

**TOWN OF NEWBURY  
BOARD OF SELECTMEN**

**MINUTES**

**DATE:** March 8, 2016

**PRESENT:** Chairman Geoffrey Walker, Selectmen Chuck Bear, J.R. Colby and  
Selectwoman, Alicia Greco

Selectman Damon Jespersen was absent

**Call to Order:**

At 7:04 p.m. a motion was made by Selectman Bear, seconded by Selectwoman Greco and voted unanimously to open the meeting. Chairman Walker called the meeting to order with the salute to the flag.

**Board and Committee Reports:**

Eric Svahn, 14 Old Farm Way, Chair of the Municipal Building Committee updated the Board on the progress of the charge that the Board of Selectmen had given to the Municipal Building Committee of comparing the original plan for a Public Safety Facility Complex, which included Town Hall renovations and a Public Safety Police and Fire Complex to the plan for a combined Town Hall and Police Station and a plan for a combined Town Hall and Police Station with the future ability to address the needs of the Fire Department. Eric updated the Board about the time-line of information currently being compiled.

Eric reviewed the progress of the charge the Board of Selectmen had given the Municipal Building Committee. Prior to bring the information to the April 26, 2016 Annual Town Meeting, a joint meeting of Boards and Committees is scheduled for the Board of Selectmen meeting of 3/22/2016. At that time a presentation of the recommendation for an alternate proposed facility project will be made. A Municipal Building Committee information flyer, which has been reviewed by Town Counsel and which will be included in the April 1<sup>st</sup> tax bill mailing, was distributed to the Board of Selectmen. A date will be set in early April for a public workshop.

**Motion:** A motion was made by Selectman Colby, seconded by Selectwoman Greco and voted unanimously to accept the tax letter insert as read and include in the April 1<sup>st</sup> tax bill mailing.

**New Business:**

Appointment of Lisa Colby as alternate to the Agricultural Commission

Selectman Colby recused himself from the vote as Lisa Colby is his step-mother.

**Motion:** A motion was made by Selectman Bear, seconded by Selectwoman Greco and voted unanimously to appoint Lisa Colby as alternate to the Agricultural Commission

**Public Hearings**

7:15 p.m. Joint Public Hearing, Board of Selectmen and the Newbury Planning Board for conversion of the former Methodist Church at 11 Central St., Byfield, Map U11, Parcel 67; Applicant: Balmoral Development, LLC, Chris Horan, General Manager

Water Supply Protection Overlay District Special Permit (Board of Selectmen)

## Special Permit for Multi-Family up to Four Units & Site Plan Review Approval (Planning Board)

Planning Board Members Present: John Weis, Chair; Elizabeth Mitchell; George Morse; John O'Connell; Jim Robinson; Pete Paios, Associate Member  
Staff Present: Martha Taylor, Town Planner

John Weis, Chair, called the meeting to order at 7:15 p.m.

At 7:15, Geoffrey Walker, Chair of the Board of Selectmen, opened the Selectmen's public hearing on the Water Supply Protection Overlay District Special Permit Application submitted by Balmoral Development, LLC, Chris Horan, General Manager, for conversion of the Methodist Church at 11 Central Street, Byfield, into four townhouse condominiums, and John Weis, Chair of the Planning Board, opened the Planning Board meeting and the Planning Board's public hearing on the Special Permit Application for Multifamily up to Four Units and the Site Plan Review Approval Application for this project. Elizabeth Mitchell read the public notice. J. O'Connell, Planning Board member, recused himself from the proceedings due to an on-going business relationship with the Applicant and John Weis announced that Peter Paicos, the Planning Board's Associate member, would be participating in Mr. O'Connell's stead, as allowed for under the Zoning By-Law and Massachusetts General Law.

The Applicant, Chris Horan of Balmoral Development, LLC, was present, along with two members of his design team, Steve Sawyer of Design Consultants, Inc., and Paul Shilhan, Landscape Designer. C. Horan gave M. Taylor, Town Planner, the tear sheets with the legal notice from The Daily News and the certified mail receipts as proof of mailing to abutters.

M. Taylor gave a brief explanation of the approvals being requested and the procedure to be followed. Chairman Walker then invited the Applicant to present the project to the two Boards.

Chris Horan, 11 Lunt Street, introduced himself as the developer and a direct abutter to the project. He summarized the three approvals needed from the Town in order to move forward with the project, which consists of converting the existing Methodist Church at 11 Central Street into four townhouse units. He said that the project is consistent with the Town's Master Plan, in that it increases housing diversity.

G. Walker clarified for the Selectmen that the project is increasing impervious surface within the Water Supply Protection Overlay District over the amount stipulated in the By-Law (15% of the lot area or 2,500 s.f., whichever is greater) and therefore requires a Special Permit. In order to issue the Special Permit, the Selectmen will need to find 1) that the proposed use will not in any way, "during construction or thereafter, adversely affect the existing or potential quality or quantity of water that is available in the Water Supply Protection District," and 2) that the project is "designed to avoid substantial disturbance of the soils, topography, drainage, vegetation, and other water-related natural characteristics of the site to be developed."

C. Horan then gave an overview of the project. He plans to divide the church into four quadrants, with one three story townhouse unit in each. Except for a 13' x 30' two story addition on the south side of the building to replace an existing small one story addition (resulting in a net increase of 260 s.f. at grade), he is proposing no changes to the footprint of the church. He will build two two-car garages to serve the two units on the north side of the building, with one accessed via a driveway off of Church Street and the other via a driveway off of Central Street. The two units on the south side of the building will each have two designated parking spaces at grade. Total parking spaces provided will be eight. There will be walkways from each parking area to its respective unit. In addition, the design includes two decks and two patios.

Each unit will be 2,500 to 2,600 s.f., with an open concept kitchen/living/dining area on the first floor, three bedrooms on the second floor, two and a half bathrooms total, and a large finished room and office in the basement, as well as mechanical space. A second floor will be built inside the church to provide the second floor for the units. Dormers will be built for the additional living space and new door and window openings will be created. C. Horan noted that he is in the process of trying to find a home for the glass from the existing windows.

The existing clapboard siding will be replaced with fiber cement board lap siding and decorative shingles (HardiePlank and HardieShingle products by James Hardie) to resolve ongoing peeling problems with the existing siding. New insulation will be installed in the exterior walls. The color palette will be neutral, as shown on the renderings presented to the Boards. The roof will be asphalt shingle. The new dormers will break up the scale of the roof. A 6' to 8' foot high fence is proposed for the Central Street side of the building to provide privacy for the units on that side and mitigate noise and lights from the traffic. A 5' high picket fence is proposed for the Church Street side of the building to match the more residential character. Parking has been designed to keep cars from having to back out on to either street. Lighting will all be down lighting to avoid glare.

Steve Sawyer then described the proposed site plan, in particular stormwater, septic, water, and circulation. Regarding septic, he said that test pits had been done; the pits revealed sandy soil and a good offset to ground water. No waivers or variances will be requested. The flow will be greater than the previous flow for the church; the system will be designed for 1,300 gallons/day, and there will be two tanks, one at 2,500 gallons and one at 1,500 gallons.

Since the project is in the Water Supply Protection Overlay District, stormwater mitigation has been provided. Roof water, which is considered "clean," will be directed into the ground – the garages and half of the church will be piped into a Cultec recharger unit on the north side of the church; the other half of the church will go into the ground via a drip edge. Flow from the parking areas will run across the grass for pretreatment before infiltrating, rather than running into gravel trenches as proposed on the original submission. Per the stormwater calculations done for the project, the design will increase recharge by 10% for the 2-year, 10-year, and 100-year storms and decrease the rate and volume of runoff. The existing gravel parking area along Lunt Street will be restored to a landscaped area – this will help to treat and infiltrate stormwater.

Water service will come in off of Church Street, with a 2" line for fire to sprinkle the building, and a 1 ½" line for domestic water.

S. Sawyer said that the proposed use will greatly reduce the traffic and parking demand that was generated by the church. The parking and driveways have been located and designed to provide safe egress on to both Central Street and Church Street.

G. Walker requested confirmation that runoff from the new roofs would be mitigated through use of the Cultec recharger and asked how the additional asphalt would be recharged since the gravel trenches were eliminated. J. O'Connell, 79 High Road, said that he had spoken with Steve about this and noted that any water that is possibly contaminated, such as from parking areas, must be treated before it is infiltrated; the gravel trenches did not provide the required treatment, but the grass lawn does. Runoff from asphalt roofs, on the other hand, is considered pure and can be infiltrated directly into the ground. He said that what was being proposed would result in a net decrease in runoff.

J. Weis asked if installing a heated gravel driveway, such as the one used at the Woodbridge School when it was redeveloped, would help anything. S. Sawyer replied that it would not.

Chuck Bear raised concerns about parking and access, since Central Street is very heavily traveled, and questioned why the plan did not show access to the site from Lunt Street. C. Horan replied that they were trying to maintain some open space, minimize pavement, and keep the garages as close as possible to the units. He noted also that the site lines exiting the parking areas onto Central Street are good.

Paul Shilhan then presented the landscape design. He said that the starting point for the design was the New England context and the concept of a main building and outbuildings. The project incorporates residential scale hardscape, adds street trees and more green space, and keeps as much open space as possible. The design also proposes to keep the large trees on the site where possible, or else replace them with large shade trees. Fencing and evergreen screening will be installed to provide semi-private, comfortable outdoor spaces for the residents. The site design takes advantage of the natural slope of the lot, allowing for stonework and native plantings that will look like they've been there for a long time.

J. Weis asked what species of plants were being proposed. P. Shilhan said that the plants had not been specified yet, but that he could do that quickly. J. Weis commended the Applicant's intention to keep the large evergreen. C. Horan said that he doesn't like taking old trees down and that the current plan is to keep all the trees on the site if possible. S. Sawyer added that the septic system is being routed to avoid the trees and that only one tree may be impacted.

C. Horan then noted that one of the existing monuments (at the north end) is in the Town's right-of-way, not on the property, and will not be impacted by the project and that he will not disturb the other monument (at the south end of the property). He concluded by saying that his intention is to enhance the Byfield area and as a direct abutter, he wants this to be an attractive project.

J. Weis said that the Planning Board had changed the zoning for the Byfield Village Business District to allow multifamily buildings up to four units by special permit and was happy to see this proposal. G. Walker said that it looks like a good endeavor. C. Bear said that he sees great quality in the project. J. R. Colby said he appreciated the thoughtfulness in keeping the existing trees and monuments.

The public hearing was then opened up to questions and comments from abutters and other interested parties.

Dale Williams, 12 Scotland Heights, had questions regarding the proposed fencing and parking and expressed concern about sight lines for cars pulling out on to Central Street. He asked what the distance was between the fence line and the edge of pavement. S. Sawyer replied that it was about 10' or roughly half a car length. G. Walker noted that when plows are approaching, it would be good if the cars were back from the pavement.

Judith Kamber, 17 Church Street, said that the project will have a direct impact on her and that she is very excited to see it.

Daniel Schaffner, 8 Central Street, said that it looks like a good plan, but expressed concern about the driveways at the narrow end of the site. He noted that cars entering and exiting Central Street might have problems due to the speed of traffic. G. Walker asked if there was any way to increase the sight distance. C. Horan said that perhaps some pavement could be added. S. Sawyer said that he could submit a full sight analysis based on the fence location.

A. Greco questioned the stormwater design and asked for confirmation that the recharge for the proposed design was greater than the existing. S. Sawyer replied that the design will result in a

10% increase in recharge – this exceeds the standard, which requires only that redevelopment match the existing.

M. Taylor read comments from Police Chief Michael Reilly, Fire Chief Nathan Walker, DPW Director James Sarette, Building Commissioner Sam Joslin, Health Agent Debra Rogers, and the Historical Commission into the record.

Both Boards determined that they would like to continue their respective public hearings to provide an opportunity for the applicant to address questions that were raised and for Board members to ask additional questions. Town Counsel, Ginny Kremer, advised that the Boards could proceed separately.

**Motion, Board of Selectmen:** A motion was made by Selectmen Colby, seconded by Selectman Bear and voted unanimously to continue the Water Supply Protection Overlay District Special Permit public hearing for 11 Central Street, Applicant: Balmoral Development, LLC, to Tuesday, March 22, at 7:15 p.m.

**Motion, Planning Board:** A motion was made by E. Mitchell and seconded by G. Morse to Balmoral Development, LLC, to Wednesday, March 16, at 7:15 p.m. The motion passed unanimously.

**New Business Continued:**

Request for public property use, Paula Bossone, North Shore Cyclists, Topsfield, MA – Use of Upper Green as rest stop and comfort station during the annual North Shore Cyclists Blazing Saddles Century event on Saturday, August 20, 2016, from 7:00 a.m. to 2:00 p.m.

**Motion:** A motion was made by Selectmen Bear, seconded by Selectman Colby and voted unanimously to approve the Request for public property use, Paula Bossone, North Shore Cyclists, Topsfield, MA – Use of Upper Green as rest stop and comfort station during the annual North Shore Cyclists Blazing Saddles Century event on Saturday, August 20, 2016, from 7:00 a.m. to 2:00 p.m.

One-day Liquor License – Katie Monteiro, (Fundraising Chair), Triton Youth Hockey, End of year Banquet at Spencer-Pierce-Little Farm, Saturday May 7, 2016, from 2:00 to 5:00 p.m.

**Motion:** A motion was made by Selectmen Bear, seconded by Selectman Colby and voted unanimously to approve the One-day Liquor License – Katie Monteiro, (Fundraising Chair), Triton Youth Hockey, and End of year Banquet at Spencer-Pierce-Little Farm, Saturday May 7, 2016, from 2:00 to 5:00 p.m.

Review, approve and sign – 2016 New Business License as follows:

Ronald Barrett, Barrett Transportation, 18 Hutchins Rd – General Business/Vehicle Transport

**Motion:** A motion was made by Selectmen Bear, seconded by Selectman Colby and voted unanimously to approve the 2016 New Business License for Ronald Barrett, Barrett Transportation, 18 Hutchins Rd – General Business/Vehicle Transport

Review, approve and sign – Commercial Clam Permit Applications 2016/2017 Season, as follows:

<u>LAST NAME:</u>	<u>FIRST NAME:</u>	<u>ADDRESS:</u>	<u>STATE LIC.</u> #
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ADAMS	KYLE	42 COTTAGE RD.	150598
BARRETT	RONALD	18 HUTCHINS RD.	3082
BEAUPARLANT	JAMIE A.	25 WITHINGTON ST.	108201
BENNETT	FRANK E.	131 HIGH RD.	160710
BROWN	JENNIFER	30 FOREST ST.	
BROWN	JONATHAN	167 HIGH RD.	
BURKE	KAILEY	9 BITTERSWEET LN.	
CAMPATELLI	GUS	10 MAIN ST., BYF.	152684
CASTINE	TIM	6 ROGERS LANE, BYF.	152681
COLBY	BEN	158 ELM ST.	134757
COLBY	CHARLES	142 HIGH RD.	140503
COLBY, JR.	CHARLES A.	56R CENTRAL ST, BYF.	160718
COLBY	GAVIN	56R CENTRAL ST, BYF.	889861
COLBY	MASON	56R CENTRAL ST, BYF.	907989
COLBY	ROBERT	171 HAY ST.	002761
CONLEY	NEAL	39 LOW ST	056670
CORKIM	KELEN	30 FOREST ST., BYF.	169163
DODGE	JAY	45 FRUIT ST., BYF.	131068
DODGE	JOSHUA	45 FRUIT ST., BYF.	158953
ELWELL	DAVID	48 FRUIT ST., BYF.	149472
FOLEY	DOUGLAS	9 BITTERSWEET LANE	149356
FOLEY	GAGE	9 BITTERSWEET LANE	163273
FOURNIER	ROBERT A.	15 SPRING HILL RD., BYF.	132066
GALLAGHER	GREGORY	57 CENTRAL ST	171956
HALL	EMMETT DORVAL	46 LOW ST.	164154
HALL	JACOB DORVAL	46 LOW ST.	161792
HOYSRADT	FRED	283 HIGH RD.	164806
JANVRIN	JEFFREY S.	30 FOREST ST., BYF.	085276
KELLEY	JOHN P.	34 OLD POINT RD	55998
KELLY	MATTHEW	154 MAIN ST., BYF.	166417
LOJEK	COLE	113 MAIN STREET	166574
LOJEK	NEAL	113 MAIN STREET	160854
LOJEK	ROSS	113 MAIN STREET	166575
MAGUIRE	DENNIS	33 SPRINGHILL RD	167209
MAXON	ALEXANDER	7 MYERS LANE	149447
MAXON	VICTORIA	7 MYERS LANE	171977
MERROW	NOAH	131 HIGH RD	166530

MORIN	PETER	33 SPRING HILL RD	168229
NIXON	CODY	53 PLUM ISLAND TURNPIKE	163591
NIXON	COREY	53 PLUM ISLAND TURNPIKE	169937
NIXON	MARIA	53 PLUM ISLAND TURNPIKE	
NIXON	MICHAEL T.	53 PLUM ISLAND TURNPIKE	085297
NOYES	DANIEL	17 COTTAGE RD	154783
O'BRIEN	CASEY	2 CHURCH ST., BYF.	154932
O'BRIEN	FRANCIS	2 CHURCH ST., BYF.	62068
O'BRIEN	RAYMOND	36 OLD POINT RD	154931
OLSEN	KIRK L.	94 MIDDLE RD.	70128
PAPOULIAS	TRAVIS	48 COTTAGE RD.	168167
PAPOULIAS	WILLIAM L.	48 COTTAGE RD.	141863
ROCK	EDWARD	52 CENTRAL ST.	171022
RUOCCO	JOSEPH	115 HIGH RD.	160952
RUOCCO	BILLY	115 HIGH RD.	158764
SAVAGE	THOMAS M.	8 MARSH AVE.	116986
SHORT	JOHN W.	120 MAIN ST., BYF.	166020
SHORT	WILLIAM J.	4 LENWAY RD.	162958
THISTLEWOOD, III	JOHN K.	26 CENTRAL ST., BYF.	007482
THISTLEWOOD	PETER A.	49 MAIN ST., BYF.	005108
THISTLEWOOD	WILLIAM	49 MAIN ST., BYF.	152438
THURLOW	JEFFREY	164 HIGH RD	002461
TZITZON	DALTON	22 RIVERFRONT	166014
WELCH	JIM	10 WITHINGTON ST.	141837
WEST	RUSSELL R.	9 CHURCH ST., BYF	051205
WEST	TIMOTHY	9 CHURCH ST., BYF	155009
WHITE	THOMAS J.	11 COURSER BROOK ROAD	162823
WOOD	STEPHEN	9 LUNT ST., BYF.	121244

**Motion:** A motion was made by Selectmen Bear, seconded by Selectman Colby and voted unanimously to approve the Commercial Clam Permit Applications for the 2016/2017 Season as read.

Review of playing field and facility permit policy at Manter Field:

Chairman Walker announced that the Manter Field playing field and facility permit were not ready for review.

**Motion:** A motion was made by Selectwoman Greco, seconded by Selectman Colby and voted unanimously to table the review to the 3/22/16 Board of Selectmen meeting.

Vote to approve Triton Regional School District's due date for the submission of the district's FY17 Final Budget be postponed from March 15 to March 31, 2016.

The letter received from Christopher Farmer, Superintendent of Schools, Triton Regional School District was read by Selectwoman Greco.

**Motion:** A motion was made by Selectman Bear, seconded by Selectman Colby, and voted unanimously, to agree that the due date for the submission of the Triton Regional School District's FY17 Final Budget be postponed from March 15 to March 31, 2016

Vote to sign Suburban Coalition's, "Resolution Calling for Full Funding of the Foundation Budget Review Commission's Recommendations".

Selectwoman Greco read and reviewed the Resolution to the Board.

**Motion:** A motion was made by Selectwoman Greco, seconded by Selectman Bear, and voted unanimously, to sign the letter and submit to the Massachusetts Legislature and the Governor of Massachusetts.

### **Old Business**

Ben Gahagan, Division of Marine Fisheries – 2016 Community-based Restoration Program Coastal and Marine Habitat Restoration Grants

Using copies of aerial maps distributed to the Board, Newbury Conservation Agent, Douglas Packer, identified the Larkin Dam and surrounding Parker River Watershed area and reviewed the history of the issues with Larkin Street Dam since 2007. The Feasibility Analysis of 2009 identified four different options for the dam; (1) constructing a new dam at \$625,000, (2) a status quo, do nothing approach, (3) a partial removal taking the spillway out, or (4) removing the entire dam. Five issues in the feasibility report were identified which need further consideration.

The dam is a liability for the Town. It's currently in a state of great disrepair; has poor design, leaks very badly, provides no flood control, and is blocking diadromous fish runs, which are very important to the Great Marsh Ecosystem. In its current state, the dam may come down at any time. A partial removal was suggested in 2009 but a determination of preference was not decided by the Selectmen.

Ben Gahagan, Diadromous Fish Biologist, Division of Marine Fisheries explained that currently there is a new funding opportunity available through National Marine Fisheries Service/National Oceanic and Atmospheric Administration's 2016 Community-based Restoration Program Grant. The Larkin Street Dam removal fits the criteria of the grant. The life of the grant spans 3 years, which would allow for further engineering and feasibility studies to be done and for the Town's concerns to be addressed.

Chairman Walker questioned what it means to enter into the next round of feasibility studies. Would that mean accepting the entire project for the removal of the dam? Doug Packer reported that the grant would take the project through removal but staggered throughout a 3-year period. Funds could be requested during that 3 year period. Ben Gahagan explained that external funding for just a feasibility report would not be received. The grant, while competitive, would allow for the maximum in external funding. A town match to the grant is required but trade work in kind or a combination of trade work and administrative work, or any other combination of work can be applied to the match requirement.

**Motion:** A motion was made by Selectman Colby, seconded by Selectwoman Greco, to have Conservation Agent, Doug Packer pursue the grant with assistance from Ben Gahagan, Division of Marine Fisheries, to partially remove the Larkin Mill Dam.

**Discussion:**

Selectmen Bear reported that he has been opposed to removal of the dam. There are 7 beaver dams in the river. He's heard that large fish can jump over the dams but realizes there may be a problem for smaller fish. He had a discussion with the Chairman of the Board of Byfield Water District who opposes the plan and therefore Selectman Bear has difficulty supporting it.

Ben Gahagan responded that both he and Doug Packer have had discussions with the Byfield Water Board. They understand the importance of working cooperatively with Byfield Water. The 1<sup>st</sup> phase of the grant will be working on answering all the questions. Byfield Water Board will be part of that dialogue. Understanding the hydraulics and hydrology of the system and understanding the true impacts to the water pumping system is at the top of the list and is an important part of answering questions about how the dam removal will impact the water well.

Ben has recently submitted a beaver management plan to the Division of Fish and Wildlife. Under Mass General Law, the Division of Marine Fisheries has fairly wide latitude to remove obstructions and provide passage for fish. Ben is a certified trapper in the State. Byfield Water Board has given him permission to trap on their property. This spring he will continue to identify, trap, and remove beaver and dams downstream of Larkin Bridge, allowing for a reduction of the beaver colony and the passage of fish.

Selectman Bear noted that if the concerns of the Byfield Water Board are addressed then he is happy with moving forward.

**Following discussion:**

**Motion:** A motion was made by Selectman Colby, seconded by Selectwoman Greco, and voted unanimously to have Conservation Agent, Doug Packer pursue the grant with assistance from Ben Gahagan, Division of Marine Fisheries, to partially remove the Larkin Mill Dam.

Nicholas Cracknell, Keystone Planning & Design, LLC, presentation of proposed plans for a rebuilding of the culvert at the intersection of Larkin Road in Newbury and Paris Road in Georgetown:

During the Board of Selectmen meeting of 12/8/2015, Nicholas Cracknell, Keystone Planning & Design, LLC, appeared before the Board on behalf of Livingston Development Corp, LLC of Tewksbury, MA, seeking to create and develop a 10-lot subdivision at 66 Parish Road in Georgetown. Parish Road in Georgetown is an extension of Larkin Road in Newbury. Nicholas Cracknell explained that the residents would like Larkin Road to remain a permanent, walking and bicycle trail. He proposed having Livingston Development Corp. engineers design repairs to the bridge sufficient to support pedestrian and bicycle traffic and stated they were willing to make a modest contribution to the Town of Newbury for those repairs.

The Board of Selectmen agreed that the Larkin Road Bridge was an important double access for school buses, fire, and ambulance services in both communities, and therefore, it should be opened to vehicular traffic. They would be interested in exploring options further with the developer, to address fixing and restoring the bridge to accommodate vehicular traffic.

Nicholas Cracknell, Keystone Planning & Design, LLC, 13 Pickard St. Amesbury, MA, representing Livingston Development LLC of Tewksbury, MA, explained to the Board that following the December 8, 2015 meeting, the engineering services of Christiansen & Sergi, Inc. of Haverhill, MA had been secured to address the proposed culvert/bridge repair on Larkin Road. Mr. Cracknell reviewed the development plans for the Open Space Residential Development at 66 Parish Road in Georgetown, which abuts Larkin

Road. He also reviewed the repair of the Larkin Road culvert/ bridge, which is located in the Town of Newbury but joins both communities.

Livingston Development LLC is proposing to finish the design, do all the permitting and installation of the culvert/bridge repair. Following installation, the Town of Newbury has agreed to pave the surface of the bridge. Formal support from the Board of Selectmen was requested for the design which will enable work to begin with DPW Director, James Sarette, allowing the necessary permits to be secured and filed to move the repair and construction projects forward.

DPW Director, James Sarette confirmed that the repair project which would include new railings and would allow the road to be re-opened according to Mass DOT specifications. He confirmed that the Town had agreed to pave the culvert surface.

**Motion:** A motion was made by Selectman Bear, seconded by Selectman Colby, and voted unanimously to support the proposed design for the Larkin Road culvert/bridge repair as proposed and submitted on March 8, 2015 by Nicholas Cracknell, Keystone Planning & Design, LLC, on behalf of Livingston Development Corp, LLC. Also to be a co-applicant to the Conservation Commission for necessary permits. Temporary construction easements will be worked out with Town Counsel.

Monthly, Saturday Selectman coffee meetings – assessment and decision whether to continue:

Selectman Bear reported that the Saturday March coffee session was well attended with 6 people in attendance. The majority of discussion was focused on the parking lot on Plum Island. There was also discussion about the Transfer Station as well as access to the beach.

The Board discussed taking a break during the summer months of July and August.

**Motion:** A motion was made by Selectman Bear, seconded by Selectman Colby, and voted unanimously to continue the Saturday coffee hours for the next 5 months, excluding the summer months of July and August.

Selectman Colby will host the April 2<sup>nd</sup> coffee hour.

## **Citizen's Concerns**

## **Correspondence**

## **Review of Meeting Minutes**

**Motion:** A motion was made by Selectman Bear, seconded by Selectman Colby and voted unanimously to accept the February 23, 2016 minutes as presented.

## **Warrants**

**Motion:** A motion was made by Selectman Bear, seconded by Selectwoman Greco and voted unanimously to sign the warrants as presented.

## **Meeting Updates**

Selectman Bear reported that he had recently attended a Veterans' Board Meeting in Ipswich. The newly hired assistant, Tracy Brown was introduced to the participating community representatives. An overview of the Chapter 115 Veterans' Benefits process redesign was reviewed. An outside audit report

of the books revealed a balance of \$78,689.00. Eight towns participate in the Veterans' Services program. During future meetings, discussions will continue regarding disbursement the funds.

### **Executive Session**

To discuss strategy with respect to pending litigation because an open meeting may have a detrimental effect on the litigating position of this body.

**Motion:** At 9:15 p.m. a motion was made by Selectman Bear, seconded by Selectman Colby to enter into executive session.

A roll call vote was taken: Chairman Walker, yes; Selectman Bear, yes; Selectman Jespersen, absent; Selectman Colby, yes; and Selectwoman Greco, yes. Selectman Jespersen announced that the meeting would not reconvene at the conclusion of the Executive Session.

Respectfully submitted,  
Ellen Jameson  
Executive Administrator