

**BOARD OF SELECTMEN  
Proctor School Library  
Minutes of January 11, 2016**

Chairman Powers called the meeting to order at 7:30PM. Board members present, in addition to Chairman Laura Powers, were Selectmen Martha Morrison, Steve Lais, and Boyd Jackson. Eldon Goodhue was absent. Of the Selectmen's staff, Town Administrator Kellie Hebert and Board Executive Assistant Donna Rich were in attendance. Other persons present during all or part of the meeting were Topsfield Cable operators Baxter & Ben Demers, Tri-Town Transcript reporter Doreen Burliss, Moderator Steve Whelan, Personnel Advisory Committee Chairman Al Wallace, Tri-Town Council Executive Director Lisa Teichner and Coalition Program Coordinator Meredith Shaw, Workforce Innovation and Opportunity Act representative Mary Farris, residents Kim Sherwood and Dick Gandt.

The Board stood for the Pledge of Allegiance and then observed a moment of silence.

**ANNOUNCEMENTS:**

Chairman Powers provided a review of the Boards Working Sessions of December 16 relative to Succession Planning, December 22 continued a discussion relative to Succession Planning and FY17 Budget Process, December 30 met with Departments relative to their FY17 Budgets, and January 6 further continued discussion with Department Heads relative to their FY17 Budgets. Chairman Powers reminded residence that dog licenses deadline would be January 30<sup>th</sup>.

**CITIZENS QUESTIONS & COMMENTS** *none heard*

**GENERAL BUSINESS**

**Old Business**

Town Administrator Request: Selectman Morrison made a motion to adopt a Town Wide Public Record Request Policy as presented and dated January 12, 2016, seconded by Selectman Jackson; Town Administrator Kellie Hebert explained the importance of the town wide policy and relayed that the State would be updating the Public Records Law shortly as it had not been reviewed or changed since 1974. Selectman Lais offered an amendment to the motion requesting that Topsfield citizens be provided copies at no cost, seconded by Selectman Jackson; there was discussion on this motion, Kellie reported that the law states fees can be instituted and for the few citizens that continually request public records with the limited resources and staffing within Town Departments this policy addresses that issue. Selectman Lais offered another amendment to the motion stating up to \$50.00 copies would be at no cost to citizens, seconded by Selectman Jackson; Chairman Powers commented that it would require the same amount of paperwork to determine the cost of the copies, Kellie explained that the policy provides for the infrequent requests and Departments can waive the fee at any time. Chairman Powers asked for a vote on the second amendment: 1-3, defeated, vote on the first amendment: 1-3, and on the original motion: 3-1.

**APPOINTMENT**

**8:00PM - Warrant Process** – Moderator Steve Whelan came forward to discuss 2016 Annual Town Meeting and Warrant. Mr. Whelan stated that he would request the use of a “Consent Agenda” that has been used in the past, asking that articles be grouped together as the Board begins to build the 2016 Warrant. Mr. Whelan briefly discussed the use of the language “reconsider” and would explain this use of a motion at the beginning of the Town Meeting. Mr. Whelan stated he would like to be included in review of the Warrant in an effort to have

everyone “on the same page” as the process moves along. The Board applauded the Moderator for coming forward at the beginning of the process.

**New Business**

**2016 Annual Town Warrant:** Selectman Morrison made a motion to open the 2016 Annual Town Meeting Warrant and for the Warrant to close on February 22, seconded by Selectman Jackson; so voted: 4-0.

**APPOINTMENT**

**8:05PM - Tri-Town Council Presentation of the 2014 Masco Youth Risk Behavior Survey -** Tri-Town Council Executive Director Lisa Teichner and Coalition Program Coordinator Meredith Shaw provided a presentation on the 2014 Youth Risk Behavior Survey results. This was a biennial survey conducted at the Masconomet Regional Middle and High School. Lisa provided the Board with the campaign that will be rolled out to the schools to encourage students not to drink or smoke cigarettes.

**New Business**

**Personnel Director Request:** Selectman Morrison made a motion to approve the recommendations to update the Job Classification Plan dated January 8, 2016, seconded by Selectman Jackson; so voted: 4-0.

**Library Request:** Selectman Morrison made a motion to approve the Merrimack Valley Library Consortium agreement and for the Chairman to sign, seconded by Selectman Jackson; so voted: 4-0.

**Workforce Innovation & Opportunity Act Memorandum:** Selectman Morrison made a motion to sign a MOA in support of the efforts of the Workforce and for the Chairman to sign, seconded by Selectman Jackson; so voted: 3-1. Selectman Lais opposed because of earlier stated concerns related to administrative requirements of the Town written in the agreement.

**Town Administrator’s Report:**

- FY17 Budget update provided
- Warrant process calendar distributed and reviewed

**Correspondence & Reports**

**Correspondence**

Letter from Don Cragg requesting the BOS review of signs that have been erected around the Town at a future meeting. Selectman Morrison noted this was a Zoning Enforcement Officer issue and should be followed up with Glenn Clohecy.

MMA has sent notification that the Topsfield 2014 Annual Report has made it among the top 3 municipalities in Category 2 of the Annual Town Report contest.

MAPC sent a Memorandum regarding Professional Technical and Planning Assistance to communities.

Boards of Selectmen were copied on a letter to the Building Inspector regarding updating information for the Town’s building codes and enforcement of those codes.

Weston & Sampson submitted the Fall 2015 Semiannual Environmental Monitoring Report.

Notice of Appeal has been received regarding the Topsfield Animal Shelter appealing the decision of the ZBA relative to a decision rendered on 374 Boston Street, filed on November 30, 2015.

Kopelman & Paige has submitted copies of documents that have been filed with Essex County Sheriff’s Department, Division of Civil Process in regards to the Topsfield Animal Shelter Inc et al, v. the ZBA, et al. v. The Hydrant Regency Corp., et al.

FEMA has sent notification that the Ipswich River is in the process of being surveyed to obtain structural geometry and elevation data and citizens may see USGS crews along the river. Notification has been received of the submittal of a Permanent Solution with No Conditions Statement for 2 New Meadow Lane.

Report

Conservation Commission Administrator has submitted the monthly reports for November & December 2015, along with agendas from Nov 4 & 18 and December 2<sup>nd</sup> & 16<sup>th</sup>. Essex North Shore Technical School has sent their Excess & Deficiency report.

At 9 PM, Selectman Morrison made a motion to adjourn and Selectman Lais seconded the motion; so voted: 4-0.

Respectfully submitted,

Donna Rich, Executive Assistant  
Board of Selectmen

*Approved as written at the January 25, 2016 Board of Selectmen's meeting.*

Per the Open Meeting Law, the documents that were either distributed to the BOS before the meeting in a packet, or at the meeting were:

1. Agenda
2. Tri-Town Council presentation of 2014 Masco Youth Risk Behavior Survey
3. Request for a Town Wide Public Record Request Policy
4. Library Request for Merrimack Valley Library Consortium Agreement
5. Personnel Director request to update Job Classification Plan
6. Workforce Innovation & Opportunity Act Memorandum from Salem Mayor
7. Letter from resident Don Cragg regarding signage around Town
8. MMA notified Topsfield of being among the top 3 municipalities in Category 2 of the Annual Report Contest
9. MAPC sent a Memorandum regrading Professional Technical & Planning Assistance to communities
10. Copied on a letter regarding updating information for the Town's building codes and enforcement
11. Fall 2015 Semiannual Environmental Monitoring Report received
12. Notice of Appeal and Land Court Filing regarding Topsfield Animal Shelter Inc, The Hydrant Regency Corp
13. FEMA has sent notification that the Ipswich River will be surveyed by USGS crews over the next few months
14. New Meadow Lane resident spillage information
15. Conservation Commission November & December Monthly Reports and agendas during those months
16. Excess & Deficiency report from Essex North Shore Technical School
17. Personnel Advisory Committee meeting minutes of October 28, 2015
18. FY17 Budget and Annual Town Meeting calendar
19. Updated status of 2015 Warrant Articles

<p>Pursuant to the 'Open Meeting Law,' G.L. 39, § 23B, 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>
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