



Town of Merrimack, New Hampshire

Community Development Department

6 Baboosic Lake Road

Town Hall - Lower level - East Wing

Planning - Zoning - Economic Development - Conservation

603 424-3531

Fax 603 424-1408

www.merrimacknh.gov

MERRIMACK PLANNING BOARD VIRTUAL MEETING APPROVED MINUTES TUESDAY, OCTOBER 6, 2020 7:00 P.M.

Due to the COVID-19 crisis, and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, the Planning Board is authorized to meet electronically.

As stated on the agenda, the meeting was aired live on Merrimack TV and the Merrimack TV Facebook Live page (<http://www.facebook.com/merrimacktv>). Telephone access was available for members of the public wishing to speak during the Public Hearing or provide public comment. Also identified on the agenda was the opportunity for general public comment to be submitted leading up to the start of the meeting via email to CommDev@MerrimackNH.Gov.

Members of the Board and Town Staff were participating via Zoom. In accordance with RSA 91-A: 2 III, each member of the Board was asked to state, for the record, where they were, and who, if anyone was with them.

1. Call to Order

Robert Best called the virtual meeting to order at 7:00 p.m. and read the procedures & processes for the virtual meeting. He appointed Nelson Disco to vote for Lynn Christensen.

Roll Call:

- Robert Best (Chair) stated he was present at his home and alone in the room he was in.
- Alastair Millns (Vice Chair) stated he was present at home and alone in the room he was in.
- Paul McLaughlin stated he was present at home and alone in the room he was in.
- Neil Anketell stated he was present at home and alone in the room he was in.
- Councilor Bill Boyd (Ex-Officio) stated he was present at home and alone in the room he was in.
- Nelson Disco (Alternate) stated he was present at home and alone in the room he was in.

Members Absent:

- Lynn Christensen

2. Planning & Zoning Administrator's Report

The Board voted 6-0-0 by roll call vote to determine that the Labrie Waiver of Full Site Plan Review and Downie Conditional Use Permit are not of regional impact, on a motion made by Nelson Disco and seconded by Bill Boyd.

3. John Flatley Company (applicant/owner) - Continued review for acceptance and consideration of a Site Plan to construct 100,000 square feet of research & development/warehouse in 3 proposed buildings and associated site improvements, per the requirements of the Flatley Mixed Use Conditional Use Permit. The parcel is located at 685

Daniel Webster Highway in the I-1 (Industrial) and Wellhead Protection Area. Tax Map 6E, Map 003-04. Case #PB2020-19. This item is continued from the September 1, 2020 Planning Board meeting.

The applicant is requesting a continuance to the October 20, 2020 Planning Board meeting, however, staff recommended that the project be continued until the November 10th meeting to allow sufficient time to get answers from the Department of Environmental Services (DES). The recommendations from DES conflict with town requirements and possibly MS4 guidelines and staff feels that two weeks may not be enough time to sort all of the questions out.

Robert Best recused himself from voting on this item.

At the applicant's request, the Board voted 5-0-0 by roll call vote to continue both the application's acceptance and public hearing to October 20, 2020, on a motion made by Alastair Millns and seconded by Neil Anketell.

Robert Best resumed as Chair.

4. **Synergy Storage Structures, LLC (applicant/owner)** - Continued review for consideration of an amendment to a previous conditionally approved Site Plan regarding access and parking. The parcel is located at 403 Daniel Webster Highway in the I-1 (Industrial), Aquifer Conservation and Elderly Housing Overlay Districts. A portion of the parcel is subject to the Flood Hazard Conservation District. Tax Map 4D-3, Lot 84-01. **This item is continued from the July 21, August 18, and September 1, 2020 Planning Board meetings.**

Robert Price began by advising the Board that since this last time this project was heard (on September 1, 2020) the applicant met with Public Works and came to an understanding on the curbing issue. Public Works recommended that the applicant either reconstruct the entire driveway in accordance with the Site Plan Regulations or install curbing five feet back from the edge of pavement (per an agreement with Public Works). If the applicant agrees to one of the recommendations from Public Works then the Board should move to grant the waiver with modifications.

Christopher Ross, (applicant & owner) and Joel Sikkila (Synergy Self Storage) spoke on behalf of the project. Mr. Ross voiced his objection to installing any curbing as he feels it is not necessary for this particular parcel and is only being requested because the regulations state it is needed. His preference is to have the waiver granted but stated that he will comply with the modified curbing recommendation if necessary.

Several Board members expressed their opinions on the curbing requirements, some felt that the recommendations from Public Works should be followed and others felt that the curbing wasn't necessary.

A motion made by Bill Boyd and seconded by Robert Best to grant a waiver from Section 7.05.D.20.c of the former Site Plan Regulations failed on a 3-3-0 roll call vote. Nelson Disco, Alastair Millns and Paul McLaughlin voted in opposition.

Since the request for waiver did not pass, Chairman Best asked the applicant if they would like the Board to consider one of the recommendations from Public Works. Mr. Sikkila responded that they would like the Board to consider the recommendation from Public Works to allow the curbing to be set back 5 feet back from the edge of pavement.

The Board voted 6-0-0 by roll call vote to grant a modified waiver to Section 7.05.D.20.c that requires the applicant to install curbing, but permits it to terminate 5 feet back from

the edge of pavement as agreed to by the Town Engineer, on a motion made by Paul McLaughlin and seconded by Neil Anketell.

The Board then discussed the two conditions of approval that the applicant is requesting relief from. Robert Price explained that the conditions in question were added by the Planning Board during the original approval and that neither the Town Engineer nor staff has objections to them being removed. Chairman Best also clarified that this is not a waiver, it is a request to remove condition 13c (which required the installation of Cape Cod berm along the westerly side of the vehicular storage area adjacent to the wetland on map 4D-3, Lot 091) and 13d (which required the installation of an oil/water separator in the proposed wet pond).

There was no public comment.

The Board voted 5-1-0 by roll call vote to amend the conditions of approval by eliminating condition #13(d) which required the installation of an oil/water separator in the proposed wet pond, on a motion made by Bill Boyd and seconded by Alastair Millns. Neil Anketell voted in opposition.

The Board voted 6-0-0 by roll call vote to amend the conditions of approval by eliminating condition #13(c) which required the installation of cape cod berm along the westerly side of the vehicular storage area adjacent to the wetland on map 4D-3, Lot 091, on a motion made by Alastair Millns and seconded by Bill Boyd.

The following precedent condition shall apply and shall be fulfilled within 6 months and prior to signing of the plan, unless otherwise specified:

1. The applicant shall be responsible for preparing a final plan reflecting the changes approved by the Board prior to final endorsement of the plans by the Chair and Vice Chair.

The following general and subsequent condition is also placed on the approval:

1. All General and subsequent conditions placed on the original site plan conditional approval shall continue to be in place with this amended site plan approval, as applicable.

5. **Christopher Ross, LLC (applicant/owner)** - Continued review for acceptance and consideration of a Waiver of Full Site Plan Review for the conversion of current retail space into 12 multi-family residential units including building additions totaling approximately 848 square feet. The parcel is located at 401 Daniel Webster Highway in the C-1 (Limited Commercial) Aquifer Conservation and Elderly Housing Overlay Districts. Tax Map 4D-3, Lot 083. Case # PB2020-14. **This item is continued from the July 21, August 18, and September 1, 2020 Planning Board meetings.**

Robert Price provided a brief recap of the project and explained that since the last meeting in which this was discussed, the applicant has submitted a revised plan along with a list of regulations they are requesting waivers from.

Christopher Ross, (applicant & owner) and Joel Sikkila (Synergy Self Storage) were present to discuss the project. Mr. Sikkila began by explaining that they are seeking waivers for 12 items that they feel do not apply to their project because aside from the small additions, only the interior of the building is being renovated and nothing else is changing.

Section 3.07: Storm Drain System - Per the staff memo, the staff has no concerns or opposition with issuing this waiver and the Board had no further questions or concerns.

Section 3.09: Landscaping Design - Per the staff memo, the staff has no concerns or opposition with issuing this waiver.

Section 4.14(e): Landscape Plan - Per the staff memo, the staff has no concerns or opposition with issuing this waiver. The applicant stated he will be adding some flower beds, moving some shrubs and re-seeding the grass but does not have any plans to do a full landscape plan.

Section 3.10: Soil and Wetland Identification - Per the staff memo, the staff has no concerns or opposition with issuing this waiver and the Board had no further questions or concerns.

Section 3.11: Parking - Per the staff memo, the staff has no concerns or opposition with issuing this waiver. The Board also discussed the existing parking easement that exists between Synergy and 401 DW Highway as well as the landscaping plan for the parking lot.

Section 3.13: Outdoor Lighting Design Standards - Per the staff memo, the staff has no concerns or opposition with issuing this waiver. (See the notes below under section 4.16 as the two were discussed together.)

Section 4.16: Illumination Plan - Per the staff memo, the staff has no concerns or opposition with issuing this waiver. The applicant clarified that the lighting is not changing with the exception of adding some lights near the new entranceway. Some Board members expressed that since the lighting is in fact changing because lights are being added, then the changes should be reflected on the plan.

Sections 3.14 and 4.17: Traffic Impact Analysis - Chairman Best explained that for a waiver to be granted they would need to submit supporting documentation to prove that traffic is going to decrease with the change of use. However, if the documentation is supplied, it is enough to be considered a "minor traffic analysis" and therefore the waiver would not be needed. The applicant agreed to withdraw this waiver request and supply the necessary information.

Section 4.14: Improvement Plans - Chairman Best explained the value of improvement plans in determining the history of a parcel. He also clarified for the applicant that it would entail adding one page to the current plan that was drafted...one page would entail the existing conditions and the second page would detail the changes. The applicant agreed to withdraw this waiver request and supply the necessary information.

Section 4.14(a): Grading and Drainage - Public Works does not recommend a full waiver from this requirement and would like the grading changes depicted on the plan. The applicant stated the grading will not be changing with the amendments being made to the property.

Section 4.14(b): Utilities - Chairman Best explained that the applicant can satisfy this requirement by showing the location of the utilities on the site plan. The applicant agreed supply the necessary information.

Section 4.14:(c) Construction Detail Drawings - The Board requested that the applicant show an existing drainage easement on the plan and consult with Merrimack Village District to ensure the current water line is sufficient for the new use.

The Board voted 5-1-0 by roll call vote to accept the application for review, on a motion made by Alastair Millns and seconded by Bill Boyd. Nelson Disco voted in opposition.

The Board voted 6-0-0 by roll call vote to grant a waiver from Section 3.07 – Storm Drain System of the Site Plan Regulations on a motion made by Neil Anketell and seconded by Bill Boyd.

The Board voted 6-0-0 by roll call vote to grant a waiver from Section 3.10 – Soil & Wetland Identification of the Site Plan Regulations on a motion made by Alastair Millns and seconded by Bill Boyd.

The Board voted 4-2-0 by roll call vote to grant partial waivers from Section 3.11 – Parking Standards and Section 4.14.e – Landscape Plan, of the Site Plan Regulations on a motion made by Bill Boyd and seconded by Neil Anketell. Paul McLaughlin and Nelson Disco voted in opposition. The Board granted this partial waiver with the understanding that the applicant shall:

- a. Provide an additional tree in the former playground area.
- b. Label the existing tree on the plan.
- c. Show the proposed flower bed on the plan.
- d. Label the grassed areas on the plan.

The Board voted 6-0-0 by roll call vote to grant partial waivers from Sections 3.13 – Outdoor Lighting Design and 4.16 – Illumination Plan of the Site Plan Regulations on a motion made by Bill Boyd and seconded by Paul McLaughlin. The Board granted this partial waiver with the understanding that the applicant shall:

- a. Show all additional lighting on the plan.
- b. Incorporate the prior 2012 approved lighting plan by reference in a note on the plan.

The Board voted 6-0-0 by roll call vote to grant a waiver from Section 4.14.a – Grading and Drainage of the Site Plan Regulations on a motion made by Alastair Millns and seconded by Bill Boyd.

The Board voted 5-0-1 by roll call vote to grant a partial waiver from Section 4.14.c – Construction Detail Drawings of the Site Plan Regulations on a motion made by Alastair Millns and seconded by Bill Boyd. Nelson Disco abstained. The Board granted this partial waiver with the understanding that the applicant shall:

- a. Show the location of the existing drainage easement on the plan.
- b. Confirm the size of the existing water line with Merrimack Village District to ensure it is adequately sized for the proposed use and make any changes that are deemed necessary.
- c. Show the existing gas line on the plan.
- d. Show the existing telecommunications lines on the plan.

There was no public comment.

Nelson Disco asked if architectural renderings that include the addition were submitted and Mr. Sikkila responded that they were submitted with the original request. Robert retrieved the drawings from the project file and confirmed that they were received in June 2020. He then shared them with the Board so that Mr. Ross could talk through the changes being made to the outside of the building. Mr. Disco also asked how the apartments are going to be laid out and Mr. Sikkila confirmed that the exact layout has not been finalized but they know they can fit 12 one bedroom units.

The Board voted 4-2-0 to grant conditional final approval (Nelson Disco and Paul McLaughlin voted in opposition), subject to the following precedent conditions to be fulfilled within 6 months and prior to signing of the plan, unless otherwise specified:

1. Final plans to be signed by all property owners. The appropriate professional endorsements and signatures shall also be added to the final plans as applicable.
2. The applicant shall obtain all required State approvals/permits as may be applicable, note the approvals/permits on the plan and provide copies to the Community Development Department.
3. Any waivers granted (including Section and date granted) and/or any changes requested by the Planning Board shall be listed and fully described on the final plan, as applicable.
4. The applicant shall provide draft copies of any applicable legal documents for review, at the applicant's expense, by the Town's Legal Counsel.
5. The applicant shall address any forthcoming comments from the Conservation Commission, as applicable.
6. The applicant shall address any forthcoming comments from Merrimack Village District, as applicable.
7. The applicant shall address the following comments from the Public Works Department:
 - a. The parking easement has been provided but has not been shown on the plan and/or listed in the notes.
 - b. Regarding utilities:
 - i. There is a drainage easement shown on previous plans but does not appear on this plan.
 - ii. Prior to the issuance of sewer permits a video all of the sanitary sewer lines shall be conducted and reviewed by DPW. The sewer line appears to be in the middle of the proposed building, how is the new line to be constructed?
 - iii. Water - What size are the water lines? Do they need to be increased? Is there enough flow for fire purposes?
 - iv. Gas line has not been shown on the plans.
 - v. The telephone and communications lines have not been shown on the plans.
 - vi. Under the Sanitary Sewerage Engineering Standards Section 6-13.4 a Backwater Valve is required and shall be installed.
 - vii. A clean out shall be provided if there isn't one already there.
 - c. Looking at the building elevation views (from the July submission) it appears that there will be more than just an 8 foot addition on the south end of the building. There appears to be a second floor addition. This will increase the square footage of the building and may have an impact on all of the services;
8. The applicant shall address any forthcoming comments from the Wastewater Division, as applicable.
9. The applicant shall address the following Planning Staff Technical Comments:
 - a. The applicant shall provide information generally applicable from the following plans in the plan set as directed by the Board (see waiver request votes, above) at the public hearing:
 - i. Existing Conditions Plan
 - ii. Improvements Plan
 - iii. Landscape Plan

iv. Illumination Plan

- b. The applicant has not provided a traffic impact analysis, as required by the regulations (staff understands that the daily volume of trips will decrease from the current use (commercial), however a “minor analysis” from Section 3.14.b is hereby determined applicable by the Community Development Department per the regulation language, and is essentially the same as would be needed for justification of a waiver to the requirements of the section).
- c. The plan indicates parking for the proposed residential units that is located on the adjacent Synergy property; however there is no indication of any easements that allow for access and parking to be shared across the 2 parcels. As staff understands it, there is a recorded easement (at Hillsborough County Registry of Deeds) for this encroachment, but it is not shown on the plan as required by the regulations. The applicant shall make proper reference to the easement on the plan (both by note and graphically on the plan itself) as required.
- d. Note #9 references a waiver relevant to the “Synergy” parcel and not the subject parcel for the proposed apartment units, please remove from the site plan.
- e. The applicant shall provide building renderings as part of the plan set as required in the C-1 District per Section 3.12.
- f. The applicant has not provided the required plan notes (from Section 4.11) which should be added to the plan:
 - i. Tax map and lot #
 - ii. Area of subject parcel
 - iii. Existing and proposed use
 - iv. List FEMA sheet(s) used to identify flood elevations (Note if no flood zone present as applicable).
 - v. List of Planning Board waivers (if applicable)
 - vi. Note the following: "If, during construction, it becomes apparent that additional erosion control measures are required to stop any erosion on the construction site due to actual site conditions, the Owner shall be required to install the necessary erosion protection at no expense to the Town."
- g. The existing dumpster shall be screened from view per Section 3.09.e.2 of the Site Plan Regulations.
- h. The retaining wall along the northerly property boundary shared with Map 5D-4, Lot 098 encroaches onto lot 98. The applicant shall either remove this encroachment or provide an easement allowing it to remain and note said easement on the plan (staff notes that the 2018 conditionally approved Synergy Self Storage site plan indicates this encroachment “shall be removed”).

The following general and subsequent conditions are also placed on the approval:

- 1. Any proposed easements and/or applicable legal documents shall be recorded at the Hillsborough County Registry of Deeds at the expense of the applicant.
- 2. The applicant shall address the following comments from the Fire Department:
 - a. The Town of Merrimack, Department of Fire Rescue, Office of the Fire Marshal requires (NFPA 1 Chapter 18) that fire department access roads be constructed and maintained

so that fire apparatus can effectively operate during an emergency. The location of the access road(s) must provide for positioning of the fire apparatus to allow access to all sides of the structure. Unique building or occupancy conditions may trigger additional requirements from the Office of the Fire Marshal;

- b. The building shall be protected by an approved NFPA-13 or 13R fire sprinkler system.
- c. The building shall be protected by an approved NFPA-72 fire alarm system.
- d. Due to the unique conditions of this proposed change of use, the entire building shall be surveyed by and all plans reviewed by a New Hampshire licensed fire protection engineer to ensure that all life safety, sprinkler and fire alarm systems are correctly designed for the new residential use of this building.

3. The applicant shall address the following typical comments from the Building Department:

- a. The project shall comply with all ICC Building, Fire and Life Safety Codes adopted by the State of New Hampshire, including all amendments.
- b. Submit a complete building permit application, provide property owner's name, general contractor, the scope of work, proposed use and estimated construction value.
- c. All plans and construction documents shall be submitted along with the building permit application and made available for code review.

6. **Brian Labrie (applicant)** and BHL Real Estate Holdings, LLC (owner) - Review for acceptance and consideration of a Waiver of Full Site Plan Review for the construction of a detached garage. The parcel is located at 660 Daniel Webster Highway in the C-2 (General Commercial), Aquifer Conservation, and Wellhead Protection Districts. Tax Map 6E-2, Lot 014. Case # PB2020-20

Robert Price offered a brief summary of the project and explained that the original site plan was approved sometime in 2011 and the applicant is now seeking approval to construct a detached garage on the parcel. A variance from the Zoning Board was recently granted to allow relief from the setback requirements.

Bradley Casperson, (Meridian Land Services, Inc.) presented the project to the Board. Mr. Casperson explained that the applicant would like to construct a 22x28 foot detached garage in order to store equipment that is currently stored outside. A Variance was granted in August of this year to allow construction of a garage 5 feet from the property line whereas 20 feet is required. The only condition of that approval was to obtain site plan approval from the Planning Board; however the applicant is seeking a waiver of full site plan because the changes to the plan are minor and a full site plan would cause an undue hardship. Additionally, the applicant feels that the addition of the garage will improve the overall aesthetics of the property because the equipment that is currently being stored outside will be moved into the garage.

The Board voted 6-0-0 by roll call vote to accept the application for review, on a motion made by Alastair Millns and seconded by Nelson Disco.

The Board voted 6-0-0 by roll call vote to grant a Waiver of Full Site Plan Review on a motion made by Nelson Disco and seconded by Neil Anketell.

There was no public comment.

The Board asked how tall the garage was going to be and Mr. Casperson was not sure but the Board concluded that it is most likely between 12 and 20 feet high depending on the types of trucks that will be stored inside it. Chairman Best also clarified that the existing building is not a residence; it is office space for the applicant's business.

The Board voted 6-0-0 by roll call vote, to grant conditional final approval on a motion made by Nelson Disco and seconded by Bill Boyd subject to the following precedent conditions to be fulfilled within 6 months and prior to signing of the plan, unless otherwise specified:

1. Final plans to be signed by all property owners. The appropriate professional endorsements and signatures shall also be added to the final plans as applicable.
2. The applicant shall obtain all required State approvals/permits as may be applicable, note the approvals/permits on the plan and provide copies to the Community Development Department.
3. The waiver of full site plan review shall be noted on the final plan.
4. The applicant shall provide draft copies of any applicable legal documents for review at the applicant's expense, by the Town's Legal Counsel.
5. The applicant shall address any forthcoming comments from Merrimack Village District, as applicable.
6. The applicant shall address any forthcoming comments from the Public Works Department, as applicable.
7. The applicant shall address any forthcoming comments from the Wastewater Division.
8. The applicant shall address any forthcoming comments from the Fire Department, as applicable.
9. The applicant shall address the following Planning Staff Technical Comments.
 - a. The property owner information shall be corrected in note #1 on the plan.
 - b. The Wellhead Protection Area shall be added to note #3 on the plan.
 - c. The word "exception" shall be added to note 8.C.
 - d. A note regarding the waiver from full site plan review shall be added to the plan.
 - e. The lot number in the title block shall be corrected to say "Map 6E-2 Lot 014."

The following general and subsequent conditions are also placed on the approval:

1. Any proposed easements and/or applicable legal documents shall be recorded at the Hillsborough County Registry of Deeds at the expense of the applicant.
 2. The applicant shall address any comments from the Fire Department, as related to building fire code compliance, sprinkler systems, building addressing, etc., as applicable (that are not deemed precedent conditions).
 3. The applicant shall address any forthcoming comments from the Building Department, as applicable.
- 7. John Downie (applicant/owner) - Review for consideration of a Conditional Use Permit to construct a detached Accessory Dwelling Unit (ADU) above an existing detached garage. The**

parcel is located at 2 Landau Way in the R-2 (Residential) District. Tax Map 3A, Lot 089. Case # PB2020-22

Robert Price began by advising everyone that this project is the first Detached ADU to go in front of the Board since the Zoning regulations were changed in 2016. He further advised the Board that the applicant meets all of the requirements with the exception of size. The ADU is being built in an existing garage that is 1,039 square feet and the regulations only allow 1,000 square feet. A Variance was recently granted by the Zoning Board to allow the additional 39 square feet and the applicant is now seeking the required Conditional Use Permit.

John Downie (applicant/owner) introduced himself to the Board and explained that he is looking to construct the ADU to allow his elderly in-laws to move closer so that he and his wife can help care for them.

The Board discussed the septic system and its ability to take on the additional usage created from the ADU. The applicant advised the Board that he is aware of the requirement that he can tap into the existing septic for the time being but must have an approved design on file in case it fails. The applicant also confirmed that the garage is approximately 35 feet from the primary house.

The Board voted 6-0-0 by roll call vote, to grant final approval on a motion made by Nelson Disco and seconded by Bill Boyd subject to the following General & Subsequent conditions:

1. The applicant shall adhere to the criteria listed under Section 2.02.1.C.2 of the Zoning Ordinance pertaining to conditional use permits for a detached ADU.

2. If this Conditional Use Permit approval is not acted upon within a period of two (2) years from the date of the final endorsement by the Planning Board, then the approval shall be null and void. Issuance of a building permit shall be considered a sufficient action to vest an approval for a conditional use permit for a detached ADU. However, should any building permit expire unused after the conclusion of the two-year validity period provided for herein, the conditional use permit granted shall become void as well. Should the applicant need to extend the two-year validity period, the applicant shall demonstrate to the satisfaction of the Planning Board that it was impossible or impractical to receive the necessary approvals to move forward in reliance on the permit granted within two years. Any renewal/extension application shall be filed with the Planning Board no sooner than 90 days, nor later than 30 days, prior to the expiration of the Conditional Use Permit.

8. Discussion/possible action regarding other items of concern

The Board voted 6-0-0 by roll call vote to first establish a performance bond for the Oak Ridge subdivision, Whitetail Ridge, in the amount of \$957,317.45, and to subsequently reduce the performance bond to the amount of \$168,653.36, on a motion made by Bill Boyd and seconded by Nelson Disco.

The Board voted 6-0-0 by roll call vote to reduce the performance bond for the Greenfield Farms subdivision, Cider Court, to the amount of \$71,897.45, and to reduce the performance bond for the Greenfield Farms Subdivision, Crab Tree Court, to the amount of \$68,779.95, on a motion made by Bill Boyd and seconded by Paul McLaughlin.

9. Approval of Minutes — September 15, 2020

The Board voted 6-0-0 by roll call vote to approve the minutes of September 15, 2020, as drafted, on a motion made by Bill Boyd and seconded by Neil Anketell.

10. Adjourn

The Board voted 6-0-0 by roll call vote to adjourn at 9:50 p.m., on a motion made by Bill Boyd and seconded by Paul McLaughlin.