



**BOARD OF SELECTMEN
Proctor School Library
Minutes of January 23, 2017
7:30 PM**

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 were in attendance. Other persons present during all or part of the meeting were Interim Fire Chief Candidate Richard N. Harris, Barbara Michalowski, Topsfield Town Treasurer, Sue Shillue, President Cook & Company Insurance, Topsfield Police Officer Shawn Frost, Topsfield Fire Captain Jen Collins-Brown, Topsfield Firefighter Conor Brown, Topsfield Firefighter Tom Ash, Topsfield Teacher's Association Co-President Kaersten Lampe, Topsfield Highway employee Andy Woodbury.

Chairman Lais called the meeting to order at 7:30 pm

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 the request.

CITIZEN QUESTIONS AND COMMENTS

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

NEW BUSINESS

Council on Aging Appointment of Elizabeth "Bette" Cullinan

Selectman Morrison made a motion to appoint Ms. Elizabeth "Bette" Cullinan to the Council on Aging Board effective January 23, 2017 to July 1, 2018 to fill the existing vacancy of Lois Carpenter, as recommended and voted by the Council on Aging. Selectman Powers seconded, so voted 5-0.

Confirmation of Interim Fire Chief

Under Town By-Law, Town Administrator appointed Richard Harris as Interim Fire Chief. Selectman Morrison made a motion to confirm the Town Administrator's appointment of Richard Harris as Interim Fire Chief for the Topsfield Fire Department effective January 25, 2017 through May 31, 2017 with an option to

extend. Selectman Powers seconded, so voted 5-0. The Selectmen welcomed Chief Harris to Topsfield.

Adoption of M.G. L. Chapter 32B, Sections 21-23

Selectman Powers made a motion to adopt M.G.L. 32B, Sections 21-23 for the purpose of making changes to the Town's Municipal Health Insurance Plan Design for employees and retirees. Selectman Morrison seconded the motion. Chairman Lais confirmed that the adoption of M.G.L. 32B, Sections 21-23 does not bind the Town to any further action. Chairman Lais called for a vote, so voted 5-0.

Contract Approval for Water Main Improvements

Selectman Jackson made a motion to approve a contract between the Town of Topsfield and Stantec of Burlington, MA in the amount of \$51,420.00 for the design and bidding for a Water Main Improvement Project for Prospect Street and River Road as requested by the Water Superintendent and voted by the Water Commission. Selectman Morrison seconded, so voted 5-0.

Issuance of One Day Liquor License to the Topsfield Garden Club

Selectman Morrison recused herself from this vote. Selectman Powers made a motion to issue a one day liquor license to the Topsfield Garden Club for the fundraising event, "Grow Spring! EXPO" to be held at the Gould Barn on March 18, 2017. Selectman Jackson seconded, so voted 4-0 (Selectman Morrison recusal)

TOWN ADMINISTRATOR'S REPORT

Hydrant Regency Zoning Violation

Town Administrator Hebert attended the Ipswich District Court Hearing 1/23/17 with Topsfield Zoning Enforcement Officer Glen Clohecy and Town Counsel Amy Keswell of KP Law. A ruling is expected in two weeks.

2017 Annual Town Meeting

The Warrant is open. The deadline for filing Citizen's Petitions is February 6, 2017.

2017 Annual Town Meeting Warrant Articles – Initial List

Averill Street Easement

Municipal Modernization Act projects

FY18 Budget Planning

2/1/17 Work Session will focus on Capital Budget Recommendations

The Finance Committee will be meeting with Department Heads to further review budgets and essential unfunded items.

Town Accountant meets with the Finance Committee weekly.

Capital Planning

Presentation by Collins Center at 2/1/17 Board of Selectman Work Session planned.

School MSBA Building Program Improvements

Town Administrator met with School Superintendent's team, OPM and Architects.

Meeting held to view initial cost estimates and list of proposed improvements to Proctor and Steward Schools.

Met with Finance Committee Chair and Selectman Lyons to outline next steps.

Personnel

Fire Chief Ronald Giovannacci is retiring 1/24/17. His retirement party will be held 1/26/17.

Conservation Administrator Lana Spillman is retiring at the end of January. Following interviews, a qualified candidate for this position will be voted on by Topsfield Conservation Commission week of 1/23/17 for recommendation to Board of Selectmen.

Town Clerk Ann Gill's last day is January 25, 2017. The position has been posted internally with an internal candidate interview to be held.

Police Chief Employment Contract Renewal is in progress.

Fire Chief Search

MRI placed advertisements. Deadline for applications is February 1, 2017.

FY16 Annual Town Report

January 31 deadline for Department submissions.

MEETING MINUTES

January 4, 2017 Minutes – Selectman Powers made a motion to accept the January 4, 2017 Minutes as amended. Selectman Powers seconded. Selectman Jackson abstained from the vote. So voted 4-0-1.

January 9, 2016 Minutes – Selectman Morrison made a motion to accept the January 9, 2017 Minutes as amended. Selectman Powers seconded. Selectman Jackson abstained from the vote. So voted 4-0-1.

October 17, 2016 Minutes – Selectman Jackson made a motion to accept the October 17, 2016 Minutes as amended. Selectman Powers seconded, so voted 5-0.

CORRESPONDENCE

Letter from the Topsfield Conservation Commission re: Mosquito Control Opt Out

Letter of thanks from Topsfield Housing Authority to Topsfield Fire Department

MOTION TO ADJOURN

Selectman Powers made a motion to adjourn at 8:28 pm. Selectman Morrison seconded, so voted 5-0.

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 the meeting were:

1. Agenda
2. Board of Selectman Request for COA Appointment
3. Letter from COA Board Chair Penny Rogers
4. BOS Commission Volunteer Form
5. Resume: Elizabeth Cullinan, candidate for COA Board
6. Resume: Chief Richard Harris, candidate for Interim Fire Chief
7. Contract between Town of Topsfield and Cook & Company Insurance Services
8. Morgan, Brown and Joy LLP document, "A Summary of the New Massachusetts Municipal Health Care Law"
9. Municipal Health Insurance Proposed Regulations Time Table
10. BOS Request to approve Contract
11. Contract between Topsfield and Stantec
12. One Day Liquor License Application for Topsfield Garden Club Fundraising Event
13. Town Administrator's Report
14. Meeting Minutes: January 4, 2017
15. Meeting Minutes: January 9, 2017
16. Meeting Minutes: October 17, 2016
17. Letter from Topsfield Conservation Commission
18. Letter of thanks to Topsfield Fire Department from Topsfield Housing Authority

These Minutes were accepted as written at the February 27, 2017 Board of Selectmen 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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