

Approved



**Select Board
Town Hall
Select Board Room
Minutes of Monday, April 1, 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. Police Chief Neal Hovey, Fire Chief Jen Collins-Brown and DPW Superintendent Gary Wildes were also in attendance. Topsfield Playground Committee's Jen LeRoy and resident Michelle Mercier-Link were in the audience as well.

Call To Order

Chair Hook called the meeting to order at 7:00 PM. Chair Hook led the Pledge of 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, April 10th at 7:00 PM. On Monday, April 22nd, 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

There were no minutes to approve

NEW BUSINESS

Rail Trail Committee: Vote on Nicholas Uchenick’s Appointment

Chair Hook opened discussion on the appointment of Mr. Uchenick.

Member Brown motioned to appoint Nicholas Uchenick to the Topsfield Rail Trail Committee for a term ending June 30, 2026. Member Bermudez seconded the motion and it was approved by a vote of 5-0.

Topsfield Playground Committee (TPC): One Day Liquor License Application

The Pump Park will have its grand opening on May 18, 2024 and the TPC would like to sell alcohol. Member Bermudez noted the insurance policy for the event did not list the Town as additionally insured. Jen LeRoyer said that she would get that fixed and have that over to the Select Board immediately. Haverhill Road will be closed around Bare Hill Pump Track during the event. The park’s permanent sign will be posted soon, but there is a temporary sign with rules that will be placed in the interim. There will be notices sent to residents located near the park to inform them of road closures and detours.

Select Board Vice Chair & Clerk McDonald motioned to approve the application from the Topsfield Playground Committee for a one-day liquor license for the Bare Hill Pump Track Grand Opening to be held on Saturday, May 18, 2024 from 4pm-8pm at Bare Hill Pump Track in Topsfield, MA contingent upon the town receiving an updated copy of the insurance naming the Town of Topsfield as additionally insured; malt beverages will be served. Member Brown seconded the motion and it was approved by a vote of 5-0.

Topsfield Playground Committee: Return of Remaining Funds from Prior Donation

The Topsfield Playground Committee (TCP) requested that funds which they donated from TCP to the town on September 11, 2023 (and which were not spent to build the Pump Track) be returned to the TCP in the amount of \$3,789. These funds will be used to maintain the track. Since the dollar value of any purchase to do the maintenance will be under \$10,000 procurement standard threshold, TCP can make the purchases, using best practices, without having to have the funds funnel through the town.

Member Brown motioned to approve the Town's return of remaining funds, donated by the Topsfield Playground Committee to the Town on September 11, 2023, in the amount of \$3,789, to the Topsfield Playground Committee. Member Jackson seconded the motion and it was approved by a vote of 5-0.

Council on Aging: Donation of Printer by the Friends of the COA

TA Harutunian explained this is an acceptance of a printer to the COA from the Friends of the COA to replace an older, outdated printer.

Member Bermudez to accept the donation of an HP OfficeJet Pro8028e printer from the Friends of the COA, valued at \$189.99. Member Brown seconded the motion and it was approved by a vote of 5-0.

Parks & Cemetery Rates: Discussion and Possible Vote of New Cemetery Rates and Limit on Plot Purchase

Superintendent Wildes reviewed fees and policy practices for the town's cemetery rates. He compared Topsfield's rates and amenities to surrounding towns. The last rate increases were in 2011 and there has been a significant increase in costs to the town since that time. The ask is to increase both the resident and former resident rate by \$100. There is also an ask of limiting purchases to 10 plots per immediate family members. There would be an appeal process to the Select Board if there is an ask for more plots. Different scenarios were run through to ensure this change would not have a wide spread detrimental impact.

Member Bermudez motioned to approve the rate increase and a limit on plot purchases as presented by Superintendent Wildes. Member Brown seconded the motion and it was approved by a vote of 5-0.

Historical Society Earmark: Acceptance of State Earmark for the Gould Barn Parking Lot

TA Harutunian explained this is the contract acceptance of the State earmark for the building of the Gould Barn parking lot. There were cuts in the Massachusetts State budget process and the initial \$50,000 earmark that the town was awarded was reduced to \$25,000.

Member Brown motioned to accept a Massachusetts earmark awarded to the Topsfield Historical Society for the installation of an ADA compliant parking lot and sidewalk access to the 1710 Gould Barn in the amount of \$25,000. Member Jackson seconded the motion and it was approved by a vote of 5-0.

FY2025 Warrant Articles: Discussion and Review of The Budget and Proposed 2024 Annual Town Meeting and Special Town Meeting Warrant Articles with a Vote

TA Harutunian recapped the prior work session with the Finance Committee held on March 27, 2024. Version 8 has approved language on Article forty-second from Masconomet.

Member Bermudez to approve the 2024 Annual Town Meeting v 8.02 and Special Town Meeting v 2.02 warrant as presented. Member Brown seconded the motion and it was approved by a vote of 5-0.

Select Board Updates

Member Jackson had no updates.

Member Brown asked for an update on the Ipswich River pipe burst.

Member Bermudez had no updates.

Vice Chair & Clerk McDonald reminded all about Earth Day on April 27th.

Chair Hook had no updates.

Town Administrator's Update

- New Recreation Coordinator
- Pocket Park Update and RFP Process
- Annual Town Meeting Prep
- MassDOT Presentation

Correspondence

Chair Hook commented that correspondence is available on BoardDocs.

Adjournment

At 8:08PM Member Bermudez made a motion to adjourn. Member Jackson seconded the motion and it was approved by a vote of 5-0.

Respectfully submitted,

Samantha Morin, Executive Assistant & Recording Secretary

Documents

1. Agenda
2. Nicholas Uchenick – Redacted
3. Topsfield Playground Insurance
4. TCP Application – Redacted

Select Board Work Session Minutes 4/1/2024

5. Letter Gifting Pump Track to Town
6. 2023.09.11 SB Minutes
7. TPC Letter to Request Refund
8. COA Printer Donation
9. DPW Cemetery Lots
- 10.State Earmark – Historical Society
- 11.2024 ATM Warrant V7.02
- 12.FY2025 Attachment A Final
- 13.2024 STM Warrant V2.02
- 14.2024 ATM Warrant V8.02
- 15.Methuen Falls Hydroelectric Company Project Filling
- 16.Pursuit Cannel SD

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.