



**SELECT BOARD
WORK SESSION
VIRTUAL MEETING**

**Minutes of Wednesday, April 13, 2022
5:00 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. Others participating of the Select Board's Staff were Town Administrator Kevin Harutunian and Executive Assistant Debra Morong. Purchasing Coordinator Donna Rich was 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 (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 Bermudez called the meeting to order at 5:00 PM.

ANNOUNCEMENTS

Vice-Chair and Clerk Hook 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?" 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. Thank you."

TOWN HALL GENERATOR

Town Hall Building Committee Member Gregor Smith presented the recommended location for the new Town Hall Generator. With agreement from the Historical Commission, the Building Committee recommends locating the generator at the northeast corner of the building. This site was selected because it is close to electrical service, is easily accessible for maintenance and will be only partially visible with plantings around the equipment. A landscaping plan for the area around the equipment was reviewed. The timing of planting was discussed and considering the upcoming dry summer weather, the Board asked if the installation could be delayed until after the summer months so the both the installation and planting could be done at the same time. Donna Rich will check with Supt. Gary Wildes and the vendor about delaying the installation until August.

EV CHARGERS

TA Harutunian provided an update on the fiscal impact of the EV chargers, based on a full year of operation. He noted that the chargers were intended to be an amenity for Topsfield and a draw for surrounding communities, not a profit center. After one full year, the cost to the town is approximately \$1,000. The breakeven point is 3468 charging hours per year. The usage fee is consistent with what is charged in other communities. It is expected that usage will increase once the chargers become more well known. Information will be posted on social media to raise awareness.

TOPSFIELD COMMUNITY PARTNERSHIP

TA Harutunian discussed the upcoming Business Showcase on June 7, 2022 being held at The Topsfield Commons. Invitations will be extended to real estate professionals, investors, business owners, restaurants, retail establishments and more. The purpose of the event is to show attendees what Topsfield can offer and is planning to do to make the community attractive for new businesses. The event working group is made up of ECDC members and other volunteers. An invitation will be sent with a follow up email. Approximately 300 people will be invited, and the estimated cost is \$1,600 to \$2,000. The Topsfield Community Partnership is donating money to pay for costs associated with the showcase.

Select Board Member Gandt made a motion to accept a donation from the Topsfield Community Partnership (TCP) to support the Business Showcase being held June 7, 2022

in the amount of \$2,000 with any unused funds are to be directed toward the Spring Light Post Flowers in the downtown area. 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

SCHOOL RESOURCE OFFICER

TA Harutunian presented for approval the Masco Regional District School Resource Officer agreement and noted that the agreement is for two years and is the version that was signed by Boxford and Middleton.

Select Board Member Gandt made a motion to approve the School Resource Officer agreement with the Masconomet Regional School District both years FY22 and FY23, as presented in Board Docs. 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

ORGANIZATIONAL TRANSITIONS

TA Harutunian discussed proposed organizational changes to replace the Purchasing Coordinator / Planning Board Assistant position after Donna Rich's retirement. He listed many upcoming projects that will require planning expertise, e.g., a master plan, the MBTA multifamily zoning, two potential 40B projects and zoning bylaw codification. TA Harutunian and Town Accountant Catherine Gabriel consulted with the Town's audit firm, Powers & Sullivan, about the ability to use American Rescue Plan Act (ARPA) funds to hire a consultant with planning expertise. Powers & Sullivan confirmed that this would be a valid permitted use. Considering the many "hats" worn by Ms. Rich, and anticipated difficulty recruiting one person for such a wide range of duties, TA Harutunian proposed that a six-hour per week position be carved out of the job to provide administrative support to the Planning Board and the Zoning Board of Appeals to post agendas and take meeting minutes. The position replacing Ms. Rich, would handle grants administration, IT, sourcing and support economic development efforts including the Planning and Zoning of

Appeals Boards. Consultants would be used for one-time projects paid from ARPA funds.

Discussion was held on the proposed re-organization and the feasibility of splitting the administrative support from the position. The Board requested a written description of the plan to better understand the proposal. Chair Bermudez summarized that the Board agreed with using ARPA funds for expertise on one-time projects; a plan is needed to cover Ms. Rich's position when she retires in two weeks; the critical skill sets in the position need to be identified; and that the person filling the position should be present at the Planning and Zoning Board meetings to be familiar with issues and provide support for the Planning and Zoning Boards and the public. TA Harutunian will draft a document for the Board's review.

SELECT BOARD MEETING SCHEDULE

Chair Bermudez proposed a meeting be added to the schedule on May 16, 2022 following elections, to appoint officers and signatories.

Chair Bermudez called for a motion to add a Select Board Meeting on Monday, May 16, 2022 starting at 7PM to be held via zoom. The motion was moved by Vice-Chair and Clerk Hook and seconded by Select Board Member Brown. 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

ADJOURNMENT

At 6:46 PM, Select Board Member Brown made a motion to adjourn. 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

Respectfully submitted,

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

DOCUMENTS

- Agenda for April 13, 2022
- Town Hall – Generator Placement
- EV Chargers Installation Info
- EV Chargers Energy Chart 4.21 to 4.22
- EV Chargers Financial Data 4.21 to 4.22
- National Grid Invoice – EV Chargers
- TCP Donation – Business Showcase and Lamp Post Flowers
- Masco 1 Year SRO Intermunicipal Agreement for FY22
- Masco 1 Year SRO Intermunicipal Agreement for FY23
- SRO FY22 Agreement Boxford Signed
- SRO FY23 Agreement Boxford Signed
- SRO FY22+FY23 – Middleton – Signed
- FY21 Executed Intermunicipal Agreement – Masco SRO Middleton-Topsfield