



SELECT BOARD MEETING
Town Hall – Select Board Conference Room
Minutes of Monday, August 29, 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, Rafael McDonald and Boyd Jackson. Of the Select Board's staff Town Administrator Kevin Harutunian and Debra Morong were present. Recreation Director Stephanie Sweeney and Town Clerk Beth Willis were also present.

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 live by Boxford Cable Television and a recording device is being used by the Recording Clerk for record-keeping; is there anyone else present who wishes to record the meeting?" There was no response.

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, September 12th & 26th at 7 PM. On Wednesday, September 21st 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/work session."

In-Person Early Voting:

"In-Person Early voting at the Town Hall for the State Primary has begun and will continue this week with the following schedule: Tuesday, August 30th -Thursday, September 1st 8 AM-4 PM; Friday, September 2nd 8 AM-12 PM. Please check the town website for more information at www.topsfield-ma.gov "

The Fall White Goods/Metals Collection:

"The Fall White Goods/Metals Curbside Collection will take place on your regular collection day on September 21st, 22nd or 23rd. No stickers are needed. Items must be curbside before 7AM; metal goods must contain at least 80% metal and not exceed 6ft. in length. No refrigerators, freezers, air conditioners or any item that contains coolant/freon. Gasoline powered items must have gas and oil removed. For more information, visit the Trash & Recycling page on the Town Website at www.topsfield-ma.gov"

CITIZEN QUESTIONS & COMMENTS

David Larson, Finance Committee and ARPA Committee member, provided an update on ARPA funds and noted that approximately half of the money has been spent or committed. Information about the committee and the use of ARPA funds will be posted on the Town website.

APPROVAL OF MINUTES

Vice-Chair and Clerk Bermudez made a motion to approve the minutes of the Select Board Work Session held July 13, 2022. Select Board Member Jackson seconded the motion and it was approved with a vote of 5-0.

Vice-Chair and Clerk Bermudez made a motion to approve the minutes of the Select Board Meeting held July 25, 2022. Select Board Member Jackson seconded the motion and it was approved with a vote of 5-0.

Vice-Chair and Clerk Bermudez made a motion to approve the minutes of the Select Board Meeting held August 8, 2022. Select Board Member Jackson seconded the motion and it was approved with a vote of 5-0.

Vice-Chair and Clerk Bermudez made a motion to approve the minutes of the Select Board Work Session held August 11, 2022. Select Board Member Jackson seconded the motion and it was approved with a vote of 5-0.

Vice-Chair and Clerk Bermudez made a motion to approve the minutes of the Select Board Work Session held August 17, 2022. Select Board Member Jackson seconded the motion and it was approved with a vote of 5-0.

NEW BUSINESS

HISTORICAL COMMISSION

The volunteer application from Matthew Estes for a seat on the Historical Commission was reviewed and discussed. Select Board Member Jackson noted positive comments about Mr. Estes received from the Chair of the Historical Commission. A vote for Mr. Estes' appointment will be taken at the next meeting on September 12, 2022.

MASTER PLAN STEERING COMMITTEE

TA Harutunian provided an update on the volunteer applicants to serve as members of the Master Plan Steering Committee. A discussion was held on their qualifications and the remaining seats to be filled. A vote to appoint the members will be taken at the next meeting on September 12, 2022. The first meeting of the Master Plan Steering Committee will be held on September 26, 2022.

CLERK'S OFFICE

Town Clerk Beth Willis discussed the process to decertify old balloting equipment and she explained that the State must be notified because ballots are printed according to the equipment being used.

Select Board Member Brown made a motion, as required by Massachusetts General Law Chapter 54 Section 34, we hereby vote the use of the ImageCast Precinct Gen2 Tabulator at the State Election on November 8, 2022, and thereafter, at all primaries, preliminary elections and elections held in the Town of Topsfield, until otherwise ordered by vote of the Topsfield Select Board, said electronic voting system shall be used in those polling places designated by the Select Board.

Further, the Town will discontinue the use of the OpTech III-P Eagle Tabulator effective September 7, 2022 in any and all elections held in the Town of Topsfield. Vice Chair and Clerk Bermudez seconded the motion and it was approved with a vote of 5-0.

BROX INDUSTRIES

Highway Supt. Gary Wildes presented for approval amendments on existing contracts that will extend the contracts for another year.

Vice Chair and Clerk Bermudez made a motion to approve Amendment #1 of a contract between the Town of Topsfield and Brox Industries, Inc. for fiscal year 2023; Type I Bituminous Concrete for an amount not to exceed \$300,000. Select Board Member Brown seconded the motion and it was approved with a vote of 5-0.

Select Board Member McDonald made a motion to approve Amendment #1 of a contract between the Town of Topsfield and Brox Industries, Inc. for fiscal year 2023 for Bituminous Concrete Excavation by Cold Planer for an amount not to exceed \$75,000. Select Board Member Jackson seconded the motion and it was approved with a vote of 5-0.

ALL STATES CONSTRUCTION, INC.

Vice Chair and Clerk Bermudez made a motion to approve amendment #1 of a contract between the Town of Topsfield and All States Construction, Inc. for fiscal year 2023 for Reclamation of Existing Asphalt Pavement for an amount not to exceed

\$20,000. Select Board Member Brown seconded the motion and it was approved with a vote of 5-0.

ONE DAY LIQUOR LICENSE

TA Harutunian discussed the request by the Topsfield Community Partnership (TCP) for a One Day Liquor License for a fundraiser to be held at the Home-Grown Market on September 15, 2022. The fundraiser will be a beer garden that will be managed by Ipswich Ale. Chief Collins-Brown and Chief Hovey have been consulted and have provided their recommendations for the venue. Rob Martin, president of Ipswich Ale, provided an overview of the controls that will be in place for access and safety and to ensure that minors are not served. A discussion was held on guidelines for the beer garden being consistent with the beer garden at Topsfield Fair. Select Board Member Jackson commented that the Fair is a much larger event than the Home-Grown Market and there are different considerations for these events.

Select Board Member Jackson made a motion to approve the request for a One Day Liquor License from the Topsfield Community Partnership (TCP) for an event on September 15, 2022 between the hours of 4:00 PM-6:30 PM on the Town Common. Select Board Member Brown seconded the motion and it was approved with a vote of 5-0.

DEAN & FLYNN dba FIESTA SHOWS

TA Harutunian presented for approval the annual requests for Topsfield Fair entertainment on Sundays, October 2 and 9, 2022.

Vice Chair and Clerk Bermudez made a motion to approve Dean & Flynn d/b/a Fiesta Shows request for an Amusement Games License on two Sundays, October 2nd & 9th 2022 from 10:00 AM until 11:00 PM at the Topsfield Fairgrounds during the Topsfield Fair. Select Board Member McDonald seconded the motion and it was approved with a vote of 5-0.

Vice Chair and Clerk Bermudez made a motion to approve Dean & Flynn d/b/a Fiesta Shows request for an Amusement Rides License on two Sundays, October 2nd & 9th 2022 from 10:00AM until 11:00PM at the Topsfield Fairgrounds during the Topsfield Fair. Select Board Member McDonald seconded the motion and it was approved with a vote of 5-0.

FACILITY MANAGEMENT CONTRACT RENEWAL

TA Harutunian discussed the renewal of the Facility Management contract with Paul Anastasi. He provided an overview of the duties and responsibilities covered in the contract and noted that the renewal includes a \$10 per hour increase. To offset the cost of the rate increase, the hours of work have been

reduced. However, it was also recognized that many of the functions had been automated over the years, partially offsetting the decrease in hours.

Select Board Member Brown made a motion to approve a contract between the Town of Topsfield and Paul Anastasi for Facility Management for FY2023 for an amount not to exceed \$25,000. Vice Chair and Clerk Bermudez seconded the motion and it was approved with a vote of 5-0.

EMERSON HOMES AFFORDABLE HOUSING DEVELOPMENT

TA Harutunian discussed the Emerson Homes project. The Town is working with the developer to add more units to the project to bring the total to 50 units. This will enable the Town to reach the state's threshold of 10% for affordable housing. The Town has asked the developer to add to the number of units that will be priced at market rate to allow for local residents to be able to buy homes in the new development. The request presented for approval will allocate to Emerson Homes the Town's HOME Funds for 2022 and 2023.

Vice Chair and Clerk Bermudez made a motion to approve the allocation of the Topsfield's HOME Funds for 2022 in the amount of \$9,833 as well as 2023 future funds towards the Emerson Homes Project. Select Board Member McDonald seconded the motion and it was approved with a vote of 5-0.

APPOINTMENT OR RE-APPOINTMENT TO SUSTAINABILITY ADVISORY COMMITTEE

Select Board Member Brown made a motion to appoint Rafael McDonald to the Sustainability Advisory Committee for a term of one (1) year ending June 30, 2023. Select Board Member Jackson seconded the motion and it was approved with a vote of 4 in favor and 1 abstain by Select Board Member McDonald.

FY2023 GOALS

A discussion was held on the accomplishment of FY2022 goals and the development of FY2023 goals. Topics discussed included Economic Development, Communication/Transparency, Town Services/Operations, Fiscal Management and Resident Safety & Amenities. Each Select Board member identified their priorities in each of these areas. Comments included the need to keep the "soul" of Topsfield a priority as Topsfield grows, the appearance and update of commercial parts of town including Route 1 and downtown, the Master Plan process, the importance of communication with residents on all topics, sustainability, and planning for other future activities such as cable TV and the use of PEG funds.

TA Harutunian will draft FY2023 Goals by carrying over ongoing items from FY2022 and adding additional items as discussed.

TOWN ADMINISTRATOR ANNUAL REVIEW

Chair Hook reviewed the evaluation process for the Town Administrator's annual review. An evaluation form will be forwarded to Select Board members to complete. Discussion and verbal feedback will be given to TA Harutunian at the September 21, 2022 Work Session. After that session, written evaluations will be consolidated into one document to be further discussed at a future meeting to be determined.

SELECT BOARD UPDATES

Select Board Member Brown commented on his meeting with Chris Carley, the proposed developer of property on Route 97/ Route 1. He felt it was a good discussion and is very comfortable with the plans.

Vice Chair and Clerk Bermudez informed listeners that a letter of withdrawal was submitted by the developer of a proposed 40B project on 57 Perkins Row. The letter is posted on the Town website.

Select Board Member Jackson commented on the clean-up projects at 68 River Road. The asbestos has been abated and the next step is clean up of oil in the basement floor. The Health Agent will reach out to the property owner to determine their plans for the future of the property.

TOWN ADMINISTRATOR'S REPORT

TA Harutunian provided an update on the following items:

- Infrastructure Work/Capital:
 - o Highway: One Step for Growth Grant – two Washington Street intersections: \$400k grant – schedules, spring 2023 as weather allows and follow-up meetings
 - o Town Hall Generator – School Committee Meeting Thursday
 - o Master Plan implementation Kick-off meeting 9/26, will communicate to residents
 - o Former Highway Garage RFP
 - o Shopping Center
- Personnel and Collective Bargaining:
 - o Job Postings
 - Sr. Administrative Assistant – Building, 24 hours
 - Sr. Administrative Assistant – Fire, 15 hours
 - Executive Assistant Position – Town Administrator/Select Board
- Budget/Capital Warrant
 - o Budget Schedule being prepared for September work session
- Town Operations and Activities:
 - o MBTA Multi-Family Housing
 - Updated ruling

- Mandatory Water Ban in effect
- Americans Rescue Plan Act (ARPA)
 - Website Page
- Comcast and Verizon contracts completed
 - Verizon HD installed
 - Working on Comcast HD
- Emerson Field 40B information meeting follow-up Wednesday at 6:00PM
- Events
 - Highway: Mile Brook Bridge on Perkins Row
 - Home Grown Market August 18th at 4:00PM – 6:30PM

CORRESPONDENCE

Correspondence is available on BoardDocs.

ADJOURNMENT

At 9:49 PM, Vice-Chair and Clerk Bermudez made a motion to adjourn. Select Board Member Brown seconded the motion and it was approved with a vote of 5-0.

Respectfully submitted,

Debra A. Morong, Executive Assistant & Recording Secretary

Theresa Coffey, Recording Secretary

DOCUMENTS

1. Agenda
2. Draft Select Board Minutes of July 25, 2022 and August 8, 2022
3. Draft Select Board Work Session Minutes of July 13, 2022, August 11, 2022 and August 17, 2022
4. Matthew Estes Volunteer Application 8.10.2022
5. Master Plan Steering Committee Volunteer Applications
 - a. Bradley Bissell 8.25.2022
 - b. Elizabeth Mulholland 8.10.22
 - c. Gary Bergmann 8.25.22
 - d. Gregor Smith 8.9.22
 - e. R. Chris Bandereck 8.18.22
 - f. Tom Rosa 7.26.22
 - g. Zillie Bhujju 8.21.22
 - h. Chief Jen Colins-Brown
6. Clerk Letter – State Elections – New Equipment 2022
7. FY23 Brox Contract – Amend #1 Asphalt
8. FY23 Brox Contract – Amend #1 Milling
9. FY23 All State Const Contract – Amend #1 Reclamation
10. TCP – One Day Liquor Application 8.25.22
11. TCP – Certificate of Liability – Additional Insured

12. TCP – IRS – Tax Exempt Status 4.22.2021
13. TCP – Non-Profit Status
14. Fiesta Shows – Sunday License Requests – Topsfield Fair 2022
15. Paul Anastasi FY23 Agreement
16. HOME Funds Letter 8.29.22
17. Sustainability Advisory Committee – Approved 11.22.2021
18. FY 2022 Town Goals – 8.25.2021 Approved
19. Town Administrator Report 8.29.22

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.