



**BOARD OF SELECTMEN
Proctor School Library
Minutes of October 17, 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, Martha Morrison and Laura Powers. 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 James O'Brien, residents Karri Madonna, Keith Dayton, Maureen McCarthy, John Walsh, Tina Strunk and Dick Gandt. Topsfield cable was operated by Ben and Maddie Demers.

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

ANNOUNCEMENTS:

Chairman Lais announced that the meeting was being recorded by Boxford Cable and by the recording secretary. Lais also asked if there was anyone in the audience who intended to record the meeting. There were none. Lais then announced that the Board would enter into Executive Session after Regular Session and would not return to Regular Session. Selectman Morrison announced the upcoming flu-clinic.

CITIZENS QUESTIONS & COMMENTS:

None heard.

GENERAL BUSINESS:

New Business:

After a brief discussion, it was determined that Chairman Lais and Selectman Jackson would form a subcommittee and hold a dog hearing regarding the dog named Zen. Attorney Jeremy Cohen, handed in a letter of representation on behalf of Ms. Lewis.

Selectman Morrison made a motion to vote to sign the Warrant for the 2016 State Election as requested by the Town Clerk, seconded by Selectman Powers; so voted 5-0.

Selectman Lyons made a motion regarding issuance of a BAN. See Agenda Item #6 for the full language of the motion. Seconded by Selectman Morrison; so voted 5-0.

Selectman Powers made a motion to vote to allow the Masco Music Parents to hold a 5K road race on Sunday, April 30, 2017 at 10:00 AM, seconded by Selectman Morrison; so voted 5-0.

Selectman Powers made a motion to vote to approve a one day liquor license for the Boxford Democratic Committee to hold a Barn Dance on November 12, 2016 at the Gould Barn, seconded by Selectman Powers; so voted 5-0.

Selectman Morrison made a motion to vote to approve a one day liquor License for the Solace for Stephanie Foundation to hold a Comedy Night on November 12, 2016 at Coolidge Hall seconded by Selectman Powers; so voted 5-0.

Selectman Morrison made a motion to vote to approve the Hazardous Waste Agreement with Clean Harbors Environmental Services of Braintree, MA to provide hazardous waste collection services in an amount not to exceed \$4,000.00, seconded by Selectman Powers; so voted 5-0.

Selectman Morrison made a motion to vote for approval of a contract with Compass Project Management, Inc., Medfield, MA in the amount of \$15,000 plus up to \$3,520 for reimbursable expenses and to grant signatory authority to Kellie Hebert for the Massachusetts School Building Authority Grant Program and the MSBA School Roofing Projects, seconded by Selectman Powers; so voted 5-0.

Discussion of request for Land Easement at 48 Averill Street was continued to a future meeting as the owner of 50 Averill Street was inadvertently not notified. Resident John Walsh, 17 Ridgeview asked for a copy of the draft license agreement. He was informed that a copy could be obtained at Town Hall.

At 8:08 PM, Clerk Mark Lyons read the Public Hearing notice regarding the sign request by the Topsfield Fair and Chairman Lais opened the Public Hearing. Discussion on stipulation that the sign only be lit when an event is present or the area is in use. The sign may also be lighted one week preceding the Fair. Selectman Powers made a motion to close the Public hearing, seconded by Selectman Morrison; so voted 5-0. Selectman Morrison motions to vote to grant a special permit to allow the Essex Agricultural Society to erect a 4 x 8 foot sign at 97-111 Boston Street, seconded by Selectman Morrison; so voted 5-0.

The Board had a brief discussion of interested consulting firms to coordinate hiring, recruitment and an assessment center for the Town's next fire chief. Selectman Lyons would like an outline of scope, process and listing of the next steps.

TOWN ADMINISTRATOR'S REPORT:

Town Administrator Hebert updated the Board on the following:

The budget process including regular finance team meeting and the compilation of a budget schedule.

Ongoing capital planning process and warrant articles.

Comcast Cable negotiations.

Collective bargaining talks with Police.

Teacher contract negotiations.

Zoning and compliance – Signage and kennel.

Traffic Advisory Committee – Rail Trail Committee request for parking alterations needs a more comprehensive look so as to not create more problems. Waiting for Rowley Road site visit.

MINUTES APPROVAL:

Selectman Powers made a motion to approve the minutes for the September 26, 2016 meeting of the Board of Selectmen, seconded by Selectman Jackson; so voted: 5-0.

Selectman Powers made a motion to approve the minutes for the September 28, 2016 Executive Session meeting of the Board of Selectmen and to hold until all confidential matters have been resolved, seconded by Selectman Morrison; so voted: 5-0.

CORRESPONDENCE:

Selectman Morrison has been in touch with Highway Superintendent, Dave Bond, about the Hoods Pond beach erosion issue. It was suggested to bring a professional in to take a look at the area.

At 8:55 PM, Chairman Lais moved to adjourn to Executive Session and stated that the Board would not return to regular session. In a roll call, the following votes were recorded:

Chairman Lais:	Yes
Selectman Jackson:	Yes
Selectman Lyons:	Yes
Selectman Morrison:	Yes
Selectman Powers:	Yes

Respectfully submitted,

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

Approved as written at January 23, 2017 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. Town Administrator's Report
3. Analysis and Proposed Solution of the Erosion Problem at Waldo Smith Beach.
4. Conservation Commission agenda and minutes for August 2016 and September 2016.
5. Notice of Conservation Certification for Dodds Shamroth

<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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