



**BOARD OF SELECTMEN
WORKING SESSION
Town Hall Offices
461 Boston Street, Topsfield
Minutes of Thursday, May 24, 2018**

Board members present were Chairman Mark Lyons, Clerk Lynne Bermudez and Selectmen Richard Gandt and John Spencer. Selectman Boyd Jackson 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 3:02PM, Chairman Lyons 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.

NEW BUSINESS

Board of Selectmen Operations

- Lead time is essential
- Limit length of meetings – add a working session within each month
- Working sessions – discussion on items that will be brought to regular meetings
- Executive sessions can be held prior to a regular meeting or in the afternoon
- Not all items on an agenda will be discussed at a regular meeting

Board of Selectmen Regular Meeting Schedule for FY2019

Regular meetings will be held twice a month and posted on the Town Website. Start time for all regular meetings is 7:00PM on Mondays.

Board of Selectmen Working Session Meeting Schedule for FY2019

Working Sessions will be held once a month and posted on the Town Website. Start time for all working sessions is 3:00PM on Thursdays.

Board of Selectmen iPads

The Board of Selectmen are looking into user friendly software and equipment, such as BoardDocs Software and iPads to be used at all meetings to replace the meeting binders. This could save hundreds of dollars a year in paper.

Board of Selectmen Community Calendar

The Administrative Office has created a yearly calendar of events for the Board of Selectmen that contains regular meetings, working sessions meetings and special events to which the Board Members have been invited. This is an internal calendar shared among the Selectmen and will not be posted on the Town Website.

Citizen Communications with the Board of Selectmen

Any citizen or town employee can contact any Board Member through their individual town email or the group Board of Selectmen email, which are posted on the Town Website, or by contacting the Administration Office.

Potential Listening Sessions:

- Half hour or hour prior to regular scheduled board meetings
- One selectmen per session
- Rotate selectmen
- Once or twice a month

Website Improvements

- Create Committee
- Selectman representative
- Documents need to be easily accessible
- Continuously updated
- Access to other data bases within town hall

Appointment Process of New Committees

1. Taxation Aid Committee for seniors and disabled
2. Government Review Committee

Make available a short summary of committee goals/responsibilities on the Town website.

Board of Selectmen Goals and Objectives for the Town for FY2019

The Board of Selectmen shall bring their individual lists of recommended 2019 Town Goals and Objectives to an upcoming board meeting for discussion.

Board of Selectmen Notice of Inclination to Re-Appoint Town Administrator by September 30, 2018

Ms. Hebert's contract with the Town of Topsfield as the Town Administrator will expire on June 30, 2019. Her contract requires the Board of Selectmen to determine whether or not they are inclined to re-appoint her for another term and this decision must be provided to Ms. Hebert by September 30, 2018.

The Board of Selectmen are not able to give Ms. Hebert a performance evaluation for FY2018 due to the fact goals and objectives for FY2018 had not previously been established. The Board can review Ms. Hebert's accomplishments for FY2018 in an open session. Ms. Hebert will provide the Board of Selectmen with a list of her accomplishments over the past year for discussion at a Board Meeting TBD.

Town Administrator's Report

Minutes

At 4:58PM, Selectman Spencer made a motion to adjourn the Selectmen's Working Session. Selectman Gandt seconded the motion and it was approved with a vote of 4-0.

Respectfully Submitted,

Debi Morong,
Executive Assistant / Recording Secretary

Documents Used

- Kellie Hebert's contract with the Town of Topsfield 7.1.16 – 6.30.19
- Board of Selectmen meeting calendar
- Board of Selectmen calendar of events