



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

**Executive Session Minutes of April 24, 2017  
9:00 PM**

Board Members present were Chairman Stephen Lais, Clerk Mark Lyons, and Selectmen Boyd Jackson, Martha Morrison and Laura Powers. Of the Selectman's Staff, Kellie Hebert, Town Administrator, and Susan Winslow, Administrative Assistant, were in attendance.

**CALL TO ORDER**

Chairman Lais called for a roll call vote to enter into Executive Session to discuss the following agenda item: proposed Health Insurance Plan Design changes for all town employees and retirees whether non-union personnel or employees subject to collective bargaining. The Executive Session is allowable under M.G.L. c. 30A, §21(a) under Exemption #2, to conduct strategy sessions in preparation for negotiations with non-union personnel and under Exemption #3 to discuss strategy with respect to collective bargaining because an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares.

Roll call vote:

Lais – yes  
Lyons – yes  
Jackson – yes  
Morrison – yes

The Board entered into Executive Session at 9:00 PM.

Memorandum of Agreement Between the Town of Topsfield and the Public Employee Committee (PEC)

Town Administrator Hebert distributed copies of the Memorandum of Agreement Between the Town of Topsfield and the Public Employee Committee (PEC). Also distributed was a timeline of the process, a plan comparison, and the percentages for the weighted vote among Unions and Retirees.

Ms. Hebert informed the Board that the change to Benchmark 1 will save an estimated total of \$157,000 this year. There is a split between the employee and the town of 33/67%. Employees will save about \$53,000 in total premium costs for FY18. The Town will save \$104,000 in the Town's premium share (67%). Based on the State's requirements, 25% or about \$39,000 of the total savings must be placed in a mitigation fund. The PEC has requested that the mitigation fund be

used to fund a two to three week premium holiday. Ms. Hebert informed the Board that the premium holiday will take place after January 1, 2018. The total net savings to the Town in FY18 will be about \$65,000 for year one. The following year Ms. Hebert expects the net savings to the Town to be closer to \$105,000.

Clerk Lyons instructed Ms. Hebert to make the following changes to the Agreement:

- identify the Town and the PEC as ("The Parties")
- remove the word 'fund' after the word 'mitigation'
- indicate Selectmen and PEC Members on the signature page

Selectman Morrison made a motion to authorize a change to the group health insurance under the process authorized by M.G.L. c. 32, §§ 21-23 and to implement changes provided for in the Agreement as of July 1, 2017 and further to keep said Agreement in place for fiscal year 2018 and fiscal year 2019 to be signed by the Board of Selectmen once the Agreement is confirmed. Seconded by Selectman Powers. Roll Call Vote:

Lais – yes  
Lyons – yes  
Jackson – yes  
Morrison – yes  
Powers – yes

Selectman Morrison made a motion to adjourn at 9:25PM. Seconded by Selectman Powers. Roll Call Vote:

Lais – yes  
Lyons – yes  
Jackson – yes  
Morrison – yes  
Powers – yes, so voted 5-0.

The meeting adjourned at 9:25PM.

#### **DOCUMENTS:**

1. Memorandum of Agreement Between the Town of Topsfield and the Public Employee Committee (PEC)
2. Document: Comparison Between Current Health Plan and Benchmark 1
3. Document: Percentage of Weighted Vote
4. Document: Health Plan Design Change Timeline

*These Minutes were accepted as written as to form only at the November 27, 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.

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