



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

**Minutes of Monday, April 9, 2018
7:30 PM**

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

From the Fire Department, Chief Jen Collin-Brown; Masconomet Students, Katelin Kim and Sophie Weaver; from Fairview Machine Co., Michael Moulton; From Metro Sign & Awning, Mark Conserva; and from National Grid, Sabina Mahabier

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."

Selectman Gandt made the following announcement:

Candidate Night will be held on Tuesday, April 10, 2018 at 7:30PM in the Proctor Elementary School. The Contested races are for Town Moderator, Selectman and Library Trustee. Residents will be able to meet the candidates and ask questions. This event is sponsored by the League of Women Voters.

Clerk Lyons made the following announcement:

Moderator's Forum is Wednesday, April 11, 2018 at 7:30PM in the Proctor School Cafeteria. This event is for residents to view the Town Meeting Warrant, ask questions about the Town Meeting Warrant Articles and the Fiscal 2019 Budget (which will be voted on under Article Third).

BOS Meeting Minutes 4.9.18

Selectman Gandt made the following announcements:

The Annual Town Meeting is on Tuesday, May 1, 2018 at 7:00PM in the Proctor School Gymnasium.

Annual Town Meeting Warrant Packets, including all of the Warrant Articles, proposed motions and summaries, are printed and will be mailed tomorrow, Tuesday, April 10, 2018. The Packet is also available on the Town website www.topsfield-ma.gov for download and you may pick-up copies at Town Hall or the Town Library.

Selectman Spencer made the following announcement:

The Annual Town Elections will be held on Thursday, May 3, 2018 from 7AM until 8PM at St. Rose's Church Hall.

Selectman Gandt announced that his next listening hour would be held on Thursday, April 26, 2018 at 5:30PM in the Town Library.

CITIZEN COMMENTS AND QUESTIONS

There were no comments or questions from the audience.

NEW BUSINESS

Presentation of Citations

The Department of Fire Services, the Fire Chiefs of Massachusetts, the Fire Prevention of Massachusetts and Massachusetts Property Underwriters Association have an annual contest for children ages 9-12 to make a video about burn prevention. The goal is to have teens talking to teens about safety and prevention. There were 28 entries and the first and second place winners were Masconomet Students. Chief Jen Collins-Brown presented citations to Students, Katelin Kim and Sophie Weaver (two of the five students involved in the making of the 1st place winning video) for their entry of their Burn Prevention Video, to congratulate them and recognize their efforts.

Videos can be viewed at the Topsfield Fire Department website www.topsfieldfire.com

Nomination for Inspector of Animals

Selectman Spencer made a motion to approve the re-appointment of Peter Mulholland as the Inspector of Animals for the Town of Topsfield for a one year term effective May 1, 2018 through April 30, 2019. Selectman Gandt seconded the motion and it was approved with a vote of 4-0.

Grant Acceptance for Donibristle Farm LAND Grant

Selectman Spencer made a motion to accept a grant award in the amount of \$400,000 from the Commonwealth of Massachusetts, Executive Office of Energy and Environmental Affairs (EEA) for the purchase and acquisition of a conservation restriction for Donibristle Farm and to authorize the Town Administrator, Kellie Hebert to sign on behalf of the Board of Selectmen. Clerk Lyons seconded the motion and it was approved with a vote of 4-0.

Public Way Access – Approval of Routes

Selectman Gandt made a motion to approve the request from the American Diabetes Association for the "Tour de Cure" cycling, walking and running fundraising event at the Topsfield Fair Grounds on Sunday, May 20, 2018 from approximately 6:00AM to 4:00PM. Clerk Lyons seconded the motion and it was approved with a vote of 4-0.

Public Way Access – Approval of Routes

Selectman Gandt made a motion to approve the request from the Scleroderma Foundation for the North Shore Stepping Out to Cure Scleroderma Walk on Sunday, September 9, 2018. Clerk Lyons seconded the motion and it was approved with a vote of 4-0.

Approval of Signage

Selectman Gandt made a motion to approve the request from the Scleroderma Foundation to hang signage to promote the North Shore Stepping Out to Cure Scleroderma Walk Event; signage can be posted beginning Thursday, August 31, 2018 through Sunday, September 9, 2018. Clerk Lyons seconded the motion and it was approved with a vote of 4-0.

Annual Town Meeting

Town Meeting Warrant Packets will be mailed to residents this week.

8:00 Public Hearing – Fairview Machine Company

Chairman Jackson made a motion to open the public hearing. Selectman Gandt seconded the motion and it was approved with a vote of 4-0.

The owner of Fairview Machine Co., Michael Moulton is seeking a special permit under Article XIII, Section 13.3 of the Sign Regulation By-law to install new signage at 427 Boston Street, Topsfield. Mr. Moulton was denied by the Building Inspector for a non-conforming electronic sign request. The sign dimensions are: 54"high X 91"wide X 14" depth. The message portion of the board is illuminated and its brightness can be controlled.

The Selectmen asked whether the sign could be moved and the dimensions of the sign be adjusted if it were to be moved.

With no comments or questions, Clerk Lyons made a motion to close the public hearing. Selectman Spencer seconded the motion and it was approved with a vote of 4-0.

The Board of Selectmen did not make a decision on the sign request. The applicant agreed to return to the next Board of Selectmen's meeting with more information.

8:15PM Public Hearing – National Grid

Clerk Lyons made a motion to open the public hearing with National Grid. Selectman Spencer seconded the motion and it was approved with a vote of 4-0.

National Grid and Verizon New England Inc. are petitioning to locate and install wires and fixtures including necessary sustaining and protecting fixtures along and across from pole #1030 at 139 Hill Street. New Pole will be #1030-84.

Also, National Grid and Verizon New England Inc. are seeking permission to lay and maintain underground laterals, cables and wires in the before mentioned or intersecting public ways for purpose of making connections with poles and buildings for distributing purposes.

With no comments or questions from the public.

Clerk Lyons made a motion to close the public hearing. Selectman Spencer seconded the motion and it was approved with a vote of 4-0.

Clerk Lyons made a motion to approve the request from National Grid and Verizon New England, Inc. to perform utility work at 139 Hill Street, Topsfield. Selectman Gandt seconded the motion and it was approved with a vote of 4-0.

Contract Approval – Northern Contracting Corp.

Selectman Spencer made a motion to approve an agreement between the Town of Topsfield and Northern Contracting Corp. for the Topsfield Elementary Schools MSBA Envelope and School Roof Replacement Projects at the Proctor and Steward Elementary Schools in the amount of \$6,393,300. Selectman Gandt seconded the motion and it was approved with a vote of 4-0.

Update on Potential Host Community Agreement (HCA)

Items discussed:

- Article 35 – Overlay District: approval is needed at Town Meeting in order to move forward.
- Host Community Agreement (HCA) needs to be outlined, reviewed by Town Counsel and approved by the Board of Selectmen.
- A letter of support written from the Board of Selectmen.
- Final approval to come from the State

- Approval of Building permits

Potential income to the town includes:

- Additional Real Estate Tax Income approximately up to \$50,000
- The Town could outline in the HCA for a percentage of the Gross Sales
 - 1.25% of 14million = \$175,000
 - There are limitations on what a town may use this money for. The funds must be used on expenses that contribute to drug/opioid training and /or prevention such as Prevention Officers or School Resource Officers.

Minutes

Clerk Lyons made a motion to approve the minutes of February 26, 2018 as amended. Chairman Jackson seconded the motion. Selectman Gandt motioned to amend the minutes and was not seconded. The minutes were approved with a vote of 2-1-1 with Selectman Gandt voting against and Selectman Spencer abstaining due to his absence.

Clerk Lyons made a motion to approve the Board of Selectman Working Session Minutes of March 5, 2018. Selectman Gandt seconded the motion and it was approved with a vote of 4-0.

Clerk Lyons made a motion to approve the Board of Selectmen Working Session minutes of March 7, 2018. Chairman Jackson seconded the motion and it was approved with a vote of 3-0-1 with Selectman Gandt abstaining from the vote.

Clerk Lyons made a motion to approve the Executive Session Minutes of February 26, 2018 and upon approval to release them. Chairman Jackson seconded the motion;

Selectman Gandt made a motion to amend the Executive Session minutes of February 26, 2018 on page 2: "...because at the BOS meeting of 9/30/2013 the Board voted to : assign the responsibility and authority to the Chairman of the Board of Selectmen to review and release Executive Session minutes as soon as appropriate." Clerk Lyons seconded the amendment and it was approved with a vote of 3-0-1 with Selectman Spencer abstaining from the vote due to his absence.

Town Administrator's Report

A Police Grievance Hearing is scheduled for Monday, April 23, 2018 at 5:00PM at the Town Hall Offices.

At 9:36PM, Selectman Spencer made a motion to adjourn the meeting. Selectman Gandt seconded the motion and it was approved with a vote of 4-0.

Respectfully submitted,
Debi Morong
Executive Assistant / Recording Secretary

DOCUMENTS

1. Agenda
2. Detailed Agenda
3. Nomination papers for Inspector of Animals – Peter Mulholland
4. Public Hearing Notice – Fairview Machine
5. Fairview Machine seeking a special permit: Permit Application
6. Legal Notice – National Grid and Verizon New England
7. National Grid and Verizon New England: petition for utility work at 139 Hill St
8. Northern Contracting Corp. Standard Form of Agreement Draft
9. Donibristle Farm - Land Grant Award from the Executive Office of Energy and Environmental Affairs.
10. American Diabetes Association – Fundraising Event Request: "Tour de Cure"
11. Scleroderma Foundation – Fundraising Event Request: 13th Annual Stepping Out to Cure Scleroderma Walk.
12. Scleroderma Foundation – Signage Request to promote event
13. Town of Salisbury – Host Community Agreement Draft Sample
14. Moderator's Forum Invite to Residents
15. Xfinity letter dated 3.9.18 – Annual Notice
16. Xfinity letter dated 3.26.18 – TV Changes and Updates
17. Topsfield American Legion letter dated 4.2.18 – Memorial Day Parade Ceremony invite to the Board of Selectmen.
18. Resident letters to the Fire Department
19. Draft minutes of February 26, 2018
20. Draft Working Session minutes of March 5, 2018
21. Draft Working Session minutes of March 7, 2018
22. Draft Executive Session minutes of February 26, 2018