

Approved: 6-7-2023

Distributed: 7-17-23

IPSWICH CONSERVATION COMMISSION

Meeting Minutes

May 17, 2023

Pursuant to a written notice posted by the Town Clerk and delivered to all Conservation Commission members, a meeting was held Wednesday, May 17, 2023, at 7:00 p.m. via ZOOM. Members present were Chair William Paulitz (arrived at 8:45 pm), Vice-Chair Jennifer Hughes, Commissioners Sissy ffollott, Catherine Carney-Feldman, James (Jim) Stone and Jack Stone. Also present were Agent Jenna Pirrotta and Recording Secretary Odile Breton. Absent with prior notice was Commissioner Raymond Putnam. Attendance was taken at the beginning of the meeting to confirm member presence. Vice-Chair Hughes was acting chair until Chair Paulitz arrived.

DEFINITION INDEX:

ACEC – Area of Critical Environmental Concern

ANRAD - Abbreviated Notice of Resource Area Delineation (WPA Form 4A)

BOH – Board of Health

BVW - Bordering Vegetated Wetland

Bylaw – Ipswich Wetlands Protection Bylaw (Ch. 224)

COC – Certificate of Compliance (Request for COC = WPA Form 8A; COC = WPA Form 8B)

CR – Conservation Restriction

CZM – MA Office of Coastal Zone Management

DCR - Department of Conservation and Recreation

DEP – MA Department of Environmental Protection

DPW- Ipswich Department of Public Works

EC – Emergency Certificate

EO – Enforcement Order (WPA Form 9)

ICC – Ipswich Conservation Commission

LIAU – Land in Agricultural Use

LSCSF – Land Subject to Coastal Storm Flowage

LSP – Licensed Site Professional

NOI – Notice of Intent (WPA Form 3)

NBZ – No-Build Zone, per Ipswich Wetlands Protection Bylaw

NDZ – No-Disturbance Zone, per Ipswich Wetlands Protection Bylaw

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 (WPA Form 5)

ORAD – Order of Resource Area Delineation (WPA Form 4B)

RDA – Request for Determination of Applicability (WPA Form 1) (*below is a list of possible outcomes for RDAs; all issued on WPA Form 2*)

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

SPP – Small Projects Permit

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

ZBA – Zoning Board of Appeals

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Citizen's Queries:

MATTER: Citizen's Query for Little Neck vegetation management by Steve Mangano (Thayer & Associates)
DISCUSSION: Present was Steve Mangano (Thayer & Associates) from the property management company. Mangano expressed concerns from Little Neck residents about debris and build up of bittersweet bushes. He walked the area with the Ipswich Fire Chief and Conservation Agent, Jenna Pirrotta. The area is a fire risk and needs to be addressed immediately. He explained the work that will be done. Hughes said the work must be permitted as the area is coastal bank. An NOI must be filed for the clearing work and CZM has guidance for coastal bank management. Hughes said it is not a one-time project and ongoing management will be needed. A management plan should be developed to manage invasive species. Hughes suggested Mangano contact MassDEP and CZM for information.
ACTION ITEMS / SPECIAL INSTRUCTIONS: ❖ <i>None.</i>

Matters Being Continued to FUTURE Sessions at the Applicant's Request:

MATTER: 148 Town Farm Road. Palmariello. Small Projects Permit. Test pits and shed replacement. <i>Cont. from 5/3/2023</i>
DISCUSSION: The matter is being continued without discussion at the applicant's request.
MOTION: ♦ A motion was made by Commissioner ffolliott to continue to June 7, 2023. The motion was seconded by Commissioner Carney-Feldman and passed unanimously.
ACTION ITEMS / SPECIAL INSTRUCTIONS: ❖ <i>None.</i>

MATTER: 36-1235: 189 High Street. Tassar LLC. COC. <i>Cont. from 5/3/2023</i>
DISCUSSION: The matter is being continued without discussion at the applicant's request.
MOTION: ♦ A motion was made by Commissioner ffolliott to continue to June 7, 2023. The motion was seconded by Commissioner Carney-Feldman and passed unanimously.
ACTION ITEMS / SPECIAL INSTRUCTIONS: ❖ <i>None.</i>

MATTER: 257 Topsfield Road. Potential violation for unpermitted clearing activities.
DISCUSSION: The matter is being continued without discussion at the applicant's request.
MOTION: ♦ A motion was made by Commissioner ffolliott to continue to June 7, 2023. The motion was seconded by Commissioner Carney-Feldman and passed unanimously.
ACTION ITEMS / SPECIAL INSTRUCTIONS: ❖ <i>None.</i>

MATTER: 36- : Argilla Road from Crane Estate entrance to the Crane Beach gatehouse. TOI Public Works Department (Woods Hole Group). NOI for adaptation project to increase road elevation. <i>Cont. from 4/19/2023</i>
DISCUSSION: The matter is being continued without discussion at the applicant's request.

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<p>MOTION:</p> <p style="text-align: center;">◆ A motion was made by Commissioner Carney-Feldman to continue to June 21, 2023. The motion was seconded by Commissioner Jim Stone and passed unanimously.</p>
<p>ACTION ITEMS / SPECIAL INSTRUCTIONS:</p> <p style="text-align: center;">❖ <i>None.</i></p>

MATTERS to be WITHDRAWN by APPLICANT'S REQUEST

<p>MATTER: 45 Heartbreak Road. Savarese/Patrick (Truman Architects). RDA to raze existing 2-story structure and rebuild single-story addition. <i>Cont. from 5/3/2023</i></p>
<p>DISCUSSION: There was no one present for this matter. Pirrotta explained the applicant requested to withdraw the matter without prejudice.</p>
<p>MOTION:</p> <p style="text-align: center;">◆ A motion was made by Commissioner ffolliott to accept withdrawal request without prejudice. The motion was seconded by Commissioner Carney-Feldman and passed unanimously.</p>
<p>ACTION ITEMS / SPECIAL INSTRUCTIONS:</p> <p style="text-align: center;">❖ <i>None.</i></p>
<p>DOCUMENT LIST:</p>

Small Project Permits

<p>MATTER: 31 Eagle Hill Road. Ockerbloom (Griffin Eng.) SPP for soil borings. <i>New</i></p>
<p>DISCUSSION: Present was Michael Paige (Griffin Engineers). The project is for 3 soil borings approximately 6 inches in diameter. The project is for a septic system upgrade to replace the existing system. Pirrotta recommended erosion controls and immediate backfilling.</p>
<p>MOTION:</p> <p style="text-align: center;">◆ A motion was made by Commissioner Jim Stone to approve the SPP. The motion was seconded by Commissioner ffolliott and passed unanimously.</p>
<p>ACTION ITEMS / SPECIAL INSTRUCTIONS:</p> <p style="text-align: center;">❖ <i>None.</i></p>
<p>DOCUMENT LIST: SPP application and plan prepared by Griffen Eng. Dated 5-5-23</p>

<p>MATTER: 108 Central Street. Crowe. SPP for fence installation. <i>New</i></p>
<p>DISCUSSION: Present was Greg Maynard. The project proposes to install a fence in the backyard to segregate private use areas for a two-family residence. Hughes said the fence is allowed outside of the NBZ. The fence should be 6 inches off the ground to allow for small wildlife passage.</p>
<p>MOTION:</p> <p style="text-align: center;">◆ A motion was made by Commissioner Carney-Feldman to approve the SPP. The motion was seconded by Commissioner Jim Stone and passed unanimously.</p>
<p>ACTION ITEMS / SPECIAL INSTRUCTIONS:</p> <p style="text-align: center;">❖ <i>None.</i></p>
<p>DOCUMENT LIST: SPP application dated 5-10-23</p>

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Requests for Determination of Applicability:

MATTER: 44 Howe Street. Segee. RDA for fence installation. <i>New</i>
DISCUSSION: Present were Ashley and Christopher Segee (owners/applicants). The project is to install a privacy fence that will run along an existing chain link fence at 46 Howe Street. Hughes noted a patio was installed. Segee said an addition and a pool were permitted 2 years ago. The concern with the patio is that it may be located within the 100 ft. buffer. Pirrotta will review the permitted work items. No public comment noted.
MOTION: <p style="text-align: center;">♦ A motion was made by Commissioner Jim Stone to issue an NDA (checking negative #3 and #6). The motion was seconded by Commissioner ffolliott and passed unanimously.</p>
ACTION ITEMS / SPECIAL INSTRUCTIONS: <p style="text-align: center;">❖ <i>None.</i></p>
DOCUMENT LIST: RDA submittal dated 5-3-23; plan prepared by Civil Environmental Consultants dated 8-9-2020

MATTER: 62 Labor In Vain Road. Updike (Graham). RDA for a new septic system. <i>New</i>
DISCUSSION: Present was Larry Graham (H.L. Graham & Associates). Pirrotta visited the site and noted the project is within 150 ft. ACEC. Pirrotta noted the project was approved by the Board of Health. Graham said 4 or 5 small trees will be removed. Pirrotta recommended temporary erosion controls and pre and post-construction site visits. No public comment noted.
MOTION: <p style="text-align: center;">♦ A motion was made by Commissioner Jim Stone to issue an NDA (checking negative #3 and #6) with Special Conditions for temporary erosion controls and pre and post-construction site visits. The motion was seconded by Commissioner ffolliott and passed unanimously.</p>
ACTION ITEMS / SPECIAL INSTRUCTIONS: <p style="text-align: center;">❖ <i>None.</i></p>
DOCUMENT LIST: RDA submittal dated 5-3-23 and revised plan dated 4-26-23 prepared by HL Graham Assoc.

COURTESY POSITIONS for TOWN PROJECTS

MATTER: 36-1402: 173 Linebrook Road/Mile Lane. Town of Ipswich Open Space Program (OSP). Potential Violation (<i>cont. from 5/3/2023</i>) and Minor Modification to OOC (<i>New</i>)
DISCUSSION: Present was Beth O'Connor, Open Space Steward for Ipswich. The request is for a minor modification to leave the road as constructed. An engineer assessed the road as stable. Work on the road needs to be completed including cleaning up the road entrance with grading and seeding. Wetlands area needs to be graded and planted with native plants. A road operation and maintenance plan was prepared by the engineer and submitted. OSP request ICC approval for the road operation and maintenance plan. Hughes suggested adding a condition to not allow any materials to extend beyond the approved road. Hughes suggested Pirrotta include a letter in the file noting the minor modification addresses violations and include the letter with the minor modification. No public comment noted.
MOTION: <p style="text-align: center;">♦ A motion was made by Commissioner Carney-Feldman to issue a minor modification to the OOC as drafted/amended. The motion was seconded by Commissioner ffolliott and passed unanimously.</p>
ACTION ITEMS / SPECIAL INSTRUCTIONS: <p style="text-align: center;">❖ <i>Pirrotta to prepare a letter noting violations addressed by minor modification.</i></p>

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DOCUMENT LIST:

Minor Modification request dated 5-10-23

MATTER: 140 Little Neck Road, Pavilion Beach Parking Lot. Town of Ipswich Department of Public Works. RDA for maintenance of existing parking lot. *Cont. from 5/3/2023*

DISCUSSION: No one from DPW was present for the matter. Pirrotta noted the ICC asked for CZM guidance on materials to be used. Pirrotta said DPW reviewed and use of compacted gravel must be without hardeners. DPW could regrade the parking lot with existing on-site materials and compact it. No public comment noted.

MOTION:

♦ **A motion was made by Commissioner Jim Stone to issue an NDA (checking #2, #3 and #6) with Special Conditions to use materials discussed or regrade with existing materials. The motion was seconded by Commissioner ffolliott and passed unanimously.**

ACTION ITEMS / SPECIAL INSTRUCTIONS:

❖ *None.*

DOCUMENT LIST:

RDA submittal dated 3-28-23

MATTER: 36-1531: 36 Linebrook Road. Town of Ipswich, Town Manager (Gallante Architect Studio) **Notice of Intent and Stormwater Management Permit Application** to construct a new multi-story building with associated appurtenances and stormwater management system. *New*

DISCUSSION: Present were Stephen Crane (Ipswich Town Manager), Bob Weatherall (Public Safety Committee), Fire Chief Paul Parisi, Steve Powers (civil engineer) and Barry Hosmer (landscape architect). The site is approximately 8 acres with 3.2 acres of uplands. Wetlands were delineated. Work proposed is on the uplands. Powers reviewed the site plan and pointed out proposed erosion controls. Two entrances are proposed (1 on Pineswamp Road and 1 on Linebrook Road). Parking and storage areas were pointed out. Parking is for employees and public parking is in front of the building.

Stormwater Management was reviewed. Three infiltration systems are proposed for the site. Roof run-off is discharged to the system. Approximately 5,000 sq. ft. in the NBZ will be disturbed. Mitigation of approximately 10,500 sq. ft. is proposed.

Hosmer reviewed landscaping and mitigation plans. Carney-Feldman said there are many deer in the area and is concerned about using arborvitae. Carney-Feldman requested using straight native plants and not cultivars.

Hughes said an alternatives analysis is required when waivers are requested for work in the NDZ and NBZ. Ipswich bylaws require low impact development (LID). The project needs an alternative for proposed drainage outlet at the wetlands.

Crane spoke of the site constraints and the Town budget for the project. He noted the scope of the project has been reduced and the project will go before the ZBA for relief on the height of the building. Hughes asked if there is a cost analysis on the use of porous pavers instead of an infiltration system. No cost analysis has been done. Hughes said the stormwater management system must be peer reviewed. ffolliott requested snow storage area be added to the plan. Hughes noted that the mitigation area will become part of the NDZ.

Public Comment:

Attorney Meredith Fine represents Vanessa Gray at 34 Linebrook Road (abutter). Fine requested the vegetation between the 2 properties be maintained. Fine noted concerns of flooding and grading toward 34 Linebrook Road. She requested the project respect privacy between the properties. There are concerns about the amount of parking on the east side of the building. Weatherall responded that the landscaping plan is still evolving and no retaining wall is proposed between the properties at this time. They are not proposing cutting down existing plants to replace with new plants. Chief Parisi noted parking on the east side of the building is for fire fighters. Fire equipment will be washed in the building.

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Hugh Gallagher, 32 Linebrook Road (abutter), had questions on the stormwater management plan and noted an area between the properties that experiences flooding. Powers explained discharge through the infiltration system is overflow. Gallagher is concerned the overflow will go into neighboring properties.

Seth Perry asked if the project was downsized to not meet certain requirements. Crane and Weatherall said no. Hughes said the project is being reviewed under all necessary requirements.

Powers noted DEP comments on soil testing and is looking for soil test for each infiltration system. Additional soil tests will be done outside the NDZ. Hughes noted the additional soil tests are allowed under the RDA that was issued.

MOTION:

◆ **A motion was made by Commissioner Jim Stone to continue to June 7, 2023. The motion was seconded by Commissioner Carney-Feldman and passed unanimously.**

ACTION ITEMS / SPECIAL INSTRUCTIONS:

❖ *Applicant to complete an alternatives analysis.*

Documents: NOI application package prepared by Samiotes and The Galante Architect Studio dated 4-19-23; plans dated 4-13-23; SWP application dated 4-11-23; Stormwater Management Plan dated 4-21-23; presentation dated 5-17-23

STORMWATER MANAGEMENT PERMIT APPLICATIONS

MATTER: 80 Old Right Road. Koning (Graham). Stormwater Management Permit Application to raze and replace existing single-family house. *Cont. from 5/3/2023 Chair Paulitz now chairs the meeting.*

DISCUSSION: Present was Larry Graham (H.L. Graham & Associates). Commissioner ffollott is recused from the matter. Graham submitted additional information requested by ICC. Site plan was reviewed and the property is approximately 4 acres. Graham reviewed the new dwelling, new barn and the extended driveway. Graham noted the property is mostly flat and run-off stays on the property. Graham reviewed 5 items to address low impact development.

- Proposed driveway to be 12 feet wide and not 14 feet wide as originally proposed.
- A rain garden was added by the new driveway.
- Drip edge drains are proposed by the house.
- Proposed tree plantings along the driveway and west side of the property.
- Project will maintain impervious surface near pool and the driveway will be crushed stone.

No public comment noted.

MOTION:

◆ **A motion was made by Commissioner Carney-Feldman to continue to June 21, 2023. The motion was seconded by Commissioner Jack Stone and passed unanimously.**

ACTION ITEMS / SPECIAL INSTRUCTIONS:

❖ *None.*

Documents: SWP application and plans prepared by HL Graham Assoc. dated 4-19-23

MINOR MODIFICATIONS (MM)

MATTER: 36-1374: 21 River Road. Torrisi. MM to build fieldstone wall. *New*

DISCUSSION: Present was Joe Torrisi (owner/applicant). Torrisi explained the request is for a minor modification for grading between properties. The project proposed a 60 ft. field stone wall. The wall will be approximately 30 inches off the house foundation. The wall will not be in the subzones. Propane tanks were removed from the project. No public comment noted.

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<p>MOTION:</p> <p>◆ A motion was made by Commissioner Hughes to approve the minor modification as presented. The motion was seconded by Commissioner Carney-Feldman and passed unanimously.</p>
<p>ACTION ITEMS / SPECIAL INSTRUCTIONS:</p> <p>❖ <i>None.</i></p>
<p>DOCUMENT LIST:</p> <p>MM request dated 5-2-23</p>
<p>MATTER: 36-1469: 134 Argilla Road. (Rimmer) MM for re-location of gazebo. <i>New</i></p>
<p>DISCUSSION: Present was Mary Rimmer (Rimmer Environmental). The gazebo was in the wetlands originally. The proposed relocation is within existing lawn. No public comment noted.</p>
<p>MOTION:</p> <p>◆ A motion was made by Commissioner ffolliott to approve the minor modification as presented. The motion was seconded by Commissioner Hughes and passed unanimously.</p>
<p>ACTION ITEMS / SPECIAL INSTRUCTIONS:</p> <p>❖ <i>None.</i></p>
<p>DOCUMENT LIST:</p> <p>MM request dated 5-9-23</p>

Requests for Certificates of Compliance:

<p>MATTER: 36-986: 6 Water Street. Emberley. COC. <i>New</i></p>
<p>DISCUSSION: Pirrotta visited the site. The site is stable and work was completed in 2006. She noted the shed was never built.</p>
<p>MOTION:</p> <p>◆ A motion was made by Commissioner Hughes to issue a full and final COC. The motion was seconded by Commissioner Carney-Feldman and passed unanimously.</p>
<p>ACTION ITEMS / SPECIAL INSTRUCTIONS:</p> <p>❖ <i>None.</i></p>
<p>DOCUMENT LIST:</p> <p>COC request dated 3-20-23</p>

<p>MATTER: 36-1417: 173 Linebrook Road (Phase II – Roadway Only). Symes & Associates (Williams & Sparages). COC. <i>Cont. from 5/3/2023</i></p>
<p>DISCUSSION: Pirrotta noted the revised as-built plan was received. Pirrotta visited the site and noted debris piles were removed. The Stormwater Management report is due 1 year after in-use has not been received. Hughes noted a representative for the matter should be present since it is a large project.</p>
<p>MOTION:</p> <p>◆ A motion was made by Commissioner ffolliott to continue to June 7, 2023. The motion was seconded by Commissioner Hughes and passed unanimously.</p>
<p>ACTION ITEMS / SPECIAL INSTRUCTIONS:</p> <p>❖ <i>None</i></p> <p>Documents: Letter prepared by Williams and Sparages dated 5-2-23 and revised plans dated 4-13-23</p>

<p>MATTER: 36-1415: 173 Linebrook Road (Phase II – Lot 21). Symes & Associates (Williams & Sparages).</p>
<p>DISCUSSION: Pirrotta noted a new issue is debris. Hughes noted that a representative for the matter should be present.</p>

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<p>MOTION:</p> <p>◆ A motion was made by Commissioner Hughes to continue to June 7, 2023. The motion was seconded by Commissioner Carney-Feldman and passed unanimously.</p>
<p>ACTION ITEMS / SPECIAL INSTRUCTIONS:</p> <p>❖ <i>None</i></p> <p>Documents: Letter prepared by Williams and Sparages dated 5-2-23 and revised plans dated 4-13-23</p>

<p>MATTER: 36-1416: 173 Linebrook Road (Phase II – Lot 20). Symes & Associates (Williams & Sparages). COC. <i>Cont. from 5/3/2023</i></p>
<p>DISCUSSION: Pirrotta noted the issue of new debris. She said a fence was installed that was not on the original plan. The fence is out of the NBZ. A representative for the matter should be present.</p>
<p>MOTION:</p> <p>◆ A motion was made by Commissioner ffolliott to continue to June 7, 2023. The motion was seconded by Commissioner Jim Stone and passed unanimously.</p>
<p>ACTION ITEMS / SPECIAL INSTRUCTIONS:</p> <p>Documents: Letter prepared by Williams and Sparages dated 5-2-23 and revised plans dated 4-13-23</p>

<p>MATTER: 36-1083: 90 Topsfield Road. Bryant. COC. <i>Cont. from 5/3/2023</i></p>
<p>DISCUSSION: Pirrotta said the project was for a sewer connection. Pirrotta contacted the Water Department and Vicky Halman said the project was permitted in 2009-2010. The sewer connection was verified but there is no as-built plan on file. No special conditions were attached to the permit.</p>
<p>MOTION:</p> <p>◆ A motion was made by Commissioner Hughes to issue a full and final COC. The motion was seconded by Commissioner Carney-Feldman and passed unanimously.</p>
<p>ACTION ITEMS / SPECIAL INSTRUCTIONS:</p> <p>❖ <i>None</i></p>
<p>DOCUMENT LIST:</p> <p>COC request letter dated 5-2-23</p>

Enforcement Matters:

<p>MATTER: 375 Linebrook Road. Enforcement Order for unpermitted vegetation removal and stone placement.</p>
<p>DISCUSSION: Pirrotta provided background. The EO directed the owner to have resource areas delineated and prepare a restoration plan. The owner response letter dated 5/9/2023 described activities performed. Hughes suggested the owner appear at the next ICC meeting to discuss.</p>
<p>MOTION:</p> <p>◆ A motion was made by Commissioner Hughes to issue an updated Enforcement Order. The motion was seconded by Commissioner ffolliott and passed unanimously.</p> <p>◆ A motion was made by Commissioner Carney-Feldman to continue to June 7, 2023. The motion was seconded by Commissioner Hughes and passed unanimously.</p>
<p>ACTION ITEMS / SPECIAL INSTRUCTIONS:</p> <p>❖ <i>Pirrotta to issue an updated EO.</i></p> <p>Documents: Owner response email dated 5-10-23</p>

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MATTER: 3 Bayview Avenue. Potential violation for unpermitted tree removal.
DISCUSSION: Pirrotta said a notice was sent to owners however the tree was on Town property. DPW staff cut the tree. Hughes said DPW must present to the ICC for the work. Paulitz suggested DPW present at the next ICC meeting.
MOTION: <p style="text-align: center;">♦ A motion was made by Commissioner Hughes to request DPW to present and discuss tree cutting at 3 Bayview Avenue and potential restoration plan at the June 7, 2023 ICC meeting. The motion was seconded by Commissioner Jim Stone and passed unanimously.</p>
ACTION ITEMS / SPECIAL INSTRUCTIONS: <p style="text-align: center;">❖ <i>None.</i></p>

Other Business:

MATTER: Updated Request for Determination of Applicability and Determination Applicability Forms.
DISCUSSION: Pirrotta reviewed the changes in approval language. Applicants can submit filing through the DEP portal.
ACTION ITEMS / SPECIAL INSTRUCTIONS: <p style="text-align: center;">❖ <i>None.</i></p>

Approval of Minutes: May 3, 2023

Pirrotta added attendance documentation to the minutes as required under Open Meeting law.

- ♦ **A motion was made by Commissioner Carney-Feldman to approve the minutes as drafted/amended. The motion was seconded by Commissioner Hughes and passed unanimously.**

Adjournment:

- ♦ **A motion was made by Commissioner Jack Stone to adjourn at 10:22 p.m. The motion was seconded by Commissioner Hughes and passed unanimously.**

Respectfully submitted,

Odile Breton
Recording Secretary

These minutes are the summary of a taped or video-recorded 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 or video-recording, nor does it exclusively rely upon them.