

**BOARD OF SELECTMEN**  
**Proctor School Library**  
**Minutes of November 16, 2015**

Chairman Powers called the meeting to order at 7:30PM. Board members present, in addition to Chairman Laura Powers, were Selectmen Martha Morrison, Steve Lais, Boyd Jackson. Eldon Goodhue was absent. Of the Selectmen's staff, Town Administrator Kellie Hebert and Board Executive Assistant Donna Rich were in attendance. Other persons present during all or part of the meeting were Topsfield Cable operators Ben Demers, Tri-Town Transcript reporter Doreen Burliss, Personnel Advisory Committee Chairman Al Wallace, Moderator Steve Whelan, resident Dick Gandt.

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

**ANNOUNCEMENTS:** Chairman Powers announced that the Board would go into Executive Session at the end of regular session to discuss strategy with respect to litigation and to discuss negotiation strategy for the Town Administrator's contract and will not return to Open Session. Chairman Powers announced that the Holiday Walk would be held on December 5<sup>th</sup> from 4PM – 7PM, ending with a bonfire at the Proctor School field.

**CITIZENS QUESTIONS & COMMENTS** *none heard*

**GENERAL BUSINESS**

**New Business**

Town Hall Building Committee Request: Selectman Morrison made a motion to approve and award the contract for surveying and mapping services for the Town Hall, Proctor School and recreational fields with Donohoe Survey, Inc. of Topsfield MA in the amount of \$8,500, seconded by Selectman Jackson; so voted: 4-0. Selectman Jackson reviewed the reason for the survey, Selectman Morrison added historical information regarding the last of the "common land" in Topsfield.

Personnel Director Request for Bylaw Changes: After a brief discussion this item was tabled to a future meeting.

Personnel Director & Personnel Advisory Committee Request for Rules & Regulations Changes: After a brief discussion this item was tabled to the next Board meeting.

**Town Administrator's Report:**

- Update provided on Warrant Articles
- Update on posting of positions of Town Accountant and Land Use Administrator
- Update on Town's financial status: FY15 books are closed, auditor is scheduled, waiting for certified Free Cash figure.

**Correspondence & Reports**

Correspondence

Department of Public Utilities provided notification of a Notice of Public Hearing to be held on October 30, 2015.

Department of Agricultural Information provided information for poultry owners.

Comcast provided a letter announcing free high-speed internet service to Topsfield schools and the Town Library.

Reports

MAPC submitted the agenda from October 29, 2015 and minutes from annual meeting of May 27, 2015.

Board of Assessor submitted the Minutes of October 9, 2015.

24/7 Fire Study Committee submitted minutes of September 30, October 21 & 28, 2015.

Conservation Commission Administrator submitted the monthly report for October and agendas from October 14 & 28, 2015.

At 8:26PM, Selectmen Morrison made a motion to go into Executive Session to discuss strategy with respect to litigation and to discuss negotiation strategy for the Town Administrator's contract; seconded by Selectman Jackson. In a roll call vote, a yes vote was recorded for Chairman Powers, Selectman Morrison, Selectman Lais and Selectman Jackson. The Board would not return to open session.

Respectfully submitted,

Donna Rich, Executive Assistant  
Board of Selectmen

*Approved as written at the December 14, 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 of the Town Hall Building Committee for surveying and mapping
3. Request of the Personnel Director to update the Classification Plan
4. Request of the Personnel Director & Personnel Advisory Committee recommendation for proposed amendment for the 2016 Annual Town Meeting
5. Department of Public Utilities sent a notice of a Public Hearing
6. Department of Agricultural sent information for poultry owners
7. Comcast notification of free internet access for schools and Town Library
8. MAPC sent agenda of October 29, 2015 and minutes of May 27, 2015
9. Board of Assessors minutes of October 9, 2015
10. 24/7 Fire Study Committee minutes of September 30, October 21, & 28, 2015
11. Conservation Commission Administrator monthly report for October and agendas from October 14 & 28, 2015
12. Updated 2015 Warrant list of progress made to Articles.

<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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