

Approved



**SELECT BOARD
Town Hall**

**Minutes of Monday, March 18, 2024
7:00 PM**

Board Members participating were Select Board Chair Marshall Hook, Vice-Chair and Clerk Rafael McDonald and Select Board Members Cameron Brown, Boyd Jackson and Lynne Bermudez. Others participating of the Select Board's Staff were Town Administrator Kevin Harutunian and Executive Assistant Samantha Morin. Of the Fire Department Chief Jen Collins-Brown, Firefighter Nicole Phipps, Firefighter Madelyn Pitcairn, and Firefighter John Brophy were in attendance with their friends and family. Joe Gellar, Roy Bassler and Nicholas Uchenick were in attendance from the Topsfield Rail Trail Committee along with COA Chair Penny Rogers and George Berube. Town Clerk Beth Willis and COA Director Kathleen Barbarisi were in attendance from Town Hall. Representatives from the State, Senator Bruce Tarr, Representatives Kerans and Kassner, were at the meeting in support.

CALL TO ORDER

Chair Hook called the meeting to order at 7:06 PM. Chair Hook lead the pledge of the allegiance and observed a moment of silence.

ANNOUNCEMENTS

Vice-Chair and Clerk McDonald made the following announcements:

Announcement of Recordings:

"The meeting is being recorded by the Recording Clerk for the purpose of taking minutes; is there anyone else present who wishes to record the meeting?" There was no response.

Attendance:

"To attendees of the meeting, a sign-in sheet is being circulated; The Board asks that you please sign in to indicate your attendance at today's meeting."

SB Videos on Demand (VOD):

"The Select Board meetings can be viewed by going into the Cable Videos icon on the homepage of the Town's website."

Select Board Meetings:

“The next Select Board work session will be on Wednesday, March 20th at 6:00 PM. On Monday, April 1st, the Board will hold a meeting at 7:00 PM. Please check the meeting postings on the Town Website for information to either join via zoom or for the location of that particular meeting/work session.”

CITIZEN QUESTIONS & COMMENTS

There were no questions or comments.

APPROVAL OF MINUTES

Select Board Vice Chair & Clerk McDonald motioned to approve the minutes of the Select Board meeting held on January 17, 2024, work session held on January 24, 2024 and Select Board meeting held on February 5, 2024. Select Board Member Brown seconded the motion and it was approved by a vote of 5-0.

NEW BUSINESS

Topsfield Fire Department: Appointment of Nicole Phipps

TA Harutunian expressed the overwhelming support those appointed received from the community. The team of Topsfield and the commitment to Public Safety is exceptional. Fire Chief Collins-Brown opened with an observance to two public safety residents of Topsfield, Scott Conley and Lisa Duxbury, who passed away this weekend. The Chief then gave background on Firefighter Phipps. She is an EMT and has been a call firefighter in Topsfield since June. She will attend paramedic school in September. Nicole was pinned by her husband and was provided a challenge coin by Chief Collins-Brown

Topsfield Fire Department: Appointment of Madelyn Pitcairn

Firefighter Pitcairn worked as a dispatcher and call firefighter for Boxford. She first met Chief Collins-Brown while at wildfire training. She will begin paramedic training in the spring. Maddie's mother pinned her and was given a challenge coin by Chief Collins Brown

Topsfield Fire Department: Appointment of John Brophy

John Brophy was introduced. He will help fill some of the openings that are occurring due to the mandatory retirement age. He is a full-time firefighter in Peabody and has significant knowledge and experience. John was pinned by his family and offered a challenge coin by Chief Collins-Brown.

Senator Tarr commended the support Topsfield Public Safety has provided and thanked all for undertaking the enormous commitment. Senator Tarr provided a citation to Firefighters Phipps and Pitcairn in recognition of their successful

completion of the academy. Firefighter Brophy was provided a citation in recognition for joining the Topsfield department. Rep. Kerans commented on the 240 hours of training required, thanked those pinned this evening and wished them a safe and fruitful career in public safety. Rep. Kassner commented on the comradery of the Town and of the Fire Fighting community. Town Clerk Berth Willis swore in all three Firefighters.

Council On Aging Data Entry Clerk: Disclosure

Mr. George Berube serves as a member of the Council on Aging Board and has been offered the position as a data clerk for the COA. KP Law has determined the Select Board needs to accept and approve the disclosure in order for Mr. Berube to accept the data clerk position.

Select Board Vice Chair & Clerk McDonald motioned to accept and approve the disclosure from George Berube Jr. in regards to the data entry clerk position for the Council on Aging as presented; and for the Chair to sign. Member Brown seconded the motion and it was approved by a vote of 5-0.

Rail Trail Committee: Introduction of Nicholas Uchenick for appointment

Joe Gellar, Chair of the Rail Trail committee since 2005 spoke in support of Mr. Uchenick's application for appointment to the committee. Mr. Uchenick has a strong family history of volunteerism within Topsfield. Mr. Uchenick decided to volunteer as he wants to give back to his community.

The Select Board commended the volunteerism and thanked the Rail Trail for their continuous maintenance and improvement of the trail. As per normal protocol, the Select Board will vote on Mr. Uchenick's appointment in their next meeting.

Northeast Massachusetts Mosquito Control (NEMMC): Contract Renewal

This is a contract renewal from the year prior. The terms remain the same as last year's contract, other than a 2.7% fee increase.

Member Bermudez motioned to approve the contract between the Town of Topsfield and Northeast Massachusetts Mosquito Control in the amount of \$52,642 for education, surveillance, monitoring and testing of mosquitos and spraying as required. Member Brown seconded the motion and it was approved by a vote of 5-0.

2023 Annual Report: Discuss and Vote

Chair Hook discussed the Select Board's FY2023 Annual Report. As the report represents activities accomplished roughly a year ago during FY2023 (July 1, 2022-June 30, 2023), the Select Board modified language to state that talks were initiated on signing a lease for a downtown Pocket Park and an anticipated

opening date of Spring 2024 for the Pump Park. The introduction was altered to be more positive about what the Select Board will do instead of what the Board will not do.

Member Bermudez motioned to approve the FY2023 Select Board Annual Town Report as amended. Select Board Vice Chair & Clerk McDonald seconded the motion and it was approved by a vote of 5-0.

Select Board Updates

Member Jackson had no updates.

Member Brown wants to encourage people to attend Town Meeting.

Member Bermudez recommended that if a Select Board meeting is cancelled that it be posted on the town website. She also stated that this Wednesday the Planning Board is conducting a zoom public hearing to review the zoning articles which will be presented for a vote at the 2024 Annual Town Meeting.

Vice Chair & Clerk McDonald apologized for missing the Select Board Listening Session and congratulated Masconomet's 6th grade boys' basketball team for winning the state "power" division.

Chair Hook reminded listeners that election papers are available and can be pulled until Thursday; there is one position that has not been pulled for the Elementary School Committee.

Town Administrator's Update

- Mile Brook Bridge Information Session on March 28th
- Master Plan Committee
- Upcoming Work Session will be on Warrant Articles
- Moderator Forum
- Town Accountant starts Monday
- Rec Coordinator position update
- Recount of the Republican State Committee Man
- Town Administrator Hours

Correspondence

Chair Hook commented that correspondence is available on BoardDocs.

ADJOURNMENT

At 8:04PM Member Brown made a motion to adjourn. Member Jackson seconded the motion and it was approved by a vote of 5-0.

Select Board Work Session Minutes 3/18/2024

Respectfully submitted,

Samantha Morin, Executive Assistant & Recording Secretary

DOCUMENTS

1. Agenda
2. January 10, 2024 Minutes
3. January 24, 2024 Minutes
4. February 5, 2024 Minutes
5. Nicole Phipps
6. Madelyn Pitcairn
7. George Berube Jr Disclosure
8. Nicholas Uchenick – Redacted
9. Northeast Massachusetts Mosquito Control (NEMMC) 2024
10. BOH Minutes
11. Select Board Annual Report FY23 Draft V3
12. Select Board Annual Report FY23 Draft V3.1
13. Select Board Annual Report FY23 Draft V3 Combined Edits
14. Zee News_ Customer Notice
15. Atwood TY
16. Scout TY

Pursuant to the 'Open Meeting Law, G.L. c. 30A, §18-25, the approval of these minutes by the Board constitutes a certification of the date, time and place of the meeting, the members present and absent, and the actions taken at the meeting. Any other description of statements made by any person, or the summary of the discussion of any matter, is included for the purpose of context only, and no certification, express or implied, is made by the Board as to the completeness or accuracy of such statements.