



# TOWN OF SWAMPSCOTT

## PLANNING BOARD

ELIHU THOMSON ADMINISTRATION BUILDING  
22 MONUMENT AVENUE, SWAMPSCOTT, MA 01907

**MEMBERS**  
ANGELA IPPOLITO, CHAIR  
GEORGE POTTS, VICE CHAIR  
BETH ISLER  
BILL QUINN  
JR YOUNG

**STAFF**  
S. PETER KANE, DIR. OF COMM. DEV.  
ANDREW LEVIN, ASSISTANT TOWN PLANNER

# NOVEMBER 14, 2016 MEETING MINUTES

**Time:** 6:30 – 6:46 pm  
**Location:** Swampscott High School, Room B129, 200 Essex Street  
**Members Present:** A. Ippolito, B. Isler, G. Potts, J.R. Young  
**Members Absent:** B. Quinn  
**Others Present:** Pete Kane (Dir. of Community Development)

Meeting called to order at 6:33p by Chair Ippolito

## MEETING MINUTES

The Board reviewed the minutes from the November 7, 2016 meeting. There were no comments from the Board members.

MOTION : by G. Potts to approve the meeting minutes, seconded by A. Ippolito, unanimously approved.

## APPOINTMENT OF SUBCOMMITTEE

### GRACIE LANE SUBDIVISION

P. Kane explained to the Planning Board that the Gracie Lane subdivision off of Fairview Avenue is nearing completion. This is a subdivision that was approved by the Planning Board back in 2009 (none of the current Planning Board members were on the Board at that time). The Covenant that the Planning Board holds with this subdivision development requires that a Certificate of Performance be approved by the Planning Board for each lot as that lot is completed (fully built it). The Certificate must be approved and recorded prior to the sale of any parcel.

P. Kane recommended that the Planning Board establish a subcommittee to perform those reviews and approved the Certificates – similar to what the Planning Board did for the Atlantic Crossing subdivision. The Board then discussed who should make up the subcommittee.

MOTION : by G. Potts to establish a Gracie Lane Subdivision to perform reviews and approve Certificates of Performance acting as the Planning Board designee and made up of Angela Ippolito, Pete Kane, and JR Young (as alternative). Seconded by JR Young. Unanimously approved.

P. Kane then informed the Board that the developer has submitted a Request for Certificate of Completion relating to the right of way and subdivision development at Gracie Lane. This Certificate of Completion is the final step of any subdivision development which confirms that the entirety of the subdivision has been constructed as approved. DPW has already performed their review to ensure the infrastructure is in place correctly (and that report is attached to the Request). P. Kane asked the Board members to review the materials for this subdivision (27SUB-01) located in Dropbox and to visit the site prior to the December meeting when they will discuss and potentially approve the Certificate of Completion.

MOTION : by JR Young to close the meeting, seconded by G. Potts, unanimous.

Meeting adjourned at 6:46pm.

S. Peter Kane  
Director of Community Development