



**BOARD OF SELECTMEN
Proctor School Library
Minutes of January 9, 2017
7:30 PM**

Board Members present in addition to Chairman Lais were Clerk Mark Lyons, Martha Morrison and Laura Powers. Board Member not in attendance: Boyd Jackson. Of the Selectman's staff, Kellie Hebert, Town Administrator, Susan Winslow, Administrative Assistant were in attendance. Other persons present during all or part of the meeting were Andrew Woodbury, Topsfield Highway Department, Chief Evan Haglund, Topsfield Police Department, Lana Spillman, Topsfield Conservation Administrator, Cheryl Jolley, Conservation Commission Chair, Kathleen Hill, The Meadows Condominium Association, Susan Comeau, The Meadows Condominium Association, Sue Shillue, President, Cook & Company Insurance.

Chairman Lais called the meeting to order at 7:30 pm.

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

ANNOUNCEMENTS

Chairman Lais informed the public that the meeting was being recorded by Boxford Cable Television and the Board's Recording Clerk with a recording device. Chairman Lais asked if anyone else present had a recording device or wished to record the meeting. There was no response to the request.

The Board will enter into closed Executive Session in accordance with M.G.L. c. 30A, §§ 21(A) under Exemption #2 to conduct strategy session in preparation for negotiations with nonunion personnel, specifically, to discuss and negotiate the Police Chief contract, since an open meeting may have a detrimental effect on the government's bargaining position. The Board will not return to open regular session.

CITIZEN QUESTIONS AND COMMENTS

Chairman Lais asked if there were any citizen questions or comments. There were none.

DEPARTMENT UPDATES

Conservation Commission

Town Administrator Kellie Hebert distributed the Conservation Department Report from Conservation Agent Lana Spillman. Ms. Spillman gave the Board a summary of recent activities and projects.

Ms. Hebert noted that Ms. Spillman is retiring at the end of January and she thanked Ms. Spillman for her 15 years of service. The Selectmen echoed these sentiments, as did Conservation Commission Chairman, Cheryl Jolley.

Topsfield Police Department

Topsfield Police Chief Evan Haglund gave the Board an update on activities at the Topsfield Police Department and distributed the FY18 Budget Document. He reported that they are under budget at this time. The tenth Citizen's Police Academy will be starting on January 17, 2017.

The Chief will be starting interviews to fill the vacancy in the position held by Sargeant Lebel.

The Chief will be gathering estimates for the repair of the air conditioner condenser.

NEW BUSINESS

Agreement with Propertyroom.com

Police Chief Evan Haglund presented a Board of Selectmen Request to support an agreement with Propertyroom.com.

Selectman Morrison made a motion to approve an agreement with Propertyroom.com for the disposition of surplus property acquired by the Topsfield Police Department. Selectman Powers seconded the motion, so voted 4-0.

Request to Place Light on National Grid Pole #1 on land owned by Town of Topsfield

Susan Comeau, a resident at The Meadows on Wildes Road, presented a Board of Selectmen document and a letter from The Meadows resident Kathleen Hill for permission to install a street light on National Grid Pole #1 at the intersection of Wildes Road and Route 1 on land owned by the Town of Topsfield.

The cost of the installation of the light and all maintenance, service and electricity fees will be paid by The Meadows Condominium Association. No costs will be incurred by the Town of Topsfield.

Selectman Morrison made a motion to approve a request from Kathleen Hill and the Board of Trustees from The Meadows Condominium Association, The Meadows, 16 Wildes Road, to place a light on a National Grid pole on land owned by the Town of Topsfield at the intersection of Wildes Road and Route 1. This approval is subject to The Meadows Board of Trustees providing minutes of a duly held Board Meeting to the Selectmen confirming the Condominium Association's support of this request and its acceptance of responsibility for all costs related to the light. Selectman Lyons seconded this motion, so voted 4-0.

Village Market Alcohol License Renewal

Selectman Powers made a motion to issue a Retail Package Good Store Alcohol license to Village Market Foods LLC dba Village Market effective

January 1, 2017 and to expire December 31, 2017. Selectman Morrison seconded the motion, so voted 4-0.

One Day Liquor License – Boxford Elementary Schools Trust

Selectman Morrison made a motion to issue a one day liquor license to the Boxford Elementary Schools Trust for a fundraising event on March 4, 2017 at Peirce Farm, 116 Boston Street. Selectman Powers seconded the motion, so voted 5-0.

Lease for 461 Boston Street

Selectman Morrison made a motion to sign a Lease agreement for temporary office space at 461 Boston Street for a term of February 1, 2017 to July 31, 2018, with a 90 days' notice of intent to extend, with 461 Boston Street Realty Trust of Essex, Massachusetts for a monthly fee of \$9,000. Selectman Powers seconded the motion, so voted 4-0.

Town Administrator Hebert reported that the move will be publicized through the newspapers, Cable Television, the Town Website and Nixle Alerts. This will be handled by the Town Hall Building Committee.

Open Town Meeting Warrant

Selectman Morrison made a motion to open the Warrant for Town Meeting to be held on May 2, 2017, and to close the Warrant on February 6, 2016. Selectman Powers seconded the motion, so voted 4-0.

OLD BUSINESS

MGL32, Sections 21-23 Option for Insurance Benefits Negotiation

Town Administrator Kellie Hebert reminded the Board that the adoption of MGL32, Sections 21-23 gives the Town the option to mitigate costs related to insurance and benefits structure. Sue Shillue from Cook & Company Insurance informed the Board that the adoption of Sections 21-23 is a procedural matter and if adopted, the Town is not bound to any action.

Selectman Morrison made a motion to place this item on the next Regular Meeting of the Board of Selectmen on January 23, 2017 for Discussion and Vote. Selectman Lyons seconded the motion, so voted 4-0.

TOWN ADMINISTRATOR'S REPORT

Update on FY18 Budget Process

Town Administrator Kellie Hebert reported that projected FY18 Departmental Budgets were sent electronically to the Finance Committee on January 5, 2017. The Town Accountant will meet regularly with them.

2017 Annual Town Meeting

Information regarding the opening (January 9, 2017) and closing (February 6, 2017) of the Town Warrant for Citizen's Petitions will be posted on the Website on January 10, 2017.

Town Hall Project

The anticipated move date to 461 Boston Street is mid-February. Meetings will be held with all staff members prior to the move.

Fire Chief Search

Town Administrator Kellie Hebert is working with Consultant Brian Duggan from MRI. She has interviewed two candidates for the Interim Fire Chief position. She is working with MRI to finalize the advertisement for the permanent Fire Chief position.

Capital Planning

There was a meeting with the Finance Committee and the Collins Center on December 12, 2016.

Town Administrator Hebert will be meeting with the Finance Committee and the Collins Center to prioritize and rank all requests. She proposes a BOS Capital Budget Work Session with the Collins Center on Wednesday, February 1, 2017.

MSBA Projects – School Buildings Improvements

Ms. Hebert met with School Superintendent and team members to review Building Projects at Steward and Proctor Schools. Upcoming meetings will produce estimates, scope of projects, and list of proposed improvements. Meetings to include Finance Committee Chair, School Liaison, selectman Lyons to determine next steps with regard to the Capital Plan, 2017 annual Town Meeting and Financial Advisor.

Personnel

Fire Chief Ronald Giovannacci's official retirement date is January 24, 2017. Interim Fire Chief is to be voted on at Regular Board of Selectman Meeting on January 23, 2017.

Conservation Administrator Lana Spillman will be retiring at the end of January, 2017. The job position has been posted internally and externally.

Collective Bargaining Update

Police Teamsters – this will be changing to MassCOPS.

Public Records Law

The Town's policy Public Records Law update has been postponed from initial target date of 1/9/17 due to FY18 Budget preparations. The Town Administrator recommends that this issue be discussed at the Regular BOS Meeting on January 23, 2017. Town Administrator Hebert will be working closely with Town Clerk Ann Gill to ensure that policy updates are enacted.

MEETING MINUTES

December 4, 2016 Minutes – Selectman Lyons made a motion to accept the December 4, 2016 Minutes as amended. Laura Powers seconded the motion. Laura Powers and Martha Morrison abstained from the vote, so voted 2-0.

December 19, 2016 Minutes – Selectman Powers made a motion to accept the December 19, 2016 Minutes as amended. Selectman Lyons seconded the motion, so voted 4-0.

EXECUTIVE SESSION

At 8:27 PM, Chairman Lais moved to adjourn to Executive Session and stated that the Board would not return to regular session. In a roll call, the following votes were recorded:

Chairman Lais:	Yes
Clerk Lyons:	Yes
Selectman Morrison:	Yes
Selectman Powers:	Yes

Respectfully Submitted,

Susan Winslow
Recording Secretary

Per the Open Meeting Law, the documents that were either distributed to the Board of Selectmen before the meeting in a packet, or at the meeting were:

1. Agenda
2. Topsfield Conservation Administrator Report
3. Budget Report from Topsfield Police Department
4. Topsfield Conservation Commission Agendas for 11/9/16 and 11/30/16.
5. Topsfield Conservation Commission Monthly Report for November, 2016
6. Topsfield Conservation Commission Agenda for 12/14/16 Meeting
7. Topsfield Conservation Commission Monthly Report for December, 2016.
8. BOS Request and Agreement with Propertyroom.com
9. Letter from The Meadows at Topsfield Board of Trustees
10. Street Light Information from National Grid
11. Email correspondence regarding Request for Light on National Grid Pole #1
12. Osteria Peppino Pizzeria Alcohol License and Application
13. Village Market Alcohol License and Application
14. Boxford Elementary Schools Trust One Day Alcohol License and Application
15. BOS Request and Lease Agreement for 461 Boston Street
16. Layout of Temporary Town Hall
17. Town Administrator's Report
18. Copy of Contract Between Town of Topsfield and Cook & Company Insurance
19. Municipal Health Insurance Proposed Regulations Time Table
20. Summary of Massachusetts Municipal Health Care Law
21. Local Events of Interest
22. Thank you notes to Captain Jenifer Collins-Brown and Topsfield Fire Department
23. Letter from Massachusetts Municipal Association dated December 13, 2016

BOS Regular Meeting Minutes – 1/9/2017

Page 6

24. Letter from MDEP dated December 30, 2016
25. Flyer for MIIA Well Aware Events
26. Document: Town of Topsfield-Fiscal Year 2018 Budget

Approved as written at the, January 23, 2017 Board of Selectmen's meeting and amended at the 2/1/17 Working Session.

Pursuant to the 'Open Meeting Law,' G.L. 39, § 23B, 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.