



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

**Minutes of Monday, September 11, 2017
7:30 PM**

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

Also in attendance were: Chief of Police Evan Haglund, Officer Joseph Debernardo, Sergeant James Bonfanti, Reserve Officer David Castellerin and Detective Kelly Pickering. Director of the Council on Aging Paula Burke was in attendance, as were Ben and Maddie Demers from Boxford Cable Television.

CALL TO ORDER

Chairman Boyd Jackson called the meeting to order at 7:32 PM.

The Board stood for the Pledge of Allegiance and then observed a moment of silence and recognition of 9/11.

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 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 question.
- Following the Open Session, the Board will enter into closed Executive Session in accordance with M.G.L. c. 30A, § 21(A) under Exemption #2 to conduct strategy sessions in preparation for contract negotiations with nonunion personnel, specifically, to discuss the Fire Chief's Contract.
- The Board will also meet in Executive Session under Exemption #3 to discuss strategy with respect to collective bargaining or litigation, specifically for the Full Time Police, Full Time Firefighters and AFSCME 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 public session.

CITIZEN COMMENTS AND QUESTIONS

There were no citizen questions or comments.

DEPARTMENT UPDATE

Council on Aging Director Paula Burke gave the Board an update on activities including: July 9, 2017 Concert on the Common, Restaurant Week activity, Sunset Sail on the schooner, Adventure, Duck Boat tour, tour of Boston Garden, Meet-Up with Rob Martin, owner of Ipswich Brewery, Grandparent-and-Me Workshop. Upcoming events include a De-Cluttering Day, Octoberfest, Girl Scout Dance-Away-Dementia event.

The Board thanked Ms. Burke for her report.

NEW BUSINESS

Acceptance of Donation

Selectman Spencer made a motion to accept a donation of \$13,815 from the Topsfield Police Relief Association Fund to the Town of Topsfield. The donation will enable the Topsfield Police Department to purchase an Automated Fingerprint Identification System ("AFIS") with advanced fingerprint analysis and scanning capability for department operations. Seconded by Selectman Gandt. Police Chief Evan Haglund explained that this machine will enable the Police to receive instant identification of fingerprints from the FBI database. The Police Department will be adding \$3,400 from the Forfeiture Funds toward the purchase price of \$17,235. Chief Haglund added that the machine is being purchased from a company that has been recommended by the Massachusetts State Police. Town Administrator Hebert will confirm that this purchase is compliant with M.G.L. 30B. So voted 4-0.

Commendations to Police Officers

Police Chief Evan Haglund presented Life Saving commendations to the following Police Officers in recognition of their efforts on October 14, 2016 to aid an individual with a medical condition. Commendations were presented to Sergeant James Bonfanti, Officer Joseph Debernardo, Sergeant Neal Hovey, Officer Christopher Lippi and Reserve Officer David Castellarin. Sergeant Hovey and Officer Lippi were not present to accept their awards.

Police Chief Evan Haglund presented a commendation to Detective Kelly Pickering. Detective Pickering was voted Volunteer of the Year by the Tri-Town Council for her efforts to heighten parent awareness of youth involvement with drugs through the event, "Hidden In Plain Sight" held at the Topsfield Fairgrounds.

8:00 PM Public Hearing – COMCAST

Clerk Mark Lyons read the following legal notice duly published in the Salem Evening News to open the Public Hearing, "Please take notice that the Board of Selectmen of the Town of Topsfield, Massachusetts, an Issuing Authority for a

cable television license under M.G.L. c 166A, will hold a public hearing on Monday, September 11, 2017 at 8:00 pm. The Public Hearing will be held in the Library of the Proctor School, 60 Main Street, Topsfield. The purpose of the public hearing will be to determine whether to issue a cable television license to COMCAST. All applications, reports, statements and license drafts to be considered at the hearing that constitute public records under state law are available for public inspection during regular business hours and for reproduction at a reasonable fee. Members of the public are invited to attend and be heard on the topic: (a) whether the current cable operator is in full compliance with its currently-existing cable license; and (b) what are the Town's future community cable-related needs. Boyd R. Jackson, Chairman, Board of Selectmen"

Town Administrator Hebert requested that the Public Hearing be opened, but continued to the September 25, 2017 Meeting. Ms. Hebert explained that Attorney William Hewig from KP Law has been representing the Town in negotiations with COMCAST, but he was unable to attend this meeting. Selectman Spencer made a motion to Open the Public Hearing but continue without further testimony to the Board of Selectmen Meeting on Monday, September 25, 2017. Seconded by Selectman Gandt, so voted 4-0.

Tour de Greenbelt Route Approval Request

Selectman Spencer made a motion to approve a public route for a fundraising Cycling Event, "Tour de Greenbelt" on Saturday, September 16, 2017. The ride will begin in Essex at 9 AM and will come through Topsfield as indicated on the map provided by the sponsor, Essex County Greenbelt. Seconded by Selectman Gandt, so voted 4-0.

Topsfield/Boxford/Middleton Rotary Fall Foliage Charity Road Race Route Approval Request

Selectman Gandt made a motion to approve a public route for the 38th Annual Topsfield Fall Foliage Charity Road Race on Sunday, October 15, 2017. The race and walk will start at the Proctor School at 1 PM and will follow the routes indicated on the map provided by the sponsor, the Rotary Club of Topsfield, Boxford and Middleton. Seconded by Selectman Spencer, so voted 4-0.

Topsfield/Boxford/Middleton Rotary Fall Foliage Charity Road Race Banner Placement Approval Request

Selectman Gandt made a motion to approve the placement of a banner on the Town Hall Project fencing from October 1, 2015 to October 15, 2017 to promote the 38th Annual Topsfield Fall Foliage Charity Road Race on Sunday, October 15, 2017. Seconded by Selectman Spencer, so voted 4-0.

One Day Alcohol License for Solace For Stephanie Fundraising Event

Selectman Spencer made a motion to approve a request from MaryAnn Levasseur, President of Solace for Stephanie, Inc., for a One Day License for the

Sale of Wine/Malt Beverages for the 8th Annual Comedy Night Fundraiser on Saturday, October 21, 2017 from 7 PM – 11 PM at Coolidge Hall at the Topsfield Fair Grounds. Seconded by Selectman Gandt, so voted 4-0.

TOWN ADMINISTRATOR'S REPORT

Town Administrator Hebert informed the Board that the launch date for the new website has been postponed to September 22, 2017 to allow the Board to review the website, and allow employees to beta test the site. A second training will be offered to employees in late September.

The Complete Streets Prioritization Plan has been submitted to the State, with up to \$400,000 available. Highway Superintendent David Bond and Highway employee Gary Wildes have worked on this project. The Rowley Road crossing was among the projects chosen for the List.

The Collins Center from the University of Massachusetts/Boston has completed the Draft documents that will be distributed to Board Members at the Working Session on September 14, 2017. The work of the Collins Center was funded by a \$35,000 Community Compact Grant.

Collins Center representatives will attend the September 18, 2017 Joint Meeting of the Board of Selectmen and Finance Committee.

There will be a Working Session for the Board of Selectmen on September 14, 2017 at 6 PM at the Town Hall Offices.

MEETING MINUTES

August 21, 2017

Selectman Spencer made a motion to accept the August 21, 2017 Meeting Minutes as written. Seconded by Selectman Gandt. Selectman Gandt made suggestions for rewriting the section regarding the Fire Chief Appointment. Further discussion of these Minutes was postponed to the September 14, 2017 Working Session.

CORRESPONDENCE

Thank you letter to Topsfield Fire Department from Fred A. Mitchell Jr., Chief, Georgetown Fire Department

Letter from COMCAST dated August 30, 2017

Letter from Cardinal's Office dated August 28, 2017

Flyer for Mass for Public Safety Personnel and Families

Email from Kevin F. Coppinger, Essex County Sheriff, dated August 22, 2017

Flyer for Retirement Celebration for Mary Farley, Administrative Assistant at the Tri-Town School Union

EXECUTIVE SESSION

At 8:24 PM, Chairman Jackson made a motion to enter into closed Executive Session with the meeting to adjourn at the conclusion of Executive Session without returning to Open Session. Seconded by Selectman Spencer. Roll Call Vote to enter into Executive Session:

Jackson – Yes

Lyons – Yes

Gandt - Yes

Spencer – Yes

So voted 4-0. The Board entered Executive Session at 8:24 PM.

Respectfully submitted,

Susan Winslow
Recording Secretary

DOCUMENTS

1. Agenda
2. Detailed Agenda
3. Letter from Topsfield Police Relief Association Treasurer Neal Hovey dated 9/11/17
4. Description of events of 10/14/16 from Police Chief Evan Haglund
5. Department Achievement Award to Detective Kelly Pickering dated 9/11/17
6. Legal Notice for COMCAST Public Hearing at 8:00 PM
7. Letter from Essex County Greenbelt dated 6/29/17
8. Essex County Greenbelt Certificate of Liability Insurance
9. Route Map of Tour de Greenbelt Cycling Event
10. 38th Annual Topsfield Fall Foliage Race Flyer
11. Route Map of 38th Annual Topsfield Fall Foliage Race
12. One Day Liquor License Application for Solace For Stephanie Inc.
13. One Day Liquor License for Solace For Stephanie, Inc. Fundraising Event
14. Regular Business Session Meeting Minutes for August 21, 2017
15. Thank you letter to Topsfield Fire Department from Fred A. Mitchell Jr., Chief, 16. Georgetown Fire Department
16. Letter from COMCAST dated August 30, 2017
17. Letter from Cardinal's Office dated August 28, 2017
18. Flyer for Mass for Public Safety Personnel and Families
19. Email from Kevin F. Coppinger, Essex County Sheriff, dated August 22, 2017
20. Flyer for Retirement Celebration for Mary Farley, Administrative Assistant at the Tri-Town School Union

Minutes were accepted as written at the October 16, 2017 Board of Selectmen Meeting.

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.
