APPROVED

Topsfield Conservation Commission
Minutes of Wednesday, January 8, 2014
Topsfield Library Meeting Room

Present: Jennie Merrill, Chairperson; Cheryl Jolley, Vice Chairperson; Holger Luther; Jim Carroll; Lana Spillman, Administrator; and MaryAnn Tuxbury, Minutes Secretary.
Absent: Jim MacDougall

Other Attendees: Thomas Melto; Larry Beals, Beals & Associates; and Dick Gandt, Selectman.

The meeting was called to Order at 7:02 p.m.

MEETING MINUTES:
A motion was made and seconded (Luther/Jolley) to approve the December 18, 2013 meeting minutes, as amended.

OTHER:
- **2014 TCC meeting date revisions**

The June 11, 2014 meeting is going to be held at the Proctor School. There was discussion on the November meeting. The meeting room at the Library is not available on that date. Merrill instructed Spillman to find out if the school was available for that date. Luther stated that he thinks it's too soon to worry about this now, and that the Commission should wait until the time gets closer to the actual date.

ADMINISTRATOR'S REPORT:
Updates – current projects
- **Town Library CoC**

Spillman reported that the Library was not ready for a CoC; an Operation and Maintenance Plan is needed for the stormwater structures.

- **NOI – Septic System, Hood Pond**

Spillman reported that a NOI application has been received for a septic system installation on Hoods Pond. The public hearing has been scheduled for January 22, 2014.

- **Watershed Association Grant Application**

Spillman reported that the Ipswich River Watershed Association was looking for a recommendation from the Commission to the Board of Selectmen that the Town support a proposed project to be funded by a grant. Luther stated that he would like to read the letter from the Watershed Association first before voting on this.

REQUEST:
RDNI: #2013-17: 22 Evergreen Lane (Lot 18) & 5 Hickory Lane (Open Space), (Map 50, Lots 32 and 39 respectively), Beals Associates Inc./Larry Beals
Larry Beals was present for this discussion. A new resident of the subdivision and owner of 22 Evergreen Lane, Thomas Melto, was also present for this discussion.

Beals summarized the discussion that took place last month for Mr. Melto. Beals stated that thanks to Selectman Dick Gandt, he has an Eagle Scout who is interested in doing the project. Luther suggested installing some signage on the trail, as well as clearing the trail, to be included in the project. Jolley suggested that some signage on the ecology of the area could also be included.

A motion was made and seconded (Luther/Carroll) to approve the sketch plan dated 12/26/13, with the addition of a boardwalk on the southerly side, as described in an e-mail dated 12/26/13. So voted unanimously.

Beals stated that they are making good progress on closing things out for the subdivision. He met with the Planning Board last night, and they released most of the money; there is still $60,000 remaining in the account. He is hoping for the street acceptance at the Spring Annual Town Meeting. He stated that he needs to file with the TCC for a CoC for the infrastructure.

Spillman stated that all conservation and open space posts need to be verified and an amount needs to be set aside with the Treasurer's Office for review of the conservation posts. She is not sure what the amount is, and there are other conditions to be met for compliance, especially in the Bylaw OoC.

Luther stated that he drove through the subdivision and saw no work taking place on 1 Beech Place (Lot 23). Beals replied that he needs to review the OoCs and make a list of the remaining work to be done. Spillman asked if the as-builts for the ponds received in ~2008 are incorporated into the current as-built plans. Beals stated that he is going to do one set of as-builts, including everything, and they should be completed by the next Planning Board meeting. He added that a proposal for operation and maintenance of the drainage and stormwater structures in the subdivision has been submitted to the Homeowners Association.

ADJOURNMENT:
There being no further business to come before the Commission, a motion was made and seconded (Luther/Jolley) that the meeting be adjourned. So voted unanimously.
The meeting was adjourned at 7:35 p.m.

Respectfully submitted,

MaryAnn Tuxbury, Minutes Secretary

Minutes approved at the TCC meeting on January 22, 2014

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.