



**BOARD OF SELECTMEN
Proctor School Library
Minutes of February 27, 2017
7:30 PM**

Board Members present in addition to Clerk and Acting Chair Mark Lyons were Boyd Jackson, Martha Morrison and Laura Powers. Chair J. Stephen Lais participated via telephone. Of the Selectman's staff, Susan Winslow, Administrative Assistant was in attendance. Other persons present during all or part of the meeting were Guiseppe Giugliano, owner of Osteria Peppino Pizzeria and his son, Gerard Giugliano, Essex County Greenbelt Director of Land Conservation Christopher LaPointe, Topsfield Health Agent John Coulon, and Topsfield residents Martha Sanders, Mark Liptak, Betsy Dempsey and Lydia Bugli.

Acting Chair Lyons called the meeting to order at 7:30 pm.

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

ANNOUNCEMENTS

Acting Chair Mark Lyons announced that Selectman Stephen Lais would be participating remotely via speakerphone and the following conditions were met:

- There was a quorum and Acting Chair physically present.
- Acting Chair Lyons determined Mr. Lais's physical attendance was unreasonably difficult due to 'geographic distance' (allowable factor #5).
- Acting Chair Lyons ensured that all persons present at the meeting were clearly audible to one another.

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

Acting Chair Lyons announced that the meeting was being recorded live by Boxford Cable Television and that the Board's Recording Clerk also had a recording device for her record-keeping. He inquired if anyone else present wished to record the meeting. There was no response.

Acting Chair Lyons announced that an Executive Session would NOT be held following tonight's Open Session.

CITIZEN QUESTIONS AND COMMENTS

Acting Chair Lyons asked if there were any citizen questions or comments. There were none.

NEW BUSINESS

Lydia Bugli Appointment to Scholarship Committee

Selectman Morrison made a motion to appoint Ms. Lydia Bugli to the Scholarship Committee for a term of one year starting on February 28, 2017. Selectman Powers seconded. Roll call vote: Lais – yes, Lyons – yes, Jackson – yes, Morrison – yes, Powers – yes, so voted 5-0.

Masconomet Regional Scholarship

Selectman Powers made a motion to approve the contribution of \$300.00 from the Town of Topsfield to the Masconomet Regional Scholarship. Selectman Morrison seconded. Roll call vote: Lais – yes, Lyons – yes, Jackson – yes, Morrison – yes, Powers – yes, so voted 5-0.

Amend Retail Osteria Peppino Pizzeria Alcohol Pouring License

Selectman Morrison made a motion to amend the Retail Alcohol Pouring License for Osteria Peppino Pizzeria, LLC, 414 Boston Street to indicate the hours of 4:00 pm – 9:00 pm for alcohol sales. Selectman Powers seconded. Roll call vote: Lais – yes, Lyons – yes, Jackson – yes, Morrison – yes, Powers – yes, so voted 5-0.

Issuance of Common Victualler's License to Osteria Peppino Pizzeria

Selectman Powers made a motion to issue a Common Victualler License for Osteria Peppino Pizzeria, 414 Boston Street effective February 28, 2017 through December 31, 2017. Seconded by Selectman Morrison. Roll Call Vote: Lais –yes, Lyons – yes, Jackson – yes, Morrison – yes, Powers – yes, so voted 5-0.

One Day Liquor License for Community Giving Tree Fundraising Event

Selectman Morrison made a motion to issue a one-day Liquor License to Community Giving Tree for a fundraising event at International Martial Arts, 30 Main Street on March 11, 2017. Discussion was held. Selectman Powers then made a motion to amend the initial motion to include waiving the thirty day requirement of notice for the issuance of a One Day Liquor license and to require a Police Detail for this event. Ms. Winslow was instructed to draft and include a letter outlining this condition to accompany the signed application. Selectman Lais expressed concern that applicants for One Day Liquor Licenses should be penalized for late submissions. Roll call vote on amendment: Lais – no, Lyons – yes, Jackson – yes, Morrison – yes, Powers – yes, so voted 4-1. Roll call vote on initial motion including the amended motion: Lais – no, Lyons – yes, Jackson – yes, Morrison – yes, Powers – yes, so voted 4-1.

DEPARTMENT UPDATE

Topsfield Health Agent John Coulon gave the Board an update on Public Health activities:

- CBRNE (Chemical, Biological, Radiological, Nuclear, and Explosives) Public Health Seminar hosted by Topsfield Board of Health Chair Sheryl Knutsen RN on Wednesday, March 1, 2017 at Coolidge Hall, Topsfield Fair Grounds
- NEMA/USDA (National Emergency Management Agency/United States Department of Agriculture) Meeting of Public Health Officials to be held at Fair Grounds in the Spring of 2017
- NEMMC (Northeast Massachusetts Mosquito Control) Meeting to be held at Gould Barn in Spring, 2017

NEW BUSINESS

Donibristle Farm – Citizen's Petition

Christopher LaPointe, Director of Land Conservation for Essex County Greenbelt delivered a presentation and answered questions about the proposed fundraising and purchase of 44 acres of land on Hill Street and Rowley Bridge Road known as Donibristle Farm as a new reservation in Topsfield. He proposed two scenarios:

- The land is to be owned and maintained by Essex County Greenbelt with a Conservation Restriction held by the Town of Topsfield; or
- The land is to be owned and maintained by the Town of Topsfield with a Conservation Restriction held by Essex County Greenbelt.

Mr. LaPointe outlined potential funding structures and the possibility of a grant for this purchase.

Martha Sanders, sponsor of the Citizen's Petition, informed the Board that there will be Public Information forums at 7:30 pm on March 8 and March 22 at Peirce Farm and a town-wide mailing in April.

Information only – no action taken.

Professional Services Amendment #5

Gregor Smith, Member of the Town Hall Building Committee, addressed the Board relative to the request for payment of \$113,970.00 to McGinley Kalsow & Associates, Inc. for design changes to the Town Hall Project.

Selectman Powers made a motion to approve Professional Services Amendment #5 from McGinley Kalsow & Associates. Selectman Jackson seconded. Selectman Lais commented on the request. Roll Call Vote: Lais – yes, Lyons – yes, Jackson – yes, Morrison – yes, Powers – yes, so voted 5-0.

Scleroderma Foundation Event

Selectman Powers made a motion to approve the Scleroderma Foundation North Shore Stepping Out To Cure Scleroderma Walk on September 10, 2017. Selectman Morrison seconded. Roll Call Vote: Lais – yes, Lyons – yes, Jackson – yes, Morrison – yes, Powers – yes, so voted 5-0.

Selectman Powers made a motion to approve the request from the Scleroderma Foundation, New England Chapter, to hang a banner from trees on the South Lawn of Town Hall at 8 West Common Street for the North Shore Stepping Out to Cure Scleroderma Walk from August 31 to September 11, 2017. Selectman Lais indicated there should be language warning the Foundation to stay outside construction areas at Town Hall. Selectman Powers amended the motion to include direction that the approval letter must include a reminder to the Scleroderma Foundation to stay out of construction areas when hanging the banner. Selectman Morrison seconded this motion.

Roll Call Vote on amended motion: Lais – yes, Lyons – yes, Jackson – yes, Morrison – yes, Powers – yes, so voted 5-0.

MINUTES

January 23, 2017 Regular Business Meeting

Selectman Morrison made a motion to accept the Minutes of January 23, 2017 as written. Seconded by Selectman Morrison. Roll call vote: Lais – yes, Lyons – yes, Jackson – yes, Morrison – yes, Powers – yes, so voted 5-0.

February 1, 2017 Working Session

Selectman Powers made a motion to accept the Minutes of February 1, 2017 Working Session as written. Seconded by Selectman Morrison. Roll Call Vote: Lais – abstain, Lyons – yes, Jackson – yes, Morrison – yes, Powers – yes, so voted 4 yes and one abstention.

February 6, 2017 Regular Business Meeting

Selectman Morrison made a motion to accept the Minutes of February 6, 2017 with one edit. Seconded by Selectman Jackson. Roll Call Vote: Lais – yes, Lyons – yes, Jackson – yes, Morrison – yes, Powers – yes, so voted 5-0.

February 22, 2017 Working Session

Selectman Morrison made a motion to accept the Minutes of February 22, 2017 as written. Seconded by Selectman Powers. Roll Call Vote: Lais – yes, Lyons – yes, Jackson – yes, Morrison – yes, Powers – yes, so voted 5-0.

CORRESPONDENCE

MDOT Complete Streets Notice to Proceed
CBRNE Seminar Flyer
Tri Town Council “Hidden In Plain Sight” Flyer

MOTION TO ADJOURN

Selectman Powers made a motion to adjourn at 8:17 pm. Selectman Morrison seconded. Roll Call Vote: Lais – yes, Lyons – yes, Jackson – yes, Morrison - yes, Powers – yes, so voted 5-0.

Respectfully Submitted,

Susan Winslow
Recording Secretary

Per the Open Meeting Law, the documents that were either distributed to the Board of Selectmen before the meeting in a packet, or at the meeting were:

1. Agenda
2. Volunteer Application Form for Lydia J. Bugli to Scholarship Committee
3. Copy of letter from Masconomet Scholarship Committee
4. Alcohol Pouring License for Osteria Peppino Pizzeria
5. Common Victualler's License and application for Osteria Peppino Pizzeria
6. One Day Liquor License and application for Community Giving Tree
7. Copy of Citizen's Petition for Donibristle Farm
8. Photograph of Donibristle Farm
9. Letter from Christopher LaPointe, Director of Land Conservation, Essex County Greenbelt
10. Document, “Topsfield Town Hall Architectural & Engineering Services Professional Service Supplement (PSS) No. 5 February 22, 2017”
11. Document, “Topsfield Town Hall Budget Analysis & Cost Projection”
12. Letter from Jack Armitage, Executive Director Scleroderma Foundation, New England Chapter
13. CBRNE Flyer
14. MDOT Notice to Proceed
15. Tri Town Coalition Flyer, “Hidden In Plain Sight”

These Minutes were accepted as written at the March 27, 2017 Board of Selectmen Meeting.

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.