

**Minutes of the
Topsfield Planning Board
Town Library Meeting Room
July 10, 2018**

Chairman Morrison called the meeting to order at 7:30PM.

Board members present: Chairman Martha Morrison, Jeanine Cunniff, Steven Hall, Joseph Geller and Josh Rownd.

Planning Board Coordinator: Donna Rich

Visitors: Craig Marchionda, Marchionda & Associates, L.P., Nancy McCann, McCann & McCann P.C.

Residents: Rob Skeffington, Eldon Goodhue and Dick Gandt.

Re-Organization

Member Josh Rownd nominated Martha Morrison as Chairman, seconded by Joe Geller; so voted: 4-0-1. Martha Morrison abstained.

Member Josh Rownd made a motion to approve Martha Morrison as Chairman, seconded by Member Joe Geller; so voted: 4-0-1. Martha Morrison abstained.

Member Josh Rownd nominated Steve Hall as Clerk, seconded by Member Joe Geller; so voted: 4-0-1. Steve Hall abstained.

Member Josh Rownd made a motion to approve Steve Hall as Clerk, seconded by Member Joe Geller; so voted: 4-0-1. Steve Hall abstained.

Member Jeanine Cunniff made a motion to reappoint the liaisons to Town Committees as they were last year, Joe Geller-Rail Trail and Mapping Committee, Steve Hall-Stormwater Committee, with Joe Geller as an alternate, Jeanine Cunniff-Conservation Commission and Soil Removal and with the addition of Joe Geller to the Open Space, seconded by Member Steve Hall; so voted: 5-0.

333 & 303 Perkins Row

Nancy McCann, McCann & McCann P.C. presented Form H, Covenant Conditional Approval Contract and a street construction schedule to the members. Chairman Morrison asked the members if they had any questions, hearing none, Member Steve Hall made a motion to accept Covenant from Riverwood Estates dated July 10, 2108, seconded by Member Josh Rownd; so voted: 5-0.

293 Boston Street

Chairman Morrison asked the member if they had any questions regarding the Drainage Easement as presented, hearing none, Member Jeanine Cunniff made a motion to recommend to the Board of Selectmen to accept the Drainage Easement from Green Acres Realty, Inc., seconded by Member Steve Hall; so voted: 5-0.

Chairman Morrison asked the members if they had any questions regarding the Covenant. Hearing none, Member Josh Rownd made a motion to accept the Green Acres Realty, Inc., Covenant from dated July 10, 2108, seconded by Member Joe Geller; so voted: 5-0. Resident Eldon Goodhue signed the document as a Notary Public.

Craig Marchionda, Marchionda & Associates, L.P. identified some waivers that were not included in the original Definitive Subdivision Approval/Certificate of Action document and requested that the Board consider adding them. Member Joe Geller made a motion to approve Definitive Subdivision Approval/Certificate of Action with the additional waivers, dated June 6, 2018, seconded by Member Jeanine Cunniff; so voted: 5-0.

Correspondence

Minutes

Member Jeanine Cunniff made a motion to approve the minutes of June 5, 2018 as amended, seconded by Member Steve Hall; so voted: 4-0-1. Member Josh Rownd abstained.

At 8:22 PM, Member Jeanine Cunniff made a motion to adjourn and Member Josh Rownd 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 June 5, 2018
3. 333 & 303 Perkins Row Definitive Plan Endorsement & Covenant, Street Construction Schedule
4. 293 Boston Street Drainage Easement, Definitive Subdivision Approval/Certificate of Action
5. Office of the Attorney General letter dated June 28, 2018 relative to the approval of Annual Town Meeting Zoning Bylaws

Approved as amended at the September 4, 2018 Planning Board meeting.

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.
