

Topsfield Planning Board

June 7, 2011

Chairman Morrison called the meeting to order at 7:30 PM. Board members present were Martha Morrison, Janice Ablon, Steven Hall, Gregor Smith and Ian DeBuy Wenniger. Roberta Knight, Community Development Coordinator was also present.

Visitors: David DeRuosi, Kim DeRuosi, Alan Berry, Attorney Brad Latham.

Minutes: Member Gregor Smith made the motion to approve the minutes of May 17, 2011 as amended; seconded by Member Steven Hall; so voted 4-0.

Liaison / Designee Assignments: The Board approved as listed the remaining assignments for the May 2011 – May 2012 Term:

Martha Morrison	Stormwater Management Committee Designee
Gregor Smith	Rail Trail Liaison
Steven Hall	Mapping Committee Liaison

Clerk Janice Ablon informed the Board that she had a conversation with former member Bob Winship who has agreed to remain on the Mapping Committee, but declined the appointment as an Associate Member. The Board then discussed filling this vacancy.

2010 Census Information: Clerk Janice Ablon noted the information packet from the US Census which contains updated demographic information that is very important relative to the Board's new agenda for future visioning on the development plan for the Town.

Commonwealth Capital Score: Chairman Morrison informed the Board that for Fiscal 2011, the Town received a score of 103 points out of a total of 140. She reviewed the application with the Board members and further noted that the State has changed the filing deadline for infra-structure project applications to September. The assumption would be that the FY2011 score would be used by the State in the determination of the new round of grants. The Commonwealth Capital score contributes 30% to overall ranking for grant determination scores.

183 Ipswich Road: At 8:00PM, Chairman Morrison called to order the public hearing to consider the application of David and Kim DeRuosi for premises located at 183 Ipswich Road requesting a special permit pursuant to Article VII, Section 7.03 of the Zoning By-law for of a pre-existing temporary accessory apartment. Clerk Janice Ablon read the notice for the record.

The applicants David & Kim DeRuosi informed the Board that they recently purchased the property specifically because it had an accessory in-law apartment as part of the structure. It was noted that the temporary accessory apartment's construction and original permit was issued by the Board in 2004. Noting all was in order, Clerk Janice Ablon made the motion to approve a special permit pursuant to Article VII, Section 7.03 of the Zoning By-law for of a pre-existing temporary accessory apartment located at 183 Ipswich Road to David and Kim DeRuosi; seconded by Member Gregor Smith; so voted 5-0.

Modification to English Common's Master Deed: At this time, the Board discussed with developer Alan Berry and his legal representative Attorney Brad Latham, Mr. Berry's request to modify the Master Deed specifically the provision concerning a surviving spouse under the age of 55. The current language in the Master Deed giving a surviving spouse under the 55 years of age two years to vacate premises does not meet the standards for approval by FannieMae. Attorney Bradford Latham recommended that the language requiring a surviving spouse under the age of 55 to vacate the premises within two years be deleted. After further discussion with the Board and input from Member Ian DeBuy Wenniger the modified proposal as presented was further amended to read: "the co-occupants *residing in the unit at the time the over-55 resident dies or is institutionalized* may *thereafter* continue to reside in the Unit." Member Ian DeBuy Wenniger made the motion to approve the amendment to the Master Deed for the English Commons Project as set forth on the attached document with handwritten changes; seconded by Clerk Janice Ablon; so voted 5-0. See attached marked document for complete text.

Mr. Berry then reviewed the status of the boardwalk and the clearing of the "nature paths" with the Board as well as the voluntary improvements associated with the gate entrance modification request.

Master Planning/CLURPA: Chairman Morrison encouraged the members to read the guidance documents for the Commonwealth Capital Application to use as a reference basis for the updating of the EO418 Plan and decisions related to the direction of future master planning. Ms. Morrison also requested that the members review the latest version of the "CLURPA" letter and send any changes electronically to her.

The meeting was adjourned at 9:50 PM.

Respectfully submitted,

Roberta M. Knight
Community Development Coordinator