



**BOARD OF SELECTMEN  
Proctor School Library  
Minutes of December 5, 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 Mark Lyons, Martha Morrison and Laura Powers. Of the Selectmen's staff, Town Administrator Kellie Hebert and Temporary Board Executive Assistant Susan Winslow were in attendance. Other persons present during all or part of the meeting were Topsfield Fire Chief Ron Giovannacci, Topsfield Assessor Toulia Guarino, Lynn A. Conant – Topsfield Board of Assessors, John W. Minnehan – Topsfield Board of Assessors, Robert Kanter – Topsfield Board of Assessors, members of the Topsfield Fire Department and Richard 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. Chairman Lais also asked if there was anyone in the audience who intended to record the meeting. None indicated. Chairman Lais gave the following announcements:

- Congratulations to the Holiday On The Green Committee for a successful Event on December 3.

- Wreaths Across America will be coming through Topsfield on Monday, December 12 with a stop for dinner at the Topsfield Fair Grounds. This is a caravan to honor fallen members of the military with wreaths made in Maine and delivered to Arlington National Cemetery each December.

Martha Morrison made the following announcements:

- The front page of the Topsfield Website was updated today (12/5/16) to include information on registration for Kindergarten and Integrated Preschool. Kindergarten registration will be January 11 and 12, 2017. Integrated Preschool will have open enrollment from 12/5/16 through 12/21/16 at Steward School.

- GIS Tax Maps are now uploaded onto the Town of Topsfield website. They may be viewed through the index on the left side of the main page or through the Assessor's page.

- Thank you to Kim Philpot and the Main Street Foundation for the decorated trees and 'Welcome to Topsfield' banners.

**CITIZENS QUESTIONS & COMMENTS:**

None.

**DEPARTMENT UPDATES:**

Topsfield Fire Chief Ron Giovannacci gave his final bi-monthly report before his retirement on 12/15/16. Chairman Lais and all the Selectmen thanked Chief Giovannacci for his service to the Town of Topsfield. Chief Giovannacci thanked members of the Topsfield Fire Department for coming to the Selectmen's Meeting for his final report. Chief Giovannacci reminded residents that during the holiday season, care must be taken with trees and candles because they are a fire hazard. He reminded residents to be sure Carbon Monoxide and Smoke Detectors are in good working order. He reported that the Fire Department is on target regarding their budget but reminded Selectmen that with the onset of winter, heating bills will increase due to loss of heat in the station when bay doors are opened when responding to calls. He reported that Engine #2 required a rebuild of the pump at a cost of \$15,000.00. He also reported that an effort is underway to recruit and train new Call Firefighters, but staffing remains an issue under the current 'call system'.

Selectman Morrison reported that the Town had received a note of thanks from Wenham for recent Mutual Aid during a house fire.

Chief Giovannacci reported that any Firefighters, both Staff and Call, respond to calls so Topsfield is covered while also offering Mutual Aid.

**NEW BUSINESS:**

Award a Contract to for CM at Risk

Selectman Morrison reported that this has been recommended by the Building Committee, with permission from the State as well. Selectman Lyons added that those on the Building Committee with extensive architectural and building experience reviewed the bids that came in, and Consigli Construction was chosen after extensive interviews.

Selectman Morrison made a motion to award a contract with Consigli Construction Co. of Milford, MA, for Construction Manager at Risk Services for the Town Hall Renovation Project in the amount of \$57,600 and to authorize a Letter of Intent, seconded by Selectman Lyons; so voted 5 - 0.

Ms. Hebert requested that Chairman Lais be authorized to sign the contract for the Board.

Selectman Powers moved to authorize the Chairman of the Board, Stephen Lais, to sign related contracts and documents concerning Manager at Risk Services, seconded by Selectman Morrison; so voted 5 – 0.

**PUBLIC HEARING:**

At 7:48 PM, Clerk Mark Lyons read the Public Hearing notice regarding the Fiscal 2017 Classification Hearing and Selectmen Lyons called the meeting to order.

Topsfield Assessor Toula Guarino addressed the Board. She referred the Board to the document titled, "Fiscal 2017 Classification Hearing". Ms. Guarino explained that the Minimum Residential Factor for Fiscal 2017 is 95.9265% and she outlined each of the classes reflected in the document. Chairman Lais asked if there were comments or questions from the Public or members of the Board of Assessors. There were none.

Selectman Morrison commented that the traditional factor of one is primarily the norm for residential in Topsfield.

Selectman Morrison made a motion to close the Public Hearing, seconded by Selectman Powers; so voted 5 – 0.

Selectman Powers made a motion to adopt a residential factor of one for residential property, seconded by Selectman Morrison, so voted 5 – 0.

**TOWN ADMINISTRATOR'S REPORT:**

Town Administrator Kellie Hebert updated the Board on the following:

MSBA Projects - School Building Improvements

Fire Chief Recruitment and Search

Town Hall Projects

Complete Streets Grant Program

FY18 Budget Planning

FY18 Capital Planning

Health Plan Review

Susan Sordello Resignation

**CORRESPONDENCE:**

Letter of resignation from Lois Carpenter from Council on Aging Board of Directors.

Comcast rates and information.

**OTHER:**

Ms. Hebert informed the Board that MIIA requires a voting delegate at their upcoming luncheon. Selectman Powers will attend as a voting delegate.

At 8:15 PM, Selectman Morrison motioned to adjourn, seconded by Selectman Powers; so voted 5-0.

Respectfully submitted,

Susan Winslow,  
Temporary Executive Assistant  
Board of Selectmen

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. Comcast Information
3. Topsfield Fire Department November 2016 Update
4. Town of Topsfield Legal Notice pursuant to Public Hearing
5. Document "Fiscal 2017 Classification Hearing"
6. Board of Selectman recommendation request regarding awarding of contract for Construction Management at Risk, Pre-Construction
7. Town Administrator's Report
8. Letter from Lois Carpenter
9. YTD Activity Report Fiscal 2017

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