

***Topsfield Conservation Commission***  
***Minutes of Wednesday, February 25, 2015***  
Topsfield Library Meeting Room

**Present:** Cheryl Jolley, Chairperson; Dodds Shamroth, Vice Chairperson; Holger Luther; James Carroll; Lana Spillman, Administrator; Dee Wise, Minutes Secretary.

**Absent:** Jen DiCarlo

**Other Attendees:** George P. Sacco, George C. Sacco, Ryan T. Brewer, Baxter L. Demers, Bruce Major, Kristen Major, Seth Nicholson.

The meeting was called to Order at 7:10 p.m.

**REQUESTS:**

**DNI 2015-02: Slope stabilization and stairs at Hoods Pond, 131 Haverhill Road, (Map 05, Lot 015).** This proposed project is to correct erosion problems, including replacement of stairs that were installed in 2004; it is also an Eagle Scout, Troop 81 project. Sacco presented his plans to restore the steps and help to contain the beach erosion. Sacco will build a set of stairs with ACQ, environmentally acceptable lumber. The stormwater will be moved away and re-routed into the woods. Sacco stated that there would be pea stone and small gravel to aid in the water being infiltrated. Sacco stated that he was also working with Head of the Committee to make sure all was in order. Sacco stated that due to the snow the project will start late March, early April. Spillman suggested that Sacco also present in front of the Board of Selectman and to sign a Liability Release. Luther asked where the old lumber was going to be disposed. It will be taken to a construction disposal site in Peabody. Luther moved to issue a DNI as described. Carroll seconded. So Voted Unanimously

**DNI 2015-03: Small structure next to Hoods Pond, 131 Haverhill Road, (Map 05, Lot 015).** This proposed Eagle Scout project is to replace an existing deteriorating small structure near the parking area with a new small structure nearer the beach. Ryan Brewer presented his plans to build a small structure that will be a place to welcome people into the beach area. Brewer stated that he has spoken to the building inspector and the Beach Association regarding the details of his project. Brewer will be making hand dug holes for the sonotubes; if need be a machine will help to dig out the holes. Brewer stated that Southern Yellow pine, ACQ wood, will be used and the roof will be shingled. The deck will be about 1" off the ground and there will be gravel under the deck to help any water drain from that area. The small structure will be about 55-70 ft. from the water. Luther inquired if the structure that is in place will be removed and Brewer stated that it would not at this time. Brewer intends to obtain a building permit once he has the approval of the Topsfield Conservation Commission. Luther made a motion to issue a DNI; Carroll seconded. So Voted Unanimously

**DNI 2015-04: Vernal Pool Trail, Towne Hill Conservation Area, 255 High Street, (Map 65, Lot 001).** This proposal is to improve the trail on the easement across from 2 Morningside Drive up to the Conservation Area, and to extend the trail to the certified vernal

pool, #6736. Baxter Demers stated that Spillman would be seeking legal advice and the TCC would be talking to the abutters. Luther stated that he believed there were some invasive plants along the trail and asked Brewer how they were going to be taken out. Demers stated that the Highway department was going to help. Demers explained that there would also be a bench installed near the Vernal Pool along with an informational sign. Spillman suggested a walk through before the start of the project.

Luther made a motion to issue DNI; Carroll seconded. So Voted Unanimously

**OTHER:**

**Greenscapes Program** – A vote was taken to authorize payment of 1/3 of this year's financial contribution for the Greenscapes program, to take \$600 from the Bylaw Revolving Fund. The other 2/3 will be coming from the Water Department and Highway Department. Luther made a motion to allocate the monies; Carroll seconded. So Voted Unanimously

**TCC FY2016 Budget and ATM Warrant**

Spillman and Luther had a conference call with Eric Menzer from the Finance Committee last Thursday. Menzer indicated his understanding of the need to restore the hours to the Administrative Assistant.

**Tree Planting Committee Workshop, March 7<sup>th</sup>, Topsfield Town Library.**

Spillman stated that as of today, there are only 2 people signed up for this workshop. Luther suggested that it might be due to all the snow and thought it was a good idea to postpone this workshop to a later date. All agreed to his suggestion.

**MACC Conference, February 28, 2015**

Cheryl Jolley, Dodds Shamroth, and Spillman have signed up for this conference.

**Meeting Minutes**

Luther moved to approve the meeting minutes for **January 28, 2015** and **February 11, 2015**, both as amended. Carroll seconded the motion, which passed unanimously.

**DoA 2015-01: 3 Beech Place, (Map 50, Lot 037) – discussion with abutters (not on the agenda)**

A discussion took place with the abutters. Although they have decided not to appeal the Determination, they stated that they only had two days' notice prior to the meeting regarding the removal of trees at 3 Beech Place. They feel that their privacy has been infringed upon with trees being removed and were wondering if there will be more requests down the line for more trees to be taken down. Luther assured them that there were trees and shrubs planted in a "hedge" to replace the ones taken down and it will be a while before they grow, but once they do it will be nice.

**Administrator's Report**

Spillman stated that a CoC request for the National Grid substation was received today, for the March 11<sup>th</sup> agenda.

MaryAnn is back at work and feeling better.

Spillman stated that she has been working with Munis (permitting software) and found that there are ways it could be more user friendly. The software was developed for the Building

Dept., which has numerous differences in laws and review processes. Changes in the setup would make it much more useful to the Conservation Department. Unfortunately, there are numerous errors in nearly all of the entries made while Spillman was on vacation. Spillman added that both Jolley and she will be meeting with Kellie Hebert and Dick Gandt again next week.

Spillman will be working with MaryAnn to start data entry next week.

Spillman stated that the Town Hall is still deteriorating and the proposed ATM Warrant is for the "Town Hall Schematic Design" to determine size and uses.

**ADJOURNMENT:**

Luther moved to adjourn the meeting; Carroll Seconded. So Voted Unanimously

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

  
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Diane Wise,  
Recording Secretary

*Minutes approved at the TCC meeting on March 11, 2015*

Pursuant to the 'Open Meeting Law,' G.L. 39, § 23B, the approval of these minutes by the Commission 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 Commission as to the completeness or accuracy of such statements.