



**BOARD OF SELECTMEN
VIRTUAL MEETING**

**Minutes of Monday, June 1, 2020
7:00 PM**

Board Members participating were Chairman John K. Spencer (arrived at 7:10 pm), Vice-Chair & Clerk Lynne Bermudez and Selectmen Boyd Jackson and A. Richard Gandt. Of the Selectmen's staff Town Administrator Kevin Harutunian and Executive Assistant & Recording Secretary Debi Morong were present. Of the Town Hall staff, Town Clerk Beth Willis and Fire Chief Jen Collins-Brown were present.

CALL TO ORDER

Vice-Chair and Clerk Lynne Bermudez called the meeting to order at 7:05 PM.

GOVERNOR'S ORDER

Vice-Chair and Clerk 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.

"Pursuant to Governor Baker's March 12, 2020 order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Topsfield Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Topsfield website at www.topsfield-ma.gov For this meeting, 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 that 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."

ANNOUNCEMENTS

Vice-Chair and Clerk Lynne Bermudez made the following announcements:

Announcement of Recordings

"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 and 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?" There was no response.

BOS Videos on Demand (VOD)

"Board of Selectmen meetings can be viewed by going into the Watch Cable Video on Demand icon on the homepage of the Town's website."

COVID-19

"Please check the Town Website for helpful information regarding COVID-19 under News and Announcements or go directly to the COVID-19 page at www.topsfield-ma.gov."

Town Clerk's Office:

"Early Voting by Mail is available for the Town Election on June 25th. Applications for ballots were sent to residents last week. Completed applications can be emailed, dropped in the secure mail slot or mailed to the Town Clerk's office immediately. Ballots will be mailed out to voters ASAP. Additional applications are available on the Town Website or by calling the Clerk at 978-887-1505."

Town Hall Summer Hours:

"From now through Friday, September 4th (Labor Day weekend) the Town Hall will be closed on Fridays for the summer. The Town Hall summer hours will be as follows: Mondays from 8:00 AM – 7:00 PM; Tuesdays through Thursdays from 8:00 AM – 4:30 PM."

Selectmen's Meetings:

"The Board will hold a work session on Thursday, June 11th at 3:00 PM. On Monday, June 15th, there will be Board of Selectmen Meeting at 7:00 PM. All meetings and work sessions will be conducted virtually using ZOOM until further notice. All information to join these meetings is listed on each agenda; agendas are posted at Town Hall and on the town website."

Annual Town Meeting:

"On Saturday, June 20th, the Town will hold its Annual Town Meeting beginning at 8:30 AM at the Masconomet Regional School District. The Town Warrant will be going out in the mail tomorrow and a letter explaining the logistics of Town Meeting & Town Elections will be going out to residents in the coming weeks."

Compost Facility:

"The compost facility at 279 Boston Street is open free of charge to residents Saturdays from 9:00 AM to 1:00 PM on June 6, June 13, June 20 and June 27. Starting in July, there will be a fee for a season sticker or one-time access ticket; fee information still to come. These will be available at the Topsfield Board of Health, cash or check only. The compost facility accepts yard waste including grass clippings, leaves, and brush up to 4 inches in diameter. No logs, stumps, trees or animal waste."

CITIZEN QUESTIONS & COMMENTS

Resident David Larson commented on quorum requirements at the June 20 Town Meeting. He suggested that a process be researched to enable town officials to adjust downward the number of attendees required for a quorum, if needed, at the beginning of Town Meeting. This would allow the meeting to proceed if a regular quorum was not reached.

APPROVAL OF MINUTES

Vice Chair and Clerk Lynne Bermudez made a motion to approve the minutes of Board of Selectmen Meeting held Monday, May 11, 2020. Selectman Gandt seconded the motion and the motion carried by a roll call vote as follows:

Chairman Spencer	Yes
Vice-Chair & Clerk Bermudez	Yes
Selectman Jackson	Yes
Selectman Gandt	Yes

NEW BUSINESS

The CARES Act Aid to Municipalities

Town Administrator Harutunian informed the Board that funds have become available to municipalities through the CARES Act to cover costs that have been incurred or expect to be incurred related to COVID-19. The amount of money available to municipalities is based on population. Topsfield can apply for an amount up to \$584,287. Chief Collins-Brown, TA Harutunian and department heads are working together to determine the costs that the Town has already incurred as

well as anticipated future expenses. Identified expenses will be reviewed to ensure that the costs submitted for reimbursement are appropriate and in line with the guidelines of the CARES Act.

Vice Chair and Clerk Lynne Bermudez made a motion to approve the application for the CARES Act stimulus funds up to the amount of \$584,287 for the Town of Topsfield to provide the health care resources needed to fight COVID-19. Selectman Jackson seconded the motion and the motion carried by a roll call vote as follows:

Chairman Spencer	Yes
Vice-Chair & Clerk Bermudez	Yes
Selectman Jackson	Yes
Selectman Gandt	Yes

METROPOLITAN AREA PLANNING COUNCIL (MAPC)

TA Harutunian and Chief Collins-Brown discussed the Mass. Municipal Vulnerability Preparedness (MVP) grant the Town received to develop a Municipal Vulnerability Preparedness Program and a Hazard Mitigation Plan. After receipt of the grant, a request for proposals was issued and the Metropolitan Area Planning Council (MAPC) was awarded the contract to write the mitigation plan and assist Topsfield to be designated as an MVP community. The plan will help the Town assess vulnerable assets and plan for climate change impacts.

Selectman Gandt made a motion to approve a contract between the Town of Topsfield and the MAPC for grant funds totaling \$39,500 to have a Municipal Vulnerability Preparedness (MVP) Program and Hazard Mitigation Plan developed. Selectman Jackson seconded the motion and the motion carried by a roll call vote as follows:

Chairman Spencer	Yes
Vice-Chair & Clerk Bermudez	Yes
Selectman Jackson	Yes
Selectman Gandt	Yes

2020 TOWN MEETING & TOWN ELECTIONS

TA Harutunian reviewed the details for the upcoming town meeting to be held on Saturday, June 20, 2020 at the Masconomet football field. The Annual Town Meeting will begin at 8:30 am and the Special Town Meeting will begin at 9:30 am. In the case of inclement weather, the meeting will be moved into the Field House. TA Harutunian will draft an informational letter to residents that will outline town meeting guidelines and safety measures to protect the public. This draft will

be circulated to the Board for review and approval at the June 11 Work Session meeting.

Town Clerk Beth Willis reviewed the plans and safety guidelines for town elections. Elections will be held on Monday, June 25, 2020 at St. Rose Church Hall. Letters were mailed to residents with election safety guideline information and included an application for Early Voting by Mail. Considering the availability of early voting, the hours of the in-person voting were reduced and the polls will open at 11:00 am and close at 7:00 pm. This information will be communicated to voters by reverse 911 calls and other methods that are to be determined.

Selectman Jackson made a motion to approve the change in hours for the Town Elections scheduled for Thursday, June 25, 2020 to begin at 11:00 AM and end at 7:00 PM at St. Rose Church Hall. Selectman Gandt seconded the motion and the motion carried by a roll call vote as follows:

Chairman Spencer	Yes
Vice-Chair & Clerk Bermudez	Yes
Selectman Jackson	Yes
Selectman Gandt	Yes

RE-OPENING PLAN FOR TOWN HALL

TA Harutunian reviewed the plans for the safe re-opening of Town Hall. The re-opening will be done in four phases. June 8 is the target date for Phase 1 in which residents may do business at Town Hall by appointment. The Town Hall will be staffed with a reduced workforce. Some employees will continue to work remotely or will work in staggered shifts. Based on state guidelines, safety measures will be implemented including plexiglass partitions, one-way entry and exit points to the building, signage, etc. Beginning June 1, the Library will accept returned materials and on June 8, will start curb-side pick-up. The Composting Facility will re-open on June 6.

BOARD OF SELECTMEN MEETING SCHEDULE

A discussion was held on the meeting schedule for FY2021. The Board agreed to July dates and postponed discussion for the remainder of FY2021 until after the Town Election.

Selectman Gandt made a motion to approve the Board of Selectmen Meeting schedule for July 2020 as follows: July 13, 2020 at 7:00 pm; July 23, 2020 at 3:00 pm; and July 27, 2020 at 7:00 pm. Vice Chair and Clerk Lynne Bermudez seconded the motion and the motion carried by a roll call vote as follows:

Chairman Spencer	Yes
Vice-Chair & Clerk Bermudez	Yes
Selectman Jackson	Yes
Selectman Gandt	Yes

SELECTMEN'S UPDATES

- Vice Chair and Clerk Lynne Bermudez thanked Police Chief Hovey for coordinating the rolling celebration for graduating high school seniors.
- Selectman Jackson complimented the Memorial Day parade.
- Selectman Jackson asked that a status be provided by the Town Administrator at a future meeting on the Coppermine Road re-paving issue.

TOWN ADMINISTRATOR'S REPORT

TA Harutunian provided updates on the following matters:

- Phase 1 of the Governor's state re-opening plan.
- Twice weekly internal staff teleconferences to roll out a successful and safe re-opening plan for Topsfield.
- A voluntary water ban went into effect June 1.
- The spending and hiring freeze remain in place. Receipts continue to be monitored.
- Evaluations with department heads is underway. A description of the evaluation process was provided.
- Technology devices on loan to students are due back to the schools on June 15.
- A survey of parents revealed that 85% of elementary school children participated in all or most of the virtual learning opportunities over the past couple of months.
- Two Zoom meetings were held with business community members to discuss COVID-19 status and re-opening plans.
- The cost for the pilot solar streetlight for the downtown area will be borne by the contractor (approximately a \$9,000 savings to the Town) due to the increased interest (and expected sales) the contractor is receiving for the innovative streetlight by other towns.
- An overview was provided of the MAPC procurement effort for community aggregation for the purchase of power to reduce costs for participating communities.

- Information on the Route 1 road work was provided including the schedule, location and communication with residents.

CORRESPONDENCE

Correspondence is available on BoardDocs.

ADJOURN

At 8:57 PM, Vice-Chair and Clerk Bermudez made a motion for the Board of Selectmen to adjourn. Selectman Gandt seconded the motion and the motion carried by roll call vote as follows:

Chairman Spencer	Yes
Vice-Chair & Clerk Bermudez	Yes
Selectman Jackson	Yes
Selectman Gandt	Yes

Respectfully submitted,

Debra A. Morong, Executive Assistant & Recording Secretary

Theresa Coffey, Recording Secretary

DOCUMENTS

1. Agenda
2. Draft BOS Minutes – May 11, 2020
3. Comm. of Mass. Administration & Finance re: Fiscal Year 2020 Aid to Municipalities for COVID-19 Costs, dated May 14, 2020
4. Comm. of Mass. Administration & Finance re: Federal Coronavirus Relief Fund, dated May 14, 2020
5. MAPC Contract for MVP & Hazardous Mitigation Plan dated May 20, 2020
6. TA Harutunian Memo re: Town Hall Re-opening Plan, dated May 22, 2020
7. Proposed BOS Meeting Schedule FY2021

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.