



**ECDC COMMITTEE
VIRTUAL MEETING**

**Minutes of Monday, January 31, 2022
6:30 PM**

Committee Members participating were members Janet Kmetz, Alex Qirjazi, Tom Capano, Rosalee DiScipio, Kevin Harutunian (Town Administrator), Zillie Bhujju. and Sarah Guido (joined at 6:45 pm). Select Board member Dick Gandt was in attendance for the meeting.

CALL TO ORDER

Town Administrator Kevin Harutunian called the meeting to order at 6:30 PM.

GOVERNOR'S ORDER

Town Administrator Kevin Harutunian 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."

RECORDING

Town Administrator Kevin Harutunian asked if anyone wished to record. No one wished to record.

APPROVAL OF MINUTES

Janet Kmetz made a motion to approve the minutes of the ECDC meeting held Monday, December 13, 2021. Zillie Bhujju seconded the motion and it passed 6-0, with a roll call vote.

Tom Capano – Aye
Kevin Harutunian – Aye
Janet Kmetz – Aye
Alex Qirjazi – Aye
Rosalee DiScipio – Aye
Zillie Bhujju – Aye

APPROVAL OF THE DRAFT 2021 ECDC SUMMARY FOR THE ANNUAL REPORT

Janet Kmetz made a motion to approve the draft 2021 ECDC summary for the annual report. Tom Capano seconded the motion and it passed 6-0, with a roll call vote.

Tom Capano – Aye
Kevin Harutunian – Aye
Janet Kmetz – Aye
Alex Qirjazi – Aye
Rosalee DiScipio – Aye
Zillie Bhujju – Aye

DOWNTOWN INITIATIVES UPDATE

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

- Kevin updated the committee that the V.1.0 omnibus budget was submitted and that it included a part-time Digital Communication Coordinator and a part-time town Planner.
- Kevin stated the website design is moving forward as well as the social media platforms.
- Kevin provided an update on the recently formed Sustainability Advisory Committee.
- Kevin updated on the Topsfield Fair Liquor License application. This included the bifurcating of the license request for one day licenses during the fair for a beer garden and a permanent license for Coolidge Hall. The public hearing was continued until the February 28, 2022 meeting.

- Kevin updated on the signs and downtown streetscape standardization and design. The town has received the contract for the \$100,000 earmark from the state for the sign fabrication and put together a working group to help with identifying specific information to include on the kiosk. The town has also contracted with Omloop to provide design support for the kiosk as well as create the specifications for the RFP for the entire sign package. The TA office is also trying to find a date in February to host a community meeting via Zoom on the standardization and design work in the downtown and the signs.
- Kevin's team is working with MAPC on development of the RFP for sale/renovation of the Old Highway Garage.
- Kevin reviewed the ice rink's opening on January 21.
- Kevin and members of the working group discussed and updated the group on the Business and Development Showcase being planned. The event is being targeted for a day the first full week of June. Secretary Kenedally from the Department of Housing and Economic Development agreed to be the key note speaker.
- Kevin provided an update on the new proposed regulations associated with the recent law requiring every MBTA and adjacent MBTA community to pass a zoning ordinance identifying a high density by-right location in town. This would require a minimum 50 acres with a minimum 750 units on it. Concerns over the zoning were discussed.
- Kevin provided an update on the Master Plan. He shared that he received a call from the Chief of Staff for Senator Lovely who had spoken with the Chair of the ways and means committee who committed to extending the deadline to spend the funds another year. The town is working on putting the RFP out.
- Kevin re-emphasized that all these projects are important and the help from a town Planner would be significant to ensure their success. He asked for the Committee to consider formally supporting the Planner position as a committee or as individuals. This would be taken up again at the next meeting on February 16.

ADJOURN

At 7:50 PM, Zillie Bhuju 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
Rosalee DiScipio – Aye
Zillie Bhujju – Aye

Respectfully submitted,
Town Administrator Kevin Harutunian – Member

DOCUMENTS

1. Agenda
2. 2021 ECDC Summary – Annual Report Draft
3. Draft ECDC minutes of 12/13/2021

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.