



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

**Minutes of May 22, 2017
7:30 PM**

Board Members present were Chairman Boyd Jackson, Clerk Mark Lyons, Dick Gandt, Laura Powers and John Spencer. Of the Selectman's Staff, Kellie Hebert, Town Administrator, and Susan Winslow, Administrative Assistant, were in attendance. Paula Burke, Council On Aging Director, John Coulon, Health Agent, Cheryl Jolley, Conservation Commission Chairman and Bill Quinn, Vice-Chairman of the Council on Aging were in attendance. From the Topsfield Police Department, Chief Evan Haglund was in attendance as well as Timothy Glynn, Eric Goodwin, and Justin Slattery. From the Town Hall Building Committee, Chair Gregor Smith, Ben Nutter and Josh Rownd were in attendance. Wendall Kalsow, President of McGinley/Kalsow Architects, Topsfield Fair General Manager James O'Brien, Brian Caponigro, President of Northeast Regional Ambulance were in attendance. Other persons present at the meeting were residents George Anderson, Yvonne Anderson, Katherine Carlson, Jeanine Cunniff, Martha Davis, Heidi Fox, Ruth Lucy, Stephen Mackey, Louise Rownd, Roberta Sapienza, Robert Sapienza, Allan Wallace. 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 Special Town Meeting at 7:00 PM on June 20, 2017 at the Proctor School Woodbury Auditorium for the purpose of voting on the Water Treatment Plant.

Selectman Powers 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

Katherine Carlson Comments

Resident Katherine Carlson requested permission to address the Board with her concerns regarding school expenditures, budgets and a request for more transparency.

DEPARTMENT UPDATE

Chief Evan Haglund addressed the Board with the following information:

- The Topsfield Police Department budget is on target.
- The air conditioning upgrade at the Police Station has been completed at a cost of \$8,300.00.
- Exhaust piping at the Station has rotted and is being tested for asbestos.
- Chief Haglund recently met with other Public Safety personnel to share strategies for security at mass gathering events such as the Eastern States Exposition in Springfield and the Topsfield Fair.
- The Topsfield Police Department recently conducted Commercial Vehicle enforcement.
- The RECC will soon have Swiftreach notification in place. This will enhance emergency information to landlines and mobile phones.
- Bushes at Petco on Boston Street have been trimmed as a safety measure after two vehicle accidents due to obscured visibility.
- There will be a Firearms Safety Course on June 10; cost is \$50 for residents, \$100 for non-residents.
- Public Safety Day is June 17.

NEW BUSINESS

Acceptance of Donation

Selectman Powers made a motion to accept a donation and gift for a total of \$20,900 from the Topsfield Fairgrounds to fund a lease agreement for a Police Patrol Motorcycle for the Topsfield Police Department. Seconded by Selectman Spencer, so voted 5-0. The Selectmen thanked Topsfield Fair General Manager James O'Brien for the generous donation.

Police Motorcycle Lease Agreement

The lease agreement was referred to Town Counsel.

Appointment of Auxiliary Police Officers

Selectman Powers made a motion to appoint the following Auxiliary Police Officers, with terms to expire December 31, 2017: Timothy Glynn, Eric Goodwin, David Ricci and Justin Slattery. Seconded by Selectman Gandt, so voted 5-0.

Special Municipal Employee Designation

Selectman Powers made a motion to designate the position of Recording Clerk for the Finance Committee as a Special Municipal Employee Position in accordance with M.G. L. c. 268A, §20. Seconded by Selectman Gandt, so voted 5-0.

2016 Annual Town Audit

Selectman Powers made a motion to accept the 2016 Annual Town Audit as presented. Seconded by Selectman Gandt. Mr. Richard Hingston of Giusti, Hingston and Company Town Auditors gave the Board a description the audit process and reviewed the Audit process. Discussion of OPEB liabilities as well as the treatment of Elementary and Regional School on one line of the financial statement. Chairman Jackson called for a vote, so voted 5-0.

8:00 PM Town Hall Project Update

Town Hall Building Committee Chairman Gregor Smith began the process of giving the Board an update on the progress of the Town Hall Building Project. He assured citizens that members of the Town Hall Building Committee (THBC) are professionals and experts in their fields. He reminded the Board that at the 2016 Town Meeting, this project was approved with a strong 2/3 vote on the floor of Town Meeting.

THBC Member Ben Nutter added that the Exterior and Main Hall at Town Hall are under Massachusetts Historic Commission Restrictions. He also noted that the Town Hall in its current state is not ADA compliant, and the Public Hall has no adequate ADA access. The McGinley/Kalsow design, including the addition on the side of the building facing the Proctor School, was carefully considered and chosen as the best way to meet the current needs through the 21st century.

THBC Member Josh Rownd added that the project is currently on time and on budget, with \$1.3 million dollars already spent, construction documents complete and construction ready to start. He invited interested citizens to the weekly Town Hall Building Committee meetings at the Town Hall Offices.

Council on Aging Director Paula Burke pointed out that there are 1,300 school children in Town and 1,900 Senior Citizens, or 33% of the population. She thanked the Town for funding rental space, and reminded the Board that Senior Citizens need a permanent space for activities and meetings.

Selectman Gandt expressed his view that the Board of Health, Conservation Department and Inspectional Services shared space in the Great Hall in the past, and could do so again with the addition of an elevator.

Selectman Spencer noted that he has a degree in Architecture, and believes that the first element of design is function. He added that the THBC has considered function in the development of the design for Town Hall. He added that the design was supported by a 2/3 vote of the people at the 2016 Annual Town Meeting and a change the scope of the project now would be a disservice to that majority vote.

Veterans Service Agent Richard Cullinan addressed the Board to say that placing offices in the open space in the Great Hall made it impossible for Department Heads to conduct private conversations. As Veterans Agent, he deals with sensitive issues of health, finances and personal information and he does not want the offices to be returned to the Great Hall.

Asbestos Abatement

Selectman Powers made a motion to award a contract to conduct asbestos abatement and related work associated at the Town Hall to TLR (Triton Leasing & Rental, Inc.) of Feeding Hills, MA in the amount of \$37,000. Seconded by Selectman Spencer, so voted 5-0.

Change Order #3

Selectman Powers made a motion to approve Construction Services Change Order #3 between the Town and Consigli Construction Co., Inc. of Milford, MA for a Guaranteed Maximum Price of \$248,856 for the Town Hall Renovation and Addition Project. Seconded by Clerk Lyons. Selectman Gandt suggested that this be held until the Citizen Petition is heard. Chairman Jackson called for a vote, so voted 4 in the affirmative and 1 in the negative (Selectman Gandt).

Sign Approval for Town Hall Project

Selectman Powers made a motion to approve a Special Permit to place a 4-foot by 8-foot sign along the outside fencing and staging area of the Town Hall Project. The sign will list the responsible agents for the construction of the Town Hall Project. Seconded by Selectman Spencer, so voted 5-0.

Special Town Meeting Warrant

Selectman Powers made a motion to approve and sign the Warrant for the Special Town Meeting scheduled for Tuesday, June 20, 2017. Seconded by Clerk Lyons. Chairman Jackson read Article 2 into the record as follows, "To see if the Town will vote to appropriate a sum of money to pay costs of project management services, construction management services and construction of a water treatment facility, including transmission mains, booster station, control upgrades and other associated costs of the project; to determine whether this appropriation shall be raised by borrowing or otherwise; or to take any other action relative thereto."

Clerk Lyons asked the Town Administrator if the 50 Averill Street Easement had been tabled from the 2017 Annual Town Meeting to the June 20 Special Town Meeting. Town Administrator Hebert clarified that items may not be tabled to a subsequent meeting, so the Averill Street Easement will have to be placed on the 2018 Annual Town Meeting Warrant next year. Town Administrator Hebert informed the Board that she has reached out to the petitioners from 50 Averill Street and as of this meeting date, she has not heard back from them.

Selectman Gandt noted that there were typographical errors in the Special Town Meeting Warrant and suggested the Article numbers should be corrected to run sequentially and the line 'election portion of' should be removed because there is no election occurring with the Special Town Meeting on June 20. Town Administrator Hebert will follow up with these changes. Ms. Hebert told Selectman Gandt that any further changes should be submitted to her by close of business on Wednesday, May 24, to get the project to the printer on time. Chairman Jackson made an amendment to the original motion that the approval is subject to the correction of numbering on Article Third, which should be Article Fourth, and the deletion of the phrase 'election portion of' from the language. Seconded by Selectman Lyons, so voted 5-0.

Approve and Sign Public Employees Committee (PEC) Agreement

Selectman Powers made a motion to approve the final changes to the document and to formally sign and execute an agreement between the Town of Topsfield and the Public Employee Committee in accordance with M.G.L. 32B, §§ 21-23. Seconded by Clerk Lyons, so voted 5-0.

Ambulance Billing Service Agreement – 1 Year Extension

Selectman Powers made a motion to extend the existing contract terms for a one-year contract renewal between the Town of Topsfield and Northeast Regional Ambulance Service to provide Ambulance Billing Services for the Topsfield Fire Department. Seconded by Selectman Spencer, so voted 5-0.

License Approval: Class II Used Auto Dealer License for Peppi's Auto Sales

Selectman Powers made a motion to vote 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: Abutter Jamie Cumming expressed concern about used cars being shown at 414B Boston Street. No cars will be stored or shown at 414B Boston Street. Selectman Spencer instructed Mr. Giugliano to write a letter to accompany his application clearly indicating hours of operation and reiterating that no cars will be stored or shown at 414B Boston Street. Mr. Giugliano will correct the Worker's Compensation Affidavit page to indicate that he is a corporation, not a sole proprietor, and to remove dba from the name on the application to be used on the License. Selectman Gandt

made a motion to postpone this item to the June 5, 2017 meeting. Seconded by Selectman Powers, so voted 5-0.

Road Closure for Library Event

Selectman Powers made a motion to vote to approve the request to close a public way, South Common Street, on Friday, June 16, 2017 from 4 pm to 8 pm to host the Kick-Off Celebration for the Summer Reading Program at the Library. Seconded by Selectman Gandt, so voted 5-0.

Reserve Fund Transfer Request of \$4,000 for Street Lights – National Grid

It was determined that this item requires Finance Committee approval.

Selectmen Meeting Schedule

Selectman Gandt made a motion to vote on the schedule of regular business meetings of the Board of Selectmen, noting that dates are subject to change and may be adjusted during the year as necessary. Seconded by Selectman Powers, so voted 5-0.

Approve Summer Business Hours

Selectman Powers made a motion to approve summer business hours for the Town Hall Offices to be open for public business Monday through Thursday from 8 AM to 5 PM and closed Friday morning, effective Friday, May 26, 2017 to Friday, September 1, 2017; such summer hours shall be publicized on the Town's website. Seconded by Selectman Spencer. Selectman Gandt made a motion to amend the original motion to start summer hours after June 30. Seconded by Selectman Spencer. Town Administrator Kellie Hebert disagreed. The amendment was defeated in a 3-2 vote. Chairman Jackson called for a vote on the original motion, so voted 5-0.

Consolidation of Staffing for Conservation and Board of Health

Selectman Powers made a motion to recommend that the Board agree to consolidate the administrative staffing for the Conservation Commission and the Board of Health by consolidating two existing part-time positions (totaling 37 hours/week) into one new 34 – 37 hour/week position of Administrative Assistant. Seconded by Selectman Spencer. Discussion: Selectman Gandt expressed concern about the added expense of Health Insurance and Benefits for this position and suggested that the Departments remain with part-time administrative staffing. Conservation Commission Chairman Cheryl Jolley and Health Agent John Coulon addressed the Board to support the combined position. This position will remain at the employee's current classification. Chairman Jackson called for a vote, so voted 5-0.

Signatory Authority

Selectman Powers made a motion to vote that Chairman Boyd Jackson be designated as the primary authorized signatory for the Board of Selectmen; further, that Clerk Mark Lyons be designated as the secondary signatory for the Board of Selectmen when the Chairman is not available. Seconded by Selectman Spencer, so voted 5-0.

Code of Responsibility

This item was postponed to the June 19, 2017 meeting.

TOWN ADMINISTRATOR'S REPORT

Town Administrator Kellie Hebert gave updates on the following:

- A screening panel will be meeting with three semi-finalist candidates for the position of Fire Chief Thursday, May 24 with final interviews scheduled for June 6.
- The informational meeting for all employees on the Health Plan Design Change with representatives from MIIA and Cabot Risk on May 22 was well attended. Open Enrollment is underway and final figures on savings to the Town will be calculated at the end of the month.
- A preview of the proposed website re-design will be shown at the next meeting. Perch Software used on the current website is no longer viable. Contribute software used on the current website is also reaching this point.

APPROVAL OF MEETING MINUTES

The Meeting Minutes review for regular Business Meetings on April 24 and May 8 and the Executive Session Minutes for April 24 were postponed to the June 5, 2017 Meeting.

EXECUTIVE SESSION

The Board postponed the Executive Session to the June 5, 2017 meeting.

ADJOURN

Selectman Gandt made a motion to adjourn at 10:40 pm; seconded by Selectman Powers, so voted 5-0.

CORRESPONDENCE

- Award Letter from the Massachusetts School Building Authority
- Award Notification Letter from Massachusetts Insurance Association MIIA
- Letter from Topsfield Firefighters, Local 3250 regarding officers and request to bargain for a successor collective bargaining contract.

Respectfully Submitted,

Susan Winslow
Recording Secretary

Documents:

1. Letter from Katherine Carlson, 23 Perkins Row, Topsfield
2. Document: Massachusetts Department of Elementary and Secondary Education Pupil Expenditure Details
3. Topsfield Police Department Public Safety Day Flyer
4. Police Department Budget Update
5. Lease to Own Agreement for Police Motorcycle
6. BOS Recommendation Request for lease to own Police Motorcycle
7. BOS Recommendation Request to appoint Auxiliary Officers
8. Job Description – Senior Administrative Assistant at Police Department
9. BOS Recommendation Request to designate Jennifer Davis as a Special Municipal Employee
10. BOS Recommendation to Accept the 2017 Town Audit
11. Document: Town of Topsfield Financial Statements June 30, 2016
12. Letter: March 6, 2017 Letter from Giusti, Hingston and Company
13. Letter: March 10, 2017 Letter from Giusti, Hingston and Company
14. BOS Recommendation Request to approve a non-conforming sign for Town Hall Renovation
15. Special Permit Number FY17-02 Town of Topsfield Special Permit for a Non-Conforming Sign
16. Email from Water Superintendent Greg Krom to accompany Special Town Meeting Warrant
17. Draft Version Warrant for 2017 Special Town Meeting on June 20.
18. Copy of Citizen Petition to Modify Town Hall Project
19. BOS Recommendation Request to award contract to conduct asbestos abatement
20. BOS Recommendation Request to vote to approve Pre-Construction Services Change Order for Consigli Construction
21. June 20, 2017 Special Town Meeting Warrant
22. Memorandum of Agreement By and Between the Town of Topsfield and Topsfield Public Employee Committee
23. Health Insurance Plans
24. BOS Recommendation to approve One Year Extension of Professional Services Agreement for Ambulance Transport Services between Northeast Regional Ambulance Service and the Town of Topsfield
25. Letter from Northeast Ambulance President Brian Caponigro
26. Agreement for Ambulance Services
27. Application for Class II Used Car License for Giuseppe Giugliano, Peppi's Auto Sales
28. Class II Used Car License for Peppi's Auto Sales
29. BOS Recommendation Request for closure of South Common Street on Friday, June 14 from 6-8 PM
30. Letter from Library Director Laura Zalewski
31. BOS Recommendation Request for Reserve Fund Transfer

32. Letter from Highway Superintendent Dave Bond requesting Reserve Fund Transfer for Streetlights.
33. Calendar of proposed Selectmen Meeting Dates for FY2018
34. Listing of proposed Selectmen Meeting Dates for FY2018
35. BOS Recommendation Request for Summer Business Hours
36. BOS Recommendation Request regarding Administrative Staffing for Conservation Commission and Board of Health.
37. Job Description – Administrative Assistant, Board of Health
38. Job Description – Administrative Assistant, Conservation Commission
39. BOS Recommendation Request giving Signatory Authority to Chairman Boyd Jackson and secondary Signatory Authority to Clerk Mark Lyons.
40. Document, “Town of Topsfield Code of Responsibility”
41. Regular Business Meeting Minutes April 24, 2017 and May 8, 2017.
42. Executive Session Minutes from April 24, 2017.
43. MSBA Award Letter
44. MIIA Award Letter
45. Letter from Topsfield Firefighters Local 3250 of the IAFF

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>
