



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

**Minutes of Monday, January 22, 2018
7:30 PM**

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

Council On Aging Board Member Lynne Bermudez and residents Gerald Buckley and Joanne Patton were in attendance, as were Ben 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 also 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 announcement.

"Please sign the attendance sheet."

Clerk Lyons made the following announcement:

"The Board of Selectmen and Finance Committee will host a Budget Forum with the Town Moderator to kick off the Fiscal Year 2019 Budget Process. The forum is this Wednesday night, January 24, 2018 at 7:30 PM in the cafeteria of the Proctor School. Questions should be submitted in writing by tomorrow, Tuesday, January 23rd at 4 pm to the town Moderator at moderator@topsfeld-ma.gov."

Selectman Spencer made the following announcement:

"On Tuesday, February 13, 2018 at 7:30 PM, the Planning Board will host a Public Forum at the Topsfield Library on the topic of Marijuana Regulations."

Clerk Lyons made the following announcement:

"Thursday, February 1, 2018 is the deadline for applying for a Real Estate or Personal Property Tax Abatement with the Board of Assessors. Please contact Principle Assessor Toulia Guarino for eligibility information and the application forms." Chairman Jackson and Selectmen Spencer reminded the public once again that there are a number of options available for residents seeking real estate tax relief. Chairman Jackson stressed the fact that meetings with Principal Assessor are confidential, and he encouraged anyone who is having difficulty paying their taxes to reach out to the Assessor's Office regarding abatements or other programs. Town Administrator Hebert added that information and forms are available on the Town's website.

Chairman Jackson made the following announcement:

"There will be no Executive Session following tonight's meeting."

Selectman Gandt made the following announcement:

"Wednesday, January 31, 2018 at 4:00 PM is the deadline to submit a Citizen Petition for the Annual Town Meeting. For more information, please call or email the Selectmen/Town Administrator's Office."

CITIZEN COMMENTS AND QUESTIONS

Resident Joanne Patton addressed the Board to ask if it was possible to move the microphone during televised meetings so that people who are speaking to the Board will face the camera. The Board thanked Mrs. Patton for this suggestion and took her advice.

DEPARTMENT UPDATE

Council On Aging Director Paula Burke was unable to attend the meeting due to illness. Council On Aging Committee member Lynne Bermudez appeared before the Board to introduce a new COA initiative, Dementia Friendly Topsfield. This initiative, offering programs, trainings and social support, is affiliated with Dementia Friendly Massachusetts and Dementia Friendly USA. Information sessions will be held at the Library on February 7, 2018 at 10 AM and 7 PM. Ms. Bermudez reported that approximately 170 people in Topsfield are affected by Dementia. Ms. Bermudez thanked volunteers Bette Cullinan, Mary MacDonald (owner of Rest Stop Ranch on Haverhill Road) and Masconomet student Maggie Chiffer for their assistance.

NEW BUSINESS

Board of Water Commissioners request for Change Order #1

Selectman Gandt made a motion to approve Change Order #1 in the amount of \$32,903 for the Owner-Engineer Agreement between the Town and Stantec dated January 23, 2017, bringing the contract total to \$84,383. Seconded by

Clerk Lyons. Selectman Gandt clarified that this is for water mains to run over Prospect Street to River Road. Chairman Jackson called for a vote, so voted 4-0.

Request to Change Location and Venue for Annual Town Meeting

Town Meeting is scheduled for May 1, 2018. Selectman Spencer informed the Board that the request to move the Annual Town Meeting to the Auditorium at Masconomet Regional High School in Boxford arose from a citizen concern that the Proctor School Gymnasium has not been able to handle large capacity turnout and has no climate control. Selectman Gandt suggested that the matter be reviewed during the next two weeks before the February 5, 2018 Board of Selectmen Meeting, and a vote be taken at that time. Selectman Spencer added that Masconomet is hosting a play in the auditorium on May 2, 2018, so it is not available if Town Meeting should run over to a second night this year. There is also the issue of Police Details, as Masconomet is in Boxford. Clerk Lyons suggested that the issue be placed on a non-binding referendum on the Town Ballot in 2018 and cautioned against making a quick decision. Clerk Lyons made a motion to set the venue for this year's Annual Town Meeting at the Proctor School Gymnasium and to place a question in the form of a non-binding referendum on the 2018 Town Ballot regarding location of future Annual Town Meetings. Seconded by Selectman Spencer, so voted 3-1 with Selectman Gandt opposed.

Fiscal Year 2019 Budget

Town Administrator Kellie Hebert gave the Board an update on the Fiscal Year 2019 Budget Process. The Departmental Budget Requests have been transmitted to the Finance Committee. The Finance Committee will be meeting with Department Heads. Ms. Hebert gave the Board an update on the preparation and procedure for the Budget Forum to be held on Wednesday, January 24, 2018.

Selectman Spencer left the meeting at 8:24 PM.

Clerk Lyons requested that the Town Administrator present all items under the purview of the Selectmen that exceed the Finance Committee Budget Guidelines. Mr. Lyons also requested that the Town Administrator review each Department under the auspices of the Selectmen to determine if there are any budget offsets available.

TOWN ADMINISTRATOR'S REPORT

Town Administrator Hebert gave the Board a report on the following:

- MMA Conference and Annual Meeting she attended, along with Selectmen Gandt and Spencer. The Town received an award for the 2016 Town Report.

- 2017 Annual Town Report is underway. The Town Administrator thanked Donna Rich for her assistance with that project.
- Draft Warrant has been initiated. The deadline for Citizen Petitions is 4 PM on January 31, 2018.

MEETING MINUTES

January 8, 2018

Clerk Lyons made a motion to approve the January 8, 2018 Meeting Minutes as amended. Seconded by Chairman Jackson, so voted 3-0.

ADJOURN

Selectman Gandt made a motion to adjourn at 9:48 PM. Seconded by Clerk Lyons, so voted 3-0.

The meeting adjourned at 9:48 PM.

Respectfully submitted,
Susan Winslow
Recording Secretary

DOCUMENTS

1. Agenda
2. Detailed Agenda
3. Document, "Mission: Support those living with dementia, and their caregivers"
4. BOS Recommendation Request from Gregory Krom, Water Superintendent and the Board of Water Commissioners
5. Document, "Professional Services Agreement Change Order Number 1, Stantec Consulting Services Inc."
6. Email from TaxWise Topsfield to Selectmen dated 1/11/18
7. Document, "Town of Topsfield Fiscal Year 2019 Budget"
8. Document, "'Other Expense' Line Items Over Guidelines & Essential Un-funded Line Items"
9. Document, "Town of Topsfield Fiscal Year 2019 Budget"
10. Letter to Kim Sherwood from Kaitlin Maher, Paralegal, Division of Open Government dated 1/16/18.
11. Letter from Kim Sherwood to Jonathan Sclarsic, Esq., Office of Attorney General Maura Healey dated 1/8/18.
- Letter from Michele E. Randazzo, KP Law, to Jonathan Sclarsic, Esq. dated 12/13/17
12. Open Meeting Law Complaint Form filed by Kim Sherwood
13. Town of Topsfield Request for Public Records RAO Response Form
14. Board of Selectmen Meeting Minutes dated 12/6/17
15. Financial Policies Working Group Meeting Notes dated 10/16/17
16. Financial Policies Working Group Meeting Notes dated 11/6/2017
17. BOS Draft Meeting Minutes dated 1/8/2018
18. Flyer for 2018 Budget Forum

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

Pursuant to the 'Open Meeting Law, G.L. c. 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.