



**BOARD OF SELECTMEN
Proctor School Library
Minutes of April 25, 2016**

Chairman Powers called the meeting to order at 7:34PM. Board members present, in addition to Chairman Laura Powers, were Selectmen Martha Morrison, Steve Lais, Boyd Jackson and Eldon Goodhue. Of the Selectmen's staff, Town Administrator Kellie Hebert and Board Executive Assistant Susan Sordello were in attendance. Other persons present during all or part of the meeting were Topsfield Cable operators Baxter & Ben Demers, Tri-Town Transcript reporter Doreen Burliss, Town Hall Building Committee Members, Gregor Smith, Mark Lyons, Ben Nutter, Josh Rownds and Committee recording secretary Donna Rich, Fire Chief Ron Giovannacci, Town Accountant Catherine Gabriel, residents Phil McManus, Al Wallace, Jeanine Cunniff and Dick Gandt.

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

ANNOUNCEMENTS: Chairman Powers announced that the Board would go into Executive Session at the end of regular session to discuss strategy for negotiations with respect to the Town Administrators employment contract and will not return to Open Session. Powers also announced that the Board met on April 13, 2016 in a work session to promote Special Police Officer Lippi to Reserve Police Officer, to vote on the Town Achievement Award nominees and to sign the contract for the Town Hall window restoration project and that the ever-popular "Celebrate Summer" Camp returns to Proctor School this year from July 5th-August 12th, Monday-Friday 9am-1pm. Visit the Town web page for more information.

Selectman Goodhue announced that New York Times Bestselling author B. A. Shapiro would appear in Topsfield in partnership with the Topsfield Town Library on Thursday, May 5th, 7-9 PM at the Gould Barn, 1 Howlett Street in Topsfield. Shapiro will be promoting her latest book, *The Muralist*, which was released in November. Books will be available for signing at the event.

Selectman Morrison announced that Town Clean Up Day will be held this Saturday, April 30th from 8:00 – 12:00. Attendants will be outside of Town Hall during those times to assign a cleanup area and provide supplies. Tours of Town Hall will also be given from 8:30-12:00.

Selectman Jackson stated that there was an error in mailing the Town Warrant to residents in Rural Route 2 but that the Warrant would be delivered to those residents on April 26, 2016.

Chairman Powers announced the passing of Father Driscoll and shared funeral arrangements.

CITIZENS QUESTIONS & COMMENTS

None heard

GENERAL BUSINESS

Appointments:

Town Hall Building Committee member Gregor Smith provided updates to the project including the start of the window restoration project and the endorsement of the Town Hall project by most of the Town Boards. Smith also stated that an insert explaining the project will go into the COA newsletter and that the committee will have a guest column in the Tri-Town Transcript. He also provided the Board with a document that explained the importance of the project in 10 points. Selectman Jackson stated that citizens are concerned with the tax rate and real cost of the project and that all information can be found on the Town website. Selectman Morrison stated that the Town Hall Building Committee has met more than 60 times and have looked at all options.

New Business

Selectman Morrison made a motion to approve the one day liquor license for Trinity Church for event on May 7, 2016, seconded by Selectman Goodhue; so voted: 5-0.

Selectman Morrison made a motion to approve the one day liquor license for the Topsfield Educational Foundation for an event to be held on 05.20.16 at the Gould Barn, seconded by Selectman Goodhue; so voted: 5-0.

Selectman Morrison made a motion to approve to allow the Tour de Cure cycling event to be held in Topsfield on May 22, 2016, seconded by Selectman Goodhue; discussion included a conditional approval pending Police and Fire approval; amendment so voted: 5-0. Original motion so voted: 5-0.

Selectman Morrison recused herself from this vote. Selectman Goodhue made a motion to sign lease for the Council on Aging to rent Emerson Center, Selectman Lais questioned the need for this location; Administrator Hebert explained the need for a centralized and favorable geographic location. Seconded by Selectman Jackson; so voted: 4-0-1.

After a lengthy discussion regarding appointment of Town Clerk position, Selectman Jackson made a motion to reappoint current incumbent, Ann Gill as Town Clerk, seconded by Selectman Morrison; so voted: 4-0-1. Selectman Lais abstained.

New Business

Selectman Jackson made a motion to approve to sign the fully consolidated Teamsters Police Patrolmen's Contract, seconded by Selectman Goodhue; so voted: 5-0.

Selectman Goodhue updated the Board regarding the findings of a recent dog hearing regarding Zen the dog and his owner Jenni Lewis. Selectman Morrison made a motion to endorse the report as written, seconded by Selectman Goodhue; so voted: 5-0.

Town Administrator's Report:

Town Administrator Kellie Hebert provided a brief clarification on the approach regarding the Fire Department assessment. The idea was to do a generalized study vs. an in-depth approach that was done by several neighboring towns. Administrator Hebert asked the Board if there was anything that they needed to discuss and got an update that the street acceptance article would likely be continued for another year. Hebert distributed an article from the Town Clerk regarding the Special Petition and noted that the Moderator already has the ability to enact a secret ballot, no need for a bylaw. Administrator Hebert also informed the Board that she spoke with Brian Caponigro of Northeast Ambulance about a contract extension. The Board was in favor of a one year extension to the existing contract.

Minutes

Selectman Morrison made a motion to accept the working session minutes of 03.16.16, 03.30.16 and 04.13.16, seconded by Selectman Goodhue; so voted 5-0. Selectman Morrison made a motion to accept the Executive Session Minutes of 03.16.16 (issues resolved) and 04.13.16 (hold until resolved) as written seconded by Selectman Goodhue; so voted 5-0.

Selectman Morrison made a motion to accept the minutes of 03.21.16, seconded by Selectman Goodhue; so voted 5-0.

Selectman Morrison made a motion to accept the joint session with the Finance Committee minutes of 03.28.16, seconded by Selectman Goodhue; so voted 5-0.

Correspondence & Reports

Correspondence

Chairman Powers asked if any Board members had comments regarding any of the correspondence. Selectman Lais discussed the resident request for direct email access to Selectmen and stated that if an email came in to the Selectmen email address, it should be sent to each Selectman's personal email address. Town Administrator Hebert stated a need for a discussion about protocol at a future meeting. Administrator Hebert also questioned the Board about releasing the HIPAA ruling as a public document. The Board agreed that the matter has been resolved and the document may be released.

The Board, individually, thanked Selectman Goodhue for his years of service and heard public comment from resident Jeanine Cunniff. Cunniff suggested a discussion before granting an extension to the Northeast Ambulance contract.

At 9:14 PM, Selectmen Morrison made a motion to go into Executive Session to discuss negotiating strategies for the Town Administrators Contract; seconded by Selectman Goodhue. In a roll call vote, a yes vote was recorded for

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Chairman Powers, Selectman Morrison, Selectman Lais, Selectman Jackson and Selectman Goodhue. The Board would not return to open session.

Respectfully submitted,

Susan Sordello, Executive Assistant
Board of Selectmen

Approved as written at the May 23, 2016 Board of Selectmen's meeting.

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. Preliminary BOS Minutes – Working Session on 03.16.16, 03.30.16 and 04.13.16, Executive Session of 03.16.16 and 04.13.16, regular session of 03.21.16 and Joint Session on 03.28.16.
3. Notice from National Grid regarding a meeting for approval of its Grid Modernization Plan.
4. Letter from the Department of Environmental Protection regarding the Sustainable Materials Recovery Program.
5. Letter from a resident regarding direct email access to Selectmen.
6. Letter from the Moderator appointing Stephen Carroll to the Essex Technical High School Committee.
7. Letter from a resident complimenting the Fire Department.
8. March 2016 report and meeting agenda.
9. Letter advising Topsfield of Chapter 90 program funding for FY17 will be \$271,950.00.
10. Letter advising of Federal funding for Interstate Maintenance and Related Work on I-95.
11. Letter from Kopelman and Paige regarding a potential HIPAA violation.
12. Letter from Bartholomew & Co. regarding their relationship with the Town.
13. Letter of thanks from a Belmont resident.
14. Letter of thanks from the Northshore Education Consortium.
15. Letter from Northeast Ambulance expressing desire to continue serving the Town of Topsfield.

<p>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.</p>
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