

Approved: May 4, 2016
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IPSWICH CONSERVATION COMMISSION
Meeting Minutes
March 16, 2016

Pursuant to a written notice posted by the Town Clerk and delivered to all Conservation Commission members, a meeting was held Wednesday, March 16, 2016 at 7:09 p.m. in Room C of the Ipswich Town Hall. Members present were Chairman Jennifer Hughes, Vice-Chair Sissy ffolliott, Commissioners Brian O'Neill, Catherine Carney-Feldman and William McDavitt. Also present was Agent Alicia Geilen and Recording Secretary Cathy Miaskiewicz. Absent with prior notice were Commissioners David Standley and Michele Hunton.

DEFINITION INDEX:

BVW - Bordering Vegetative Wetland

COC – Certificate of Compliance

CR – Conservation Restriction

DEP - Department of Environmental Protection

EO – Enforcement Order

ICC – Ipswich Conservation Commission

IRWA – Ipswich River Watershed Association

LSCSF – Land Subject to Coastal Storm Flowage

NOI – Notice of Intent

NDZ – No-Disturbance Zone

O & M Plan – Operations and Maintenance Plan: An O&M plan is an indication that a facility is in continued compliance with applicable regulations and permit conditions

OOC – Order of Conditions

ORAD – Order of Resource Area Delineation

RDA – Request for Determination of Applicability (*below is a list of possible outcomes for RDAs*)

Negative #2 Determination (NDA)– This is an approval for work in in resource areas

Negative #3 Determination (NDA)– This is an approval for work in in buffer zones

Negative #5 Determination (NDA) – This is approval for work that meets the requirements of an exception under the WPA

Negative #6 Determination– This is an approval for work under the Ipswich Wetland Protection Bylaw

Positive Determination – This is a denial requiring an NOI to be filed should the applicant wish to pursue

RPA - Riverfront Protection Act

SWM – Storm Water Management

WPA – Massachusetts Wetlands Protection Act (310 CMR 10.00 *et seq.*)

Citizen's Queries:

None

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Ongoing Matters Being Continued to FUTURE Sessions:

<p>MATTER: 36-1274: Ipswich Junction LLC for work at 114 & 116 County Road shown on Tax Map: 54A Lot: 8 for a NOTICE OF INTENT for site improvements including the construction of two (2) new buildings and the installation of a new stormwater management system in jurisdictional areas. <i>Request to Continue to 4/6/16</i></p>
<p>DISCUSSION: There was no one present for this matter.</p>
<p>RECOMMENDATION OF AGENT: <i>To continue to April 6, 2016.</i></p>
<p>MOTION:</p> <p style="padding-left: 40px;">♦ A motion was made by Commissioner Carney-Feldman to continue to April 6, 2016. The motion was seconded by Commissioner McDavitt and passed unanimously.</p>
<p>ACTION ITEMS / SPECIAL INSTRUCTIONS:</p> <p style="padding-left: 40px;">❖ <i>None</i></p>
<p>DOCUMENT LIST: <i>Continuation request</i></p>
<p>MATTER: 36-1273: EBSCO for work at 6 Estes Street shown on Tax Map: 42A Lot: 186 for an after-the-fact NOTICE OF INTENT for parking lot maintenance in jurisdictional areas. <i>Request to Continue to 4/6/16</i></p>
<p>DISCUSSION: There was no one present for this matter.</p>
<p>RECOMMENDATION OF AGENT: <i>To continue to April 6, 2016.</i></p>
<p>MOTION:</p> <p style="padding-left: 40px;">♦ A motion was made by Commissioner Carney-Feldman to continue to April 6, 2016. The motion was seconded by Commissioner McDavitt and passed unanimously.</p>
<p>ACTION ITEMS / SPECIAL INSTRUCTIONS:</p> <p style="padding-left: 40px;">❖ <i>None</i></p>
<p>DOCUMENT LIST: <i>Continuation request</i></p>
<p>MATTER: 36-1284: 79 Labor-in-Vain Road Real Estate Trust for work at 79 Labor-in-Vain Road shown on Tax Map: 43A Lot: 005 for a NOTICE OF INTENT for septic system repair and replacement dug well in jurisdictional areas. <i>Request to Continue to 4/6/16</i></p>
<p>DISCUSSION: There was no one present for this matter.</p>
<p>RECOMMENDATION OF AGENT: <i>To continue to April 6, 2016.</i></p>
<p>MOTION:</p> <p style="padding-left: 40px;">♦ A motion was made by Commissioner Carney-Feldman to continue to April 6, 2016. The motion was seconded by Commissioner McDavitt and passed unanimously.</p>
<p>ACTION ITEMS / SPECIAL INSTRUCTIONS:</p> <p style="padding-left: 40px;">❖ <i>None</i></p>
<p>DOCUMENT LIST: <i>Continuation request</i></p>

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MATTER: 36-1283: Jean-Jacques Toulotte for work at 94 Labor-in-Vain Road shown on Tax Map: 32 Lot: 004 for a NOTICE OF INTENT for a second floor addition to a single-family dwelling including a small bump out, underground propane storage tank, a force-main to a drain field and drain line in jurisdictional areas. <i>Request to Continue to 4/6/16</i>
DISCUSSION: There was no one present for this matter.
RECOMMENDATION OF AGENT: <i>To continue to April 6, 2016.</i>
MOTION: <ul style="list-style-type: none"> ◆ A motion was made by Commissioner Carney-Feldman to continue to April 6, 2016. The motion was seconded by Commissioner McDavitt and passed unanimously.
ACTION ITEMS / SPECIAL INSTRUCTIONS: <ul style="list-style-type: none"> ❖ <i>None</i>
DOCUMENT LIST: <i>Continuation request</i>

MATTER: 36-1285: S&K Homes, LLC for work at 18 Willowdale Circle shown on Tax Map: 26 Lot: 044 for a NOTICE OF INTENT to construct a single family home in jurisdictional areas. <i>Request to Continue to 4/6/16.</i>
DISCUSSION: There was no one present for this matter.
RECOMMENDATION OF AGENT: <i>To continue to April 6, 2016</i>
MOTION: <ul style="list-style-type: none"> ◆ A motion was made by Commissioner Carney-Feldman to continue to April 6, 2016. The motion was seconded by Commissioner McDavitt and passed unanimously.
ACTION ITEMS / SPECIAL INSTRUCTIONS: <ul style="list-style-type: none"> ❖ <i>None</i>
DOCUMENT LIST: <i>Continuation request</i>

MATTER: 36-1277: J & K Realty Trust for work at 195, 197 & 199 High Street shown on Tax Map: 21 Lots: 7A, None & 93 for a NOTICE OF INTENT to construct an apartment building addition in jurisdictional areas. <i>Request to Continue to 4/6/16.</i>
DISCUSSION: There was no one present for this matter.
RECOMMENDATION OF AGENT: <i>To continue to April 6, 2016.</i>
MOTION: <ul style="list-style-type: none"> ◆ A motion was made by Commissioner Carney-Feldman to continue to April 6, 2016. The motion was seconded by Commissioner McDavitt and passed unanimously.
ACTION ITEMS / SPECIAL INSTRUCTIONS: <ul style="list-style-type: none"> ❖ <i>None</i>
DOCUMENT LIST: <i>Continuation request</i>

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Withdrawn Matters:

<p>MATTER: Newland Development Associates, LLC for work at 143-145 High Street shown on Tax Map 30A, Lot 26A, 27 & 42 for a REQUEST FOR DETERMINATION OF APPLICABILITY for soils testing in jurisdictional areas. <i>Continued from 2/17/16. Withdrawn at applicant's request.</i></p>
<p>DISCUSSION: There was no one present for this matter. Agent Geilen stated that the applicant called to ask for this matter to be withdrawn without prejudice.</p>
<p>RECOMMENDATION OF AGENT: <i>To withdraw the matter.</i></p>
<p>MOTION: <ul style="list-style-type: none"> ◆ A motion was made by Vice-Chair ffollriott to accept the withdrawal request. The motion was seconded by Commissioner O'Neill and passed unanimously. </p>
<p>ACTION ITEMS / SPECIAL INSTRUCTIONS: <ul style="list-style-type: none"> ❖ <i>None</i> </p>
<p>DOCUMENT LIST: <i>Withdrawal request</i></p>

Courtesy Position:

<p>MATTER: 36-1281: Department of Public Works for work at Linebrook Road (between Washington Street to the east and Newburyport Turnpike [Route 1] to the west, approximately 20,000 linear feet) for a NOTICE OF INTENT to evaluate existing water and drainage utilities and replace or improve as necessary, replace water mains between Washington Street and Pine Street, replace drain pipes and culverts in various locations and install additional catch basins in jurisdictional areas. <i>Continued from 3/2/16</i></p>
<p>DISCUSSION: Present was Bill Ross, Principal Engineer at New England Civil Engineering and Frank Ventimiglia, Operations Manager for the Department of Public Works (DPW). Mr. Ross presented the matter. Mr. Ross showed the new changes in the plan. The BZ and Subzones were added, C-4 culvert replacement had been removed from the project, because it was not clear if its replacement was actually necessary. The DPW plans to inspect the culvert with a camera, and if it is found to be faulty they will submit an amendment to the NOI for the culvert replacement. Chairman Hughes stated that the Commission had been assured they would not just pave over infrastructures and would come before the Commission first. The Bull Brook area catch basins upgrades and the related alternative analysis were discussed. Hydrodynamic water quality units were added to two catch basins, which will provide 80% total suspended solids removal. [Discussion: in-kind culvert replacement.] Agent Geilen stated that an O&M plan is needed. Mr. Ross stated that the contractor will choose the specific hydrodynamic treatment unit, so the O&M plan can't be submitted at this time. Chairman Hughes stated there could be a special condition in the OOC that the specific treatment unit to be used is subject to approval by the Commission prior to installation, and that an O&M plan should be submitted for review and approval at that time. Mr. Ventimiglia noted that the DPW will put require this of the contractors as well. Mr. Ross continued discussing the plan changes, including removing/replacing/adding sidewalk, culverts/pipes shortened to stay out of BVW, relocated rip rap and splash pads at culvert outlets, and sub-zones added to the plan.</p> <p>Commissioner McDavitt asked about exploratory excavations. Mr. Ross explained the process. [Discussion: temporary disturbance in BVW.] Commissioner Carney-Feldman asked about homeowner's concern with pumping water out of basements on Linebrook Road. Mr. Ventimiglia said they can send a letter out to the neighborhood that sump pumps can be connected to the town's stormwater system for a fee. [Discussion: sump pumps as an illicit discharge.] Agent Geilen bought up the subject of possible jurisdictional resources on Butternut Road. A site visit by DPW and the Commission was recommended to see if wetland is jurisdictional, but they need landowner permission to get on property. Agent Geilen discussed flag changes. Chairman Hughes recommended</p>

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having it be part of the as-built plan and marking it in the field. Agent Geilen will go out before the next meeting to make sure the wetland line is flagged and marked on the as-built.

RECOMMENDATION OF AGENT:

To continue to April 6, 2016 for receipt of final plans and other information required.

MOTION:

◆ **A motion was made by Commissioner Carney-Feldman to approve the waiver request as drafted. The motion was seconded by Commissioner McDavitt and passed unanimously.**

◆ **A motion was made by Vice-Chair ffollott to continue to April 6, 2016. The motion was seconded by Commissioner McDavitt and passed unanimously.**

ACTION ITEMS / SPECIAL INSTRUCTIONS:

❖ *None*

DOCUMENT LIST:

Additional Information dated 3/9/16, and prepared by New England Civil Engineering Corp., Revised Linebrook Permit Design dated 3/8/16, and prepared by New England Civil Engineering Corp., Scan of Sheet C-2 with Agent notes and Request for waivers dated 3/9/16, prepared by the Department of Public Works.

Requests for Certificates of Compliance:

MATTER: 36-1011: 290 Argilla Road, The Trustees of Reservations, *New*

DISCUSSION: There was no one present for this matter. Agent Geilen stated that this was for exploratory work for the septic system at Crane Beach, approved under a separate OOC.

RECOMMENDATION OF AGENT:

To put on hold until the septic system, which is in but not stabilized, is complete.

MOTION:

◆ **N/A**

ACTION ITEMS / SPECIAL INSTRUCTIONS:

❖ *Put on hold*

DOCUMENT LIST:

COC Request

MATTER: 36-917: 12 Market Street, Thomas O'Flynn & Sullivan Insurance, *New.*

DISCUSSION: There was no one present for this matter. Agent Geilen stated that this was for a project that never occurred.

RECOMMENDATION OF AGENT:

To issue a full and final COC for an invalid OOC.

MOTION:

◆ **A motion was made by Vice-Chair ffollott to issue a full and final COC for an invalid OOC. The motion was seconded by Commissioner Carney-Feldman and passed unanimously.**

ACTION ITEMS / SPECIAL INSTRUCTIONS:

❖ *None*

DOCUMENT LIST:

COC request and letter dated 3/2/16, and prepared by H.L. Graham, Inc.

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MATTER: 36-1228: 1 Country Club Way, Ipswich Country Club. <i>Continued from 2/17/16</i>
DISCUSSION: Present was Bill Manuell from Wetlands & Land Management, Inc. Mr. Manuell presented the matter. Mr. Manuell requested a comfort letter related to pavement, landscape and stormwater management. [Discussion: plant survival/comfort letter request/significant aspects including installing a water treatment device and they don't want to wait for a year/then they only wait for plant survival but can go ahead with everything else.] Agent Geilen stated that she could not confirm all herbaceous plants as native and neither could the plant specialist who submitted a letter of support. With that said, she is in favor of a comfort letter as requested. Chairman Hughes asked about stormwater treatment and recommended adding the standard for post-construction cleaning. Mr. Manuell asked about Special Condition #55, regarding monuments. Chairman Hughes recommended adding small signs to alert landscape contractors of the edge of the NDZ. Agent Geilen will work with Mr. Manuell on NDZ signage locations.
RECOMMENDATION OF AGENT: <i>To issue a comfort letter that states that all structural work is in compliance with the OOC, but refrains from that same statement concerning plants.</i>
MOTION: <ul style="list-style-type: none"> ◆ A motion was made by Vice-Chair ffollott to have Agent Geilen draft a comfort letter stating that all structures are in compliance per plan as recommended by the Agent. The motion was seconded by Commissioner Carney-Feldman and passed unanimously.
ACTION ITEMS / SPECIAL INSTRUCTIONS: <ul style="list-style-type: none"> ❖ Add standard for post-construction cleaning ❖ Add signage/NDZ markers
DOCUMENT LIST: <i>Comfort letter request dated 3/8/16, prepared by Wetlands and Land Management Inc. and Letter of native plantings with a received date of 3/7/16, prepared by Grassmaster Plus.</i>

Requests for Determination of Applicability:

MATTER: Robert Bouchard for work at 3 Howard Street shown on Tax Map: 26, Lot: 3E for a REQUEST FOR DETERMINATION OF APPLICABILITY to build a detached garage in jurisdictional areas.
DISCUSSION: Present was Bob Bouchard, owner. Mr. Bouchard explained the matter. He showed on the sketch plan where he would like to put the detached garage. [Discussion: run-off/only grading in jurisdiction.] Agent Geilen stated that she recommend a NDA #5 and #6, with the following special condition: a pre-construction meeting prior to issuance of the building permit with building corners staked ahead of time; installation of erosion controls as directed by the Field Inspector Decie; and a post construction meeting to confirm the BZ is stable. Chairman Hughes was concerned that no grading lines and no limit of work were shown, such that the work within jurisdiction could be more extensive than shown on the sketch. Chairman Hughes also asked what the limit of clearing was and stated that they need to know how far grading will go before they can approve. Mr. Bouchard will speak with the contractor building the adjacent subdivision to see if they can answer the chairman's questions. He will submit a revised sketch to show the limit of work and grading before the next meeting.
RECOMMENDATION OF AGENT: <i>To continue to April 6, 2016</i>
MOTION: <ul style="list-style-type: none"> ◆ A motion was made by Commissioner Carney-Feldman to continue to April 6, 2016. The motion was seconded by Vice-Chair ffollott and passed unanimously.
ACTION ITEMS / SPECIAL INSTRUCTIONS: <ul style="list-style-type: none"> ❖ Applicant to submit revised sketch plan with limit of work, limit of clearing, and limit of grading.

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DOCUMENT LIST:

Mandatory pre-filing checklist, WPA Form 1 Request for Determination of Applicability Form, Legal Ad, Locus Map, Plan entitled "Plan for 3 Howard Street" undated.

MATTER: The Little Neck Condominium Trust for work at the **intersection of Bay Road and Plum Sound Road** shown on **Tax Map: 24C, Lot: N/A** for a **REQUEST FOR DETERMINATION OF APPLICABILITY** to replace existing mailboxes in jurisdictional areas.

DISCUSSION: Present were Billy Welsh and Linda Saunders, residents of Little Neck Condominiums and project coordinators for the mailbox replacement. Chairman Hughes reiterated that ICC would not issue any orders until matters are settled with Trustees at Little Neck (island-wide stormwater management and closing out all old OOC's). Ms. Saunders gave a review of the matter. [Discussion: area of proposed area for new mailboxes on sono tubes.] Ms Saunders noted that the current mailboxes are only accessible by letter carrier from the rear, but new boxes would be accessible from the front. Agent Geilen stated that the area where the mailboxes are located on is Coastal Dune. Commissioner McDavitt recommended the plan show all resource areas, including ACEC. ICC agreed. [Discussion: concrete footing under existing multi-unit mailboxes to be removed or remain.] Chairman Hughes stated that if they needed to remove the old concrete footing they must use erosion controls and have a pre- and post-construction meetings. If not, they may cover it with loam and seed. Chairman Hughes recommended that the applicant work with Agent Geilen to prepare an aerial sketch plan outlining the resource areas, similar to what was submitted for the entrance landscaping RDA. All new mailboxes must be within the same footprint as the mailboxes. Waiver requested for NDZ.

RECOMMENDATION OF AGENT:

To issue an NDA #2 and #6.

MOTION:

◆ **A motion was made by Vice-Chair ffollott to approve the waiver request for work in the NDZ and NBZ areas. The motion was seconded by Commissioner O'Neill and passed unanimously.**

◆ **A motion was made by Commissioner O'Neill to issue a #2 and #6 NDA with special conditions as discussed with post-construction meeting. The motion was seconded by Commissioner Carney-Feldman and passed unanimously.**

ACTION ITEMS / SPECIAL INSTRUCTIONS:

- ❖ *Show resource areas on plan (include aerial)*
- ❖ *Post-construction meeting*

DOCUMENT LIST:

Mandatory pre-filing checklist, WPA Form 1 Request for Determination of Applicability Form, Legal Ad, Photo entitled "Exhibit A", Photo entitled, "Exhibit B", Locus entitled, "Exhibit C", Plan entitled "Exhibit D, Current & Future Locations" dated 3/30/12 and Plan entitled, "Exhibit E, Little Neck Community Mailboxes (Elevations)" dated 2/23/16 and waiver request.

New Notices of Intent, Minor Modifications and Formal Amendments:

MATTER: 36-1286: Melanie O'Neill for work at **52 Turkey Shore Road** shown on **Tax Map: 42B Lot: 001** for a **NOTICE OF INTENT** for **construction of a ramp and float** in jurisdictional areas.

DISCUSSION: Present was Bill Manuell from Wetlands & Land Management, Inc. Also present was applicant Melanie O'Neill, homeowner. Mr. Manuell gave a review of the matter. [Discussion: resource areas and impacts thereto; bottom anchored float with gangway attached to concrete pad installed in lawn area.] Mr. Manuell stated that the float would be built off-site, and include stand-offs to maintain minimum height above the tidal flat at low tide, consistent with DEP requirements. Mr. Manuell noted the following: Shellfish Constable has no issues; Harbor Master had no issues, as long as the structure did not extend into the mooring field; MA Division of Marine Fisheries had no comments; DEP said the project needs a Ch. 91 permit or license. Chairman Hughes asked it the

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ramp and float was mainly for canoe and kayak (non-motorized boats). Ms. O'Neill confirmed that it would be for canoe and kayak use. Chairman Hughes stated that no boats may bottom out on tidal flat at low tide. If they have a motorized boat, they will need to get a mooring. Agent Geilen was directed to research the OOC for a Spillers Lane property; as that OOC had special conditions related to limitations on use of the float for motorized boats. Chairman Hughes stated that there would also be a special condition that the canoes and kayaks cannot be stored on the Coastal Bank. Ms. O'Neill stated that they were okay with no motorized boats. [Discussion: NDZ/NBZ mitigation by adding native shrubs (highbush blueberry).] Chairman Hughes recommended leaving the matter open and drafting an Order of Conditions for approval at the next meeting, which is 21 days away.

RECOMMENDATION OF AGENT:

To continue to April 6, 2016.

MOTION:

◆ **A motion was made by Commissioner Carney-Feldman to approve the waiver of NBZ/NDZ as requested. The motion was seconded by Vice-Chair ffollott and passed unanimously.**

◆ **A motion was made by Commissioner Carney-Feldman to continue to April 6, 2016. The motion was seconded by Commissioner O'Neill and passed unanimously.**

ACTION ITEMS / SPECIAL INSTRUCTIONS:

- ❖ *Agent Geilen to research Spillers Lane OOC*
- ❖ *Special Condition: do not store canoes/kayaks on bank.*
- ❖ *No boat to bottom out on tidal flat*
- ❖ *NDZ/NBA mitigation*
- ❖ *Original OOC to Bill Manuell*

DOCUMENT LIST:

Packet prepared by Wetlands and Land Management Inc. dated February 2016, including Mandatory Pre-filing Checklist, WPA Form 3 Notice of Intent Application, NOI Wetland Fee Transmittal Form, Ipswich Wetlands Protection By-law Filing Fee Calculation Worksheet, Plan entitled "Plan of Proposed Dock" dated 2/23/16, and prepared by Vineyard Engineering and Environmental Services, Inc., Legal Ad and Locus Map, Notification of Abutters, Abutters List, Affidavit of Service.

Ongoing Notices of Intent, Minor Modifications and Formal Amendments:

MATTER: 36-1280: The 10 Market Street Trust for work at **10 Market Street** shown on **Tax Map: 42A Lot: 178** for a **NOTICE OF INTENT to build an addition to a house, elevator and stairs** in jurisdictional areas.

Request to Continue to 4/6/16.

DISCUSSION: Present was Larry Graham of H.L. Graham Associates, Inc. Agent Geilen stated that this was continued and questioned if they needed an O&M plan if only cleaning the catch basins annually. ICC agreed an O&M Plan was not needed.

RECOMMENDATION OF AGENT:

To issue a positive OOC with Special Conditions.

MOTION:

◆ **A motion was made by Vice-Chair ffollott to close the public hearing and issue a positive OOC with Special Conditions as recommended by the agent. The motion was seconded by Commissioner O'Neil and passed unanimously.**

ACTION ITEMS / SPECIAL INSTRUCTIONS:

- ❖ *None*

DOCUMENT LIST:

No new documentation submitted.

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<p>MATTER: 36-1210: George and Tammy Sullivan for a project at 82 Labor in Vain Road shown on Tax Map 32, Lot 5 for a FORMAL AMENDMENT to an existing Order-of-Conditions, DEP File #36-1210 to include reconstruction in lieu of rehabilitation of the previously approved boat house with a second floor addition, structural support and electricity. <i>Continued from 3/2/16.</i></p>
<p>DISCUSSION: Present was Mike DeRosa, wetland scientist from DeRosa Environmental Consulting Inc.; Attorney Richard (Chip) Nylén; and Charlie Ware, Engineer from Meridian Associates. Atty. Nylén gave a review of the matter. He stated that they had submitted a monitoring report for the mitigation plan, and provided a revised engineered plan that showed all resource areas and subzones on the plan, as well as proof that the rebuilt structure was within the same footprint as the old building. Agent Geilen discussed the amended order. She stated the new plan will have special conditions and a finding section noting new information submitted and the details of the amendment. Chairman Hughes recommended not calling it “36-1210B” (the first Formal Amendment was referred to as 36-1210A), just refer to the new OOC as “amended”. Mr. Ware discussed the previous OOC and work done under the other OOC (boardwalk). Chairman Hughes directed the Agent to reference all OOCs in the amended order. Agent Geilen noted that this is a standard Special Condition in all OOCs. [Discussion: historic aerials.] ICC recommended they add to special conditions that the use of building cannot be expanded or relocated and that the current state and use should not change (allow use as is but restriction of further expansion). Commissioner O’Neill asked about landscaping and if the trees would be staying. Mr. DeRosa stated they are not removing anything else. Agent Geilen stated that she will draft the amended OOC with Special Conditions and recommended continuing to April 6, 2016, as it is 21 days to the next meeting. Atty. Nylén asked the Commission to will send a letter to formally lift the EO.</p>
<p>RECOMMENDATION OF AGENT: <i>To continue to April 6, 2016 with the intention to close at that meeting.</i></p>
<p>MOTION: ♦ A motion was made by Vice-Chair ffollott to continue to April 6, 2016 with the intention to close at the next meeting. The motion was seconded by Commissioner O’Neill and passed unanimously.</p>
<p>ACTION ITEMS / SPECIAL INSTRUCTIONS: ❖ <i>Add to conditions use of building cannot be expanded or relocated and current use cannot change</i> ❖ <i>Atty. Nylén will send a letter to formally lift EO after OOC approved.</i></p>
<p>DOCUMENT LIST: <i>Plan entitled "Notice of Intent Plan" dated 8/7/16, prepared by Meridian Associates, Inc., Letter Re: Land survey to field locate Boat House dated 3/9/16 prepared by Meridian Associates Inc. and Monitoring Report dated 3/3/16, prepared by DeRosa Environmental Inc. et al.</i></p>

Enforcement Matters: None

Other Business:

<p>MATTER: 36-1188: Extension Request, 100 Labor in Vain Road, Tucker</p>
<p>DISCUSSION: There was no one present for this matter. Agent Geilen stated that per the owner and her site inspection, the site was stable, all demolition work was done, and all construction work was complete except the 3-season porch. She recommended granting the extension. Chairman Hughes stated that the Commission does not usually grant 3-year extensions. Agent Geilen explained that the applicant would be doing the work himself. ICC agreed to a 3-year extension.</p>
<p>RECOMMENDATION OF AGENT: <i>To grant the extension.</i></p>
<p>MOTION: ♦ A motion was made by Commissioner Carney-Feldman to grant the 3-year extension. The</p>

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motion was seconded by Commissioner O'Neill and passed unanimously.
ACTION ITEMS / SPECIAL INSTRUCTIONS: ❖ <i>None</i>
DOCUMENT LIST: <i>Extension request letter dated 2/26/16, and prepared by Stephen Tucker.</i>

MATTER: 36-1185: Extension Request, 21 Greens Point Road, Beaudet.
DISCUSSION: There was no one present for this matter. Agent Geilen gave a review of the matter and stated there was a scrivener's error on the month and day of the expiration date. She drafted a new extension with the correct date. (See document signage below). She recommended signing the corrected request and putting the matter on hold until late summer to see if an extension was really needed.
RECOMMENDATION OF AGENT: <i>To put this request on hold until late summer to see if it is needed.</i>
MOTION: ♦ <i>N/A</i>
ACTION ITEMS / SPECIAL INSTRUCTIONS: ❖ <i>None</i>
DOCUMENT LIST: <i>Extension request letter dated 3/2/16, and prepared by Meridian Associates, Inc.</i>

MATTER: 36-1202: Extension Request, 227 Linebrook Road, Marini.
DISCUSSION: There was no one present for this matter. The applicant requested a 1-year extension.
RECOMMENDATION OF AGENT: <i>To grant the extension.</i>
MOTION: ♦ A motion was made by Commissioner Carney-Feldman to approve the requested extension. The motion was seconded by Commissioner McDavitt and passed unanimously.
ACTION ITEMS / SPECIAL INSTRUCTIONS: ❖ <i>None</i>
DOCUMENT LIST: <i>Extension request letter dated 3/1/16, and prepared by Michael Marini.</i>

MATTER: Approval of Conservation Small Project Permit Form
DISCUSSION: The ICC agreed to approve the edits for this form.
RECOMMENDATION OF AGENT: <i>To approve the form with edits by Conservation Secretary Gail Surpitski.</i>
MOTION: ♦ <i>N/A</i>
ACTION ITEMS / SPECIAL INSTRUCTIONS: ❖ <i>None</i>

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DOCUMENT LIST:

Draft "Conservation Small Project Permit Form" prepared by Agent Geilen.

MATTER: Request for Parking use at Maplecroft Farm (120 Essex Road) for The Trustees Of Reservation's 125th concert celebration at Castle Hill.

DISCUSSION: Present were Jed Raymond, owner of Maplecroft Farm, and Peter Pincinaro, Director for Trustees of Reservations. Mr. Raymond gave a review of the matter regarding parking. Agent Geilen spoke with Beth O'Connor (Open Space Administrator) and reviewed the Conservation Restriction (CR) for Maplecroft Farm. Agent Geilen read the section on motorized vehicles, which are prohibited, except for use by employees to perform normal maintenance. Chairman Hughes stated that since the CR prohibits motorized vehicles, the Commission must denied the request. [Discussion: other options for parking.]

RECOMMENDATION OF AGENT:**MOTION:**

◆ N/A

ACTION ITEMS / SPECIAL INSTRUCTIONS:

❖ None

DOCUMENT LIST:

Request for temporary parking at Castle Hill dated 3/3/16, prepared by The Buttonwood Trust and Plan entitled "Exhibit B (Parking Area)" dated 4/19/10, and prepared by Donohoe and Parkhurst, Inc.

Tabled Matters and Discussion Items:

Agent Geilen stated that the Bylaw changes were effective on February 17, 2016. This means that the regulation changes, approved on February 17, 2016, were effective at midnight on that day. Both have been posted on-line.

Approval of Minutes: No minutes were available for review

Document Signage: (No Vote Required)

- **36-1185:** Re-sign to correct expiration date

Adjournment:

◆ A motion was made by Commissioner Carney-Feldman to adjourn at 9:15 p.m. The motion was seconded by Vice-Chair ffolliott and passed unanimously.

Respectfully submitted,



Cathy Miaskiewicz
 Recording Secretary

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These minutes are the summary of a taped meeting and of secretarial notes. As such, the Ipswich Conservation Commission reserves the right to supplement these minutes with tapes and vice versa, to reflect the proceedings. The Ipswich Conservation Commission does not guarantee the quality of the tapes, nor does it exclusively rely upon them.