



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

**Minutes of Monday, June 4, 2018  
7:00 PM**

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

**CALL TO ORDER**

Chairman Mark Lyons called the meeting to order at 7:00 PM.

The Board stood for the Pledge of Allegiance and then observed a moment of silence.

**ANNOUNCEMENTS**

Chairman Lyons 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."

"The new start time for the regular scheduled meetings of the Board of Selectmen has been changed from 7:30PM to 7:00PM. All meetings are posted on the Town's Website."

"Topsfield Town Office hours are now on a summer schedule beginning this week: Monday through Thursday 8AM to 5PM; Offices are closed on Fridays through Labor Day."

Selectman Gandt made the following announcement:

The next Listening Session is scheduled for Thursday, June 7<sup>th</sup> at 5:30PM at the Town Library.

## **CITIZEN COMMENTS AND QUESTIONS**

David Larson of 109 North Street – Suggested that a goal for the Board of Selectmen be the implementation of the Collins Center's Best Practices in Municipal Financial Management.

## **NEW BUSINESS**

### Gift Donation

Selectman Jackson made a motion to accept a gift of a V-nose 6'X12' Utility Trailer from Willowdale Farm of Topsfield valued at \$4,089 to be utilized by the Topsfield Police Department. Selectman Spencer seconded the motion and it was approved by a vote of 4-0.

### Grant Award

Selectman Gandt made a motion to approve a grant in the amount of \$2,625 from the Executive Office of Public Safety and Security, Office of Grants and Research-Highway Safety Division to support the traffic safety efforts of the Topsfield Fire Department with a FY 2018 Child Passenger Equipment Grant Award. Selectman Spencer seconded the motion and it was approved by a vote of 4-0.

## **OLD BUSINESS**

### Board of Selectmen Regular Meeting & Working Session Schedule for FY2019

Selectman Gandt made a motion to approve the Board of Selectmen Regular Meeting Schedule and Working Session Schedule for FY2019. Selectman Spencer seconded the motion and it was approved by a vote of 4-0.

### Reconsideration of Reclassification Request

*Rescheduled for the Monday, June 25<sup>th</sup> Board of Selectmen Meeting.*

### Village Shopping Center

Gretchen Rehak of 18 Central Street, Carol Brooks-Ball of 18 Walker Road and Martha Sanders of 192 Rowley Bridge Road of "Topsfield Village Love" were present.

Town Complaint Forms were discussed. Those currently found on the Town website pertain to Board of Health or Zoning issues. It was suggested that either the form found on the website be completed and sent to the Selectmen's

Office or a letter be sent to the Selectmen's Office, which will be forwarded to the appropriate Town Department.

A suggestion was made by Chairman Lyons that expanded use of the Topsfield Main Street Foundation be explored, particularly to work with the Selectmen and Town Administrator on Downtown revitalization issues.

#### Sign Permit for Fairview Machine Company

*Postponed at the request of the applicant to a date to be determined.*

#### New Liquor License

Lelas Variety, LLC owner, Alex Qirjazi, presented the Board of Selectmen with three alternative floor plans for the proposed variety store; Plan A - the original floor plan, Plan B - with all wine and malt beverages located towards the back of the store as well as in the walk-in cooler; and Plan C - with all the wine to the right of the cashier and the malt beverages located on the back wall and walk-in cooler.

Selectman Spencer made a motion to approve a new Wine and Malt Beverage Liquor License Application for Lelas Variety, LLC located at 49N Main Street Topsfield to include the Plan B floor plan and to grant an Annual Wine and Malt Beverage License to allow the sale of Liquor to be consumed off-premises; further that said license shall expire on December 31, 2018. Selectman Gandt seconded the motion and it was approved by a vote of 4-0.

#### Appointment Process of New Committees

Taxation Aid Committee for seniors and disabled

Membership requirements:

- Chairman - Board of Assessors
- Treasurer/Collector
- Three (3) appointed seats

Any resident interested in volunteering should send in a letter to the Board of Selectmen or fill out the volunteer application form available on the website.

### **TOWN ADMINISTRATOR'S REPORT**

#### **MINUTES**

The meeting minutes of May 21, 2018 will be held until the next Board Meeting.

At 8:20 PM, Selectman Spencer made a motion to adjourn the meeting. Selectman Jackson 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. Draft Board of Selectmen FY2019 Meeting Schedule
4. New Liquor License Application from Lelas Variety LLC
5. Newly formed citizens group Topsfield Village Love – letters, pictures and information regarding the Village Shopping Center.
6. Memorandum Request to accept a donation of a V-nose Utility Trailer
7. Memorandum Request to accept a grant award from the Governor's Highway Safety for Child Safety Seats.
8. Memorandum Request to reclassify the Town Clerk's position and to update the Classification Plan.
9. Fairview Machine Co. application for a special permit to install new signage
10. Mass General Law regarding aid to elderly and disabled taxation fund.
11. David Larson's suggestion for FY2019 Goals and Objectives for the Town.
12. BoardDocs information packet
13. Residents Thank you notes
14. Masconomet Regional School Committee letter dated 5.23.18 – vote to appropriate \$20,000 from the stabilization fund to supplement FY17 Safety and Security Capital Budget.
15. ABCC letter received 5.22.18 – Cannabis in Alcoholic Beverages