



**SELECT BOARD  
WORK SESSION**

**Town Hall – Select Board Meeting Room**

**Minutes of Wednesday, December 14, 2022  
6:00 PM**

Board Members participating were Select Board Chair Marshall Hook, Vice-Chair and Clerk Lynne Bermudez and Select Board Members Boyd Jackson and Rafael McDonald. Select Board Member Cameron Brown was absent. Others participating of the Select Board's Staff were Town Administrator Kevin Harutunian, Purchasing Agent Debi Morong, and Executive Assistant Samantha Morin. Highway Superintendent Gary Wildes and Richard Gandt were also present.

**CALL TO ORDER**

Chair Hook called the meeting to order at 6:01 PM.

**ANNOUNCEMENTS**

Vice-Chair and Clerk Bermudez made the following announcements:

The meeting is being recorded by the Recording Clerk for record-keeping; is there anyone else present who wishes to record the meeting?" Richard Gandt, 31 Timber Lane, replied that he would record the meeting.

"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**

**PYE BROOK PARK IRRIGATION WELL CONTRACT**

TA Harutunian explained using ARPA funds for the Pye Brook irrigation well contract was discussed in a previous Select Board meeting. Highway Superintendent Gary Wildes stated that while procurement standards were followed, due to a transition in leadership, the work on the well was completed prior to the contract being presented to the Select Board for approval. TA Harutunian explained an improved work flow has been put in place to ensure this doesn't occur again.

Vice-Chair and Clerk Bermudez made a motion to approve a contract between the Town of Topsfield and Charles M Rollins Co., Inc for the installation of a well and pump for an amount of \$34,819.51; and for the Select Chair to sign. 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 McDonald	Yes
Select Board Member Jackson	Yes

### **TOWN OF TOPSFIELD PUBLIC PROPERTY NAMING REGULATIONS**

TA Harutunian presented a draft policy for the naming of town-owned property. A recent request to name a bridge prompted the creation of a naming policy to ensure consistency and transparency of decisions.

Discussion was held and board members made recommendations that criteria stipulate property only be named for either current or past residents; that no monetary donations be included as items to consider in the application process; that the timeframes recommended for public comment are more restrictive than current Public Hearing policy. Consensus was not reached. The Board will continue discussion of the proposed naming regulation document at a future meeting.

### **FY2024 WARRANT ARTICLES, CAPITAL AND BUDGET**

The Board discussed specific capital items. TA Harutunian explained how discussion on all water related projects have been placed on hold until Water Superintendent Greg Krom returns from Grand Jury duty. Member McDonald had questions regarding the cost, use of ARPA funds and sustainability of the library chiller. The Board will discuss the chiller further once Request for Proposals are returned.

The Board explored Downtown Infrastructure Improvements with a Park located at the entrance to the Village Shopping Center. More information is needed regarding the lease, a design, and construction and maintenance costs. The Board will schedule an Executive Session to discuss the potential lease of a portion of the Village Shopping Center property for this park.

Police Chief Neal Hovey will appear before the Board at the next work session to present his request for two police cruisers. Data regarding the police cruisers will be provided to the Board prior to the work session to allow the Board time to review the request.

The request for a new storage garage for the Highway Department is a result of the potential sale of the former Department of Public Works garage located at School Street. The Board requested Superintendent Wildes reach out to other vendors to

provide alternative price points for storage options as the price noted in the capital budget is very high. TA Harutunian clarified this capital planning item would only be requested if the highway garage was sold. The Board requested that the specific Police and Fire Department items needing storage be identified.

The Fire Department requested a new ambulance. The Board questioned the need as Ambulance 2 recently had an engine repair and the Fire Chief had stated Ambulance 2 was in good shape and the best option was for its engine to be repaired. TA Harutunian explained Ambulance 2 is anticipated to come offline for maintenance repairs in the coming years and the lead time for a new ambulance is over one year. The Fire Department is looking to maintain three ambulances, drop the current Ambulance 2 to offline status and use when needed. The Board requested more information as to why a third ambulance was needed and asked that an updated capital proposal from Chief Collins-Brown be provided

The Park and Cemetery Department requested funds to complete the rehabilitation of the Cemetery Chapel that was paused in 2020. Superintendent Wildes explained that the building currently houses equipment and is not used by the public. After much discussion Superintendent Wildes stated that he felt the building would be best used as storage. The Board agreed and stated the exterior of the chapel should be completed, but no additional interior work done. Superintendent Wildes will provide a new budget to complete the exterior.

TA Harutunian provided a timeline of the budget process for the following month. The potential Warrant Articles for FY2024 have been drafted. Discussion was held on whether the proposed changes regarding bylaws 16-8, 16-10 and Ch 75 needed to be in separate articles. TA Harutunian will confirm with KP.

Article Thirty-Fifth Zoning Bylaw Modification – Business Village District:

The TA recommended that the Business Village District zoning bylaw be modified to allow certain manufacturing (such as a brewery or taproom) to enable more uses for the Old Highway Garage.

### **ADJOURNMENT**

At 7:58 PM, Vice-Chair and Clerk Bermudez made a motion to adjourn. Chair Hook 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 Jackson	Yes
Select Board Member McDonald	Yes

Respectfully submitted,

Samantha Morin, Executive Assistant & Recording Secretary

**DOCUMENTS**

- Agenda for December 14, 2022
- Public Property Naming Regulation
- FY24 Capital Planning V1.1\_11.7.2022
- FY24 Capital Detail V1.1\_11.7.2022
- ARPA Project Summary
- List of Potential Warrant Articles
- Pye Brook Park – Irrigation Well and Pump System – Quotes 9.7.2022