



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

**Minutes of May 8, 2017
7:30 PM**

Board Members present were Clerk Mark Lyons, Boyd Jackson, and Laura Powers. Newly elected Board Members present were Dick Gandt and John Spencer. 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 Robert Sapienza, member of the IT Advisory Committee and Allan Wallace, member of the Personnel Advisory Committee. Residents Jeanine Cunniff, Heidi Fox, Kathleen Hoffman, David Larson, Antoinette Pizzinato-Hatfield, Louise Rownd, Josh Rownd and Kim Sherwood were in attendance. Doreen Burliss of the Tri-Town Transcript and Ben Demers from Boxford Cable Television were in attendance.

CALL TO ORDER

Acting Chairman Laura Powers 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 Chairman Powers 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?" Kim Sherwood responded that she would also be recording the meeting.

Acting Chairman Powers announced, "On Monday, May 29, the Memorial Day Parade and Ceremony will be held. The Parade will start at 9AM. Following the Parade, there will be a dedication of a memorial plaque to Reverend Driscoll from St. Rose of Lima Church." Selectman Richard Gandt added that Father Driscoll was Chaplain to the American Legion.

NEW BUSINESS

Welcome New Board Members

Acting Chairman Powers welcomed new Board members John Spencer and Richard Gandt and called for nominations for Chairman and Clerk.

Reorganization of Board

Selectman Lyons nominated Selectman Jackson for the position of Chairman. Selectman Spencer seconded, so voted 5-0.

Selectman Jackson nominated Clerk Lyons to remain in the position of Clerk. Selectman Spencer seconded, so voted 5-0.

CITIZEN COMMENTS AND QUESTIONS

David Larson Comments

Resident David Larson addressed the Board to say that at Town Meeting, he proposed an Amendment to Article Eighth in an effort to help improve communication between the Board of Selectmen and the Finance Committee. He suggested the Board use email to communicate with the Finance Committee.

Chairman Jackson thanked Mr. Larson for his comments. Selectman Powers informed Mr. Larson that there is a process in place to ensure communication between the Board of Selectmen and the Finance Committee. Selectman Powers added that the use of email to exchange information among Board Members could be a violation of Open Meeting Law.

The Board thanked Mr. Larson for his suggestions.

Antoinette Pizzinato-Hatfield and Jeanine Cunniff Comments

Residents Antoinette Pizzinato-Hatfield and Jeanine Cunniff addressed the Board to deliver a signed petition to modify the scope of the Town Hall Renovation and Addition.

They were informed by Chairman Jackson that Citizen Petitions must be filed with the Town Clerk's office. He added that they would be allowed to speak briefly at this meeting.

Ms. Cunniff informed the Board that 200 signatures had been collected calling for a Special Town Meeting within 45 days.

Clerk Mark Lyons responded that this item was not on the posted Agenda for tonight's meeting.

Ms. Pizzinato-Hatfield asked if the original vote to approve the Town Hall Renovation was approved with a 2/3 majority in 2016. Ms. Cunniff asked if the signatures on the petition are certified by the Town Clerk, is the next step a Special Town Meeting?

Clerk Mark Lyons confirmed the vote at 2016 Town Meeting was 2/3 as required by statute. The vote at the Polls was also by a majority, as required.

Clerk Mark Lyons stated that, at this time, the Board of Selectmen should reserve all its rights relative to the Town Hall Building Project. He stated further that he was disturbed by the amount of misinformation presented by certain residents at Town Meeting relative to that Project. He emphasized that every number presented by the Town Hall Building Committee came directly from Eastern Bank and was reviewed by the Town Treasurer and/or the Finance Committee. He continued to state that charts presented by the Town Hall Building Committee were based upon Excludable Debt under Proposition 2 1/2. That was deemed to be the most helpful and most accurate measure. Comparison of Excludable Debt Charts to Total Debt Charts by certain residents was essentially comparing apples and oranges.

Selectmen Spencer informed Ms. Pizzinato-Hatfield and Ms. Cunniff that the Board acknowledged their concerns. He reaffirmed that the Board will address the petition after it is duly filed.

Ms. Cunniff and Ms. Pizzinato-Hatfield thanked the Board for their time.

TOWN ADMINISTRATOR'S REPORT

Veterans Day Celebration

The Chairman has been invited by Commander David Comeau of Topsfield American Legion Post 255 to speak at the Memorial Day Celebration on May 29, 2017.

Health Plan Design Change

Ms. Hebert will meet with the Public Employees Committee (PEC) on Wednesday, May 10 at 4 PM to review the "Memorandum of Agreement By and Between the Town of Topsfield" and for the PEC to vote on it.

Fire Chief Search

The Fire Chief Candidate Assessment Day on April 28 was successful. Ms. Hebert thanked the Essex Agricultural Society for allowing the Town to use the Topsfield Fairgrounds for the event. Five candidates participated and MRI will submit three finalists for review by Ms. Hebert and Chairman Jackson.

Website

The internal Website Team will be meeting on Wednesday, May 10 to review the most recent version of the new format. Ms. Hebert thanked local photographer Kindra Clineff for allowing the Town to use her work. Ms. Hebert will present a website mock up to the Board for review at the May 22, 2017 Meeting. In response to Selectman Gandt's questions about cost analysis, Ms. Hebert informed the Board that the Town received a \$10,000 grant for this project. Replacement of the website is a necessity because the current platform used to

run the website is outdated, unsupported and unsecure. Robert Sapienza from the IT Advisory Committee addressed the Board to confirm that software programs Contribute and Perch currently used on the Town Website are obsolete.

Board of Selectmen Code of Responsibility

Chairman Jackson asked Ms. Hebert to please forward the Selectman Code of Responsibility to all Board Members in Word format.

COMMUNICATIONS

- Topsfield American Legion Letter inviting the Board to the Memorial Day Parade and Celebration
- Thank you note to Captain Jenifer Collins-Brown from Amy Wallace
- Letter from Susan Givens, Assistant Superintendent for Finance and Operations, Masconomet Regional School District dated May 3, 2017

ADJOURN

Selectman Powers made a motion to adjourn at 8:30 pm. Seconded by Clerk Lyons, so voted 5-0.

Respectfully Submitted,

Susan Winslow
Recording Secretary

Documents:

1. Agenda
2. List of proposed BOS Meeting Dates for June, 2017 – May, 2018
3. Letter from David Comeau, Commander of Topsfield American Legion Post 255
4. Letter from Susan Givens, Assistant Superintendent for Finance and Operations, Masconomet Regional School District
5. Thank you note from Amy Wallace

These Minutes were accepted as written at the 6/5/17 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.
