

**BOARD OF SELECTMEN**  
**Working Session**  
**Gould Barn**  
**1 Howlett Street, Topsfield**  
**Minutes of August 26, 2015**

Chairman Powers called the meeting to order at 5:30PM. Board members present in addition to Chairman Laura Powers, were Selectmen Martha Morrison (left at 8PM), Boyd Jackson, Steve Lais and Eldon Goodhue. Of the Selectmen's staff, Town Administrator Kellie Hebert and Board Executive Assistant Donna Rich were in attendance. Other persons present during all or part of the meeting was Facilitator Jeff Nutting.

FY16 Goals and Objectives: Jeff Nutting introduced himself, informed the Board of his experience in municipal government, which included the various positions he has held, both elected and employed.

Mr. Nutting distributed a compilation of answers by board members in response to the question "List up to five goals that the Board should accomplish over the next year". The Board discussed items to be worked on as goals for FY16. They eliminated items that might not be achievable by the Board at this time.

- Develop a Plan for Facilities Management; Take a plan for Town Hall to Town Meeting to be discussed at a Working Session in September. This would also include electronic document storage.
- Succession planning for upcoming retirees to be discussed at Town Hall at a Working Session in September.
- Develop financial planning policies which would include debt and capital to be discussed at a Working Session in October.
- Develop policy and procedures to identify and clarify the roles and responsibilities of the Board of Selectmen and the Town Administrator.

At 8:36 PM, Selectmen Goodhue made a motion to adjourn and Selectman Lais seconded the motion; so voted: 4-0.

Respectfully submitted,

Donna Rich, 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. Results of survey provided by facilitator

*Approved as written at the October 19, 2015 Board of Selectmen's meeting.*

<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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