



**BOARD OF SELECTMEN  
Proctor School Library  
Minutes of August 22, 2016**

Chairman Lais called the meeting to order at 7:30PM. Board members present, in addition to Chairman J. Stephen Lais, were Selectmen Boyd Jackson, Mark Lyons, 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 was Topsfield Housing Authority members Dick Cullinan and Rose David, residents Gerard McCarthy, Karri Madonna, Robert Madonna, Keith Dayton, Mike Ruvido, Maureen McCarthy, Donna and Paul Vecchione, Adam and Lynda Theriault, Donna, Brad and Amanda Rich, Kristen Harte, Noel Webster, Rand Weyler, Lori Frank, Mark McDonald and Dick Gandt as well as Tri-Town Transcript reporter Doreen Burliss. Topsfield cable was operated by Sam Pickell.

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

**ANNOUNCEMENTS:**

Chairman Lais announced that the meeting was being recorded by Boxford Cable and by the recording secretary. Lais also asked if there was anyone in the audience who intended to record the meeting. Lais then announced that the Board would enter into Executive Session after Regular Session and would not return to Regular Session.

**CITIZENS QUESTIONS & COMMENTS:**

None heard.

**GENERAL BUSINESS:**

**New Business:**

Selectman Morrison made a motion to vote to allow the Treasurer/Collector to Advance Funds in Lieu of Borrowing from the Stabilization Fund in the amount of \$300,000.00 to pay for services rendered for the Town Hall Historic Preservation, Renovation and Expansion Project, seconded by Selectman Powers; so voted 5-0.

At 7:30, Library Director, Laura Zalewski informed the Board about the upcoming Community Read Program that is taking place across the Tri-Town. She presented the Selectmen and the Town Administrator with copies of the book, *Life is Good* by the Jacobs Brothers as well as a schedule of activities to support this initiative.

Selectman Morrison made a motion to approve funding for the codification project for the Town Bylaws being performed by General Code of Rochester, NY in the amount of \$2,500.00, seconded by Selectman Powers; so voted 5-0.

At 7:45 Chief Giovannacci presented the bi-monthly Fire Department report which included a personnel update of two new call firefighter candidates and explanation of the hiring process. Chief Giovannacci went on to inform the Board about impending fire truck repairs and concluded with a brief discussion regarding HIPAA , and confirmed that no violations had occurred.

Selectman Morrison made a motion to approve and sign a Contract Amendment #2 between the Town of Topsfield and Pearson Landscaping, Inc. in the amount of \$9,000, for the grading and filling of the irrigation basin at Pye Brook Park as requested by the Parks & Cemetery Department, seconded by Selectman Powers; so voted 5-0.

Selectman Powers made a motion to appoint Mr. Jerald McCarthy to the Topsfield Housing Authority to fill the vacancy left by Ms. Paula Burke, Seconded by Selectman Morrison; amended to include the need for a roll call vote and to specify that Mr. McCarthy's term will expire with the upcoming election on May 4, 2017; so voted 5-0. The Topsfield Housing Authority Minutes to be added to this record.

A discussion regarding an easement request from the owners of 50 Averill Street began with a statement from Rand Weyler, new owner of 50 Averill Street. Mr. Weyler stated that his intention was to obtain the legal right to drive over a parcel of town-owned land that abuts his property. Several area residents came forward to speak and voiced their concerns.

Selectman Powers made a motion to authorize the Essex Agricultural Society to hold its 5th Annual Topsfield Fair 5K Run/Walk Road Race on September 25, 2016, from 10:00AM to 2:00PM, seconded by Selectman Morrison; so voted 5-0.

Selectman Powers made a motion to post and sign the Warrant for the 2016 State Primary to take place on Thursday, September 8, 2016, seconded by Selectman Morrison; so voted 5-0.

**TOWN ADMINISTRATOR'S REPORT:**

Town Administrator Hebert updated the Board on the following:  
Town Hall Window Restoration Project – Proceeding towards conclusion.  
Town Hall Building and Expansion Project – OPM contract being finalized, CM at Risk process ongoing and OPM budget and timeline ongoing. Massachusetts Architectural Access Board will keep the Town Hall Building Committee apprised of any variances. Landscape design is ongoing and the architects are exploring consistency with the historic approach.

Relocation of Town Hall – RFP is in draft form for relocation of employees.

Town Hall Hours – Successful pilot project allowed much work to be done without disruption to employees.

School Roofing Projects – Info has been accepted by the MSBA and an OPM will be assigned and a feasibility study will be done.

Downtown Parking – Hebert continues attempts to facilitate communication with those involved.

**MINUTES APPROVAL:**

Selectman Morrison made a motion to approve the minutes for the August 08, 2016 meeting of the Board of Selectmen seconded by Selectman Lyons; Selectman Jackson and Selectman Powers abstained; so voted: 3-0-2

Selectman Morrison made a motion to approve the minutes for the August 08, 2016 Executive Session meeting of the Board of Selectmen and to hold until all confidential matters have been resolved, seconded by Selectman Lyons; Selectman Jackson and Selectman Powers abstained, so voted: 3-0-2.

**CORRESPONDENCE:**

Chairman Lais congratulated Sgt. Rick LeBel on his retirement and thanked him for his years of service.

At 9:02 PM, Chairman Lais moved to adjourn to Executive Session and stated that the Board would not return to regular session. In a roll call, the following votes were recorded:

|                     |     |
|---------------------|-----|
| Chairman Lais:      | Yes |
| Selectman Jackson:  | Yes |
| Selectman Lyons:    | Yes |
| Selectman Morrison: | Yes |
| Selectman Powers:   | Yes |

Respectfully submitted,

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

*Approved as written at the September 12 , 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. Complimentary letter regarding the Fire Department.

3. Topsfield Conservation Commission Monthly Report for July 2016 and Agenda
4. Memo from P & C regarding Recreation Committee appointments.
5. Notice of retirement – Sgt. Richard LeBel
6. Town Administrator's Report

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.