MILFORD PLANNING BOARD WORK SESSION MINUTES ~ DRAFT
September 1, 2026 - Board of Selectmen Meeting Room, 6:30 PM

Members Present:
Tim Finan, Chair
Janet Langdell, Vice Chair
Justin Demontigny, Member
Andrew Ciardelli, Member
Susan Robinson, Member
Paul Amato, Alternate
Chris Labonte, Selectboard Representative
Mike Thornton, Alternate Member

Staff:
Terrey Dolan, Town Planner
Blake Desmarais, Videographer
Kyle Finnell, CommDev Director

VIA Zoom:
Excused: Pete Basiliere, Member

1. Call to order: Chair Tim Finan called the meeting to order at 6:30 p.m. He introduced Planning Board members that were present and staff. There will likely not be any votes taken this evening, but in case of that, Paul Amato will be voting for the absence of Pete Basiliere and if S. Robinson does not show up, voting for the absent S. Robinson, but there should not be any votes this evening.

2. Public Hearing: The first order of business this evening is an update on the Capital Improvements Program which will be presented by Kyle Finnell the Director of Community Development.

A. Capital Improvements Program – CIP (2027-2032) Draft Report Update. The CIP Committee reviewed 21 total requests from seven departments this year, going through the process of ranking and scoring those projects based on the 12 criteria for eligibility and also an urgency ranking. The Committee has finalized its scorecard which is provided for you today and has identified 15 projects that they have recommended accepting for the 2027-2032 CIP plan. To orient all with the scorecard, all 21 projects are listed which also includes the total cost and all are color coded for the cost and impact; the 15 projects are listed in descending order, the 15 are to be funded in FY2027, 4 in FY2028 and 2 to begin funding in FY2032.

To Mr. Amato's comment, there are four items highlighted in blue, Mr. Finnell explained 3 of those are for water utilities, and are expected to be paid from rate user fees, the Ambulance is set up through their Capital Reserve Fund for which monies come from the revenues generated from using the Ambulance Services and the billing for those services. Those ambulances are paid for out of the Capital Revolving Fund where currently there is $140,000. P. Amato asked how much is taken into those accounts per year? K. Finnell was told by the Finance Director that the threshold is usually met in Quarter one. C. Labonte commented that the Ambulance Department brings in between $900K and $1 million per year. C. Labonte indicated that over the past couple of years, the ambulance billing laws have changed, the town raised its rates in order to collect the maximum amount and that should bring in more as a net positive. P. Amato asked what happens if someone does not have insurance? C. Labonte said there is a process to go through to get the cost lowered. There are a lot of options and then there are some charges that are un-collectable. J. Langdell said the $900 - $1 million is from billing? C. Labonte said that is actually collected. Actual revenue or anticipated revenue and it mostly goes into General Revenue. C. Labonte did have one question on the CIP projects; the DPW Truck was originally put in as DPW4, the town got a grant which was a match and I believe we are getting another truck for DPW and the truck will be able to be bought out of budget money. Mr. Labonte asked if Kyle Finnell could follow up on that to see if that DPW truck comes off the CIP list because DES awarded a grant that is funding 80% of the truck, so that will be two trucks from DES in the last two years so that will eliminate a Warrant Article for the vehicle. Kyle Finnell noted to check on that project in the CIP. This year we are trying a new software called ClearGov to prepare the CIP, as you can see on the screen (he is not able to print it out) and it includes three budgeting modules and the first one we brought on line was Capital Budgeting so this is how we have had the Department Heads submit their requests, fill out their financials and articulate how they anticipate funding it, what years are anticipated funding it for the six years of the CIP or if it is further out and this is also the platform which will be used to build out the CIP. Currently on the screen, is the Dashboard that the CIP Committee has committed to using and if all of the presented projects were to be approved as presented it would total $15 million over the full length of the CIP, that is not what the taxpayers will be on the hook for and keep in mind this is based on initial estimates. This software will, Mr. Finnell believes, give the Town a more robust CIP process that will follow year to year as a planning document.

T. Finan asked if all requests are in this software? K. Finnell responded all 21 requests are in the program right now, based on the recommendations of the CIP Committee; K. Finnell has included the 15 projects to the CIP, the other projects were put into a category identified as "deferred." This way, those deferred projects stay in the system and the Department Head that created it can go in and edit it or tweak the numbers or the years and come back to it in another year to resubmit to the CIP. T. Finan asked if the report will be generated from this software? And will all 21 projects be included? K. Finnell responded they when the report is generated, we can include all 21 projects. J. Langdell indicated the dashboard can probably be adjusted to show all 21 projects too. K. Finnell responded that he knows that we can, but we are all just learning the software so he cannot make that change quickly at this point. C. Labonte stated that he hopes ClearGov will be a good tool for the town, and in the past he has not felt that the CIP was a good tool for him since it only did one year at a time, so now with the new software, it shows that nothing has been but in the years after the six year timeframe. C. Labonte feels that having the longer list of projects shows what the town actually needs and the CIP has done over the past ten years has really not been a strategic planning tool. J. Langdell responded by stating that in the past there was a BOS member that wanted to prioritize a list for the BOS looking at one year. C. Labonte feels that is a disservice to the Town. J. Langdell agrees and wants to go back to the intention of the CIP over a multi-year period.

T. Finan said this is the conversation that has been happening for many years and it is a shame for volunteers to put in so much time on the committee. All agreed this software may in the end be a more proactive tool. P. Amato asked where is the school input? K. Finnell said he will do his best to answer that stating the Superintendent and School Business Administrator have been invited to use this platform, they were included at the very beginning of this process with all Department Heads, when Kyle reached out to the School Board Chair and asked who would be representing the School District on the CIP Committee, he was told they are already over extended and did not want to further stress the Board. They have developed their own CIP process; the last Kyle has seen they met in late June and have not met since then and he has not gotten any updates. K. Finnell has one informal meeting with the Superintendent in mid-August and at that time she indicated they only have one project for the short term moving forward and he has not received any information or numbers related to that project so he cannot really speak to it but he is hopeful that numbers will be provided so that it can be included. T. Finan said so there is one project that they would have on the CIP? K. Finnell clarified that there is one project that they would bring to the voters in 2027. M. Thornton indicated the Town is doing its best to identify the needs and until the School meets with the Town to identify all the needs in town, we will not get to a clear outcome. T. Finan sees this as a disservice to the Town and he would love to see their report so that we can look at both CIPs (School and Town). In the conversation with the Superintendent, K. Finnell stressed that he would like to get the town and school synchronized so that we can be supportive and a spreadsheet would be helpful. K. Finnell had been told that there would be a line of communication but he has not heard from anyone during the summer. Because of that, we will circle back now that we have a Finance Director that has been getting oriented and attending the CIP meetings and she will be assisting in the cleanup of some of the financials; remembering this is a new tool and the Department Heads submitted information on projects without the assistance of a Finance Director in the beginning so Kyle has been learning but is not a Finance person but he is doing his best. Based on the urgency scores from the CIP Committee we are trying to go back into the requests and anything that scored less than a 5, which ends up being six projects that will be looked at and will try to push those out to future years to try to address that concern of a really heavy hit in tax year 2027 and 2028.

J. Langdell asked if there will be a report produced in the end that goes out several years similar to what the Planning Board used to get? K. Finnell responded that the historical CIP report had 3 tables attached to it, Anticipated Impact to Taxpayers, in talking with ClearGov they will give the town access to new functionality to test it out and allow us to go in and build out that table that we are accustomed to seeing, add those categories and then run a single report for all of those projects to see the anticipated tax impact year to year since the cost is not necessarily the impact year to year. The software is still very new and something that Kyle and Jennifer the Finance Director will work through and because of that we may not have a draft CIP to present to the Planning Board until October since it will take a couple weeks to get through that. Additionally, with ClearGov the CIP report can be generated but there will still be a need to provide some of the tables that ClearGov is not set up to generate. P. Amato asked if the progress and status is available throughout the year with the budgeting module? K. Finnell responded that there is “Budget Tracking” so that once it is approved through the CIP, those financials are transferred into the Budget Tracking piece. We are not yet trained on that portion, but in year two there will be training done in order to utilize that module. J. Langdell asked if that can also be used to track any Government Projects? K. Finnell answered that would be very helpful and he will explore that. P. Amato asked if ClearGov will be used for the Town Budget this year? C. Labonte said that was the intent however, with the disruption of the computers in July 2026, K. Finnell is unsure if that will happen in 2026 or 2027. Additionally, K. Finnell mentioned that another new software the Town is launching this year, BS&A, is the Accounting software that goes live in December 2026.

J. Langdell asked if the two software products (ClearGov and BS&A) talk to each other? K. Finnell responded that they do, when we upload the data from ClearGov to BS&A they have to essentially code where the numbers are (ESR). The current system (MUNIS) does not line up with what the DRA wants us to have so we are considering pausing the budgeting rollout until next year. P. Amato confirmed that ClearGov is a budgeting tool? And BS&A is an Operational Tool to do the Accounting? K. Finnell agreed and until we get BS&A cleaned up and recoded to match the DRA, he does not see ClearGov being used for Operational or Personnel for this year but we were already underway with Capital so we are pushing through with CIP and getting Department Heads used to the platform since the platform will be very similar. P. Amato asked about this year’s CIP and this list shows projects for this year, were the other projects for future years? The guidance that K. Finnell gave Department Heads was to provide him with all past projects and projects not adopted or put to future years, knowing that ClearGov can put projects into future years he felt it would be easier. C. Labonte said thank you to Kyle Finnell to taking on the CIP project and understands that it is a lot to take on in one year. K. Finnell explained that he and the Finance Director Jennifer need to sit down to review the projects and determine what can be pushed off to another year or years. He did not have that information at the CIP Committee meetings so the scorings were based on what was presented and he has left the scorings and arrangement to the Finance Director and Community Development Director. T. Finan indicated that after this year, going forward that should not be on those two people. K. Finnell agreed and stated that going forward that information will be built into the CIP.

C. Labonte asked about Project DPW3 that has a price of $5.6 million? K. Finnell said that is the total over the number of years. The Director is presenting the $5.6 million over a number of years for paving. K. Finnell indicated he will show how the projects can be filtered out by year to get a better grasp on the yearly cost; new users put in the total for one year, but that does not show the tax impact for taxpayers it just shows the total cost; that is where Kyle and Jennifer need to go through to clean up the data that was submitted to the CIP this is currently a living document that needs cleanup work. J. Langdell also would like to have the Capital Reserve Funds identified for any projects that have them. A list of the projects that have a Capital Reserve Fund and a list of the Capital Reserve Funds and balances; this will be needed for Town Meeting as well, said J. Langdell. K. Finnell just saw that list last night and will try to include it in the final report. K. Finnell said the Finance Director is hoping budget numbers will be complete next week. K. Finnell is hoping to have a draft CIP by the third week of September to have a look before the first public hearing. T. Finan asked if there are two public hearings needed? K. Finnell answered he believes historically there have been two public hearings. T. Finan commented it sounds like there is a lot on Kyle's plate, would it be better to have the first public hearing later in October? K. Finnell said if the Board is okay with having only one public hearing, that would be okay for him. K. Finnell said he is anticipating having the draft CIP for the Planning Board Work Session October 6. P. Amato said if there is only one meeting to review the draft CIP it needs to be ready to go. T. Finan noted that there could always be a public hearing at a joint meeting with the BOS.

Paul Amato asked C. Labonte how comfortable is the BOS with the to date spent numbers versus the budget? It is hard to create a budget if you don't know the spent to date numbers. C. Labonte said that is hard to answer; starting with having a lot of changes whether software changes, some different things so burn rates might not have been available or distributed timely so we would look forward to seeing those burn rates. One year ago, there was a burn rate each month and then that faded off, there is a burn rate for every department by line item; so we have been working through new staff, new processes, new software to get a more detailed, accurate report to know where we are. P. Amato that is so you can start on next year's budget. C. Labonte state that happens behind the scenes at the Town Administrator level. P. Amato added that they need to know that the numbers are good enough. The tax rate will be set fairly soon in October and the State needs accurate numbers (burn rates) to decide what the tax rate it. Not necessarily the expenses but the revenue, we can't exceed the numbers. But P. Amato asked how do you know you are not exceeding the budgeted number if you don't have your burn rates? C. Labonte said as a municipality, you cannot exceed what is budgeted. J. Langdell said but it has happened, not in Milford, but it has happened. C. Labonte said he has to trust the Finance Department for those numbers. P. Amato noted that as Selectmen, that Board is fiscally responsible. The last burn rate seen by C. Labonte showed that the burn rate was not out of whack.

K. Finnell wanted to show members what the CIP document from the new software generates. It would give a one-year report and then it can also give the full 6-year breakdown with funding sources (which needs clean up). Once all the data is cleaned up, T. Finan commented it looks like it will be great. Once the data is alright, the document can be public facing so members can go into it to get comfortable with the new layout. K. Finnell asked the Board if it would be okay with getting read-only access? The CIP Committee was granted more interactive access. His one request would be that members not use the Comment Feature as was recommended by NHMA. J. Langdell asked if the comment feature can be turned off? K. Finnell said it cannot, but he will look into that to see if there is another way to keep it read only. C. Labonte said in the past the town used capital reserve funds for bigger projects and now we have changed to inconsistent use of them, is there a function in ClearGov that can utilize those Capital Reserve Funds with the budget? K. Finnell answered that he and Jennifer are looking to find that function in the system. J. Langdell said it seems like the previous Finance Director used that ability to select ClearGov. M. Thornton asked if one of the functions of ClearGov was that the public could go in to look at the numbers in the "Budget Book"? K. Finnell said yes that is one of the features that attracted the Town to this software.

T. Finan asked if consensus of the Board is to only hold one CIP public hearing? J. Langdell said yes it seems that as long as that one public hearing is a complete hearing. All concurred. There were no other comments on the CIP.

B. <u>Amended New Hampshire RSA 79-E Discussion</u>

S. Robinson asked if there was someone planned to come in to talk to the Board on 79E? T. Finan responded that there was a plan, but Kyle had an intern do some work for him on this. K. Finnell provided the background on the 79-E which was adopted in Milford in 2017 and also some new processes that are now in effect thanks to House Bill 1103 which the town may be interested in adopting. Currently the 79E program allows tax relief for meeting the criteria. With the passage of HB 1103, the town is able to allow additional criteria. K. Finnell read the current language in HB1103. There is an upcoming Webinar 9/17 at noon; speaking to this new language so we will be getting guidance on how we can implement the changes. The current 79E in Milford is limited to only the downtown area. With HB1103 there is more flexibility in what the town can adopt. C. Labonte said now if there is new housing built, the town needs to decide how that bill can be implemented in Milford. Also if new housing is built, who ends up getting the tax benefit? Is it the developer, the builder, the owner? K. Finnell offered that 79E is there and there are projects that would not happen if it were not for 79E; the town needs to make sure that the program is good for the town. The webinar is on September 17. K. Finnell noted that we will send out that link for anyone to join. J. Langdell would like to see the ability for this bill to open up more housing availability. K. Finnell pointed out that Keene has opened up a lot of the provisions of this bill to include mixed use, and going to the maximum of tax relief, over time the district has built out according to the 79E regulations. They area not re-zoning, they are only expanding it. J. Langdell asked how Keene defines Affordable Housing? K. Finnell said he will find that out.

P. Amato asked how this will be incorporated into the schedule? T. Finan maybe we take a look at what is available and take small portions? J. Langdell asked if the Board wants to take a look at the Zoning first. K. Finnell suggested this is just an introduction, maybe start with looking at the maps, that includes water/sewer, then a map with zones and look at housing opportunities. By using the maps to start, we can identify what aligns the most to allow provisions. He understands that this is just the beginning of the conversations. J. Langdell indicated there is a lot of information out there and would it be beneficial to invited Conservation, EDAC, BOS, and have it upstairs. A. Ciardelli thanked Kyle for the information and feels it is a great start to create our thoughts and bring that back to the next meeting to discuss. There are a lot of layers to this, so everyone needs to read it over again and then schedule a Charrette to further reach out. Kyle commended the Intern, Ryan, that supported Community Development and provided a lot of this information for tonight's meeting.

C. <u>Downtown Improvement Program Update.</u> K. Finnell summarized a memo to the Chair of the status of this project. The Preliminary Engineering Phase is just being concluded. The Cost estimates are being compiled and in an update provided this morning. DOT is still waiting on traffic data. The BOS needs those details to make decisions. There are two sections of the Downtown, Middle Street to Putnam and Nashua Street to School St. Expanding the Wadleigh Library parking is another element. And the parking lot on South Street/Clinton Street is another element. The Final Prelim plans downtown oval cost construction is estimated is $2.3 million, the Library Parking Lot will be $846,000 and the South/Clinton Street parking lot will be $343,000. The recommendation from town staff is similar to what as presented to the BOS last night, based on the estimates and including a generous contingency, the town must decide whether to advance the project in full as designed and programmed or otherwise to lower certain elements to remove costs and more closely align with the funding cap. Without the DOT costs, town staff cannot identify items that could be removed or amended, the was clarified this morning with the DOT project manager; we are not at risk of losing any of these funds as that cap is set. Unfortunately, understanding inflation and the rising costs of materials, the longer this project goes out, the less that buys us. K. Finnell's understanding is that if the town were to begin to remove elements in order to find cost savings, DOT does not think that the town would be at risk of losing those funds in full. That was the guidance he and town staff heard today on the call that everything here is designed for pedestrian and traffic safety so if were were to start to remove things we would not be at risk of losing program critical elements. K. Finnell will do his best to get that in writing. A. Ciardelli asked if the elements of the project include the Wadleigh parking and the South Street parking areas or is it just the oval? J. Langdell answered that the original monies that Milford got were part of the original Oval and Nashua Street project to be used for the oval and Nashua Street improvement but there was additional money for that too. South Street, meaning from the crosswalk here at the corner of Café on the Oval down to before the railroad crossing. T. Finan asked if the suggestion is that the South Street parking lot is to add to the project cause people would be walking back and forth to the oval? A. Ciardelli said he is just suggesting, well they are not on this plan. J. Langdell said it is not on that plan. A Ciardelli indicated that we are partly over budget because of the Wadleigh parking lot and the South Street parking lot. J. Langdell said that is one of her questions she had, where is the plan that shows what Milford is requesting as part of the $343,000 to do a parking lot at the corner of South Street and Clinton Street? K. Finnell indicated it is on sheet 24 of the total package, the very last sheet. J. Langdell found the 11x 17" sheet in the middle of the table. P. Amato does not think they can do what we want to do to the Oval if you don't add more parking; we are trying to make it safer and prettier but we can do it with less parking. J. Langdell said she agrees and feels the Wadleigh parking is far more important than the South/Clinton Street parking.

Janet Langdell said there are a lot of suggestions and this is the first pick of what we want to do for public safety but there are many ways to provide public safety and walkability using different types of structures that may be less costly to put in play. Seeing how we are $1.4million off, she thinks that VHB could come back with suggestions. C. Labonte explained that the are other options, such as taking out the trip hazard brick running along the sidewalk and replacing it will a colored concrete in lieu of the bricks; just that change would reduce the costs significantly. Further, C. Labonte suggested having a sit down with Planning Board, BOS, EDAC and VHB to flush out some of the items to save costs, but until we have costs from DOT we are spinning our wheels. J. Langdell stated that these costs are causing budget constraints at the town level, and Concord needs to know that. K. Finnell shared that in conversations with VHB, they expressed that they are willing to provide a cost estimate for each element of the project to analyze what can be put off or amended. J. Langdell asked if that is a push of a button on is that going to take months? K. Finnell said they asked for some lead time on that and he will coordinate with Greg this week to make it very clear what the Board is looking for so that he can provide that before the joint meeting. J. Demontigny stated that he imagines it will take about a week to break out each of the items with cost estimates. J. Langdell said the lack of communication with the State and that the town asked for this before in July and we still do not have it, which is why we need to get back with our consultant.

Andrea Kokko, resident, said it was 2022 when she was part of the design plan and she has not followed it but at that time, DOT was regularly talking to Concord and every time there was a squabble about how ridiculous is a crosswalk because people could not agree, so DOT would send recommendations, the consultant would say no you have to stay with these items and then the town added the Wadleigh parking because so much parking was being lost and at the tail end South Street came into play due to the possibility of more grant money if that was added. There were also some questions on that South Street site about drainage. J. Langdell remembers that timing and was under the impression that the drainage issues had been addressed. K. Finnell's understanding of the required monitoring of the ground water because of the brownfield funding that cleaned up the site, those monitoring wells have to be accessible through October 2027. The plan as presented identifies at least 3 to monitor so that the environmental monitoring can still be conducted. If this site is not developed until after October 2027, those wells should not be adjusted, there would not longer be a need for them. J. Langdell asked if it is still considered a Brownfields area? K. Finnell said yes because of the monitoring wells. J. Langdell said there may be monies available through NRPC that could be explored for that. K. Finnell is not sure that a municipal lot would qualify but he can explore that. We have completed the two phases of clean up and he was under the impression that there were no further monies available.

Andrea Kokko, resident, asked when the town receives the cost estimates for this type of work, how does the town go about getting the contractors, is the town capable to get bids on the work or do we have to use a consulting firm or does the town hire the consulting firm to do the hiring? The understanding of K. Finnell is that VHB is the consultant and they would not be the construction engineer. J. Langdell asked if the town would be the project manager is it at the State level? K. Finnell need to clarify that. A. Kokko, resident, compared what the estimate for a condominium roof as compared to the actual costs was very different, so we need to be careful with any estimated numbers being put out there, when the numbers may not be as bad as what is being portrayed. She believes that the first thing to go from this project will be the South Street parking lot. The Wadleigh is favored with an Oval improvement.

Justin Demontigny responded to the questions from Andrea Kokko about who will get the costs from contractors? C. Labonte believes that will be done by the State. J. Langdell said they usually will have the local engineers review the plans and provide estimates; the process she has seen is that the local engineer will review the plans and then it goes to the State who questions some of the numbers. C. Labonte asked if the Oval was done with the same monies 25 years ago? Who was that project manager? J. Langdell thinks the funding source at the time may have been different. P. Amato would like to see the Wadleigh Parking done first before the Oval gets broken into. K. Finnell commented that the Wadleigh Parking would be done first so that the new gained parking spaces will be ready to accommodate the disruptions to the Oval.

Chris Labonte indicated that the Swing Bridge work will be done in 2028 and if this project goes into 2028, we are looking at gridlock in Milford; we should look at the time here. P. Amato offered maybe looking at doing one of the parking lots in 2027, the State does not have anything to do with either parking lot. K. Finnell offered that through the project, there are engineered plans for both projects, but for the construction phase, DOT does not have a lot of say when it comes to the parking lots. P. Amato said he just did work on a parking lot that is significantly bigger than South Street, it was taken down 12", put loam and gravel in and drainage, paved and striped it for under $200,000 in two weeks. C. Labonte asked if any foundation was removed, since the South Street lot still has a foundation under the asphalt. P. Amato said why would it need to be removed? It is just asphalt going over it, if something happens you just dig it up. So, if one of the parking lots can be taken out of the Oval project and gets put on a Warrant, said J. Langdell, that would get this much closer to the $1.4 million. J. Demontigny has been looking at the estimates and said the cost of a changeable electronic sign is in the estimates for $80,000, maybe we could get a better price locally, or just buy one for that money. This entire project has been reviewed, and re-reviewed by the Town Engineer, Director of DPW and Community Development staff, it is not just the Board sitting here tonight.

In terms of next steps, the recommendation was made to the Select Board and they seem amenable that upon receipt of DOT comments they would review and look forward to collaborating with the Planning Board to schedule a joint meeting; he recommended that other Boards be invited especially members of EDAC with whom are property owners or business owners that would be directly impacted by the project. K. Finnell has heard clearly and thinks it is important and necessary to invite VHB, Engineering Consultant, to be present, he will do his part to get that next piece coordinated with them. J. Langdell noted invite the Library Trustees to that meeting too and should be done in the Town Hall Auditorium. K. Finnell noted to invite them as well, so we can discuss things. J. Langdell asked if this presentation could be put on the Active Projects Page of the Website. K. Finnell responded that the plans are on the Planning Board and Select Board pages and he will take the action to add them to the Active Projects page. C. Labonte asked at what point to any business owners affected or property owners affect get notified? K. Finnell said during any Right of Way hearings there will be public hearings and those owners and businesses would be notified, and those abutters would be identified by DOT. K. Finnell noted that his predecessor Camille Pattison and Greg Bakos at the State of NH, have met multiple times and he has access to those notes and distributions of abutters. J. Langdell feels it might be appropriate to send out an e-mail to those to alert them of what will be coming up.

D. <u>Other Business.</u>

The town has coordinated a Site Walk with the Conservation Commission tomorrow evening for MD's Trash Removal for the Major Site Plan Application coming before the Planning Board September 15, 2026. This is a public site walk hosted by the Conservation Commission and there can be no discussion of the plan, nor decisions made at the Site Walk.

3. <u>Other Business:</u>.

T. Dolan asked that all members please respond when asked about being present at a meeting or not, it is critical that Administration know who is or is not planned for attendance. Kindly please confirm your attendance, it is slipping a lot lately. Do not REPLY all just sent a quick "I will be there" or "I will not be there".

4. <u>Meeting Minutes Approval:</u>

T. Finan asked for a motion to approve the minutes from 8/18/2026. A. Ciardelli made the motion and J. Demontigny seconded. All were in favor with none opposed and C. Labonte abstaining. Motion passed.

5. <u>Future Planning Board Meeting Dates:</u> 09/15/2026 MD's Trash & 10/06/2026 Work Session.

6. <u>Adjournment:</u>

T. Finan asked for a motion to adjourn the meeting. P. Amato made the motion to adjourn at 8:56 pm; A. Ciardelli seconded. All were in favor with none opposed and no abstentions. Meeting adjourned at 8:56 pm.

Respectfully submitted by: Darlene Bouffard

____ Date: _________

Signature of the Chairperson/Vice-Chairperson: