



**BOARD OF SELECTMEN
Working Session
Town Hall Meeting Room
8 West Common Street, Topsfield
Wednesday, February 1, 2017
5:00 PM**

MEETING MINUTES

Board Members present were Clerk Mark Lyons, Boyd Jackson, Martha Morrison, and Laura Powers. Board Member not present: Chairman Steve Lais. 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 Town Accountant Catherine Gabriel, Town Treasurer Barbara Michalowski, Interim Fire Chief Richard Harris, Police Chief Evan Haglund, Topsfield Fire Captain Jen Collins-Brown, Assistant School Superintendent Steve Greenberg, School Committee Members Dan Pallotta and Gregg Lindsey, School Superintendent Scott Morrison, Anthony Torrisi and Robert Rooney from the Collins Center and Topsfield resident Richard Gandt.

CALL TO ORDER

The meeting was called to order by Clerk Mark Lyons at 5:00 pm, the Chair not being present.

ANNOUNCEMENTS

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

PRESENTATION FROM THE COLLINS CENTER & FY18 CAPITAL REQUESTS

Town Administrator Kellie Hebert introduced Robert Rooney and Anthony Torrisi from The Collins Center. Mr. Rooney and Mr. Torrisi gave a PowerPoint presentation on Topsfield's Fiscal Forecast and the Community Compact Grant.

Topsfield currently has an AA2 Rating and a current debt ratio of 3.14%.

SCHOOLS

Superintendent of Schools Scott Morrison and School Facilities Superintendent Steve Clifford gave an overview of the Building Envelope Plan for the Proctor and Steward Schools. The Massachusetts School Building Association (MSBA) will reimburse approximately 40% of allowable project costs.

POLICE DEPARTMENT

Topsfield Police Chief Evan Haglund outlined Department Capital Item Requests:

- federally mandated upgrade in video and audio recording equipment – cost estimate to be determined
- replacement of HVAC system at a cost estimate between \$10,000.00 and \$15,000.00
- repairs to the building/fire escape
- Cruiser - \$42,000.00
- Radios \$3,800.00 - \$4,000.00 each
- Taser - \$1,850.00 (a second one to be covered by MIIA Safety list)

Selectman Morrison suggested exploring the possibility of a Green Community Grant for the HVAC upgrade at the Police Station. Mr. Rooney suggested that ADA mandated upgrades to the Police Station be included.

Selectman Morrison left the meeting at 6:45PM.

FIRE DEPARTMENT

Interim Fire Chief Richard Harris and Captain Jen Collins-Brown outlined Department Capital Item Requests

- replacement of full sets of Personal Protective Equipment (PPE) - \$3,400.00 each – 25 needed to replace PPEs that are 10 years old
- rescue boat to replace aluminum boat and 20-year old inflatable

Captain Collins-Brown is submitting a SAFER Grant. It is a FEMA based 3-year grant to fund salaries of 2 additional personnel as follows:

Year 1 – 70% covered

Year 2 – 70% covered

Year 3 – 35% covered

Year 4 and into future, salary is town's responsibility

TOWN ADMINISTRATOR REPORT

- Appointment of Heidi Gaffney as Conservation Administrator
- Employment Contract with Lana Spillman for ongoing administrative and technical assistance during the transition to new Conservation Administrator.
- Appointment of Mary E. (Beth) Willis as Town Clerk
- Employment agreement with Interim Fire Chief Richard Harris

Ms. Hebert updated the Board on Warrant Articles received thus far:

- Averill Street Easement
- Marijuana Sales Moratorium
- ZBA / Storage Facilities

Town Hall Building Project Update

Move-out day is scheduled for February 15, 2017. The Board supported Ms. Hebert's request to close Town Hall from 2/14/17 to 2/17/17. Notices will be placed via Nixle, Website, Cable, Newspaper, and signs at Town Hall.

MINUTES

Selectman Powers made a motion to amend the 1/9/17 Regular Business Session Minutes to add the following announcement, "The Board will enter into closed Executive Session in accordance with M.G.L. c. 30A, § 21(a) under Exemption #2 to conduct strategy session in preparation for negotiations with nonunion personnel, specifically, the Police Chief's contract." Selectman Morrison seconded the motion. Selectman Jackson abstained from the vote, so voted 2-0.

Selectman Powers made a motion to adjourn at 7:20 PM. Selectman Jackson seconded, so voted 3-0.

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. Heidi Gaffney Resume
3. Mary E (Beth) Willis Resume
4. BOS Recommendation re: SAFER Grant
5. Draft copy of Employment Agreement with Fire Chief Richard Harris
6. Meeting Minutes of 1/9/17
7. Essex County Co-Operative Farming Association Notice of 100 year anniversary
8. Document, "Summary of Long Term Debt, Authorized Unissued Debt and Proposed Debt"
9. Document "FY18 Budget and 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 at the February 27, 2017 Board of Selectmen Meeting.