

## **Topsfield Planning Board**

September 1, 2009

Chairman Winship called the meeting to order at 7:30 PM. Board members present were Robert Winship, Janice Ablon, Gregor Smith, Ian deBuy Wenniger and Jonathan Young. Roberta Knight, Community Development Coordinator was also present.

**Visitors:** Selectmen Martha Morrison and Dick Gandt; Alan Berry, Cynthia O'Connell, Brad Latham, Larry Beals, Frank Iovanella, Michael McCarron, Wayne Hunt, James Mac Dowell, Heidi Fox.

### **Minutes:**

Clerk Janice Ablon made the motion to approve the minutes of June 2, 2009 as written; seconded by Member Jonathan Young; so voted 3-0-2. Members Gregor Smith and Ian deBuy Wenniger abstained.

Clerk Janice Ablon made the motion to approve the minutes of August 18, 2009 as amended; seconded by Member Gregor Smith; so voted 4-0-1. Member Jonathan Young abstained.

**New Meadows EHD Project Continued Hearing:** At 8:00PM, Chairman Winship called to order the continued public hearing for the New Meadows EHD Development Project.

Chairman Winship noted that he had reviewed the legal documents and requested that special reference to the reciprocal easements should be added in the Master Deed and Declaration of Trust.

The Board then reviewed the outstanding punch list items:

**Sight Distance Between Driveways:** The Board agreed that the 250 feet requirement did not apply since the Rules & Regulations refer to street intersections and not a driveway intersection. Engineer Jim Mac Dowell informed the Board that signs would be posted between the two driveways noting the safety issue. Since the signs would be placed within the Town's right of way the Board requested that Highway Superintendent David Bond review the signs for acceptability.

**Lighting Plan:** The Board had received copies of the specifications of the light fixtures and a copy of the lighting plan for the driveway in advance of the meeting. The Board reviewed an enlarged copy of the lighting plan and viewed the plan as acceptable.

**Landscaping:** The Board reviewed the landscape plan. Member Ian deBuy Wenniger noted his concern that the plan did not have specific details relative to the road that would be removed. Mr. Mac Dowell noted that the intension has always been to loam and seed the area and that the trees that would be removed would be limited to creating the entrance for the new driveway. The engineer was requested to revise the plan showing the close-out of the existing road and place a notation on the plan documenting that the area would be loamed and seeded at a depth of 4"; note which trees are to be removed; and note new sections of the stonewall (Sheet 6).

**Waiver Requests:** The Board reviewed the requests and noted that they were acceptable.

**Beals & Thomas Request for Additional Funds:** Chairman Winship and members discussed with Mr. Iovanella and his representatives the request by the peer review engineer Beals & Thomas Inc. for additional funds due to the number of supplemental reviews. The amount of the request is \$3,800. Mr. Iovanella informed the Board that he would be willing to fund an additional \$2,000, but not the full amount. It was the consensus of the Board and developer that his engineer would review the letter relative to the scope of the engineering review services and provide further input on the issue at the next meeting.

At this time, Chairman Winship requested that Attorney Michael McCarron develop the initial draft of the special permit for discussion and review at the next meeting. Attorney McCarron and Mr. Iovanella agreed.

The public hearing was continued to September 15, 2009.

**English Commons EHD Project Continued Hearing:** At 9:20PM, Chairman Winship called to order the continued public hearing for the English Commons EHD Development Project.

Project Engineer Larry Beals summarized the status of the project and discussed the various issues as follows with the Board:

**Utilities:** They have been added to the plans dated 6/17/09.

**Septic Tanks:** They also have been added to the 6/17 plans. The BOH peer engineers Weston & Sampson, Inc. are in the process of reviewing the septic plan design.

**Zone A:** There are no remaining open issues concerning the Zone A relative to drainage and stormwater for the Salem-Beverly Water Board. The Board's

engineer, Meridian Engineering has approved the plan in its entirety. See Meridian letters for specific details.

**Fire Suppression:** There is sufficient volume. The system design would add a pump if it is determined that additional pressure is required. (Condition of Permit)

**Slope Reconstruction / Stone Wall:** A notation will be added to Sheet 20 relative to the replacement of the stone wall after the grading of the slope. The walls and trees are to be shown on the plan.

**Driveway Entrance:** The Board reviewed the design for the entrance (Sheet 19 of 6/17 Plan) with Larry Beals and Alan Berry. The design is still an outstanding issue with Mass Highway. Both the developer and the Board agreed that the developer's proposed design of the entrance onto Rout 1 with an island providing separation between two distinct accesses for exiting and entering the development is the best design for meeting public safety standards. The Planning Board agreed to draft a letter to Mass Highway endorsing this design.

**Road Materials:** Add condition to the permit that Highway Superintendent will review sub-grade materials in the field.

**Gatehouse:** Design reviewed and acceptable to the Board.

**Rowley Bridge Road Access:** Reviewed the public access plan from Rowley Bridge Road which incorporates a boardwalk design proposal over the wetland area to reach the nature trails within the development. The Board found the plan acceptable. English Commons needs to file an application with the Conservation Commission for access over the wetlands and submit said proposal to the Commission.

**BSC Proposal:** The Board and Mr. Berry reviewed the final review proposal from David Varga of the BSC group based on the Planning Board's scope of service. Since Meridian Engineering performed an engineering peer review for the SBWD concerning the Zone A stormwater issue and found the plan to be acceptable, it was agreed that the Planning Board would limit the scope of the review to the conditions for the SWEC permit and the reconstruction of the southbound entrance slope. A new proposal would be requested.

Chairman Winship noted that he had reviewed the initial draft of the special permit and would like conditions of the Amberwood Development's permit incorporated into the English Commons special permit. Attorney Latham was provided a copy of the Amberwood Comprehensive Permit.

At this time, Chairman Winship requested that Attorney Brad Latham and Project Engineer Larry Beals develop the initial draft of the stormwater permit for discussion and review at the next meeting. Mr. Berry agreed.

The public hearing was continued to September 15, 2009.

The meeting was adjourned at 11:05 PM.

Respectfully submitted,

Roberta M. Knight  
Community Development Coordinator