



SELCT BOARD WORK SESSION
Town Hall – Select Board Meeting Room

Minutes of Wednesday, November 16, 2022
5:00 PM

Board Members participating were Select Board Chair Marshall Hook, Select Board Vice-Chair and Clerk Lynne Bermudez and Select Board Members Rafael McDonald and Cameron Brown. Select Board Member Boyd Jackson was absent. Of the Select Board's staff Town Administrator Kevin Harutunian was present. Water Superintendent Greg Krom, Fire Chief Jennifer Collins-Brown, Finance Committee Member David Larson and resident Dick Gandt were also present.

CALL TO ORDER

Select Board Chair Hook called the meeting to order at 5:00 PM.

ANNOUNCEMENTS

Select Board Chair Hook made the following announcements:

Announcement of Recordings

"The meeting is being recorded 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. After this announcement it was stated that the recording secretary is not present and that the town Administrator would be taking hand written minutes, and no other recording would be made.

At that time resident Dick Gandt arrived and requested permission to record the meeting, which was acknowledged by Chair Hook.

"To attendees of the meeting, a sign-in sheet is being circulated; The Board asks that you please sign in to indicate your attendance at today's meeting."

NEW BUSINESS

WATER USE RESTRICTION BY-LAW

TA Harutunian introduced Water Superintendent Greg Krom who was present via ZOOM on an IPAD.

Superintendent Krom said the last update to the water use restriction by-law was in 2006 and that the current by-law is no longer in line with current conditions. The 2006 by-law put in place water restriction rules for all water users (customers of town water and private well owners). The new proposed language does incorporate restrictions on private wells, but only when the state issues an official drought designation. Discussion was held relative to the history of the wording and passage of the 2006 by-law. Greg Krom explained that it wasn't the town's primary intent to cover private wells in the water restriction rules, but it was the better of two bylaw options when the town had to abide by a state water permit.

Vice Chair Bermudez asked if everyone is drawing water from the same aquifer (private wells and town water supply). Superintendent Krom confirmed that we are drawing from the same aquifer. Member McDonald asked about mineral rights and whether the town can legally restrict residents from drawing water from below their property. The question will be posed to KP.

Superintendent Krom will adjust the draft language so that it reads that even while under an official drought classification from the state, private well owners are no longer restricted if the town removes its town water restrictions.

The board will continue discussion of the proposed bylaw changes at a future meeting.

FIRE DEPARTMENT MOA

TA Harutunian presented the final Memorandum of Agreement (MOA) between the Town and the Local 3250 Topsfield Fire Department to the Select Board. The MOA will allow the town to modify the shift schedule moving from six 12-hour shifts to four 24-hour shifts and two 12-hour shifts. This model will maximize station coverage to help ensure guaranteed responses from the Fire Department.

Chief Collins-Brown discussed types of mutual aid currently available and protocols the Fire Department has in place for giving and receiving mutual aid.

Member Brown made a motion to vote to accept a Memorandum of Agreement between the Town of Topsfield and the Topsfield Fire Department dated 11-14-2022. Member McDonald seconded the motion and the motion carried with a vote of 4-0 as follows:

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

FY2024 BUDGET, CAPITAL, AND WARRANT

TA Harutunian provided an overview of the first draft of the Five-Year Capital Plan. He pointed out that the salaries (due to the salary survey), utility costs, trash contract renewal, insurance and other costs are expected to increase but all efforts would be made to avoid an override this year.

AMERICAN RESCUE PLAN ACT (ARPA)

TA Harutunian provided a document outlining projects which have been approved for ARPA funds and projects identified by the ARPA committee for consideration. High level discussion was held. Proposed projects will be presented to the Select Board at a future meeting.

SEACOAST GENERATOR INVOICE

TA Harutunian reviewed the decision to change the location of the Town Hall generator from the front side of the building to the back closer to Proctor School. The change in location will cost \$20,700. The generator and its installation will be paid for from ARPA funds.

Vice Chair Bermudez made a motion to approve the addendum to the purchase and installation of a Kohler Generator from Seacoast Generator, Seabrook, NH for Topsfield Town Hall in the additional amount of \$20,700 for a total of \$48,000. Member Cam Brown seconded the motion and it carried with a vote of 4-0 as follows:

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

ADJOURNMENT

At 6:32 PM, Vice-Chair and Clerk Bermudez made a motion to adjourn. Select Board Member Brown seconded the motion and the motion carried with a vote of 4-0 as follows:

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

Respectfully submitted,
Kevin Harutunian, town Administrator

DOCUMENTS

1. Agenda
2. Topsfield Water Restriction Bylaw 10.28.2022 DRAFT
3. Fire Department Local 3250 MOA 11.14.2022 FINAL
4. FY24 Capital Planning V1.1_11.7.2022
5. FY24 Capital Detail V1.1_11.7.2022
6. ARPA Project Summary
7. Seacoast Generator Invoice 5467
8. Sea Coast Generator FY22 \$27,300

<p>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.</p>
