



**ECDC COMMITTEE
VIRTUAL MEETING**

**Minutes of Monday, December 13, 2021
6:30 PM**

Committee Members participating were Chair Lynne Bermudez, and members Janet Kmetz, Alex Qirjazi, Tom Capano, Rosalee DiScipio, Sarah Guido, Kevin Harutunian (Town Administrator) and Zillie Bhuj. Also present was Planning Board Chair Martha Morrison.

CALL TO ORDER

Chair Bermudez called the meeting to order at 6:30 PM.

GOVERNOR'S ORDER

Chair Bermudez announced that, due to the COVID-19 State of Emergency announced by Governor Baker, this meeting would be conducted as a Virtual Meeting via ZOOM and as such, participation was remote. She then read the following:

"Pursuant to Chapter 20 of the Acts of 2021, this meeting will be conducted via remote means. Members of the public who wish to watch or listen to the meeting may do so in the following manner: Video conference (see log-in information on the agenda on the website.) No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Topsfield website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting."

APPROVAL OF MINUTES

Zillie Bhuj made a motion to approve the minutes of the ECDC meeting held Monday, November 15, 2021. Sarah Guido seconded the motion and it passed 7-0, with a roll call vote.

Tom Capano– Aye

Kevin Harutunian – Aye
Janet Kmetz - Aye
Alex Qirjazi – Aye
Lynne Bermudez – Aye
Rosalee DiScipio - Aye
Sarah Guido – Aye

DOWNTOWN INITIATIVES UPDATE

Town Administrator Kevin Harutunian provided the committee with an update on revitalization activities and discussion was held. Topics included:

- Kevin thanked the Holiday on the Green committee for all their hard work for the event held on 12/4. The committee is meeting to assess this year's event as input into the following year's event.
- Interviews were held for the part-time Digital Coordinator position (roughly 6 hours/week). The plan is to begin rollout of the social media platform in January, 2022.
- Kevin's team is working with MAPC on development of the RFP for sale/renovation of the Old Highway Garage.
- The \$100,000 AARPA earmark submitted by Senator Lovely to fund construction of the newly designed wayfinding signs was approved. In January the wayfinding signs, kit of parts and concepts for Main St. enhancement will be presented to residents for community input. The Town will be submitting an RFP for construction of the signs as soon as funds are received from the state in early 2022.
- Kevin Harutunian continued discussions with Martha Morrison, Chair of the Planning Board, to discuss next steps if the Town is awarded the \$100,000 grant for development of a Master Plan.
- Two pieces of new 3D art, from Pingree School, have been placed on the front lawn of the Town library for a one-year trial basis.
- A summary of the components/activities that will be included in the Town Showcase to be held this coming Spring. The event will discuss development opportunities for both the downtown and Rt 1. Kevin will be asking Secretary Mike Kennealy (Executive Office of Housing and Economic Development) if he will be a keynote speaker at the event. An RFP will go out for a vendor to develop the video that will be shown during the Showcase.
- The Van Lenten family foundation has agreed to fund the new ice rink (85' x 45') that will be purchased and constructed on the Common. The rink and lighting will be installed in December with a ribbon cutting event to be held in January, 2022 acknowledging the foundation's generous gift to the

Town. ECDC members suggested food trucks and possibly space heaters be situated around the rink.

- A Recreation survey was launched last night on the Town website. The purpose of the survey is to obtain information from residents as to events/activities they would like to see in Town. The survey will be open until early February. To date 70 responses have been received. ECDC members suggested posters be situated throughout town to notify residents of the survey. Also suggested were Facebook posts and distributing notices through the schools and at the library.
- The Town has received \$1.985M in state funding from AARPA for use to help recover from the impacts of Covid. A committee has been created and has been meeting to review the rules regarding use of the money and to develop a list of potential expenditures for the Town. The Town has 2-3 years by which to spend the money.

The next meeting will be held at 6:30 PM on Monday, January 31, 2022.

ADJOURN

At 7:23 PM, Zillie Bhujju made a motion to adjourn. Janet Kmetz seconded the motion and it passed unanimously with a roll call vote.

Tom Capano – Aye
Kevin Harutunian – Aye
Janet Kmetz - Aye
Alex Qirjazi - Aye
Lynne Bermudez – Aye
Rosalee DiScipio – Aye
Zillie Bhujju – Aye
Sarah Guido - Aye

Respectfully submitted,
Lynne Bermudez – Chair

DOCUMENTS

1. Agenda
2. Draft ECDC minutes of 11/13/2021

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.