



**BOARD OF SELECTMEN
Working Session
Proctor School
60 Main Street, Topsfield
Wednesday, March 29, 2017
4:30 PM**

DRAFT: MEETING MINUTES

Board Members present in addition to Chairman Lais were Clerk Mark Lyons, Boyd Jackson, Martha Morrison, and Laura Powers. Of the Selectman's Staff, Kellie Hebert, Town Administrator, Susan Winslow, Administrative Assistant and Recording Secretary were in attendance.

CALL TO ORDER

The meeting was called to order by Chairman Lais at 4:30 pm.

ANNOUNCEMENTS

Chairman Lais announced, "Please be informed that the Board's Recording Clerk has a recording device for her record-keeping. Is there anyone else present who wishes to record the meeting?" There was no response to this question.

NEW BUSINESS

Town Budget Essential Unfunded Items

The Finance Committee voted on the Essential Unfunded Items on Monday night, 3/27/17. Ms. Hebert informed the Board that the numbers in the Budget document in their packet reflect the votes and any additional decisions made by the Finance Committee will be reflected in an updated Budget.

Annual Town Meeting Warrant Item Review

Article Third

This is to be finalized after the Finance Committee makes their recommendations.

Articles Fourth, Fifth and Sixth

Ms. Hebert will add background information to these Warrant Articles.

Article Fourth

The Board instructed Ms. Hebert to ensure the table does not run onto the next page.

Article Twenty-Third

“police station” shall be corrected to Police Station in the italicized section.

Article Twenty-Ninth

Chairman Lais stated that the first section should be revised. the first section of the recommendation to read, “Recommended that \$1,600,000 be appropriated, to be expended by the Board of Selectmen with the advice of the Water Commissioners, to replace water mains and appurtenances on ...”

Ms. Hebert noted that she worked with Town Counsel on the wording of this recommendation and she has reservations about changing the language. She asked for a vote if this change is to be made.

Selectman Morrison made a motion to revise the language in accordance with Chairman Lais’s earlier comments, that Article Twenty-Ninth is to read,

“Recommended that \$1,600,000 be appropriated, to be expended by the Board of Selectmen with the advice of the Water Commissioners, to replace water mains and appurtenances on...” Seconded by Selectman Jackson, so voted 4-1 with Selectman Powers voting in the negative.

Article Thirty-Third

The description should be in bold type.

Article Thirty-Fifth

333 Perkins Row Citizen Petition - Selectman Morrison referenced the letter from Attorney John T. Smolak of Smolak & Vaughan requesting this article to be withdrawn from the Warrant.

Article Thirty-Sixth

Donibristle Farm Citizen Petition - The Finance Committee has recommended that this be a Capital Outlay Exclusion. Ms. Hebert has updated the language in the ATM Warrant and on the Ballot.

Signature Page

Chairman Lais noted that Selectman Powers was listed as ‘Chair’ and instructed Ms. Hebert to correct this.

At the Board's request, Ms. Hebert read the recommendations from Town Counsel for each of the Articles in the ATM Warrant.

Special Town Meeting Warrant

Article Sixth

The headline in capital letters will be corrected to bold type.

Chairman Lais expressed concern that this Article represents new services and is in violation of the Finance Committee Guidelines. Selectman Powers and Selectman Morrison expressed that this Article represents an existing program that has been funded by the Friends of the Council on Aging. They added that this will not be an ongoing expense as the need for this space will end when Town Hall renovations are complete.

Selectman Morrison made a motion to place Article Sixth on the 2017 Warrant for Special Town Meeting. Seconded by Selectman Powers, so voted 4-1 with Chairman Lais voting in the negative.

Approval of the 2017 Annual Town Meeting Warrant

Selectman Morrison made a motion to approve the Warrant for the 2017 Annual Town Meeting as amended. Selectman Powers seconded, so voted 5-0.

Approval of the 2017 Special Town Meeting Warrant

Selectman Powers made a motion to approve the 2017 Special Town Meeting Warrant as amended. Selectman Jackson seconded, so voted 5-0.

ADJOURN

Selectman Motion made a motion to adjourn. Selectman Powers seconded, so voted 5-0. The meeting adjourned at 5:30 pm.

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 this meeting were:

1. Agenda
2. Document, "FY18 Budget – Department Request"
3. Document, "2017 Town Meeting Warrant List of Articles"
4. 3/29/17 Draft Document, "Warrant for the 2017 Annual Town Meeting"
5. 3/27/17 Draft Document, "Attachment A"
6. 3/29/17 Draft Document, "Warrant For 2017 Special Town Meeting"

7. Donibristle Farm Citizen Petition
8. Aerial Photograph – Donibristle Farm
9. Letter from Christopher LaPointe, Director of Land Conservation, Essex County Greenbelt LLC
10. Letter from Attorney John T. Smolak

Approved as written at the April 24, 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.