



Billerica Conservation Commission

TOWN HALL, 365 BOSTON ROAD
BILLERICA, MASSACHUSETTS 01821
TELEPHONE (978) 671-0966



Conservation of Natural Resources
in
Billerica, Massachusetts

MEETING AGENDA

July 15, 2024

6:30 PM

Town Hall, Room 210
365 Boston Road, Billerica MA

Attendance: Commission Members – Bill Bulens (Chair), JoAnne Giovino (Vice Chair), Diane DePaso (Secretary), Jack Bowen, Jeff Connell (arrived at 6:35), Christine Aras, and Tom Nellson. Staff members -Isabel Tourkantonis (Director of Environmental Affairs), Mike DeVito (Conservation Land Use Assistance, and Kristina Bernard (Principal Clerk)

I. **6:30 PM – PUBLIC COMMENT** - None

II. **NEW WETLAND HEARINGS:**

- **6:33PM - MA WETLANDS PROTECTION ACT & BILLERICA WETLANDS PROTECTION BYLAW WETLANDS HEARING** – Request for Determination of Applicability – Public Hearing – 500 High Street – Iron Horse Park – Applicant: Standex International c/o Spincraft

Documents Submitted:

06/24/2024 Received a Determination of Applicability (RDA) from Robert Coluccio with Web Engineering Associates, Inc. for 500 High Street (Ironhorse Park) c/o Spincraft, Industrial SWPPP Template, Quarterly/Annual Visual Inspection of Stormwater Water Discharge, Analytical Report, stamped and signed by Robert Coluccio, dated on May 2, 2024, scale as shown on plan (DEP #109-XXXX)

Robert Coluccio, Professional Engineer with Web Engineering Associates, presented the project to install six (6) 1,000-gallon above-ground propane vessels in the Buffer Zone to Bordering Vegetated Wetland on the property located at 500 High Street (Rear) /Iron Horse Park.

John Sullivan, Facilities Manager with Spincraft, discussed why they wanted to switch to propane from natural gas, and he explained how it would be delivered by an oversized truck. Access to the tanks given the small parking lot was also discussed.

Isabel Tourkantonis, Director of Conservation, discussed the project and told the Commission that staff had conducted a site inspection. Staff generally agreed with the wetland delineation which was specific to the proposed propane tank only and not the entire site. She mentioned that mowing had taken place in the Buffer Zone and up to the wetlands boundary. The BVW appeared to be associated with an old, stormwater basin that had not been maintained. She noted a variance is required for work within the 25-foot under Section 3.03.C.3.b.

The Commission had a lengthy discussion regarding the submittal and the need for additional information concerning the proposed work so close to the wetland, future truck access to the tanks and other equipment in that area behind the building; lack of maintenance on the site; the need for a visual barrier given the erosion potentially associated with snow plowing and mowing up to the wetland boundary. The applicant and the Commission discussed a wooden guardrail that will serve as the visual barrier with signage along the edge of the parking lot to protect a fringe of inner buffer zone and the wetland boundary. It was mentioned that the mowing within the wetlands would need to cease, and that area would need to be restored with conservation/wildlife seed mix and native shrub plantings. There was discussion about the

coordination with the Fire Department, the proximity of proposed work so close to the wetland and the need for a Notice of Intent filing with additional information. The Director clarified staff had advised the applicant's representative to submit a Notice of Intent given the proximity of the work to vegetated wetland and that an Operation and Maintenance Plan would be required addressing overall site management.

The Commission and staff noted the following information was missing and would be required on a NOI plan and submittal: add a delineation date to the plan; add the delineation of wetland flag A1 to A11 to old plan used from a previous filing; add the location of the 25-foot and 100-foot Buffer Zones to the plan, particularly near the work zone area; submit an Operation and Maintenance Plan addressing snow management, maintenance of existing stormwater infrastructure including catch basins, water quality treatment devices, parking lot sweeping, the proposed infiltration stone trench at the edge of the existing parking lot and visual barrier, add restoration plantings and stabilize area disturbed by truck tires and snow plowing.

Motion: TO make a Positive Determination made by Commissioner JoAnne Giovino, seconded by Commissioner Diane DePaso. All in Favor. Carried Unanimously.

- **7:18PM - MA WETLANDS PROTECTION ACT & BILLERICA WETLANDS PROTECTION BYLAW WETLANDS HEARING** – Notice of Intent – Public Hearing – 52 Glengarriff Circle – Applicant: Laura Schultz – DEP File No. 109-1576/BBL-1576

Documents Submitted:

07/01/2024 Received a Notice of Intent from Maureen Herald with Norse Environmental for 52 Glengarriff Circle, stamped and signed by Stephen Melesciuc, dated on June 28, 2024, scale 1" = 30' (DEP #109-XXXX)

Maureen Herald with Norse Environmental presented the project to construct an in-law addition with , driveway, and associated site work within the 100-foot Buffer Zone. The driveway will have a 2-foot x 2-foot stone infiltration trench and drywell to infiltrate stormwater runoff from the proposed addition. A variance request under Section 3.03.C.3.b was submitted for the existing gravel driveway and the bump out. There is a large, isolated wetland "B" Series and a Bordering Vegetated Wetland "A" Series.

Isabel Tourkantonis, Director of Conservation, discussed a pre-application meeting that was held with the applicant, and noted that there was a 22 percent increase in impervious areas and complies with the bylaw requirement of under 25 percent allowed. She discussed the wetland systems to the left and right and then the culvert at the end of the driveway. It was also discussed that mowing on the Town's Conservation land would need to cease.

The Commission discussed the expansive gravel driveway explained how a portion should be scarified and restored with loam and conservation/wildlife seed mix to provide a degree of inner buffer zone between the driveway and wetland. A hard visual barrier is required at the edge of the driveway, particularly the driveway bump out to prevent further encroachment of the wetland.

The Commission and staff noted the following information is missing and required on the NOI plan and/or NOI file: show approximate wetland boundary of the wetland on both sides of the driveway and near the culvert, show approximate location of the culvert with the size and type to plan, label the wetland resource areas as BVW on the plan, add a planting restoration and scheme to the plan, remove the gravel debris from the wetland boundary, scarify the ground surface and restore with loam and conservation wildlife seed mix, can use mix of large boulders 3-foot spaced apart and a post and rail with signage to serve as the visual barrier, add note regarding discontinue mowing on adjacent town land.

Motion: TO continue to the August 12, 2024, meeting, made by Commissioner JoAnne Giovino, seconded by Commissioner Jack Bowen. All in Favor. Carried Unanimously.

- **8:03PM - MA WETLANDS PROTECTION ACT & BILLERICA WETLANDS PROTECTION BYLAW WETLANDS HEARING** – Notice of Intent – Public Hearing – 223 Boston Road – Applicant: Luke Bouchard, Enterprise Bank & Trust Company – DEP File No. 109-1574/BBL-1574

Documents Submitted:

06/28/2024 Received a Notice of Intent from Kevin Sanders with EBI Consulting for 223 Boston Road, stamped and signed by Anthony Farmand, dated June 11, 2024, scale as shown on plans (DEP #109-XXXX)

07/12/2024 Received an email from Christina Papadopoulos, P.E. with the Towns DPW Department for 223 Boston Road with comments regarding the Green Engineering Flood and FEMA Flood zones (DEP #109-1574)

Kevin Sanders with EBI Consulting presented the project to perform repaving improvements of the existing parking lot and associated stormwater management improvements by pulling back some of the curbing to add a BMP and a rain garden. The proposed plan will also address flooding issues at the corner of the driveway and Boston Road. A variance under Section 3.03.C.3.b addressing the 25'buffer setback was submitted with the NOI. He noted they have reviewed the design with MassDOT, particularly the driveway at Boston Road and ongoing flooding problem due to the road layout. That process has taken about six months on the project, and they received the ok from MassDOT on the layout.

Isabel Tourkantonis, Director of Conservation, read an email from Christina Papadopoulos, Stormwater Engineer with the DPW, on ways to improve the project and that she concurs the project triggers a stormwater peer review and is on board with using Brian Dunn with MBL Land Development. There was also some discussion regarding encroachment of the BVW boundary and inner 25' No Alteration Zone with mulch and other landscaping activities. The Commission verified the project triggers a stormwater peer review to document compliance with the MA Stormwater Management Standards per the wetlands review process.

The Commission discussed the potential to infiltrate stormwater runoff from the roof. along with the required visual barrier, which can be a post and rail fence or guard rail with signage. They would like to see restoration of the Buffer Zone, including the areas with mulch, which can be removed and restored to a vegetation state.

The Commission and Conservation /DPW staff noted the following information is missing and required on the site plan and/or NOI file: add wetland flag numbers from the delineation to the plan, add construction sequence to plan, reference the variance request on the plan, include a BMP Plan in the Operation and Maintenance Plan; an, the O&M Plan should include specific timing and months of inspection and maintenance of the proposed bioretention basin, add a section about the No Alteration Zone in the O&M Plan; show existing dumpster location on plan, label all setbacks, including the 25 foot and 100 foot Buffer Zone, add visual barrier with signage on plan, and show snow storage on plan; complete the stormwater peer review.

Motion: TO continue to the September 9, 2024, meeting made Commissioner JoAnne Giovino, seconded by Commissioner Christine Aras. All in Favor. Carried Unanimously.

- **8:35PM - MA WETLANDS PROTECTION ACT & BILLERICA WETLANDS PROTECTION BYLAW WETLANDS HEARING** – Notice of Intent – Public Hearing – 7 Marriott Place – Applicant: John Mercer – DEP File No. 109-1575/BBL-1575

Documents Submitted:

07/01/2024 Received a Notice of Intent from Stephen Dresser with Dresser, Williams, and Way for 7 Marriott Place, stamped and signed by Stephen Dresser, dated on June 27, 2024, scale 1" = 20' (DEP #109-XXXX)

Stephen Dresser with Dresser, Williams, and Way presented the project to construct an addition on the northeast side of the existing single-family home with a two-car garage. Currently, there is a shed within the 25-foot No Alteration Zone. There is a proposed post and rail fence with signage to serve as the required visual barrier.. There is a 4-inch PVC pipe from the gutter system that goes directly into the wetland. This pipe will be removed and then connected to the proposed infiltration trench. A variance under Section 3.03.C.3.b was submitted for work activities proposed within the No Alteration Zone.

Isabel Tourkantonis, Director of Conservation, discussed the project and explained that there are two variance requests, one under Section 3.03.C.2 to mitigate the increase of impervious areas and the other under Section 3.03.C.3.b for the infiltration trench at the edge of the driveway. Isabel reviewed the type of plantings proposed.

The Commission discussed the location of the addition and infiltration of stormwater runoff. They also discussed the required visual barrier and restoration plantings to restore a degree of inner buffer zone. There was discussion on cleanup of the debris as well to remove the stone and add plantings within the 25-foot No Alteration Zone.

The Commission and staff noted the following information is missing and required on the NOI plan and/or NOI application: remove stockpiled stone, restore and add plantings near the shed; remove debris behind the shed; and show location of temporary construction staging and stockpiling area to the plan.

Motion: TO continue to the August 12, 2024, meeting made by Commissioner JoAnne Giovino, seconded by Commissioner Christine Aras. All in Favor. Carried Unanimously.

III. CONTINUED PUBLIC HEARINGS:

- **8:46PM - MA WETLANDS PROTECTION ACT & BILLERICA WETLANDS PROTECTION BYLAW WETLANDS HEARING** – Notice of Intent – Public Hearing – 764 Boston Road – Applicant: Deborah Roy, Roy Bros.– DEP File No. 109-1573/BBL-1573

Documents Submitted:

07/08/2024 Received Supplemental Information from Stefan Sokol, LSP, Principal Environmental Scientist with Groundwater & Environmental Services, Inc. for 764 Boston Road, Variance Request, Revised Notice of Intent, O&M Plan, and Monitoring Plan, revision date July 1, 2024 (DEP #109-1573)

Stefan Sokol, Principal Environmental Scientist with Groundwater & Environmental Services, Inc. presented the continued project and discussed the variance request for work within the 25-foot No Alteration Zone. He also discussed revised information that was submitted, such as Figure 11R from the original NOI, site photos of the BVW boundary north of AOC-3A, revised WPA-Form3, and the proposed sediment control to protect the adjacent BVW.

The Commission was happy with the revisions, but they did discuss the stockpiling again. It was confirmed they have 120 days to remove separated soil piles that are covered. It was confirmed that all tankers will be removed from the 25-foot No Alteration Zone.

The Commission made a condition that any encroachment within the 25-foot No Alteration Zone and of the BVW boundary must be restored with appropriate seed mix and restoration plantings. Other special conditions include: install boulders with signage along the 25-foot No Alteration Zone to serve as the required visual barrier, and secure and cover all stored materials, soil stockpiles.

Motion: TO approve variance 3.03.C.3(B) for work in the 25-foot No Alteration Zone made by Commissioner JoAnne Giovino, seconded by Commissioner Jeff Connell. All in Favor. Carried Unanimously.

Motion: TO close, sign, and issue the Order of Conditions including all special conditions discussed throughout the hearings, made by Commissioner JoAnne Giovino, seconded by Commissioner Jeff Connell. All in Favor. Carried Unanimously.

- **9:08PM - MA WETLANDS PROTECTION ACT & BILLERICA WETLANDS PROTECTION BYLAW WETLANDS HEARING** – Notice of Intent – Public Hearing – 10 Callahan Street – Applicant: Derek Allgaier, DH Realty Trust – DEP File No. 109-1571/BBL-1571

Documents Submitted:

07/08/2024 Received Revised Plans from Stephen Dresser with Dresser, Williams, and Way for 10 Callahan Street, stamped and signed by Stephen Dresser, dated on July 5, 2024, scale 1" = 20' (DEP #109-1571)

Stephen Dresser with Dresser, Williams, and Way presented the continued project and described the plan revisions, including: the post and rail fence with signage angled at the corner of the wetland, added the North Arrow, added direct abutters names, increased the shrubs to 24-inches minimum, added location of a temporary construction staging and

stockpiling area, and provided stream stats analysis, Howie Allgier the applicant also agreed to add some arborvitae along the property border for the neighbor, 5-foot on center.

Motion: TO approve variance 3.03.C.3(A) 50-foot No Alteration Zone made by Commissioner JoAnne Giovino, seconded by Commissioner Jack Bowen. All in Favor. Carried Unanimously.

Motion: TO close, sign, and issue the Order of Condition made by Commissioner JoAnne Giovino, seconded by Commissioner Tom Nellson. All in Favor. Carried Unanimously.

- **9:12PM - MA WETLANDS PROTECTION ACT & BILLERICA WETLANDS PROTECTION BYLAW WETLANDS HEARING** – Notice of Intent – Public Hearing – 55A Richardson Street – Applicant: Steve Clery – DEP File No. 109-1572/BBL-1572

Documents Submitted:

07/08/2024 Received Revised Plans from Stephen Dresser with Dresser, Williams, and Way for 55A Richardson Street, stamped and signed by Stephen Dresser, dated on July 3, 2024, scale 1" = 20' (DEP #109-1572)

Stephen Dresser with Dresser, Williams, and Way presented the continued project and described the revisions to the plan: added a construction sequence, noted the grade of the driveway pitched toward an infiltration trench, added and labeled the infiltration system, and the request to donate a piece of land in the back of the property was clearly depicted on the site plan as part of the variance request review process.

Stephen Lentine, Attorney, spoke on the proposed preservation of approximately 4,000 square feet of vegetated Buffer Zone on the subject property that abuts town own forested land. The preservation of vegetated Buffer Zone is part of the higher and greater mitigation required under the variance request -Section 3.03.C.3.a. Attorney Lentine noted that separating the land as part of land donation would take up to a year since it would involve dealing with the Land Court system. He also noted . He noted a Conservation Restriction would take just as long. He suggested if the Commission accepted a conservation easement, it would be the quickest and best way to facilitate protecting the rear portion of the property and connecting it to town owned land. This project lot is still owned by Cabot Corporation and is being purchased by Jon Metivier, Cross Properties. He noted a draft easement that was submitted after the first hearing was revised to include clarification and language that the Director had requested prior to this meeting.

Isabel Tourkantonis, Director of Conservation, discussed the land slated for preservation and referenced email exchanges with the applicant and his attorney. She confirmed that a draft easement was submitted by Attorney Lentine as supplemental information under the NOI review and was subsequently revised before this hearing to address preliminary review comments by staff. The draft easement was forwarded to the Commission. She explained the document must be reviewed by Town Counsel and that the Town is in the process of transitioning a new Town Counsel. In an email exchange with the applicant's team she noted that a conservation easement is understood to be similar or the same as a conservation restriction and still involves a process. The easement document submitted to the Commission is in draft form and not the final approved means of signing over the land to the Commission. She concluded that the means of protecting the land in perpetuity in a deeded fashion must still be reviewed and approved by Town Counsel.

The Commission discussed that the project proposed on the subject lot is a special case, and that it would consider issuing a Variance from the 50' No Alteration Zone because of the historic use and the previous structure/dwelling that was on the lot is documented on Assessor's records; and the ability to provide higher and greater mitigation as warranted under the Variance review process. In this case the donation of the rear section of land, which supports vegetated Buffer Zone adjacent to town-owned land including both forested wetland and upland. The BCC noted the two combined are critical factors of the variance review process for this project.

Jon Metivier, Cross Properties LLC. spoke on the land donation as well and noted they will comply with a condition to protect the rear section of the property by deeded means..

The Commission discussed the condition that the building occupancy permit cannot be signed off by the Conservation Department until the land donation or deeded means of protecting the land is finalized and signed over to the Commission and recorded.

Motion: TO approve variance 3.03.C.3(A) 50-foot No Alteration Zone made by Commissioner JoAnne Giovino, seconded by Commissioner Jeff Connell. All in favor. Carried Unanimously.

Motion: TO close, sign, and issue the Order of Conditions with the special conditions discussed throughout the hearings, made by Commissioner JoAnne Giovino, seconded by Commissioner Jack Bowen. All in Favor. Carried Unanimously.

- **9:30PM - MA WETLANDS PROTECTION ACT & BILLERICA WETLANDS PROTECTION BYLAW WETLANDS HEARING** – Notice of Intent – Continued Public Hearing – 11 Kingston Street – Applicant: Eric Nash, NPH Real Estate LLC - File No. 109-1570/BBL-1570

Documents Submitted:

07/09/2024 Received Revised Plans from Robert Crowell with Crowell Engineering for 11 Kingston Street, stamped and signed by Robert Crowell, dated July 8, 2024, scale 1" – 20' (DEP #109-1570)

Eric Nash, the applicant, was present to go over the revisions.. There was a very lengthy discussion on type, quantity and size of restoration plants that would be appropriate, and the Commission agreed to a minimum of 32 shrubs and trees. All areas upland of the required visual barrier comprised of a post and rail fence with signage should be loamed and seeded to be established as lawn.

The Commission made a condition that all areas upland of the post and rail fence will be properly stabilized with loam and seed and established as lawn. Second, the restored BVW area shall have at least 10 wetland plants, and restored with a wetland seed mix. Third, the disturbed inner buffer zone to be designated as the No Alteration Zone, shall be restored by scarifying the ground surface, loaming, and seeding with a conservation wildlife seed mix. The inner Buffer Zone shall be restored with a mix of 32 native trees and shrubs from the list supplied to the Commission.

A revised planting scheme and revised pages 1 and 2 of the NOI form must be provided to the Department for review and approval prior to a pre-construction meeting.

Motion: TO approve variance 3.03.C.3.b for the 25-foot No Alteration Zone made by Commissioner JoAnne Giovino, seconded by Commissioner Jack Bowen. All in Favor. Carried Unanimously.

Motion: TO close, sign, and issue the Order of Conditions with the special conditions discussed throughout the hearings, made by Commissioner JoAnne Giovino, seconded by Commissioner Jeff Connell. All in Favor. Carried Unanimously.

- **9:47PM - MA WETLANDS PROTECTION ACT & BILLERICA WETLANDS PROTECTION BYLAW WETLANDS HEARING** – Notice of Intent – Continued Public Hearing – 505 Boston Road – Applicant: McCue Outlet LLC – DEP File No. 109-1548/BBL-1548 (*Continue to the August 12, 2024, meeting, per the applicant request*)

Documents Submitted:

07/15/2024 Received a Continuance Request from Stephen Dresser for 505 Boston Road to the August 12, 2024, meeting (DEP #109-1548)

Motion: TO continue to the August 12, 2024, meeting per the applicant's request made by Commissioner JoAnne Giovino, seconded by Jack Bowen. All in Favor. Carried Unanimously.

- **9:48PM - MA WETLANDS PROTECTION ACT & BILLERICA WETLANDS PROTECTION BYLAW WETLANDS HEARING** – Notice of Intent – Continued Public Hearing – 296 Concord Road – Applicant: Kambiz Shahbazi (KS Partners) - CRCC Equity Partners, LLC. – DEP File No. 109-1563/BBL-1563 (*Continue to the August 12, 2024, meeting, per the applicant request*)

Documents Submitted:

07/15/2024 Received a Request for Continuance from Zachary Richards with Bohler for 296 Concord Road to the August 12, 2024, meeting (DEP #109-1563)

Motion: TO continue to the August 12, 2024, meeting per the applicant's request made by Commissioner JoAnne Giovino, seconded by Commissioner Jack Bowen. All in Favor. Carried Unanimously.

- **9:49PM - MA WETLANDS PROTECTION ACT & BILLERICA WETLANDS PROTECTION BYLAW WETLANDS HEARING** – Notice of Intent – Continued Public Hearing – 315, 317, & 319 Treble Cove Road – Applicant: Dean Atkins, Northbridge Partners, LLC – DEP File No. 109-1557/BBL-1557 (*Continue to the August 12, 2024, meeting, per the applicant request*)

Documents Submitted:

07/15/2024 Received Response to Comments to Beta Group (Peer Review) from Matthew Costa with Beals Associates for 315, 317, 319 Treble Cove Road (DEP #109-1557)

07/15/2024 Received a Continuance Request from Matthew Costa with Beals Associates for 315, 317, 319 Treble Cove Road to the August 12, 2024, meeting (DEP #109-1557)

Motion: TO continue to the August 12, 2024, meeting per the applicant's request made by Commissioner JoAnne Giovino, seconded by Commissioner Jack Bowen. All in Favor. Carried Unanimously.

IV. ADMINISTRATIVE MATTERS / DIRECTOR'S REPORT:

- **9:49PM - Miscellaneous Updates**

Isabel Tourkantonis, Director of Conservation, informed the Commission about how busy the Department has been. She and the staff are doing their best to keep everything moving forward.

- **Requests for Certificates of Compliance**

- DEP File No. 109-1448/BBL-1448 – 221 Boston Road

Isabel Tourkantonis, Director of Conservation, discussed the project that was on April 24, 2024 meeting agenda and the Peer Review was ongoing with BETA Group. At this time, the Peer Review has been completed and she verified that all the information including updated as-built plan and final review from BETA had been submitted to the Commission as part of the RCOC filing. The project resulted in significant improvements to inner Buffer Zone and stormwater management for the overall property.

Motion: TO issue the Certificate of Compliance made by Commissioner JoAnne Giovino, seconded by Commissioner Jeff Connell. All in Favor. Carried Unanimously.

- - DEP File No. 109-1139/BBL-1139 – 20 Bennett Circle

Isabel Tourkantonis, Director of Conservation, discussed the project to construct an in-ground pool with a 6-foot-wide wrap around patio, associated walkway, and concrete utility pad for a filter system. Work also consisted of wetland resource area and buffer zone mitigation plantings and 2,684 square feet of additional area placed under permanent protection. Currently the RCOC is still under review.

Motion: TO neither accept and nor deny the Request for Certificate of Compliance at this time made by Commissioner JoAnne Giovino, seconded by Commissioner Jeff Connell. All in Favor. Carried Unanimously.

- **Request for Minor Modification**

- 9:51PM - DEP File No. 109-1521/BBL1521 – 25 Champa Road

Documents Submitted:

06/26/2024 Received a Request for Modification from Melissa and Mattieu Braga for 25 Champa Road (DEP #109-1521)

Isabel Tourkantonis, Director of Conservation, discussed the project and explained to the Commission that the applicant was seeking a minor modification to re-align the proposed garage with the existing dwelling. Additionally, replacement and extension of the existing rotting back deck has been added to the scope of work.

Motion: TO approve the Minor Modification made by Commissioner Joanne Giovino, seconded by Commissioner Diane DePaso. All in Favor. Carried Unanimously.

- **9:56PM - Minutes:** 1-25-2023, 4-26-2023, 05-22-2024

Motion: TO approve the minutes for 05-22-2023 with minor modifications made by Commissioner JoAnne Giovino, seconded by Commissioner Diane DePaso. All in Favor. Carried Unanimously.

Table the minutes for 01-25-2023 and 04-26-2023 to the August 12, 2024, meeting

V. 9:58PM - ADJOURN

Motion: TO Adjourn made by Commissioner JoAnne Giovino seconded by Commissioner Diane DePaso, All in Favor. Carried Unanimously.

Respectfully submitted,

Diane DePaso, Secretary

Prepared by Kristina Bernard, and Isabel Tourkantonis