



# TOWN OF SWAMPSCOTT

S. PETER KANE  
TOWN PLANNER &  
ENERGY EFFICIENCY MANAGER

## PLANNING DEPARTMENT

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

# ATLANTIC CROSSING SUBCOMMITTEE JUNE 17, 2015 MEETING MINUTES

**Time:** 11:00– 11:45 am

**Location:** Atlantic Crossing subdivision, Lot 7 (#14)

**Members Present:** Naomi Dreeben, Angela Ippolito, Pete Kane

**Members Absent:** none

**Others Present:** Michael Callahan

Meeting opened at 11:00a with all members of the subcommittee present.

The subcommittee then began the review with a walked through the home that had been constructed on Lot 7 (14 Atlantic Crossing). They checked the site, exterior and interior work. They pointed out a number of unfinished items: missing vents on floors and ceiling, missing door handles for garage door and rear sliding door, unfinished window in first floor bedroom, and missing stair for the front porch. They also counted the number of bedrooms in the home – four bedrooms. Upon inspecting the basement, it appeared to the subcommittee that there was no moisture barrier between the carpeting and the cement floor within the finished portion of the basement. The members also noted that the site included a number of unfinished items: landscaping, driveway and sidewalk.

The subcommittee then went through the checklist of items for the sign-offs of the Certificate of Substantial Completion and Certificate of Performance.

The building permit had been granted within the 24-month requirement. A certificate of occupancy had been granted the previous Friday (June 12). The landscape escrow would be set up during the closing on the property.

On a motion by P. Kane and seconded by A. Ippolito, the subcommittee unanimously approved the Certificate of Substantial Completion. In discussing the Certificate of Performance, subcommittee members voiced their concern of the unfinished sidewalk. In previous approvals, they permitted the unfinished landscaping through the escrow and unfinished driveways as they would be completed when the final coat for the street is put down but they never had a site visit with an unfinished sidewalk. There was concern there was no surety that this sidewalk would be completed or that it would be completed with concrete if they signed prior to installation. After further discussion, Mr. Callahan was informed by the General Contractor that the sidewalk would be installed tomorrow (June 18). On a motion of A. Ippolito and seconded by N. Dreeben, the subcommittee unanimously approved the Certificate of Performance.

With a motion by N. Dreeben and seconded by A. Ippolito, the meeting minutes for Dec 23, 2014, and March 24, 2015, were unanimously approved.

Meeting adjourned at 11:45a.

S. Peter Kane  
Town Planner / Energy Efficiency Manager