

**Minutes of the
Topsfield Planning Board
Town Library Meeting Room
November 7, 2017**

Chairman Morrison called the meeting to order at 7:30PM. Board members present, in addition to Chairman Martha Morrison, were Jeanine Cunniff, Joseph Geller, Josh Rownd and Steven Hall (arrived at 7:35). Of the Planning Board staff Community Development Coordinator Donna Rich was in attendance. Other persons present during all or part of the meeting were David Daly, Daly Group, LLC, Matt Hamor, LandPlex, residents Frank Russo, Lori & Chris Boyd, Ann Minnehan and Jen Collins-Brown.

Public Hearing

7:30PM- 3 Kinsman Lane-Stormwater & Erosion Control Permit Request-Member Josh Rownd read the Legal Notice to open the Public Hearing. Matt Hamor, LandPlex explained the Stormwater & Erosion Control plan as depicted on plan dated October 29, 2017 and within the Stormwater Report dated October 19, 2017. The committee members asked questions and received answers regarding the homeowner maintenance plan. Chairman Morrison read a statement from the Stormwater Coordinator dated November 7, 2017. Chris Boyd read a statement that was submitted at the hearing and a copy of a perpetual easement for the exclusive use of a portion of the parcel at 3 Kinsman Lane, entitled Grant of Easement recorded on June 30, 2015. In addition a letter from abutter Lauren Herter, dated October 27, 2017 was read. Mr. Boyd expressed his concerns regarding the size of the proposed house. Chairman Morrison stated that such concerns were outside the purview of the Planning Board and the issuance of a Stormwater Permit. Hearing no further comments from the public, Member Jeanine Cunniff made a motion to close the Hearing, seconded by Member Josh Rownd; so voted: 5-0. Member Steve Hall made a motion to approve the Stormwater Permit for the property located at 3 Kinsman Lane on plan entitled Proposed Stormwater Plan dated October 19, 2017 by Landplex Civil Engineering Surveying for the Daly Group, LLC, with conditions 1) the approval of the septic system by the Topsfield Board of Health as shown on plan entitled "Proposed Sewage Disposal System Plan, 101 Washington Street Topsfield Ma" dated August 28, 2017, approved October 6, 2017 and 2) Annual inspections are required by the property owners to any proposed interceptor drains, trenches or devices and clean out if necessary, seconded by Member Josh Rownd; so voted: 5-0.

2017 Annual Report: Member Jeanine Cunniff made a motion to approve as presented the 2017 Planning Board Annual Report, seconded by Member Joe Geller; so voted: 5-0.

2018 Meeting Schedule: Member Jeanine Cunniff made a motion to approve 2018 Meeting Schedule as presented, seconded by Member Josh Rownd; so voted: 5-0.

Peer Review Scope for 303 & 333 Perkins Row: Chairman Morrison explained that Beals Associates, Inc had been asked to prepare a proposed scope and budget for a Peer Review of the Definitive Subdivision Plan and Stormwater & Erosion Control at 303 & 333 Perkins Row. Member Josh Rownd made a motion to approve the proposal

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submitted on November 7, 2017 within an email at 7:06pm from Beals Associates, Inc for the Peer Review at 333 & 303 Perkins Row, seconded by Member Steve Hall; so voted: 5-0.

Minutes: Member Jeanine Cunniff made a motion to approve the minutes of September 19, 2017 as amended, seconded by Member Joe Geller; so voted: 5-0.

Member Jeanine Cunniff made a motion to approve the minutes of October 3, 2017 as amended, seconded by Member Joe Geller; so voted: 4-0-1. Member Steve Hall abstained.

At 8:40 PM, Member Jeanine Cunniff made a motion to adjourn and Member Joe Geller seconded the motion; so voted: 5-0.

Respectfully submitted,

Donna C. Rich
Community Development Coordinator

Per the Open Meeting Law, the documents that were either distributed to the Planning Board before the meeting in a packet, or at the meeting were:

1. Agenda
2. Minutes of September 19 and October 3, 2017
3. Stormwater & Erosion Control application for 3 Kinsman Lane, along with comments from Stormwater Coordinator Dave Bond
4. Letter from abutter, Lauren Herter, regarding 3 Kinsman Lane
5. Draft of the Planning Board 2017 Annual Report
6. Draft of the Planning Board 2018 Meeting Schedule with filing deadlines
7. Peirce Farm monthly update to Board of Health
8. Distributed at the meeting: email of Peer Review proposal and budget dated 11/7/17 from Beals Associates, Inc
9. Filing application of Definitive Subdivision Plan, Stormwater & Erosion Control and Scenic Road for 333 & 303 Perkins Row, Riverwood Estates
10. Received at the meeting: Grant of Easement between Kathleen Temblay and William Christopher Boyd and Lori Bassett Boyd recorded date of 6/30/15, letter from Chris & Lori Boyd, Jozokos Architecture Inc drawings titled: Single Family Home, 101 Washington Street

Approved as written at the December 5, 2017 Planning Board meeting.

<p>Pursuant to the 'Open Meeting Law,' G.L. 39, § 23B, the approval of these minutes by the Committee 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 Committee as to the completeness or accuracy of such statements.</p>
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