

***Topsfield Conservation Commission
Minutes of Wednesday, April 26, 2017
Topsfield Library Meeting Room***

Present: Chery Jolley, Chair; Dodds Shamroth, Vice Chair; Jen DiCarlo, Holger Luther, Heidi Gaffney, Administrator and Theresa Coffey, Recording Secretary

Absent: Jim Carroll

Other Attendees:

Name	Project
Bob Jutras	18 Woodside Road
Dick Gandt	

The meeting was called to order with a quorum present at 7:05 p.m. Cheryl Jolley, Chair, announced that the meeting was being audio recorded.

HEARINGS:

RDA 2017-04: 18 Woodside Road, (Map 18, Lot 002), Jutras

Luther read the legal notice aloud and Gaffney confirmed that proof of abutter notice has been received. The applicant, Bob Jutras, presented the planting plan that was required by the previous Determination of Applicability for this property. Jutras outlined his new requests including the installation of a raised bed vegetable garden, a trellis with fruit vines and a new landscaping wall from the house to the existing stone wall at the rear property line. Jutras noted that his plan for a fence at the rear of the property onto the neighboring property has been tabled as the neighbor is selling their property and not proceeding as planned. Jutras has modified his request to place this wire deer fence on his own property in front of the rock wall.

Discussion took place regarding the placement of the 30' x 40' raised bed garden in the 100 foot Buffer Zone (BZ) for which a large portion is in the inner 50 foot BZ. The TCC requested that the size of the garden be reduced or moved out of the inner 50 foot BZ. Jutras stated he was told by Benjamin Osgood that permission is not needed for a raised bed garden in the BZ. Jolley replied that the issue is moving the dirt and doing the work in the BZ. Gaffney stated she had looked at previous filings and found that approvals have been given for vegetable gardens in lawn areas with typical fencing.

Jutras described a granite structure he would like to install at the entrance to the garden using a stone dust base. The paved path to the shed would be pea stone or a mix of grass and field stone.

Jutras requested an extension to the May deadline in the previously issued Order of Conditions. The project has been delayed due to an issue with installing a light pole in the front of the house for underground electric.

Luther moved to close the hearing for RDA 2017-04. Shamroth seconded. The vote was unanimous in favor.

Luther moved to issue a Negative Determination of Applicability provided that the garden is moved into the outer 50 feet of the Buffer Zone Resource Area and that prior to the creation of the garden, it should be staked out and witnessed by the Administrator. Further, the RDA is modified to allow fence on his property so long as the fence is installed to allow passage of small animals, and items "k" & "l" from the Summary Description of Work eliminated. Shamroth seconded. The vote was unanimous in favor.

MEETING MINUTES:

Luther moved to approve the minutes of meetings held on March 8, 2017 and on March 22, 2017, as amended. Shamroth seconded. The vote was unanimous in favor.

ADMINISTRATOR'S REPORT:

- **Temporary Ice Rink Policy** – The draft temporary ice rink policy was discussed, and in particular, reference to ice rinks in the river front area which would be subject to State law. Agreement was reached on simplified wording. The policy will be published on the town website and in the Tri-town Transcript in early November.

Luther moved to adopt the Temporary Ice Rink policy as amended. Shamroth seconded. The vote was unanimous in favor.

- **Tree Policy** – Discussion was held on the draft Tree Removal policy and several modifications were suggested. Gaffney will edit the draft based on comments and will recirculate to the TCC for further comment. Review will be done at the next meeting.

OTHER:

- **By-law Revolving Fund** - Jolley informed the TCC that the increase in the spending cap for the Revolving Fund is not on the Town Meeting warrant. The increase will be requested again next year. Luther stated the TCC can ask for a reserve fund transfer if necessary.

- **Zoning Bylaw** - Luther discussed the environmental reasoning and background for a zoning warrant article related to lot size in the RRA.

- **Open Space Committee** – Jolley stated that she attended the Open Space Committee. They are reviewing the Open Space Plan and had several goals that were delegated to the Tree Planning Committee. She commented that since the Tree Planning Committee is a subcommittee of the TCC, better communication is needed from the Open Space Committee.

- **Next TCC Meeting** – May 10, 2017

ADJOURNMENT:

Shamroth moved to adjourn the meeting. Luther seconded. The vote was unanimous in favor.

The meeting was adjourned at 8:27 p.m.

Respectfully submitted,


Theresa Coffey
Recording Secretary

Minutes approved at the TCC meeting on 5/24/17 (insert date).

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.

Documents used at or for the meeting:

RDA 2017-04: 18 Woodside Road, (Map 18, Lot 002)

Summary of Work Description

Revised Site Plan-18 Woodside Road, Topsfield MA prepared by Benjamin Osgood Jr., PE,
dated April 10, 2017

Photographs taken by Bob Jutras

Hand-drawn Sketch of Proposed Raised Bed Garden

Draft Minutes of Meetings held on March 8, 2017 and March 22, 2017

Draft Temporary Ice Rink Policy

Draft Tree Policy