

MEETING MINUTES
BOARD OF SELECTMEN
Tuesday, April 20, 2021 7:00 PM
This meeting was recorded

NOTE: Due to the state of emergency in Massachusetts due to the COVID-19 outbreak, this meeting was held via ZOOM, an internet-based meeting space.

Present: Chair Rick Kassiotis, Brian Cresta, Tim Houten, Kosta Prentakis

Absent: None

Others Attending: Town Administrator Andy Sheehan, Assistant Town Administrator Tanya Shallop, Minutes Secretary Judi Stickney, Paul Pellicelli, Adam Stone, Taylor Galusha, Attorney Jill Mann, Kristin Kent, Ana Julian, David West, and others

7:02 PM With a quorum present, Chair Rick Kassiotis called the meeting to order.

ROUTINES

- **Warrant Approval:** Town Administrator Andy Sheehan provided a brief review of Warrant #2122: Payroll: \$715,232; Bills Payable: \$4,991,887, noting that the Town Accountant had reviewed the warrant and requested the Board's approval. After a brief discussion, the Board took the following action:

On a **MOTION** made by **Prentakis**, second by **Cresta**, the Board of Selectmen **VOTED** unanimously by roll call vote to approve the warrant as presented.

Roll Call (Called by Clerk Houten):

PRENTAKIS: Yes
CRESTA: Yes
KASSIOTIS: Yes
HOUTEN: Yes

- **Minutes:** After a brief review of available minutes, the Board took the following action:
On a **MOTION** made by **Prentakis**, second by **Cresta**, the Board of Selectmen **VOTED** unanimously by roll call vote to accept the minutes of April 6, 2021 as written.

Roll Call (Called by Clerk Houten):

PRENTAKIS: Yes
CRESTA: Yes
KASSIOTIS: Yes
HOUTEN: Yes

- **Town Administrator's Report:** Town Administrator Andy Sheehan provided the Board with information and updates on the following:

- **Roadside Cleanup:** Sheehan reported that prisoners from the Essex County Jail have been cleaning up Middleton's roadsides recently. Sheehan added that due to COVID, the jail was unable to provide prisoners to help with clean up last year. They hope to get the prisoners in town again later this year for roadside cleanup.
- **Master Development Planning Committee:** Sheehan advised that the Master Development Planning Committee has been holding informational meetings. They will hold additional meetings on May 5th and May 11th, by Zoom. A number of other meetings will be scheduled with stakeholder groups, boards, and committees. Sheehan added that they received unanimous support from the Finance Committee, and they will be back in front of the Board of Selectmen on May 18th to give a follow-up presentation. There is updated information on the Town's web page and there will be more information going up every day. Sheehan advised the Board that he will be giving a State of the Town report in May to the Board of Trade, including a discussion about the facilities project. Anyone who wants to schedule a presentation should contact the Town Administrator's office.
- **COVID Update:** Sheehan reported that they are continuing to see more people getting vaccinated in Middleton. The Public Health professionals encourage all to be vaccinated. It's the only way close to herd immunity.
- **State House Delegation:** Sheehan has invited the State legislative delegation to a Selectmen's meeting for May or June.
- **ARPA Money:** Sheehan advised that he is still awaiting guidance on ARPA funds, noting that smaller communities, like Middleton, with under 50,000 in population, will get their funds funneled through the State.
- **Trash Roll-Off Truck Update:** Sheehan reported that the trash roll-off truck has a lot of mechanical issues and it is out of service again, adding that it went down over the weekend. Thanks to the capital plan, it will, hopefully, soon be replaced with a more reliable vehicle.

A brief discussion ensued on the success of the vaccination programs, as well as the demise of the trash roll-off truck.

7:15 PM Public Comment Period: There were no public comments.

7:16 PM Institute for Human Centered Design (IHCD) Presentation: Assistant Town Administrator Tanya Shallop introduced Ana Julian and David Kent from the Institute for Human Centered Design. Shallop provided a brief summary of the accessibility improvements planned for the town's buildings, based on IHCD's accessibility study. David Kent and Ana Julian both thanked the town for their cooperation and willingness to improve accessibility and encouraged the town to contact them if they can use their help while they implement the improvements.

7:24 PM Review and Vote to Adopt Municipal Vulnerability Preparedness Plan: The Town Administrator introduced Conservation Agent, Kristin Kent, who provided a brief report on the Municipal Vulnerability Preparedness Plan and how it was developed. She asked the Board to formally accept the plan, which will make the town eligible for additional grants. After a brief discussion, the Board decided they needed more time to review the document before taking a vote. This will be on the next meeting's agenda.

7:28 PM Assign a Street Name: Attorney Jill Mann, from Mann & Mann, on behalf of Northeast River Estates, LLC, met with the Board to request that the Board assign a street name to a proposed subdivision road located at 123 River Street. A brief discussion ensued on the subdivision. Selectman Chair Kassiotis requested additional time to consider a street name and will revisit this at the next meeting.

7:35 PM Vote to Postpone the Annual Town Meeting and the Annual Town Election: Town Administrator Andy Sheehan advised the Board that this is a procedural vote, in accordance with Chapter 5 of the Acts of 2021, the Board needs to vote on the postponements, noting that the Annual Town Meeting is being postponed to June 5th, and the Annual Town Election is being postponed to June 12, 2021. The Board took the following action:

On a **MOTION** made by **Houten**, second by **Cresta**, the Board of Selectmen **VOTED** by roll call vote to postpone the Annual Town Meeting to June 5th, 2021, and to postpone the Annual Town Election to June 12th, 2021.

Roll Call (Called by Clerk Houten):

PRENTAKIS:	Abstain
CRESTA:	Yes
KASSIOTIS:	Yes
HOUTEN:	Yes

7:37 PM Vote to Renew Licenses: The Town Administrator provided the Board with licenses that need to be renewed: two seasonal all alcohol restaurant licenses; two common victualler licenses; and, two entertainment licenses, for SD Management Group LLC at the Member's Lounge and Halfway House Snack Bar at 8-10 Village Road, Ronald Rice, Manager. Sheehan added that the license renewals are a ministerial action. The Board took the following action:

On a **MOTION** made by **Cresta**, second by **Houten**, the Board of Selectmen **VOTED** unanimously by roll call vote to renew two seasonal all alcohol restaurant licenses; two common victualler licenses; and, two entertainment licenses, for SD Management Group LLC at the Member's Lounge and Halfway House Snack Bar at 8-10 Village Road, Ronald Rice, Manager.

Roll Call (Called by Clerk Houten):

PRENTAKIS:	Yes
CRESTA:	Yes
KASSIOTIS:	Yes
HOUTEN:	Yes

7:39 PM New Business:

- **In-Person Meetings:** Selectman Prentakis suggested that the Board discuss when to return to in-person meetings at a future meeting. A brief discussion ensued. Discussion will be continued at the next meeting.

7:44 PM Adjourn

With no further business, on a **MOTION** made by **Cresta**, the Board of Selectmen's meeting of April 20th, 2021 adjourned at 7:44 PM.

Upcoming Meetings:

May 4 & 18: Regular BOS meetings
June 1: Regular BOS meetings
June 5: Annual Town Meeting: 9AM, 48 South Main Street
June 15 & 29: Regular BOS meetings

Respectfully submitted,



Judith A. Stickney, Minutes Secretary

Timothy P. Houten, BOS Clerk

Documents either distributed to the Board of Selectmen before the meeting in a packet or at the meeting:

- Agenda: April 20, 2021
- Warrants
 - Warrant #2122: Payroll: \$715,232; Bills Payable: \$4,991,887
- Minutes:
 - April 6, 2021
- Local Mitigation Plan Review Tool
- Letter and related documents from Mann & Mann to Board of Selectmen, Re: Street Name Request for Northeast River Estates, 123 River Street, Middleton, 4/15/21
- Letter from Bluebonnet Consulting to Town Administrator, Re: DoubleTree by Hilton Boston North Shore, 50 Village Drive, Danvers, MA 01923, 4/15/21
- Informational Bulletin: #8 Ipswich River: Threat: Excessive Water Withdrawals
- Thank You Note from resident, Re: COVID-19 Vaccination
- Informational Bulletin: The Proposed Middleton Municipal Complex
- Municipal Vulnerability Preparedness/Hazard Mitigation Plan