

## **SUTTON PLANNING BOARD**

### **Meeting Minutes**

**July 25, 2022**

Approved



\*Note- This meeting was held in person and remotely via Zoom in accordance with recently enacted legislation. The Chair read a notice regarding the hybrid meeting format. (see end of minutes)

Present in person: M. Gagan, R. Largess Jr., S. Paul, W. Baker, W. Talcott, E. McCallum (Associate)

Present remotely: None

Absent: None

Staff: J. Hager, Planning & Economic Development Director

### **Administrative Items**

Motion: To approve the minutes of 7/11/22, W. Baker

2<sup>nd</sup>: W. Talcott

Vote: 5-0-1, W. Talcott – aye, W. Baker, M. Gagan – aye, S. Paul – aye,  
E. McCallum – aye, R. Largess Jr. – abstained as he wasn't present

Filings: The Board acknowledged the filing of an accessory apartment application for 12 Town Farm Road which will be heard on August 8<sup>th</sup>.

### **Other Board Business:**

Fall Town Meeting - The Chair noted the Fall Town Meeting will be October 17<sup>th</sup>. J. Hager stated if there are any articles the Board feels should go to Fall Town Meeting they will need to be discussed at the next meeting as the Warrant closes on August 11<sup>th</sup>.

Meeting schedule for the rest of 2022 – The Chair asked that Board members let staff know if they have any potential conflicts with the dates listed. He noted there are several dates where the Board may have to consider an alternate day of the week meeting to avoid conflicts with other meetings.

### **Public Hearing (Cont. from 7/11/22) – Unified Warehouse Buildings #2 & #3 – 40 & 42 Unified Parkway (Boston and Prov. Roads)**

Matt Piekarski, Director of Construction & Development with the Kraft Group and Attorney David Libardoni of Nutter McClellan & Fish, LLC, John Kucich, P.E. of Bohler Engineering(remotely) were present.

M. Gagan noted 5 more comments had been received over the weekend (from C. Watkins of 65 McClellan Road) and the applicant had provided a response. Both were provided to the Board members and posted on the Towns website.

The Chair stated he felt the Board has had ample opportunity to receive information and input from the applicant and the public over the 4 nights of public hearing on this project. He noted most if not all comments and questions have been addressed and he did not feel there was a need for additional input and it was time to move to deliberations. He asked other Board members what their feelings were. The other members agreed, although W. Talcott stated he felt the hearing should remain open in case the Board needs additional information. W. Baker stressed the application is only for lots/buildings 2 & 3 and he is open to only new information. S. Paul stressed the Board cannot control what development show up for action, but the Board can guide how development occurs and its time. The remaining members concurred.

The Chair reviewed the outline of options for action as follows: 1) disapprove the application stating in detail reasons for disapproval with reference to provisions of the bylaws to which the application does not comply; 2) approve the project with conditions intended to ensure the project complies/continues to comply with bylaws; 3) approve the project with no conditions.

Additionally, the Planning Director had provided an outline with respect to the requested permits, including the suggested order of action, the applicant's reasoning for grant of each permit (where specifically stated in the filing materials), other facts or information relative to findings to be made on each permit, and recommended minimum conditions.

### **III.A. 4. Table 1. F.6. & VII.A.2.- Special Permit – Warehouse with Distribution Use**

Motion: To grant the Special Permit for the Use Warehouse with Distribution at 40 & 42 Unified Parkway with the following findings and subject to the following conditions: S. Paul

Findings:

1. The appropriateness of the specific site as a location for the use;  
 The project is consistent with the spirit of the Bylaw and in conformity with the Master Plan for the Town of Sutton and the areas designation as an industrial area.  
 The Town has identified this area of Sutton, including this area of Sutton, including the project lots as a prime location for the development of business and industry in order to increase the Town's tax base and drive job creation.  
 While the use will be a change as the site has been dormant, the intent of the OLI Zoning was to encourage development of this type. This is where the Master Plan intended this type of development to be located.
2. The adequacy of public sewerage and water systems;  
 The Project Lots will be adequately served by Unified Parkway in terms of frontage and utilities. Sutton Sewer Department & Wilkinsonville Water District have verified they have adequate capacity for the proposed use.
3. The effect of the developed use upon the neighborhood;  
 The Project will maintain undisturbed, natural vegetated areas separating the Project Lots from abutting properties, essentially creating a natural buffer area in excess of applicable setback and buffer zone requirements.  
 The site was previously a sand and gravel pit for well over 50 years. This use is consistent with, but an improvement on the historic use of the property.  
 Effects of this use have been confirmed via the Towns consulting engineers to be compliant with State and local regulations.  
 The Board will also impose conditions to help minimize impacts.
4. Whether there will be undue nuisance or serious hazard to vehicles or pedestrians; and,  
 The project has been designed in a manner to provide safe site circulation for employees and loading and delivery vehicles servicing the buildings.  
 Through the Towns consulting engineers these studies and proposed measures have been found to be consistent with proven industry standards and compliant with State and local regulations.
5. Whether adequate and appropriate facilities will be provided to ensure the proper operation of the proposed use, structure, or condition.  
 Appropriate facilities will be provided to ensure proper operation of the warehouse buildings and related improvements, including utilities, drainage basins, grading, landscaped areas, lighting and other features  
 The Towns staff and consulting engineers have found these provisions to be compliant with State and local regulations and adequate for the proper operation of this use.



2<sup>nd</sup>: W. Talcott

Conditions:

General Conditions:

1. Within a month of the appeal period concluding, the applicant shall provide a final set of plans with waivers granted and conditions of approval on the plan set for the Board's endorsement as the record set of plans upon which construction shall be based.
2. Unless a specific exception is approved by the Planning Director or Building Commissioner, construction shall be limited to Monday through Friday, 7:00 a.m. to 7:00 p.m. and Saturdays, 7:00 a.m. to 12:00 p.m., and shall exclude Sundays and the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, after 12 PM on Christmas Eve, and Christmas. From November 15<sup>th</sup> to April 1<sup>st</sup>, equipment may be started at 6:30 a.m. but no construction may commence until 7:00 a.m. unless a specific exception is granted as noted above.

J. Hager noted she has adjusted this condition to the Board's standard condition limiting construction to noon on Saturdays. She noted the majority of the Board's last five decisions limited hours on Saturday to 12 PM. Attorney Libardoni asked the Board for consistency to reconsider Saturday hours being limited to 12 PM. He noted the Board granted operating hours for the definitive subdivision roadway until 4 PM. W. Talcott asked why they allowed 4 PM. J. Hager recalled the roadway layout had a good buffer to residents, but these sites will be a bit closer to homes. In response to a question from W. Talcott, J. Hager said she thought Blackstone Logistics was limited to noon on Saturdays.

3. During any construction, the Applicant shall maintain all feasible and reasonable means of dust control and shall collect all trash and debris daily.
4. The Applicant shall implement measures to ensure that noise during construction activities does not exceed acceptable levels, as set forth by Federal and State regulatory agencies. The Applicant shall cease any excessively loud noise during construction activities when directed by a duly appointed agent of the Board. No excessively loud activities are permitted prior to 7:00 AM or after 7:00 PM.
5. Prior to plan endorsement, the Applicant shall add one shade tree for every 100' in length of the perimeter of the parking areas dedicated to truck trailer parking. If the planting of such trees is not feasible or permitted around any portion of such perimeter, then the Applicant may add the remaining amount of required trees under this condition elsewhere on the site including at the industrial park entrances on Boston and/or Providence Roads.

In response to a question from W. Talcott, M. Piekarski confirmed the trees referenced in this condition have already been added to the plans.

6. The Board reserves the right to review landscaping for the purpose of requiring the addition of plants or screening materials which may be reasonably necessary to complete the intended aesthetics and screening.
7. The Board reserves the right to review lighting and require adjustments if they find it to be a danger or nuisance.
8. Materials intended for production and partially or fully assembled products shall not be stored outside except for temporary or occasional storage that is part of routine and customary loading and unloading operations of a warehouse and distribution center. Scrap being donated to the public may be located outside in a well-constructed and maintained enclosure similar to the existing one at 223 Worcester Providence Turnpike.



If the applicant needs to establish a permanent outdoor storage area, they must seek approval of an amended site plan showing the location, size, and screening methods.

9. All construction equipment utilized to construct the Project shall be outfitted with manufacturer approved silencing equipment including mufflers and skirts.
10. The Applicant shall employ quiet building equipment and erection systems to minimize sound transmitted to nearby residences.
11. The Board reserves the right to review and assess noise complaints related to onsite operations. If the applicant/operator fails to cure or remedy a complaint the Board deems to be valid within a reasonable time as determined by the Board, the Board reserves the right to require the applicant and/or operator to provide adequate mitigation.

W. Talcott verified this applies after construction and other conditions cover noise during construction.

12. The Applicant shall provide post occupancy traffic monitoring studies for the Project. The monitoring shall be annual reviews of the traffic counts and conditions at the intersections identified in the Traffic Impact Evaluation from VHB dated March 30, 2022, as further modified and supplemented by the Applicant's Response to Comments dated June 8, 2022 and VHB's Response to Traffic Comments dated July 1, 2022 (collectively the "TIAS"), at 9, 18, and 30 months after initial occupancy of each building and again after full occupancy if this hasn't occurred before 30 months. The schedule of such monitoring may be adjusted with approval of the Board to coincide with any schedule for monitoring studies imposed by state permitting requirements for the Project (e.g. MEPA and MassDOT). In the event the monitoring study demonstrates an increase in peak hour traffic volumes that is directly and predominately identified as being generated from this Project (as opposed to other significant developments in the area or background traffic growth) of a material nature (defined as more than 20% for trailer truck above the estimated peak hour site related traffic volumes as set forth in TIAS), Sutton may retain a qualified traffic engineer firm having an office in the Commonwealth of Massachusetts to conduct a peer review of owner's monitoring report and, if determined to be necessary, require additional traffic impact mitigation measures to be implemented by the Applicant or, where appropriate, by one or more of the identified communities with reimbursement from the Applicant. Where necessary, the Applicant agrees to make applications to appropriate agencies and boards to obtain necessary approvals, and/or to cooperate with such applications, if such permits or permissions are necessary to construct or implement the recommendations of the peer reviewer. The Board and the Applicant acknowledge that some recommendations may exceed the Board's authority to permit or impose as a condition, such as signalization or other infrastructure improvements. Notwithstanding, the Applicant agrees to pursue such measures, if recommended, with reasonable diligence and subject to the limitations set forth herein.
13. The Applicant shall submit to the town a copy of the Road Safety Audit (RSA) for the intersection of Route 146 and Boston Road that they will prepare for MassDOT. The report will identify short-term and long term safety improvements at the intersection. The timing of the RSA report preparation is subject to the MassDOT timeline for the RSA process to be completed.
14. If the employee parking spaces provided at either site do not provide adequate parking capacity for the operation of the warehouse with distribution use at such site, the Applicant or operator of such site agrees to assess the parking capacity and make any necessary changes to the site to increase parking capacity to adequately meet employee demand. Such improvements may include restriping portions of trailer parking areas to be used for employee parking spaces as approved in advance by the Planning Board or, if necessary, constructing portions of the land banked parking shown on the approved site plans for such site.



15. Per comment #4 of the 4/25/22 memo from Donald Provencher on behalf of Wilkinsonville Water District, only liquid brine, sand, or sand treated with liquid brine shall be stored or used within the Zone II areas and next to jurisdictional wetlands. Other forms of deicing agents may be applied outside these resource areas. All deicing materials shall be stored in containment to prevent precipitation and/or runoff to come into contact with these materials. No crystalized sodium chloride, crystalized calcium chloride or other crystalized salt shall be allowed to be stored or applied within drainage areas tributary to or through stormwater basins located within the Zone II and deicing practices within these areas shall be limited to liquid salt brine, sand, or sand treated with liquid brine. These areas are to be depicted on the Alternative Deicing Restriction Areas plan updated before site plan endorsement.
16. Per comment #5 of the 4/25/22 memo from Donald Provencher on behalf of Wilkinsonville Water District, application of fertilizer shall be prohibited within the Zone II areas and next to jurisdictional wetlands as well as within drainage areas tributary to or through stormwater basins located within the Zone II. These areas are to be depicted on the Fertilizer Use Restriction Areas plan to be updated before site plan endorsement.

Prior to Commencement of Construction:

17. The Applicant shall prepare and submit for the Board's approval a construction traffic management plan which, at a minimum, shall address construction truck routes, contractor parking, staging areas, hours of operation, determination of need for police details during each identified construction phase.
18. All required approvals and/or permits shall be received from applicable permitting authorities. Notwithstanding the foregoing, the Applicant may continue any construction related to Unified Parkway and related roadway improvements. Site preparation and grading for Buildings 2 & 3 and related stormwater basins may proceed with receipt of all local approvals subject to all other applicable conditions.
19. A pre-construction meeting shall be held with the Planning Director and other Town staff as appropriate, the Town's consulting engineer, the applicant and/or his representative, the applicant's engineer, and the applicant's construction supervisor for this site. Minutes shall be drafted by the Town's consulting engineer and provided to all parties in attendance within 48 hours for approval prior to construction start to ensure all parties are in agreement.
20. The applicant will provide a minimum of one week's notice to review staked limits of clearing with a Planning Board representative.

Prior to Issuance of Building or Sign Permits:

21. Prior to issuance of permits for signage within the Town of Sutton the applicant shall submit any signage not shown on the Site Plan to the Planning Board. The Board shall review and act on the signage for compliance with the Sign Bylaw criteria.

Prior to Issuance of Occupancy Permits:

22. The Applicant shall submit an application to the Board to modify its definitive subdivision plan for Unified Parkway as well as a scenic road alteration application in order to seek approval of the redesigned Unified Parkway and Boston Road intersection proposed in conceptual form to the Board during the public hearing on this application. The application shall include a plan to construct a 5' wide sidewalk from Unified Parkway west adjacent to Boston Road along the Applicant's entire frontage separated from the roadway by a minimum 4' wide grass strip, to the extent feasible. Subject to and in accordance with the Board's approval of such applications, the Applicant shall construct said improvements, including an east bound, left turn lane from Boston Road into Unified Parkway, at their expense.



In response to a question from W. Talcott, J. Hager stated the sidewalk portion of this condition was added in response to discussion by the Board in prior meetings. She clarified that she is proposing a balance by the applicant having to construct sidewalks only on their property and then the Town, PV Crossing developer and State will work together to take it from there. She cautioned that the Board may not decide during the modification of the subdivision not to install the sidewalks as they don't exist out to Boston Road inside PV Crossing. W. Talcott stated he is FULL support of sidewalks and encouraging people to walk. R. Largess Jr. stated the Board should carefully consider this option and think about safety. J. Hager added the sidewalk does not need to be concrete as the Unified Parkway sidewalks are bituminous. (concrete deleted)

23. Prior to issuance of a certificate of occupancy, security systems and all necessary amplifiers shall be installed as required by the Police and Fire Chiefs.
24. Prior to issuance of a certificate of occupancy on any building, the Applicant shall submit to the Planning Board and receive approval for an As-Built Plan and written certification from the Project's engineer that the site and all infrastructure to serve this area of the site has been constructed substantially in accordance with the Site Plan. Additionally, the Applicant shall provide an As-Built plan to the Town of Sutton Assessors in accordance with the requirements in their email dated 4/23/22.
25. Prior to issuance of occupancy on any structure a knox box with building access keys and/or codes, a building layout plan and emergency contact shall be installed to the satisfaction of the Fire Department.
26. All exterior doors and roof access shall be marked on the interior and exterior with reflective, sequential numbering that is reflected on the building layout plans in the knox box.
27. The Fire Departments shall be given the opportunity to tour the building to orient themselves with the new structure.
28. The building occupant shall detail the method and location of snow removal from trucks.
29. The permit holder shall record such instruments, including a plan of the common driveway, as are necessary to establish easements providing for use of the common driveway and a restriction burdening all lots served by the common driveway that said common driveway shall remain private in perpetuity, no parking will be allowed on the common drive and all roadway maintenance, snowplowing and rubbish collection shall be the land owners' responsibility. The Plan and instruments shall be in a form approved by the Planning Board, and shall be recorded, with proof of such recording provided to the Planning Board.

#### Site Maintenance

30. The Applicant shall ensure proper maintenance of plantings on the site, including immediate replacement of dead or diseased plantings unless it is winter or summer, in which case in the following planting season.
31. The Applicant shall make minor clarifications to the O & M plan as requested by the Planning Director prior to site plan endorsement. Thereafter the applicant shall comply with the final O&M plan for the site drainage systems. Inspection and maintenance shall be performed in accordance with the recommended schedule and a written report shall be prepared by the inspector, including any required correction actions to be taken, such report to be submitted to the Planning Board within fourteen (14) business days of owner's receipt of the report. Any required correction actions shall be promptly implemented by the owner at its expense.
32. The industrial wastewater (i.e., floor drain wastewater) holding tanks and ancillary components shall be designed, certified, operated and maintained in accordance with MassDEP WP56: Industrial Wastewater Holding Tank Compliance Certification and 314 CMR 18.00: Industrial Wastewater Holding Tank and Container Construction, Operation, and Record Keeping Requirements unless it is demonstrated by the applicant that other regulations apply.



The Applicant or holding tank operator shall provide the Town of Sutton with copies of records associated with the holding tanks within fourteen (14) days of the Town's request.

M. Piekarski again asked the Board to reconsider restricting Saturday hours of operation until 12 PM. He noted the same contractors will be used for the site work for these buildings and the roadway which is authorized to work until 4 PM on Saturdays, he noted the overlap would be helpful. He also checked the granted hours of operation for Blackstone Logistics and they are until 4 PM on Saturdays. R. Largess Jr. asked if a compromise of 2 PM might be helpful. M. Gagan noted the building construction will be much longer, 2-3 years than the roadway and hearing it every day during the week giving them some leeway to have some peace on the weekends. M. Piekarski added it is not their intent to work on Saturdays but if they have to they are requesting this flexibility. J. Hager noted the conditions includes a provision allowing the Building Commissioner or Planning Director to grant this flexibility if there is an unusual situation where Saturday hours past 12 are needed. She added they have a track record of working with applicants to accommodate these situations. J. Hager pointed out the Board is already allowing two more hours than they typically allow on weekdays, until 7 PM, and this is one of only two sites where this has been allowed. W. Baker noted 10 additional hours have already been built in by allowing till 7 PM, so he sees no need to allow past 12 on Saturdays. R. Largess Jr. asked if the applicant could notify abutters if they had to work past noon and he and E. McCallum stated this should be done through their website and text notification system. The Chair discussed another option of perhaps allowing until 4 PM only while the roadway was being constructed. J. Hager said if the Board allowed this, it should be limited to construction through base course, as top course likely wouldn't be done until foundation are complete on Lots 2 & 3. In a straw-pole of the Board three of five voting members preferred to keep the 12 noon cut off.

Vote: 5-0-0, W. Talcott – aye, W. Baker-aye, M. Gagan – aye, R. Largess Jr. – aye, S. Paul – aye

## **VI – I - Special Permit Common Driveway**

The Board confirmed, per the Planning Director's memo dated 4/22/22 and the applicant's response including updated plans dated 6/9/22, all 17 Special Permit criteria have been met and/or will be conditioned.

Motion: To grant the Special Permit for the Common Driveway per the exhibit dated with the following conditions 2-4, 9, 11, 15-20, 29, 31 (as listed in the Use Permit motion above) + 3 additional conditions as follows, W. Baker

1. Underground utilities shall be provided on this common driveway.
2. Occupancy permits for buildings 2 and 3 shall not be granted until the street numbers of the buildings accessed by the common driveway are clearly posted at its intersection with Unified Parkway in both directions of travel.
3. Occupancy permits for buildings 2 and 3 shall not be granted until the common driveway and related site work is 100% complete. In order to be considered complete, the design engineer must submit a stamped letter certifying the common driveway site work has been constructed as shown on the approved plans.

2<sup>nd</sup>: R. Largess Jr.

Vote: 5-0-0, W. Talcott – aye, W. Baker-aye, M. Gagan – aye, R. Largess Jr. – aye, S. Paul – aye

### **V.B. - Special Permit – Groundwater Protection**

J. Hager stated under this Special Permit bylaw the Board needs to make finding with respect to the following sections:

- 6.c - A system for groundwater recharge must be provided which does not degrade groundwater quality. For non-residential uses, recharge shall be by stormwater infiltration basins or similar system covered with natural vegetation; dry wells shall be used only where other methods are infeasible. For all non-residential uses, all such basins and wells shall be preceded by oil, grease, and sediment traps to facilitate removal of contamination. Any and all recharge areas shall be permanently maintained in full working order by the owner.
- 7.c.
1. In no way, during construction or thereafter, adversely affect the existing or potential quality or quantity of water that is available in the Groundwater Protection District, and
  2. Be designed to avoid substantial disturbance of the soils, topography, drainage, vegetation, and other water-related natural characteristics of the site to be developed.

J. Hager stressed that this section of the Bylaw and this permit only provides oversight and protection for Zone I & II areas around public water supply wellheads and wellheads with a withdrawal rate over 100,000 gpd. The regulation is limited to projects within these areas ONLY, the Board has no jurisdiction over wells outside these areas. The Board of Health has jurisdiction of wells outside these areas. She estimated the Hatchery Brook well currently pumps around 60,000 gpd.

The Board found the project in compliance with the above standards noting the following:  
The Towns consulting engineer has thoroughly reviewed the site plan and stormwater management calculations and site features intended to protect the water within the Groundwater Protection District (GPD) and found everything to be in compliance.

Wilkinsonville Water who owns and controls the Zone I & II has approved the project.

The applicant has stated they will not have hazardous materials on these sites in amounts over normal household volumes.

The Board acknowledges that water is our most valuable resource and has reviewed this project with this fact in mind.

- Motion: To grant a Groundwater Protection District Special Permit for impervious areas over 2,500 s.f. and stormwater systems having made the above findings and within the GPD with the conditions 3, 5, 8, 14-16, 18-20, 24, 29, 30-31 (as listed in the Use Permit motion above),  
R. Largess Jr.
- 2<sup>nd</sup>: S. Paul
- Vote: 5-0-0, W. Talcott – aye, W. Baker, M. Gagan – aye, R. Largess Jr. – aye, S. Paul – aye

### **III.B.3. Table 3 – Footnote \*\* & VII.A.2. - Special Permit – Building Height in Excess of 35'**

J. Hager asked and M. Piekarski responded the request if for a height increase of 10' to 45'.

The Board made the following findings with respect to the requested 10' height increase.

1. The appropriateness of the specific site as a location for the use (at the increased height)



In response to a question from W. Talcott, M. Piekarski added that the renderings showed a height of 40' as the rest of the 45' in height they are requesting is actually a depression below floor level along the sides of the buildings to accommodate the depth of loading bays.

Per the renderings, this minimal increase will have no detriment to the public.

Town Meeting approved a possible height exceedance up to 70' to meet industry standards and accommodate the potential for more types of businesses.

The closest home to these structures is hundreds of feet away with ample vegetation in between.

2. The adequacy of public sewerage and water systems (as it pertains to increased height)

Although W. Talcott expressed a potential concern with water pressure and protection to the increased height, he surmised the Water District and Fire Department would not have approved the plans if there were any concerns on their behalf. Therefore, there will be no issue with the increased height.

3. The effect of the developed use upon the neighborhood (at the increased height)

The renderings demonstrated the structures will not be seen by abutters and will therefore have no negative effect.

4. Whether there will be undue nuisance or serious hazard to vehicles or pedestrians (as it pertains to increased height)

The increase in height will not have any effect on vehicular or pedestrian traffic or safety.

5. Whether adequate and appropriate facilities will be provided to ensure the proper operation of the proposed use, structure, or condition (at the increased height)

The increased height will not have any effect on the proper operation of the proposed use, structure, or condition at these sites.

Motion: To grant a Special Permit to allow a 10' overall height increase to 45' per the bylaw definition for buildings 2 & 3 at 40 & 42 Unified Parkway having made the above findings and with the following conditions 6, 7, 11, 24, 30 (as listed in the Use Permit motion above),  
W. Baker

2<sup>nd</sup>: S. Paul

Vote: 5-0-0, W. Talcott – aye, W. Baker, M. Gagan – aye, R. Largess Jr. – aye, S. Paul – aye

#### **IV.C. - Site Plan Review**

Motion: To grant Site Plan Approval of buildings 2 & 3 at 40 & 42 Unified Parkway with all 32 conditions (as listed in the Use Permit motion above), R. Largess Jr.

2<sup>nd</sup>: W. Talcott

Vote: 5-0-0, W. Talcott – aye, W. Baker, M. Gagan – aye, R. Largess Jr. – aye, S. Paul – aye

Motion: To close the public hearing for Unified buildings 2 & 3, W. Baker

2<sup>nd</sup>: R. Largess Jr.

Vote: 5-0-0, W. Talcott – aye, W. Baker, M. Gagan – aye, R. Largess Jr. – aye, S. Paul – aye

#### **Action Items**

Form A Plans – None.

#### **Administrative Items**

Site Visit Reports: None.

Correspondence: None.

Motion: To adjourn, R. Largess Jr.

2<sup>nd</sup>: S. Paul

Vote: 5-0-0, W. Talcott – aye, W. Baker, M. Gagan – aye, R. Largess Jr. – aye, S. Paul – aye

Adjourned 8:36 PM

Covid Meeting Statement:

Pursuant to Governor Baker's March 12, 2020 Order suspending certain provisions of the Open Meeting Law, this meeting of the Sutton Planning Board is in a hybrid format with both in-person and Zoom component. To join the meeting visit [www.zoom.us/join](https://www.zoom.us/join) and enter Meeting ID: **827 4705 3262** Passcode: **979242**. The meeting will be broadcast and recorded on local public access station (Verizon 31 & Charter/Spectrum 191) and live streamed on the Towns YouTube channel when available.