

**Minutes of the  
Topsfield Planning Board  
Town Library Meeting Room  
May 17, 2016**

Chairman Morrison called the meeting to order at 7:33PM. Board members present, in addition to Chairman Martha Morrison, were Jeanine Cunniff, Joseph Geller, and Josh Rownd. Member Steven Hall was absent. Community Development Coordinator Donna Rich was in attendance. Other persons present during all or part of the meeting were residents Dick Gandt, Lucille & George Annis.

**Old Business**

19 Evergreen Lane - Stormwater Revised Plan Reviewed - George Annis, owner of 19 Evergreen Lane, explained the revision to the berm that was displayed on the plan dated April 22, 2016. The Board acknowledged a letter dated May 16, 2016 submitted by the Major, abutter at 15 Evergreen Lane. There was a brief discussion relative to the impact of the revised berm to the abutting property, 15 Evergreen Lane. Chairman Morrison stated that Dave Bond, Stormwater Coordinator, had reviewed the revised plan and stated that it is a minor modification to the original submitted plan. Member Joe Geller made a motion to approve the minor modification to the plans as shown on the Stormwater Management Plan dated April 22, 2016, seconded by Member Jeanine Cunniff; so voted: 4-0.

**Public Hearings**

**8:07PM- 8 Fuller Farms Road**-Family Accessory Apartment Application- Member Joe Geller read the Legal Notice to open the Hearing. Chairman Morrison read a letter received by Paula Fitzsimmons, the applicant, requesting a continuance. Member Jeanine Cunniff made a motion to Continue the Public Hearing until June 7<sup>th</sup> at 7:30PM, seconded by Member Joe Geller; so voted: 4-0.

**Correspondence**

48 Averill Road Easement Request-Chairman Morrison explained the history behind the piece of property at 48 Averill Road. In addition, Chairman Morrison added that the Board of Selectmen had requested Town Council, Kopelman & Paige PC, to review the request and offer an opinion. There was no action required at this time from the Planning Board.

**Minutes**

Member Jeanine Cunniff made a motion to approve the minutes of March 22, 2016 as amended, seconded by Member Josh Rownd; so voted: 4-0.

Member Josh Rownd made a motion to approve the minutes of April 19, 2016 as amended, seconded by Member Jeanine Cunniff; so voted: 4-0.

Member Josh Rownd made a motion to approve the minutes of April 25, 2016 as amended, seconded by Member Jeanine Cunniff; so voted: 4-0.

At 8:34 PM, Member Jeanine Cunniff made a motion to adjourn and Member Josh Rownd seconded the motion; so voted: 4-0.

Respectfully submitted,

Donna C. Rich  
Community Development Coordinator

Per the Open Meeting Law, the documents that were either distributed to the Planning Board before the meeting in a packet, or at the meeting were:

1. Agenda
2. Draft Minutes: 3/22/16, 4/19/16, and 4/25/16
3. Revised Stormwater plan for Lot 19 dated 4/22/16
4. Letter from Bruce & Kristin Major, 15 Evergreen Lane
5. Application Family Accessory Apartment at 8 Fuller Farms Road & Continuance letter
6. 48 Averill Road Easement request
7. Bill List

*Approved as amended at the June 7, 2016 Planning Board meeting.*

<p>Pursuant to the 'Open Meeting Law,' G.L. 39, § 23B, the approval of these minutes by the Committee constitutes a certification of the date, time and place of the meeting, the members present and absent, and the actions taken at the meeting. Any other description of statements made by any person, or the summary of the discussion of any matter, is included for the purpose of context only, and no certification, express or implied, is made by the Committee as to the completeness or accuracy of such statements.</p>
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