



**ECDC COMMITTEE
VIRTUAL MEETING**

**Minutes of Tuesday, June 8, 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 6:30PM.

APPROVAL OF MINUTES

Zillie Bhujju made a motion to approve the minutes of the ECDC meeting held Tuesday, May 18, 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

MEMBERSHIP UPDATE

Lynne stated that all existing members of the ECDC were reappointed for a term of one year for FY22, beginning 7/1/21. Additionally, Frank Martino and Tom Capano were appointed for a term of one year beginning 7/1/21. Lynne thanked everyone for their willingness to serve. All ECDC members should go to Town Hall to the Clerk's office between 7/1/21-7/13/21 to be sworn in and sign appropriate paperwork. A brief online ethics module is required this year for all board and committee members. Lynne provided the hours Town Hall is open.

FY2022 MEETING SCHEDULE/LOCATIONS

Discussion was held on the lifting of the Governor's Emergency Declaration and the fact all board/committee meetings must again be held in person beginning September 1, 2021. Committee members will forward to Lynne those days of the week and times that they are *not* able to meet. From that information the dates of meetings beginning in September will be established. Discussion was also held on whether the group would like to continue to meet virtually during the summer if the legislature votes to extend virtual meetings until September 1. The group unanimously agreed to hold virtual ECDC meetings during the summer if it is allowed.

DOWNTOWN INITIATIVES UPDATE

Town Administrator Kevin Harutunian provided the committee with an update on revitalization activities including that a grant for \$100,000 was submitted to develop a Master Plan (and that input from members of the community and specifically the ECDC will be key to the plan's development); the new town

website will be up and running by the end of the month; that the flowers for the solar lights on Main St. are up and look fantastic; flags were installed along Main St.; the VHB streetscape for Main is nearing completion.

The three VHB designs were presented and reviewed. Much discussion was held and suggestions provided. Kevin and Sarah will talk offline about next steps to move the project forward with the TCP.

FESTIVAL UPDATES

Kathleen provided an update on the JazzFest to be held 8/21/21. The Festival scope has been narrowed to focus on the Common and in front of the library. Four bands have been secured, the COA will sell ice cream, the library will host a magician and there will be children's games.

Lynne provided an update on the Tomato Festival. Coordinators for the various activities of the festival have been secured, a flyer about the festival was provided to each 5th grader during Tomato Day at Proctor and a newspaper article was written to begin general advertising.

COMMUNITY DEVELOPMENT DISCUSSION

Discussion this meeting was held on the VHB Mainstreet streetscapes. See notes above.

ADJOURN

At 8:13 PM, Janet Kmetz made a motion to adjourn. Zillie Bhujju 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 5/18/2021
3. VHS Mainstreet Streetscapes

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.