



## **SELECT BOARD MEETING**

**Minutes of Monday, September 26, 2022  
7:00 PM**

Board Members participating were Select Board Chair Marshall Hook, Select Board Vice-Chair and Clerk Lynne Bermudez and Select Board Members Cameron Brown, Boyd Jackson and Rafael McDonald. Of the Select Board's staff Town Administrator Kevin Harutunian and Debra Morong were present. Highway Superintendent Gary Wildes was also present.

### **GOVERNOR'S ORDER**

Select Board Chair Marshall Hook 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. He 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 Hook called the meeting to order at 7:00 PM.

### **ANNOUNCEMENTS**

Vice-Chair and Clerk Bermudez 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?" There was no response.

"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:**

"The next Select Board Meetings will be on Monday, October 3<sup>rd</sup> & 17<sup>th</sup> at 7 PM. On Wednesday, October 12<sup>th</sup> the Board will hold a work session at 6 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 or work session."

### **CITIZEN QUESTIONS & COMMENTS**

There were no questions or comments.

### **APPROVAL OF MINUTES**

Vice-Chair and Clerk Bermudez made a motion to approve the minutes of the Select Board Meeting held August 29, 2022. Select Board Member Brown seconded the motion.

Select Board Member McDonald asked that additional information be included in the Facilities Management contract renewal to acknowledge that functions automated over the years will partially offset the decrease in hours.

The motion to approve the minutes of Select Board Meeting held on August 29, 2022, as amended, carried by roll call vote as follows:

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

## **NEW BUSINESS**

### **HISTORICAL COMMISSION**

A discussion was held on the volunteer application of Matthew Estes for a seat on the Historical Commission. Mr. Estes provided information on his professional background and residency in Topsfield. Select Board Member Jackson noted that he received positive feedback and an endorsement for Mr. Estes' appointment from Elizabeth Mulholland, Chair of the Historical Commission.

Vice-Chair and Clerk Bermudez made a motion to appoint Matthew Estes to the Historical Commission for an unexpired term of two (2) years ending June 30, 2024. Select Board Member McDonald seconded the amended motion and the motion carried by roll call vote as follows:

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

### **DEPARTMENT OF PUBLIC WORKS**

Highway Superintendent Gary Wildes presented for approval a contract with Eastern Minerals, Inc. for rock salt. He noted that the price has significantly increased this year and that there is no cap on the dollar amount in the contract because the amount of use is dependent on the weather.

Select Board Member Brown made a motion to approve a contract between the Town of Topsfield and Eastern Minerals Inc. of Lowell, MA for the delivery of rock salt at a price of \$72.50 per ton for FY2023. Select Board Member McDonald seconded the motion and the motion carried by roll call vote as follows:

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

### **PUBLIC HEARING – NATIONAL GRID**

Vice-Chair and Clerk Bermudez read the following legal notice published on September 9<sup>th</sup> and 16<sup>th</sup>, 2022:

**LEGAL NOTICE  
SELECT BOARD  
TOWN OF TOPSFIELD**

"Notice is hereby given that the Topsfield Select Board will hold a public hearing during a virtual Select Board Meeting on Monday, September 26, 2022 @7:00PM (Instructions will be on the posting agenda on how to join the meeting if its virtual via ZOOM or location if in-person) on a joint petition by National Grid and Verizon New England Inc., to locate and install wires and fixtures including necessary sustaining and protecting fixtures along and across the following public way:

Petition Plan # 30610166 – National Grid to install beginning at a point approximately 630 ft. North of the centerline of the intersection of North St. and Aaron Dr. and continuing approximately 5 ft. in a west direction. Install 5 ft. +/-, 1-4" conduit from pole #25 to property on 78 North St.

Also, National Grid and Verizon New England is seeking permission to lay and maintain underground laterals, cables and wires in the above mentioned or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Marshall P. Hook  
Select Board, Chair"

Vice-Chair and Clerk Bermudez made a motion to open a public hearing for National Grid for 78 North Street. Select Board Member McDonald seconded the motion and the motion carried by roll call vote as follows:

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

Robert Skeffington of 82 North Street and owner of 78 North Street, explained that he is installing power to a new building on his property. The power will be installed on the same side of the street and there will be no disruption to the street.

There were no public comments.

Vice-Chair and Clerk Bermudez made a motion to close the public hearing for National Grid for 78 North Street. Select Board Member Brown seconded the motion and the motion carried by roll call vote as follows:

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

Vice-Chair and Clerk Bermudez made a motion to approve the request from National Grid and Verizon New England to do work in the vicinity of Aaron Drive at 78 North Street Topsfield. Select Board Member Brown seconded the motion and the motion carried by roll call vote as follows:

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

### **120 HILL STREET**

TA Harutunian reviewed the discussion held at the September 21, 2022 Select Board Work Session regarding the sale of the property at 120 Hill Street. The property is under Chapter 61B which provides the Town with first right of refusal to purchase the property if it is sold. As discussed, the Town will not exercise its right to purchase the property. TA Harutunian presented a letter of intent for approval.

Select Board Member Brown made a motion to approve a letter from the Town of Topsfield Select Board to the Law Offices of Charles Clapp, LLC in regard to 120 Hill Street Topsfield; giving notice that the Town does not wish exercise its right to purchase the property and for the Chair to sign. Vice-Chair and Clerk Bermudez seconded the motion and the motion carried by roll call vote as follows:

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

**FY2023 TOWN GOALS**

A discussion was held on the FY2023 Town Goals dated September 21, 2022.

Vice-Chair and Clerk Bermudez recommended changes on the following items:

- Under the Economic Development goal, move items related to Rt. 1 redevelopment out from under the Master Plan category to create a separate category for Rt. 1.
- Under the Master Plan goal, remove "Gathering Data on Existing Business" as a sub-category.
- Under the Communication goal, change "Plan for Boxford Cable's future" to "Plan for Topsfield's cable future". Chair Hook also clarified that the intent of "increasing cable" is to increase the content offered on cable.
- Under the Resident Amenities goal, remove the sub-category "Enhance Recreational Community Event Opportunities" (as it repeats the goal above it) and include the examples in the main goal. The board discussed and agreed "Pump Park" should be included as one of those examples vs. be a stand-alone goal.
- For the Sustainability goal, combine the subcategories into the main goal to clarify that support will be provided to the Sustainability Advisory Committee in its mission of analyzing sustainability initiatives.

The Board concurred with the recommendations and updated goals will be reviewed and approved at the Select Board meeting on October 3, 2022.

**ALCOHOLIC BEVERAGE CONTROL COMMISSION**

TA Harutunian presented for approval the estimated 2023 seasonal population for Topsfield provided by the Town Clerk. The estimate is used for the annual filing of the Commonwealth of Massachusetts Alcoholic Beverages Control Commission Massachusetts Seasonal Population Increase Estimate Form.

Select Board Member Brown made a motion to accept the estimate provided by the Topsfield Town Clerk and report to the Commonwealth of Massachusetts Alcoholic Beverages Control Commission the estimated 2023 seasonal population of the Town of Topsfield to be 6,754. Vice-Chair and Clerk Bermudez seconded the motion and the motion carried by roll call vote as follows:

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

**SELECT BOARD UPDATES**

Select Board Member McDonald commented that space at the Library is reserved on four Saturdays from 10 – 11:30 AM for Select Board Listening Sessions. The dates are October 22, November 19, December 17, 2022 and January 21, 2023. Select Board Member McDonald will coordinate the schedule of Select Board members that will attend each of the sessions. The sessions will be advertised through the Town's communication channels and Council on Aging newsletter.

Select Board Member Jackson commented that the Topsfield Fair Opening Ceremony on October 1, 2022 will be the same event that was held in the past.

**TOWN ADMINISTRATOR'S REPORT**

TA Harutunian provided an update on the following items:

- Public Safety
  - o Chief Hovey, Municipal Road Safety Grant - \$19,922
- Downtown Revitalization:
  - o Former Highway Garage RFP will be live next Wed.
- Personnel and Collective Bargaining:
  - o Collective Bargaining Agreement Negotiations: Tri-Town Union
- Town Operations and Activities:
  - o English Commons noise concerns and complaint from a resident on Rowley Bridge Road
  - o Holiday on the Green preparation underway – light vendor is on board
- Upcoming Events
  - o EOPPS Training at the Topsfield Fair - Tuesday
  - o Panelist at an Innovation Conference through MMA – Friday
  - o Topsfield Fair – acknowledged public safety team's work to keep it safe and control traffic
- Previous Events
  - o Howlett Brook Bridge Restoration Event
    - Wednesday the 14<sup>th</sup> Gould Barn at 7:00 PM
  - o Home Grown Market – final one of this season
    - Thursday 15<sup>th</sup> at 4:00PM – 6:30PM
  - o Community Meeting on the Garage RFP
    - Thursday 15<sup>th</sup> at 7:00PM
  - o Police Relief Association Movie Night
    - Saturday the 17<sup>th</sup> at dusk
    - The movie the Bad Guys

- o Town Hall Clock Tower tours – Monday the 19th

### **CORRESPONDENCE**

Chair Hook informed listeners that correspondence is available on BoardDocs and of particular note, the Board of Health's notice announcing that the DEP ban on the disposal of mattresses/textiles will go into effect on November 1, 2022.

### **ADJOURNMENT**

At 8:30 PM, Vice-Chair and Clerk Bermudez made a motion to adjourn. Select Board Member Jackson seconded the motion and the motion carried by roll call vote as follows:

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

Respectfully submitted,  
Debra A. Morong, Executive Assistant & Recording Secretary  
Theresa Coffey, Recording Secretary

### **DOCUMENTS**

1. Agenda
2. Draft Minutes of the Select Board Meeting held on August 29, 2022
3. Matthew Estes Volunteer Application 8.10.2022
4. Eastern Minerals FY23 Contract
5. Legal Notice – 78 North Street 9.1.2022
6. 78 North Street Petition 9.1.2022
7. 120 Hill Street – SB Waiver of RFR 9.27.2022
8. FY2023 Town Goals – 9.21.2022
9. Seasonal Population 2023 Estimated
10. Town Administrator Report 9.26.2022

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.