



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

**Minutes of Monday, September 25, 2017
7:30 PM**

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

Also in attendance were residents Roy Baessler, Jeanine Cunniff, Joseph Geller, Sean Hannigan, Elizabeth Highgas, David Larson, Debra Larson, Robert McVay, Jr., Daniel Peabody, David Read, Kim Sherwood and Selena Valeriani. Comcast Stenographer Wendy L. Thomas was in attendance as were Ben and Maddie Demers from Boxford Cable Television and Doreen Burliss from the Tri-Town Transcript.

CALL TO ORDER

Chairman Boyd Jackson called the meeting to order at 7:31 PM.

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

ANNOUNCEMENTS

Chairman Jackson made the following announcements:

- 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 Gandt made the following announcement:

- Household Hazard Materials Drop Off will be held on October 28, 2017 at the parking lot at Masconomet Regional High School between 9 AM and 1 PM.

Chairman Jackson announced that, although an Executive Session was on the Posted Agenda, the Board would not conduct Executive Session tonight.

CITIZEN COMMENTS AND QUESTIONS

Resident David Larson informed the Board that he had questions about Item #6 on the Agenda, the request to extend the maximum useful life of the Catch

Basin/Plow/Crane. Selectman Gandt informed him that the item was related to extending the financing and it would be explained in more detail when the Agenda item was discussed.

DEPARTMENT UPDATE

There was no Department Update at this meeting.

NEW BUSINESS

Rail Trail Request to Remove Parking Space on Main Street

Selectman Gandt made a motion to amend the Town's Traffic Regulations to prohibit parking in the space located adjacent to the crosswalk and Rail Trail crossing on the north side of Main Street. Seconded by Selectman Lyons.

Rail Trail Chairman Joseph Geller distributed materials and photos to support this request. Resident David Reid gave background information on the Rail Trail. Selectman Lyons expressed concerns that other factors may be impacting Rail Trail safety. Chairman Geller stated that an accident between a motor vehicle and a cyclist had occurred at that location. After discussion, Chairman Jackson called for a vote on the motion, so voted 3-0.

8:00 PM CONTINUATION OF PUBLIC HEARING: Comcast Contract

Chairman Jackson opened the Comcast Contract Public Hearing which had been duly posted in the newspaper on August 25, 2017 and September 1, 2017 and was initially opened on September 11, 2017, and continued to this date. Town Administrator Hebert introduced Attorney William Hewig from KP Law, representing the Town in the negotiations with Comcast. Ms. Hebert explained that the new contract will cover a 4 year period to bring the renewal date in sync with the existing Verizon contract. Ms. Hebert also explained that the increase in cost will be approximately 25 cents per month for each subscriber household.

Resident Kim Sherwood addressed the Board with questions about the cost of wiring 7 public buildings for Cable Access. Attorney Hewig explained that Comcast is mandated to provide all public buildings with Cable drops and free basic service. Ms. Sherwood questioned the cost of equipment. Town Administrator Hebert informed Ms. Sherwood that the Town receives funds each year from Verizon and Comcast that have been set aside to cover equipment for the new Town Hall offices.

Resident Jeanine Cunniff asked if the Topsfield Library is set up for broadcasting. Discussion ensued about the options for wiring buildings for broadcasting. Attorney Hewig will follow up with Jane Lyman at Comcast regarding this issue. Selectman Gandt made a motion to close the Public Hearing. Seconded by Selectman Lyons, so voted 3-0.

Selectman Jackson made a motion to approve a License Renewal and Contract Agreement between the Town of Topsfield and the Comcast Cable Corporation. Seconded by Selectman Gandt, so voted 3-0.

Request for Approval of Asbestos Abatement at Town Hall

Selectman Gandt made a motion to approve the additional asbestos abatement and related work associated at the Town Hall to Triton Leasing and Rental, Inc. (TLR) of Feeding Hills, MA for \$25,569.50. Seconded by Selectman Jackson, so voted 3-0.

Citizen Request: Traffic Concerns on Campmeeting Road

Selectman Gandt made a motion to refer the Citizen Petition regarding traffic concerns on Campmeeting Road to the Traffic Safety Committee. Seconded by Selectman Lyons. Residents Elizabeth Highgas, Daniel Peabody and Robert McVay addressed the Board to share their safety concerns regarding Campmeeting Road. Chairman Jackson called for a vote, so voted 3-0.

Request for Approval for Extension of Maximum Useful Life of Catch Basin Cleaner/Plow/Crane

Selectman Gandt made a motion to vote that the maximum useful life of the Catch Basin Cleaner/Plow/Crane to be financed with the proceeds of the \$165,000 borrowing authorized by vote of the Town on May 5, 2015, Article 28, is determined pursuant to M.G.L. Chapter 44, Section 7(1) as follows to be ten (10) years. Town Administrator Hebert explained that by extending the maximum useful life of the vehicle to ten years, financing could be adjusted to \$25,000 per year instead of \$55,000 per year.

Town Administrator Hebert informed the Board that at the 2015 Town Meeting, there was no vote on the length of time on the payback. The Town's Financial Advisor has recommended the adoption of this request as beneficial for the Town's Bond Rating.

Selectman Lyons seconded the motion, so voted 2-1 with Selectman Gandt voting in the negative.

One Day Alcohol License

Selectman Lyons made a motion to Vote to issue a One Day License for the Sale of Wine and/or Malt Beverages to Reverend Johanna Barrett of Trinity Episcopal Church for the Italian Dinner fundraising event at Trinity Episcopal Church, 124 River Road, on Saturday, October 21 from 6:30 PM – 9:30 PM. Seconded by Selectman Gandt, so voted 3-0.

One Day Alcohol License

Selectman Lyons made a motion to Vote to issue a One Day License for the Sale of Wine and/or Malt Beverages to Reverend Johanna Barrett of Trinity Episcopal Church for the Beer, Wine and Craft Soda fundraising event at Trinity Episcopal Church, 124 River Road, on Saturday, November 4, 2017 from 6:30 PM – 9:30 PM. Seconded by Selectman Gandt, so voted 3-0.

TOWN ADMINISTRATOR'S REPORT

Town Administrator Hebert informed the Board that the Town of Topsfield has been approved for Tier 3 Status in the Complete Streets Program. This allows the Town to apply for over \$400,000 in grant funds. Ms. Hebert will place the Town Prioritization List of projects (should funding be awarded) on the Town Website.

Standard and Poor will be conducting their interview on Monday, October 2, 2017 regarding the Bond Rating for the Town. The Finance Team has been working diligently in preparation for this meeting.

Fire Chief Contract

The Board discussed this item at the end of the Meeting and made revisions to draft contract language. Selectman Lyons made a motion to vote to approve and sign the Employment Agreement between the Town of Topsfield and Fire Chief Jenifer Collins-Brown as amended. Seconded by Selectman Jackson, so voted 3-0.

MEETING MINUTES

The Board held the review of Meeting Minutes to the October 16, 2017 Meeting.

CORRESPONDENCE

Thank you letter from Kira Clark for the Wallace Kneeland Memorial Fund Scholarship

Thank you letter from Jonathan Burbank for the Wallace Kneeland Memorial Fund Scholarship

Letter from Xfinity dated 9/13/17

Letter from Alan Berry, Manager, Rolling Green dated 9/15/17

Rolling Green Notice

ADJOURN

Selectman Gandt made a motion to adjourn at 9:34 PM. Seconded by Selectman Lyons, so voted 3-0.

Respectfully submitted,

Susan Winslow
Recording Secretary

DOCUMENTS

1. Agenda
2. Detailed Agenda
3. BOS Recommendation Request from the Rail Trail Committee
4. Document, "Parking Restrictions: (random sampling from Internet)"
5. Email from Joseph Geller to Selectmen dated 8/31/2017

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6. Email from Joseph Geller to Selectmen dated 9/8/2017
7. Emails from Police Chief Evan Haglund and Highway Superintendent David Bond dated 9/25/2017
8. Photo, "Main St. trail crossing – 9/19/2017"
9. Letter from the Rail Trail Committee dated 9/25/17
10. Attachment 1 – Parking Restrictions
11. Document, "Manual on Uniform Traffic Control Devices"
12. Fire Chief Job Description
13. Employment Agreement Between Town of Topsfield and Fire Chief
14. Legal Notice re: Comcast Cable Public Hearing
15. Letter from Attorney William Hewig III
16. Draft Renewal Cable Television License for the Town of Topsfield, Massachusetts
17. Citizen Petition re: Campmeeting Road Traffic Concerns
18. Map – Town of Topsfield
19. Emails from Police Chief Haglund and Highway Superintendent David Bond dated 9/19/2017
20. BOS Recommendation Request from Donna Rich re: Additional Asbestos Abatement
21. Quote from TLR Corp. dated 9/8/2017
22. BOS Recommendation Request from Barbara Michalowski re: Extension of Maximum Useful Life of Catch Basin/Cleaner/Plow
23. Copy of Article Twenty-Eighth from the May 5, 2017 Annual Town Meeting Warrant
24. Document, "Certificate of the Board of Selectmen as to Maximum Useful Life"
25. One Day Liquor License and Application for Trinity Episcopal Church Italian Dinner Fundraiser on October 21, 2017
26. One Day Liquor License and Application for Trinity Episcopal Church Beer, Wine and Craft Soda Fundraiser on November 4, 2017
27. Draft BOS Meeting Minutes for September 11, 2017 and September 14, 2017
18. BOS Meeting Minutes for May 22, 2017
19. Thank you letter from Kira Clark for the Wallace Kneeland Memorial Fund Scholarship
20. Thank you letter from Jonathan Burbank for the Wallace Kneeland Memorial Fund Scholarship
21. Letter from Xfinity dated 9/13/17
22. Letter from Alan Berry, Manager, Rolling Green dated 9/15/17
23. Rolling Green Notice

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.
