

**TOWN OF NEW HARTFORD PLANNING BOARD MEETING
MINUTES OF MONDAY, MARCH 9, 2009
NEW HARTFORD PUBLIC LIBRARY MEETING ROOM
#2 LIBRARY LANE (OFF OXFORD ROAD), NEW HARTFORD, NEW YORK
(DOWNSTAIRS-BACK ENTRANCE)**

The Regular Meeting was called to order by Chairman Jerome Donovan at 5:30 P.M. at which time the Pledge of Allegiance was recited. Board Members present were, Ellen Rayhill, Rodger Reynolds, Bob Wood and Peggy Rotton. Also in attendance were Councilman David Reynolds, Town Planner Kurt L. Schwenzfeier, AICP; Codes Enforcement Officer Joseph Booth, Town Engineer John Meagher, Superintendent of Highways Rick Sherman, and Dory Shaw, Secretary.

Chairman's update (as documented by Chairman Donovan):

Training Requirements and Attendance – Town Law Section 267 & 271 as amended in 2006 requires 4 hours of continuing education for members of Planning Board and Zoning Board of Appeals. It also requires the Town Board to adopt a Resolution specifying which activities qualify and which agencies are approved to provide the training. At the Chairman's request, the Town Board will be adopting a Resolution in compliance with Town Law Section 267 & 271. All member of the board are in full compliance with the law at this time. The Town Board will also be addressing an attendance requirement of Board Members. Currently there is no requirement for attendance other than the prohibition on re-appointment if training requirements are not met.

Board Vacancies – Letter of March 2, 2009 to all applicants thanking them for their interest and willingness to serve and explaining the appointment process. Twenty applicants have been received. Appointed a nominating committee (Board Members Rayhill, Wood and Chairman Donovan) to screen applicants and make recommendations to the full board. It is our hope that finalists will be selected by the full board by the end of the month to be followed with a written recommendation to the Town Board.

Sitrin Cottages- The taxable cottages portion of the development designed for persons 55 years of age and older has been sold to Cameron Housing, LLC requiring a subdivision of the property for ownership, tax and financing purposes. Under our Code, subdivision approval for a major development such as the cottages requires Planning Board approval. Last week, the Staff, the Town Attorney and Chairman Donovan had met with Mr. Larry Adler of Cameron Housing LLC and Mr. Rick Wilson of Sitrin Home to determine if

anything other than ownership has occurred that would also require a new Site Plan Review. It is our judgment that the nothing has occurred that would run counter to the Planning Board's understanding concerning the approved use and that the site plan remains the same as originally approved in June 2004. Mr. Adler and Mr. Wilson have been asked to provide Staff with a subdivision map and a copy of the deed to confirm the age restricts remain in force. As soon as this documentation has been received, Staff will review, and make a written recommendation to the Planning Board. I have agreed to attempt to convene a special meeting prior to our next regular meeting providing Staff can complete its review so that the subdivision can be properly filed, continued project financing can occur and the Assessor can code the units for tax purposes.

Administrative Rules & Procedures – Done by tradition and custom; no written procedures. Developing in cooperation with Dept. of State Rules, Bylaws to govern efficient and proper administration of our duties and affairs. Example of past problems due to no procedures: Chairman's last minute illness in 2007; recent resignation, no Vice Chairman; policy on cancellation of meetings; duties of officers; attendance, site visits, training; voting, conflicts of interest; vacancies. A draft will be presented to the Planning Board for review, discussion and eventual adoption.

Storm Water Representative – Town Board Resolution creating the Advisory Committee calls for a member of the Planning Board to serve on the Storm Water Advisory Committee – with Han's Arnold's resignation we no longer have representation. I would recommend that we wait to fill the vacancies and assign that duty to a new member, unless a current member has an interest.

Reports of Planning, Zoning and Engineering Staff:

- Business Park/840 Access: Town Engineer John Meagher updated the Board and presented maps of proposed highway improvements for Woods Highway and Route 5. He also referred to the layout of the Business Park. Mr. Meagher outlined the location of the Hartford building, road connections, especially to a future connection to Judd Road. Contract #1: Roads C & D; Contract #2: Realignment of Woods Highway at Route 5 with traffic signal; Contract #3: Connection to Route 840; Contract #4: Reconstruction of Woods Highway. All are Town roads (roads listed as A & B will be built entirely by the developer). Current traffic signal at Woods Highway and Route 5 is temporary but a permanent signal will be installed. He explained the reconstruction of Woods Highway between the signal and what was labeled as road D on the map and also connection to Route 840. (Copies of the maps presented are a part of the Business Park file).

Further, a proposed hotel would be located above the Hartford building – this is conceptual as representatives of the hotel have not made application. Reference was also

made of a proposed doctor's office close to the intersection of roads C & D – no formal application on this has been received.

Mr. Meagher mentioned NYSDEC Consent Order with Oneida County sewer credits and how they may affect development in this area. The Hartford is the only building allowed at this time. There could be an issue with water pressure (water was put in by the developer). Pressure is below what is required for any future buildings. No water test has been done at this time. An option is to connect into Whitestown by the Water Board.

Chairman Donovan reiterated that this is preliminary – no site plans have been filed with the Town by any applicants. There are constraints with water and sewer credits.

Town Planner Schwenzfeier addressed the connection to Route 840 – as of now the Town has no official application before NYSDOT. He explained what the Town Board had to do to undertake this break in access procedure. It involves existing conditions, connections through adjacent properties, and other types of connections. Until the Town Board holds a public meeting, there can be no further progress. No financing has been identified either. It comes down to funding.

Board Member Reynolds asked if safety has been addressed to any break in access to Route 840 – the Town Planner said no but it would be addressed through the process. Board Member Rotton asked for better clarification with signs on Woods Highway into the Hartford. Highway Supt. Rick Sherman said the developer is responsible for putting up the stop signs and speed limit signs and the developer is aware of the concerns. He stated that the roads will have their names on them and this would be at the developer's expense. Woods Highway has to be re-outlined out to Route 5 – he also said some signage is temporary and some permanent.

- Storm Water Management Program – Project priorities; timeline and funding: Highway Superintendent Rick Sherman addressed the Board and gave an update. He referred to 17 projects that are being addressed by the Storm Water Management Committee. However, in particular:

Project 1: Jubilee Estates, lots 12 & 13 will be purchased for detention areas – it is ready for bid. Looking at completion the fall of 2009.

Project 2: Woodberry/Oxford/Beechwood Road: this has been advertised for bid and the bid opening notice of award is April 3, 2009. Shumaker is looking into Beechwood Road for best type of correction. The Woodberry portion should be completed by the end of July 2009.

Project 3: Whitetail/Grange Hill Road area: the detention basins are built. The design needs to be reviewed and made larger – this will be brought to the attention of the Storm Water Management Committee. If we want to purchase the building lot, we have to purchase the land – the developer wants to use it as a building lot if we don't buy it.

Project 4: Brantwood/Bradley Roads – this work is complete.

Mr. Sherman mentioned that the Town is looking at a detention basin on Tilden Avenue but awaiting a land appraisal.

Chairman Donovan referred to projects approved by the Planning Board and the review done by engineers with regard to storm water planning, and where water problems exist. Mr. Sherman stated that the work was done with what we asked the engineer to do, but now we need the detention ponds. Chairman Donovan asked for any recommendation for the Planning Board's review process regarding storm water as it relates to projects. Mr. Sherman said that since he has been Highway Superintendent, Beechwood Road is being checked again and Shumaker Engineering is checking into redesigns. Chairman Donovan referred to the \$2 million dollar bond to address the storm water issues and how this money is used for priority designated areas. Mr. Sherman said the money isn't enough to solve all the Town's storm water problems, but perhaps the Highway Department could contribute to services, i.e., piping.

- Consumer Square Traffic Improvements – Town Planner Schwenzfeier said the Town has met with Benderson Development and Developers Diversified Realty (DDR is the current owner). The Town still has a bond with Benderson. We are waiting for confirmation from the three (3) attorneys involved to correct the traffic signal to a fully actuated signal, along with some external sensing on Route 5. The traffic signal can't be fixed 100% but it will work most of the time and until those signed agreements are set, we can't move forward. This funding would be from out of the bond.
- Farmland Protection Grant Application - # of farmers interested; status of application for study; local match; status of state funding for study and purchase of development rights. Town Planner Schwenzfeier said everything is set with the application and once we get the finance report that we have adequate funds (\$1,667) for the match, it will be sent out but everything else is set and ready to go forward. This is a grant from the State to help inventory the soils and creating a Town farmland protection plan. If landowners wish to participate in the program, there could be State funding available. The Town Planner said some is available now but it is a two-year program minimum from start to finish.

Chairman Donovan said this could provide a tool for farmers to protect their farmlands, especially in the GEIS area.

- NYSDEC Sewer Offset Plan – pending applications of projects approved by Planning Board; others holding off pending resolution of credit bank; status of any study funding. Town Engineer John Meagher said there is a Consent Order against the County for sewer because of infiltration – the pump stations can't handle it. Mr. Meagher discussed the areas involved where sewers are located and not. Further, Mr. Meagher stated that according to the NYSDEC Order to the County, before you are allowed to hook up, you have to remove 5 gallons of water from the sewer system from every one gallon you put in. There is an application to be completed, given to the Town and then Mr. Meagher sends it to the County. Basically, anything prior to July 11, 2007 is allowed to connect to the sewer. Existing homes on a sewer system but are on septic are not allowed to hook in. They have to get credits. He said three (3) single family homes now affected that are waiting for credits located on Mallory Road, Mohawk Street and Arlington Road. Jewel Ridge Phase II is waiting for credits. The Town is going by application date to assign credits. He stated that the Town is participating with New York Mills in correcting some sewer issues (two years ago the Town entered into an agreement with New York Mills). We purchased 88,500 credits and we entered into another agreement for another 30,000 credits. Mr. Meagher mentioned the Town of New Hartford will have these credits by the end of the year. For example, a single family home with 4 bedrooms would need approximately 475 credits.

Chairman Donovan asked if the credit bank now is active and what is involved to get approved – Mr. Meagher said it is not active, and the Town Attorney is working on it at this time and consulting with a group of people involved with the Consent Order.

Chairman Donovan asked if the County is primarily looking for study money rather than capital construction – it was stated yes. Mr. Meagher said the study is good but we need corrective measures done. We need NYSCDEC to assign credits to the corrective measures.

Chairman Donovan asked if there were any pending projects. Town Planner Schwenzfeier said about 6 – 10 developers.

Codes Enforcement Officer Booth said this also affects a change of use in building – not only new construction. A change in use could trigger these credits.

Approval of draft Planning Board minutes of December 8, 2008 and January 20, 2009. At this time, it was decided to postpone addressing the December 8, 2008 minutes until

later as Board Member Rayhill wanted to address it further. Draft Minutes of January 20, 2009 were approved by motion of Board Member Peggy Rotton; seconded by Board Member Rodger Reynolds. All in favor.

Recommendation to the Town Board of Local Law Introductory “A” of 2009, proposed amendment to the Town’s 1999 Zoning Law. Codes Enforcement Officer Joseph Booth appeared before the Board.

Chairman Donovan stated that this is recommendation from the Planning Board to the Town Board. Copies of the recommended changes and addendum were forwarded to each Board Member for their review. Codes Enforcement Officer Booth explained that this addresses amendments in Section 118 of the Zoning Law by adding definitions and bringing updated definitions, i.e., Section 1 addresses definitions for fences, manufactured home, mobile home, modular home, and recreational vehicles; Sections 2 and 3 address typo errors; Section 4 addressed signage which is an ongoing work in progress being handled by the Zoning Advisory Committee and some new enhancements to it; Section 5 addresses fencing. The Town didn’t have much of a fence Ordinance but now we need to address and approve one; Section 6 was in existence but some inconsistencies in State Law for fencing required; Section 7 was in existence but enhanced to regulate storage trailers and units in various zones; Section 8 delete and repeals Section 118-72; Section 9 is a referral as is for Sections 10, 11, 12, 13, 14 and 15.

One of the big changes in this Local Law is for penalties in Section 16. Penalties have been decriminalized and made more of a non-criminal penalty. Also, the fee schedule which allows for fire safety inspections to be paid for by the owners of the properties affected – like a user fee. Mr. Booth referred to the types of inspections required, and which have been mandated by the State of New York.

Codes Enforcement Officer Booth explained the addendums that he addressed after his presentation to the Town Board. This whole packet as presented by Mr. Booth can be obtained by contacting the Codes Office.

Board Member Rayhill had a questions regarding Section 7 “A” (parking of commercial and recreational vehicles and boats in residential districts) which needed clarification and Mr. Booth explained this to her as regards to the placement of these on the property. She also wanted clarification to Section 5 #14 commercial fences. Mr. Booth explained we don’t have a guideline for this, it is part of the review of the Zoning Advisory Committee on commercial fencing. It will be conducted like a Site Plan specific to use. Every commercial situation is different and discussion for criteria will continue.

Chairman Donovan addressed the placement of rec vehicles, etc. and how this has been an issue throughout the Town. Mr. Booth said the people have a voice, but the law does what it can to enforce this to keep harmony within neighborhoods.

Chairman Donovan stated that obtaining a Building Permit for fences is new. Mr. Booth said a survey will now be required before a fence is erected or placed. This hopefully will eliminate problems that have occurred in the past regarding placement of fences to property lines. Chairman Donovan referred to fees and penalties. Mr. Booth said changing the Local Law to non-criminal offenses makes enforcement of the Code easier. The Codes Department is just looking for compliance, not penalties. Fees are lowered except for fire safety inspections. He feels the fee is fair and considerably lower than the neighboring communities. This will pay for the additional staff needed for the fire inspections. The State mandates every building in our community be inspected annually or tri-annually with the exception of single or two-family homes.

Mr. Booth addressed signage – the previous changes have worked out well, especially with temporary signs and building signs. This takes a lot of policing. We still have work to do.

At this time, motion was made by Board Member Ellen Rayhill to recommend to the Town Board the adoption of the Local Law Introductory “A” 2009; seconded by Board Member Peggy Rotton. Vote taken:

Chairman Donovan – yes

Board Member Peggy Rotton – yes

Board Member Rodger Reynolds – yes.

Board Member Ellen Rayhill – yes

Board Member Bob Wood – yes

Motion **approved** by a vote of 5 – 0.

Mr. Roger Griffith, 8477 Seneca Turnpike, New Hartford, New York. Amendment to Final (Town Code Section 118-19) to allow for the sale of automobiles on his site which is now Roger’s Car Wash. Car sales had been on this site previously. The car wash will remain as well as an existing office. No change to the footprint of the building. (Final Site Plan Approval for the car wash had been granted to Mr. Griffith on August 14, 2006); Tax Map #328.011-1-17; Lot Size: .76 Acres; Zoning: Retail Business 1. Mr. Roger Griffith appeared before the Board.

Town Planner Schwenzfeier stated the plan sent to the Board Members and presented this evening is dated November 17, 2008 and revised January 13, 2009, and shows a required 10’ setback line. Mr. Griffith has stated he feels that other locations adjacent to him do

not meet the parking setback requirements and he would like to go back to his original concept to park up to the property line.

Codes Enforcement Officer Booth said for Mr. Griffith not to meet the required side and rear parking setback would need an Area Variance from the Zoning Board of Appeals. He would need to explain to them why he can't meet this. If granted by the Zoning Board, Mr. Griffith would have to reappear before this Board again.

Mr. Griffith stated that for him to accommodate the setback requirement would affect the drive-thru for the car wash on his site – it wouldn't work.

Chairman Donovan explained that this Board does not have the authority to grant this for him – it requires review before the Zoning Board of Appeals. Discussion ensued regarding the amount of green space at this site.

Mr. Griffith will contact Staff regarding application to the Zoning Board of Appeals.

Conceptual Site Plan Review for a major subdivision. **Mr. Paul Mancuso, Octagon Engineering, who is representing Mr. Steve Pacheco, Mobile Home Park on Irvin Avenue.** This review is for the subdivision of eleven (11) existing lots into six (6) lots and proposed removal of non-conforming structures. Tax Map #349.008-2-24; Lot Size: .74 Acres; Zoning: Planned Development Mobile Home. Mr. Paul Mancuso appeared before the Board.

Town Planner Schwenzfeier displayed a copy of the proposed plan dated December 13, 2008. Mr. Mancuso said his client purchased eleven (11) mobile home lots on Irvin Avenue and he wants to remove five (5) units and leave six (6) on the site. There is an existing water and sewer line and he plans to tie into this. He said that there are several trailers on each individual lot. He would expect to buy those trailers and remove them. He won't buy them unless he gets approval to move forward with this project. Mr. Pacheco owns some trailers, not all – he owns all the property.

Board Member Rotton asked if this park was in the Flood Plain – Town Planner Schwenzfeier said it is out of the Flood Plain. He said the action before us is to look at this conceptually to see if this is a feasible project. Final Approval won't occur until those trailers could be removed or else they would be non-conforming lots. They would have to verify the figures for the amount of gallons of water and sewage used through the Water Pollution Control and also the drainage on how this is going to work.

It was stated that this is a big improvement for this park.

Chairman Donovan asked about the type of home being put in. Mr. Mancuso said his client will sell each lot and put in modular homes. The size of the home depends on the topography, either 20'x50'; 48'x12', or 20'x60'. Chairman Donovan also asked if they contemplated any space to be set aside for residents of that community to use, i.e., small park area. Mr. Mancuso said this hasn't been addressed yet, but green space would be increased by 40%, and utilities and traffic would be reduced by 45%. Mr. Mancuso doesn't think there is enough land for an activities area. Access to the site remains the same.

Board Member Rayhill referred to his Full Environmental Assessment Form, unanswered question #5 – and answer is no; also, #16b – answer is yes; also, for approvals required he said no to Village and ZBA – correct; further, what about other agencies – answer is no.

Codes Enforcement Officer Booth said that manufactured homes can be put into this site also.

Chairman Donovan asked Mr. Mancuso if there was a time frame on coming back to this Board as there is no Conceptual Approval. Mr. Mancuso said hopefully in a couple of months. Town Planner Schwenzfeier said Conceptual Approval can be granted on a Site Plan but not on a Subdivision. Mr. Mancuso will discuss this further with Staff.

Conceptual/SEQR for **Faxton-St. Luke's/Mohawk Valley Network**, for interior renovations for business offices at the former **Bushinger's Flowers building, 1705 Burrstone Road, New Hartford**. Tax Map #317.000-2-23; Lot Size: approximately 1.25 Acres; Zoning: Planned Highway Business. Ms. Sharon Palmer, Assistant Director of Facilities for Faxton-St. Luke's, Mr. John Gaetano, Facilities Management for Faxton-St. Luke's, and Mr. Brett Babicz of Gaetano Construction appeared before the Board with their site map dated February 11, 2009.

Town Planner Schwenzfeier stated that Faxton-St. Luke's Healthcare would like to occupy the former Bushinger's Flowers building for offices – they will have to provide additional parking – about 10 spaces on the side (the Code requires 10 spaces so they are in compliance – they are in compliance with setbacks also). This is a Type II action under SEQR, however, County Planning 239 and NYSDOT review is needed. Because of the zoning on this property, applications need Site Plan Review and this is a change in use.

Ms. Palmer said they would like to use the building for a small office – about 13 people or less at this time. They will provide handicapped access and parking. The office hours

would most likely be 8:00 AM to 4 or 5:00 PM. – administrative use only. There is an attached garage that they would like to use as well for vehicle storage. Ms. Palmer said they are leasing the property, not purchasing it. The offices will be used for the transfer of current employees.

It was stated that there appears to be a sign in the front of the building that could be in the State right-of-way. Ms. Palmer said they would like to use the existing pole and hang their sign from it. The other alternative is putting their sign on the building – NYSDOT will be asked to address this in their review.

Board Member Rotton mentioned the condition of the property and would like to see it cleaned and upgraded.

At this time, motion was made by Board Member Peggy Rotton that this application is a Type 2 action under SEQR; that it be referred for County Planning 239 and NYSDOT under the General Municipal Law and that the property needs to be improved in the front, i.e., upgrade the property as the parking lot needs attention and the trees are overgrown; seconded by Board Member Bob Wood.

Vote taken:

Chairman Donovan – yes
Board Member Peggy Rotton – yes
Board Member Rodger Reynolds – yes.

Board Member Ellen Rayhill – yes
Board Member Bob Wood – yes

Motion **approved** by a vote of 5 – 0.

GEIS – Discussion of build out alternative. Chairman Donovan expressed how this project has been an aggressive outreach to try to generate interest and comments from affected residents. He would like to try to get a consensus among the Board Members as to what alternative we feel would be the most advantageous for this part of Town. Until we reach an alternative, it would be difficult for the consultants to put the finishing touches on the draft GEIS. A public comment period will take place and then a Public Hearing, and then after that we could possibly have a final GEIS to adopt.

Board Member Rayhill referred to the different alternatives to choose from and which, she feels, would be better for the community. She does not want to see the piece-meal of properties. She referred to the sale of property parcel by parcel and asked if this works in the farm grant application – the Town Planner referred to Pages 13 & 14 of the packet he distributed and he said yes. When it comes to Agriculture, there are development rights,

purchase of development rights, transfer of development rights, etc. It would be done by a developer, another property owner, or the Town or State doing it with the property owner. We have to have a preservation plan. Right now it is just the purchase of development rights – it could be a deed restriction placed on a parcel based on Town approval. The Town Planner did some research between traditional zoning and cluster zoning in the farm area. His feeling would be to start with the five acres. Chairman Donovan said that during the next public comment period we may hear things that could change our thinking – we are just trying to give the consultant some direction. Board Member Rayhill said we have to take into consideration the cost of services, snow plowing, road maintenance, etc. and referred to clustering development vs. sprawl.

A lengthy discussion ensued regarding the ten acres vs. five acres approach. We want to balance the farmer's right to try to get economic value of their land without taking and address the needs in the Comprehensive Plan that address storm water, traffic, fire, and police. Chairman Donovan feels we are trying to mitigate problems and at the same time give people the opportunity to maximize the economic value of their land. He feels Alternative 4 (five acres) addresses this.

Board Member Reynolds commented on property owners who one day may want to sell their property in one acre increments. Chairman Donovan referred to the Comprehensive Plan which identified problems in this part of Town and we have to keep this in mind. He said 68% of the people who responded to the Comprehensive Plan Survey supported preserving farm lands and continued with results from the survey. The Comprehensive Plan is a living document adopted by the Town Board after responses from the public. He feels we have some alternatives. Board Member Wood likes the cluster development approach. He feels Alternative 4 with five acres is what this Board should consider. Board Member Reynolds also agrees.

Board Member Rotton referred to horses and land involved with allowing this – it's a provision we don't address right now. Codes Enforcement Officer Booth said it is limited to ten (10) acres for horses in an Agricultural district.

Chairman Donovan asked the Town Planner what would happen if someone had frontage and wanted a son/daughter to build a home – would they be constrained in any way? The Town Planner said they would have to meet the Zoning code for what is permitted in that area.

Board Member Rayhill addressed the Kellogg/Chapman Road intersection – access to Route 8 - what do we have in the study that addresses the traffic. Chairman Donovan felt something was addressed in the study regarding signaling changes, coordination with

entrance ramps, and the level of service. He feels development would be mostly in the hills where the build out is.

Summary: Alternative 4 provides for higher density in the hamlets and more affordable housing. It is the consensus of Chairman Donovan, Board Member Peggy Rotton, Board Member Bob Wood, Board Member Rodger Reynolds, and Board Member Ellen Rayhill that Alternative 4 is the most practical solution and any new information can be reviewed at a later date. The action taken on Alternative 4 is only a consensus, no formal vote – it doesn't bind this Board on anything – this is something to give to the consultants for direction.

Chairman Donovan asked Town Planner Schwenzfeier to contact the consultants regarding this Board's consensus with Alternative 4 and then hope they have a draft document to us sometime in April (and all changes incorporated). The Town Planner made reference to the printing and distribution of the draft document and he will work with the consultants and Town Board on this.

At this time, Mr. Ed Waitr, resident, presented a CD to the Planning Board that purportedly contains NYSDEC photos of the Scully dump site which is undergoing remediation under the jurisdiction of the NYSDEC. The site is in the DGEIS study area and notation of the cleanup will be made in the study.

The Planning Board members went into Executive Session at approximately 7:55 P.M. to discuss an employment history and personnel matters by motion of Board Member Peggy Rotton; seconded by Board Member Bob Wood. Vote taken:

Chairman Donovan – yes	Board Member Ellen Rayhill – yes
Board Member Peggy Rotton – yes	Board Member Bob Wood – yes
Board Member Rodger Reynolds – yes.	

Motion **approved** by a vote of 5 – 0.

Town Planner Schwenzfeier and Secretary Dory Shaw left the meeting at approximately 7:55 P.M.

Motion was made by Board Member Peggy Rotton to come out of Executive Session at 9:00 P.M.; seconded by Board Member Ellen Rayhill. Vote taken:

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Chairman Donovan – yes
Board Member Peggy Rotton – yes
Board Member Rodger Reynolds – yes.

Board Member Ellen Rayhill – yes
Board Member Bob Wood – yes

Motion **approved** by a vote of 5 – 0.

There being no further business, the meeting adjourned at 9:05 P.M.

Respectfully submitted,

Dolores Shaw, Secretary
Planning Board

dbs