

***Topsfield Conservation Commission  
Minutes of Meeting May 25, 2022  
By Video/audio conference***

**Present:** Dodds Shamroth – Chair, Jennifer DiCarlo – Vice Chair, Holger Luther and Heidi Gaffney – Administrator

**Other Attendees:**

John Morin, The Morin-Cameron Group, Inc.  
Dick Gandt

Dodds Shamroth, Chairperson, called the meeting to order, by video/audio conference, at 7:00 pm with a quorum present. She made the following announcements:

“Pursuant to Chapter 20 of the Acts of 2021, this meeting/public hearing will be conducted via remote means. Members of the public who wish to access the meeting may do so in the following manner: Zoom Meeting – see connection information below to join the meeting by Zoom videoconference or calling in by phone. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Topsfield Town Website, at <https://www.topsfield-ma.gov/>. You may also reach out to Conservation at [Conservation@topsfield-ma.gov](mailto:Conservation@topsfield-ma.gov) or 978-887-1510 for information/assistance. No in-person attendance of members of the public will be permitted, and public participation in any public hearing conducted during this meeting shall be by remote means only. 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 during the hearing.

The meeting is being recorded by BCTV and ZOOM; is there anyone else present who wishes to record the meeting? No response.

While we are conducting town business using remote participation via ZOOM, we ask that those of you not recognized by the chair or otherwise engaged in the discussion of the moment to please mute your microphone to avoid interruptions outside the conversation. Thank you.”

**HEARINGS**

**Continuation NOI (Bylaw only) TCC 2019-01: 371 Boston Street** (Map 26, Lot 014), Sabino/The Morin-Cameron Group, Inc. – re-construction of an existing building, construction of an addition, paved parking areas and driveways, utilities, stormwater management structures & grading.

No action needed. – *previously continued to June 8, 2022.*

**NOI 307- : 71 Howlett Street** (Map 33, Lot 019) Djordjic/Hancock Associates – after-the-fact construction of guest house and related activities and ecological restoration within 100’ Buffer Zone

Gaffney stated that the applicant is working on submitting an application to the ZBA and obtaining a DEP File #.

*Luther moved to continue the hearing for NOI 307- : 71 Howlett Street to June 22, 2022. DiCarlo seconded the motion, and it was approved by roll call vote:*

*Luther – yes; DiCarlo – yes; Shamroth – yes*

Documents:

- Complete Notice of Intent Application with required attachments dated May 12, 2021
- Plan titled “As-Built Plan of Land in Topsfield MA” for 71 Howlett Street prepared by Hancock Associates, dated April 27, 2021
- Plan titled “Wetland Buffer Zone Enhancement Plan” prepared by Hancock Associates, dated October 25, 2021
- Draft plan titled “Permit Site Plan in Topsfield MA” prepared by Hancock Associates, dated January 22, 2022

**REQUESTS:**

**Minor Modification for OOC #307-0794: 109 Salem Road** (Map 70, Lot 018) Gibbs/Dawson – request for minor plan and drainage modifications

The applicant’s representative, John Morin of The Morin Cameron Group, Inc., presented the proposed modifications to the plan. Mr. Morin discussed that various site construction issues exist due to the work performed by a previous contractor and stated that a new contractor has been hired to complete the outstanding issues. The commission discussed the status of the site and the proposed modifications to the drainage, driveway, boulder slope and other minor changes. The commission discussed the tree that has fallen across the previously proposed mitigation area and stated that the mitigation area should still be planted in front of the down tree.

*Luther moved to approve the modifications as proposed as minor changes with the mitigation as discussed. DiCarlo seconded the motion, and it was approved by roll call vote:*

*Luther – yes; DiCarlo – yes; Shamroth – yes*

- Letter: Minor Modification – DEP File #307-0794, dated May 17, 2022, submitted by The Morin-Cameron Group, Inc.
- Hand edits over the original Approved Plan with edits noted as revision 3 and revised date of 4/22/2022.

### **MEETING MINUTES:**

March 23, 2022 – Luther moved to approved the meeting minutes of March 23, 2022, DiCarlo seconded. Vote: *Luther – yes; DiCarlo – yes; Shamroth – yes.*

### **OTHER BUSINESS / ADMINISTRATOR’S REPORT:**

#### **Enforcement Order 2022-04: 25 John’s Lane (Map 76, Lot 004) – *unauthorized activities***

Gaffney reviewed the EO requirements, stating the work was related to the expansion of the driveway which included tree removal, excavation and soil disturbance within Buffer Zone Resource Area. Gaffney discussed the recent information stating that a property sale is underway, there will be a new owner and she has met with and reviewed with the buyer(s) of the property.

*Luther moved to ratify the Enforcement Order as written. DiCarlo seconded the motion and it was approved by roll call vote:*

*DiCarlo – yes; Luther – yes; Shamroth – yes*

#### **Documents:**

- Enforcement Order 2022-04: 25 John’s Lane dated 5/12/2022
- Photos

#### **Enforcement Order 2022-05: 21 John’s Lane (Map 68, Lot 041) – *unauthorized activities***

Gaffney reviewed the EO requirements, stating the work was related to tree removal/land clearing activity within Buffer Zone Resource Area. Gaffney discussed the recent information stating that a property sale is underway, there will be a new owner and she has met with and reviewed with the buyer(s) of the property.

*Luther moved to ratify the Enforcement Order as written. DiCarlo seconded the motion and it was approved by roll call vote:*

*DiCarlo – yes; Luther – yes; Shamroth – yes*

Documents:

- Enforcement Order 2022-05: 21 John's Lane dated 5/12/2022
- Photos

The Administrator stated that they have officially received 3 volunteer applications for potential new commission members.

**ADJOURNMENT**

*At 7:57 pm, Luther moved to adjourn. DiCarlo seconded the motion, and it was approved by roll call vote:*

*Luther – yes; DiCarlo – yes; Shamroth – yes*

The next meeting will be held on June 8, 2022, at 7:00 pm, by Videoconference.

Respectfully submitted,

*Heidi Gaffney*

Heidi Gaffney

Conservation Administrator

*Minutes approved at the TCC meeting on June 8, 2022*

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.