



**BOARD OF SELECTMEN
Working Session
Town Hall Meeting Room
461 Boston Street, Unit E-6, Topsfield
Wednesday, March 8, 2017
5:00 PM**

MEETING MINUTES

Board Members present in addition to Clerk and Acting Chair Mark Lyons were Boyd Jackson, Martha Morrison and Laura Powers. Chair Stephen Lais participated via telephone due to geographic distance (allowable factor #5). Of the Selectman's staff, Kellie Hebert, Town Administrator and Susan Winslow, Administrative Assistant were in attendance. Other persons present during all or part of the meeting were Barbara Michalowski, Topsfield Treasurer/Collector, Catherine Gabriel, Town Accountant, Donna Rich, Director of Purchasing and Community Development, Sue Shillue, President of Cook & Company Insurance, Richard Gandt, resident.

Acting Chair Lyons called the meeting to order at 5:00 pm.

ANNOUNCEMENTS

Acting Chair Mark Lyons announced that Selectman Stephen Lais would be participating remotely via speakerphone and the following conditions were met:

- There was a quorum and Acting Chair physically present.
- Acting Chair Lyons determined Mr. Lais's physical attendance was unreasonably difficult due to 'geographic distance' (allowable factor #5).
- Acting Chair Lyons ensured that all persons present at the meeting were clearly audible to one another.

Acting Chair Lyons announced that all votes at this meeting would be taken by roll call.

Announcement of Executive Session: Acting Chair Mark Lyons made the following announcement regarding Executive Session: "The Board will enter into closed Executive Session at 5:00 PM to discuss proposed changes to the Health Insurance Plan for all town employees and retirees whether non-union personnel or subject to collective bargaining.

In accordance with M.G.L. c. 30A, § 21 (a) under Exemption #2, the Board will conduct strategy sessions in preparation for negotiations with non-union personnel and under Exemption #3 to discuss strategy with respect to collective bargaining because an Open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares.

The Board will also discuss a Grievance filed by the Police Benevolent Association within closed session in accordance with M.G.L. c. 30A, §21 (a) under Exemption #3 to discuss strategy with respect to collective bargaining because an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares.

Upon completion of Executive Session, the Board will return to Open Session."

Selectman Jackson made a motion to enter into Executive Session at 5:02 PM. Selectman Morrison seconded. Voted in a roll call: Lyons – yes, Lais – yes, Jackson – yes, Morrison – yes, Powers – yes, so voted 5-0.

Selectman Morrison made a motion to return to Open Session at 6:10 PM. Seconded by Selectman Powers. Voted in a roll call: Lyons – yes, Lais – yes, Jackson – yes, Morrison – yes, Powers – yes, so voted 5-0.

At 6:10 PM, Selectman Stephen Lais announced that he was ending his remote participation in the meeting.

Acting Chair Mark Lyons announced that with the departure of Selectman Stephen Lais from the meeting, votes would no longer be required to be taken by roll call vote.

Update on Status of Town Bylaws

Town Clerk Beth Willis gave the Board an update on the ongoing codification project related to Town Bylaws.

Selectman Morrison informed the Board that Roberta Knight has been working on organizing and updating Town Bylaws, but she is away so she could not be present at this meeting. She informed the Board that General Code has been hired by the town to assist with this project in order to bring all documents up to

date. Ms. Knight will be working with General Code to continue this project upon her return to the area.

Town Clerk Beth Willis will supervise this project.

The notice on the Documents Page of the website will be updated to reflect the status of bylaw documentation.

Selectman Powers left the meeting at 6:40 PM.

Interim Fire Chief Richard Harris Employment Agreement

Selectman Morrison made a motion to approve the Employment Agreement for Interim Fire Chief Richard Harris effective January 25, 2017 through May 31, 2017 with an option to extend. Selectman Jackson seconded, so voted 3-0.

CBA Amendment: MASS COPS

Selectman Morrison made a motion to approve an amendment to the Police Benevolent Association's Collective Bargaining Agreement designating MASS COPS as their Official Labor Representative, the Acting Chair to sign. Selectman Jackson seconded, so voted 3-0.

BUDGET UPDATE

Town Accountant Catherine Gabriel summarized the documents:

- Proposed FY18 Budget.
- Town Government – Expense Categories by Function.
- Town of Topsfield – Fiscal 2018 Budget.
- FY18 Budget – Department Request.
- FY18 Budget – Department Request Unfunded Essential Budget Request.
- Tax Recapitulation Sheet Fiscal FY18 Budget.

Town Administrator Kellie Hebert announced that the Elementary School Committee is meeting with the Finance Committee on Monday, March 13.

Town Administrator Hebert informed the Board that she met with Personnel Committee Members Al Wallace and Roberta Sapienza to review personnel requests and she will be making formal recommendations.

Selectman Morrison asked the Town Administrator for an update on the Warrant. Town Administrator Hebert informed the Board that she is working with Attorney Lauren Goldberg from KP Law to prepare the Warrant.

The Board will meet with the Finance Committee at Proctor School Library on Monday, March 20 at 7:30 pm.

ADJOURN

Selectman Morrison made a motion to adjourn at 7:27 pm. Selectman Jackson seconded, so voted 3-0.

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 this meeting were:

1. Agenda
2. Document, "Employment Agreement – Interim Fire Chief Richard Harris"
3. Document, "Memorandum of Agreement Between the Town of Topsfield and the Topsfield Police Benevolent Association Affiliated with MASS COPS"
4. Documents, "Proposed FY18 Budget"
5. Document, "Town Government – Expense Categories by Function"
6. Document, "Town of Topsfield – Fiscal 2018 Budget"
7. Document, "FY18 Budget – Department Request"
8. Document, "FY18 Budget – Department Request Unfunded Essential Budget Request"
9. Document, "Tax Recapitulation Sheet Fiscal FY18 Budget"
10. Reminder that photo will be taken before 3/27/17 Board Meeting.

Approved as written at the March 27, 2017 Board of Selectmen's meeting.

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.