by C. Scattergood, seconded by C. Eddy, to accept the application as complete. Motion carried.

Presentation

Peter Howard of Steven J. Smith and Associates, Inc., and R.J. Harding and Dominic DiCarli of Meadowbrook Farm were present for this application.

P. Howard explained that the proposal is to add a pool and a lazy river. He said this will be located mostly on the lot that was recently rezoned and which was added to the Meadowbrook property. He said it will be used only by the Meadowbrook performers and their entourage, so it will be isolated from the general public. In order to prepare the site we will add a retaining wall below and above it to create a flat area to put the pool on. It will be surrounded by a chain link security fence with barbed wire. The area will be landscaped with shrubbery around the pool and lazy river with a paved walkway and patio area along the edge of the pool/river. He said they are hoping to create a relaxing, natural area.

P. Howard said they talked to the people at NH DES about an alteration of terrain permit for this. Meadowbrook has been to the AOT many times within the last 10 years, but for this particular project with 2,500 square feet of impact, they are allowing Meadowbrook to amend the permit that is under current review.

P. Howard said that at site study meeting there were a couple of suggestions made that they have incorporated. They will be adding a gate and the pool/river area will be monitored by a Meadowbrook security person trained in life saving. He said there will be a pump house/pool house building at the end of this area which he pointed out. He said they are proposing eight (8) bollard lights that are 42 inches high and are dimmable. He said the pool and lazy river will have lights in them as well. There will also be 3 downcast LED dimmable lights on poles around the

Minutes approved at the April 17, 2017 meeting

pool/lazy river area. P. Howard explained that water will come from their existing well. The area will be served by underground electricity and municipal sewer.

J. Ayer asked P. Howard to discuss the bridge added to the plan. P. Howard said the bridge will provide access to the patio and pool area. R.J. Harding explained how the bridge will look.

J. Gagnon asked if they would be putting speakers out by the pool and lazy river area that would coincide with the performers on stage. R.J. Harding said that there wouldn't be anything tied into the main system.

C. Scattergood asked if liquor would be served out there and what are the hours and how close are the nearest residents to it. R.J. Harding said that PSNH measured from the road and it was about 550 feet. P. Howard said that it is in the area of several hundred feet to the nearest structure.

C. Scattergood asked if after a show performers will go out there to use this area. She also asked if there will be a curfew. R.J. Harding said they hadn't really discussed that but most of these people (performers and crews) are "night crawlers". He said they are up all through the night and their work day starts at 3:00 in the afternoon. He thought that the majority will actually go during the day.

C. Scattergood asked if they will have control of the liquor or will swimmers bring it in themselves. R.J. Harding said that they will serve it and NH Liquor commission will have to approve that part of it. He said they plan on it being an open bar.

R. Egan asked if there was a changing room or restroom nearby. R.J. Harding said that there is a bath house about 150 feet way.

Public Input

Mark Larivier of Yacht Club Vista on Weirs Road said that not everyone loves the concert hall being back there. He said that he called around to some of the unit owners and that the biggest concern was the hours of operation. He said that sometimes it's like they are right there and you can clearly hear them from the dock. Also, the other concern is that ever since Meadowbrook started charging for parking, people have been parking on the side of Weirs Road and it can be dangerous. He wanted to know how the noise and time limit would be enforced. M. Larivier said he has written a letter to the selectmen about the parking on the sides of the road, but they won't do anything because it's a state road. The state doesn't want to put up any more signs. He discussed Misty Harbor being the cause of some of the parking issues as well. He said the parking thing is a secondary affect that comes back to bite the abutters. He wanted to know if there is a lot of noise, what should be done.

R.J. Harding said that he recently hosted a reunion at Meadowbrook and someone called the police and the police did show up and shut them down. His suggestion to M. Larivier was to call the police.

Barry Dame, abutter, said that he is the owner of that property that has not been sold yet and he just wanted to know exactly how much of his land would be impacted. P. Howard said that it would be about ½ an acre that would be onto his property.

C. Scattergood mentioned an email addressed to the Planning Board from an abutter who also owns at Yacht Club Vista. C. Scattergood asked if when there aren't any performers,

Minutes approved at the April 17, 2017 meeting

Meadowbrook plans on leasing this space for parties. R.J. Harding said that he has no interest in doing that.

C. Scattergood asked R.J. Harding if he would have a problem with that being added as a condition that the pool and lazy river be used for show days only, and possibly limiting the hours. R.J. Harding said that he is a strong believer of everyone having their peace and that he wouldn't want anyone to get hurt on this, but he assured everyone that there wouldn't be an issue. He said they have been there for 22 years.

W. Hall said that one thing that usually happens with people and music is that things just keep getting louder and louder. R.J. Harding said that they would have the same chain of command as everyone else. He also said that he hadn't heard the complaint about people parking on the road before. M. Larivier said that it is not an issue for vehicles to park along the state road unless it is posted. He said that it's a battle trying to get it taken care of. He is just concerned that someone is going to get hurt trying to cross the road with vehicles parking there.

J. Ayer reviewed the proposed conditions of approval in the staff report.

With no other public input W. Hall closed the public hearing on this item. W. Hall introduced Item 1.6.

- 1.6 G.G. REAL ESTATE INVESTMENT GENERAL PARTNERSHIP** – Applicant proposes to subdivide a 4.010 acre lot into three (3) lots with 1.235 acres, 1.461 acres, and 1.313 acres each on property located at 356 Morrill Street on Tax Map & Lot #203-250.002 in the Single Family Residential (SFR) Zone. Subdivision Plan Review. Application #2017000041.

Motion made by C. Scattergood, seconded by C. Eddy, to accept the application as complete. Motion carried.

Presentation

Gary Grantz owner of the property said that Dean Clark of DMC Surveyors was ill and couldn't make it to the meeting. G. Grantz went over the proposal for everyone and said that the location and lot sizes proposed for the three lots meet the requirements.

C. Scattergood asked if there were any houses on any of the lots. G. Grantz said that there was a house currently being built on the middle lot, which he explained. W. Hall asked if this was on septic or sewer. G. Grantz replied that it is on septic.

Board members said the locus map is confusing and G. Grantz said that he would have Dean Clark fix it on the final plan. J. Ayer said that the Board should add as a condition of approval that the addresses and Tax Map & Lot numbers be added to the plan. He said he will provide that information to D. Clark.

Public Input

Diane Hebold said she was there representing her parents, the Denleys, who own the abutting property to the north of the proposed subdivision. She has a concern with how close a house will be to her parents' house and how close the septic will be to their well. She said that her parents' house is legal non-conforming, so they are closer to the side lot line. She said if there is any way to have a vegetative buffer in that area between the properties that would be appreciated. G.

Minutes approved at the April 17, 2017 meeting

Grantz said that there is a setback which they will have to abide by, but he said he will make a note of the issues that D. Hebold brought up.

Paul Kelley of 342 Morrill Street said that he had two concerns with the proposal. He explained that there is an enormous amount of water that comes down the hill and onto his property. He said there is enough water for about one month each year when one could canoe across the field on the back side of the barn. He would like it if something can be done to prevent this issue from getting any worse. He said it is also bad downhill of his home. He said they also have an ice problem due to the water and it needs to be addressed.

W. Hall said that anything that they cannot increase any of the existing water issues. C. Scattergood said drainage is reviewed during the building permit process.

P. Kelley said that the water runs 10-11 months out of the year nonstop. He explained a drain that had been in the barn area that was later removed. He wants to make sure that if the land is developed that something is addressed with regard to the drainage.

C. Scattergood said that if they build on Lot 1, they only need to make sure that it doesn't get any worse and he can't increase the runoff. She said Mr. Grantz is not responsible to solve the existing problems.

G. Grantz said that some of the issue could be ground water. He said that he always installs footing drains.

P. Kelly said that another concern is the placement of driveways. J. Ayer said that any driveway would have to meet the criteria in the town minimum road standards and that they would have to get a permit from the Public Works Department as well. He said it is his understanding that the entire frontage of all three lots would meet the requirements for line-of-sight, so driveways could be placed almost anywhere along the road frontage.

P. Kelley wanted to know what they should do if they get additional drainage complaints from people down the hill. W. Hall said that if he does increase the water drainage, then P. Kelley would have to go to G. Grantz, but if he is taking the proper steps to maintain the surface water and not cause additional water drainage, then there should not be an issue.

With no other public input W. Hall closed the public hearing on this item.

- 1.7 DOUGLAS BEAN** – Applicant proposes a mixed use development with both commercial storage and salesroom uses in a 10,700 square foot building. Commercial storage will occupy 9,700 square feet of the building and office space (for the salesroom use) will occupy 1,000 square feet. The proposal includes associated site improvements including 3,500 square feet of outdoor display, site drainage, landscaping, and parking, on property located at 49 Glendale Place on Tax Map & Lot #242-135.000 in the Resort Commercial (RC) Zone and Aquifer Protection District. Site Plan Review. Application #2017000042.

W. Hall read a letter from Douglas Bean withdrawing his application, Item 1.7.

2. ACTION ON ABOVE

ITEM 1.1 - ADSC REAL ESTATE, LLC

C. Scattergood said it is not clear to her how they will market the parking. R. Egan wanted to know how they will control how long boats are parked there. J. Ayer said that there wouldn't be any boats there during the summer, but that they would have automobiles and possibly trailers. C. Scattergood asked if a condition should be added that no boats shall be stored there during the summer. Discussion ensued.

R. Egan wanted to know if the Board could prevent an island property owner from parking their boat in there. C. Eddy said that the Board doesn't have the purview to do that. It would be up to the property owner. C. Eddy said that we have to allow him the flexibility due to the weather and boating conditions which vary year to year. Discussion ensued.

Motion

Motion made by C. Eddy, seconded by C. Scattergood, to approve the application subject to the applicant obtaining any other federal, state or local approvals that may be required. Motion carried with all in favor.

ITEM 1.2 - NORMAN H. HARRIS, JR. & JOYCE HARRIS, C/O GILFORD WELL CO.

Motion

Motion made by C. Scattergood, seconded by C. Eddy, to approve the application subject to the applicant obtaining any other federal, state or local approvals that may be required. Motion carried with all in favor.

ITEM 1.3 - GILFORD AIRPORT PLAZA, LLC, C/O WJP DEVELOPMENT, LLC

Motion

Motion made by C. Eddy, seconded by C. Scattergood, to approve the application subject to the applicant obtaining any other federal, state or local approvals that may be required. Motion carried with all in favor.

ITEM 1.4 - PEM REAL ESTATE, LLC

Motion

Motion made by C. Scattergood, seconded by R. Egan, to approve the application subject to the applicant obtaining any other federal, state or local approvals that may be required. Motion carried with all in favor.

ITEM 1.5 - MEADOWBROOK FARM, LLC

C. Scattergood said she has a problem with not setting a limit on the timing and use of the pool. C. Eddy brought up the new noise ordinance that was passed, but didn't know if the exemption would be related.

R.J. Harding said that the shows are a lot bigger and there is a lot of equipment, forklifts, tractor trailers, etc., and he doesn't think that the noise from the pool would be any louder than the noise coming out of there now. R.J. Harding said that they also kept as much tree cover as possible.

Minutes approved at the April 17, 2017 meeting

C. Scattergood said that if someone were disturbed by noise from the pool, how would they report that. Do they call the police and do the police have access to the area. R.J. Harding said that yes they can call the police. Also, if it ever comes up they will curb those habits and he believes that the neighbors do have a right to their peace. He believes that after 11:00 p.m. they are subject to the noise ordinance.

J. Ayer said the Board could include a condition that says this use shall be subject to the town's noise ordinance.

R.J. Harding said that one of their biggest issues is the crowd noise

R. Egan said that you now have more groups for multiple nights, so it will be less noise that would come from setting up, loading, unloading and etc.

R.J. Harding said that sometimes they usually come in a day earlier and leave a day later.

Motion

Motion made by C. Eddy, seconded by C. Scattergood, to approve the application subject to the following conditions:

- a. Meadowbrook shall comply with NH RSA 485-A:26 regarding safety at swimming pools and Gilford Zoning Ordinance Section 4.7.6(k) regarding enclosures and gates around pools.
- b. When this project is complete, an updated as-built plan for the entire Meadowbrook site shall be submitted for review and approval by the Planning Board.
- c. The details of the bridge at the lazy river shall be added to the plan.
- d. Exemption from the Gilford Town Noise Ordinance shall end at 11:00 p.m.
- e. The applicant shall obtain any other federal, state or local approvals that may be required.

Motion carried with all in favor.

ITEM 1.6 - G.G. REAL ESTATE INVESTMENT GENERAL PARTNERSHIP

Motion

Motion made by C. Scattergood, seconded by C. Eddy, to approve the application subject to the following conditions:

- a. The locus map shall be revised to more accurately reflect the subject property.
- b. Addresses and Tax Map & Lot numbers shall be placed on the plan.
- c. The plan shall be modified to show a 75 foot well radius for the well that is on the abutting lot owned by Denley which is to the north of this site.
- d. The applicant shall obtain any other federal, state, or local approvals that may be required.

Motion carried with all in favor.

3. OTHER BUSINESS

- Voluntary Lot Merger, Meadowbrook Farm LLC

Peter Howard explained the Voluntary Lot Merger to everyone.

Minutes approved at the April 17, 2017 meeting

Motion made by C. Eddy, seconded by C. Scattergood, to authorize the chairman to sign the Voluntary Lot Merger form for Meadowbrook Farm, LLC. Motion carried with all in favor.

- Election of Officers –

W. Hall explained that when John Morgenstern retired from the Board, that left a need to replace him as the chair. He explained that the Board needs to elect a new chairman to serve until the regular elections.

Motion made by C. Scattergood, seconded by C. Eddy, to nominate Vice Chair Wayne Hall to serve as Chair. Motion carried with all in favor.

Motion made by W. Hall, seconded by J. Gagnon, to nominate C. Scattergood to serve as Vice Chair. Motion carried with all in favor.

4. MINUTES

Motion made by C. Scattergood, seconded by R. Egan, to approve the minutes of January 23, 2017. Motion carried with C. Eddy, W. Hall and I. Howe abstaining.

5. ADJOURNMENT

Motion made by C. Eddy, seconded by J. Gagnon, to adjourn the meeting at 9:33 p.m. Motion carried.

Respectfully submitted,

Sandra Hart, Technical Assistant