



**BOARD OF SELECTMEN  
Working Session  
Town Hall Meeting Room  
461 E-6 Boston Street, Topsfield  
Wednesday, February 22, 2017  
5:00 PM**

**MEETING MINUTES**

Board Members present were Clerk and Acting Chair Mark Lyons, Boyd Jackson, Martha Morrison, and Laura Powers. Board Member present via remote participation: Chairman Steve Lais. Of the Selectman's Staff, Susan Winslow, Administrative Assistant and Recording Secretary was in attendance. Other persons present during all or part of the meeting were Town Accountant Catherine Gabriel, Town Treasurer/Collector Barbara Michalowski, resident Richard Gandt.

**CALL TO ORDER**, there being a quorum of members physically present at the meeting location.

The meeting was called to order by Acting Chair Mark Lyons at 5:03 pm.

**ANNOUNCEMENTS**

Acting Chair Mark Lyons announced that Chairman Stephen Lais was participating remotely via speaker phone. Acting Chair Lyons determined that Mr. Lais's remote participation was allowable under the Open Meeting Law (OML) as the member's physical attendance was difficult due to geographic distance.

Acting Chair Lyons Determined that all persons at the location were clearly audible to one another.

Acting Chair Lyons announced that all votes would be taken by roll call at this meeting.

Acting Chair Lyons informed the public that the meeting was being recorded by the Board's Recording Clerk with a recording device. He asked if anyone else

present had a recording device or wished to record the meeting. There was no response to this request.

### **FY18 BUDGET UPDATE: PRELIMINARY LIST OF WARRANT ARTICLES**

Town Accountant Catherine Gabriel distributed a list of Warrant Articles updated 2/22/17.

Ms. Gabriel referenced and distributed a letter dated February 15, 2017 from Teresa Buono, Vice Chair of the Masconomet Regional School District that included a breakdown of the school Capital Budget certified by Susan K. Givens, Chief Financial Officer.

Ms. Gabriel informed the Board that Pay As You Go Capital has a targeted maximum of \$300,000.

She informed the Board that the Modernization Act will result in certain warrant articles this year.

Ms. Catherine Gabriel distributed a Tax Recap Summary (Version 2.0). This was reviewed by the Board.

Selectman Jackson noted the historical importance of "The Model" and maintaining clear communication with the Finance Committee. Ms. Gabriel has been attending Finance Committee meetings. The Board instructed Susan Winslow to develop potential dates for a joint meeting(s) of the Finance Committee and the Board of Selectmen at productive points in the budget process.

Draft List of Warrant articles was reviewed.

### **SCHOOLS PROJECT**

The Massachusetts School Building Association (MSBA) will reimburse approximately 40% of the allowable cost of the School Envelope Project. This project includes Steward and Proctor Schools.

Selectman Jackson circulated a hard copy of the PowerPoint Presentation from the School Department Meeting attended by the Selectmen on 2/16/17.

Ms. Catherine Gabriel distributed two documents titled, 'Level Debt' and 'Level Principal' comparing possible borrowing scenarios.

## **UPDATE ON BOS BUDGETS**

The Board reviewed the document, "FY18 Pay As You Go" Capital Requests.

The Board reviewed the document, "Essential Unfunded Budget Requests".

Selectman Jackson informed the Board that the Water Treatment Plant is not likely to be on the May 2017 Town Meeting Warrant due to the current project schedule.

He noted that the Water Department may request a Special Town Meeting during the summer. The Board strongly indicated their preference that this be avoided. Selectman Jackson will report this back to the Water Department.

## **ADJOURN**

Selectman Powers made a motion to adjourn. Seconded by Selectman Morrison. This was voted in a roll-call vote as follows:

Acting Chair Lyons – yes

Selectman Jackson – yes

Selectman Morrison – yes

Selectman Powers – yes

Chair Stephen Lais – yes

The meeting was adjourned at 7:10 pm.

The following documents were sent to Board Members or distributed at this meeting:

1. Agenda
2. Preliminary List of Warrant Articles dated February 8, 2017
3. Preliminary List of Warrant Articles dated February 22, 2017
4. Letter and attachments from Masconomet Regional School District Vice Chair, Teresa Buono
5. FY18 Budget and 2017 Town Meeting Schedule
6. Document, "Level Debt"
7. Document, "Level Principal"
8. Document, "FY2018 Pay As You Go Capital Requests"
9. Document, "Essential Unfunded Request"
10. Municipal Health Insurance Proposed Regulations Time Table
11. PowerPoint Presentation from School Committee Meeting 2/16/17

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.

*These Minutes were approved at the February 27, 2017 Board of Selectmen Meeting.*