



**BOARD OF SELECTMEN  
Working Session  
Town Hall Offices  
461 Boston Street, Topsfield  
Minutes of Wednesday, January 17, 2018  
4:00 PM**

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

Fire Chief Jenifer Collins-Brown and residents Jeanine Cunniff, David Larson and Libby Wilson were in attendance.

**CALL TO ORDER**

Chairman Boyd Jackson called the meeting to order at 4:06 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.

- "Please sign the attendance sheet."
- "The Board will meet in Executive Session under Exemption #3 to discuss strategy with respect to collective bargaining, specifically for the Full Time Police, Full Time Fire, Call Firefighter 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 public session."

**CITIZEN QUESTIONS AND COMMENTS**

There were none.

**NEW BUSINESS**

Continued discussion of Fiscal Year 2019 Budget Process

- Town Administrator Kellie Hebert informed the Board that the Department Budget Requests have been submitted to the Finance Committee. Finance Committee liaisons will meet with Department Heads, and Department Heads will be invited to Finance Committee Meetings in February.

Ms. Hebert informed the Board that the Budget Forum relative to the Fiscal 2019 Budget has been set for Wednesday, January 24, 2018 at the Proctor School Cafeteria starting at 7:30 PM. This will be posted as a joint meeting between the Board of Selectmen and the Finance Committee.

Selectman Spencer asked if babysitting will be available at the next Town Meeting. Clerk Mark Lyons informed the Board that in the past, babysitting for public meetings such as Town Meeting has been handled by the PTO and Elementary School parents. Chief Collins-Brown suggested that a group in Town, Mindfulness Child, may be able to assist.

- Town Administrator Hebert will prepare a Composite View of the Departmental Budgets under the Selectmen, outlining any items that fall outside the Finance Committee Guidelines.

- Ms. Hebert will also present a PowerPoint Presentation on the Capital Budget in February.

- Ms. Hebert will be meeting this week with the Town's Financial Advisor to review Short and Long Term Debt relative to the School Buildings Envelope Project and Water Treatment Plant.

- The \$300,000 guideline for Capital Items from the Finance Committee has been received, and the Town Administrator will be reviewing items in this category.

- There was a discussion about MIIA Credits, Free Cash and the possibility of hiring a company to transfer paper documents to e-files. Selectman Gandt commented that the Town has permitting software in place, and the Town should ensure that future software for developing E-docs from paper files should be implemented in a way that integrates with the Town's existing software.

- Selectman Gandt suggested that all Budget Documents should be uploaded to the website in a single location. Town Administrator Hebert responded that this has already been done.

- Regarding the review of Capital Items, Clerk Lyons suggested color coding items based on priority, similar to the process used by the Elementary Schools.

Annual Town Meeting Warrant and Schedule

- Nomination Papers for Town Offices will be available from the Town Clerk on February 1, 2018.

- Town Administrator Hebert informed the Board that she received correspondence suggesting the Town consider moving the Annual Town Meeting to Masconomet Regional High School in Boxford. Selectman Spencer informed the Board that there is a play scheduled for May 2, 2018 in the Masconomet Regional High School Auditorium, so if Town Meeting, scheduled for May 1, 2018, should require a second night, the auditorium will not be available on that date. Town Administrator Hebert will list this on the Agenda for the Board Meeting on Monday, January 22, 2018, as a discussion item, allowing for citizen input. Clerk Mark Lyons informed the Board that, at that time, he will be making a motion that the Annual Town Meeting remain at the Proctor School.

Selectman Spencer made a motion to enter into Executive Session under Exemption #3 to discuss strategy with respect to collective bargaining, specifically for the Full Time Police, Full Time Fire, Call Firefighter 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. Seconded by Selectman Gandt. A Roll Call vote followed:

Jackson – Yes

Lyons – Yes

Spencer – Yes

Gandt – Yes

So voted, 4-0. The Board entered into Executive Session at 5:00 PM.

Respectfully submitted

Susan Winslow

Recording Secretary

**Documents**

1. Agenda
2. Detailed Agenda
3. Document, "2018 Annual/Special Town Meeting and Town Election Calendar"
4. Flyer, "Budget Forum"

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*These Minutes were accepted as written at the February 5, 2018 Board of Selectmen Meeting.*

Pursuant to the 'Open Meeting Law,' G.L. 30A, § 18-25, 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.