

## **Topsfield Planning Board**

August 5, 2008

Chairman Winship called the meeting to order at 7:30 PM. Board members present were Robert Winship, Gregor Smith, Ian deBuy Wenniger and Jonathan Young. Roberta Knight, Community Development Coordinator was also present.

**Visitors:** Selectman Martha Morrison, Jaclyn White, James Rossi

**Library HVAC Replacement Project:** Library Director Jaclyn White and Trustee James Rossi joined the Board to discuss the HVAC Replacement Project. A brief history was given concerning the ventilation issues that the Library has experienced since the completion of the Major Renovations and Addition Project in 1998. To address these issues an engineering feasibility study was performed by SGH Inc. of Waltham MA, and based on those findings, the Town issued a request for design proposals. Richard D Kimball Company of Andover MA has completed the engineering design which requires that the compressor be placed on an ground pad since the Library roof structure will not support the weight of the unit. A discussion followed concerning visual and sound issues. The unit that has been selected will be placed on the High Street side next to the electrical transformer unit and will be screened. The sound level for the new system's compressor is within the same range as the current roof system.

It was the consensus of the Board, that this project is a "minor event" and does not warrant a new site plan review. However, the Board will defer to the Historical Commission and Conservation Commission for the visual sight scape and any resource area issues. It was also the consensus of the Board that the Library Trustees contact the abutting neighbors concerning the project, and that any neighborhood objections to the project would need to be reported to the Board.

### **Minutes:**

Member Gregor Smith made the motion to approve the minutes of June 3, 2008 as written; seconded by Member Ian deBuy Wenniger; so voted 4-0.

Member Gregor Smith made the motion to approve the minutes of July 1, 2008 as amended; seconded by Member Ian deBuy Wenniger; so voted 4-0.

**Antoria Way Subdivision Infrastructure:** The Board discussed the events that occurred at the site within the last few weeks relative to the stormwater drainage/ run-off, the subsequent issuance of an enforcement order by the Conservation Commission, and the paving of the roadway without the proper inspections by the Town. Test borings have been done in order to verify the compaction and thickness of the gravel, and to determine the thickness of the final layer of paving to meet the Town's standard for the acceptance

of the roadway. It was the consensus of the Board to request a meeting with Attorney Gary Evans and General Contractor James Evans to discuss these issues at the next meeting on September 2, 2008, and further send a letter to the neighbors informing them that the Planning Board is monitoring the site and inviting them to attend the September 2" meeting.

**New Business:**

**Definition of Restaurant:** Selectman Morrison discussed with the Board the need to review the definition for restaurant as currently defined in the Zoning Bylaw. The current broad definition includes the requirement by the new "Sweets" with seating for 32 to apply for a special permit as a restaurant. There are also implications for New Meadows Market relative to seating and take-out. The Board needs to review the definition in terms of "limited service food establishment".

**Electronic Filings:** In regards to the applications for special permits, Selectman Morrison noted that there is a need for electronic filings to be placed on the website in addition to a paper copy. The Town is looking into purchasing a software package to track all activities concerning a particular property including special permits.

**Downtown Strategic Plan:** Selectman Morrison noted that the need to update the Community Development Strategy (CDS) ties in with the Selectmen's new "Strategic Plan for the Downtown" that would encompass review of traffic, parking, septic, Rivers Act, and design standards for the Business Village district. This may be a possible activity for the Master Planning Committee. However, the Selectmen envision the inclusion of many individuals and groups in the visioning process.

**Bill Schedule:** The Board approved the bill schedule as submitted for BSC, D. J. Casey and Schwaab Inc.

The meeting was adjourned at 10:41 PM.

Respectfully submitted,

Roberta M. Knight  
Community Development Coordinator