

**BOARD OF SELECTMEN**  
**Proctor School Library**  
**Minutes of September 28, 2015**

Clerk Lais called the meeting to order at 7:30PM. Board members present, in addition to Clerk Steve Lais, were Selectmen Martha Morrison, Boyd Jackson and Eldon Goodhue. Chairman Powers arrived at 7:35PM. Of the Selectmen's staff, Executive Assistant Donna Rich was 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 Hall Building Committee members Gregor Smith, Liz Mulholland, Mark Lyons and Ben Nutter, Chairman of the 24/7 Fire Study Committee George Hall and residents Amy Brew, Jeanine Cunniff and Kim Sherwood.

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

**ANNOUNCEMENTS:** Selectman Morrison announced that the metal and white goods pickup would be Oct 21, 22, 23. Place household metals such as stoves, dishwashers, etc. at curbside by 7AM for pickup. No stickers are required for items. If you have an item containing Freon, please call 978-887-1500, extension 100 to register the item prior to pick-up.

Selectman Goodhue reported that the Topsfield Fair opens Friday, October 2<sup>nd</sup> with Preview Night for Topsfield residents. Tickets for that event are available at the Booth in the front of the Fair Grounds Main Entrance. The Parade is scheduled for Saturday, October 3<sup>rd</sup> beginning at 9AM. The Fair continues for 10 days, closing day is October 12<sup>th</sup>.

Clerk Lais reported that the Town has received notification of Preliminary Certification of Proposed Assessments for FY16 and that the Board of Assessors would hold a Public Disclosure Period from Tuesday, October 13, 2015 thru Monday, October 19, 2015 during regular Town Hall hours, Monday-Thursday from 8AM to 4PM and on Friday from 8AM-12 noon. The Assessors would be posting a notice on the Town's website as well as in the local paper. Counter books will be available at the Library and at the Town Hall during that week and information will also be posted on the Town's website under Board of Assessors.

**APPOINTMENTS:**

**7:37PM- Request to Amend the Emerson Lease-** Congregational Church Trustee Liz Mulholland and Amy Brew came forward to explain the church's desire to plant a garden at Emerson Field. The size would be 50-feet by 100-feet and not in the area of the ball fields. After a brief discussion the Board saw no objections and requested that the Church draft language to amend the current Lease. Liz and Amy reported that they would now approach the Park & Cemetery and Topsfield Athletic Association to obtain their approval of the planting project.

**CITIZENS QUESTIONS & COMMENTS**

Citizen Kim Sherwood came forward and described an issue she has been experiencing with the Conservation Commission regarding obtaining documents relative to a proposed development at 57 Perkins Row. Town Administrator Kellie Hebert had reported at an earlier meeting of drafting a Public Records policy for the Town and the Board requested that a draft of that policy be presented at the next meeting.

**APPOINTMENTS:** *continued*

**7:55PM - Town Hall Building Committee** - Town Hall Building Committee members Gregor Smith, Mark Lyons, Liz Mulholland and Ben Nutter came forward to present an update to the

Board. Chair Gregor Smith reviewed the current status of the window restoration and façade project and explained how the Massachusetts Historic Grant process has impacted the progress of this project. Gregor reported on the progress of the architect McGinley Kalsow and Associates Inc for the Town Hall Schematic Design Phase. The firm has begun gathering information relative to the structure of Town Hall and would shortly be entering into interviewing the users of the space (employees) for the data collection phase. The committee will update the Board as milestones are achieved or approaching.

## **GENERAL BUSINESS**

### **Old Business**

24/7 Fire Study Committee Update: Chairman George Hall came forward and provided an update of the committee's activities. George explained that the preliminary report that was due to the Board on September 28<sup>th</sup> was not available due to the intensity of information that is being gathered and the committee trying to define the data into useable information. The Board was amiable to accepting this verbal update in lieu of a written report. There was a brief discussion regarding the difficulty of obtaining information in a useable format from the Regional Emergency Communication Center and it was suggested that Kellie, Chairman Powers and Phil McManus together contact the personnel at the RECC to resolve the issue.

Trust Fund Commissioners Letter: Chairman Powers explained that she had not been able to connect with the Trust Commissioners Chairman to date.

### **New Business**

Board of Health Appointments: Selectman Morrison made a motion to appoint Gregg Hochmuth, Kate Kokko, Valerie Nelson, Arthur Robins and Deborah Rogers to the Board of Health to assist with inspections during the Topsfield Fair, appointment to expire October 12, 2015, seconded by Selectman Goodhue; so voted: 5-0.

Cultural Council Request: Selectman Morrison made a motion to appoint Kathleen Moore to the Cultural Council for a term to expire June 30, 2018; this would fill the vacancy of Lisa Nihan-Demeule's resignation, seconded by Selectman Goodhue; so voted: 5-0.

Household Hazardous Waste Collection Event Request: Selectman Morrison made a motion to approve the Household Hazardous Waste Collection Agreement with Clean Harbors Environmental Services of Braintree MA in an amount not to exceed \$4,000 and for the Chairman to sign, seconded by Selectman Goodhue; so voted: 5-0.

Peer Review Request Selectman Morrison made a motion to approve a contract with Beals & Thomas of Southborough MA for a Peer Review of the stormwater plan at 19 Hickory Lane in an amount not to exceed \$3,300 and for the Chairman to sign, seconded by Selectman Goodhue; so voted: 5-0.

## **Correspondence & Reports**

### **Correspondence**

Resident Mary Collins-Sawall sent a letter requesting a railing at Town Hall. The Board referred this item to the Building Inspector to send a response to the resident and to the Town Hall Building Committee for their review.

Residents of English Commons Condominiums signed a petition regarding the traffic pattern at their entrance onto Route 1 and include their solution to the matter. The Board referred this item to the Traffic Safety Committee.

Massachusetts Municipal Association sent a report on the proposed changes to the Public Record Law.

### **Reports**

Personnel Advisory Committee submitted minutes of August 26, 2015.

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24/7 Fire Study Committee submitted minutes of July 15, 2015.

Board of Assessors submitted minutes of August 28, 2015.

At 8:41 PM, Selectmen Goodhue made a motion to adjourn and Selectman Morrison seconded the motion; so voted: 5-0.

Respectfully submitted,

Donna Rich, Executive Assistant  
Board of Selectmen

*Approved as written at the October 19, 2015 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. Request for appointments to the Board of Health
3. Request for an appointment to the Cultural Council
4. Request for a contract for Household Hazardous Waste Day
5. Request for Peer Review at 19 Evergreen Lane
6. Citizen letter requesting a railing at Town Hall
7. Residents of English Commons Condominium petition
8. Public Record Law update from MMA
9. Personnel Advisory Committee minutes of August 26, 2015
10. 24/7 Fire Study Committee minutes of July 15, 2015
11. Board of Assessors minutes of August 28, 2015
12. Map of Emerson Field with a designated 50-foot by 100-foot section marked off

<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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