

**MINOR PROJECTS REVIEW COMMITTEE**  
**PUBLIC HEARING**  
**April 4, 2023, at 1:30 PM**  
**TOWN HALL BOARDROOM, 41 S MAIN ST**  
**And Via Zoom**

**Staff Present:** Alex Taft, Ryan Borkowski, Asa Metcalf, Christina Hall, Michael Gilbert, Bruce Simpson, and Robert Houseman.

**Others Present:** see attendance sheet.

Alex Taft called the meeting to order at 1:31 PM.

- 1. P2023-09 Submission of Application for Site Plan Review – Minor Project by Karen Brown acting as agent for Bartlett Hall property owner of record, to install a mini-split at 5 East Wheelock, Tax Map 38, Lot 83-7, in the “I” Institution zoning district.**

Karen Brown presented the application and request.

Alex Taft asked for a motion on the completeness of the application. Michael Gilbert made a motion to accept the application as complete, Asa Metcalf seconded. The application was unanimously accepted as complete.

Asa Metcalf made a motion to approve with condition discussed, Ryan Borkowski seconded the motion. The motion was unanimously approved.

- 2. P2023-11 Submission of Application for Site Plan Review – Minor Project by Lee Crane and Alison Pool-Crane, Property Owner of Record, to Permit Installation of a Mini-Splits at 8 Wheelock Wood, Tax Map 39, Lot 24-6, In The “GR-2” General Residence Zoning District.**

The applicant was not present to speak to the application. Alex Taft introduced the project on behalf of the applicant stating they will screen the mini-split with lattice.

Alex Taft asked for a motion on the completeness of the application. Michael Gilbert made a motion to accept the application as complete, Christina Hall seconded. The application was unanimously accepted as complete.

Alex Taft opened the public hearing and with no public present the public hearing was closed.

Michael Gilbert made a motion to approve adding the condition discussed, Christina Hall seconded the motion. The motion was unanimously approved.

**1. Minutes of March 7, 2023**

The minutes of March 7, 2023, were reviewed. On a motion by Ryan Borkowski and a second by Asa Metcalf, the minutes were unanimously approved as submitted.

**2. Adjourn**

A motion to adjourn was made and second. The meeting was adjourned at 1:42 pm.

Respectfully submitted,  
Alex Taft, Senior Planner