



**BOARD OF SELECTMEN
WORKING SESSION
Town Hall Offices
461 Boston Street, Topsfield
Minutes of Thursday, April 19, 2018**

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

Call to order

At 2:08pm, Chairman Jackson called the working session to order noting that the meeting was being audio taped by Debi Morong and asked if anyone in the audience was taping the meeting, they should let the Board of Selectmen know.

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

Announcements

The Board will meet in Executive Session under Exemption #3 to discuss strategy with respect to collective bargaining for the AFSCME Water/Highway and AFSCME Parks and Cemeteries 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.

Host Community Agreement (HCA)

If the Town votes to approve the Overlay District at Town Meeting, it is the responsibility of the Board of Selectmen to negotiate a Host Community Agreement (HCA) and write a letter of support.

An HCA is intended to do:

- Specify restrictions, limitations, conditions, agreements on the facility & its operations.

- Specify a negotiated payment program design to provide the town with money to:
 - Offset direct costs of having a marijuana facility in town; and
 - Broadly support drug diversion programs

Items a HCA could/should include:

- Cultivation Only Standards
- No marijuana use on site
- Adhere to all State Regulations and Guidelines as set forth by the Department of Public Health (DPH) and/or the Cannabis Control Commission (CCC)
- Use of local business services and products where possible
- Approve the on-site General Manager of Operations
- Communication with local Emergency Services (Police/Fire)
- Meet local permitting Zoning Bylaws and State Environmental Bylaws
- Pay Real Estate Taxes based upon commercial value, even if it is considered a non-profit
- Annual payment to the Town - % of gross sales revenue (monitored by the State)
- Duration of HCA not to exceed five (5) years
- Review and re-negotiate agreement if any changes to ownership or operations occur

An HCA is needed to protect the Town and if one is not established along with a letter of support, the organization cannot apply to the State for a license.

Selectman Spencer requested approval from the Board of Selectmen to speak with Bob Patton regarding potential items for a Host Community Agreement between the Town of Topsfield and Green Meadows Farm.

Chairman Jackson agreed with Selectman Spencer's request to approach Green Meadows Farm to discuss potential items to be placed on an HCA and to invite them to a Board of Selectmen's meeting. Clerk Lyons and Selectman Gandt joined in agreement.

Annual and Special Town Meeting

Town Meeting Warrant Article Assignments

Article Third	Clerk Lyons
Article Fourth	Greg Krom / Phil Knowles
Article Fifth	John Spencer / Bill Hodges
Article Sixth	John Spencer / Bill Hodges
Article Seventh through Article Thirteenth are under a Consent Agenda	
Article Fourteenth	Kellie Hebert / Catherine Gabriel
Article Fifteenth	Kellie Hebert / Catherine Gabriel
Article Sixteenth	Kellie Hebert / Catherine Gabriel

Article Seventeenth	Greg Krom / Phil Knowles
Article Eighteenth	Chairman Jackson
Article Nineteenth	Selectman Gandt
Article Twentieth	Chairman Jackson
Article Twenty-First	Chairman Jackson
Article Twenty-Second	Chairman Jackson
Article Twenty-Third	Chairman Jackson
Article Twenty-Fourth	Clerk Lyons
Article Twenty-Fifth	Clerk Lyons
Article Twenty-Sixth	Clerk Lyons / Che Elwell
Article Twenty-Seventh	Clerk Lyons / Toulia Guarino
Article Twenty-Eighth	Clerk Lyons
Article Twenty-Ninth	Clerk Lyons / Dick Cullinan
Article Thirtieth	Selectman Gandt / KP Law Representative
Article Thirty-First	Chairman Jackson
Article Thirty-Second	Selectman Spencer / Martha Morrison
Article Thirty-Third	Martha Morrison
Article Thirty-Fourth	Withdrawn
Article Thirty-Fifth	Selectman Spencer
Article Thirty-Sixth	Selectman Gandt
Article Thirty-Seventh	Citizens Petition
Article Thirty-Eighth	Citizens Petition
Article Thirty-Ninth	Chairman Jackson
Article Fortieth	Karen Dow

Special Town Meeting Warrant Article Assignments

Article Fifth	Paula Burke
Article Sixth	Selectman Gandt
Article Seventh	Selectman Gandt
Article Eighth	Dave Bond / Phil Knowles
Article Ninth	Chairman Jackson / Kellie Hebert
Article Tenth	Chairman Jackson / Kellie Hebert

Article Twenty-Third: Comprehensive Management System

A Representative From King Information Systems, Inc. visited Town Hall to gather information regarding file storage.

The Records Management Systems' Advantages:

- Ease of Access
- Space Reduction
- Accuracy and Efficiency
- Allowance of Growth
- Speed of retrieval
- Built-in tools for future file management

At 4:50PM, Selectman Gandt made a motion to adjourn the Selectman's Working Session. Selectman Spencer seconded the motion and it was approved with a vote of 4-0.

Respectfully Submitted,

Debi Morong,
Executive Assistant / Recording Secretary

Documents Used

- Annual and Special Town Meeting Warrant
- King Information System, Inc. – Report of Land Use Departments Files/Space
- Green Meadows: Vision
- Green Meadows: Cultivation Coverage and Estimated Building Costs
- Green Meadows: Phase I Cultivation Estimated Revenue
- Green Meadows: Environmental and Water Usage
- Green Meadows: Organic Principles