



**BOARD OF SELECTMEN
Proctor School Library
Minutes of June, 20 2016**

Selectman Lyons opened the meeting at 7:30pm with an announcement that Chairman Lais was unable to attend and that as Clerk he would assume the Chairman's responsibilities. Lyons also announced that following the open session, in accordance with Mass General Law Chapter 30A, section 21 (a) exemption #6, the Board would enter into Executive Session to consider the purchase, exchange, lease or value of real estate since an open meeting would have a detrimental effect of the negotiating position of a public body and would not return to open session except for the purpose of adjournment. Board members present, in addition to Clerk Mark Lyons, were Selectmen Boyd Jackson, Martha Morrison, and Laura Powers. 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 operator Ben Demers, Tri-Town Transcript reporter Doreen Burliss, Fire Captain Jen Collins-Brown, Health Agent John Coulon, Council on Aging Board Chair Penny Rogers, Proposed Council on Aging Director Paula Burke, Police Chief Evan Haglund, Town Hall Building Committee member Gregor Smith, Board of Health Chair Sheryl Knudsen and residents Dick Gandt and Al Wallace.

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

Selectman Morrison went on to remind residents of the ongoing water ban.

APPOINTMENTS:

7:32 Board of Health Agent John Coulon presented a broad overview of local public health services and issues.

7:47 Penny Rogers, Council on Aging Chair, introduced the proposed Council on Aging Director, Paula Burke, and discussed her selection process.

Selectman Morrison made a motion to approve Paula Burke as the new Director of Council on Aging, seconded by Selectman Powers; so voted 4-0.

Selectman Morrison made a motion to declare a 2003 Ford Econo Van as surplus property and to dispose of in accordance with Massachusetts General Law as requested by the Town Administrator and approved by the Council on Aging, seconded by Selectman Powers; so voted 4-0.

CITIZENS QUESTIONS & COMMENTS:

None heard.

GENERAL BUSINESS:

Police Department Update

Chief Haglund provided an update on behalf of the Traffic Advisory Committee. Regarding parking issues at the rail trail, the committee prefers not to give up a space but would consent to designating one parking spot for handicapped use only. The Rowley Road area traffic study estimate 8,500-10,000 cars per day. Residents want a cross walk but 80% of the traffic in that area exceed the speed limit which makes the final determination out of the Town's jurisdiction. DOT requires a traffic engineering study. Resident Dick Gandt spoke to the need for a crosswalk and encouraged a quick resolution. Administrator Hebert will review pricing for an engineering study.

Selectman Morrison made a motion to appoint members of the Topsfield Police Department as recommended by Police Chief Evan Haglund, seconded by Selectman Powers; so voted: 4-0.

Selectman Powers made a motion to approve and sign a Collective Bargaining Contract between the Town and the Reserve Police Officers Association for Fiscal Years 2016-18; seconded by Selectman Morrison; so voted: 4-0.

Selectman Powers made a motion to approve a grant application submitted by the Topsfield Police Department to the Commonwealth of Massachusetts for a 2016 Security Trust Fund Grant for \$19,190.30 to supply the TPD safety trailer with various traffic management equipment and safety supplies, as requested by Police Chief Evan Haglund, seconded by Selectman Morrison; so voted: 4-0.

Chief Haglund explained a proposal relative to an application for a COPS Grant which would go towards additional manpower for community policing and traffic enforcement. The grant provides 3 years' worth of funding and the Town would be responsible for \$90,000.00 of the program over the three years and assume 100% of the cost on the 4th and subsequent years.

Selectman Powers made a motion to approve a pilot project and special Summer Hours for the Topsfield Town Hall and authorize a temporary change in the Town Hall business hours to allow extended hours Monday through Thursday from 8am to 5pm and to close on Friday from June 24th through September 5, 2016, seconded by Selectman Morrison; so voted: 4-0.

Selectman Morrison made a motion to appoint individuals to various positions, Town-wide Committees, Boards and Commissioners as recommended by the

Town Administrator and listed on a memo dated 06.13.16, seconded by Selectman Powers; so voted 4-0.

Selectman Powers made a Motion to approve a one-year continuation of a services contract agreement between the Town and Northeast Ambulance for Ambulance Transport Services for FY2017 in the amount of \$0, seconded by Selectman Jackson; so voted 4-0.

Selectman Morrison made a motion to approve Contract Amendment #2 between the Town and McGinley Kalsow & Associates for an amount not to exceed \$921,500 for Project Phase II (design development, contract documents and bidding assistance); and Project Phase III(contract administration services) for the Town Hall Preservation, Renovation and Expansion Project, seconded by Selectman Powers; so voted 4-0.

Selectman Powers made a motion to approve the Compliance Certification Agreement between the Town and the Massachusetts School Building Association and signing by the Clerk indicating the Town's understanding of the program requirements for acceptance into the MSBA Accelerated Repair Program to seek state approval and MSBA grant funding for roof replacement projects at the Steward and Proctor Schools, seconded by Selectman Morrison; so voted 4-0.

Selectman Powers made a motion to approve and authorize the Acting Chair to sign a professional service agreement between the Town and the Collins Center for \$35,000 for consulting services to develop and implement best practices in the areas of financial forecasting, fiscal policies and capital planning and to authorize the acting chair to sign, seconded by Selectman Morrison; so voted 4-0.

Selectman Morrison made a motion to approve a three-year services agreement between the Town and Tyler Technologies for SaaS Hosting Renewal in the amount of \$47,263 per year through FY2019 and to authorize the acting chair to sign, seconded by Selectman Powers; so voted 4-0.

Selectman Powers made a Motion to accept an IT Grant from the Commonwealth of Massachusetts for \$10,000 for Town website enhancements and to approve a grant contract between the Town and the Commonwealth of Massachusetts as requested by the Town Administrator, seconded by Selectman Jackson; so voted 4-0.

Selectman Morrison made a motion to approve and sign an official declaration as requested by the Independent Living Center and to officially declare July 26, 2016 as "Americans with Disabilities "ADA" Day in the Town of Topsfield, seconded by Selectman Powers; so voted 4-0.

Selectman Powers made a motion to approve and sign a BAN for \$348,661 as requested by the Town Treasurer Collector and as authorized by Town Meeting, seconded by Selectman Morrison; so voted 4-0.

TOWN ADMINISTRATOR'S REPORT:

Town Administrator Hebert informed the Board of her walk through downtown with Senator Joan Lovely, Representative Brad Hill, Highway Superintendent Dave Bond, Selectmen Jackson and Lyons. Issues explored were the current issues with downtown, parking, continuity and business development in the downtown area.

Administrator Hebert also updated the Board on the establishment of a committee to begin to look at the rules and regulations of the personnel handbook.

Finally, Hebert talked about the upcoming sessions on Open Meeting Law and Public Records training.

MOTION TO ADJOURN TO EXECUTIVE SESSION

At 9:09 PM, Selectmen Morrison made a motion to go into Executive Session to consider the purchase, exchange, lease or value of real estate since an open meeting would have a detrimental effect of the negotiating position of a public body, seconded by Selectman Powers. In a roll call vote, a yes vote was recorded for Selectman Lyons, Selectman Jackson, Selectman Morrison, and Selectman Powers. The Board would not return to open session.

Respectfully submitted,

Susan D.F.Sordello,
Executive Assistant
Board of Selectmen

Approved as written at the July 11, 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. Topsfield Water Department 6/9/16, Cross Connection Control Program
3. Tri-Town Council thank you letter for annual contribution from the Town
4. Tri-Town Transcript article regarding Fire Department recognition
5. Correspondence 6/6/16 Town Counsel to Rail Trail Committee regarding Riverfront Area Permitting
6. Memo regarding Town Hall summer hour proposal
7. Memo regarding Council on Aging Director candidate

8. Memo from Police Department regarding appointments
9. Memo from Town Administrator regarding appointments
10. McGinley & Kalsow contract
11. MSBA agreement
12. Topsfield Police Reserve Officers contract
13. Collins Center/Community Compact Grant
14. Tyler Technologies contract
15. Retrofit Technologies contract
16. Northeast Ambulance proposal
17. ATCO contract
18. IT Grant paperwork
19. Security Grant Application
20. ADA Day Declaration
21. Surplus Property request
22. Topsfield BAN

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.