



**ECDC COMMITTEE
VIRTUAL MEETING**

**Minutes of Tuesday, May 18, 2021
6:30 PM**

Committee Members participating were Chair Lynne Bermudez, and members Zillie Bhujju, Sarah Guido, Janet Kmetz, Rosie Discipio, Kim Philpot and Kevin Harutunian (Town Administrator). Also present were Topsfield Historic Commission member Kindra Clineff, Planning Board Chair Martha Morrison, Cultural Council Chair Kathleen Hunt and Select Board member Dick Gandt.

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 Governor Baker's March 12, 2020 order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Topsfield Select Board will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Topsfield website at www.topsfield-ma.gov For this meeting, 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 below.) 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."

CALL TO ORDER

Chair Bermudez called the meeting to order at 6:31PM.

APPROVAL OF MINUTES

Janet Kmetz made a motion to approve the minutes of the ECDC meeting held Tuesday, April 13, 2021. Sarah Guido seconded the motion and the motion passed unanimously by a roll call vote as follows:

Zillie Bhujju – Aye

Rosalee Discipio – Aye

Sarah Guido – Aye

Kevin Harutunian – Aye

Janet Kmetz - Aye

Kim Philpot - Aye

Lynne Bermudez – Aye

DOWNTOWN INITIATIVES UPDATE

Town Administrator Kevin Harutunian provided the committee with an update on revitalization activities including the successful passing of articles for redevelopment of the Old Highway Garage at the Annual Town Meeting, the status of the redesign of the town website, relocation of large planters (decorated courtesy of the Topsfield Garden Club for the Annual Town Meeting) from the town common to locations along Main Street, the arrival of bases for the solar lights, flower planters added to the parklet outside of Alex's, the status of the VHB Main Street streetscape design, and the upcoming installation of flower pots on the solar lights before the Memorial Day parade on 5/31.

COMMUNITY DEVELOPMENT DISCUSSION

Wayfinding Signage

Kevin provided the group with an update on the work being done with Omloop to design wayfinding signage and kiosks for Topsfield. Kevin formed an advisory group to work with him and Omloop to review ideas throughout the process. Kevin shared the process used by Omloop in developing the sign concepts and discussion was held on the most current concepts. Feedback from the discussion will be shared with Omloop for further refinement.

Town Common Activities

Kathleen Hunt provided an update on plans for the Concert/Festival scheduled for August 21 on the Common. She and Kevin will meet next week to further review plans and determine how town hall can best provide support. Lynne

Bermudez will let Kathleen know if her contact with Masco sports can help coordinate the children's games.

Lynne Bermudez provided the committee with updates on plans for the new Tomato Festival scheduled for September 12, 2021 from 12-3 pm behind Proctor School.

ADJOURN

At 8:40 PM, Kevin Harutunian made a motion to adjourn. Janet Kmetz seconded the motion and it passed unanimously with a roll call vote as follows:

Zillie Bhujju – Aye
Rosalee Discipio – Aye
Sarah Guido – Aye
Kevin Harutunian – Aye
Janet Kmetz - Aye
Kim Philpot - Aye
Lynne Bermudez – Aye

Respectfully submitted,
Lynne Bermudez – Chair

DOCUMENTS

1. Agenda
2. Draft ECDC minutes of 4/13/2021

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.