

***Topsfield Conservation Commission***  
***Minutes of Meeting July 18, 2018***  
Topsfield Library Conference Room

**Present:** Cheryl Jolley, Chair; Dodds Shamroth, Vice Chair; Holger Luther, Heidi Gaffney, Administrator, and Theresa Coffey, Recording Secretary

**Absent:** James Carroll, Jennifer DiCarlo

**Other Attendees:**

<b>Name</b>	<b>Address</b>	<b>Agenda Item</b>
Jill Stutz	15 Perkins Circle, Topsfield	RDNI 2018-04, 15 Perkins Circle
Patrick Ronan	11 Cortland Lane, West Newbury	NOI, 413 Boston Street
Patrick Boyle	13 Arlington St., Newburyport	NOI, 413 Boston Street
James Decoulos	185 Alewife Brook, Cambridge	NOI, 413 Boston Street
Dick Gandt	31 Timber Lane, Topsfield	

Jolley called the meeting to order at 7:01 p.m. with a quorum present.

**HEARINGS:**

**NOI 307-\_\_\_: 413 Boston Street** (Map 19, Lot 041), Ronan-APC Services LLC/Decoulos & Company LLC - repaving/redevelopment of parking lot

Luther read the legal notice and proof of abutter notice was submitted by James Decoulos, Decoulos & Company, on behalf of the applicant.

Gaffney informed the TCC that the DEP number has not yet been issued so the hearing cannot be closed at this meeting.

Referring to the submitted plans being displayed, Decoulos described the existing conditions of the parking lot and property that was constructed in the 1950s. He noted that there is a certified vernal pool on the abutting property for which the Buffer Zone extends into the back parking area of 413 Boston Street. The applicant is proposing to reconfigure the parking lot entrances and will eliminate an entrance at a dangerous intersection on Rt. 1 and relocate it off of Campmeeting Road. There is a second entrance that will be used for truck traffic. To address an expected increase in impervious area due to the reconfiguration of the parking lot, storm water from the parking area will be infiltrated to the subsurface. Also being proposed is a water quality swale which is expected to reduce impervious discharge to the vernal pool by 20%.

Decoulos stated that Bill Manuel flagged the area and Gaffney indicated that she agrees with the placement of the flags.

Luther asked if there is a direct connection from storm water runoff to the vernal pool, stating that if there was, he would like to see a break in the connection.

After a discussion related to the requirements of redevelopment, storm water regulations, the Certified Vernal Pool and a possible intermittent stream on the south side of the property, Gaffney suggested a TCC site visit; she will follow up with Decoulos to schedule the site visit.

The applicant requested a continuance to August 15, 2018.

*Luther moved to continue the hearing for the Notice of Intent request for 413 Boston Street to August 15, 2018 on the basis that no number has been issued by DEP. Shamroth seconded. The vote was unanimous in favor.*

### **REQUESTS:**

**RDNI 2018-04: 15 Perkins Circle** (Map 27, Lot 016) Stutz and Rinne - tree removal in Riverfront Area

Displaying the aerial map submitted by the applicant, Gaffney pointed to the trees that the applicant proposes to remove, including 6 white pines and 1 red oak. She noted that the trees are within the Riverfront Area of Mile Brook, with 4 of the trees also within the Buffer Zone. The applicant, Jill Stutz, stated that some trees on her property have already fallen. She had an arborist assess the trees and the arborist recommended that she remove the 7 trees noted on the map. Gaffney reminded the applicant that the tree policy has a no net loss of trees so 7 trees would have to be replanted.

*Luther moved to issue a Determination of Negligible Impact for RDNI 2018-04, 15 Perkins Circle with the replanting of trees as required. Shamroth seconded. The vote was unanimous in favor.*

**RDNI 2018-05: 122 Perkins Row** (Map 51, Lot 012) Tallaksen - extend breezeway

Gaffney displayed the proposed plan submitted with a building permit application. The applicant proposes to extend an existing breezeway and add a second story onto the breezeway. Gaffney noted that the proposed work is within a Buffer Zone and Riverfront Area to Cow Pen Brook but 85 feet from the wetlands, located at the back of the house.

*Luther moved to issue a Determination of Negligible Impact for RDNI 2018-05, 122 Perkins Row. Shamroth seconded. The vote was unanimous in favor.*

### **MEETING MINUTES – May 23, 2018 and June 13, 2018**

*Luther moved to accept the minutes of the meetings held on May 23, 2018 and June 13, 2018 as submitted. Shamroth seconded. The vote was unanimous in favor.*

**ADMINISTRATOR'S REPORT:**

Summer Intern update – Gaffney reported that the summer intern started last week and will work approximately 10 hours per week. Projects will include creating a leaf dumping brochure, a native plant list with pictures as a resource for the public and a map of bylaw riverfront areas.

MACC FY19 education calendar – the calendar has been distributed to the TCC.

**OTHER:**

Amended EO #2 2016-01: 25 John's Lane

*Luther moved to ratify the amended Enforcement Order #2, 2016-01: 25 John's Lane. Shamroth seconded. The vote was unanimous in favor.*

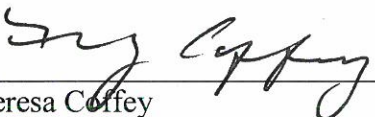
Topsfield General Wetlands Bylaw proposed fee revisions – Gaffney reported that this will be moving forward.

**ADJOURNMENT:**

*Luther moved to adjourn. Shamroth seconded. The vote was unanimous in favor. The meeting was adjourned at 8:02 pm.*

The next meeting will be held August 15, 2018 at 7:00 pm, Topsfield Library Meeting Room.

Respectfully submitted,

  
\_\_\_\_\_  
Theresa Coffey  
Recording Secretary

Minutes approved at the TCC meeting on 8/15/2018

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:**

NOI 307-xxxx: 413 Boston Street – Application and attachments

Existing Conditions Plan and Proposed Conditions Plans, Sheets C1, C2, C3, C4, dated July 4, 2018 by Decoulos & Company

Proposed Conditions Plans Sheets C2 and C4 revised July 12, 2018 by Decoulos & Company

Photos by H. Gaffney taken June 28, 2018

Wetlands Evaluation at 413 Boston Road, Topsfield, dated May 4, 2018 by Wetlands & Land Management, Inc.

RDNI 2018-04: 15 Perkins Circle – Application and attachments

Tree Appraisal dated June 22, 2018 by Cicoria Tree Company

RDNI 2018-05: 122 Perkins Row – Application and attachments

Draft Meeting Minutes of May 23, 2018 and June 13, 2018