

FINAL APPROVED--Regular Session Minutes

**BEDFORD PLANNING BOARD
Regular Session Minutes
Town Hall—Selectmen’s Meeting Room
March 11, 2014**

MEMBERS PRESENT: Jeffrey Cohen, Chair; Shawn Hanegan, Clerk;
Amy Lloyd and Lisa Mustapich

MEMBERS ABSENT: Sandra Hackman

STAFF PRESENT: Glenn Garber, Planning Director; Catherine Perry, Assistant Planner; and
Cathy Silvestrone, Planning A.A.

STAFF ABSENT: None

OTHERS PRESENT: See Attached

Chair Cohen convened the meeting at 7:30 PM

REORGANIZATION OF THE BOARD

MOTION: Lisa Mustapich moved to assign Shawn Hanegan as Planning Board Chair.

(Amy Lloyd seconded the motion)

VOTE: 4-0-0

MOTION: Lisa Mustapich moved to assign Amy Lloyd as Planning Board Clerk.

(Jeffrey Cohen seconded the motion)

VOTE: 4-0-0

Emergency Evacuation notice read by Amy Lloyd, Clerk

Note: All submittals are available for review in the Planning Office.

DEVELOPMENT

1. 200 Springs Road/Veterans Administration Hospital Site Plan Review—(Bedford Green-- 70 residential unit housing project)

Chair Hanegan reviewed for the record documentation submitted in conjunction with site plan review for Veteran housing located on Bedford VA Hospital property as follows;

- March 3, 2014—Site Plan Application & Check List from Peabody Properties (developer)
- February 26, 2014— letter from Ned Baldwin, Project Manager, Fort Hill Companies, re: Update of Traffic Impact Analysis associated with proposed development
- February 28, 2014—BEDFORD GREEN at the Edith N. Rogers Memorial VA Hospital, 200 Springs Road (Avenue E) plan set (site plan) consisting of 19 sheets
- March 7, 2014—memo from Planning Director Garber highlighting information regarding the proposal, the development concept and team, parking and transportation, on-site circulation, public safety and lighting features, wetland conditions, stormwater management design, landscaping, other issues, and a suggested recommendation for site plan approval to the Code Enforcement Director.

- March 5, 2014—Department of Public Works engineers' comment memo listing remaining outstanding comments since their similar review of this site for Conservation Commission (DPW February 26, 2014 memo to Conservation Commission was attached)
- March 3, 2014—email from Elizabeth Bagdonas, Conservation Administrator, commenting that the Conservation Commission closed a public hearing for the proposed project on February 26, 2014 and issued an Order of Conditions on March 3rd. Ms. Bagdonas pointed out that the major change requested by the Commission, and was carried out by the applicant, was to relocate constructed wetland for stormwater treatment and eliminate the originally proposed direct discharge structure into this wetland.
- March 6, 2014—email from Fire Captain Stone, offering four concerns regarding the proposed site plan
- March 11, 2014—email from Planning Director Garber responding to Fire Captain Stone's March 6, 2014 comments.
- March 7, 2014—email from Christopher Laskey, Code Enforcement Director offering comments in relation to on-site parking requirements.
- March 11, 2014—handout provided by Planning Director Garber of a DRAFT Fire Truck Turning Template for The Bedford Community site located off 200 Springs Road.

DEVELOPMENT TEAM: (members present at meeting)

Betsy Collins, Peabody Properties, introduced the development team as follows: Peter Gourdeau, Windover Construction, (General Contractor); Justin Lamoureux, Horsley Witten Group, Inc. (Civil Engineer & Landscape); Jim Podesky, The Architectural Team, Inc., (Architect) and Attorney Pamela Brown.

PROPOSAL SUMMARY:

Betsy Collins shared that Peabody Properties is proposing to construct 70 one-bedroom furnished apartments to provide a transitional housing program and other related services for homeless Veterans (55+ years). Out of the seventy residential units, sixty-nine will be for Veterans and one for a resident supervisor. Ms. Collins said all seventy units will be situated within a single three-story building along with associated common areas, facilities, and available rooms for offices, community activities, and other resident services. The proposed building will be located in the vicinity of Patriot Golf course and the pavilion/picnic area. Ms. Collins mentioned that Peabody Properties has experience developing this style housing for Veterans and gave Valley Brook Village in Lyons, New Jersey as one comparable example; and further mentioned that they've built many residential multi-family housing developments throughout Massachusetts, Rhode Island and New Jersey.

Jim Podesky, Architect, reviewed some general site features shown on the plans as follows—

- Peabody Properties will have a satellite office located at the east side of the building
- A secondary entrance will be provided for residents (also located at the east side of the building)
- Residential units will have one bedroom, kitchen, and living room area
- Residential units, on average, will be approximately 600-800 sq. ft.
- A covered patio area located at the rear of the building will be provided; this area will have an egress and sidewalk connecting to the front entrance.
- Pavilion/Picnic area will remain and be used by the VA
- Bicycle racks and benches will be incorporated in the overall plan

Justin Lamoureux, Horsley Witten Group, Inc. offered the following information: 1) 88 parking spaces will be created to accommodate residents, staff and visitors; 2) a 24' wide access drive will be provided; 3) bicycle racks will be located at the rear of the building; and 4) stormwater management system will be enhanced by including rain gardens to the front of the site and providing a roof drain system discharging to stone drains near the building.

Jeffrey Cohen asked if the walkway across the street from the main entrance to the building leads out to Springs Road.

Mr. Lamoreux replied, yes; and also pointed out that some changes were made to the proposed 15' wide access in front of the main entrance to satisfy the Fire Department's requirement to follow Mass. Standards in providing an 18' wide access. Mr. Lamoreux explained that they plan to eliminate a 3' wide planter island located at the turnout, and changing it with a 3' wide cobblestones area to attain the required 18' width and provide a visual separation.

Jeffrey Cohen asked the applicant if they were planning to provide an emergency response plan.

Ms. Collins said they will work on an emergency response plan for evacuation and/or safe confinement of people and vehicles from the site in the event of an emergency and review that plan with the Fire and Police departments.

Amy Lloyd raised a question about the location of mailboxes associated with the site.

Ms. Collins explained that there are two potential locations for the mailboxes: a panel of mailboxes inside the building and a mailbox kiosk outside the building to the west side; they need to work with the Post Office to determine the most suitable location.

Chair Hanegan thanked the applicant and shared appreciation for their willingness to work cooperatively with the town on this voluntary site plan review; and then asked the applicant what defines "veterans in need" when determining who is eligible for housing.

Ms. Collins explained that V.A. representatives make that determination based on a Veteran's medical benefits eligibility; and part of that assessment is that a Veteran would need to make less than 60% of the area medium income.

Chair Hanegan commented that concern has been raised by some residents regarding the potential of housing sex offenders in the proposed development; and then asked if there was anything in the lease agreements prohibiting sex offenders.

Ms. Collins confirmed that no convicted sex offenders will be allowed to reside in the proposed housing.

Mr. Hanegan asked if this condition/rule would continue in perpetuity.

Ms. Collins revealed that H.U.D. (Housing and Urban Development) subsidizes this housing and it's a requirement to perform a (CORI) Criminal Offender Record Information check on any Veteran applying. Ms. Collins further revealed that the V.A. also requires a CORI check, so there will be "double protection" against sex offenders getting into this housing.

Amy Lloyd (referring to Fire Department comment #4) asked what the benefit is to having a sidewalk located on the west side of the building if there is no egress on that side.

Director Garber stated that the applicant has clarified that there is an egress proposed to the west wing of the building that allows pedestrian access to the courtyard and then to the sidewalk around the east wing of the building which will serve as an emergency exit. Mr. Garber added that this should alleviate discharge concerns raised by the Fire Department.

Amy Lloyd verbalized the following: 1) she likes the inclusion of rain gardens; 2) asked the applicant if they would consider planting shade trees along the walkway out to Springs Road; 3) asked the applicant if they would consider placing the bicycle racks to the front of the building rather than to the rear, as currently proposed; and 4) asked if any benches are being proposed.

Ms. Collins communicated that they would consider a suitable place in the front of the building for the bicycle racks; however, in past experiences, residents have expressed that they don't want bicycle racks outside their window. Ms. Collins, after some thought, said it may be possible to relocate the bicycle racks near the mailbox kiosk.

Ms. Collins shared that there are plans to include benches in the vicinity of the patio area and near the wetlands.

Ms. Lloyd asked the applicant if they considered screening the porch due to the heavy mosquito population.

Ms. Collins said it's not part of the current plan; however, Ms. Lloyd raised a good point.

Lisa Mustapich stated that the proposed use is a needed service in Bedford and also commented that she likes the landscape plan for the site.

Jeffrey Cohen said he is very much in favor of the project; and that this project gives hope that the V.A Hospital plans to remain in Bedford.

Planning Director Garber asked the applicant if they plan to provide revised stormwater calculations to DPW.

Justin Lamoreux replied; yes, he plans to forward revised/final calculations to DPW by the end of the month.

Planning Director Garber asked if the applicant checked if the existing catch basin has a hood; and if not, one should be installed to satisfy DPW comment 2.

Ms. Collins replied; the existing catch basin doesn't have a hood; and then pointed out that it's not their catch basin, it's the VA's.

Mr. Garber asked if the applicant if they agree to increasing the sewer connection from a 6" to 8" diameter PVC pipe to satisfy DPW comment 4 and to abide by MassHighway Department's Project Development and Design Guide (latest edition) when protecting existing trees that are proposed to remain to satisfy DPW Comment 3.

Mr. Lamoreux said they will comply with both DPW recommendations noted in comment 3 & 4; and added that a notation regarding tree protection was already added to the site plan.

MOTION: Amy Lloyd moved to submit a site plan recommendation of approval to the Building Inspector/ Code Enforcement Officer for a 70 residential unit housing project on the grounds of the Veteran's Administration Hospital and related site plan entitled; Bedford Green at the Edith N. Rogers Memorial VA Hospital, 200 Springs Road (Avenue E), dated February 28, 2014 with the following conditions: 1) resolve stormwater issues as discussed and highlighted in Department of Public Works March 5, 2014 memo; 2) address any outstanding points from the Fire Department's concerns as discussed and outlined in Planning Director Garber's response email(Full Update on 4 points raised by the Fire Department) dated March 11, 2014; and 3) test the feasibility to change the location of the bicycle racks from the rear of the building to an area in the front. (Jeffrey Cohen seconded the motion)

VOTE: 4-0-0

2. 201 Burlington Road Site Plan Review—increase in parking and associated site improvements.

Chair Hanegan reviewed for the record documentation submitted in conjunction with site plan review for a proposed increase in parking, along with associated site improvements as follows:

- February 28, 2014 cover letter from Stephen Martorano, PE of BSC Group, Inc. sharing a summary of the proposed project at 201 Burlington Road. Attached to summary letter – 1) Site Plan Application & Check list dated 2/28/14; 2) G.I.S. site map; 3) bicycle rack sketch; 4) Site Plan entitled; 201 Burlington Road Site Improvements dated February 11, 2014 and revised on February 26, 2014 prepared by BSC Group; and 5) Drainage Report dated February 11, 2014.
- March 6, 2014 memo from Catherine Perry, Assistant Planner, discussing the following information in relation to site plan review: Introduction/Summary, Materials submitted, Other permitting, Consultation with other town departments, Site/property characteristics, Parking, Vehicle and pedestrian circulation, Landscaping, Stormwater management, and Lighting, and proposing a recommendation to the Building Inspector/Code Enforcement Officer.
 - March 5, 2014 *revised* memo from Department of Public Works engineers offering *three* new comments in addition to an earlier memo dated February 26, 2013 that DPW submitted to Conservation Commission for the review of a Notice of Intent for 201 Burlington Road. (a copy of DPW's memo to Conservation Commission was attached)
 - GIS Site Map
 - March 3, 2014 email from Elizabeth Bagdonas, Conservation Administrator noting that the Conservation Commission's public hearing has been closed and deliberations will take place on March 12, 2014. Ms. Bagdonas noted the site plan cover sheet shows a revised date of February 26, 2014; however Ms. Bagdonas needed clarification of the revisions because the plans submitted to the Conservation Commission are dated February 11, 2014.
 - March 7, 2014 email from Fire Captain Stone indicating that the Fire Department has no concerns regarding proposed site improvements.
 - March 4, 2014 email from Traffic Enforcement Officer Saucier indicating that the Police Department has no concerns.
 - March 7, 2014 email from Code Enforcement Director, Laskey, offering his comments in regards to parking requirements.
 - March 11, 2014 handout—revised Entry Plaza Sketch

PROPOSAL SUMMARY:

Stephen Martorano and Daniel Saley were in attendance representing 201 Burlington Road property owner, Tremview Investments, LLC.

Mr. Martorano explained that the site consists of two buildings connected by an enclosed walkway over the Vine Brook. The front building (closest to Burlington Road) has two stories and the rear building has three. The front building has been vacant for approximately 2 years and the rear building, although it was upgraded approximately 5 years ago, has remained vacant for around 8 years. Mr. Martorano said that the front building has recently been taken down to the steel and is being redesigned with all-new energy-efficient, mechanical and HVAC systems and other features to reposition the property from its former R&D use (currently considered Class C) to a Class A office building. Mr. Martorano shared that the current minimum parking requirement for Class A office space ranges from 3.5 to 4.0/parking stalls per 1,000 gross sf. and noted that this building currently is at 3.2 stalls/per 1,000 (per zoning method of calculation) which is low. Mr. Martorano said the latest 2007 approved site plan allows for 411 parking stalls—392 currently exist on site and 460 are proposed

(increasing the total parking count by 68 spaces; 44 spaces out front and 24 to the rear). Mr. Martorano expressed that it's difficult for tenants in Bedford to stay competitive when nearby properties (ex. the former Sun Microsystems Campus site and Northwest Park in Burlington) allow much higher parking ratios of up to 6.0 stalls/per 1,000. Mr. Martorano said on several occasions potential tenants opted to pursue other options in the market because this site is under-parked and they needed to seek sites that could accommodate higher parking ratios.

Mr. Martorano commented the development team has pursued other permitting for this site. The site is environmentally sensitive and has many conservation and wetland constraints. Mr. Martorano informed the Board that the development team was recently before Conservation Commission and they conceptually approved this plan set (the only change on February 26 being a correction on the cover sheet), and the Commission anticipates issuing an Order of Conditions for this site on March 12, 2014. Mr. Martorano added that because the proposed parking is already above the allowed range in the zoning bylaws, the development team went before the Zoning Board of Appeals and was granted a special permit on February 27, 2014 to permit the additional parking spaces.

Daniel Saley, BSC Group, said that they are proposing additional parking out front and changing the circulation configuration in a manner that will reduce impervious surface, provide a balanced site, and maximize parking. Mr. Saley reviewed the following list of other proposed site improvements:

- construct a 4' wide ADA accessible walkway across the existing driveway bridge on site to allow pedestrians a sidewalk connection from the rear building out to Burlington Road.
- provide an ADA accessible ramp on site
- provide several features to improve stormwater management
- remove invasive species along the Vine Brook and adjacent wetland areas to enhance the river view
- provide landscape features to reshape the entrance patio and enhance the site environmentally and aesthetically

Mr. Saley mentioned that Mr. Martorano and he spoke with Ms. St. John regarding comments outlined in DPW's February 26, 2014 memo to Conservation and that they agreed with most comments with the exception of #3. DPW recommended installing pervious pavers for the redesigned front entrance instead of scored concrete to add pervious area. As a result of this discussion, Mr. Martorano said that the agreeable solution was to provide a section/band of pervious pavers that will define the plaza area and provide enhanced drainage (an example photo of similar paving from another site was provided). Mr. Martorano added that underlining drainage will also be included to reduce potential frost-heaving in this area during Spring; and that the proposed changes are compliant with ADA requirements.

Catherine Perry suggested that signage or marking should be provided for the compact parking spaces to the satisfaction of the Code Enforcement Officer.

Mr. Martorano, referring to the proposed compact parking spaces, commented that they reduced the length of the parking stall to 15 feet, mainly in places where there is overhang space, but kept the width as at least 8.5 feet for ease of maneuvering.

Lisa Mustapich voiced that she is supportive of the proposal and mentioned that the latest suggestion for the front entrance pavers seems reasonable.

Amy Lloyd, referring to existing deciduous trees at the front of the site, asked if they will remain or be removed. Ms. Lloyd pointed out that the plans didn't indicate either way.

Mr. Saley confirmed that the larger tree in the front of the site will be removed. He stated that when the plans are finalized, notation regarding tree protection and removal will be shown on plans.

Ms. Lloyd asked if new trees will be added. Mr. Martorano replied; yes, two new trees (red oaks) will be added to the front of building # 1.

Ms. Lloyd asked the applicant what type of tenant they expect to attract.

Mr. Martorano replied: an office tenant, preferably a good long term one. Ideally it will be one large tenant but there is flexibility to accommodate two. May-June is the main leasing season.

Chair Hanegan commented that the site is well-located for transportation, and then asked the applicant if they would consider promoting ride-share programs to potential tenants.

Mr. Martorano said he believes tenants would be interested in ride-share programs; and mentioned that the Route 3 Coalition would be potential tenants' best avenue to explore this idea.

Chair Hanegan suggested that the applicant consider incorporating a pedestrian trail through the wooded area.

Mr. Martorano said that it would be difficult to incorporate a pedestrian trail because of retaining walls and slopes; and commented that even if they did squeeze in a walking trail, there wouldn't be proper access for those with disabilities.

Amy Lloyd said that it's become a trend for technology companies to seek sites that have recreation/green space available to their employees; and then asked the applicant if they planned to incorporate some green features or recreation amenities.

Mr. Martorano stated that within the building green technology will be incorporated; and then pointed out that the plaza area is the only space available to incorporate an outdoor gathering place. Mr. Martorano said he has suggested to the owner to place benches in the green space along the river; however, the owner was uncertain if they would be used. The parking area could potentially be used for gatherings.

Jeffrey Cohen said he supports the project and is glad to see that what's being proposed hasn't expanded outer boundaries of paved surfaces. Mr. Cohen also voiced that he was enthusiastic about; 1) the site being revitalized, 2) being competitive with abutting Burlington locations, 3) the proposed improvements to the front entry (including the newly suggested pavers), 4) removal of the bittersweet to enhance the river view, and 5) improvements to site circulation.

MOTION: Lisa Mustapich move to submit a recommendation for site plan approval to the Code Enforcement Officer for 201 Burlington Road Site Plan dated, February 11, 2014 and revised on February 26, 2014 in relation to the request of applicant, Tremview Investments LLC, to increase the number of parking spaces on site to 460 and provide various site improvements. The following conditions apply: 1) comply with the revised entry plaza design; 2) address points raised in DPW's memos dated February 26 and March 5, 2014; 3) notify Conservation Commission if any changes are made to the plans as a result of comment 2 to see if further Conservation action is needed; 4) provide signage or markings for compact car spaces to the satisfaction of the Code Enforcement Officer; and 5) check the plant schedule against the notation of plants on the landscape plans for accuracy.

(Jeffrey Cohen seconded the motion)

VOTE: 4-0-0

ANNUAL TOWN MEETING

1) Flood Plain Zoning Amendment—Article 6

- a. Catherine Perry, Assistant Planner, stated that the Board held a public hearing on February 25, 2014 and reviewed an amendment to the Zoning Bylaw concerning flood plains. The proposed amendment is to incorporate revised Flood Insurance Rate Maps and the related Flood Insurance Study prepared by the Federal Emergency Management Agency (FEMA). Ms. Perry recalled that during the public hearing, no public comments were offered, and that the public hearing was closed. Ms. Perry requested that the Board vote to recommend approval of Article 6 at Annual Town Meeting.

MOTION: Lisa Mustapich moved to recommend approval of Article 6 – Zoning Bylaw Amendment—Flood Plain Map Reference, at Annual Town Meeting. (Amy Lloyd seconded the motion)

VOTE: 4-0-0

- b. Catherine Perry prepared a Report and Recommendation for Article 6—Zoning Bylaw Amendment—Flood Plain Map Reference for the Board’s review and consideration to present at Annual Town Meeting.
Ms. Perry provided a map titled Floodplain Change—Concord River as a visual to include in this presentation.

Board members found the information that Ms. Perry provided helpful. Amy Lloyd stated that she would be willing to present the report/recommendation of approval for Article 6 to Annual Town Meeting. Ms. Perry conveyed that the information she provided is a draft, and therefore she welcomes any changes and is willing to work further with Ms. Lloyd on the presentation if needed.

Mark Siegenthaler announced that he will be speaking on behalf of Article # 6 for the Selectmen; and therefore he would appreciate it if Planning staff would forward the final language for the recommendation of this article to him. Mr. Siegenthaler also informed the Planning Staff and Board that there are “new” guidelines established for Town Meeting presentation, which they should be sure to follow. Planning Director Garber stated that he did receive an email outlining the new Town Meeting presentation rules, and that he would forward that information to the rest of the staff.

It was agreed that the map would be clearer if the orange color was made brighter; staff will ask the GIS analyst to make this adjustment.

2) Other ATM Articles and Committee Report: the Board discussed the following:

- a. Article 19—Community Preservation Budget FY2015, Item 5 (Pedestrian Master Plan)

MOTION: Jeffrey Cohen moved to recommend approval of a funding request of \$40,000 for the Pedestrian Master Plan as proposed in FY15 Community Preservation Budget. (Amy Lloyd seconded the motion)

VOTE: 4-0-0

Planning Director Garber offered to write language to present at Town Meeting in relation to the Board’s recommendation to approve the Pedestrian Master Plan funding request.

- b. Articles 7—11 (Street Acceptance for Hartwell Road, Ellingson Road, Donovan Road, Copeland Drive & Buehler Road respectively) – Planning Board has provided recommendations for approval at Annual Town Meeting. All four articles relating to subdivision roads will be moved at the same time.
- c. ATM Committee Report—Chair Hanegan expressed interest to report to town meeting that the Comprehensive Plan has been adopted. Planning Director Garber offered to write language to present at Town Meeting in relation to the adoption of the Comprehensive Plan.

DEVELOPMENT – Verbal updates given by Catherine Perry

- 10 DeAngelo Drive/Formulatrix—site plan review scheduled for March 24, 2014.
- Irene Road (potential subdivision)—Ms. Perry spoke with the project engineer; the potential applicant is proposing a cluster subdivision consisting of 4 new houses and 1 existing. The engineer informed Ms. Perry that he plans to speak with other town staff to discuss in detail the design, length, width, etc. of the proposed roadway before submitting a formal application.
- 205 Burlington Road—still potential to have a self-storage facility at this site.

STAFF REPORT – Verbal report given by Glenn Garber

- reported that he was invited to be a participant in the process of hiring an Economic Development coordinator.
- shared that he has prepared a new diagnostic zoning amendment (re: screening and landscape buffers) that he will soon share with the Board.
- commented that there is potential for an individual (with peers) to come forth with a major zoning initiative; and that they are targeting the first Planning Board meeting in April. Mr. Garber said this potential zoning amendment would require a lot of staff and board time so he would like to get some dialogue going on this matter soon.
- suggested scheduling time on the April 8 agenda for a post Comprehensive Plan Strategy Session

BUSINESS SESSION –

- a. 11 Crestview Road (Page Hill Subdivision)—request for Board opinion on a sprinkler requirement in relation to Condition #12 of Page Hill Definitive Subdivision approval.

The Board reviewed all documentation submitted in conjunction with a request to remove a fire protection sprinkler requirement (Condition #12 Page Hill Definitive Subdivision Certificate of Action approval) as it pertains to 11 Crestview Road. Catherine Perry, Assistant Planner, prepared a letter dated March 11, 2014 indicating that based on information received from the applicant, consisting of a permit for removal of the existing sprinkler system, issued by the Fire Department on December 19, 2013 and background information on water pressure in the area supplied to the Fire Department by the Water Department, there is adequate water pressure to this house and therefore a sprinkler system is no longer needed at this residence.

Jeffrey Cohen stated that, given the information before the Board, the request to remove a sprinkler requirement in relation to 11 Crestview Road seems reasonable.

MOTION: Lisa Mustapich moved that the Board endorse the draft letter dated March 11, 2014 (prepared by Catherine Perry) which indicates it's no longer necessary for property owners of 11 Crestview Road to maintain a sprinkler system or to continue a related deed rider on this property for reasons documented and discussed. (Amy Lloyd seconded the motion)*

**subject to changing the former Chair's name (Jeffrey Cohen) to newly appointed Chair (Shawn Hanegan) prior to signing.*

VOTE: 4-0-0

b. Historical Society—search for a museum location

Mark Siegenthaler briefly shared information regarding the process of forming a committee for the Historical Society that will search for a museum location to display historical artifacts for the town. Mr. Siegenthaler asked board members if they would like to be involved with the process to search for a museum site and if so, at what capacity. Board members conveyed that they would like to be involved; and once a committee is established, a rotating Planning liaison/representative will attend the meetings. Planning Director Garber suggested that it would be advantageous to have a Facilities representative be part of the process too because they have knowledge of available space in town.

Mark Siegenthaler indicated that professional staff will be pulled into the process as needed; and that would include Facilities. Mr. Siegenthaler also said he would share the Planning Board's desired role in the process of searching for a Historical Society museum location with the Selectmen.

c. Other—Coast Guard housing update;

Mark Siegenthaler shared that the Housing Authority (via the Town Manager's Office) is working toward an early April charrette to come to an agreement on what the community wishes to see happen to the Coast Guard housing located off Pine Hill Road.

d. Minutes—February 25, 2014 Zoning Amendment—Flood Plain Public Hearing & Regular Session Minutes; Board members postponed approving the minutes to a future meeting.

e. Chamber of Commerce meeting – Jeffrey Cohen announced that he was unable to attend the upcoming March 13th Chamber of Commerce meeting; Shawn Hanegan said he would attend in Mr. Cohen's absence

f. CPTC (Citizen Planner Training Collaborative) Annual Conference—Amy Lloyd announced that she will be attending the upcoming CPTC Annual Conference held on March 15.

ADJOURNMENT

MOTION: Jeffrey Cohen moved to adjourn the meeting. (Amy Lloyd seconded the motion)

VOTE: 4-0-0

TIME: 9:38 PM