



**ECDC COMMITTEE
VIRTUAL MEETING**

**Minutes of Monday, July 18, 2022
6:30 PM**

Committee Members participating were Chair Lynne Bermudez and members Tom Capano, Sarah Guido, and Kevin Harutunian (Town Administrator). Resident Dick Gandt and BCTV were also in attendance.

CALL TO ORDER

Chair Bermudez called the meeting to order at 6:36 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

Kevin Harutunian made a motion to approve the minutes of the ECDC meeting held Monday, June 13, 2022. Sarah Guido seconded the motion and it passed with a roll call vote as follows:

Lynne Bermudez – Aye

Tom Capano– Aye

Sarah Guido – Aye

Kevin Harutunian – Aye

Chair Bermudez thanked the members who agreed to serve on the ECDC for another year. Members Janet Kmetz and Frank Martino were, unfortunately, not able to continue on the committee. She shared that resident and business owner, Tracey Granlund, had submitted an application to be appointed to the committee. Ms. Granlund met with the Select Board last Monday and the board will vote on her application at their next meeting on 7/25. There is one more open seat on the committee.

DOWNTOWN INITIATIVES UPDATE

Town Administrator Kevin Harutunian provided the committee with an update on revitalization activities. Topics included the following:

- A consultant has been hired to assist in development of the RFP for the Old Highway Garage. The RFP is expected to be ready for release in August.
- Kevin has been meeting with several individuals who attended the Business Development Showcase on June 7 and are interested in doing business in Topsfield. Kevin thanked everyone who made the Showcase such a success.
- All paperwork necessary to receive the \$100,000 grant from the state to fund development of the Master Plan was submitted. Kevin and Martha Morrison, Chair of the Planning Board, have drafted a charter for the Master Plan Committee. This charter will go before the Select Board for a vote on 7/26. Applications for appointment to this Committee are also being received and will be presented to the Select Board on 7/26. The kickoff meeting for this committee is expected in the next few weeks.
- A preliminary application for the 40B on Emerson Field (Emerson Homes) was received by the state, with a copy to the Select Board. The applicant has met with Kevin and the heads of Public Safety to review the high-level design and discuss concerns. The applicant also held a public meeting at the Emerson Center to hear from residents. The Select Board also received several letters from residents with thoughts and concerns. As required, the Select Board drafted a letter to state responding to the preliminary application. The letter will be posted on the town website. This development will bring Topsfield close to having 10% of the town's housing classified as affordable.
- The town, working with State Senator Lovely, submitted two bond bills for consideration. One bill was for \$1M to expand the Rail Trail from Washington St. to the Boxford line. The second was for \$250K for economic development. These will be considered by the legislature. Timing of the bills is not known at this time.

- Kevin has been working with the wayfinding signage consultant to review the three responses the town received for construction of the signage. A decision will be made shortly.
- The town has been receiving positive feedback on the new solar bench, installed on Main St. at the Rail Trail.
- The second Homegrown Market will be held on 7-21-22. The market, similar to the first held in June, will feature vendor tables, beer tasting with Ipswich Ale, an acapella group, and children's' games. A new food truck will be added, along with wine tasting from Alfalfa Farms.
- Chair Bermudez provided a brief update on the Tomato Festival to be held on 9/10/22 from 11 am – 3 pm. There will be a new addition to the scarecrows placed in the downtown and the team will reach out to the new art gallery opening in town to see if they would like to have a painting table for children.
- Alex's Roast Beef has decided not to put the parklet out in front of its business this summer, but will reexamine the option next year.
- Kevin has been speaking with a group about helping with new town events. The idea of a food truck and wine festival is being discussed.

ADJOURN

At 7:07 PM, Kevin Harutunian made a motion to adjourn. Sarah Guido seconded the motion and it passed unanimously with a roll call vote.

Lynne Bermudez - Aye
Tom Capano– Aye
Sarah Guido – Aye
Kevin Harutunian – Aye

Respectfully submitted,
Lynne Bermudez - Chair

DOCUMENTS

1. Agenda
2. Draft ECDC minutes of 6/13/2022

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.