



**BOARD OF SELECTMEN
Proctor School Library
Minutes of March 13, 2017
7:30 PM**

Board Members present in addition to Chairman Lais were Clerk Mark Lyons, Boyd Jackson and Martha Morrison. Of the Selectman's staff, Kellie Hebert, Town Administrator, Susan Winslow, Administrative Assistant were in attendance. Other persons present during all or part of the meeting were Police Chief Evan Haglund, Police Detective James Bonfanti, Detective Sergeant Gary Hayward, Sergeant Neal Hovey, Officer Dan Bell, Detective James Bonfanti, Water Superintendent Greg Krom, Water Commission Chairman Phil Knowles, Water Commission Member Richard Stone, Osteria Peppino Pizzeria owner Giuseppe Giugliano, Osteria Peppino Pizzeria Manager Gerard Giugliano, Topsfield residents Joan Lunn, Missy McSweeney, Matthew McGaunn and Scott McGaunn.

Chairman Lais 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

Chairman Stephen Lais made the following announcement:

"Please be informed that the meeting is being recorded live by Boxford Cable Television and that the Board's Recording Clerk also has a recording device for her record-keeping. Is there anyone else present who wishes to record the meeting?" There was no response to this question.

Selectmen Morrison made the following announcement:

"Kindly be reminded that Town Offices have moved from the historic Town Hall at 8 West Common Street to the New England Office Park located at 461 Boxford Street, Unit E-6 in the back of the far rear of the office complex. Residents are reminded that tax payments may be mailed or paid on line on the Town's website at www.topsfield-ma.gov."

Selectman Jackson made the following announcement:

"Please be informed that due to tomorrow's storm, that trash pick-up will be delayed by one day this week."

Selectman Morrison announced that GrowSpring! EXPO will be held Saturday, March 18 at the Town Common, The Commons, the Emerson Center and Gould Barn.

CITIZEN QUESTIONS AND COMMENTS

Chairman Lais asked if there were any citizen questions or comments. There were none.

DEPARTMENT UPDATES

Water Department Update:

Water Superintendent Greg Krom updated the Board on the status of the Water Treatment Plant project. The required easement has been held up due to a probate process so the project will not be placed on the Warrant for the May 2, 2017 Town Meeting. Mr. Krom discussed the possibility of a Special Town Meeting in June to vote on the project.

Chairman Stephen Lais expressed concern about a second town meeting so close to the May 2, 2017 meeting and inquired whether the project could be broken into two pieces.

Chairman of the Water Commissioners, Philip Knowles, informed the Board that this is a comprehensive 18-month project and should not be split into separate components. He also stated that a delay starting the project could result in substantial cost increases. Mr. Knowles and the Water Commissioners were urged to supply sufficient informational materials to adequately inform the residents about the project details. Mr. Knowles assured the public that Topsfield water is safe to drink, but the water treatment plant is necessary. Town Administrator Kellie Hebert clarified that this project is separate from the Water Main Project that will replace water pipes on River Road and Prospect Street this year.

Police Department Update:

Topsfield Police Chief Evan Haglund addressed the Board with the following information:

- The Department Budget is on target.
- The Air Conditioning system repair is moving forward with the assistance of Steve Clifford, Tri-Town School Union Director of Facilities.
- Upcoming projects include improving lighting in front of the building and repair of the slate roof which is leaking.
- Citizens Police Academy #10 will be graduating this coming Thursday at the Bee Building at the Fairgrounds. The Board of Selectmen and former graduates are invited to attend.
- Firearms Safety Course will be held April 9. Cost for residents: \$50; non-residents \$100.

- Acknowledged Officers Kellie Pickering and Dan Bell for their involvement in the Tri Town Council's recent presentation at Coolidge Hall, "Hidden in Plain Sight," a drug-awareness program for parents of teenagers.

NEW BUSINESS

Appointment of Police Sergeant

Selectman Jackson made a motion to appoint Detective James Bonfanti of the Topsfield Police Department to the position of Sergeant effective Thursday March 16, 2017 for a probationary term of one year ending March 15, 2018. Selectman Morrison seconded. Chief Haglund read a statement detailing the application and review process used by the Chief and the Department Command Staff which consists of the Department Sergeants. He informed the Board that Detective Bonfanti was the highest scoring candidate and this was a unanimous decision. Chief Haglund praised all members of the Topsfield Police Department and noted that this was a difficult choice because there are so many qualified candidates, but only one open position. The Chief clarified that if Detective Bonfanti passes the probationary period of one year, he will automatically retain the position of Sergeant, and no further action would be necessary from the Board of Selectmen. Resident Joan Lunn from 156 River Road asked to speak. She questioned this appointment and noted that Officer Shawn Frost has served the Department for 20 years, and questioned the appointment of a newer officer. Chief Haglund responded with an understanding of the difficult process. Chairman Lais called for a vote, so voted 4-0.

Mutual Aid

This item has been moved to the March 27, 2017 meeting. Chairman Lais asked the Town Administrator to clarify the following items at that time:

1. Has the issue come before the Board previously and what was the outcome?
2. Referring to the slides of the PowerPoint Presentation, Chairman Lais would like to know which towns have opted into these agreements.

Eagle Scout Project

Seventeen-year-old Eagle Scout Matthew McGaunn and his father, Scott, appeared before the Board to outline Matthew's project. He will lead a team to build a storage shed for the Girls' Softball Equipment for the Topsfield Athletic Association at Klock Park. Matthew updated the Board on his appearance before the Conservation Commission and his communication with Parks and Cemetery Superintendent Steve Shepard. The Board thanked Mr. McGaunn and wished him well with the project.

Osteria Peppino Pizzeria Expansion of Hours of Alcohol Sales

Selectman Morrison made a motion to amend the Retail Alcohol License for Osteria Peppino Pizzeria, 414 Boston Street, Topsfield, to expand the hours of wine and malt beverage sales on Tuesday through Saturday from 4:00 PM to 9:00 PM to 11:00 AM to 9:00 PM to make them consistent with their operating hours. Selectman Jackson seconded. Discussion: Mr. Gerard Giugliano, Manager of Osteria Peppino Pizzeria thanked the Board and the residents of Topsfield for their support. He reported that the business has been very successful. Chairman Lais called for a vote, so voted 4-0. The Selectmen wished Mr. Giugliano and his father continued success.

Issuance of TESPTO One Day Liquor License

Selectman Morrison made a motion to issue a One Day Liquor License to Topsfield Elementary Schools Parent Teacher Organization (TESPTO) for a fundraising event at Peirce Farm, 116 Boston Street, on April 28, 2017. Selectman Jackson seconded. The Board noted that a Police Detail is required for this event. Chairman Lais called for a vote, so voted 4-0.

TOWN ADMINISTRATOR'S REPORT

Town Meeting Planning and Logistics

Town Administrator Kellie Hebert discussed the Preliminary List of Warrant Articles and schedule for Board of Selectmen work sessions. She explained that she has been working with Lauren Goldberg from KP Law on the Warrant Articles.

Draft Warrant

Town Administrator Hebert informed the Board that she will deliver a Preliminary Draft to the Board of Selectmen by the end of the week so they will have it for the 3/20/17 Joint Meeting with the Finance Committee at the Proctor School Library.

Selectman Morrison pointed out that Items 23 and 28 are the same thing.

Selectman Morrison informed the Board that there will be a Public Hearing on March 28, 2017 at 7:30 at the Topsfield Town Library for the presentation of the Zoning Board Warrant Articles.

Town Administrator Hebert and the Board suggested some items to be discussed at the 3/20/17 Joint Meeting of the Finance Committee and the Board of Selectmen.

Ms. Winslow was instructed to circulate the Masconomet Regional School District Agreement to Board Members.

The Board discussed a tentative work session if needed on March 29. Town Administrator Kellie Hebert was asked to set up a time, possibly 3-5 PM, and have Sue Winslow email the Board with a reminder.

Town Administrator Kellie Hebert will be contacting the Town Moderator about Consent Items.

Health Insurance

Town Administrator Kellie Hebert will be meeting with Sue Shillue, President of Cook & Company Insurance and Treasurer/Collector Barbara Michalowski regarding moving forward with informing the Insurance Advisory Committee regarding changes to the Health Insurance Plan.

Essential Unfunded Budget Requests

FY18 Essential Unfunded Budget Requests will be considered after the meeting with the Finance Committee, when firm budget numbers will be known.

Town Administrator Kellie Hebert thanked the Finance Team: Town Accountant Catherine Gabriel, Assessor Toulia Guarino and Director of Purchasing and Community Development Donna Rich for their assistance. She also noted the assistance of Administrative Assistant Susan Winslow.

Cable Television

Town Administrator Kellie Hebert thanked the Proctor School for allowing Boxford Cable Television to use their facility during the renovation of Town Hall.

Extension on Pulling Election Papers

She also noted that the storm predicted for Tuesday, March 14 has resulted in the State extending the deadline for pulling papers for election to Thursday, March 16 at 5:00 PM. The deadline for filing papers has not been extended and remains March 16 at 5:00 PM.

ADJOURN

Selectman Morrison made a motion to adjourn. Selectman Jackson seconded, so voted 4-0. The meeting adjourned at 9:18 pm.

Respectfully Submitted,

Susan Winslow
Recording Secretary

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

1. Agenda
2. BOS Request from Chief Evan Haglund
3. Memo from Chief Haglund and Document, "Promotional Job Posting Town of Topsfield Police Department"
4. Resume: Detective James C. Bonfanti
5. Document, "Full Time Officer Promotional Position Evaluation"

6. BOS Request from Interim Fire Chief Richard Harris
7. Document, "Attachment C, Mutual Aid 'Opt-In' Form"
8. Letter from MEMA dated January 21, 2011
9. Document, "Attachment A Summaries of Mutual Aid Laws"
10. Document, "Attachment B Mutual Aid 'Opt-In' Instructions
11. Slides from PowerPoint Presentation, "Mutual Aid in Massachusetts"
12. Building Plans for 8 x 10 Lean-To Shed (Eagle Scout Project)
13. Letter from Giuseppe Giugliano, Osteria Peppino Pizzeria
14. Copy of email from Ryan Melville, ABCC
15. 2017 Pouring License – Osteria Peppino Pizzeria
16. One Day Alcohol License Application from TESPTO
17. One Day Liquor License – TESPTO
18. Document, "Topsfield Board of Selectmen Meeting March 13, 2017 – Town Meeting Planning & Logistics – Speaking Points for Item #6
19. Document, "Topsfield Board of Selectmen Meeting March 13, 2017 – FY18 Budget Update – Speaking Points for Item #7.

These Minutes were accepted as written at the March 27, 2017 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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