

Topsfield Planning Board

January 22, 2010

Chairman Winship called the meeting to order at 9:00 AM. Board members present were Robert Winship, Janice Ablon and Gregor Smith. Roberta Knight, Community Development Coordinator was also present.

Visitors: Larry Graham and Alan Berry.

Review of English Commons Monitoring Requirements: The Board discussed Graham Associates Proposal with Larry Graham and Alan Berry. It was agreed that English Commons would fund the consultant contract in increments. Phase 1 funding would be \$10,000. Upon reaching the invoice amount of seventy- five percent of Phase 1 funding, the consultant would notify the Board and the Applicant at which time the Applicant would fund the next phase of funding for the contract estimated to be approximately \$30,000 for the 2010 construction season.

The members agreed with the developer that since it is a private development and not a sub-division the level of inspections and monitoring did not have to be on a daily basis. The developer and his site contractor would contact Graham for specific inspections as listed in the contract or at the discretion of the consultant. Mr. Graham and his associate G.M. McDonald would perform the inspections. Mr. McDonald passes the site every morning on his way into the office and could conveniently make inspection at that time avoiding travel time.

It was agreed that contact information would be made available and Ms. Knight would obtain coordinating information relative to the Board of Health for septic; Water Department for the water main and Highway Department for the roadway. Ms. Knight would also draft the contract agreements.

The meeting was adjourned at 10:02 AM.

Respectfully submitted,

Roberta M. Knight
Community Development Coordinator