



**BOARD OF SELECTMEN
Proctor School Library
Minutes of June, 06 2016**

Chairman Lais called the meeting to order at 7:31PM. Board members present, in addition to Chairman J. Stephen Lais, were Selectmen Martha Morrison, Boyd Jackson, Laura Powers and Mark Lyons. 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, Fire Chief Ron Giovannacci, Fire Captain Jen Collins-Brown, proposed Alternate Board of Health Agent Caitlin Pohl and residents Al Wallace, Thomas Manetta and Dick Gandt.

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

ANNOUNCEMENTS:

Selectman Morrison announced that there is a mandatory water ban in effect starting on May 26, 2016.

APPOINTMENTS:

Fire Department Update

7:34 Chief Giovannacci discussed the internship program and fire reporting procedures. Chief updated the Board on the status of the new ladder truck. It was returned to the dealer with a punch list of items to be corrected. He went on to discuss an upcoming table-top training program that was scheduled for 06.07.16. The Chief went on to further update the Board about the progress of Firefighters Ash and Taylor in their paramedic training, as well as call firefighter recruitment and requirements. Chairman Lais requested that the next presentation include budget information.

CITIZENS QUESTIONS & COMMENTS:

None heard.

GENERAL BUSINESS:

New Business:

Selectman Morrison made a motion to approve the appointment of Thomas Manetta as a member of the Board of Health, seconded by Selectman Powers; so voted: 5-0.

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Selectman Morrison made a motion to approve the appointment of Caitlin Pohl as an alternate Board of Health Agent, seconded by Selectman Powers; so voted: 5-0.

Selectman Powers made a motion to approve the appointment of Annette Cohen to the Cultural Council, seconded by Selectman Jackson; so voted: 5-0.

Selectman Morrison made a motion to approve and sign an agreement for Engineering Services from Weston & Sampson for landfill management; seconded by Selectman Powers; so voted: 5-0.

TOWN ADMINISTRATOR'S REPORT:

Town Administrator Hebert updated the Board on the following:

MSBA School Project which will provide funding assistance and grants to repair the Proctor and Steward School roof.

Community Compact Program - \$35,000.00 award is the best chance to get a written framework for preparation of Financial Forecast, Financial Policies and Capital Improvement Plan. Final proposal will be done by the Collins Center and voted on at the next meeting.

School Grant – resource from the state to fund the Tyler Technology costs for the schools.

Topsfield Center – Hebert is meeting with the Traffic Advisory Committee and will provide updates at the next meeting. There is also a meeting scheduled with Senator Joan Lovely and Rep. Brad Hill relative to current issues with the downtown.

Council on Aging Director – Screening of applicants and interviews with 5 candidates had taken place. Two finalists will be interviewed in public next week.

Town Hall Building Committee meetings have been changed to 8:00 am most Wednesday mornings.

Summer Hours – Proposal to extend hours Monday through Thursday and close on Friday. Energy efficiency and window replacement were key factors.

Council on Aging does not require use of the building. Item will be on the next agenda.

Personnel Team Meeting – Existing staff will meet monthly to tackle personnel issues.

Public Records Law – Lauren Goldberg from Kopelman and Paige will conduct an Open Meeting Law and Public Documents training on 06.27.16 at 7:30pm.

At 8:31 PM, Selectmen Morrison made a motion to adjourn, seconded by Selectman Powers; so voted 4-0.

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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. Memo to appoint Thomas Manetta as a member of the Board of Health
3. Memo to appoint Caitlin Pohl as Alternate Board of Health Agent.
4. Memo to appoint Annette Cohen to the Cultural Council.
5. Weston & Sampson service agreement.
6. Environmental monitoring report from Weston & Sampson.
7. Personnel Advisory Committee meeting minutes from 02.26.16.
8. Hand out from Fire Department

<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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