

***Topsfield Conservation Commission  
Minutes of Meeting February 14, 2018  
Topsfield Library Conference Room***

**Present:** Cheryl Jolley, Chair; Dodds Shamroth, Vice Chair; Jim Carroll, Jennifer DiCarlo, Holger Luther, and Heidi Gaffney, Administrator

**Other Attendees:**

Name	Address	Agenda Item
Dick Gandt	31 Timber Lane	

Jolley called the meeting to order at 7:03 p.m. with a quorum present.

**HEARINGS:** None

**REQUESTS:** None

**MEETING MINUTES:**

*Luther moved to accept the minutes of the meetings held on December 13, 2017 and on January 10, 2018, as written. Carroll seconded. The vote was unanimous in favor.*

**ADMINISTRATOR'S REPORT:**

- The MACC Conference will be held on March 3, 2018. Gaffney asked commissioners to let her know if they would like to attend.
- Discussion of Fee Revisions to Bylaw Regulations – Gaffney provided a sample of fees in several North Shore towns. She stated that her goal is to simplify the fee structure and to have a fee structure comparable to other towns. She discussed the importance of the addition of an after-the-fact filing penalty fee. Gaffney requested that the TCC review the information for discussion at a future meeting.
- Mosquito Spraying – Gaffney informed the TCC that mosquito spraying requests will now go directly to the Mass. Dept. of Agricultural Resources (MDAR), whereas in the past they were submitted to the Town Clerk. She reviewed the new process requiring applications for each parcel requested and the new requirements for “No Spray” markers. Discussion continued on posting notice to the public on any decisions made by the TCC to exclude town owned properties. It was agreed that the notice and

information will be posted on the TCC webpage and that the discussion and vote will be placed on the agenda for the March 14, 2018 meeting.

- Review Draft for Conservation Restriction for Donibristle Farm – Prior to the meeting, Gaffney had distributed a red-lined draft and a clean copy to the TCC for review. Gaffney noted that the draft has standard language common to conservation restrictions with adjustments for the Donibristle property along with the state's updated boiler plate information.

Feedback was given to Gaffney on language, terminology and content. Discussion points included:

- rules and regulations: are they mandatory and who is responsible for enforcement?
- the need to better define some of the terms used in the document
- the possibility of posting public use restrictions in kiosks or someplace similar
- the installation and use of utilities
- the use of motor vehicles
- information on dogs and horses

The TCC discussed the hunting restrictions and DiCarlo suggested that further restrictions be added. She referenced Mass. Audubon's hunting restrictions that go above and beyond the state's hunting regulations.

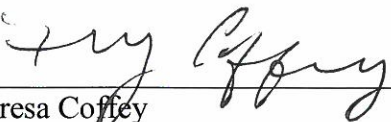
Gaffney requested all feedback be returned to her and she will incorporate the changes into the draft.

**ADJOURNMENT:**

*Luther moved to adjourn. Carroll seconded. The vote was unanimous in favor. The meeting was adjourned at 8:00 pm.*

The next meeting will be held February 28, 2018 at 7:00 pm, Topsfield Library Meeting Room.

Respectfully submitted,

  
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Theresa Coffey  
Recording Secretary

*Minutes approved at the TCC meeting on 3/28/2018*

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:**

- Draft Minutes of Meetings held on December 17, 2017 and on January 10, 2018
- Mass Department of Agricultural Resources (MDAR) mosquito spraying and exclusion information from the MDAR website
- Donibristle Farm Draft Conservation Restriction