

**BOARD OF SELECTMEN  
Proctor School Library  
Minutes of January 25, 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, Town Accountant Candidate Catherine Gabriel, Planning Board Alternate candidate Josh Rownd, Fire Chief Ron Giovannacci, Rail Trail members Joe Geller, Roy Baseller, Dave Read, and William Rossiter, residents Dick Gandt and Mary Alice Spain.

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

**ANNOUNCEMENTS:** Chairman Powers reported on the highlights of the Massachusetts Municipal Association Annual Meeting that was held in Boston January 22-23<sup>rd</sup>. Town Administrator announced that Topsfield was awarded First Prize for the 2014 Annual Report, fifth year in row.

Chairman Powers reported on the Board's working sessions of January 13<sup>th</sup> which was a joint meeting with the Town Hall Building Committee and Historical Commission, and January 20<sup>th</sup> which the Board was presented with the 24/7 Fire Study Committee's report, however due to some typographical errors the report would be resubmitted to the Board when corrected, the Board also reviewed FY17 budgets under their purview.

**APPOINTMENT**

**7:45PM - 24/7 Fire Study Report** - Chairman Powers reported that Committee Chairman George Hall was unavailable to present the report, therefore this item would be tabled. Chairman Powers reported that the Committee had presented it to the Board at the January 20<sup>th</sup> meeting.

**GENERAL BUSINESS**

**Old Business**

**FY17 BOS Budgets:** Selectman Morrison made a motion to approve and transmit the FY17 budgets for departments under the purview of the Board of Selectmen to the Finance Committee, seconded by Selectman Jackson; so voted: 4-0.

**New Business**

**One Day Liquor License:** Selectman Morrison made a motion to approve a One Day Liquor License to North Shore Elder Services for an event to take place on July 23, 2016 at the Topsfield Fairgrounds from 1-5PM, seconded by Selectman Jackson. Selectman Lais asked where specifically at the Fairgrounds the event would take place, as it was not noted on the application, the Board decided to table the vote until the next meeting.

**Town Accountant Appointment:** Ms. Hebert gave a brief overview of Catherine Gabriel, candidate for the Town Accountant. Selectman Morrison made a motion to appoint Catherine Gabriel as Town Accountant for a term to begin February 22, 2016 and to expire June 30, 2019, seconded by Selectman Jackson; so voted: 4-0.

**Planning Board Appointment:** Selectman Morrison provided a brief overview of the need for an alternate member to the Planning Board and also of candidate for the position, Josh Rownd.

Morrison made a motion to appoint Josh Rownd as an Alternate member to the Planning Board for a term to expire June 30, 2016, seconded by Selectman Jackson; so voted: 4-0.

### **CITIZEN QUESTIONS AND COMMENTS**

Rail Trail members Joe Geller and Roy Baseller came forward to present Topsfield Linear Corridor Phase IV MECo Review Plans dated January 19, 2016. Mr. Geller discussed the next steps that would be required by National Grid to move the project along. Mr. Geller also reported on the Ipswich River Bridge repair of the wing wall, Route 97 parking project and also of the safety issues at the cross walk on Main Street.

Masco Scholarships: Chairman Powers announced that the annual request from Masconomet Regional School District regarding the Scholarships Topsfield awards to Masco seniors had been received, except there presently are not funds available. It was reviewed how residents could contribute to the fund. The Board stated that they would review the availability of funds at their working session of February 3<sup>rd</sup>.

Governor Baker's Community Compact Program: Selectman Jackson made a motion to affirm and support the submittal of the Community Compact Application, seconded by Selectman Lais; so voted: 4-0. Town Administrator Kellie Hebert explained that she had applied for the Financial Management module.

### **Town Administrator's Report:**

- Update on FY17 Budget process
- Announcement of Donna Rich's promotion from Executive Assistant to the Board of Selectmen and Town Administrator to Purchasing Agent/Community Development position.

### **Minutes**

Selectman Morrison made a motion to accept the Working Session Minutes of December 14, December 16, December 22, December 30, January 6, 2016, Joint Meeting of January 12, 2016, seconded by Selectman Lais; so voted 4-0.

Selectman Morrison made a motion to accept the Minutes of December 14, 2015 and January 11, 2016, seconded by Selectman Lais; so voted 4-0.

Selectman Morrison made a motion to accept the Executive Session Minutes of December 16, 2015 as written and to hold until all issues have been resolved, seconded by Selectman Jackson; so voted 4-0.

### **Correspondence & Reports**

#### Correspondence

Masconomet Regional School District Chief Financial Officer Susan Given sent a note regarding FY15 Audit.

At 8:40 PM, Selectmen Lais made a motion to adjourn and Selectman Morrison seconded the motion; so voted: 4-0.

Respectfully submitted,

Donna Rich, Executive Assistant

*Approved as written at the , 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. Preliminary BOS Minutes – Working Session of December 14, 16, 30 and January 6<sup>th</sup>, Regular meeting of January 11<sup>th</sup>, Executive Session of December 16<sup>th</sup> and Joint meeting of January 12<sup>th</sup>.
3. Request for a One Day Liquor License
4. Request appointment of new Town Accountant
5. Request appointment of Alternate to Planning Board
6. Discussion of Masco Town Scholarship
7. Request for submittal of the Community Compact Application
8. Masco Chief Financial Officer has sent a note regarding the FY15 Audit.

<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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