



**BOARD OF SELECTMEN
Working Session
Town Hall Meeting Room
8 West Common Street, Topsfield
Wednesday, January 18, 2017
5:00 PM**

MEETING MINUTES

Board Members present in addition to Chairman Lais were Clerk Mark Lyons, Boyd Jackson, Martha Morrison, and Laura Powers. Of the Selectman's Staff, Kellie Hebert, Town Administrator; Susan Winslow, Administrative Assistant and Recording Secretary were in attendance. Other persons present during all or part of the meeting were Interim Fire Chief Candidate Richard Harris and Topsfield resident Richard Gandt.

CALL TO ORDER

The meeting was called to order by Chairman Lais at 5:02 pm.

ANNOUNCEMENTS

Chairman Lais informed the public that the meeting was being recorded by the Board's Recording Clerk with a recording device. Chairman Lais asked if anyone else present had a recording device or wished to record the meeting. There was no response to this request.

PERSONNEL UPDATES

Interim Fire Chief

Town Administrator Kellie Hebert introduced Interim Fire Chief Candidate Richard Harris and outlined his background and qualifications. This position would run from the present to the point at which a Full Time Chief is hired. The projected time frame is the end of the FY17 Fiscal Year.

Chief Harris addressed the Board and answered questions about his prior experience as Fire Chief in North Reading for 34 years, Interim Fire Chief in

Northboro, MA for 9 months and educational background – BA in Fire Management and a Master’s Degree in Public Administration.

Permanent Fire Chief

Ms. Hebert is working closely with Brian Duggan at MRI and she will give progress updates as the selection process advances.

Conservation Administrator

Ms. Hebert has worked closely with Conservation Commission Chair Cheryl Jolley and Conservation Commission Member Holger Luther on the interview process. Ms. Jolley and Mr. Luther completed preliminary interviews of 5 candidates. They recommended a final candidate, Heidi Gaffney, who completed a second interview with Ms. Hebert, Ms. Jolley and Mr. Luther on 1/18/17. Ms. Hebert will continue the hiring process with Ms. Gaffney.

Selectman Morrison will look into the history of the Conservation Commission hiring process.

Town Clerk

Town Clerk Ann Gill will be leaving her position on January 25, 2017 to pursue a position in Georgetown, MA. A discussion ensued about naming an Interim Town Clerk. Ms. Hebert has received one internal resume for the open position from Assistant Town Clerk Beth Willis.

Ms. Hebert will check with Town Counsel for guidance regarding naming an Interim Town Clerk.

The position will be posted internally for a week.

FY 18 BUDGET UPDATE

Town Administrator Hebert handed out the FY18 Budget & 2017 Town Meeting Schedule outlining the general time frame for the Budget Process and Warrant Articles. She also distributed a preliminary list of Warrant Articles.

Discussion ensued about these documents, the budget process, and items on the preliminary list of Warrant Articles.

Selectman Morrison informed the Board that she is aware of four Warrant Articles that will be coming into the Selectman's office.

There was a short discussion regarding enforcement of signs that are in violation of the Zoning Bylaw.

Selectman Morrison made a motion to adjourn at 6:25 PM. Selectman Powers seconded, so voted 5-0.

Respectfully submitted,

Susan Winslow

Recording Secretary

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. Resume – Retired Fire Chief Richard N. Harris
3. Resume – Heidi Gaffney
4. Conservation Administrator Job Description
5. Internal Posting for Town Clerk Position
6. Town Clerk Job Description
7. Notice of retirement celebration for Conservation Agent Lana Spillman
8. Notice of retirement celebration for Fire Chief Ronald Giovannacci
9. Notice of celebration breakfast for outgoing Town Clerk Ann Gill
10. Document “Preliminary List of Warrant Articles”
11. Document “FY18 Budget & 2017 Town Meeting Schedule”

<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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These Minutes were approved as written at the 2/6/2017 Board of Selectman Meeting.