



**BOARD OF SELECTMEN
Proctor School Library
Minutes of February 6, 2017
7:30 PM**

Board Members present in addition to Chairman Lais were Mark Lyons, Clerk, 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 Assistant Town Clerk Mary E. (Beth) Willis, Council on Aging Director Paula Burke, Council on Aging Board Member Bette Cullinan, Veteran's Service Officer and Housing Committee Member Dick Cullinan, Conservation Administrator candidate Heidi Gaffney, Chair of the Conservation Commission Cheryl Jolley, Conservation Commission Member Holger Luther, and Superintendent of Schools Scott Morrison.

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.

Chairman Lais announced that Town Hall Offices will be closed to the public from Tuesday, February 14 through Friday, February 17 in order for all Town Hall Departments to move from 8 West Common Street into the new Temporary Town Hall Offices at 461 Boston Street in the back of the office complex. All Town Hall Departments will reopen on Tuesday, February 21, 2017 at 8:00 am. Residents were asked to refer to the town website for information and to mail their tax payments rather than deliver them in person. For tax payments, the date stamp will be recorded as the official payment date for any bills that are received by the Treasurer Collectors Office.

CITIZEN QUESTIONS AND COMMENTS

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

NEW BUSINESS

Town Clerk Appointment

Selectman Powers made a motion to appoint Mary E. (Beth) Willis as the Town Clerk for the Town of Topsfield effective January 26, 2017 to fill the remainder of a three-year term set to expire on June 30, 2019; the appointment to fill a vacancy left by Ms. Ann Gill. Selectman Morrison seconded, so voted 5-0.

Affirm and Ratify Appointment of Conservation Administrator

Selectman Morrison made a motion to affirm and ratify the appointment of Heidi Gaffney as the Conservation Administrator effective Monday, February 27, 2017 as recommended by Town Administrator Hebert and voted by the Conservation Commission. The appointment fills a vacancy left by Lana Spillman who retired on January 31, 2017. Seconded by Selectman Powers, so voted 5-0.

Conservation Consulting Agreement

Selectman Powers made a motion to approve an agreement between the Town of Topsfield and Lana Spillman to provide administrative and technical assistance to the Conservation Department as requested by the Conservation Commission. The agreement shall not exceed \$6,000 from the Wetlands Protection Revolving Fund and shall be effective February 1, 2017 through March 15, 2017. Said consulting assistance shall be in place to assist the Conservation Department during the transition and orientation of the new Conservation Administrator. Seconded by Selectman Jackson.

Discussion: Holger Luther from the Conservation Commission pointed out that the source of funding for the position is from the Wetlands Protection Fund Grant which is not a revolving fund. Selectman Powers amended the motion to include the correction. Seconded by Selectman Morrison, so voted 5-0.

Senior and Veterans Tax Work Off Programs: Increase in Hourly Rate

Selectman Morrison made a motion to approve an increase in the hourly rate from \$10 to \$11 for the Senior and Veterans Tax Work-Off Programs as recommended by the Council on Aging. Selectman Powers seconded, so voted 5-0.

Senior Tax Work-Off Program: Increase in abatement to \$1500

Selectman Powers made a motion to approve an increase in the maximum allowable abatement from \$1000 to \$1500 for the Senior Tax Work-Off Program as authorized by the Municipal Modernization Act and recommended by the Council on Aging. Seconded by Selectman Morrison, so voted 5-0.

Moving Services Agreement

Selectman Morrison made a motion to approve an agreement between the Town of Topsfield and Wakefield Movers in the amount of \$33,549 to provide

professional moving services to transport the contents of all Town Hall Offices both to and from the temporary town office space located at 461 Boston Street. Selectman Powers seconded, so voted 5-0.

TOWN ADMINISTRATOR'S REPORT

Citizen Petitions: Two have been received; zoning bylaw change at 333 Perkins Row; proposed Greenbelt property at Donibristle Farm at Hill Street and Rowley Bridge Road.

Draft Warrant: language will be ready soon and Town Administrator will send to Board Members

Meetings: Town Administrator is meeting weekly with Finance Team and will be meeting soon with Sue Shillue from Cook & Company Insurance and Larry Thereso to discuss negotiations with Health Insurance Plan Design.

March Meeting: Town Administrator will be planning a combined Board of Selectmen, School Administration and Finance Committee meeting regarding the Schools Envelope Project.

Water Treatment Facility: Commissioners are meeting in the following week to determine whether it will be on the Town Warrant this year.

Fire Chief Search: February 1, 2017 was the deadline for Fire Chief Applications. 17 applications received - MRI is continuing the review process.

Recreational Marijuana Moratorium: Selectman Morrison announced that the Planning Board is sponsoring a Warrant Article to institute a moratorium on Recreational Marijuana sales.

Next Board of Selectmen Meeting: Board of Selectmen Working Session scheduled for 2/15/17 has been rescheduled to 2/22/17 due to the Town Hall Move. Chairman Lais asked to have a telephone connection to the meeting. This meeting will be at the temporary Town Hall Offices at 461 Boston Street, Topsfield in the Conference Room.

Warrant Articles: The Town Administrator distributed the Preliminary List of Warrant Articles.

MEETING MINUTES

Selectman Powers made a motion to accept official Minutes of the Regular Business Meeting held by the Board of Selectmen on January 18, 2017 as amended. Selectman Morrison seconded, so voted 5-0.

The Board tabled the Executive Session Minutes of January 9, 2017.

MOTION TO ADJOURN

At 8:15 pm, Selectman Morrison made a motion to adjourn. Seconded by Selectman Powers, so voted 5-0.

Respectfully Submitted,

Susan Winslow
Recording Secretary

Items distributed:

1. Agenda
2. BOS Recommendation Request and Resume: Mary E. (Beth) Willis
3. BOS Recommendation Request and Resume: Heidi Gaffney
4. BOS Recommendation Request and Consulting Services Agreement for Lana Spillman
5. BOS Recommendation Request and document "Topsfield Senior Citizen Tax Work Off Program Policy Guidelines – 2017"
6. Document, "An Act To Modernize Municipal Finance and Government"
7. Town of Topsfield Senior Property Tax Work Off Program Year 2017 Senior Eligibility Financial Information Application
8. Senior Property Tax Work Off Program Participant Application
9. BOS Recommendation Request and Agreement between Town of Topsfield and Wakefield Movers
10. Document: Wakefield Movers quote
11. Document: Topsfield Town Hall – Moving Proposals
12. Document: Preliminary List of Warrant Articles
13. Meeting Minutes: January 18, 2017
14. Executive Session Meeting Minutes: January 9, 2017

Approved as written at the February 27, 2017 Board of Selectmen's 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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