

LYNNFIELD PLANNING BOARD MEETING – September 27, 2023

1. 7:03pm - Call to Order

Chair Charville called the meeting to order at 7:03 pm and identified the Planning Board (PB) members in attendance, including himself, Vice Chair Kate Flaws, Clerk Ed Champy, Amy MacNulty and Page Wilkins. He noted with Ms. MacNulty participating remotely via Zoom and speakerphone, the PB would conduct roll-call votes for all motions. Chair Charville introduced staff members in attendance; Director Emilie Cademartori and Administrative Assistant Sondria Berman, and stated the meeting was being recorded by audio to assist with the preparation of minutes.

2. 7:03pm – Fall Town Meeting Proposed Zoning Amendment - Site Plan Review

Chair Charville requested a motion to open the public hearing for the proposed amendment to clarify language for Site Plan Review; Clerk Champy moved in favor and Vice Chair Flaws seconded the motion. The motion carried 5-0.

Chair Charville read aloud the public hearing notice:

“The Planning Board of the Town of Lynnfield will hold a public hearing on Wednesday, September 27, 2023 at 7pm at the H. Joseph Maney Room at Lynnfield Town Hall, 55 Summer Street 2nd Floor, Lynnfield MA. The purpose of the hearing will be to provide interested persons the opportunity to provide comments on the proposed changes to the zoning bylaw. The proposed amendments are as follows: deleting section 10.6.1 and replacing it with the following...”

Chair Charville requested a motion to waive reading the rest of the public hearing notice; Clerk Champy moved in favor and Vice Chair Flaws seconded the motion. The motion carried 5-0.

Chair Charville explained the PB, in conjunction with the Zoning Board of Appeals (ZBA), are proposing amendments to the existing Site Plan Review provisions to address a collection of grammatical and typographical errors and to clarify the applicability of the bylaw. He noted that in recent months, two large town projects – the Town Hall/ Public Safety Renovation and new South Fire Station- were not subject to Site Plan Review due to confusing language and typographical errors in the bylaw. Chair Charville noted commercial projects of equivalent size and scope are subject to the bylaw, and stated it is reasonable to expect municipal projects would be subject to the same standard of review.

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Chair Charville asked for comments from audience and PB members – there were none from the audience; Vice Chair Flaws commended Chair Charville, the ZBA, town counsel and town staff for assisting with the corrections to the bylaw.

Chair Charville requested a motion the PB recommend the adoption of the proposed amendments for Site Plan Review as described in Warrant Article 7 at the October 16th, 2023 Lynnfield Town Meeting; Ms. Wilkins moved in favor and Vice Chair Flaws seconded the motion. The motion carried 5-0.

Chair Charville requested a motion to close the public hearing on the proposed amendments to Site Plan Review; Vice Chair Flaws moved in favor and Clerk Champy seconded the motion. The motion carried 5-0.

3. 7:21pm – Public Hearing- 200 Essex Street Scenic Road Bylaw and Public Shade Tree Removal

Chair Charville requested a motion to open the public hearing for 200 Essex Street; Ms. Wilkins moved in favor and Ms. MacNulty seconded the motion. The motion carried 5-0.

Andrew Delory, Esq. and Paul Delory, Esq. presented on behalf of applicant Claudeston Dos Santos, Jr.'s proposal under the Scenic Road Bylaw and Public Shade Tree Act to remove three public shade trees at 200 Essex Street. Atty. Andrew Delory provided a site plan of the proposed single-family dwelling with two driveway entrances. He stated three public shade trees should be removed to accommodate the proposed driveway configuration, to avoid the trees falling on the proposed home, and to improve sight lines for entering/exiting the property. Atty. Andrew Delory noted the tagged trees on Essex Street were incorrectly marked prior to the hearing; Director Cademartori shared street-view photos to identify the correct trees to be removed.

Chair Charville read aloud the public hearing notice for 200 Essex Street:

“The Planning Board of the Town of Lynnfield will hold a public hearing on Wednesday, September 27, 2023 at 7:15pm (Chair Charville noted the current time at 7:22pm) at Lynnfield Town Hall, 55 Summer Street 2nd Floor, Lynnfield MA. The purpose of the meeting will be to consider the removal of street trees in the right of way on Essex Street, a designated Scenic Road, along the property line at 200 Essex Street in accordance with the Lynnfield Scenic Road Bylaw Ch. 217 Article

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6. *The work is depicted on a plan from Hayes dated July 25th 2023, which is on file with the planning office.”*

Town Engineer Lisa DeMeo stated she was unsure if the incorrect tree markings required a second hearing before the PB. Ms. DeMeo questioned why the site plan includes two driveways to access the property, and stated the driveway to the left is in and of itself sufficient for safe entry and egress of the property. Atty. Andrew Delory stated the two driveways allowed for ease of access to the residence; Ms. DeMeo countered stating a single driveway provides ample space for vehicles to turn around on the property without the need for a second driveway. PB members discussed reducing the entrance to the property to a single driveway, and whether this change would reduce or eliminate the request for public shade tree removal. Ms. DeMeo stated that the public shade tree removal is contingent upon an approved driveway access point, and that it appeared the proposed two driveways did not meet the required minimum distance apart.

Atty. Paul Delory noted due to the conservation restrictions on the rear portion of the lot and limited space for hardscape, the size of the driveway was intended to expand an area for children to play outside with a basketball net, etc. He cited pedestrian concerns relative to the size of the public shade trees encroaching onto the street, as well.

Chair Charville asked if the lot was in the Groundwater Protection (GWP) district; the applicant's engineer, Eric Lane, responded that the lot is within the GWP district and proposed site plan is compliant with the GWP provisions of the Zoning Bylaw.

Director Cademartori asked if the applicant is seeking to remove the public shade trees regardless of the location or number of curb cuts; Atty. Andrew Delory stated that the construction of the driveways will impact the roots of the trees and likely require their removal whether the site plan includes a single or double driveway. Clerk Champy asked if access to the right of way is required prior to the issuance of a building permit; Ms. DeMeo stated she believed this was a prerequisite.

Ms. DeMeo recommended the applicant hire an arborist to determine the health and safety of the public shade trees to assist her in making an informed decision regarding removal. Director Cademartori noted that public shade tree removals in the right of way often necessitate mitigation, and that if the PB were to issue an approval for removal with mitigation, knowledge of the approved driveway configuration would be necessary to decide placement of the new, re-planted public shade trees.

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Vice Chair Flaws recommended the applicant first obtain approval from the town engineer for the proposed driveway access so that the PB could issue a decision that incorporates placement of mitigated trees on an approved site plan. Ms. DeMeo stated she would coordinate a time to meet with the applicant that evening.

Chair Charville opened up the floor for audience comment; Steve Todisco of 14 Chatham Way stated he was against removal of the public shade trees, citing there was no danger to pedestrians or drivers. He added the sidewalk on Essex Street is on the opposite side of the street from the trees in question and therefore does not impact pedestrian traffic, and that he was unaware of any accidents occurring because of the trees. He explained the property previously had a home and driveway with the public shade trees in place, and recommended the site plan be changed to allow the driveway to accommodate the trees instead of removing them. Mr. Todisco added the needless removal of public shade trees goes against current local and state policies to protect and preserve public trees.

Nancy Sacco of 15 Chatham Way echoed Mr. Todisco's comments and emphasized the value public shade trees provide to the greater community. She stated that as a voter and a taxpayer, she and other residents supported the adoption of the Tree Preservation Bylaw and the Scenic Road Bylaw to protect public shade trees and other trees on private properties from being removed for unnecessary reasons. Ms. Sacco continued that as a designated Tree City, Lynnfield should adhere to tree preservation and sustainability whenever possible.

Jane Bandini of 537 Essex Street stated there was ample space on the lot to turn around before exiting the property with a single driveway design. She added that public shade trees absorb stormwater and slow down the release of water to the roadways and town drain systems. She cautioned that with only one catch basin at the bottom of Essex Street, the removal of the trees could increase flooding concerns.

Atty. Andrew Delory stated that the site plan was not designed with the intention to remove the street trees but to "maximize the use and enjoyment" of the property, and that the property is compliant with zoning and the Wetlands Protection Act.

Chair Charville stated the site plan assumes the approval of two curb cuts onto Essex Street to necessitate three street tree removals, but that the Town Engineer has not reviewed and approved the site plan curb cuts as proposed. He continued that because the approval for the site plan curb cut

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design was not in place, the PB could not issue a decision on street tree removals at the current meeting.

Director Cademartori stated that the next monthly meeting is October 25th, however, there may be an earlier meeting scheduled ahead of Town Meeting if necessary.

Chair Charville requested a motion to continue the public hearing on 200 Essex Street to Wednesday October 25, 2023, at 7 pm at Lynnfield Town Hall; Vice Chair Flaws moved in favor and Ms. MacNulty seconded the motion. The motion carried 5-0.

4. 8:01pm ZBA Case# 23-21 28 Beaver Avenue § 9.3.8 Special Permit Groundwater Protection District

Steve Sullivan of Sullivan Engineering Group presented the ZBA request for special permit for 28 Beaver Avenue to complete an addition and septic system upgrade on a 12,596 sq. ft. lot. He noted that the septic design plan has been approved by the Board of Health, and a deed restriction has been granted to limit the residence to a 3-bedroom dwelling. He noted the lot currently exceeds the Groundwater Protection District limit at 3,741 sq. feet and that with the proposed addition and removal of a rear patio area, the new imperviousness total would be 3,974 sq. ft. Mr. Sullivan stated the applicant is proposing to recharge the roof runoff from the front section of the home, capturing approximately 624 sq. ft., and bringing the new net imperviousness down 3,350 sq. ft for the lot.

He noted the limited lot area presents challenges to infiltration, noting that driveways, septic tanks, and drywell installation regulations mandate minimum distances from infiltration systems.

Clerk Champy inquired about the drywell capacity and perc testing; Mr. Sullivan stated the lot had a 2" perc rate, and no indication of high groundwater. Clerk Champy asked if the drywell had capacity to recharge the back roof area as well; Mr. Sullivan stated he would need to review the plans to determine the feasibility of recharging the rear roof area with its proximity to the septic.

Vice Chair Flaws noted that previous cases continue to be brought to the ZBA with existing non-conforming lots requesting to increase their imperviousness; Director Cademartori stated that often mitigation is needed to bring applicants closer to compliance with the bylaw.

Director Cademartori asked Mr. Sullivan if the installation of the proposed drywell will impact the tree in the front yard; Mr. Sullivan stated the owner wishes to keep the tree, and therefore the

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drywell was designed to be at least 10 ft. way from the root system of the tree. Lisa DeMeo, Town Engineer, suggested Mr. Sullivan consider a rain garden installation to increase infiltration on the lot.

Mr. Sullivan stated although the proposed site plan does not bring the lot into full compliance with the Bylaw, it does reduce the existing non-conforming imperviousness to below its current level.

Chair Charville asked for audience and PB comments; hearing none, *Chair Charville requested a motion that the PB not oppose the special permit for 28 Beaver Avenue; Clerk Champy moved in favor and Vice Chair Flaws seconded the motion. The motion carried 5-0.*

5. 8:10pm – ZBA Case #23-22 375 Walnut Street (King Rail Golf Course Clubhouse) Section 10.6

Site Plan Review

Lisa DeMeo, Town Engineer, presented on behalf of the Town of Lynnfield for the proposed site plan for the King Rail Golf Course Clubhouse, which she stated had already been issued an Order of Conditions from the Conservation Commission.

Ms. Wilkins asked if the parking lot and road would be gravel or paved; Ms. DeMeo stated the roadway would be asphalt, but that the parking lot itself would be gravel, and that catch basins would collect runoff and discharge it to the detention basin.

Chair Charville asked if there would be any treatment of the runoff into the basin; Director Cademartori stated that because stormwater ultimately discharges to a wetland, the project was subject to Conservation Commission review and stormwater standards for re-development. She explained the parking lot, the building itself and cart parking area have treatment as part of the infiltration system.

Ms. MacNulty asked how many parking spaces would be created by the lot; Ms. DeMeo stated there would be three additional spaces added to the current parking lot size.

Chair Charville asked about the septic flow; Ms. DeMeo stated the project would include a grinder pump (E-1 system) that would collect through the adjacent L.I.F.E. community's pump station.

Vice Chair Flaws asked if the clubhouse was designed to be open all year long; Ms. DeMeo stated the clubhouse will be open for as long as the golf course remains open. Vice Chair Flaws asked about the HVAC systems proposed; Ms. DeMeo stated there was a gas line mapped to service the clubhouse. Vice Chair Flaws asked if National Grid was the service provider for the property; Ms. DeMeo stated yes. Vice Chair Flaws expressed a desire for the Town to explore cost-effective, energy efficient opportunities for municipal renovations and new projects that benefit taxpayers and the

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environment. Ms. DeMeo stated that conversations around HVAC systems occurred before she took on her position as Town Engineer, and believed it was too late to consider alternative energy options as the project was set to go out to bid in a week and a half.

Clerk Champy asked why a heat pump system was not possible with the current design; Ms. DeMeo stated that she had not discussed a heat pump system for the proposed plan.

Chair Charville asked if Ms. DeMeo had received any abutters comments or concerns about the project; Ms. DeMeo stated that abutters voiced concerns about lighting, noise and public urination. She stated that there will be no parking lot lighting in the evening, and only low lighting during the daytime. Chair Charville asked if Mr. Moynihan at 285 Walnut Street had the opportunity to review the site plan; Ms. DeMeo stated she was unaware if he had reviewed the plan, but that she could review the Conservation Commission sign-in sheet to determine if he attended the Conservation Commission meeting regarding the project.

Wallace McKenzie 4 Debston Lane asked for the estimated size and cost of the clubhouse; Ms. DeMeo stated the building size is 1,500 sq. ft. and the estimated cost is \$535,000, including furnishings. Ms. DeMeo stated the property will have barrels for trash removal; Director Cademartori stated there would be recycling as well (there is none currently).

Director Cademartori suggested the PB consider conditioning their approval to include Market Street Development restrictions relative to the roadway easement and reinforce that parking along the roadway, which serves only as easement access to the golf course, is strictly prohibited. Ms. DeMeo stated plantings along the roadway would discourage parking.

Chair Charville requested a motion that the PB not oppose ZBA Case #23-22 for the proposed site plan for the King Rail Golf Club Clubhouse; Ms. Wilkins moved in favor and Ms. MacNulty seconded the motion. The motion carried 4-1 with Chair Charville, Clerk Champy, Ms. MacNulty, and Ms. Wilkins voting in favor and Vice Chair Flaws voting against.

6. 8:25pm: ZBA Case #23-23 9 Orchard Lane Special Permit- Groundwater Protection District

Timothy Doyle, Esq. presented a request for a special permit for 9 Orchard Lane, an existing non-conforming lot. Atty. Doyle stated the lot area is 48,269 sq. ft. and the current imperviousness of the lot (9,975 sq. ft.) exceeds the bylaw limit of 7,240 sq. ft. He continued that the proposed addition

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would increase the imperviousness to 12,842 sq. ft. and that the applicant proposes to recharge approximately 2,900 sq. ft., bringing the total lot imperviousness down to 9,942 sq. ft.

Vice Chair Flaws asked if any roof infiltration is being done along the back side of the home; Atty. Doyle stated the only collection would be from the front roofline.

Ms. Wilkins asked Director Cademartori if there were any additional means of infiltration to bring the lot closer to compliance; Director Cademartori stated the patio could be pitched to infiltrate via slot drains that could then irrigate a landscaping feature adjacent to the patio. Director Cademartori asked about the installation of the proposed infiltration trench system with the amount of tree cover. PB members discussed the issue of the Tree Preservation Bylaw and its application to GWP special permits.

Chair Charville noted that previous recommendations by the PB for properties similar to 9 Orchard Lane involved a request that the applicant explore additional means of infiltration “to the extent practicable”.

Clerk Champy recommended the applicant present to the ZBA soil-testing results to review the perc rate for infiltration systems; Director Cademartori confirmed that the site plan does not reflect these details, but does state the system is sized for a 2-yr storm event.

Chair Charville requested a motion that the PB not oppose the requested special permit for 9 Orchard Lane, subject to the following conditions: that the applicant provide an operations and maintenance plan for the infiltration system, and that the applicant explore means by which to infiltrate the existing non-conforming imperviousness of the lot to the extent practicable; Clerk Champy moved in favor and Ms. Wilkins seconded the motion. Vice Chair Flaws requested to amend the motion to include the additional condition the applicant explore a means of infiltrating proposed impervious structures as well; *Chair Charville seconded the amendment. The motion, as amended, carried 5-0.*

- 8:48pm: The PB took a five-minute recess.

7. 8:53pm Recommendations for Fall Town Meeting Warrant Articles

Chair Charville stated the PB previously discussed Warrant Article 7 (Site Plan Review) earlier in the meeting and proceeded to Article 8: funding for the construction of King Rail Golf Course Clubhouse. Director Cademartori stated the funds are being taken from golf course revenue, and it did not require a debt exclusion vote.

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Vice Chair Flaws stated it is fiscally irresponsible of the Town to ignore cost-saving, energy efficient opportunities for new municipal projects. She continued that not exploring these options now will position the Town to incur greater costs in the future to both operate and retrofit buildings to comply with expected energy and environmental regulations.

Ms. MacNulty echoed Vice Chair Flaws comments and stated that conversations about energy efficiency for municipal projects should occur during the early stages of conceptual design and planning and include a designated staff person who is responsible for advocating for these opportunities.

Chair Charville requested a motion to recommend Article 8 for adoption at the upcoming Town Meeting, with the condition that the PB issue a noted objection to the Town's continued refusal to include energy efficient, cost-saving HVAC opportunities from local utility providers for municipal projects; Clerk Champy moved in favor and Vice Chair Flaws seconded the motion.

Chair Charville asked for any debate on the motion from PB members, or audience comment; Russell Boekenkroger of 2 Timberhill Terrace voiced support of Vice Chair Flaws's comments on fiscal responsibility through energy-efficient utility systems and noted it was a significant focus of the Finance Committee's recent review of the new library project. ***The motion carried 5-0.***

Article 11- New Lynnfield Library Proposal

Vice Chair of the Lynnfield Public Library Board of Trustees, Russell Boekenkroger of 2 Timberhill Terrace shared a summary of the proposed library project to date. Lynnfield Library Building Committee member Joe Gallagher, of 71 Phillips Road, stated that the library is in the conceptual design phase, and noted the project is committed to exploring energy-efficient and climate friendly opportunities that offer a cost savings to the Town and taxpayers. He added that the Massachusetts Board of Library Commissioners (MBLC) offers guidance to increase sustainability and reduce energy costs of new library construction projects. Mr. Gallagher noted that MBLC, as well as Rawn Architects (the architectural firm chosen to design the new library) are both committed to designing the new Lynnfield library with sustainability in mind, and highlighted the architect's enthusiasm for the project site as "the best public site available for development in the Northeast." Mr. Gallagher gave reasons why renovating the existing library would not be a tenable alternative to a new building, citing a failed funding request in 2001 to renovate the existing library due to the number of maintenance issues, no opportunities for expansion, and lack of ADA compliance.

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Mr. Boekenroger explained there are two articles related to the library project; the first, to accept or reject awarded funding from MBLC and the second article to accept or reject the transfer of land to the trustees. He stated the total budget for the new library is \$34 million, with \$31 million allocated for the construction, \$2 million for necessary repairs and maintenance of the existing space, and \$1 million for Reedy Meadow, to remove hazardous waste from site including the existing three structures.

Chair Charville stated the MBLC grant is for \$8.2 million, but additional funds could be acquired if the project is designed with sustainability in mind; Mr. Boekenroger concurred.

Ms. Wilkins stated after reviewing the conceptual design of the new library and considering the project in the context of the 2040 Lynnfield Vision Plan survey results, she found the project to be worthwhile in addressing the needs and interests of the Town. She touted the use of the new facility as an opportunity for new recreational and community space – something survey respondents emphasized as an important need within the Town.

Chair Charville asked about the Town's current debt exclusion, how much of the new library's cost would be added to this; Mr. Boekenroger outlined the average yearly tax increases of the most recent municipal projects including the public school and public safety renovations, and added the library would be an additional \$295 dollars per year to the average assessed home in town.

Ms. MacNulty cited concerns about the library's internal planning process, and the need for greater collaboration with the Town and community members. She added operations management of the new building needs to be vetted more thoroughly demonstrate planning for the cost increases associated with staffing and operating a larger building. Chair Charville stated a new building and space enables services to grow and offers the Town more opportunities for youth, seniors, and community groups to meet and engage with one another.

Lynnfield Library Trustee Faith Honer-Coakley of 29 Bancroft Street trustee stated the library had over 102,000 visits in the last year, and emphasized the library serves as an educational institution that supports the public schools in material ways.

Clerk Champy recommended the library trustees emphasize at Town Meeting the 102k yearly visitors and the contribution a new library would have to the schools.

Chair Charville asked Mr. Boekenroger if the library asked the School Committee to issue a letter of support for the new library; Mr. Boekenroger stated he was unaware if the Committee

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typically issues recommendations for Town Meeting, but agreed they could inquire. *Ms. MacNulty made a motion for the PB recommend the Town adopt Articles 10 and 11 to support the new library project*; she expressed support of the new library citing its importance as a community center and educational support for the public schools. *Vice Chair Flaws seconded the motion. The motion carried 5-0.*

9:50pm: 1618 Main Street – Historical Preservation

Director Cademartori stated the Town is interested in the historical preservation of a home that is soon to go on the market at 618 Main Street. She explained the Town may have the opportunity to purchase a historical preservation easement on a portion of the lot, but that a dollar figure has not been determined because engineering and negotiations are ongoing with the owner.

Chair Charville stated that without knowing the “not-to-exceed” dollar figure amount, he was reticent to vote in favor. He recommended the PB wait until before Town Meeting when the dollar figure amount was decided before taking a vote.

Chair Charville stated the PB would hold a special meeting on October 16th, 2023 at 6:30pm ahead of Town Meeting to issue a recommendation for 618 Main Street.

8. 9:58pm: Community Preservation Act

Chair Charville stated that he and Ms. MacNulty were contacted by Mr. Wallace McKenzie of 4 Debston Lane to reconsider adoption of the Community Preservation Act. Chair Charville stated town staff researched the history of the CPA with the Town, specifically its first failed attempts at being adopted by the Town in 2008 and 2009.

Mr. Mackenzie stated that 55% of Massachusetts cities and towns have adopted CPA. He noted that most of the communities that have not adopted CPA are in the western part of the state, where it is more rural and boasts lower, less-dense populations.

Chair Charville explained that the CPA, if adopted, would allow the Town to add on 1-3% of a household’s annual tax bill for the following three purposes: historic preservation, affordable housing, and open space and recreation. He noted the Town must designate at least 10% of funds raised on each category. Additionally, the CPA would receive a state match at approximately 20%. Chair Charville argued that if the Town already plans to spend money on these items, adopting CPA and collecting a state fund match makes fiscal sense.

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Ms. Wilkins asked how long the Town would have to spend the money; Director Cademartori stated that the funds can rollover year to year and accumulate until such time as a use is determined worthy. Director Cademartori offered a local example of how the CPA funds could work, citing Wenham Town Hall's historic renovation project. She detailed how the CPA funds were used to avoid debt exclusion and fund the renovation project without an increase in taxes.

Vice Chair Flaws asked if certain vulnerable populations such as seniors and low-income populations, could be exempt from contributing to the CPA; Mr. McKenzie stated there were exemptions for vulnerable populations.

Clerk Champy asked if the Town is already spending funds on the three categories in CPA; Director Cademartori stated that the Town does not spend money on all three each year, however, when opportunities to spend money do arise, the Town would have the necessary funds available to take advantage of them without incurring debt and tax increases to do so. She emphasized CPA is a proactive solution to future demands for funding.

Chair Charville asked the PB to consider CPA adoption for the spring 2024 Town Meeting. Clerk Champy noted that the vote to adopt may prove challenging if interest rates continue to rise over the next year. The PB discussed doing additional research to review communities where it has been rejected and to learn more about the challenges facing adoption of the CPA.

9. 10:17pm- Sagamore Place – Street Acceptance

Director Cademartori stated the developer for Sagamore Place submitted a request for street acceptance, however, because the peer review process is not complete the request to be put on the warrant for the October Town Meeting is not possible. Director Cademartori stated the Town's peer review process has begun and results from the peer review are expected in the coming weeks.

10. 10:18pm -Lynnfield Community Vision Plan Update

Planning staff members updated the PB on youth engagement for the vision plan. Sondria Berman shared MAPC plans to meet with 10th grade social studies students at Lynnfield High School on Tuesday, October 17th to discuss the survey and gather feedback from students. She continued that MAPC staff person Sarah Scott and planning staff will attend, and encouraged interested PB members to attend as well. Ms. Wilkins stated she would participate.

Director Cademartori stated MAPC has requested an extension for their contract through January 2024, as the timeline for the project was amended and extended to accommodate event

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scheduling and outreach. Director Cademartori stated that the contract extension does not affect the grant funds, which are allowed to be spent over a two-year timeframe. She noted that there appear to be some discrepancies in the scope of the project narrative relative to what has been completed thus far; Chair Charville requested a copy of the scope to review.

11. 10:25pm- Meeting Minutes

Chair Charville requested a motion to approve the June 28, 2023 PB meeting minutes, as circulated; Vice Chair Flaws moved in favor and Clerk Champy seconded the motion. The motion carried 4-0, with Ms. Wilkins abstaining from the vote.

Chair Charville requested a motion to approve the July 26, 2023 PB meeting minutes as circulated; Ms. Wilkins moved in favor and Vice Chair Flaws seconded the motion. The motion carried 5-0.

Administrative Items

- Next meeting will be October 16, 2023, at 6:30 pm at Lynnfield Middle School.
- PB meeting on October 25th to include continued hearing on 200 Essex Street.
- Sagamore Place updates and Vallis Way updates expected
- October 30th Public forum LCWD and Con Com – to allow trails to proceed at Willis Woods on LCWD property

10. 10:30pm – Adjournment

Chair Charville requested a motion to adjourn. Vice Chair Flaws moved in favor and Ms. Wilkins seconded the motion. The motion carried 5-0.

Respectfully submitted,

Sondria Berman