



**BOARD OF SELECTMEN
Working Session
Town Hall Offices
461 Boston Street, Topsfield
Minutes of Thursday, September 14, 2017
6:00 PM**

Board members present included Chairman Boyd Jackson, Clerk Mark Lyons, and Selectmen John K. Spencer and Richard Gandt. Chairman Laura Powers was not in attendance. From the Selectman's staff, Town Administrator Kellie Hebert and Administrative Assistant and Recording Secretary Susan Winslow were in attendance.

Also in attendance were residents David Larson, Heidi Fox, Kim Sherwood and Libby Wilson.

CALL TO ORDER

Chairman Boyd Jackson called the meeting to order at 6:02 PM.

ANNOUNCEMENTS

Chairman Jackson made the following announcements:

- Please be informed that the meeting is being recorded by the Board's Recording Clerk with a device for her record-keeping. Is there anyone else present who wishes to record the meeting?

Selectman Gandt responded that he would be making an audio and video recording of the meeting with his personal camera.

Town Administrator Kellie Hebert asked Selectman Gandt whether he planned to place it on YouTube. Selectman Gandt responded in the affirmative.

Ms. Hebert objected to the video recording of the meeting. Ms. Hebert suggested that she seek an opinion of Town Counsel on this issue.

Selectman Gandt represented to the Board that he would hold the video recording without publication of any type until Town Counsel's opinion was received.

Resident Kim Sherwood announced that she would be making an audio recording of the meeting.

ANNOUNCEMENTS CONTINUED

- Following 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 Fire Chief's Contract.
- The Board will also meet under Exemption #3 to discuss strategy with respect to collective bargaining or litigation, specifically for the Police, Full Time Fire and AFSCME units, since an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.
- The Board will not return to Open Session at the conclusion of Executive Session.

NEW BUSINESS

Meeting Minutes of August 21, 2017

Clerk Mark Lyons read a section from the Massachusetts Attorney General's Open Meeting Law Guide, confirming that Meeting Minutes are not required to be a transcript. The Board reviewed the Meeting Minutes of August 21, 2017 including a discussion regarding changes suggested by Selectman Gandt. Selectman Lyons made a motion to accept the August 21, 2017 Minutes as amended. Seconded by Selectman Gandt, so voted 4-0.

New Town Website

Town Administrator Kellie Hebert gave a presentation on the new Town website. Board Members and Resident David Larson offered suggestions. Town Administrator Hebert thanked Topsfield resident and professional photographer Kindra Clineff for generously allowing the Town to use her photographs on the website.

Draft Financial Policies and Collins Center Financial Management Reports

Town Administrator Kellie Hebert Distributed Notebooks for the FY19 Budget Process and reviewed each set of documents with the Board.

EXECUTIVE SESSION

Chairman Jackson made a motion to enter into Executive Session and not return to Open Session, seconded by Selectman Gandt. The Board entered into Executive Session at 7:42 PM, after a roll call vote:

Chairman Jackson - Yes
Clerk Lyons - Yes
Selectman Gandt – Yes
Selectman Spencer – Yes

Respectfully submitted

Susan Winslow

Recording Secretary

Documents

1. Agenda
2. Detailed Agenda
3. Meeting Minutes of August 21, 2017
4. Document, "Post Budget Analysis"
5. Document, "FY18 Budget & Town Meeting Schedule"
6. Document: "2017 Town Meeting Warrant List of Articles"
7. 2017 Annual Town Meeting Warrant – May 2, 2017
8. 2017 Special Town Meeting Warrant – May 2, 2017
9. Document from Collins Center, "Finance Committee Recommendations, Article Third Budget Amendment Fiscal Year 2017 Transfers, Special Town Meeting May 2, 2017"
10. Document from Collins Center, "Comprehensive Financial Management Policies for Town of Topsfield August, 2017"
11. Document from Collins Center, "Capital Improvement Plan (FY2018 – FY2022), Draft for Submission March 20, 2017"
12. Document from Collins Center, "Topsfield Financial Forecast: Users' Guide and Assumptions, December, 2016"

These Minutes were accepted as written at the 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.