

***Topsfield Conservation Commission
Minutes of Meeting March 25, 2020***
By Teleconference

Present: Cheryl Jolley – Chair, Dodds Shamroth – Vice Chair, Nicholas Betts, Holger Luther, Heidi Gaffney – Administrator and Theresa Coffey – Recording Secretary.

Absent: Jennifer DiCarlo

Other Attendees: None

Cheryl Jolley, Chairperson, called the meeting to order, by teleconference, at 7:12 p.m. with a quorum present. She made the following announcement:

“Pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor’s March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this public hearing of the Topsfield Conservation Commission is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but the public can listen to this meeting while in progress by calling 425-436-6338 and entering code 823203# when prompted. Members of the public attending this meeting virtually will be allowed to make comments if they wish to do so, during the portion of the hearing designated for public comment as announced by the chair, by phone during this conference call.”

Chairperson Jolley announced that the meeting was being audio recorded. Attendance was taken by roll call.

Commissioners:

Cheryl Jolley – present
Nicholas Betts – present
Holger Luther – present
Dodds Shamroth – joined the meeting at 7:30 pm due to a technical issue with the
FreeConferenceCall.com system being overwhelmed.
Jennifer DiCarlo – absent

Staff:

Heidi Gaffney – present
Theresa Coffey – present

Other: None

HEARINGS

Continuation ANRAD 307-0776: 5 East Common Street (Map 33, Lot 36), Congregational Church/Beals Associates – verification of Wetlands Resource Area boundaries.

Gaffney confirmed the applicant's request to continue to April 8, 2020.

Luther moved to continue the hearing for ANRAD 307-0776 to April 8, 2020 at the request of the applicant. Betts seconded the motion and it was approved by roll call vote:

Jolley – yes; Betts – yes; Luther – yes

Continuation NoI (Bylaw only) TCC 2019-01: 371 Boston Street (Map 26, Lot 014), Sabino/The Morin-Cameron Group, Inc.

Gaffney confirmed the applicant's request to continue to April 22, 2020.

Luther moved to continue the hearing for NoI (Bylaw only) TCC 2019-01: 371 Boston Street to April 22, 2020 at the request of the applicant. Betts seconded the motion and it was approved by roll call vote:

Jolley – yes; Betts – yes; Luther – yes

Continuation NoI 307-0783: Hill Street Culvert, Topsfield Highway Department – re-opened hearing for the request to replace a culvert within an intermittent stream in the roadway.

Gaffney confirmed the applicant's request to continue to April 8, 2020.

Luther moved to continue the hearing for NoI 307-0783: Hill Street Culvert to April 8, 2020 at the request of the applicant. Betts seconded the motion and it was approved by roll call vote:

Jolley – yes; Betts – yes; Luther – yes

Continuation NOI 307- : ECTA Town Wide Trail Maintenance Plan, ECTA/DeRosa Environmental Consulting, Inc. – town-wide trail management plan.

Gaffney confirmed that a DEP number had not been issued and a request to continuance to April 22, 2020 was received.

Luther moved to continue the hearing for NoI 307- : ECTA Town Wide Trail Maintenance Plan to April 22, 2020 at the request of the applicant. Betts seconded the motion and it was approved by roll call vote:

Jolley – yes; Betts – yes; Luther – yes

NoI 307- : 24 Wilmor Road, (Map 10, Lot 005), Howlett/Seekamp Environmental Consulting, Inc. – install in-ground pool and remove trees.

Jolley opened the hearing, Luther read the legal notice and Gaffney confirmed that proof of abutter notice was received.

Gaffney reported that a DEP number was not yet issued. Gaffney provided a brief overview of the application and confirmed that the applicant requested a continuance to April 8. Discussion was held on a site visit for the TCC. Gaffney will coordinate the site visit.

Luther moved to continue the hearing for NoI 307- : 24 Wilmor Road to April 8, 2020 at the request of the applicant. Betts seconded the motion and it was approved by roll call vote:

Jolley – yes; Betts – yes; Luther – yes

RDA 2020-03: 69 Washington Street – Little Brook Village, (Map 32, lot 014), Topsfield Housing Authority/Allen & Major Associates, Inc. – construct ADA sidewalk, install 6” drain.

Luther read the legal notice and Gaffney confirmed that proof of abutter notice was received.

Gaffney provided background information for this application. She described the location of the property and explained that the proposed work is outside of TCC jurisdiction. Riverfront associated with Slough Brook begins on the south side of Washington Street. The applicant has requested a waiver of the fee as a municipal project.

Luther moved to waive fees associated with this request because it is a municipal project. Betts seconded the motion and it was approved by roll call vote:

Jolley – yes; Betts – yes; Luther – yes

Luther moved to close the hearing for RDA 2020-03: 69 Washington Street – Little Brook Village. Betts seconded the motion and it was approved by roll call vote:

Jolley – yes; Betts – yes; Luther – yes

Shamroth joined the meeting at 7:30 pm.

Luther moved to issue a Negative Determination of Applicability for RDA 2020-03: 69 Washington Street – Little Brook Village. Betts seconded the motion and it was approved by roll call vote:

Jolley – yes; Betts – yes; Luther – yes; Shamroth - recused

MEETING MINUTES

Luther moved to accept the minutes of the meeting held on February 12, 2020 as written. Shamroth seconded the motion and it was approved by roll call vote:

Jolley – yes; Betts – yes; Luther – yes; Shamroth - yes

ADMINISTRATOR'S REPORT

- The Grow Spring Expo was cancelled.
- Discussion and vote were postponed on the Bylaw Fee Schedule revisions and Proposed Bylaw Regulation revisions.

ADJOURNMENT

At 7:36 pm, Luther moved to adjourn. Shamroth seconded the motion and it was approved by roll call vote:

Jolley – yes; Betts – yes; Luther – yes; Shamroth - yes

The next meeting will be held on April 8, 2020 at 7:00 pm, remotely, by audio and/or video conference.

Respectfully submitted,

Theresa Coffey

Theresa Coffey
Recording Secretary

Minutes approved at the TCC meeting on 4/22/2020

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 2020-03: 69 Washington Street – Little Brook Village, (Map 32, lot 014)

- Complete Request for Determination of Applicability Application with required attachments dated March 11, 2020
- Drawings titled: Accessible walkway Building B, Unit #63B for Little Brook Village Elderly Development 667-1, sheets 1 – 4, dated February 12, 2020 and prepared by Allen and Major Associates, Inc.

NoI 307- : 24 Wilmor Road, (Map 10, Lot 005)

- Complete Notice of Intent Application with required attachments dated March 6, 2020
- Permit Plan for 24 Wilmor Road dated February 20, 2020 and prepared by Graham Associates, Inc.
- Howlett Property Arborist Report 2020 prepared by Bartlett Tree Experts

Draft Minutes of the Meeting held on February 12, 2020