



**BOARD OF SELECTMEN  
Proctor School Library  
Minutes of December 19, 2016  
7:30 PM**

Chairman Lais called the meeting to order at 7:30 PM. Board Members present in addition to Chairman Lais were Mark Lyons, Clerk, Boyd Jackson, Laura Powers. Board Members not in attendance: Martha Morrison. Of the Selectman's Staff, Kellie Hebert, Town Administrator, Susan Winslow, Administrative Assistant were in attendance. Other persons present during all or part of the meeting were Che Elwell, Topsfield Finance Committee; Paula Burke, Director of Topsfield Council on Aging; Richard Cullinan, Topsfield Housing Authority; Colleen Gibson; Sue Shillue, President Cook and Company; Richard Gandt. Topsfield Cable was operated by Ben and Maddie Demers.

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

**ANNOUNCEMENTS**

- Chairman Lais informed the public that the meeting was being recorded by Boxford Cable Television and 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.
- Chairman Lais announced that this meeting was the last business meeting of the Board of Selectmen before the New Year and he wished the citizens and employees of the Town of Topsfield Happy Holidays.

**CITIZEN QUESTIONS AND COMMENTS**

Chairman Lais asked if there were any citizen questions and comments. There were none.

**DEPARTMENT UPDATES**

Department Update from Conservation Agent Lana Spillman has been postponed to January 9, 2017.

**NEW BUSINESS**

**Appointment of Police Personnel**

Selectman Powers made a motion to appoint the following Police Personnel for a six month term to expire on June 30, 2017: Special Officers David Bond and

Mathew Shedden; Auxiliary Police Officers Alexandra Bentas and Samuel Penta. Selectman Jackson seconded the motion, so voted 4-0.

### **Grant Acceptance and License Agreement**

Selectman Powers made a motion to accept a Formula Grant from the Massachusetts Executive Office of Elder Affairs in the amount of \$14,830.00 from the Commonwealth of Massachusetts; and to authorize the Town Administrator or the Chair to sign all related contract documents, seconded by Selectman Jackson, so voted 4-0.

Town Administrator Hebert explained that the Topsfield Council on Aging wishes to lease programming space from Trinity Episcopal Church, 124 River Road, Topsfield, for 6 months at a cost of \$1800.00. This is to be paid for by funds from the Formula Grant and the Friends of the Council on Aging.

Town Counsel advised Ms. Hebert this should be structured as a license agreement.

Selectman Powers made a motion to enter into a license agreement with the Trinity Episcopal Church, 124 River Road, Topsfield, for the temporary rental of space for use by the Topsfield Council on Aging at a cost of \$1800.00; term is for a period of six months, from January 1, 2017 to June 30, 2017, as recommended by the Council on Aging, seconded by Selectman Jackson.

Chairman Lais asked if there was any discussion. Selectman Lyons suggested the inclusion of the language: "from receipt of the donation of funds from the Friends of the Council on Aging and others including the Formula Grant" to be inserted after \$1800.00. Selectman Powers amended the motion, Selectman Jackson seconded the amended the motion, so voted 4-0.

### **Health Insurance Plan Design Overview**

Town Administrator Kellie Hebert introduced Consultant Sue Shillue, President of Cook & Company of Marshfield, MA. Ms. Shillue explained that changes in Massachusetts General Law give municipalities more power to negotiate health insurance plans. Ms. Shillue reviewed the proposed timeline included in Board Members' packets and gave a general overview of the process. Ms. Hebert noted that Che Elwell, member of the Topsfield Finance Committee, will be working with Ms. Shillue and Ms. Hebert on this matter.

The Board directed Town Administrator Hebert to place this on the Agenda for the January 9, 2017 meeting.

### **Annual License Renewals**

#### **Class II License Renewals**

Selectman Powers made a motion to approve the renewal of Class II Used Car Dealer Licenses effective January 1, 2017 and to expire December 31, 2017, for the following:

- Signature Motor Cars, Inc.
- George Baptista dba Credit Auto Brokerage
- Eurasian Imports Inc., dba New Meadows Auto

- Ray Lawton dba Fend Auto Sales
- Topsfield Motor Company

Selectman Jackson seconded, so voted 4-0.

### **Alcohol Licenses**

Selectman Powers made a motion to approve the renewal of a Retail Package Goods Store Alcohol License for Gil's Grocery, effective January 1, 2017 and to expire December 31, 2017, seconded by Selectman Jackson, so voted 4-0.

Selectman Powers made a motion to approve the renewal of a General On-Premises Pouring License, effective January 1, 2017 and to expire on December 31, 2017, for the following:

- Topsfield Commons LLC
- Willowdale Estates, LLC dba Willowdale Estate

Seconded by Selectman Jackson, so voted 4-0.

Selectman Powers made a motion to approve the renewal of a Farmer Winery Pouring License to Alfalfa Farm Winery, Inc., effective January 1, 2017 and to expire on December 31, 2017, seconded by Selectman Jackson, so voted 4-0.

### **Common Victualler Licenses**

Note: all establishments have passed inspections by Fire, Building and Board of Health

Selectman Powers made a motion to approve the renewal of Common Victualler Licenses for the following:

- Sakkas Restaurant Inc., dba Topsfield House of Pizza
- Qirici Inc., dba Daybreak Café
- New Meadows Golf Club, Inc.
- Alex's Roast Beef, Pizza and Seafood
- Willowdale Estates LLC dba Willowdale Estate
- Maia LLC, dba Dunkin' Donuts
- Topsfield Commons LLC
- Topsfield Bakeshop Inc.
- Essex Agricultural Society dba Topsfield Fair – Coolidge Hall

### **One Day Liquor License**

Selectman Powers made a motion to approve and issue a One Day Liquor License to North Shore Elder Services a Fundraising Event on May 13, 2017 at the Topsfield Fairgrounds, seconded by Selectman Jackson, so voted 4-0.

### **Appointment of Public Records Officer**

Selectman Powers made a motion to appoint Town Clerk Ann Gill as Public Records Access Officer effective January 1, 2017 as required by the new Public Records Law, seconded by Selectman Jackson, so voted 4-0.

### **Appointment of Colleen Gilbert to Topsfield Housing Authority**

Richard Cullinan of the Topsfield Housing Authority addressed the Board to report Authority member Rose David had resigned due to health issues. Mr.

Cullinan asked the Board to appoint Colleen Gilbert to fill the vacancy on the Housing Authority until the next town election. Ms. Gilbert stated she will seek election for this position in the Spring.

Selectman Powers made a motion to approve the appointment of Colleen Gilbert to the Topsfield Housing Authority to fill the vacancy of Rose David, such appointment to be valid until the next town election, as recommended and voted by the Topsfield Housing Authority. Selectman Jackson seconded the motion and Town Administrator Hebert informed the Board that this would be a roll call vote. Chairman Lais – yes; Mark Lyons, Clerk – yes; Laura Powers – yes; Boyd Jackson – yes, so voted in a roll call vote.

### **Acceptance of Complete Streets Grant**

Town Administrator Hebert explained this grant will be beneficial to the Town and added a note of thanks to Senator Lovely and Representative Brad Hill. Selectman Powers made a motion to accept a Complete Street Grant for \$34,714.82 from the Commonwealth of Massachusetts Department of Transportation and to authorize the Chair to sign all related contract documents. Selectman Powers amended the motion to authorize the Town Administrator as well as the Chairman of the Board of Selectman to sign all related contract documents, seconded by Selectman Jackson, so voted 4-0.

### **Contract Approval: Complete Streets Prioritization Plan with World Tech Engineering**

Town Administrator Hebert informed the Board that World Tech Engineering is an approved contractor with the Commonwealth of Massachusetts. Selectman Powers made a motion to award a Contract with World Tech Engineering for \$34,714.82 to coordinate a Complete Streets Prioritization Plan for the Town of Topsfield, and to authorize the Chair or the Town Administrator to sign, seconded by Selectman Jackson, so voted 4-0.

### **TOWN ADMINISTRATOR'S REPORT**

- Update on status of Fire Chief Search
- Update on plans for relocation of Town Hall employees
- January 4, 2017 Working Meeting reminder
- FY18 Budgets update
- Capital Planning update
- 2017 Town Meeting and Town Warrant Update
- New Executive Assistant Sue Winslow

### **MEETING MINUTES:**

**November 21, 2016 Minutes** Selectman Powers made a motion to accept the November 21, 2016 Minutes as amended, seconded by Selectman Jackson, so voted 4-0.

**December 5, 2016 Minutes** Selectman Powers made a motion to accept the December 5, 2016 Minutes as amended, seconded by Selectman Jackson, so voted 4-0.

**MOTION TO ADJOURN:**

Selectman Powers made a motion to adjourn, seconded by Selectman Jackson, so voted 4-0.

The meeting adjourned at 9:48 pm.

Respectfully submitted,  
Susan Winslow  
Recording Secretary

Per the Open Meeting Law, the documents that were either distributed to the Board of Selectmen before the meeting in a packet, or at the meeting were:

1. Agenda
2. BOS Recommendation Request from Topsfield Police Chief E.J. Haglund
3. BOS Recommendation Request from COA Director Paula Burke to accept Formula Grant
4. Document: "Formula Grant"
5. BOS Recommendation Request from COA Director Paula Burke to enter into license agreement for programming space at Trinity Episcopal Church
6. Document "License to Enter and Use Real Property"
7. Document: Contract between Town of Topsfield and Cook & Company
8. Document: Municipal Health Insurance Proposed Regulations and Timetable
9. Class II Used Car Dealership Licenses for 2017 Renewal
10. Alcohol Licenses for 2017 Renewal
11. Common Victualler Licenses for 2017 Renewal
12. One Day Liquor License for North Shore Elder Services Fundraising Event
13. BOS Recommendation Request to appoint Town Clerk Ann Gill as Records Access Officer
14. Document: Copy of Topsfield Housing Authority Meeting Minutes from 12/15/16
15. Document: Letter of resignation from Topsfield Housing Authority from Rose David
16. Document: Complete Streets Grant
17. Document: Contract with World Tech Engineering
18. BOS Meeting Minutes from 11/21/16
19. BOS Meeting Minutes from 12/5/16
20. BOS Meeting Minutes from Dog Hearing 11/14/16

<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 1/9/2017 Board of Selectmen Meeting.*