



SELECT BOARD MEETING

**Minutes of Monday, April 25, 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, Police Chief Neal Hovey, Health Director Wendy Hansbury and Water Superintendent Greg Krom 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."

White Good/Metals Collection:

"The Spring White Goods/Metals Curbside Collection will occur on your regular trash collection day on May 18th, 19th, or 20th. Metal Goods must contain at least 80% metal and be no longer than 6 feet in length. No freezers, refrigerators, air conditioners or any item containing Freon/coolant of any type. Gasoline powered appliances must have gas & oil removed. Items must be curbside by 7AM. No trash stickers are necessary for this collection."

Select Board Meetings:

"On Tuesday, April 26th the Town Moderator will hold a Forum via zoom (information on how to join is on the town website) to review the 2022 Annual & Special Town Warrants at 7 PM. The Pre-Town Meeting of the Select Board and Finance Committee will be on Tuesday, May 3rd at 6 PM at Masconomet High School. The 2022 Annual & Special Town Meeting will be on Tuesday, May 3rd at 7 PM at Masconomet High School Auditorium."

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 meeting held March 21, 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

BUILDING INSPECTOR

TA Harutunian introduced and recommended Ray Chesley for appointment as Topsfield Building Inspector. Mr. Chesley provided information on his professional background and told the Select Board he is looking forward to working with the Topsfield community.

Select Board Member Brown made a motion to appoint Raymond Chesley as the Topsfield Inspector of Buildings/Department Head of Inspectional Services for a term of Thirteen (13) months beginning May 2, 2022 and ending June 30, 2023.

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

COUNCIL ON AGING

Council on Aging Director Kathleen Barbarisi and COA Board Chair Penny Rogers discussed the COA yoga instructor position. They would like to hire COA Board member Joan Chiffer as the instructor. Because Ms. Chiffer is a COA board member, COA Board and Select Board approval is required to pay her a stipend as a special municipal employee. The COA Board has already voted in approval.

Select Board Member Gandt made a motion to affirm the Topsfield Council on Aging vote of Joan Chiffer to become a paid Yoga Instructor for the COA while continuing to serve on its Board. Vice-Chair and Clerk Hook 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

ONE DAY LICENSE – BEER & MALT BEVERAGES

Representing the Ipswich River Watershed Association, Lauren Fitzgerald discussed the request for a one-day license for beer and malt beverages for the 7th Annual Paddle-a-thon at Topsfield Fairground. There will be up to 100 guests, all who have participating in fundraising for the event. It will not be open to the public. Chief Hovey addressed the matter of a police detail. Based on the history of IRWA events and the number of guests, he advised the IRWA that a police detail would not be required.

Vice-Chair and Clerk Hook made a motion to approve the application from the Ipswich River Watershed Association for a one-day liquor license for the Paddle-a-thon event to be held on Saturday, June 18, 2022 at the Topsfield fairgrounds; serving hours are from 12:00PM – 4:00PM. 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

PUBLIC WAY ACCESS & ROUTE APPROVAL

Representing Neurofibromatosis Northeast, Sharon Klein discussed the application to hold the 11th year of Coast to a Cure in Topsfield. She provided background information on the event and the event organizers. The route will be marked and there will be support resources for cyclists. All signage will be removed after the event.

Select Board Member Gandt made a motion to approve the request from the Neurofibromatosis Northeast to hold their 11th Annual Coast to the Cure Cycling Event to be held on Saturday, September 10, 2022. 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

BOARD OF HEALTH (BOH)

Health Director Wendy Hansbury presented for approval the annual contract for Northeast Mass. Mosquito Control. The contract covers the same service as past years. The cost has increased just under \$1500. Spraying will be done in targeted locations. There will not be town-wide or aerial spraying unless there is a health-related emergency, e.g., West Nile Virus or EEE. Questions should be directed to the Board of Health.

Select Board Member Gandt made a motion to adopt the Northeast Massachusetts Mosquito Control 2022 Integrated Pest and Vector Management Plan & 2022 Best Management Practice Plan for Topsfield. 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

WATER DEPARTMENT:

Water Superintendent Greg Krom discussed the methodology that is used to determine water restrictions and whether they should be voluntary or mandatory. When a water ban is implemented it is for a minimum of 30 days. As was the case last year, water restrictions apply only to public water customers.

Select Board Member Gandt made a motion to implement a Voluntary Water Ban when the Ipswich River average daily stream flow falls below 100 cubic feet per second for three (3) consecutive days in a row and that the restriction be extended to Mandatory when the Ipswich River falls below 52.5 cubic feet per second for three (3) consecutive days in a row until the end of September unless otherwise modified by a vote of the Select Board. 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

SELECT BOARD UPDATES

Select Board members thanked Select Board Member A. Richard Gandt for his years of service to the Town of Topsfield.

TOWN ADMINISTRATOR'S REPORT

TA Harutunian provided an update on the following items:

- Public Safety
 - o COVID
 - Vaccination clinics at Town Hall: 4/28 and 5/19 2-4PM
 - Please contact the Board of Health to sign up
- Infrastructure Work/Capital:
 - o Highway: FY22/FY23 Paving Plan
 - Paving prep and paving have begun on Central Street, Parsonage, Normandy and Orchard
- Downtown Revitalization:
 - o Way-finding Signage Funding – State \$100k Earmark and RFP
 - RFP to be released this week
 - Extension with DRC to use funds in FY23
 - o Solar Bench – goal to deploy in the Downtown next week
 - o Business and Development Showcase – June 7
 - First round of invitations to be sent out next week
 - o Master Plan RFP
 - o Flower Planters being worked on by the Topsfield Garden Club
 - Thank you!
- Personnel and Collective Bargaining:
 - o Postings to Come
 - Planning Consultant
 - Administrative Support for ZBA and Planning – Part time
 - Procurement and Project Coordinator – 35 to 40 hours
- Town Operations and Activities:
 - o Social Media Launch
 - o Website Redesign
 - Launch either Friday the 6th or 13th
 - Soliciting pictures for the website via social media
 - o Information Technology
 - Implementation of Town-wide Munis
 - Online Composting Tickets - Successful Roll Out
 - o Planning: MBTA Multi-Family Housing
 - Will communicate accurate information to the community

- Fire: Chief Collins-Brown submitted on behalf of the town a Green Communities Grant on Friday
 - Annual projected saving \$44k for school and fire station upgrades
- Events
 - Recreation: Town-wide Spring Egg Hunt, April 14 was a success. Thank you, Stephanie Sweeney.
 - This week:
 - Moderator Forum tomorrow April 26 at 7PM.
 - Topsfield Historical Society and the Congressional Church are offering an open to the public historical look at Joseph Smith and his connection with Topsfield.
 - Wednesday at 7PM at Emerson Center
 - Next Week:
 - Town Meeting will be held at Masconomet Auditorium
 - Tuesday May 3, at 7PM
 - Local Election will be at St. Rose Church
 - Thursday May 5, 7AM to 8PM
 - Thank you, Beth, Erin and Chief Hovey, for logistics

CORRESPONDENCE

Correspondence is available on BoardDocs.

ADJOURNMENT

At 8:18 PM, Select Board Member Gandt made a motion to adjourn. Vice-Chair and Clerk Hook 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 Meeting Minutes of March 21, 2022
3. COA – Joan Chiffer Employee Disclosure 4.13.2022

4. Ipswich River Watershed One Day License App 4.11.2022
5. Ipswich River Watershed Assoc. License 4.25.2022
6. NF Coast to the Cure – Requesting Permission for Bike Race 9.10.2022
7. Route – Coast to the Cure 9.10.2022
8. 2022 Integrated Pest & Vector Mgmt. Plan
9. 2022 NMMC Best Mgmt. Practice Plan – Topsfield
10. BOH Minutes of 3.16.2022
11. Ipswich River Stream Flow 4.21.2022
12. Town Administrator Report April 25, 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.