

**Minutes of the  
Topsfield Planning Board  
Town Hall  
First Floor Conference Room  
June 26, 2019**

Chairman Morrison called the meeting to order at 7:31PM.

Board members present: Chairman Martha Morrison, Steven Hall, Greg Mellinger, and Jennie Merrill. Josh Rownd was absent.

Planning Board Coordinator: Donna Rich.

Visitor: Alan Berry, CP Berry Homes

**Release of Tri-Partite Funds at 470 Boston Street:** Alan Berry explained that Rolling Green is near completion and is requesting a reduction in the Retainage held in the Tri-Partite Agreement. Chairman Morrison noted that Highway Superintendent Dave Bond recommends the release of the funds. Berry noted that the remaining retainage would be \$14,950, which includes a 15% contingency. Berry stated he would be requesting this release after receiving the Certificate of Compliance from the Conservation Commission. Steve Hall made a motion to approve the release of funds leaving \$14,950 in the Tri-Partite Agreement, as stated on the Schedule of Values dated June 11, 2019; seconded by Greg Mellinger; so voted: 4-0.

At 7:52pm, Steve Hall made a motion to adjourn and Greg Mellinger seconded the motion; so voted: 4-0.

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. Email from CP Berry Homes dated June 11, 2019, requesting reduction of triparty agreement for 470 Boston Street

*Approved as amended at the September 3, 2019 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.