

**Town of Charlton
Planning Board Minutes
758 Charlton Road
Charlton, New York 12019**

Minutes of the Planning Board Meeting – April 20, 2020

The Town of Charlton Planning Board meeting was held via Zoom Meet. Chairman Jay Wilkinson called the meeting to order at 7:00 p.m.

Present: Jay Wilkinson, Chairman, Connie Wood, Dawn Szurek, Bruce Gardner, Dave Crudele, Jonathan Riedinger, Bill Keniry, Planning Board Attorney, Joe Grasso, Town Council Liaison and Kim Caron, Planning Board Secretary. Susan York, Planning Board Clerk, Chris Mitchell and applicant, Beth Bryant joined in the meeting at 7:30 p.m.

AGENDA MEETING

Jay Wilkinson: The agenda is very short tonight. We have our meeting minutes from our February meeting and she did have a few corrections that she made. I don't know if anybody has anything else. I thought they were, Kim did a good job of including everything including my long narrative about my meetings with Eileen Stone. So to me it looks like it's complete and we are ready to go but we will go from there. So I don't know if Dave or if Dawn you have any comments on the meeting minutes from February.

Dave Crudele: I think I'm all set.

Dawn Szurek: I'm all set.

Jay Wilkinson: Alright. So really the only thing that we have tonight that we really need to a, well it would be nice to take care of, is the Ball/Bryant lot line change. As you know we have been kicking this around for a while. We did not meet last month because of the closing of Town Hall and the ongoing issues with Covid-19. So I guess I'll review just a little bit. This is a lot line adjustment that's proposing between David and Lisa Ball and Beth Bryant. David and Lisa Ball are the owners of 692 Charlton Road which comprises of 62.12 plus or minus acres. If the lot line change is approved with Beth Bryant, their holdings will be reduced to 60.17 plus or minus acres. Beth Bryant is the owner of 1027 Peaceable Street. She'll be conveyed 1.949 plus or minus acres from the Ball's. This will increase the Bryant parcel to 7.58 plus or minus acres after the merger. At our February meeting the Board waived the engineering review. I'll let Bruce in here. The application fee, the park fee and the public hearing for the Bryant/Ball lot line change. The application was sent to the County for their review. We did receive that back reply from the County on March 9th. Their opinion was no significant county-wide in inter-community impact. The Board also completed in February the State Environmental Quality Review Act and took lead agency

status at the February meeting. I guess that gets us up to speed with that. There are some issues if you look at, I guess I could show you the map, but there are some issues with the map. I think we all saw that. It really doesn't depict what we need. What we need is since this is between Ball's parcel and Bryant, you need to show, and Bill correct me if I am misspeaking here, we need to show all the Ball's holdings, which the map that Bryant supplied did not show that. So what I proposed is that as we get into the business portion and we do deliberations is that we could do a contingent approval that the map be corrected. What I did is took the map that she gave me and I marked it up. There seems to be disconnect between trying to be very frank with what has been a couple months since we've talked she was having trouble understanding from my viewpoint what was really needed. We tried to explain that and when she submitted the application I got maps. I looked at them and gave them a call and said these don't meet what we are looking for. She said ok what you need. I explained what we were looking for. She got us new maps and we had them at that meeting. The maps she brought them with her and we handed them out, or I handed them out I think. They still weren't correct. They didn't show all of what Ball held, their sixty some odd acres. So what I have done, I could hold it up, I took a map that she gave us and we just did the Ball subdivision that's their land that faces on Charlton Road. There was extra maps from that and it showed their total holdings is the way Van Guilder did it and I just took and cut that and put it on there. I don't know if you can see. I cut it and put it over here. So she can see and it's missing the standard notes so I took our standard notes that we have a sheet and just taped them on there so she could see that what she needs to get from Bogardus to do. My phones ringing and its Connie so I'll answer it and see what she wants. Hello? You put the number and it doesn't work.

Bill Keniry: Jay she may be putting in the second meeting number.

Jay Wilkinson: Ok there is two meetings I have now. I'm not there we have the agenda meeting at 7:00 and its 779-4188-09. Yeah I think you are trying to put in the one for 7:30 the business meeting. 779-4188-0920. Ok. 4524 is the 7:30. I can give you that number at the end I'll review it with everybody before we sign off. Ok. Alright. I'll hang up. I guess Connie I think had the wrong number. So she is going to put a new one in. So I think that's the only thing I had. I looks like the other paperwork for the Ball/Bryant lot line change, everything else was there. We have the AG Data Statement, we have the neighbors list, we have the Short Environmental Impact Form. We did our part and she supplied her part. Everything else was there just that the map is really missing that portion that shows since this property is coming off of Ball and it's going to Bryant, we need to show all of Ball's holdings, correct?

Bill Keniry: Correct. The practical point is that you want to make sure that, with respect to the mother parcel if you will, the parcel that produces the acreage that is being joined with the other lot. That you are not going to create a non-compliant condition by virtue of your action. And just a foot note for what it's worth I would just say that I don't think it's too big a reach when you look at trying to not putting too great a burden on these applicant's the base mapping exists back since 2004 these properties have been re-subdivided for some time I think with prior applications. I realize that it may be a little bit of effort but when I think

about the burden to the applicant I don't think it's that great. And one other footnote Mr. Chairman while I'm mentioning things I did look at the minutes and read the minutes from the prior meeting on this and one of the things I would point out just as a practical matter and it will come up tonight in your meeting it may save you a little bit of time under the new section of SEQRA as now a matter of state law this application can be classified as a Type II action because of it being a lot line adjustment so you don't have to take everybody through all of the questionnaire and you don't have to make the negative declaration its presumptively as a matter of state law something that will not have a significant impact on the environment. Just a foot note.

Jay Wilkinson: Ok. That will be good going forward.

Bill Keniry: It just makes it easier for you. You have to do it and you will appreciate on a case by case basis. It's not definitive and of course as members you can always overrule that as well if you find something on a particular application you can deal with it on a case by case basis.

Jay Wilkinson: Ok.

Dawn Szurek: I have a question. So am I looking at the right map, 2/18/20? Cause I think isn't this what we are looking for on the 2/18/20 one? In the corner. Can you see that? I don't know. Am I looking at the right one? I don't know if you can hear me. I keep getting a warning that I have an unstable internet connection. So I don't know if you can hear me or not. But I have a February 18th one right?

Jay Wilkinson: Yes.

Dawn Szurek: Oh ok. So is this the right one? I think they added something here. I don't know if you can see that. I'm holding it up.

Jay Wilkinson: Yeah they did.

Dawn Szurek: They put an inset in.

Jay Wilkinson: Right but it wasn't to scale. Our subdivision regulations say that it should be at a scale not less than 1 inch equals 400 feet and I believe that one didn't have any scale on it.

Dawn Szurek: It says not to scale. It's like a little insert that's all.

Jay Wilkinson: Right. So what I did is I'm going to let her know that similar to what Van Guilder did when they did Ball's subdivision on Charlton Road that they need to show all of the holdings of Ball and how it relates to other properties. Correct? That's how we have always done it. It would show Ball property and then Stone is on one side, behind it is Stevens to the north, to the west is Stone, to the north is Stevens to the east is, I'm in the

corner, Wilkinson is in the corner then its Bryant, Emerich, DeLuke and Lansing. But I don't, it wasn't to any scale before. They just got to draw it to scale, the standard notes were missing. We always include those. I know it's a lot line change I guess that can be it's not the end of the world if the notes are not on there but for completeness we would ask them. I think they didn't have any, I don't believe the site statistics was there.

Dawn Szurek: So the issue is that it's not to scale then. Ok.

Jay Wilkinson: Right.

Dawn Szurek: So the issue just that that's not to scale. Ok.

Jay Wilkinson: Right. So I think it's basically there, we can see everything they need to do but it's just not like what we would normally send to the County. We have been very good over the years of trying to be consistent with what we send to the County. This isn't consistent with what we normally send. So between the lot line change and the notes the only other thing we have that we could discuss would be, I don't know if Joe you had a chance, I sent you an electronic copy of our subdivision application and review guide. You asked that we take a look at it and I did and there was a few corrections I had. I tried to highlight them and mark them so you could see them. They were on pages 3, 4, 5 and that was it I believe oh and on page 8. Nothing was major. It was all just little things. You had talked about any place that we showed anything regarding talking about fees and \$300.00 for an application fee for a subdivision. You said you didn't want those in there. I marked those. I did have one addition of some words on page 3. We were talking about on about middle of the page down the Step 1 requires 12 copies of the following information, if you go down to the first bullet it said all contact information date owner and location of land and tax parcel number of the land being subdivided and I just added and adjoining property owners and tax id numbers. That's kind of what we always have to remind people that the adjoining property owners we would like to see the tax id numbers.

Joe Grasso: Yeah.

Jay Wilkinson: I think the rest on page 4 was, there was a sum in there it says "preliminary applications each new lot created the sum of \$300.00 shall be submitted to the Town Clerk". Our directions when we reviewed it were anything with the money would be taken out.

Joe Grasso: Yeah.

Jay Wilkinson: On page 5 there was some other locations right on the top paragraph, four mentions of application fees and then at the bottom of the page, the very bottom it says we are talking about survey maps then it says show the following and there is a bunch of bullets, one, two, three, four I added a fifth one and it's just, again for discussion here location of the proposed house, well, driveway and septic systems of each new lot created to determine all zoning setbacks can be met. So that is something that we always have them put a proposed house in there and make sure that everything's going to fit.

Joe Grasso: Great. Yeah I didn't go through and make those edits yet Jay but I appreciate you getting them to me and I'll try to get them wrapped up by next meeting.

Jay Wilkinson: I did send it to you electronically I can send it again if you want.

Joe Grasso: Nope I got it.

Jay Wilkinson: If you look in Step 4 final plan, if you look down at the bottom at a minimum, all projects will require the following additional information the fourth bullet down I just put remove there but, I believe that is part of the sentence above it, sufficient information certified by a licensed land surveyor giving complete description of each proposed lot with reference to one or more of the following substantial markers and approved by the town engineer. Whenever this got scanned in right and when it did I put those as individual bullets but I believe that goes with the sentence above it. And the same with the next couple below it the same thing happened. Some of these they need to continue on with the following sentence. At least that's the way I thought it read and I looked back in the old one and that's the way it was. That's true for all those bullets, those circles that are there. I don't know if you want me to read through them all.

Joe Grasso: No you don't need to.

Jay Wilkinson: Ok then the only other thing was on page oh I guess that's it. Oh I don't know if you're going to include page 10 which would be it talks about 1 mylar and 1 paper copy of the approved subdivision will be returned to the applicant for filing in the town. Anyway it says that the preliminary application \$300.00 again. You talk about money and then the next paragraph below that, the applicant must submit the signed mylar to the County Planning Office within 62 days of, there was approval and then somebody, I didn't put that line in there, that line was stuck in before the signatures. I would think approval goes out. That was supposed to be removed. Just on the last page, the standard notes, on curb cut it just said that they talk about Saratoga DPW your going to get and I added a curb cut permit from Department of Transportation Saratoga County Public Works and we didn't put in or the Town of Charlton Highway Department. I guess that would depend on whose road it is correct?

Joe Grasso: Yup.

Jay Wilkinson: That was the only other comment.

Joe Grasso: Great.

Jay Wilkinson: What we can do here is we can close this meeting. I don't want to rush anybody but we close this one and then Bill we have to do our agenda meeting is going to be part of the minutes correct? And we need an accurate recording correct? Verbatim?

Bill Keniry: Correct.

Jay Wilkinson: Ok it takes a minute or two for the recording to catch up on the computer and then me putting it in a file. So if we close the meeting now and then we will come back on at 7:30 that will give me a change to get this recording into a file that I can mail to Kim later.

Bill Keniry: 100% correct. The current status of the law is that it is supposed to be a verbatim transcript produced later and there is no guidance on it so we have been applying the general state law and that is within a reasonable amount of time will be fine.

Jay Wilkinson: Ok. I got to mute Jonathan. So the next number for the meeting Connie is 732-1773-4524.

Connie Wood: Ok.

Jay Wilkinson: I will end the meeting and then I'll put this in a file and then I will get back on in a few minutes.

Bill Keniry: Bye.

Connie Wood: Bye.

Agenda meeting closed at 7:26 p.m.

BUSINESS MEETING

Opened at 7:30 p.m.

Ball/Bryant (247.-1-72 and 247.-1-73)

Jay Wilkinson: We have our applicant, I invited the applicant into the meeting, Beth Bryant. I see that she is with us. Hello Beth.

Beth Bryant: Hi.

Jay Wilkinson: I guess we are all here. Hi Dawn. We lost our town board representative Joe Grasso. I don't see him. Kim's phone ok, Bruce, Connie Dave, Dawn, Jonathan, Sue. Alright. If Joe joins us, it looks like we have one, two, three, four, five and I'm six so we have six out of seven members. We are in good shape. Alright. We are going to start our meeting for the Town of Charlton April 20th, 2020 for the Planning Board I guess we will say come to order. So our first order of business is that we need to approve our February minutes. We discussed them a little bit in the agenda meeting. I think more than a little bit. I have nothing to add other than the comments that have been provided by our clerk. Does anyone else have anything?

Dawn Szurek: I move that we approve the minutes with the corrections that Sue already gave in the notes.

Connie Wood: I recuse because I was out sick.

Jay Wilkinson: So do we have a second?

Dave Crudele: I'll second it.

Jay Wilkinson: Ok, all in favor?

Jonathan Riedinger: Aye

Jay Wilkinson: Aye also. Bill should we be, for the record, saying our names and approving or can we just say everyone approves that was present and Connie recused herself.

Bill Keniry: The easiest way for certainty is for the chairman to call for a roll call vote.

Jay Wilkinson: Ok.

Bill Keniry: And then in this instance either Kim or perhaps Sue might be easier, but it can be either would be asked by the chairperson to call the roll. So then in calling the roll, it definitively matches a name with a vote.

Jay Wilkinson: Ok.

Bill Keniry: Here you have a unanimous vote, no issue.

Jay Wilkinson: Ok and we will just let the record show Connie Wood recused herself because she was absent at the February meeting. So I guess with that said we have no public hearings tonight. I'll let Joe into the meeting here. He should be joining us. So we have no public hearings scheduled for tonight. The only item we have on our agenda is the Ball/Bryant lot line change. I'll just review, I know we just reviewed it in our agenda meeting, but we have the applicant here so I will review where we are right now and where we go from here. I think we are all familiar that this is a lot line change between David and Lisa Ball and Beth Bryant. The Ball's own the property at 692 Charlton Road which is a 62 acre plus or minus and it's an active farm. Beth Bryant owns property on Peaceable Street which backs into the Ball farm. And what she is proposing to do is Beth Bryant is proposing to buy 1.9 acres of what I would call back land. And the Ball's are willing to sell it. When complete the Ball's holdings will be reduced by 1.949 plus or minus acres and their property will total with house and improvements 60.171 plus or minus acres. And the Bryant property at 1027 Peaceable Street will be conveyed the 1.949 acres and that will increase the Ball excuse me the Bryant parcel to 7.520 plus or minus acres after the merger. This is a little unusual at this point we would usually have the applicant come up and show the map and

where things are moving to. Hopefully everybody's got a map in front of them or they can remember from our February meeting. The Bryant property will go back the whole width of her property will be increased behind it by, I don't know how many feet that is it goes back but I don't know if you can see it, you can't see it when you hold it up but she is just adding across the whole back of her property I'll say, we'll call it 50 feet by, I should get a number here.

Beth Bryant: Like 400 I think.

Jay Wilkinson: Nope it is probably almost 100 feet deep. At the one side it looks like it might be 85 or 90 and the other side it's a little over 100. It's skewed a little bit. It's the whole width of her property.

Beth Bryant: It runs along a hedgerow.

Jay Wilkinson: Ok.

Beth Bryant: That's what we figured is the line.

Jay Wilkinson: Ok and which is actually what the town and the planning board likes to see, that property lines follow tree lines, hedgerows, stonewalls, and this will actually make it easier for everybody. You will know exactly where your property line is now. It will be that stone wall. The old farm field stone wall. I guess at that point, if we understand the project, we, just to get us up to speed, at last month's meeting, we waived the park fee, the engineering review and application fee and engineering review. They were all waived and we waived the public hearing for this lot line change between Ball and Bryant. We sent the application to County Planning. We have to do that because the land is coming from an active farm and on March 9th we received a reply back from County Planning that stated no significant county-wide or inter-community impact. They are ok with it. The Board also completed the State Environmental Quality Review Act and took lead agency. I guess we have learned tonight in our agenda meeting that our Counsel has informed us that going forward since this is a lot line change I guess things have, I won't say... Somebody else is trying to join in so I am trying to let them in. Sorry about that. Going forward I guess there has been a change in the law that we will no longer have to do the State Quality Review Act and take lead agency. It will be a Type II unlisted action in the future for lot line changes because really it makes sense because nothing really changes. It's just moving a line, the properties remain the same. So I guess with that said we have a point here that does anyone on the Board have any discussions or questions for the applicant regarding this lot line change? I'm seeing a couple headshakes so I'm thinking.. Dave you don't have anything, nothing?

Dave Crudele: No nothing.

Jay Wilkinson: Bruce how about you?

Bruce Gardner: Ok.

Jay Wilkinson: Connie?

Connie Wood: I'm fine.

Jay Wilkinson: Dawn?

Dawn Szurek: I'm fine.

Jay Wilkinson: You're ok with it Dawn?

Dawn Szurek: Yes I'm fine.

Jay Wilkinson: Ok and Jonathan any questions?

Jonathan Redinger: I'm good.

Jay Wilkinson: So we are at that point where..Ok so the only question I have for the applicant. We've got a map that isn't quite, it isn't what we normally have Beth, Ms Bryant. What I have done is, we are missing on the overall property of Ball there should be some kind of scale on that map. There isn't. Also too is you need to show all the adjoining property owners and we were missing I believe Stevens on the north side. These are all small things that we can, I think we can, we are just making you aware of. And also the standard notes were missing on the drawing. What I did was, and I can give to you Ms. Bryant, a map. I've marked it up so you can show your surveyor. It's basically right. There's a couple of small little things that need to be changed to make it compliant with what we have done, we typically do and what is required by our subdivision regulations. Like the tax id on the Ball property was missing like I said we were missing to the north that property is owned by Stevens and the tax id number, standard notes and we did have and I didn't see it unless I missed it the zoning district that this property is in and it's in the residential agricultural district so what I did is I just added them on I put little notes I can get you this drawing so you can get it to your surveyor so he can make the corrections and then submit a new one so I guess we are at a point that if no one has anything else they want to discuss or any questions what we could do is I could put a motion on the floor to make contingent approval so I'll make that motion.

Bill Keniry: Conditional approval?

Jay Wilkinson: Right, conditional approval contingent upon the changes and I will list them. So I'll put a motion out there and you can either approve or disapprove. I make a motion that the Planning Board conditionally approve a lot line change between David and Lisa Ball of 692 Charlton Road, Town of Charlton, Tax Map parcel 247.-1-72 and Beth Bryant of 1027 Peaceable Street, Tax Map parcel 247.-1-73 contingent on a new map being provided with the following additions:

- overall lands of Ball being added at a scale of not less than 400 feet per inch;
- standard notes be added;
- and tax map ids be added for Ball and Stevens to the north;

And this motion also authorizes the chairman to sign the map as Resolution 2020-02. Is there a second or?

Connie Wood: I'll second it. Jay?

Jay Wilkinson: Connie seconds it?

Connie Wood: Correct.

Jay Wilkinson: Ok. So what I'll do is we need, Sue could you do a roll call for all of our members for this conditional approval?

Sue York: Ok. Jay made the motion so I say you approve. Connie?

Connie Wood: I approve obviously I seconded it.

Sue York: David Crudele?

David Crudele: Approve.

Sue York: Bruce Gardner?

Bruce Gardner: Approve.

Sue York: Dawn Szurek?

Dawn Szurek: Approve yes approve.

Sue York: And Jonathan Redinger?

Jonathan Redinger: Approve.

Bill Keniry: One other member. Is that Chris Mitchell who's got his audio turned off?

Sue York: Chris is there?

Jonathan Redinger: He is the LG.

Jay Wilkinson: Oh he is, ok.

Bill Keniry: There he goes.

Chris Mitchell: Now? Ok I approve.

Sue York: Ok Chris also.

Jay Wilkinson: So I guess that just leaves me Sue? And I would like to be on record as, since this is, I neighbor the Bryant property, I think the right thing for me to do is recuse myself at this point. So we have 6 members approved and one recusal. So the motion is carried and the lot line is approved. I will get this map to you Beth in the next, I can get it to you later tonight or tomorrow if that's fine then you could get this to your surveyor and we will need 2 mylars and 2 paper copies as a minimum. I'll get those and I'll sign those. A mylar and a paper copy stay in the town and then a mylar and a paper copy you will file or your surveyor will file at the County Real Property Tax Office. And they will file those and there is a filing fee for that. It's a small fee I don't know exactly what it is but you're all set.

Beth Bryant: Ok. Thank you very much. I appreciate it and goodnight all.

Jay Wilkinson: Ok

Chris Mitchell: Take care.

Beth Bryant: Ok bye everybody.

Jonathan Redinger: Bye.

Bill Keniry: Bye.

Jay Wilkinson: So since all the things that are going on crazy in the world we don't have any correspondence and as far as I know we don't have any other business except the floor is now the town board liaison and he can brief us on what's going on in the town and he can brief us. I'm going to turn it over to Joe.

Joe Grasso: Jay I appreciate it. Obviously things are you know busy with just trying to keep up the virus issues that it's causing. You know obviously I'd like to just thank the Planning Board for you know attending this Zoom meeting. I know it's difficult and challenging and you know we don't have great technology throughout the town so I know it can be somewhat frustrating to do it but it sounds like you can tell everybody's you know doing it and I appreciate your efforts and diligence to do it. A lot of towns are doing it and I'm glad Charlton stepped up and took the lead. You know it's good to prove to ourselves that we can do it and it's great to our residents and applicants to show that we can continue to function even under very adverse conditions. I've done a number of Zoom meetings. Colonie has gone to meetings every Tuesday night to keep up with the applications because what we have found is it takes longer to go through agenda items using the Zoom platform. But on a positive side there's some residents that can't get out or its difficult for them to get out and attend public meetings, whether it's a Town Board meeting or a Planning Board meeting,

and you know these online meetings forms an easier avenue to get publics to listen in, watch in or participate. So not to say that they are the way of the future and won't hopefully have to become standard practice. It's interesting that it can actually increase public participation. Just in terms of the town I assume everybody knows that we have officially closed Town Hall to public business although all the Town staff continue to keep up with their duties primarily working remotely although every time you go to Town Hall it seems somebody is there with their office work. But we are managing to serve the residents by phone calls and emails and appointments. A big shout out to the town staff for helping keep up under these times. The highway department we had them stay home for a couple weeks while we are settling into a new routine. But the highway department has started working again because things were getting critical to help maintain our roads and get into the spring season. The virus has caused us to cancel some events of the town. We did cancel the towns Founder's Day activities, including Party in the Park and we also cancelled the Memorial Day service. I think the 5k run has been rescheduled till September but the town is not expected to reschedule the Party in the Park. I think we will just reschedule and pick it up again next year.

Sue York: The race is on for September 19th.

Joe Grasso: Ok great thank you Sue.

Sue York: And the Historical Society activities are all cancelled.

Joe Grasso: Thank you. Great update. You know obviously a long term impact of the virus and the shut downs across society is going to be an impact on our sales tax revenue which is a majority of the towns revenue stream. We are basically deferring large purchases and will be very mindful of purchases going forward and we will probably have to use our fund balance to cover our normal payments of things. Belt tightening is not unique to Charlton and it's something that we are used to doing and we're going to do it extra tight right now. In terms of Verizon and the cell tower application they did pull a building permit that the town issued recently over the last couple of weeks. That's a good sign. We were wondering whether or not they were going to move forward and them pulling a permit means that they do want to move forward this year which is good. We'd love to get that done. We are out to public bid for a replacement of a large culvert of the Mourningkill underneath Peaceable Street just north of Route 67. That whole project including engineering was valued at about 1 million dollars that we had gotten a 1 million dollar grant from the State through the Bridge NY Program which was great. When MJ Engineering did the design work and were currently out to bid. Bids are due May 6th and then assuming that we get a responsible bidder we will award the project then do that this summer. It will result in a closing down of that lower section of Peaceable Street so there will be a detour for a couple months while they are doing that construction project. We have, as Kim would know, we have decided to wait until 2021 to start the reval project. We had kicked around starting this year but we are going to take another year before we start that. And let's see the one thing I would say for future meetings one thing that's a challenge on these Zoom meetings and particularly Planning Board meetings is when you are trying to display maps. I'm assuming that next

month you may have to use the same platform and I would just suggest that you try to either share your screen Jay and have the maps preloaded where you can look at the maps so everybody is looking at the same thing or take the following step and that's to allow others to share their screens including an applicant in case they want to run through a project then bring up the exhibits and walk everybody through it. It's a useful tool. It can be another challenge in terms of moving the map around and sharing your screen but I would encourage you to try that next time you have a Zoom meeting. Any questions from the Board?

Jay Wilkinson: Nope.

Joe Grasso: I think you all did a great job.

Dawn Szurek: Does that mean that they would have to provide us with an electronic copy of the drawings?

Joe Grasso: It would yup. It's not uncommon. It's what we are seeing other towns do is the applicant provides a pdf to the chair or the secretary or the clerk and somebody is able to call it up or you just share your screen with the applicant and they have got it preloaded and they call it up.

Jay Wilkinson: Ok.

Dawn Szurek: Is that an option on this Zoom?

Jay Wilkinson: Yeah it is. It's on the bottom of my screen maybe because I'm hosting the meeting. It says share screen and I actually can click on it and I opened it right up now and it says white board, iphone it's got a place for pdf file or it's got some other things there you can do. I'm sure we can figure it out. It doesn't look too hard. It looks like it's doable. Also too if we do get something from Gary Heflin's project from his surveyor I'll ask him to preload it and then he can go through it at the meeting if we do this next month on Zoom. If they do come back to us. I haven't heard anything. We told them we weren't going to have a meeting last month and we would have one this month and if they wanted to submit anything we would be willing to put it on the agenda as long as we got it two weeks prior to the meeting and we did not receive anything. Yeah we'll share it. I don't know how that shows up. If you go down to the bottom of your screen Dawn or Connie or Dave, I think everybody should have it.

Connie Wood: Got it.

Dawn Szurek: Ok. The green one ok I see it.

Jay Wilkinson: Share screen. So I guess if nobody has anything else. Are you sure Joe? You got through all your material?

Joe Grasso: Yeah that was it. I'm good. It looks like everybody is staying healthy which is the most important thing. I appreciate everybody practicing their social distancing.

Jay Wilkinson: Yeah we are keeping everybody far apart.

Joe Grasso: That's right. Great job.

Bill Keniry: Our biggest concern Joe in our test run we pointed out that State Law now allows members of the public to attend this meeting at your home, not so much you, but any members home. So the concern was that we would have to greet people at the door and remind them about social distancing. But so far here no one had anyone from the public show up at their house I take it.

Jay Wilkinson: So I appreciate everybody's time and going through the effort to join us with Zoom. Thank you Dave, Bruce, Connie, Sue and Jonathan, Chris I'm glad you made it and Dawn.

Chris Mitchell: I don't know how I did it but I'm here.

Jay Wilkinson: That's good. And Kim what I will do is it takes about, I was a little late in getting to the 7:30 meeting cause it takes about 5 minutes for the recording to go into a file. So after they get into a file I will send them to you so you will have those.

Kim Caron: Ok. Thank you.

Jay Wilkinson: Alright so if nobody has anything else I make a motion that we adjourn.

Connie Wood: Second it.

Jay Wilkinson: I guess we should do a roll call, right? So Sue can you do a roll call for us to adjourn? Connie seconded it.

Sue York: Ok. Dave Crudele?

Dave Crudele: Aye.

Sue York: Bruce Gardner?

Bruce Gardner: Aye.

Sue York: Dawn Szurek?

Dawn Szurek: Aye.

Sue York: Jonathan Redinger?

Jonathan Redinger: Aye.

Sue York: Chris Mitchell?

Chris Mitchell: Aye.

Sue York: Did I miss anybody?

Jay Wilkinson: You missed Connie.

Sue York: No she seconded it.

Jay Wilkinson: I guess you missed me. So Jay Wilkinson aye. So I guess we are adjourned.

The meeting was adjourned at 8:02 p.m.

Respectfully Submitted,

Kimberly A. Caron
Recording Secretary