

**Minutes  
Topsfield Zoning Board of Appeals  
Virtual over ZOOM  
Board of Selectmen Meeting Room  
August 4, 2020**

Chairman Bob Moriarty called the meeting to order at 7:04PM. Board members present included Chairman Moriarty, David Merrill, Gregor Smith, and Dave Moniz. Jody Clineff was absent. Donna Rich, Community Development Coordinator, was also present.

**Visitors:** Kassandra Terzakis and Peter Calandra

**GOVERNOR’S ORDER**

Chairman Moriarty stated “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 limitation on the number of people that may gather in one place, this meeting of the Zoning Board of Appeals will be conducted via remote participation to the greatest extent possible. 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 website at [www.topsfield-ma.gov](http://www.topsfield-ma.gov) For this meeting, members of the public who wish to watch or listen to the meeting may do so in the following manner: Video conference (see log-in information below.) No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means”.

**Public Hearing:**

374 Boston Street, Unit #5 – Clerk Dave Merrill read the Legal Notice to open the Hearing. Chairman Moriarty asked Kassandra Terzakis to describe her business plan. Ms. Terzakis stated she wishes to open up a beauty services salon, offering lashes extensions, facials, waxing and spray tanning. Terzakis explained that she has 600 square feet, with two rooms and that there would be only be one customer at a time. Members asked how she would adapt her practice to COVID, and Terzakis explained that she would follow guidelines set forth for beauty salons, 1 person only, no waiting inside the building, face shields and googles to be worn. A Member questioned the licensing and Terzakis stated she would be obtaining a Business Certificate from the Town and send it into the State for a license. Chairman Moriarty stated that there appears to be sufficient parking for the proposed scope of use based upon pictures provided by the Applicant. Members asked for business hours, Terzakis stated 8am-8pm.

Hearing no comments from the public, Gregor Smith made a motion to close the Public Hearing, seconded by Dave Moniz, so voted: 4-0.

Gregor Smith made a motion to approve the Special Permit pursuant to Article III, Section 3.02 of the Zoning Bylaw to Kassandra Terzakis, seconded by Dave Merrill; so voted: 4-0.

**Minutes:** The members voted to approve the February 25, 2020 minutes as amended; 4-0.

At 7:17pm Bob Moriarty made a motion to adjourn, seconded by Dave Merrill; so voted 4-0.

Donna C. Rich  
Community Development Coordinator

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

1. Agenda
2. Minutes of February 25, 2020
3. Application for 374 Boston Street, Unit #5

*Approved as written at the September 22, 2020 Zoning Board of Appeals 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.