

**BOARD OF SELECTMEN**  
**Minutes of September 17, 2008**

Chairman Jackson called the meeting to order at 4:04 PM. Board members present in addition to Chairman Jackson were Richard Gandt, Martha Morrison and Nancy Luther. Of the Selectmen's staff, Town Administrator Virginia Wilder, and Board Secretary Donna Rich, were in attendance. Other persons present were Larry Beals, Beals Associates Inc.

**Old Business**

Chairman Jackson opened by stating that the purpose of the meeting was to come to consensus regarding the Alternative Transportation Corridor (ATC) at 7 Grove Street. In review Chairman Jackson stated that the Board had a site walk, September 8, 2008, to review any physical obstacles presently on the property; and, that it had been discussed and agreed that the Rail Trail portion of the easement would run across the front of the existing building. Larry Beals, Beals Associates, who has been hired by the Rail Trail Committee to design Phase 1A of the Topsfield Linear Common, was in attendance to discuss the parameters that the Selectmen have in reference to the location of the ATC at the 7 Grove Street property. Selectmen Morrison expressed her concern that the placement of the Topsfield Linear Common at Topsfield Station must meet up with the trail on either side of the 7 Grove Street property in a logical straight line. There was a discussion regarding elevation, utility poles, and designated parking spots. Mr. Beals said he will draw the 20 foot easement on the property and the Board would receive it by Friday, September 19, 2008. Chairman Jackson stated that the Board would meet with Mr. Brian Woodland, owner of 7 Grove Street, on Monday, September 22, 2008 to review the plan of the placement of the 20 foot easement. The next step would be for the accepted plan to be recorded at the Registry of Deeds and a letter of support from the Board of Selectmen and Brian Woodland, sent to the Transit Realty, representatives for the MBTA lease. Selectman Morrison brought attention to the issue of parking spaces and the impact reduction of spaces would have on the plans previously approved by the Zoning Board of Appeals. It was noted that a change in the number of parking spaces would have to be presented to the Zoning Board of Appeals and could require a variance. Selectman Luther stated that parking within 200 feet of the building can be counted and the Park Street parking area could be considered for employee parking.

There was discussion regarding the Village Shopping Center's commencement of the septic system installation, which is adjacent to the property line at 7 Grove Street and scheduled to begin shortly. Mr. Beals' firm has been requested by the Board of Health to provide a Scope of Services to perform Construction Inspection Services on behalf of the Town. There was concern regarding the elevation of finished grade over the septic system adjacent to Mr. Woodland's property. Selectman Gandt raised the issue that this type of problem could become a Town drainage issue and should be resolved prior to the commencement of construction.

At 5:24 PM, Chairman Luther made a motion to adjourn, Selectman Morrison seconded the motion, so voted: 4-0.

Respectfully submitted,

Donna Rich, Secretary  
Selectmen's Office

*Approved as written at the September 29, 2008 Board of Selectmen's meeting.*