

Topsfield Planning Board

May 19, 2015

Chairman Morrison called the meeting to order at 8:00 PM at the Town Library. Board members present were Martha Morrison, Jeanine Cunniff, Joseph Geller, Steven Hall and Stephen Silveri. Roberta Knight, Community Development Coordinator was also present.

Visitors: Tracy Cassidy, Joe Linonis, Judith Cassidy, F. Michael Cassidy, Brian Caldwell, Scott Cameron, Thomas Schank, Attorney Nancy McCann and Jeff Garber.

4 Wilmor Road: At 8:00PM, Chairman Morrison call to order the public hearing to consider the application of Joseph Linonis and Tracy Cassidy for premises located at 4 Wilmor Road requesting a special permit pursuant to Article VII, Section 7.03 of the Zoning By-law for the construction of a temporary accessory apartment.

Mr. Linonis informed the Board that he and his wife are in the process of purchasing 4 Wilmor Road and are requesting a special permit to convert the existing addition into an in-law apartment for his in-laws Michael and Judith Cassidy. The existing addition is 720 square feet which is within the guidelines established by the Town. The current owner Brian Caldwell was also present. Passing of papers for the property is scheduled for June 6, 2015.

Chairman Morrison explained that the special permit would not be issued until the new owners took possession of the property.

Upon review of the application, plan and documentation, the Board made the appropriate finding to grant a special permit. Clerk Steven Hall made the motion to grant a special permit to Joseph Linonis and Tracy Cassidy, the anticipated owners of the property located at 4 Wilmor Road, in accordance with a deed to them expected to be recorded at the Essex County South Registry of Deeds; term of the Family Accessory Apartment use is three years expiring on May 19, 2018; and approval is conditioned on the sale of the property to the Applicant. The motion was seconded by Member Stephen Silveri; so voted 4-0.

Member Jeanine Cunniff arrived.

57 Perkins Row: Attorney Nancy McCann, representative for the developers, opened the presentation relative to the preliminary plan for the proposed subdivision at 57 Perkins Row. Attorney McCann noted that the property consisted of 8.2 acres which would require a standard subdivision plan. Five (5) residential housing lots are proposed.

Chairman Morrison noted that Conservation Commissioner Holger Luther had informed her that the delineation of the wetlands had taken place; however, the Commission has not reviewed any plans since the developer has not formally filed a Notice of Intent.

Attorney McCann clarified that it was the intention of the developers to file a Notice of Intent at the time of filing the Definitive Plan.

Chairman Morrison noted that typically the Planning Board does not move forward with the approval process until the Conservation Commission has approved the plans relative to its jurisdictional areas.

Attorney McCann requested that the Board allow the Project Engineer Scott Cameron to make a presentation this evening on the filed preliminary plan which would be followed by discussion on the process.

Project Engineer Scott Cameron presented the Board with an updated list of waivers, and commenced his review of the plan which included the waiver requests:

1. 24 feet of roadway width with 26 feet of pavement width with sufficient area for snow storage (see list of waivers)
2. Identified trees which would be removed, preservation of a stand of elm trees
3. Mitigation of invasive species
4. Stormwater pre and post requirements can be accomplished
5. Conventional cul-de-sac with island in the middle (see list of waivers)
6. Private wells, outside of buffer zones and will meet setbacks; cost prohibitive to bring in town water since closest connection point is 850 feet away on Perkins Row
7. Modify typical road cross section for wetland crossing with a modular block culvert – a large concrete box under the road and center to act as weir to prevent flooding
8. Waiver for street lights, water connection, overhead wires over wetlands

Chairman Morrison directed the Project Manager to review the preliminary plan and waiver requests with the various department heads that have jurisdictional review over said matters. Water Superintendent Greg Krom would need to see the numbers on the water waiver request since a waiver would require more than just a cost factor to be approved. Superintendent David Bond would need to review the road width and utility pole requests. The Fire Department would need to review the radius of the cul-de-sac circle as well as provide a formal statement that it was adequate for emergency response vehicles. The Planning Board would also need input from the Conservation Commission relative to Commission's jurisdictional issues concerning the development of the property.

Chairman Morrison also reminded Mr. Cameron that the Planning Board is reviewing stormwater plans using a "common plan of development" as its basis and calculations should reflect both frozen and saturated ground.

Attorney McCann at this time requested an extension of the review process to the June 2, 2015 Planning Board meeting to give Mr. Cameron time to review the preliminary plan with the various department heads. The extension request was approved.

English Common Walking Trail: At this time, the Planning Board reviewed the documents which the Board had negotiated in December of 2011 with the developer English Commons LLC, Alan Berry, Principal. Ms. Knight informed the Board that she had contacted Mark O’Hara. A representative of the developer, and he had informed her that the development was in the process of being transferred to the Association. A discussion followed relative to suggested legal revisions to the documents by Member Stephen Silveri.

Member Joseph Geller made the motion that the Planning Board accepts the Walking Trail Exhibit Plan dated December 5, 2013, the Trail Easement and Operation, Maintenance and Use Plan signed prior to transfer and as amended by the Planning Board on May 19, 2015; seconded by Member Stephen Silveri; so voted 5-0.

Reorganization of Board: Martha Morrison welcomed new member Stephen Silveri to the Board and followed by informing the members that the Board needed to be reconstituted for the upcoming annual session.

Nomination of Clerk: Member Jeanine Cunniff made the motion to nominate Stephen Hall as Clerk of the Board; seconded by Member Joseph Geller; so voted 4-0.

Nomination of Chairman: Clerk Steven Hall made the motion to nominate Martha Morrison as Chairman of the Board; seconded by Member Jeanine Cunniff; so voted 4-0.

The members agreed to the following assignments:

Joseph Geller	Mapping
Stephen Silveri	Stormwater/ JG Alternate
Steven Hall	Rail Trail
Jeanine Cunniff	Soil Removal
Steven Hall	Conservation/ JC Alternate

The meeting was adjourned at 9:35 PM.

Respectfully submitted,

Roberta M. Knight
Community Development Coordinator