



**BOARD OF SELECTMEN  
WORKING SESSION  
Town Hall Offices  
461 Boston Street, Topsfield  
Minutes of Thursday, April 25, 2018**

Board members present were Chairman Boyd Jackson, Clerk Mark Lyons and Selectman Richard Gandt. Selectmen Laura Powers and John Spencer were 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 4:05PM, 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**

Selectman Gandt's listening session is scheduled for Thursday, April 26, 2018 at 5:30PM at the Town Library.

**Collective Bargaining Contracts**

Topsfield IAFF Firefighters Association

Chairman Jackson made a motion to approve a contract between the Town of Topsfield and the Topsfield IAFF Firefighters Association for the term of July 1, 2017 – June 30, 2020. Clerk Lyons seconded the motion and it was approved with a vote of 2-1 with Selectman Gandt voting against.

Topsfield Call Firefighters Association

Chairman Jackson made a motion to approve a contract between the Town of Topsfield and the Topsfield Call Firefighters Association for the term of July 1, 2017 – June 30, 2020 with the condition to have the Call Firefighters sign this copy. Clerk Lyons seconded the motion and it was approved with a vote of 2-1 with Selectman Gandt voting against.

### Topsfield Police Benevolent Association

The Police Benevolent Association has not signed the draft copy of the Contract dated 4.24.2018 and there could be some minor changes.

The Board of Selectmen postponed this until the next meeting on May 1, 2018.

### **Public Records Guidelines**

This document is mandated by the Massachusetts Public Records Law, G.L. c.66 and c.4 §7(26) and are intended to assist members of the public seeking access to public records in the custody of the Town of Topsfield.

Chairman Jackson made a motion to approve the Town Clerk's Official Public Records Access Guidelines to be published on the town's website to publicize the process and procedures for public records requests in the Town of Topsfield. Clerk Lyons seconded the motion and it was approved with a vote of 3-0.

### **Annual and Special Town Meeting**

- Pre-Meeting with the Finance Committee is at 6:00PM at the Proctor School in the Teacher's Lounge
- Final Transfers will be completed by Friday, April 27, 2018
- Budget update will be completed over the weekend and placed on the website

### **Town Hall Summer Office Hours**

Town Administrator Kellie Hebert requested that Town Hall summer office hours in the Town Hall as follows:

Mondays through Thursdays 8:00AM until 5:00PM

Closed on Fridays

Memorial Day Weekend through Labor Day Weekend

Clerk Lyons made a motion to set the office hours at the Topsfield Town Hall in accordance with the Town Administrators request to be closed on Fridays from Memorial Day weekend through Labor Day weekend. Selectman Gandt seconded the motion and it was approved with a vote of 3-0.

### **Town Administrator's Report**

#### Standard & Poor

The Financial Team had a positive and productive conference call with Standard & Poor. The Town should get a preliminary report by this Friday, April 27, 2018 on the town's bond rating.

#### Village Shopping Center

An email from resident Gretchen Rehak came in today concerned about issues related to the Village Shopping Center. Clerk Lyons responded as follows:

- Realtor's letters did not reach the Board of Selectmen and were not included in their meeting packets.
- Clerk Lyons acknowledged the email from Attorney Ragalevsky and summarized that the letter expressed concern that a public nuisance may exist. Clerk Lyons had discussed the letter with Attorney Ragalevsky.
- Requested the issue can be placed as an Agenda item for May 21, 2018.

### **Minutes**

Clerk Lyons made a motion to adopt the Executive Session Minutes of March 7, 2018. Selectman Gandt seconded the motion and it was approved with a vote of 3-0.

Clerk Lyons made a motion to adopt the Executive Session Minutes of March 12, 2018. Selectman Gandt seconded the motion and it was approved with a vote of 3-0.

Clerk Lyons made a motion to adopt the Executive Session Minutes of March 19, 2018. Selectman Gandt seconded the motion and it was approved with a vote of 3-0.

Clerk Lyons made a motion to adopt the Executive Session Minutes of March 22, 2018 as amended. Selectman Gandt seconded the motion and it was approved with a vote of 3-0.

Clerk Lyons made a motion to adopt the Executive Session Minutes of March 26, 2018 as amended. Selectman Gandt seconded the motion and it was approved with a vote of 3-0.

Clerk Lyons made a motion to adopt the Executive Session Minutes of March 28, 2018 as amended. Selectman Gandt seconded the motion and it was approved with a vote of 3-0.

Clerk Lyons made a motion to adopt the Working Session Minutes of March 14, 2018 as amended. Selectman Gandt seconded the motion and it was approved with a vote of 3-0.

Clerk Lyons made a motion to adopt the amended Working Session Minutes of March 19, 2018. Selectman Gandt seconded the motion and it was approved with a vote of 3-0.

Clerk Lyons made a motion to adopt the amended Working Session Minutes of March 22, 2018. Selectman Gandt seconded the motion and it was approved with a vote of 3-0.



Clerk Lyons made a motion to adopt the Working Session Minutes of March 28, 2018 as amended. Selectman Gandt seconded the motion and it was approved with a vote of 3-0.

Clerk Lyons made a motion to adopt the Board of Selectmen Meeting Minutes of March 12, 2018 as amended. Selectman Gandt seconded the motion and it was approved with a vote of 3-0.

Clerk Lyons made a motion to adopt the Board of Selectmen Meeting Minutes of March 26, 2018. Selectman Gandt seconded the motion and it was approved with a vote of 3-0.

Clerk Lyons made a motion to adopt the amended Board of Selectmen Meeting Minutes of April 9, 2018. Selectman Gandt seconded the motion and it was approved with a vote of 3-0.

At 5:25PM, Selectman Gandt made a motion to adjourn the Selectman's Working Session. Chairman Jackson seconded the motion and it was approved with a vote of 3-0.

Respectfully Submitted,

Debi Morong,  
Executive Assistant / Recording Secretary

#### **Documents Used**

- Collective Bargaining Contract Agreement between the Town of Topsfield and the Topsfield Fire Fighters Local #3250, IAFF FY2018-FY2020
- Collective Bargaining Contract Agreement between the Town of Topsfield and the Topsfield Call Fire Fighters Association FY2018-FY2020
- Draft Collective Bargaining Contract Agreement between the Town of Topsfield and the Police Benevolent Association FY2018-FY2020
- Draft Public Records Access Guidelines
- Resident email from Gretchen Rehak dated April 25, 2018
- ES Minutes of March 7, 2018
- ES Minutes of March 12, 2018
- ES Minutes of March 19, 2018
- ES Minutes of March 22, 2018
- ES Minutes of March 26, 2018
- ES Minutes of March 28, 2018
- Working Session Minutes of March 14, 2018
- Working Session Minutes of March 19, 2018
- Working Session Minutes of March 22, 2018
- Working Session Minutes of March 28, 2018
- BOS Meeting Minutes of March 12, 2018
- BOS Meeting Minutes of March 26, 2018
- BOS Meeting Minutes of April 9, 2018