



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

**Minutes of June 5, 2017
7:30 PM**

Board Members present were Chairman Boyd Jackson, Clerk Mark Lyons, A. Richard Gandt, Laura Powers. Selectman John Spencer was not in attendance. Of the Selectman's Staff, Kellie Hebert, Town Administrator, and Susan Winslow, Administrative Assistant, were in attendance. Park and Cemetery Superintendent Steve Shepard and Gretchen Rehak, Park and Cemetery Commissioner, were in attendance. Residents Tony Bloxham, Michael DeAmorio, Casey Harris, Peter Harris, Edmund Keliher, Edward Morley, Dermot Murray, and Allan Wallace were in attendance. Joe and Gerard Giugliano from Peppi's Used Auto Sales were in attendance. Doreen Burliss of the Tri-Town Transcript and Ben Demers from Boxford Cable Television were in attendance.

CALL TO ORDER

Chairman Boyd Jackson called the meeting to order at 7:33 PM.

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

ANNOUNCEMENTS

Chairman Jackson 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.

Selectman Powers announced that there will be a Town Hall Building Committee Public Forum on June 13 at the Proctor School Cafeteria beginning at 7 PM.

Selectman Powers announced that there will be a Public Meeting regarding the Water Treatment Plant June 15th at 7 PM at the Town Library.

Selectman Gandt announced that the Warrant was delivered to residents the week of May 29 and there will be a Special Town Meeting on June 20th at 7 PM in the Proctor School Woodbury Auditorium.

Selectman Gandt made the following announcement regarding Executive Session, "Following the open session, the Board will enter into closed Executive Session in accordance with M.G.L. c. 30A, §21 (A) under Exemption #2 to conduct strategy sessions in preparation for contract negotiations with nonunion

personnel, specifically, to discuss the Police Chief's Contract, since an open meeting may have a detrimental effect on the government's bargaining position. The Board will not return to public session."

CITIZEN COMMENTS AND QUESTIONS

Dermot Murray re: Proposed Basketball Court on Grove Street Tennis Courts

Resident Dermot Murray presented a signed petition to the Board titled "Preservation of Grove Street Tennis Courts" and spoke about neighbor concerns regarding a proposal to replace of one tennis court with a basketball court on Grove Street. His concerns included the night-time lighting and noise associated with a basketball court. He informed the Board that Masconomet Regional High School uses these tennis courts for practice and residents use them on a regular basis. Resident Edward Morley addressed the Board to express concern that the Park and Cemetery Commission had considered this issue without contacting abutters for concerns or input. Commissioner Gretchen Rehak informed the Board and public that no final decision has been made regarding the Grove Street tennis courts, and she heard and understood their concerns. She invited the public to the Park and Cemetery Commission meeting on Tuesday, June 13 at 8:00 PM.

NEW BUSINESS

Bond Anticipation Note (BAN)

Clerk Mark Lyons read the following Motion into the record, "I, the Clerk of the Board of Selectmen of the Town of Topsfield, Massachusetts, certify that at a meeting of the board held June 5, 2017, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: to approve the sale of a \$6,000,000 2.00% percent General Obligation Bond Anticipation Note (the "Notes") of the Town dated June 9, 2017 and payable March 9, 2018 to TD Securities (USA) LLC at par and accrued interest plus a premium of \$41,220.00.

Further Voted: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated May 26, 2017 and a final Official Statement dated June 1, 2017, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be

incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.

Further Voted: that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures in such form as the Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Bonds were taken in executive session, all in accordance with G.L. c.30A, §§ 18-25, as amended."

Seconded by Selectman Powers, so voted 4-0.

Class II Used Auto License – Peppi's Used Autos

Selectman Powers made a motion to approve and grant a new Class II Used Auto Dealer License for internet auto sales as requested by Mr. Giuseppe Giugliano for Peppi's Auto Sales located at 414B Boston Street, Topsfield. Seconded by Selectman Gandt. Discussion: Mr. Gerard Giugliano informed the Board that he had made the corrections on the application as instructed at the 5-22-17 Board of Selectmen Business Meeting and included a letter stating hours of operation and confirming that no vehicles will be stored or shown at 414B Boston Street. Selectman Gandt instructed Mr. Giugliano to initial the correction he made on the Worker's Compensation Affidavit. Chairman Jackson called for a vote, so voted 4-0.

TOWN ADMINISTRATOR'S REPORT

Health Plan Design Change

The Town Accountant will be quantifying savings.

Fire Chief Search

Three semi-finalist candidates met with the Town Administrator and a Screening Panel on May 25. The finalists will be interviewed on June 6, 2017 and Town Administrator Hebert will then make an appointment and present it to the Selectmen for confirmation. Selectman Gandt questioned this process. Chairman Jackson explained that the company, Municipal Resources Incorporated (MRI), was hired because of their independence, complete impartiality and national expertise in this field.

Website Re-Design

Town Administrator Kellie Hebert distributed a print-out of the proposed home screen of the new Town website. Ms. Hebert and the Website team will be meeting next week to continue finalizing the design, planning for launch in mid-July.

MEETING MINUTES

Selectman Powers made a motion to accept the Regular Business Meeting Minutes from April 24, 2017 as written. Seconded by Clerk Lyons, so voted 4-0.

Selectman Powers made a motion to accept the Regular Business Meeting Minutes from May 8, 2017 as written. Seconded by Clerk Lyons. Selectman Gandt made a motion to amend the original motion to include the following corrections in the May 8, 2017 Meeting Minutes: replace the phrase 'under Proposition 2 ½' in New Business with 'by Statute' and correct date in Town Administrator Report under Health Plan Design. Selectman Powers seconded the amended motion. Chairman Jackson called for a vote on the amended motion, so voted 4-0.

The Meeting Minutes for the Executive Session on April 24, 2017 were postponed.

EXECUTIVE SESSION

At 8:42 PM, Clerk Lyons read the motion to enter into closed Executive Session with the meeting to adjourn at the conclusion of Executive Session. Roll Call Vote to enter into Executive Session: Gandt – yes, Jackson – yes, Lyons – yes, Powers – yes, so voted 4-0.

COMMUNICATIONS

- MSBA Approval Letter
- Letter of thanks from Scott Muir to the Fire and Police Departments, citing Captain Jenifer Collins-Brown and Firefighter EMT Thomas Ash and Sergeant Neal Hovey from the Topsfield Police Department.
- Letter of thanks to Town Administrator Kellie Hebert and Susan Winslow from Tara Greeley, American Diabetes Foundation
- Letter from Masconomet Regional School District

- Letter from Westin & Sampson to accompany Spring 2017 Environmental Monitoring Report for the Topsfield Landfill
- Letter from Verizon

Respectfully Submitted,

Susan Winslow
Recording Secretary

Documents:

1. Agenda
2. Map of Grove Street Tennis Courts and abutters
3. 100 Foot List of Abutters to Grove Street Tennis Courts
4. Resident Petition titled, 'Preservation of the Grove Street Tennis Courts'
5. Bond Anticipation Notice (BAN) documents
6. Class II Used Car Auto Dealer Application for Giuseppe Giugliano
7. Class II Used Car Dealer's License for Peppi's Auto Sales, Inc.
8. Meeting Minutes from the Regular Business Meeting of April 24, 2017 and May 8, 2017.
9. Executive Session Minutes from April 24, 2017.
10. MSBA Approval Letter
11. Letter of thanks from Scott Muir to the Topsfield Police and Fire Departments
12. Letter of thanks to Town Administrator Kellie Hebert and Susan Winslow from Tara Greeley, American Diabetes Foundation
13. Letter from Masconomet Regional School District
14. Letter from Westin & Sampson to accompany Spring 2017 Environmental Monitoring Report for the Topsfield Landfill
15. Letter from Verizon

These Minutes were accepted as written at the June 19, 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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