



**BOARD OF SELECTMEN  
Working Session  
Town Hall Meeting Room  
8 West Common Street, Topsfield  
Wednesday, December 14, 2016  
5:00 PM**

**MEETING MINUTES**

Board Members present in addition to Chairman Lais were Clerk Mark Lyons, Boyd Jackson. Board Members not in attendance: Martha Morrison, Laura Powers. Of the Selectman's Staff, Kellie Hebert, Town Administrator; Susan Winslow, Administrative Assistant and Recording Secretary were in attendance. Other persons present during all or part of the meeting were Donna Rich - Topsfield Community Development Director and Purchasing Agent, Catherine Gabriel - Town Accountant, Ann Gill - Town Clerk, Barbara Michalowski - Town Treasurer, Paula Burke - Council on Aging Director, William Quinn - Chairman of the Council on Aging Board of Directors, Fire Chief Ronald Giovannacci, Police Chief Evan Haglund, Detective Sargent Gary Hayward, Brian Duggan - Municipal Resources Inc. (MRI) and Richard Gandt.

**CALL TO ORDER** The meeting was called to order by Chairman Lais at 5:06 pm.

**ANNOUNCEMENTS**

Chairman Lais informed the public that the meeting was being recorded the Board's Recording Clerk with a recording device. Chairman Lais asked if anyone else present had a recording device or wished to record the meeting. There was no response to this request.

**SELECTION OF NEW FIRE CHIEF**

Town Administrator Kellie Hebert introduced Brian Duggan from Municipal Resources Inc. (MRI). She gave a brief synopsis of Mr. Duggan's 35 years in Fire Service. Mr. Duggan is a Consultant assisting municipalities with Interim Fire Chief placement and the search process for a new Fire Chief. Topsfield Fire Chief

Ronald Giovannacci completed active duty on December 15, 2016 and will be retiring on retiring on January 25, 2017.

Mr. Duggan gave the Board a time line and matrix related to the recruitment, interview process and hiring of an Interim Fire Chief and new Fire Chief.

### **DEPARTMENT FY 18 BUDGET PRESENTATIONS**

Town Administrator Hebert explained that this would be a preview of the FY18 Department Budget requests.

Chairman Lais asked that each version of the budget include be clearly identified by version and date.

#### **Town Clerk**

Town Clerk Ann Gill presented her FY18 budget including supplemental requests to hire an outside vendor to handle the FY18 Town Census, an upgrade in Salary and Wage for the Town Clerk from a Grade 7 to Grade 8 due to increased responsibility as Public Records Access Officer, and the restoration of Assistant Town Clerk hours from 19 to 30 hours.

Chairman Lais asked Ms. Gill to prepare a written narrative describing the history of the Assistant Town Clerk hours to support this request.

Ms. Gill gave the Board an explanation of the request to outsource the FY18 Town Census due to projected cost savings.

#### **Treasurer**

Ms. Michalowski presented an overview of the FY18 Supplemental Budget requests including an increase in the Personnel Coordinator's hours from 34 to 38. The Personnel Coordinator is responsible for Insurance Open Enrollment is mandatory and the Personnel Coordinator will be handling this in addition to IRS regulations, retirement and health/insurance benefits, accruals, and longevity.

Ms. Michalowski gave an update on Debt and Debt Service.

#### **Council on Aging**

Ms. Burke gave the Board an overview of COA programs.

Chairman Lais suggested that Ms. Burke work next with the Finance Committee Liaison to the Council on Aging.

Ms. Burke requested new tracking software for the COA, an increase in COA Director hours from 35 to 40 and an increase in Van Driver hours.

Chairman Lais expressed concern that COA programs may have been expanded without prior authorization of funding from the Board of Selectmen.

### **Police Department**

Chief Haglund explained that he will be due \$600 in longevity in FY18 and the Police Union representing Full-Time officers will be going into collective bargaining.

Chief Haglund informed the Board that the software at the Police Department has not worked as promised, requiring additional clerical hours. The Chief requested funding for mandated officer trainings: Police Officers are required 60 hours; Reserve Officers are required 40.

Chief Haglund made a request to Selectmen to promote Detective Sargent Hayward to Captain. This would represent a redistribution of forces; not a new position, with a salary increase of \$15,000.00.

### **Town Accountant**

Town Administrator Hebert and Town Accountant Gabriel discussed the Assistant Town Accountant working toward Certification through Mass Municipal Auditors Association; the purchase of an HP Color LaserJet printer for \$500 and a binding machine

### **Fire Department**

Chief Giovannacci gave the Board a general overview of requested increases in the FY18 Department budget including an increase for Administrative Assistant holiday overtime, retirement longevity, fire engine body repairs, radio maintenance and fire alarm maintenance.

Chief Giovannacci also requested promotions for 2 positions and a stipend of \$50.00 per night per Firefighter for Call Firefighters as an incentive to keep them in town and response-ready. This carries an estimated cost of \$55,000.00 per year.

The Board requested Chief Giovannacci to complete his FY18 Budget exhibit for the 1/4/17 Board of Selectmen Working Session.

### **Selectman's Office**

Purchasing Agent and Community Development Director Donna Rich presented the Selectmen's Department Budget.

The Board discussed tabling further discussion of the FY18 Department Budget requests until the 1/4/17 Working Session.

Selectman Jackson made a motion to adjourn at 8:29 pm. Selectman  
Selectman Lyons seconded, so moved 3-0.

Respectfully submitted,

Susan Winslow

Recording Secretary

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. Department Budget Excel Spreadsheets
3. Department Supplemental Budget Request Forms

<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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*Approved as written at the 1/9/17 Board of Selectmen Meeting.*