



**BOARD OF SELECTMEN
Proctor School Library
Minutes of May, 23 2016**

Chairman Lais called the meeting to order at 7:30PM. Board members present, in addition to Chairman J. Stephen Lais, were Selectmen Boyd Jackson, Mark Lyons and Martha Morrison. Of the Selectmen's staff, Town Administrator Kellie Hebert and Board Executive Assistant Susan Sordello 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, Board of Health Agent John Coulon, Town Accountant Catherine Gabriel, Conservation Agent Lana Spillman, outside auditor Richard Hingston and residents Dick Gandt, Lisa LeBel, Thomas LeBel, George Sacco, Georgie Sacco and Kim Sherwood.

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

ANNOUNCEMENTS:

Chairman Lais announced that Selectman Powers was ill and would not be in attendance. Chairman Lais also announced that the Board would go into Executive Session at the end of regular session to conduct strategy session in preparation for negotiations with non-union personnel, specifically, the Town Administrator; to discuss strategy with respect to collective bargaining, specifically, the Reserve Police Officers' Contract. The Chair determined that an open meeting may have a detrimental effect on the bargaining position of the public body. The Board would not return to Open Session except for the purpose of adjournment.

Selectman Morrison announced that the Topsfield Beach Association registration was open for the year.

CITIZENS QUESTIONS & COMMENTS:

None heard.

GENERAL BUSINESS:

New Business:

Selectman Morrison made a motion to approve the appointment of Haley Byra as an alternate Board of Health Agent, seconded by Selectman Jackson; so voted: 4-0.

Old Business:

Selectman Morrison made a motion to support the mosquito control funding for FY17, seconded by Selectman Jackson; so voted: 4-0.

APPOINTMENTS:

7:42 Boy Scout, Thomas LeBel presented his Eagle Scout Project to the Board and received their appreciation.

7:52 Richard Hingston, Guisti, Hingston and Company, presented the Audit and Management Report from the Town Audit.

New Business

Selectman Morrison made a motion to approve the Coast to Cure Charity Bike Ride on September 10, 2016, seconded by Selectman Jackson; so voted: 4-0.

Selectman Morrison made a motion to approve the Essex County Greenbelt Charity Bike Ride on September 17, 2016, seconded by Selectman Jackson; so voted: 4-0.

Selectman Morrison made a motion to authorize that a banner be hung from June 9-19 next to Town Hall announcing the Mass Audubon Summer Camp seconded by Selectman Jackson; so voted: 4-0.

Selectman Morrison made a motion to approve the establishment of a Memory/Brownie tree gift account, seconded by Selectman Jackson; so voted: 4-0.

Selectman Jackson made a motion to approve the permit for the Memorial Day Parade, seconded by Selectman Morrison; so voted: 4-0.

Chairman Lais discussed email access and stated that all significant emails should be forwarded to all selectmen. Chairman Lais went on to propose inviting department heads to Board of Selectmen meetings to give monthly and/or quarterly updates as follows: Police and Fire departments will present every other month at the first meeting of each month and the other departments that come under the Board of Selectmen will present quarterly at the second meeting of the month on a rotating basis.

Selectman Morrison made a motion to appoint Selectman Mark Lyons as an Ex-Officio member of the Town Hall Building Committee, seconded by Selectman Jackson; so voted: 4-0.

Selectman Jackson made a motion to accept the resignation of both himself and Selectman Morrison as Ex-Officio members of the Town Hall Building Committee, seconded by Selectman Morrison; so voted: 4-0. The resignations will be confirmed with letters to the Town Clerk.

Town Administrator Hebert suggested several Summer/Fall work sessions to train the Board on Open Meeting Law, to address FY17 protocols and procedures and to set FY17 goals. Administrator Hebert also proposed summer hours for Town Hall which would allow for longer hours Monday through Thursday and close the building on Friday. This change would help facilitate the installation of

the restored windows as well as being a cost saving measure regarding utility and air conditioning consumption. Chairman Lais and Selectman Jackson both spoke in favor of the proposal but questioned if access to the Council on Aging would be required. Administrator Hebert will confirm and the Board will re-visit the proposal at their next meeting.

TOWN ADMINISTRATOR'S REPORT:

Town Administrator Hebert updated the Board on the Community Compact procedures, the Traffic sub-committee and employee performance reviews.

MINUTES:

Selectman Morrison made a motion to accept the Executive Session Minutes of March 07, 2016 and March 16, 2016, seconded by Selectman Jackson; so voted 3-0, Selectman Lyons abstained.

Selectman Morrison made a motion to accept the Minutes of April 25, 2016, seconded by Selectman Jackson; so voted 3-0. Selectman Lyons abstained.

MOTION FOR EXECUTIVE SESSION:

At 9:05 PM, Selectmen Morrison made a motion to go into Executive Session to conduct strategy session in preparation for negotiations with non-union personnel, specifically, the Town Administrator; to discuss strategy with respect to collective bargaining, specifically, the Reserve Police Officers' Contract. The Chair determined that an open meeting may have a detrimental effect on the bargaining position of the public body, seconded by Selectman Jackson. In a roll call vote, a yes vote was recorded for Chairman Lais, Selectman Jackson, Selectman Lyons, and Selectman Morrison. The Board would not return to open session except for purposes of adjournment.

Respectfully submitted,

Susan D.F.Sordello,
Executive Assistant
Board of Selectmen

Approved as written at the July 11, 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 – Executive Session on 03.07.16 and 03.16.16, and Regular meeting of 04.25.16.
3. Topsfield Animal Shelter - Notice of Land Court filing regarding the Judgement Agreement
4. Conservation Commission monthly report and Agenda for April 2016.

5. MassDOT - Bridge Inspection Report for Rowley Bridge Road/Ipswich River location.
6. Masconomet RHS Invitation to Graduation on 06.03.16

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.