



**BOARD OF SELECTMEN  
Proctor School Library  
60 Main Street, Topsfield**

**Minutes of March 27, 2017  
7:30 PM**

Board Members present in addition to Chairman Stephen Lais were Clerk Mark Lyons, Boyd Jackson and Martha Morrison. Selectman Laura Powers was not in attendance. Of the Selectman's Staff, Kellie Hebert, Town Administrator, and Susan Winslow, Administrative Assistant, were in attendance. Other persons present during all or part of the meeting were Chairman of the Water Commissioners Philip Knowles, Water Superintendent Greg Krom, Member of the Finance Committee Eric Menzer, Town Moderator Steve Whelan. Also in attendance were Mary Landry and Greg Murrer from the Ipswich River Watershed Association and Topsfield resident Diann Slavitt Baylis. Ben Demers from Boxford Cable Television and Doreen Burliss from the Tri-Town Transcript were also in attendance.

**CALL TO ORDER**

Chairman Stephen 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 Lais announced, "Please be informed that the meeting is being recorded live by Boxford Cable Television and that the Board's Recording Clerk 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.

**CITIZEN QUESTIONS AND COMMENTS**

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

**NEW BUSINESS**

Water Department FY18 Budget

Water Superintendent Greg Krom and Chairman of the Water Commissioners Philip Knowles appeared before the Board and presented the FY18 Water Department Budget. Selectman Morrison made a motion to approve the Water Department Budget for Fiscal Year 2018. Selectman Jackson seconded, so voted 4-0.

One Day Liquor License – Ipswich River Watershed Association

Selectman Morrison made a motion to approve a One Day Liquor License to the Ipswich River Watershed Association for a fundraising event at the Topsfield Fairgrounds on June 17, 2017 with beer to be served from 11 AM to 4 PM and the license to expire on June 18. Discussion: Mr. Murrer from the Ipswich River Watershed Association informed the Board that alcohol sales would start at 12 pm, not 11 am. Mary Landry and Greg Murrer from the Ipswich River Watershed Association answered questions from Chairman Lais about the location of the tent and restroom facilities. Chairman Lais requested more details about the event. Following Chairman Lais's request for more information, Selectman Morrison withdrew her motion. The Ipswich River Watershed Association will return before the Board, at no additional permit application fee, with a revised application for this event.

Appointment of Diann Slavitt Baylis as Democrat Registrar

Selectman Jackson made a motion to appoint Diann Slavitt Baylis to the Board of Registrars to fill the Democrat Registrar vacancy, effective April 1, 2017 to March 31, 2020. Selectman Morrison seconded the motion. Ms. Slavitt Baylis appeared before the Board to introduce herself and answer questions. The Board thanked her for volunteering for this position. Chairman Lais called for a vote, so voted 4-0.

MASS DEP Agreement

Selectman Morrison made a motion to accept a Master Agreement between Mass DEP and the Town of Topsfield and vote to authorize the Town Administrator to be authorized to be the signatory and for the Chairman of the Board to sign. Selectman Jackson seconded, so voted 4-0.

Change Order Agreement

Selectman Jackson made a motion to approve Pre-Construction Services Change Order #2 for the Town Hall Preservation, Renovation and Expansion Project to Consigli Construction Co. of Milford, MA for an amount not to exceed \$18,865.00, the Chairman to sign. Selectman Morrison seconded, so voted 4-0.

Donibristle Farm Citizen Petition

Selectman Lyons made a motion to place this on the Town Meeting Warrant and include a Capital Exclusion question on the Ballot for the acquisition of Donibristle Farm. Seconded by Selectman Morrison, so voted 4-0.

Capital Items

Finance Committee Member Eric Menzer shared the Finance Committee's opinion that the Capital Items should be separate Warrant Articles rather than a group of items in a single motion. Selectman Morrison voiced her support for this. Town Moderator Steve Whelan addressed the Board to share his view that Article 20 cannot be a Consent Item, since currently structured as one Warrant

Article, and should be separate Warrant Articles. After discussion, it was determined that Town Administrator Kellie Hebert will separate the Capital items into individual Warrant Articles.

### **Review and Vote on Annual Town Meeting Warrant Articles**

Selectman Morrison clarified that these votes only place items on the Town Meeting Warrant. They are not the Board's endorsement of the content of the Article itself.

Selectman Lyons expressed concern that the Reserve Fund was blended into the General Budget rather than being voted separately as in the past. Ms. Hebert responded that it was done this way this year because it should be consistent with "best practices" and it will be reflected in Attachment A. Selectmen Morrison agreed with Selectman Lyons and indicated that this change from previous years should be made clear to residents. Selectman Lyons will work with Ms. Hebert on this.

Articles First, "Reports," Second, " Authorization to Transfer Balances, "Third, "General Operating Budget, "Fourth, " Water Department Operating Budget," Fifth, "Masconomet Regional School District Budget Appropriation,"Sixth, "Masconomet Regional School District Safety and Security" Seventh, "Essex North Shore Agricultural & Technical School District" Selectman Morrison made a motion to approve the first seven Warrant Articles. Selectman Jackson seconded, so voted 3-1 with Selectman Lyons voting in the negative.

Articles Eighth, "Grant Authorization for Town Projects," Ninth, "Massachusetts Department of Transportation Contracts," Tenth, "Engineering & Landfill Monitoring," Eleventh, "Lease of Emerson Field, " Twelfth, "Tri-Town Council on Youth and Family Services," Thirteenth, "Senior Care" Selectman Morrison made a motion to approve Articles Eighth through Thirteenth. Seconded by Selectman Jackson, so voted 4-0.

Article Fourteenth, "Authorize and Adopt A General bylaw to Establish Revolving Funds" Selectman Lyons clarified that this Article is not establishing any new revolving funds, just organizing them differently in the Town Bylaws. Selectman Jackson made a motion to approve Article Fourteenth. Seconded by Selectman Morrison, so voted 4-0.

Article Fifteenth, "Compensated Absences Fund" Selectman Morrison clarified that these articles are not establishing new funds. Selectman Morrison made a motion to approve Article Fifteenth. Seconded by Selectman Jackson, so voted 4-0.

Article Sixteenth, “Unemployment Compensation Fund” Selectman Jackson made a motion to approve Article Sixteenth. Seconded by Selectman Morrison, so voted 4-0.

Article Seventeenth, “Special Indemnity Leave Fund” Selectman Morrison made a motion to approve Article Seventeenth. Seconded by Selectman Jackson, so voted 4-0.

Article Eighteenth, “License and Permit Denials” Town Administrator Hebert explained that this will allow the Town to deny licenses or permits when the applicant has not paid prior fees within a year rather than having to wait a year. Selectman Morrison made a motion to approve Article Eighteenth. Seconded by Selectman Jackson, so voted 4-0.

Article Nineteenth, “Establish Application on Bond Premiums” Selectman Morrison made a motion to approve Article Nineteenth. Seconded by Selectman Jackson, so voted 4-0.

Article Twentieth, “Capital Improvement Program and Fiscal Year 2018 Capital Budget” This will be voted at the Wednesday, March 29 Working Session.

Article Twenty-First, “Water Main Replacement Project” Selectman Morrison made a motion to approve Article Twentieth. Seconded by Selectman Jackson, so voted 4-0.

Article Twenty-Second, “Proctor and Steward Elementary Schools Building Envelope Project” Selectman Morrison made a motion to approve Article Twenty-Second. Seconded by Selectman Jackson, so voted 4-0.

Article Twenty-Third, “Amend Zoning Bylaw, Article III, Section 3.15 Additional Accessory Uses” Selectman Morrison made a motion to approve Article Twenty-Third. Seconded by Selectman Jackson, so voted 4-0.

Article Twenty-Fourth, “Temporary Moratorium on Recreational Marijuana Establishments” Selectman Morrison made a motion to approve Article Twenty-Fourth. Seconded by Selectman Jackson, so voted 4-0.

Article Twenty-Fifth, “Amend Zoning Bylaw Article 1, Definitions” Selectman Morrison made a motion to approve Article Twenty-Fifth. Seconded by Selectman Jackson, so voted 4-0.

Article Twenty-Sixth, “Amend Town of Topsfield Table of Dimensional Density and Density Regulations”. Selectman Morrison made a motion to approve Article Twenty-Sixth. Seconded by Selectman Jackson, so voted 4-0.

Article Twenty-Seventh, "Citizen Petition 333 Perkins Row" Selectman Morrison made a motion to approve Article Twenty-Seventh. Seconded by Selectman Jackson, so voted 4-0.

Article Twenty-Eighth, "Citizen Petition Donibristle Farm," This was voted on earlier in the meeting.

Article Twenty-Ninth, "Averill Street Driveway and Public Access Easement" Selectman Morrison made a motion to approve Article Twenty-Ninth. Seconded by Selectman Jackson, so voted 4-0.

Article Thirtieth, "General Stabilization Fund" Selectman Morrison made a motion to approve Article Thirtieth. Seconded by Selectman Jackson, so voted 4-0.

Article Thirty-First, "Capital Stabilization Fund" Selectman Morrison made a motion to approve Article Thirty-First. Seconded by Selectman Jackson, so voted 4-0.

Article Thirty-Second, "Other Post Employment Benefits (OPEB Trust Funds)" Selectman Morrison made a motion to approve Article Thirty-Second. Seconded by Selectman Jackson, so voted 4-0.

Article Thirty-Third, "Free Cash to the Tax Rate" Selectman Morrison made a motion to approve Article Thirty-Third. Seconded by Selectman Jackson, so voted 4-0.

### **Review and Vote on Warrant for Special Town Meeting:**

Articles First, "Reports," Second, "Prior Year Bills," and Third, "Transfer of Funds" Selectman Morrison made a motion to approve Articles First, "Reports," Second, "Prior Year Bills," and Third, "Transfer of Funds. Seconded by Selectman Jackson, so voted 4-0.

Article Fourth, "PEG Access and Cable Related Fund" Selectman Morrison made a motion to approve Article Fourth, "PEG Access and Cable Related Fund." Seconded by Selectman Jackson, so voted 4-0

Article Fifth, "Student Information Management Software for the Tri-Town School Union" Selectman Morrison made a motion to approve Article Fifth, "Student Information Management Software for the Tri-Town School Union." Seconded by Selectman Jackson, so voted 4-0

### **MINUTES**

February 27, 2017 – Selectman Morrison made a motion to accept the amended Minutes. Selectman Jackson seconded, so voted 4-0.

March 8, 2017 – Selectman Morrison made a motion to accept the Minutes as written. Seconded by Selectman Jackson, so voted 4-0.

March 13, 2017 – Selectman Morrison made a motion to accept the amended Minutes. Seconded by Selectman Jackson, so voted 4-0.

### **ADJOURN**

Selectman Jackson made a motion to adjourn. Seconded by Selectman Morrison, so voted 4-0. The meeting adjourned at 9:05 PM.

Respectfully Submitted,

Susan Winslow  
Recording Secretary

### **Documents:**

1. Agenda
2. Detailed Agenda
3. Document, "Water Enterprise Indirect Costs" packet
4. One Day Liquor License – Ipswich River Watershed Association
5. One Day Liquor License Application – Ipswich River Watershed Association
6. Recommendation for Nomination of Diann Slavitt Baylis to Board of Registrars
7. Resume – Diann Slavitt Baylis
8. Letter from Heidi Fox, Democratic Town Committee
9. Recommendation to accept Master Agreement
10. Master Agreement between Mass DEP and the Town
11. Recommendation to approve Pre-Construction Services Change Order
12. Consigli Change Request Documents
13. Citizen Petition for the purchase of Donibristle Farm
14. Aerial photograph of Donibristle farm property
15. Letter from Essex County Greenbelt Director of Land Conservation, Christopher LaPointe
16. Document, "Version B if borrowing for farm purchase"
17. Document, "Stabilization Fund"
18. Document, "2017 Town Meeting List of Articles"
19. Warrant for the 2017 Annual Town Meeting
20. Warrant for the 2017 Special Town Meeting
21. Meeting Minutes – February 27, 2017
22. Meeting Minutes – March 8, 2017
23. Meeting Minutes – March 13, 2017

*These Minutes were accepted as written at the April 24, 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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