



**BOARD OF SELECTMEN
Proctor School Library
Minutes of November 21, 2016
7:30 PM**

Chairman Lais called the meeting to order at 7:30 PM. 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 Attorney Nancy McCann, Giuseppe Giugliano, Council on Aging Director, Paula Burke, Council on Aging Committee Chair, Penny Rodgers, Attorney William Hewig and residents Darcy Fulton, Gretchen Rehak, and Dick Gandt, Tri-Town reporter Doreen Burliss was also present. 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. Lais then announced that there was a stenographer present on behalf of Comcast Cable who would be recording the meeting. Chairman Lais wished the citizens a Happy Thanksgiving and announced the date and time of the Holiday Walk.

CITIZENS QUESTIONS & COMMENTS:

None heard.

GENERAL BUSINESS:

Council on Aging Director, Paula Burke presented her bi-monthly report which included updates regarding Meals-On-Wheels, Town Hall move options, upcoming programs, staffing needs, and the possibility of a COA budget increase request.

Residents Darcy Fulton and Gretchen Rehak presented information on the upcoming Topsfield Holiday Walk.

New Business:

At 8:03 PM, Clerk Mark Lyons read the Public Hearing notice regarding the Cable Television license. Selectmen Lyons motioned to open the public hearing; seconded by Selectman Powers; so voted 5-0. Selectman Lais then suspended that public hearing.

At 8:06 PM Selectman Lyons read the Public Hearing notice regarding the special sign permit for Osteria Peppino Pizzeria. Chairman Lais then called that Public Hearing to order. Attorney Nancy McCann, representing the business owner, identified herself. Chairman Lais made inquiry regarding the existing sign and questioned whether it had been approved by the Town Building Inspector. Attorney McCann stated that she met with the Town Building Inspector, and that he had approved changing the panel. Selectman Morrison and Jackson stated that they had no concerns regarding the new sign. There were no public comments. Selectman Morrison made a motion to close this Public Hearing, seconded by Selectman Powers; so voted 5-0. Selectman Morrison made a motion to approve the special sign permit, seconded by Selectman Powers; so voted 5-0.

At 8:13 PM Selectman Morrison motioned to reconvene the cable Public Hearing, seconded by Selectman Powers. Town Administrator Hebert introduced Attorney Hewig from KP Law, representing the Town of Topsfield. Attorney Hewig stated that the Town is fortunate to have two licenses (Comcast and Verizon) and that once granted, the licenses have presumptive rights of renewal. Comcast is a 5 year license that expired in October 2016. Verizon has a 15 year license expiring in 2021. Attorney Hewig stated that one goal is to increase annual funding from license fees, with a second goal of securing support for new initiatives such as related technology in the Town Hall Project. He suggested his approach will be to reopen talks with Verizon to establish similar terms in both licenses. There were no public comments. Selectman Morrison motioned to continue the hearing to a future date, to be determined, seconded by Selectman Powers; so voted 5-0.

Selectman Jackson made a motion to sign an employment contract renewal with Town Administrator Kellie Hebert, seconded by Selectman Powers, so voted 4-1-0.

Selectman Morrison made a motion to approve Amendment #2 for the Contract for Designer Services of a Water Filtration Facility with Wright-Pierce of North Andover, MA for the additional services described in the attached letter from Wright-Pierce dated October 21, 2016, additional fee not to exceed \$52,400, seconded by Selectman Powers; so voted 5-0.

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Selectman Powers made a motion to approve a contract with Cook & Company of Marshfield, MA in the amount of \$9,800.00 for insurance consulting services, seconded by Selectman Jackson, brief discussion of savings and GIC offerings; so voted 5-0.

TOWN ADMINISTRATOR'S REPORT:

Town Administrator Hebert updated the Board on the following:

Rolling Green Elderly Housing District Public Hearing.

Hydrant Regency Kennel moved out of town.

Town Hall Project – relocation, CM at Risk, landscape design and window project.

Fire Chief Retirement search.

Complete Streets grant program.

Topsfield Business Group meeting.

Traffic Advisory update.

FY18 Budget planning.

2017 Annual Town Meeting.

Collective Bargaining updates.

COMMBUYS implementation.

Website enhancements.

MINUTES APPROVAL:

Selectman Jackson made a motion to approve the minutes for the Executive Session of October 27, 2016, seconded by Selectman Lyons; so voted 2-0

Selectman Morrison made a motion to approve the minutes for the November 7, 2016 meeting of the Board of Selectmen as amended, seconded by Selectman Jackson; so voted: 4-0-1.

Selectman Morrison made a motion to approve the minutes for the November 2, 2016 meeting of the Board of Selectmen as amended seconded by Selectman Jackson; so voted: 4-0-1.

At 9:15 PM, Selectman Morrison motioned to adjourn, seconded by Selectman Powers; so voted 5-0.

Respectfully submitted,

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

Approved as written at the, December 19, 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. Topsfield Conservation Commission monthly report and agenda.
3. Letter from Xfinity.
4. Finance Committee budget guidelines.
5. Letter from Police Chief regarding intent to enter contract negotiations.
6. Letter from Teamsters, Local 42 regarding negotiation of the Police Contract.
7. Letter from Comcast regarding set-top boxes.
8. Town Administrator's Report
9. Meeting minutes for approval

Approved as written at the 12/19/16 Board of Selectmen Meeting.

<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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