



SELECT BOARD MEETING

**Minutes of Monday, April 4, 2022
7:00 PM**

Board Members participating were Select Board Chair Lynne Bermudez, Select Board Vice-Chair and Clerk Marshall Hook and Select Board Members Cameron Brown, A. Richard Gandt and Boyd Jackson. Of the Select Board's staff Town Administrator Kevin Harutunian and Debra Morong were present. Council on Aging Director Kathleen Barbarisi, Highway Superintendent Gary Wilds and Town Clerk Beth Willis were also present.

GOVERNOR'S ORDER

Select Board Chair Lynne 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 is on the agenda. 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

Select Board Chair Bermudez called the meeting to order at 7:00 PM.

ANNOUNCEMENTS

Vice-Chair and Clerk Hook made the following announcements:

Announcement of Recordings

"The meeting is being recorded by the Recording Clerk via ZOOM in the event that the connection is lost at any time during the meeting, a device is being used by the recording clerk for the purpose of taking minutes; is there anyone else

present who wishes to record the meeting?" Select Board Member Gandt replied that he would record the meeting.

"While we are conducting town business using remote participation via ZOOM, we ask that those of you not recognized by the chair or otherwise engaged in the discussion of the moment to please mute your microphone to avoid interruptions outside the conversation."

SB Videos on Demand (VOD)

"Select Board meetings can be viewed by going into the Watch Cable Video on Demand icon on the homepage of the Town's website."

Select Board Meetings:

"On Wednesday, April 13th the Board will hold a work session at 5 PM. The next Select Board Meeting will be on Monday, April 25th at 7 PM. Please check the meeting postings on the Town Website for information to either join via zoom or for the location of that particular meeting/work session."

CITIZEN QUESTIONS & COMMENTS

There were no citizen questions or comments.

APPROVAL OF MINUTES

Vice-Chair and Clerk Hook made a motion to approve the minutes of the Select Board Work Session held February 16, 2022. Select Board Member Gandt seconded the motion and the motion carried by roll call vote as follows:

Chair Bermudez	Yes
Vice-Chair and Clerk Hook	Yes
Select Board Member Brown	Yes
Select Board Member Gandt	Yes
Select Board Member Jackson	Yes

Vice-Chair and Clerk Hook made a motion to approve the minutes of the Select Board Work Session held March 16, 2022. Select Board Member Gandt seconded the motion and the motion carried by roll call vote as follows:

Chair Bermudez	Yes
Vice-Chair and Clerk Hook	Yes
Select Board Member Brown	Yes
Select Board Member Gandt	Yes
Select Board Member Jackson	Yes

NEW BUSINESS

VERIZON CONTRACT

TA Harutunian and Cable Committee Chair Bill Whiting presented for approval the five-year contract with Verizon New England. Verizon confirmed that they will meet the terms of 2.5% off gross receipts and a capital investment that mirrors the Comcast agreement. The contract is effective April 4, 2022. The agreement will not have a substantial impact on customers and will continue to fund the services for local broadband services. It was noted that Exhibit B is missing information. Mr. Whiting will ensure Exhibit B is completed and will provide an executive summary of both the Comcast and Verizon contracts. A discussion was held on next steps for implementation plans.

Select Board Member Gandt to approve a contract between the Town of Topsfield and Verizon New England with one amendment for a term of five (5) years commencing on April 4, 2022 and expiring on April 3, 2027. Select Board Member Jackson seconded the motion and the motion carried by roll call vote as follows:

Chair Bermudez	Yes
Vice-Chair and Clerk Hook	Yes
Select Board Member Brown	Yes
Select Board Member Gandt	Yes
Select Board Member Jackson	Yes

COUNCIL ON AGING

COA Director Kathleen Barbarisi reviewed changes that will simplify the application process for the State Formula Grant, going from a one-year to a ten-year application process. The amount of the grant will fluctuate based on the most recent census.

Select Board Member Gandt made a motion to approve a ten-year contract with the Commonwealth of Massachusetts beginning July 1, 2021 and ending June 30, 2032 under which, the Topsfield Council on Aging will receive the Formula Grant from the State with a dollar amount per senior where that amount is established each year by the State. Select Board Member Jackson seconded the motion and the motion carried by roll call vote as follows:

Chair Bermudez	Yes
Vice-Chair and Clerk Hook	Yes
Select Board Member Brown	Yes
Select Board Member Gandt	Yes

Select Board Member Jackson Yes

DEPARTMENT OF PUBLIC WORKS

TA Harutunian reviewed the funding structure for the Cemetery Preservation Contract for the Pine Grove Cemetery. The contract will be broken into two payments. The first payment will be covered by the revolving fund for the remainder of FY22, from April 4 – June 30, 2022, and will include approximately \$300 from the operating budget. The second will be paid for FY23, July 1, 2022 to June 30, 2023 with \$25,000 each from the revolving and perpetual care funds. This will meet requirements under 30B with a cost under \$50k per year.

2022 TOWN MEETING LOGISTICS

TA Harutunian and Town Clerk Beth Willis provided an update on the logistics for Town Meeting. The meeting will be held indoors in the Masco auditorium. The diagram of the auditorium set up and flow of traffic was reviewed. Discussion was held on reaching and maintaining a quorum, plans for the overflow room in the small gymnasium and a section that will allow for social distancing. The Town Moderator forum will be held on Tuesday, April 26 via Zoom.

SELECT BOARD UPDATES

Vice-Chair and Clerk Hook and Select Board Member Brown commented on the social media launch and their confidence in the new social media manager.

Chair Bermudez reminded listeners about Town cleanup day on April 30, 2022.

TOWN ADMINISTRATOR'S REPORT

TA Harutunian provided an update on the following items:

- Public Safety
 - o COVID
 - Mask wearing is now recommended/optional at Town Buildings
 - April 21st Vaccination Clinic for all shots
 - o Fire: New roof installed at the fire station
 - o Fire: Chief Collins-Brown kicking off this year's Green Communities Grant
 - o Police: Student Resource Officer MOA – Boxford and Middleton have signed the Agreement.
 - o Police: Traffic Enforcement Unit/Plan
 - o Police: Community Impact Unit/Plan
 - o Public Safety: Youth Baseball Clinic
- Infrastructure Work/Capital:
 - o Highway: Pond Street Culvert project: Scheduled to break ground mid-April

- Highway: Mile Brook Bridge on Perkins Row – scheduling next meeting with MassDOT
- Highway: FY22/FY23 Paving Plan – pushed to later this month
- Water: PFAs update letter
- Water: TA Harutunian will be a member of the NS Water Resilience Task Force's "Earmark" Project working group
- Conservation: Sand restoration project at Hood's Pond
- Conservation: Working on MS4 regulations
- Town Hall Generator location and Beatification of Town Hall
- Street Light retro-fit: Updating bid to purchase lights
- Working with our state delegation on FY22 earmark
 - \$50,000 for Rail Trail Improvements
- Downtown Revitalization:
 - Business and Development Showcase – June 7
 - Master Plan RFP
- Town Operations and Activities:
 - Social Media Launch
 - Information Technology
 - Website improvements
 - Implementation of on-line payment system for permits and tickets
 - Clerk: Local Ballot Finalized
 - COA: Concert Thursday at 4:00PM
 - Playground Committee: Pump Park – Pye Brook and Proctor are both out of play, exploring two other sites
 - Senior Tax work-off program: Participating seniors have been placed
 - Recreation: Town-wide Spring Egg Hunt
 - Moderator Forum by Zoom on [April 26?]
 - Thank you to all involved with budget and warrant process

CORRESPONDENCE

Correspondence is available on BoardDocs.

ADJOURNMENT

At 8:36 PM, Select Board Member Gandt made a motion to adjourn. Select Board Member Brown seconded the motion and the motion carried by roll call vote as follows:

Chair Bermudez	Yes
Vice-Chair and Clerk Hook	Yes
Select Board Member Brown	Yes
Select Board Member Gandt	Yes
Select Board Member Jackson	Yes

Respectfully submitted,

Debra A. Morong, Executive Assistant & Recording Secretary

Theresa Coffey, Recording Secretary

DOCUMENTS

1. Agenda
2. Select Board Work Session Minutes of February 16, 2022 and March 16, 2022
3. 3-23-22 VZ Draft Topsfield MA Cable License Renewal
4. VZ Topsfield MA Cable License Renewal 3.23.2022 Final
5. FY2022 Formula Grant – COA
6. 2022 Town Meeting – Masco Diagram
7. Town Administrator Report April 4, 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.