



**SELECT BOARD
WORK SESSION
VIRTUAL MEETING**

**Minutes of Wednesday, October 12, 2022
6:00 PM**

Board Members participating were Select Board Chair Marshall Hook, Vice-Chair and Clerk Lynne Bermudez and Select Board Members Cameron Brown, Boyd Jackson and Rafael McDonald. Others participating of the Select Board's Staff were Town Administrator Kevin Harutunian and Executive Assistant Debra Morong. Health Director Wendy Hansbury and Police Chief Neal Hovey were 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 (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 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 Hook called the meeting to order at 6:00 PM.

ANNOUNCEMENTS

Vice-Chair and Clerk Bermudez made the following announcements:

"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?" Richard Gandt, 31 Timber Lane, 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. Thank you."

INTERMUNICIPAL AGREEMENT

Health Director Wendy Hansbury discussed the Intermunicipal Agreement (IMA) between the Towns of Topsfield and Middleton for a shared Health Inspector. This position is 100% funded through the Public Health Services Excellence Grant to strengthen the public health infrastructure with shared services among Topsfield, Middleton, and Boxford.

Ms. Hansbury explained that the inspector will become an employee of the Town of Middleton in the same capacity that the Public Health Nurse is an employee of the Town of Topsfield. Because Topsfield is the financial lead for the grant, payments will be made quarterly by Topsfield to Middleton to pay for the salary and fringe benefits, 100% grant funded. There will be no additional costs to Topsfield.

Ms. Hansbury noted that KP Law drafted the IMA, and also that it references Topsfield and Middleton, but Boxford is part of the Tri-Town shared services effort. A discussion was held on language to be corrected in the IMA that references the parties as "municipalities" that both include and exclude Boxford.

Comments should be forwarded to TA Harutunian and Ms. Hansbury. The final IMA will be presented for review and approval at the Select Board meeting on October 17, 2022.

ASBURY STREET BRIDGE

TA Harutunian discussed a proposal by local veteran groups to name the Asbury Street Bridge in honor of Major General George Patton III. General Patton served in the Korean Conflict and the Vietnam War. TA Harutunian and Topsfield Veterans Service Officer Richard Cullinan met with members of the Topsfield American Legion Post 255 to discuss their support of this effort. TA Harutunian commented that Topsfield does not have a formal policy on naming structures or locations. The next steps in the process are a memo to be drafted by the Veterans Office outlining General Patton's service and involvement in the Topsfield community, a meeting with the Patton family, the creation of a formal

naming policy and an evaluation of the proposed bridge renaming using the criteria in the new policy.

EMERSON 40B PROJECT

A discussion was held on traffic concerns related to the Emerson 40B development. Project developer, The Caleb Group, stated that the traffic analysis conducted to date has shown a small number of cars that will come into and out of the development on a daily basis. They offered, however, to fund a traffic analysis of the intersection of Main Street and High Street that will be impacted by the development. The analysis will be conducted to consider potential reconfiguration and enhancements to this intersection. Chief Hovey commented that the location under discussion is recognized by MASS DOT as having an above average accident ratio compared to similar intersections. There are concerns about the impact of the development in this highly congested area. The audit will look at designs and reconfigurations to make the intersection safer. Chief Hovey said this intersection has been studied for improvements through the Complete Streets grant over the past couple of years and some ideas to improve safety included a rotary and traffic light. A traffic audit in May 2022 found approximately 4,100 cars traveled on High Street on a weekly basis, and in a ten-day period of May 21 to 31, 2022, 89,000 cars traveled on Main Street coming into and going out of town. Chief Hovey stressed that the intersection needs more analysis and safety improvements. He expressed support of the Caleb Group's offer to fund the analysis. Vice-Chair and Clerk Bermudez commented that any traffic analysis should review not only the increase in traffic but the traffic patterns that will emerge from a new entrance out of and into the development, which will cross two lanes of traffic on High St.

OTHER BUSINESS

Chair Hook asked that written reviews for TA Harutunian be submitted to Debi Morong no later than November 9, 2022 for discussion on November 16, 2022.

A discussion was held on the November 16th conflict between the 6 PM Work Session and 6:30 PM Master Plan Committee meetings. The start time of the Work Session was moved to 5 PM.

Select Board Member Brown suggested that the Work Session meetings be held in-person to better facilitate discussion. For the months of November and December the work session meetings will be held in person, in the Select Board meeting room in Town Hall. This format will be reconsidered at the beginning of budget season. The regular meetings will continue to be held by Zoom.

Select Board McDonald asked if a response was given to a resident seeking permission for bow and arrow hunting on public property. The request was sent to Select Board members by email. TA Harutunian explained the process for

hunting requests beginning with Chief Hovey speaking with the resident and making a recommendation to the Select Board. Abutters are also notified. Chief Hovey will contact the resident.

Select Board Member McDonald reviewed the schedule for Select Board attendance at the Listening Session for the next four months.

TA Harutunian commented that the RFP was issued on the old highway garage and that the Master Plan Committee held the first meeting on October 11th. He also thanked public safety and inspectional services staff for their work at the Topsfield Fair.

ADJOURNMENT

At 7:14 PM, Select Board Member Brown made a motion to adjourn. 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

Respectfully submitted,

Debi Morong, Executive Assistant & Recording Secretary
Theresa Coffey, Recording Secretary

DOCUMENTS

- Agenda for October 12, 2022
- TOPS Health Inspection IMA w/Middleton JB – 9.26.2022
- TOPS Health Inspector IMG w/Middleton MTC 10.322
- TOPS Health Inspector IMA w/Middleton MTC 10322 w Resolved Comments
- Appendix C Shared Health Inspector Employee
- Appendix B Essex County Tri-Town Shared Health Initiative
- Asbury Bridge – Veterans Letter 9.20.2022