



RECEIVED
TOWN CLERK
HARWICH, MA

2025 JUN -5 A 11: 24

TOWN OF HARWICH

732 Main Street
Harwich, MA 02645

PHONE (508)-430-7538 FAX (508)430-7531

HARWICH CONSERVATION COMMISSION - MEETING AGENDA

TOWN HALL – GRIFFIN ROOM

Wednesday, May 7, 2025 – 6:00 PM

Commissioners and Staff Present

Chairman John Ketchum, Viv Mulhall-Maguire, Wayne Coulson, Mark Coleman, Conservation Administrator Amy Usowski and Executive Assistant Lisa Shaw

Commissioners Absent:

Sophia Pilling

Call to Order

Chairman John Ketchum called the meeting to order at 6:00 PM and the Pledge of Allegiance was recited.

Discussion and Possible Vote

Revisions to the Community Gardens Regulations. *Continued from April 2, 2025.*

Ms. Usowski reminded the Commission that the Community Gardens changed over to perennial gardens last year. With that change, gardeners can now keep their fences up and plantings can remain in the ground.

Ms. Usowski explained that the Community Garden gardeners were provided with the revisions to the proposed regulations and some gardeners asked for clarifications. Ms. Usowski clarified that starting June 1, 2025, gardeners are expected to have their assigned plots substantially worked and or planted and need to consistently manage them throughout the entirety of the growing season. If by June 1st a plot is not used, it will be reassigned, and if a gardening tenancy is revoked, no refunds will be given. Ms. Usowski stated that this will be done on a case-by-case basis and the Conservation Department will always work with people before reassigning or revoking a plot. Ms. Usowski clarified that the Conservation Department encourages organic gardening practices and asks that pesticides, herbicides and fertilizers be used sparingly in targeted applications and only as a last resort. No backpack or broadcast sprayers are allowed. Ms. Usowski stated that gardeners will be given information on gardening organically via UMass Cooperative Extension website.

Mr. Coleman suggested that soil testing be encouraged but not required. It was agreed that soil tests be at the gardener's expense and that information be provided as to how to test the soil and where testing is available.

Ms. Usowski recommended that the Commission approve the revisions and adopt the revised garden regulations.

No further discussion from the Commission. No public comment.

MOTION

Mr. Coleman moved to adopt the revised Community Garden regulations. Mr. Coulson seconded.

Vote: 4-0

Motion carried; Revised Community Garden regulations adopted.

Change in Plan

Keith Lavalley, GCI Builders Inc, 108 Brooks Rd, Map 12, Parcel S-7. Accessory Dwelling Unit construction.

Mr. Dan Ojala, Engineer-Down Cape Engineering, was present online representing the applicant for the change in plan at 108 Brooks Road. Mr. Ojala stated the Conservation Commission previously approved a one-bedroom ADU on the site. The septic system servicing the site has failed and a new title V system is proposed for the three-bedroom house and one-bedroom ADU. The four-bedroom existing house will be linked to another septic system. No changes are proposed to the ADU itself.

Ms. Usowski recommended approval of the plan change.

No further discussion from the Commission. No public comment.

MOTION

Mr. Colman moved to approve the Change in Plan. Ms. Mulhall-Maguire seconded.

Vote: 4-0

Motion carried; Change in plan approved.

The following applicants have filed a Request for Determination of Applicability

Donald & Elizabeth Larson, 12 Sea Way, Map 2, Parcel A1-65. Yard fill and re-grading.

Ms. Susan Ladue, Regulatory Specialist-Eastward Companies, was present online and owner Mr. Donald Clark was present in person to discuss the Request for Determination of Applicability for 12 Sea Way.

Ms. Ladue spoke about the site and the proposed project. She explained that the rear or south side of the site is in zone AE 11. The lot is 14,947 square feet with 254 feet of frontage on Pine Lane and Sea Way. The lot includes an existing single-family dwelling constructed in 1966 with building additions made in 2006. The lot contains the existing house, septic system, driveway, hardscape and lawn and landscaping. Most of the structures and hardscape are outside of elevation 11. The project proposes to bring up the rear yard space by filling it with loam to elevation 11 ½. The loamed area will be seeded to prevent any runoff. Prior to the proposed project, approximately 100 linear feet of silt fence with waddles will be installed along the shoulder of Sea Way to act as a barrier to prevent any storm water runoff during rain events. The Commissioners discussed the existing grades on the site, the grades on surrounding properties and those

adjacent Sea Way and determined that this proposal should not negatively impact adjacent properties and will not displace additional water onto them. Ms. Ladue read the work construction protocols.

Ms. Usowski stated that yard fill is not going to be spread higher than adjacent grades. She noted that the lot to the south of the site has a grade that is going to be higher with a retaining wall.

Ms. Usowski asked if they will be applying for a Letter of Map Amendment (LOMA) with FEMA when the project is completed. Mr. Clark answered yes.

Ms. Usowski stated that land subject to coastal storm flowage doesn't really have performance standards, however there may not be adverse impacts to the neighbor.

Ms. Usowski recommended approval of the project with a Negative Two determination.

Mr. Ketchum asked how they plan to complete the proposed plan without moving the wide planting bed that is up against the neighbors' retaining wall. Mr. Clark explained that the plan shows a new 10-foot contour running along the plantings and explained that the plantings are right on the property line and they are not filling right up to the wall because the wall is on the neighbor's property. A discussion was had about the elevations, grade, slope and the shrubs in the area in question.

No further discussion from the Commission. No public comment.

MOTION

Mr. Coulson moved to approve the Request for Determination of Applicability with a Negative 2 Determination. Mr. Coleman seconded.

Vote: 4-0

Motion carried; Request for Determination of Applicability with a Negative 2 determination approved.

Scott & Kimmerly Perry, 17 Oliver Snow Rd, Map 24, Parcel E2-5. Pool and patio construction.

Mr. Jeff Fanera, Owner-Yardscape/Landscaping Bella Pools, was present representing the applicant at 17 Oliver Snow Road. Mr. Fanera described the project. He will be building a steel walled vinyl liner pool with a patio and hot tub built on the site that is partially in the flood zone. The area will be loamed and seeded. There are a few oak trees that will need to come down. No fill is proposed.

Ms. Usowski stated the lot is fairly flat and none of the work is within the 100-foot buffer zone to the wetland at the rear of the property. She stated that FEMA does allow pools and patios in an AE 11-foot flood zone. Ms. Usowski noted she saw branches and landscape debris dumped in or at the edge of the wetland and this must not continue. It will be a condition the owner and landscapers will need to abide by.

Ms. Usowski recommended approval with a Negative two determination.

No further discussion from the Commission. No public comment.

MOTION

Mr. Coleman moved to approve the Request for Determination of Applicability with a Negative 2 Determination. Mr. Coulson seconded.

Vote: 4-0

Motion carried; Request for Determination of Applicability with a Negative 2 determination approved.

The following applicants have filed a Notice of Intent

Cathy Elliott, 255 Bay Rd, Map 99, Parcel V1-4, SE 032-2599. Shed addition and mitigation plantings. *Continued from April 16, 2025.*

Ms. Cathy Elliot, owner, was present. She stated that the only item missing is the DEP number.

Ms. Usowski noted that the DEP number was received and asked that the Commission review the order of conditions as drafted.

No further discussion from the Commission. No public comment.

MOTION

Mr. Coulson moved to close the public hearing, approve the Notice of Intent and accept the order of conditions. Ms. Mulhall-Maguire seconded.

Vote: 4-0

Motion carried; Public hearing closed. The Notice of Intent and Order of Conditions was approved.

Lindsay Strobe, 19 Wequasset Rd, Map M5, Parcel K1-41, SE 032-2596. Bank restoration and dock alteration. *Continued from April 16, 2025.*

Ms. Usowski stated the applicant has requested a continuance to the June 18, 2025 meeting, due to needing to continue discussions with the State.

No discussion from the Commission. No public comment.

MOTION

Mr. Ketchum moved to continue the hearing to the June 18, 2025 meeting. Mr. Coulson seconded.

Vote: 4-0

Motion carried; Hearing continued to the June 18, 2025 meeting.

Jeffrey Lang, 11 River Bend Rd, Map 1, Parcel G1-9, SE 032-2597. House demolition and rebuilding, septic system installation, bulkhead repairs and replacement, and mitigation plantings. *Continued from April 16, 2025.*

Ms. Usowski stated the applicant has requested a continuance to the May 21, 2025 meeting.

No discussion from the Commission. No public comment.

MOTION

Mr. Coleman moved to continue the hearing to the May 21, 2025 meeting. Mr. Coulson seconded.

Vote: 4-0

Motion carried; Hearing continued to the May 21, 2025 meeting.

Jean Philippe Marjollet, 0 Pleasant Lake Ave, Map 100, Parcel K4-4. Seasonal dock on Long Pond.

Mark Burgess, Engineer- Shorefront Consulting, and Jean Philippe Marjollet, owner, were present to discuss the project at 0 Pleasant Lake Avenue.

Mr. Burgess explained that the proposed project is for a seasonal-use joint dock on Long Pond. The dock is a standard aluminum frame that rests on the ground and will be removed at the end of the season. The deck extends 74 feet beyond the ordinary high-water line with 3.4 ft of depth. The dock has 96 square feet of extra sections to form a platform at the end. There is no surrounding vegetation under the dock. They filed with the National Heritage and Endangered Species Program, even though the site is priority habitat, and received a No Take determination. They met with the Waterways Committee and that Committee has no issues with the project.

Ms. Usowski recommended two conditions to the project. The first entails assessing an In Lieu fee mitigation, explaining why and how this fee is appropriate for this project. The second condition is that the owners abide by the Commission's regulation requirement which states that the docks are stored outside of the 50-foot no disturb zone in the off-season.

Ms. Usowski recommended approval with the two conditions.

Ms. Usowski asked for opinions about assessing the In Lieu Fee Mitigation. A discussion about the proposal was had. Ms. Usowski calculated that the fee would amount to \$1,584.00.

Ms. Usowski stated the since the DEP number has not yet been received, the hearing needs to be continued to the May 21, 2025 meeting.

No further discussion from the Commission. No public comment.

MOTION

Mr. Coulson moved to continue the hearing to the May 21, 2025 meeting. Ms. Mulhall-Maguire seconded.

Vote: 4-0

Motion carried; Hearing continued to the May 21, 2025 meeting.

Kristen Kelly, 101 Sequattom Rd, Map 101, Parcel X6. Expansion to existing seasonal dock.

Mark Burgess, Engineer- Shorefront Consulting, was present in person and Kristen Kelly, owner, was present online to request a Notice of Intent for the project at 101 Sequattom Road.

Mr. Burgess stated the project is to permit an expansion to an existing seasonal wooden dock. The proposal is to add one more section to the outer part of the dock, thereby extending the dock 11ft. An extra section gives it 3 ft of water the end. The dock extends 67 feet beyond the ordinary water line and is 3 feet wide.

Ms. Usowski asked if the new dock sections will be driven in the ground. Ms. Kelly said they will lay on the ground.

Ms. Usowski recommended two conditions. The first is that the new dock section be built out of wood, but when the time comes to replace the whole dock, aluminum will be required to be used. The second condition is that an In-Lieu fee mitigation be assessed for just the dock expansion measurement for an amount totaling \$138.00.

Mr. Burgess stated they received a No Take determination from National Heritage for the demolition and rebuilding of the house on site.

Ms. Usowski stated that since the DEP number has not yet been received, the hearing must be continued to the May 21, 2025 meeting.

No further discussion from the Commission. No public comment.

MOTION

Mr. Ketchum moved to continue the hearing to the May 21, 2025 meeting. Mr. Colman seconded.

Vote: 4-0

Motion carried; Hearing continued to the May 21, 2025 meeting.

James & Jarmila Sullivan, 31 Mill Rd & 6 Brora Dr, Map 15, Parcels U3 & U2-2. Reconstruction of existing joint use dock and maintenance dredging.

Mark Burgess, Engineer- Shorefront Consulting, was present in person to discuss the existing, licensed, co-owned dock between the two neighbors.

Mr. Burgess spoke about the proposed scope of work, the history of the dredging work and amount of dredging needed in this application. The owners at the north wish to dredge, but the owners to the south wish to dredge and also convert part of their dock to ramps and floats. He stated there will be no increase to the pier's footprint due to the reconstruction of the ramps and floats. The applicants are asking for a complete reconstruction so that if in the future it floods, it can be replaced. Currently, at low water level the boats are aground. Mr. Burgess stated that a shellfish study at the site found minimal shellfish.

Mr. Burgess stated he needs to revise the dredging footprint plans to allow for dredging under the docks, per the regulations.

A discussion was had about how to rid the site of dredge spoils.. He stated that the Harwich Harbormaster explained to him that per regulations, boat ramps are only to be used for off-loading boats. Mr. Burgess

explained they can use the area by the public bulkhead to help offload the dredge. Mr. Burgess noted they met with the Waterways Committee whose members expressed they do not want to see any offloading of the dredge spoils to a public bulkhead from June through October. Mr. Burgess recommended that a condition of the project stipulate that offloading of dredge spoils at the public bulkhead only be allowed in the off months.

Ms. Usowski stated she doesn't have any issue with the existing dock or pier on the south side being converted into ramps and floats. She stated that Conservation does have a regulation stipulating that no float shall be greater than 200 square feet and this proposal shows it to be more than that, but it is replacing a fixed structure in that same footprint. Ms. Usowski spoke about the seaward edge of the marsh, stating she would like to take another look at that area.

Ms. Usowski stated that it is an existing, licensed structure and they have a permit to do the dredging. She explained that if there's going to be a replacement of the walkway that leads out to the structures that could be done via an amended order with the commission or its' agent.

A discussion was had regarding the amount of dredge to be removed to enable clearance for the boat to be docked. Mr. Burgess needs to meet with the Commission again with the revised and accurate dredge plan. Ms. Usowski stated that the plans need to be submitted by May 14, 2025 for the May 21, 2025 meeting.

Ms. Usowski stated she would be amenable to them moving more than 100 cubic yards of dredge at one time.

Ms. Usowski also stated that since the DEP number has not yet been received, the hearing must be continued to the May 21, 2025, meeting.

No further discussion from the Commission. No public comment.

MOTION

Mr. Ketchum moved to continue the hearing to the May 21, 2025 meeting. Mr. Coulson seconded.

Vote: 4-0

Motion carried; Continuance of the hearing to the May 21, 2025 meeting approved.

John and Hallie Vitolo, 9 Stanley Dr, Map 81, Parcel A11. Reconstruction of existing seasonal dock, deck, and boathouse supports.

Mark Burgess, Engineer- Shorefront Consulting, was present in person to discuss the reconstruction of the existing seasonal dock, deck, and boathouse supports at 9 Stanley Drive.

Mr. Burgess explained the history of the dock, the existing and proposed dock material, scope of work and measurements. The dock is supported by cinderblocks and the structure itself is wood. It will be converted to a standard aluminum dock design. The deck and boathouse are supported by permanent piles, there will be a simple landing and the access stairs will be rebuilt to provide sufficient clearance. Mr. Burgess discussed how the boathouse will be lifted for the work to be done and the piles driven.

Ms. Usowski questioned how a barge will access the site as there is no public launch. She stated that it will take a specific company with specific tools to get it done.

Ms. Usowski asked if the two pitch pines at the back of the boathouse should be removed. Mr. Burgess stated he will take a look at the two trees. Ms. Usowski recommended a condition that if the trees need to be removed, four to five native shrubs be planted in the general vicinity afterwards. Another condition recommended by Ms. Usowski was that the contractor attend the pre-construction meeting to go over exactly how things are going to get done. She stated that on the slope to the left of the path, she does not want any of the landscaping to be disturbed.

Mr. Ketchum recommended it be conditioned that Ms. Usowski be involved in the installation of the pilings.

Ms. Usowski also stated that since the DEP number has not yet been received, the hearing must be continued to the May 21, 2025, meeting.

No further discussion from the Commission. No public comment.

MOTION

Mr. Ketchum moved to continue the hearing to the May 21, 2025 meeting. Mr. Coulson seconded.

Vote: 4-0

Motion carried; Continuance of the hearing to the May 21, 2025 meeting approved.

Mary Ann & Henry E. Davidson, 37 Nons Rd, Map 5, Parcel W1-18. Pier, ramp, and float with dredging.

Mark Burgess, Engineer- Shorefront Consulting, was present in person to discuss the pier, ramp, and float with dredging at 37 Nons Road.

Mr. Burgess explained that this project was modeled similarly to the project completed at the home of Mary Pye at 41 Nons Road, the house next door to the Davidsons.

Mr. Burgess spoke about the proposed dredging, the pilings the narrowness of the channel and the details of the two possible locations to place the dock. The first proposed location is off of the bulkhead, which Mr. Burgess did not feel was appropriate because of the narrowness of the deep-water channel. The second location is at the existing landing which was jointly used by the Davidsons and the Pyes, but now that the Pyes have their own dock they don't need the landing anymore. As such, the landing will be removed and new access and stairs and landing will be placed where the dock is which is about 27 feet from the property line. He also stated that there is a set of aluminum stairs that can be cranked up and down seasonally and which will remain. But everything will have to go.

Mr. Burgess stated there is no salt marsh in the area, it is all a coastal beach. Mr. Burgess stated he included the BSC Group's shellfish report which shows there is a reasonable shellfish population. He stated that oysters can now propagate on fiberglass pilings.

Mr. Burgess stated that there is plenty of room under the dock, so access air is not needed.

Mr. Burgess stated that the Division of Marine Fisheries had concerns about intertidal dredging which he then discussed.

Mr. Burgess stated he met with the Waterways Committee who did not support the proposal as they believe the proposed dock would project too far out into the already narrow channel. He stated he needs to address the design concerns voiced by the Waterways Committee. Mr. Burgess noted that the new Harwich Harbormaster pointed out that there is a regulation that states no dock should extend into a channel rendering the channel less than 50 feet wide. Mr. Burgess said he asked the Harbormaster that since the channel is already less than 50 feet wide, what can be done in this case. The Harbormaster had responded that Mr. Burgess should pull it back until the channel has the required 50-foot width. Mr. Burgess stated that the answer would constitute inter-tidal dredging, which may be possible but is certainly frowned upon.

Mr. Burgess stated the Waterways Committee's biggest concern was the applicant's two different sized boats, one of which is on a mooring and could either swing out across the channel or rest on the beach, both of which are undesirable. The float would eliminate the need for the boat mooring and not make the deep-water channel any narrower than 38 feet. The owner's second boat would extend about a foot, making the channel 37 feet wide. Mr. Burgess stated he told the Waterways Committee that if a boater can make it through a 32 foot wide channel and not able to navigate a channel that is 37 feet wide, they should not be boating.

Mr. Burgess stated that a few options to the issue are the following: limit the size of the boat, narrow the float, or implement a boat lift. He said that all of these possible solutions require a complete redesign.

Mr. Burgess spoke about past dredging standards. Mr. Ketchum stated Mr. Burgess needs to comply with the current wetland standards.

Ms. Usowski stated that since different types and sizes of shellfish were found at the site, it shows that the habitat is suitable for all the life stages of different shellfish species. Ms. Usowski stated that the sand is also of good quality and finding soft-shelled shellfish, which are particular about where they like to grow also shows that it is a good habitat. She expressed her opposition to dredging this habitat.

Ms. Usowski stated that if they didn't have beach stairs that would also help. She noted that Mr. Burgess has a lot of issues and concerns to overcome with this project.

Mr. Burgess spoke about the letter written by Mr. Don Yanuzzi before Mr. Yanuzzi retired from his position as Harwich Natural Resources Director, referenced at the Waterways Committee meeting stating that the area is actively seeded. Mr. Burgess stated he agrees with Mr. Yanuzzi's concern that if the younger species were removed, the four-year cycle would have to start all over again. With regards to the shellfish habitat, besides dredging, Mr. Burgess does not believe there to be negative impacts. He stated that yearly shellfish surveys performed after new docks have been constructed, show no impact to the shellfish habitats. He expressed that if docks are properly designed, the habitat will not be impacted. He also stated that the property owners have no issue with being assessed a shellfish mitigation fee.

Ms. Usowski explained that the Wetland Protection Act does not measurably define the term significant in terms of impact to a habitat. She said that the Wetland Protection Act states a project may be permitted if impacts are temporary, meaning one year or less.

Mr. Ketchum expressed concerns with navigability and safety at the channel if it is too narrow navigability 50' needed safety when channel is narrow. The other issue is the shellfish habitat. He referenced the former Natural Resource Director's concern about safety in the channel and conserving the habitat.

Mr. Burgess stated he will do more research and come back to speak to the Commission and asked to continue this hearing indefinitely.

Ms. Usowski recommended a continuance not to exceed 6 months.

No further discussion from the Commission. No public comment.

MOTION

Mr. Coleman moved to approve an indefinite continuance of this hearing, not to exceed 6 months. Mr. Coulson seconded.

Vote: 4-0

Motion carried; Approved to allow for an indefinite continuance of this hearing, not to exceed 6 months.

Request for a Certificate of Compliance

Aaron and Barbara Thall, 10 Chase St, Map 4, Parcel N3A. Pier, ramp, float, and steps.

Mark Burgess, Engineer- Shorefront Consulting, was present in person and Mr. Aaron Thall and Ms. Barbara Thall, owners, were present online to discuss their project at 10 Chase Street.

Ms. Usowski stated that the snug has been completed, but it was constructed a bit closer to the wetland than permitted and a new small deck added to it. Ms. Usowski stated that at the time of that hearing there was not a 60-foot no new structures regulation, there was only the 50-foot no disturb zone. The structure and its deck are outside of the 50-foot no disturb zone in what was a cleared area. She stated that at the time of the hearing, it would have been approved. She stated the owners keep the property in a very natural state and she doesn't recommend any additional mitigation plantings for the slight increase in square footage and she recommends issuance of the certificate of compliance.

No further from the Commission. No public comment.

MOTION

Mr. Coulson moved to issue the Certificate of Compliance. Mr. Coleman seconded.

Vote: 4-0

Motion carried; Certificate of Compliance issued.

Orders of Conditions

Jeffrey Lang and Sandra Wycoff, 397 Route 28, Map 13, Parcel D1-0, SE 032-2594. Parking lot improvements and mitigation plantings

Mr. David Crispin, BSC Group, was present in person representing owners Mr. Jefferey Lang and Sandra Wycoff to discuss the project.

No discussion from the Commission. No public comment.

MOTION

Mr. Ketchum moved to close the public hearing and approve the Order of Conditions. Mr. Coulson seconded.

Vote: 4-0

Motion carried; Public Hearing closed and the Order of Conditions approved.

Lincoln Hooper, Town of Harwich, Route 28, Map N/A, Parcel N/A, SE 032-2592. Roadway improvements.

No one representing the project was present.

Mr. Ketchum asked about saving some of the existing trees. Ms. Usowski stated this recommendation will be discussed at the on-site meeting.

No further discussion from the Commission. No public comment.

MOTION

Mr. Coulson moved to close the public hearing and approve the Order of Conditions. Mr. Coleman seconded.

Vote: 4-0

Motion carried; Public Hearing was closed and the Order of Conditions approved.

Gary and Christine Primavera, 178 Headwaters Dr, Map 80, Parcel F2, SE 032-2595. Selective vista pruning.

Mr. Gary Primavera and Ms. Christine Primavera, owners, were not present.

Mr. Coulson asked why the Commission does not allow stump grinding. Ms. Usowski explained that stump grinding is not allowed to make sure the soils remain stable.

No further discussion from the Commission. No public comment.

MOTION

Ms. Mulhall-Maguire moved to close the public hearing and to approve the Order of Conditions. Mr. Ketchum seconded.

Vote: 4-0

Motion carried; Public Hearing was closed and the Order of Conditions approved.

Kevin and Linda Simard, 25 Davis Lane, Map 8, Parcel N5-1, SE 032-2539. Structure demolition and rebuild.

Mr. Kevin Simard and Linda Simard, owners, were not present.

Ms. Usowski stated that this is only for the amended special conditions for the stairs and vegetation work.

No discussion from the Commission. No public comment.

MOTION

Mr. Ketchum moved to close the public hearing and approve the Order of Conditions. Mr. Coleman seconded.

Vote: 4-0

Motion carried; Public Hearing was closed and the Order of Conditions approved.

Discussion and Possible Vote

Mr. Coulson asked if the Commission can limit the number of hearings per meeting. Ms. Usowski stated that once an application is submitted and complete, the Commission has 21 days to hear it.

Minutes of 4/16/2025

No discussion from the Commission.

MOTION

Mr. Coulson moved to approve the April 16, 2025 meeting minutes. Ms. Mulhall-Maguire seconded.

Vote: 4-0

Motion carried; The April 16, 2025 meeting minutes were approved.

ANY OTHER BUSINESS WHICH MAY COME BEFORE THE COMMISSION

No further discussion from the Commission. No public comment.

ADJOURNMENT

MOTION

Mr. Coulson moved to adjourn the meeting. Ms. Mulhall- Maguire seconded.

Vote: 4-0

Motion carried; meeting adjourned.

Minutes taken and transcribed by Lisa Shaw, Executive Assistant

Meeting Attendance

Cathy Elliott

Jean Philippe Marjollet

Jeff Fanara

David Clark

Mark Burgess

