



# Department of Municipal Licenses and Inspections

## Zoning Board of Appeals

90 Pond Street – Braintree, Massachusetts 02184

Joseph C. Sullivan  
Mayor

### Meeting Minutes

November 22, 2011

**IN ATTENDANCE:** Stephen Karll, Chairman  
John Gauthier, Member  
Jay Nuss, Member  
Michael Calder, Member

**ALSO PRESENT:** Eric Erskine, Local Building Inspector  
Carolyn Murray, Town Solicitor

Mr. Karll called the meeting to order at 7:00pm.

#### OLD BUSINESS:

- 1) **Petition Number 11-45**  
**John Mento, Mento Enterprises**  
**RE: 239 Hancock Street**

Mr. Karll advised the Board that the applicant has withdrawn the petition without prejudice.

On a motion made by Mr. Gauthier and seconded by Mr. Calder, it was unanimously voted to accept the request to withdraw the petition without prejudice.

#### NEW BUSINESS:

- 2) **Petition Number 11-46**  
**Deanna J. Chrislip, Design Workshop, Inc. on behalf of American Career Institute**  
**RE: 703 Granite Street**

Present: Deanna Chrislip, petitioner

This is a petition filed by Deanna Chrislip of Design Workshop, Inc. on behalf of American Career Institute regarding the property located at 703 Granite Street in Braintree. The petitioner seeks relief from the Zoning By-law requirements under Chapter 135, Section 904.2 (A)(5)(f) to install a 36.7 Sq. Ft. (44" x 10') illuminated sign above the second story windows in the center of the building above the "703" on the facade facing Granite

Street. The property is located in a Highway Business District and contains +/- 13.13 acres of land, as shown on Assessors' Map No. 2048, Plot 32.

### **Notice**

Pursuant to notice duly published in a newspaper in general circulation in the Town posted at Town Hall, and by written notice mailed to all parties of interest pursuant to G.L. Chapter 40A, a hearing was held before the Zoning Board of Appeals on November 22, 2011 at 7 p.m. at the DPW Administration Building at 90 Pond Street, Braintree, MA. Sitting on this petition was Chairman, Stephen Karll, members, John Gauthier and Michael Calder. Mr. Nuss recused himself from acting on this petition.

### **Evidence**

The petition was presented by Deanna Chrislip of Design Workshop, Inc. of Indian Orchard, MA, who has been hired to design and install the sign for American Career Institute, which is located on the second and third floors at the 703 Granite Street, Braintree. The proposed sign will read "American Career Institute" and measures 44" x 10' for a total of 36.7 Sq. Ft. The proposed sign will be located above the second story windows in the center of the building above the "703" on the facade facing Granite Street. The sign will be back lit with white LED lights. Ms. Chrislip explained that, currently, there is a sign in this location for NICA, measuring 48 Sq. Ft., which will be removed and replaced with the proposed sign. Ms. Chrislip further explained that there are also signs on the building for Granite Grill and Century Bank; once the NICA sign is removed and the proposed sign is installed, the total surface area covered by signage will be reduced from 116.6 Sq. Ft. to 105.3 Sq. Ft., well within the 150 Sq. Ft. maximum permitted by Chapter 135, Section 904.2(A) (5) (g) of the Zoning By-laws. In response to questions from the Board, Ms. Chrislip explained that the lights will be set to a timer. The Chairman also questioned the time that the sign will be turned off at night, and Ms. Chrislip indicated that the timer could be set so that the sign would be turned off one hour after American Career Institute closes.

According to Section 135-904.2(A)(5)(f) of the Zoning By-laws, "Wall signs for businesses occupying other than the first floor may be permitted by the Zoning Board of Appeals...Secondary wall signs shall not exceed 48 square feet in area. No more than two such secondary wall signs shall be allowed for any building". The total area of the proposed sign is 36.7 Sq. Ft. which is below the 48 Sq. Ft. maximum. Nonetheless, since a second-floor wall sign is requested, a permit is required from the Board.

As grounds for the permit, Ms. Chrislip explained that the location of American Career Institute, as it is located on the second and third floors of the building on Granite Street, necessitates a sign on the second floor so that patrons may identify the business and so that the traveling public may be safely directed to the business. Ms. Chrislip also pointed out that the former tenant had lettering in the same location and that lettering that is to be removed.

The petitioner submitted an undated color photo rendering of the proposed sign, prepared by Design Workshop, Inc. of Indian Orchard, MA.

By a vote of 4-0-0, the Planning Board recommended favorably on this petition. No one else spoke in favor of or opposition to the petition.

### **Findings**

The Board found that the petitioner had demonstrated the need for a permit under the Zoning By-law. Specifically, the Board found that the proposed second floor exterior wall sign was necessary to identify the

location of the business on the heavily traveled Granite Street. The Board found that the proposed sign would increase the business' visibility and improve traffic circulation which would lead to safer traffic conditions and greater public convenience in directing traffic to the site. The Board also noted that the sign will not face any residential area and concluded that the requested relief could be granted without detriment to the public good and without nullifying or substantially derogating the intent and purpose of the Zoning By-law.

### **Decision**

On motion made by Mr. Gauthier and seconded by Mr. Calder, it was unanimously voted 3-0 to grant the requested permit, subject to the plans presented and with the condition that the lights of the sign go off one hour after American Career Institute closes.

### **3) Petition Number 11-47**

**Rick Harvey, Harvey Signs on behalf of Firestone Tire and Service Center**

**RE: 535 Granite Street**

Present: Rick Harvey, petitioner

This is a petition filed by Richard Harvey on behalf of Firestone Tire and Service Center (Firestone) regarding the property located at 535 Granite Street in Braintree. The petitioner seeks relief from the Zoning By-law requirements under Chapter 135, Sections 904.5 and 407 to install a 2'-9" x 14'-1/4" wall sign and a reface a 20' x 4'-3" ground sign. The property is located in a General Business District and contains +/- 28,705 Sq. Ft. of land, as shown on Assessors' Map No. 2042, Plot 1.

### **Notice**

Pursuant to notice duly published in a newspaper in general circulation in the Town posted at Town Hall, and by written notice mailed to all parties of interest pursuant to G.L. Chapter 40A, a hearing was held before the Zoning Board of Appeals on November 22, 2011 at 7 p.m. at the DPW Administration Building at 90 Pond Street, Braintree, MA. Sitting on this petition was Chairman, Stephen Karll, and members, John Gauthier and Michael Calder. Mr. Nuss recused himself from acting on this petition.

### **Evidence**

The petition was presented by Richard Harvey of Harvey Signs of Methuen, MA, who has been hired to design and install the signs for Firestone, which is located 535 Granite Street, Braintree. This site is a free standing building.

Currently, the site has the following signs for a total of 125 SF of wall signage and 85 SF for the pylon/ground sign, for a cumulative total of 210 SF of signage:

#### Wall Signs:

- One wall sign that states "Firestone" with 24" lettering and measures 31 SF in area located on the South side of building above entrance to the office;
- One wall sign stating "America's Home for Car Service" with 20 " lettering measuring 54 SF in area located on the South side of building spanning across all garage bays;
- Five garage bay signs, one above each of the five garage bays;
- One wall sign that states "Firestone" in 24" lettering and measuring 31 SF in area located on the easterly side of building facing Granite Street;
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- One wall sign containing the Bridgestone mark Sign measuring 9 SF in area located on the easterly t side of building facing Granite Street;

Ground Sign:

- One Pylon Ground Sign measuring 85 SF located on Granite Street.

The following signs are proposed to be removed in their entirety or replaced as noted below:

Wall Signs:

- Remove one wall sign that states “Firestone” with 24” lettering and measure 31 SF located on the South side of building above the entrance to the office and replace it with one wall sign that states “Firestone” in letters that measure 1” 11 13/16” in height on one line with “Complete Auto Care” beneath it in letters measuring 8 7/8” in height, and the total length measuring 14’ 0 ¼” for a total area of 38.56 SF;
- Remove in its entirety the wall sign stating “ America's Home for Car Service” in 20” lettering and measuring 54 SF on the South side of building spanning across all garage bays;
- Remove all five garage bay signs above each of the five garage bays;
- Remove in its entirety the sign stating “ Firestone” with 24” lettering and measuring 31 SF located on the east t side of building facing Granite Street;

Ground Signs:

- One Pylon Ground Sign measuring 85 SF located on Granite Street will be refaced to state “Firestone” with “Complete Auto Care” underneath, with sign dimensions of 20 ft. x 4 ft. 3 in. with the base of the sign 19 feet from the ground.

The wall sign containing the Bridgestone “B” trademark will remain in place.

The remaining signage on two walls (the Bridgestone sign of 9 SF and the Firestone Complete Auto Care sign over the entrance measuring 38.5 SF) in total equal 47.50 Sq. Ft., which is just over the 38.75 linear feet of frontage for the building. Under Section 135-904.5(A) (f) permits one wall sign with the company logo not to exceed 150 SF or one SF of signage per one linear foot of frontage, whichever is less. Therefore, a variance is required for the signage in excess of the 38.75 linear feet of frontage.

The proposed ground sign measures 20' x 4'-3" for a total of 85 Sq. Ft. Section 135-904.5(A)(1)(a) permits one ground sign in a General Business Zoning District not to exceed 60 SF, and therefore, a variance is required. The ground sign is a pylon sign in front of the business. There is currently a ground sign measuring 85 Sq. Ft. and 19' in height which will just be refaced.

Both the new wall sign and the refaced ground sign will be back lit with white LED lights. In response to questions from the Board, Mr. Harvey explained that the lights will be set to a timer. The Chairman also questioned the time that the sign will be turned off at night, and Mr. Harvey indicated that the timer could be set so that the sign would be turned off one hour after Firestone closes.

As grounds for the variances, Mr. Harvey explained that the location of Firestone on heavily traveled Granite Street necessitates the signage so that patrons may identify the business and so that the traveling public may be safely directed to the business. Additionally, Mr. Harvey noted that the new signage is the result of rebranding of the Firestone logo, and the net result at this location will be fewer signs that are aesthetically more appealing.

The petitioner submitted four sheets entitled "Bridgestone Firestone" prepared by Architectural Graphics, Inc. of Virginia Beach, VA dated January 18, 2011 with sheets numbered BF-CHF-24RW.1 through BF-CHF-24RW.4. The applicant also submitted a series of color photos depicting the existing signs and locations and the proposed signs and locations, along with a zoning summary.

By a vote of 4-0-0, the Planning Board recommended favorably on this petition. No one else spoke in favor of or opposition to the petition.

### **Findings**

The Board found that the petitioner had demonstrated the need for relief from the Zoning By-law. Specifically, the Board found that the proposed wall sign and ground sign are necessary to identify the location of the business on the heavily traveled Granite Street. The Board found that the proposed sign would increase the business' visibility and improve traffic circulation which would lead to safer traffic conditions and greater public convenience in directing traffic to the site. The Board also noted that the sign will not face any residential area and concluded that the requested relief could be granted without detriment to the public good and without nullifying or substantially derogating the intent and purpose of the Zoning By-law.

### **Decision**

On motion made by Mr. Gauthier and seconded by Mr. Calder, it was unanimously voted 3-0 to grant the requested relief, subject to the plans presented and with the condition that the lights of the sign go off one hour after Firestone closes.

#### **4) Petition Number 11-48 John and Sheila McKinley, Jr. RE: 56 Logan Road**

Present: John McKinley, Jr., petitioner

This is a petition filed by John and Shelia McKinley, Jr. of 56 Logan Road, Braintree, MA regarding the same property. The applicants are seeking relief from the Town of Braintree Zoning By-laws Sections 135-403, 407 and 701 in order to replace an existing deck with a three-season porch and a small deck within the same footprint, all in accordance with the plans of record. The property is located in a Residential B District as shown on Assessors Plan No. 1062, Plot 79A and contains +/- 11,878 SF of land.

### **Notice**

Pursuant to notice duly published in a newspaper in general circulation in the Town, posted at Town Hall, and by written notice mailed to all parties of interest pursuant to G.L. Chapter 40A, a hearing was held before the Zoning Board of Appeals on November 22, 2011 at 7 p.m. at the DPW Administration Building at 90 Pond Street, Braintree, MA. Sitting on this petition was Chairman, Stephen Karll, and members, Jack Gauthier and Jay Nuss with member Michael Calder as an alternate.

### **Evidence**

The petitioner, John McKinley, Jr., representing himself, appeared before the Board and explained that he is seeking relief from the setback requirements from the rear property line in order to replace an existing deck with a three-season porch and a small deck within the same footprint. The three-season porch will measure 17 Ft. deep by 14 Ft. wide and is shifted slightly towards the garage. The small deck will be 12 Ft. by 5 Ft. wide and

is located to the northeast of the three-season porch. The petitioner explained that the work is being proposed due to the poor condition of the existing deck.

The applicant's lot and structure are pre-existing nonconforming. Under the Zoning By-law, the minimum lot size for this zoning district is 15,000 SF, yet this lot contains only 11,878 SF. In addition, the lot lacks the 100 feet of required depth, as it offers only 84.97 feet of depth. The existing dwelling on the lot is also pre-existing nonconforming. The existing structure is located 19.6 feet from the front yard lot line, while the Zoning By-law requires a front yard setback of 20 feet. In addition, the existing porch is located 20.8 feet from the rear yard setback, while a 30 foot rear yard setback is required under the Zoning By-law. However, the proposed three season room would be located 21.8 feet from the rear yard setback, and thus would be a modest improvement to the rear yard setback. The proposed addition will not create any new non-conformities. Therefore, the applicant requests a finding under G.L. Chapter 40A, Section 6 to alter the pre-existing nonconforming structure. Since the alteration will result in a modest improvement in terms of the rear yard setback, the applicant argued that the proposed addition will not be substantially more detrimental to the neighborhood than the existing structure.

In response to the Chairman's questions concerning heating of the three season porch, the petitioner responded that he does not plan to heat the three season porch at this time. The Chairman stated, and the petitioner agreed, that if the petitioner wishes to heat the porch in the future, he must seek permission from the Zoning Board of Appeals. However, the petitioner indicated that they intend to use a pot-belly stove, which the Building Inspector noted would not require further permission. .

The petitioner submitted a plan entitled "Plan of Land in Braintree, Massachusetts, 56 Logan Road," dated October 11, 2011 and prepared by C.S. Kelley, Land Surveyors of Pembroke, MA, another plan entitled "Proposed Three Season Room and Deck for John & Shelia McKinley, 56 Logan Road Braintree, MA," dated October 10, 2011, prepared by Green Barn Custom Homes, and a Mortgage Inspection Plan for 56 Logan Road prepared by Paul T. Grover, RLS and dated July 19, 1993..

No one spoke in favor of or opposition to the petition. The Planning Board voted 4-0-0 in favor of the requested relief, finding the alteration to the non-conforming deck that increases the setback while improving the structure is not substantially more detrimental to the neighborhood than the existing non-conforming structure.

### **Findings**

The Board found that the proposed alteration would not be substantially more detrimental to the neighborhood than the existing dwelling because the existing structure encroaches into the rear yard lot line by 9.2 feet and new structure will only encroach into the rear yard setback by 8.2 feet. Therefore, the Board found that the alteration was de minimus. Finally, the Board found that the requested relief could be granted without detriment to the public good and without nullifying or substantially derogating from the intent and purpose of the Zoning By-law.

### **Decision**

On a motion made by Mr. Nuss and seconded by Mr. Gauthier, it was unanimously voted to grant the requested relief, subject to the plan presented and with the condition that if the petitioner seeks to install permanent heating in the future, he must seek the permission of the Zoning Board of Appeals.

**5) Petition Number 11-49**  
**Attorney Russell Peck, Jr.**  
**RE: 30 Portland Road**

Present: Russell Peck, Jr., petitioner

This is a petition filed by Attorney Russell Peck, Jr. on behalf of the applicant. The property at issue in this petition is located at 30 Portland Road, Braintree. The applicant is seeking relief from the Town of Braintree Zoning By-laws Sections 135-403, 407 and 701 to convey +/-406 SF from their property at 30 Portland Road to be combined with the property at 24 Portland Road thus making a pre-existing, non-conforming lot further non-conforming. The applicant also seeks a lot size and width variance in order to accomplish the conveyance, all in accordance with the plans of record. The property is located in a Residential B Zoning District as shown on Assessors Map 1098, Plot 45, and contains a land area of +/-7,750 SF of land.

**Notice**

Pursuant to notice duly published in a newspaper in general circulation in the Town, posted at Town Hall, and by written notice mailed to all parties of interest pursuant to G.L. Chapter 40A, a hearing was held before the Zoning Board of Appeals on November 22, 2011 at 7 p.m. at the DPW Administration Building at 90 Pond Street, Braintree, MA. Sitting on this petition was Chairman, Stephen Karll, and members, Jack Gauthier and Michael Calder with member Jay Nuss as an alternate.

**Evidence**

Attorney Russell Peck, Jr., appearing on behalf of the applicant, presented this petition to the Board, explaining that the applicant proposes to convey +/-406 SF of land from the southeast side of the lot at 30 Portland Road, Braintree to 24 Portland Road, Braintree in order to straighten the lot line and improve the aesthetic appearance of the two lots. Attorney Peck explained to the Board that this conveyance of land was originally pursued in 2003, when the owners of 30 Portland Street attempted to convey this 406 SF of land to 24 Portland Street, and the owners submitted an Approval Under the Subdivision Control Law Not Required Plan ("ANR Plan"), which was endorsed by the Planning Board and recorded at the Registry of Deeds in late 2003. However, Zoning Board of Appeals approval of this 2003 ANR Plan was needed but not acquired. There is currently a purchase and sale agreement on the property, and Attorney Peck stated that this matter needs to be resolved before the closing can take place at the end of December.

The applicant's lot and the dwelling structure on the lot are pre-existing and non-conforming. The conveyance will make the lot more non-conforming in that it will further reduce the lot size. The Residential B Zoning District requires a minimum lot size of 15,000 SF while this lot only contains 7,750 SF now and will contain only 7,347 SF after the conveyance. Presently, the lot conforms to the minimum lot width required as it has over 100 Ft. of width. However, after the conveyance, the lot width will be reduced to +/-92 Ft. Additionally, the required lot depth is 100 Ft. while this lot has only 75 Ft. of depth. In addition, the existing structure on the lot is located 18 feet from the rear yard lot line, while the Zoning By-law requires a rear yard setback of 30 feet. The lot depth and rear yard setback will not be affected by the conveyance.

Because the conveyance will create a newly configured undersized lot, the applicant requests a variance from the minimum lot area and minimum lot width requirements. Since the applicant proposes to alter a pre-existing nonconforming lot, a finding pursuant to G.L. Chapter 40A, Section 6 is also requested. As grounds for the variance, the applicant noted that while the lot is already undersized, the loss of the 406+/- SF of land is de minimis. The applicant also noted the irregular shape of the lot with its current angled lot line. The

conveyance of the 406 SF of land will straighten the lot line between 24 and 30 Portland Road as opposed to the jagged line that currently exists, thus improving the shape of each lot.

The applicant submitted a plan entitled "Subdivision Plan of Land, Portland Road, Braintree, MA" dated December 22, 2003, prepared by John Paronich, PLS.

The prospective buyers of 30 Portland Road, Jesse Miller and Andrea Predella, who have entered into a purchase and sale agreement for the property, spoke in favor of the petition. Also, Mary Matthews, owner of 24 Portland Road, spoke in favor of the petition. No one else spoke in favor of or opposition to the petition. The Planning Board voted 4-0-0 in favor of the requested relief.

### **Findings**

The Board found that the applicant had presented a hardship based on the shape of the lot. Specifically, the Board found the applicant's lot to be undersized and found that the conveyance of 406+/- SF will result in only a de minimus loss. The Board also found that the applicant had demonstrated a hardship based on the irregular shape of the lot, noting the jagged line between the two properties and that the conveyance of 406 SF will be beneficial in that it straightens the lot line between the properties in issue. The Board found that granting the requested relief would not be substantially more detrimental to the neighborhood than the configuration of the existing lot. Further, the Board found that the requested relief could be granted without detriment to the public good and without nullifying or substantially derogating from the intent and purpose of the Zoning By-law.

### **Decision**

On a motion made by Mr. Calder and seconded by Mr. Gauthier, it was unanimously voted to grant the requested relief, subject to the plan presented.

#### **6) Petition Number 11-50**

**Attorney Carl Johnson, III representing Liberty Realty Development, Inc.**

**RE: 0 View Street**

Attorney Karl Johnson representing petitioner

This is a petition filed by Liberty Realty Development, Inc. of 20 Christina Drive, Braintree, MA regarding the property located at 0 View Street, Braintree. The applicant is seeking relief from the Town of Braintree Zoning By-laws Sections 135-403, 407 and to create a buildable lot at 0 View Street. The applicants seek a lot size and width variance, all in accordance with the plans of record. The property is located in a Residential B Zoning District as shown on Assessors Map 3053, Plot 113, and contains a land area of +/-7,718 SF of land.

### **Notice**

Pursuant to notice duly published in a newspaper in general circulation in the Town, posted at Town Hall, and by written notice mailed to all parties of interest pursuant to G.L. Chapter 40A, a hearing was held before the Zoning Board of Appeals on November 22, 2011 at 7 p.m. at the DPW Administration Building at 90 Pond Street, Braintree, MA. Sitting on this petition was Chairman, Stephen Karll, and members, Jack Gauthier and Jay Nuss with member Michael Calder as an alternate.

### **Evidence**

Attorney Carl R. Johnson III on behalf of the applicant presented this petition to the Board, explaining that they propose to create a buildable lot at 0 View Street, Braintree, MA. Liberty Realty Development, Inc. is under a purchase and sale agreement to purchase this property from the Bickford Nominee Trust.

The proposed buildable lot requires a variance as it will not be in conformity with the Zoning By-laws. The Residential B Zoning District requires a minimum lot size of 15,000 SF, but this lot will only contain 7,718 SF. The lot will also lack the required lot width of 100 feet, with only 72 feet provided. Therefore, the applicant requests a lot size and lot width variance in order to create a buildable lot.

As grounds for the variance, the applicant noted that the lot shape is unique in the fact that the layout of Bickford Road cuts 20 Ft. deep into the front of the lot, such that the layout of the way is jagged rather than straight. The applicant also noted a topographic hardship due to the presence of ledge. The applicant also noted that the other lots in the neighborhood are all non-conforming and range in size from 5,000 SF to 8,250 SF.

The applicant submitted a plan entitled "Plot Plan Showing Proposed House at 0 View Street, Braintree, MA," dated September 8, 2011, prepared by Stephen P. DesRoche of Neponset Valley Survey Association, Inc. in Quincy, MA.

Peter Akins, Trustee of the Bickford Road Nominee Trust, spoke in favor of the petition. He stated that he lived at 75 Bickford Road for years with his family and that his father bought the lot at 0 View Street in 1944 and paid taxes on it as a buildable lot so that it could be built upon.

Rick Pelligrini, son of the abutter and property owner at 49 Newton Ave, Marguerite Pelligrini, spoke in opposition. He stated he was concerned that the potential blasting or drilling of ledge that would have to take place in order to build that could cause damage to his mother's house. He also claimed there was no 20 foot jog in the road.

Jim Killrain, abutter and owner of 39 Newton Ave, spoke in opposition. He explained that he has five dog runs/kennel runs and was concerned about vibrations from jack hammering.

Brian Sharan, abutter and owner of 53 Newton Ave also spoke in opposition. He stated he was concerned about the height of the house that would be built at 0 View Street, since he thought the ledge that was there would cause the house to be higher than normal. He also stated he was concerned about trees on the property at 0 View Street coming down onto his property, as one has during Tropical Storm Irene.

Rob Pelligrini, son of the abutter and property owner at 49 Newton Ave, also spoke in opposition. He asked if there was a legal remedy he could use to stop building at 0 View Street.

With respect to a potential grandfathering argument that could be made as to this lot, the Town Solicitor advised that the lot may have merged by virtue of being held in common ownership with an adjoining lot in 1944 or when both lots were conveyed to the Bickford Nominee Trust in 1992.

No one else spoke in favor of or opposition to the petition. The Planning Board offered no recommendation on this matter.

### **Findings**

The Board found that the applicant had presented a hardship based on the shape, soil and topography. Specifically, the Board found that the lot has an irregular configuration due to the fact that the layout of

Bickford Road cut 20 Ft. into the lot. The Board also found a topographical hardship due to the presence of ledge. Also, the Board found that the lot at 0 View Street, being +/-7,718 SF in size, will be consistent with the other lots in the neighborhood which are of similar size. Further, the Board found that the requested relief could be granted without detriment to the public good and without nullifying or substantially derogating from the intent and purpose of the Zoning By-law.

### **Decision**

On a motion made by Mr. Gauthier and seconded by Mr. Nuss, it was unanimously voted to grant the requested relief, subject to the plan presented.

### **APPROVAL OF MINUTES:**

On a motion made and seconded, the Board voted unanimously to accept the meeting minutes of October 25, 2011.

The meeting adjourned at 9 :15 pm.