

BOARD OF SELECTMEN
Working Session
Town Hall Conference Room
Minutes of March 16, 2016
5:15pm

Chairman Powers called the meeting to order at 5:16PM and stated that the meeting was being audio recorded. Board members present in addition to Chairman Laura Powers, were Selectmen Boyd Jackson, Steve Lais and Eldon Goodhue, Selectman Martha Morrison was absent. Of the Selectmen's staff, Town Administrator Kellie Hebert, Procurement Officer Donna Rich and Board Executive Assistant Susan Sordello were in attendance. Other persons present during all or part of the meeting were Fire Chief Giovanacci and residents Jeanine Cunniff, Dick Gandt and Kim Sherwood.

Draft Town Meeting Warrant: Town Administrator Hebert reviewed draft and updated warrant document with the Board. The Board was advised that Town Counsel had reviewed and made recommendations regarding form. The budget time line was discussed and a joint meeting with the Finance Commission was proposed for March 28, 2016 at 7:00. The school department is still over by \$219,000.00 which would also be discussed.

24/7 Fire Study Committee: The Board was given the first complete set of 24/7 Committee meeting minutes to review for future discussion.

Topsfield Animal Shelter: Administrator Hebert asked the Board of Selectman to authorize Kopelman & Paige to sign the agreement on the Town's behalf. Kopelman & Paige are agents of the Board. No vote necessary.

At 5:47 PM, Selectmen Powers entertained a motion to enter into Executive Session to discuss the Town's compliance with the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), as amended, in response to HIPAA complaints. Selectman Goodhue moved, Selectman Jackson seconded the motion; so voted in a roll call vote as follows:

Chairman Powers: yes
Selectman Jackson: yes
Selectman Goodhue: yes
Selectman Lais: yes

Respectfully submitted,

Susan Sordello, Secretary
Selectmen's Office

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

1. Agenda
2. 24/7 Fire Study Committee complete meeting minutes and agenda; memo from Chief Giovanacci
3. Draft Town Warrant

Approved as written at the April 25, 2016 Board of Selectmen's 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.