



**BOARD OF SELECTMEN
Proctor School Library
60 Main Street, Topsfield**

**Minutes of April 24, 2017
7:30 PM**

Board Members present in addition to Chairman Stephen Lais were Clerk Mark Lyons, Boyd Jackson, Martha Morrison and Laura Powers. Of the Selectman's Staff, Kellie Hebert, Town Administrator, and Susan Winslow, Administrative Assistant, were in attendance. Other persons in attendance were Council on Aging Director Paula Burke, Health Agent John Coulon, Chairman of the Water Commissioners Philip Knowles, Water Superintendent Greg Krom, Council on Aging Chairman Penny Rogers and Council on Aging Intern Haley Vigneault. Resident Richard Gant was in attendance. Doreen Burliss of the Tri-Town Transcript and Ben Demers from Boxford Cable Television were also in attendance.

CALL TO ORDER

Chairman Stephen 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 announced, "Please be informed that the meeting is being recorded live by Boxford Cable Television and 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.

Selectman Jackson announced, "The Annual Town Meeting will be held Tuesday, May 2 at 7PM in the Proctor School Auditorium. Town Elections will be held Thursday, May 4 in the Church Hall at St. Rose of Lima from 7:00 AM to 8:00 PM."

Selectman Powers announced, "On Saturday, April 29 from 8:00 AM to 12:00 Noon, the Masconomet Music Parents Association is hosting a Document Shredding Fundraiser at the Masconomet High School parking lot. An enthusiastic music student or parent volunteer will assist you as your documents are shredded onsite by Highland Shredding of Woburn. There is a tax deductible donation of \$5 per banker's box or paper/plastic grocery bag; \$10 per kitchen trash bag; or \$15 per contractor bag. Cash or checks will be accepted. Visit mascomusic.org for more information."

Selectman Morrison announced, "Town Clean-Up Day is Saturday, April 29 starting at 8:00 AM. We will be set up at the Gazebo on the Common with big green banners to show the way. Bags and gloves may be picked up there with the assignment for your street. Visit the website for more information or to sign up online. Also, the Topsfield Historical Society is hosting an Arbor Day Event on April 29 from 10:00 AM to 2:00 PM at the Capen House, 1 Howlett Street, to commemorate the historic moment when the ancient Ash tree that has graced the Capen House Lawn for over 100 years will be taken down. This tree has reached the end of its life and it is to be removed. It will be removed with a crane and following that, there will be a family event focusing on trees and learning about our environment. There will be prizes, nature crafts, snacks, and history information."

Chairman Lais announced, "The Board will enter into closed Executive Session at the close of Open Session to discuss the following agenda item: proposed Health Insurance Plan Design changes for all town employees and retirees whether non-union personnel or employees subject to collective bargaining. The Executive Session is allowable under M.G.L. c. 30A, §21 (a) under Exemption #2, to 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 not return to Open Session."

CITIZEN QUESTIONS AND COMMENTS

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

DEPARTMENT UPDATES:

Council on Aging

Council on Aging Director Paula Burke gave the Board an update on recent events and trips offered to Seniors including an overnight trip to West Point in collaboration with the Historical Society and a day spent at Northeast Arc Meridian Day Habilitation. Other events included a Valentine's Day celebration at the Congregational Church, Saint Patrick's Day event, a trip to the State House hosted by Representative Brad Hill and Senator Joan Lovely, and a tour of Essex Technical High School. New offerings include Ballroom Dancing, Better Business Bureau information, and a Lunch and Learn on the Annual Town Meeting Warrant, Town Meeting and Voting Process. Ms. Burke also introduced Haley Vigneault, a senior at Masconomet Regional High School who will be spending five weeks as an office intern.

Board of Health

Health Agent John Coulon gave the Board an update on activities including food inspections at the recent Home Show and upcoming events at the

Fairgrounds, Septic Installations, Title V Inspections, Emergency Preparedness activities and upcoming inspections for Pools, Hood Pond and Camps.

NEW BUSINESS

Request for Special Town Meeting

Selectman Jackson made a motion to hold a Special Town Meeting on Tuesday, June 20, 2017 relative to the Water Treatment Facility and related Water System Improvements. Seconded by Selectman Morrison. Philip Knowles, Chairman of the Water Commissioners, addressed the Board and explained that the request is for two articles on the Special Town Meeting with an Engineer's Estimate of the cost. The first is for the Water Treatment Facility and the second is for additional piping to the Water Treatment Facility and Highway Facility for the Fire Suppression System. Mr. Knowles explained that with inflation costs at an estimated \$300,000 per year, their goal is to get the piping in the ground by winter and to have the facility up and running by July, 2018.

Chairman Lais called for a vote. Selectman Lyons made a motion to amend the initial motion to include the language, "given the critical importance of the projects to this town." Seconded by Selectman Powers. Selectman Jackson noted that historically, the Board of Selectmen does not favor Special Town Meetings, and this does not mean the Board will be taking a casual attitude toward such requests. Chairman Lais called for a vote on the amendment, so voted 5-0. Chairman Lais called for a vote on the amended original motion, so voted 5-0.

Route Approval Request – Neurofibromatosis Fundraising Event

Selectman Morrison made a motion to approve public way access and the bicycle route for the Neurofibromatosis Northeast Coast to the Cure Fundraising Event scheduled for Saturday, September 9, 2017 with the Topsfield portion of the route to be utilized from approximately 8AM to 12Noon. Seconded by Selectman Powers, so voted 5-0.

Route Approval Request – Essex Agricultural Society for Wylinn's Wish Foundation Fundraising Event

Selectman Powers made a motion to approve public way access and the walk/run route for Wylinn's Wish Foundation Ice Cream 5K Fundraising Event on Sunday, June 4, 2017 from 10AM to 2PM. Seconded by Selectman Morrison, so voted 5-0.

TOWN ADMINISTRATOR'S REPORT

Town Administrator Kellie Hebert informed the Board of the following:

- A Joint Meeting of the Selectmen and Finance Committee has been posted for May 2 at 6 pm in the Teacher's Lounge at the Proctor School.
- Certificates of Appreciation – Town Administrator Hebert gave the list of this year's recipients to the Selectmen for their review. Selectmen Morrison made a motion to award certificates to the names on the list. Selectman Jackson seconded. Chairman Lais questioned whether employees have been so

recognized in the past. He instructed the Town Administrator to review the lists from the prior four or five years to determine if any former employees have been so recognized. If there are none, he does not want to set a precedent for awarding these to employees, and names of employees will be removed from the 2017 list. Selectman Powers made a motion to amend the original motion contingent on the findings of the Town Administrator. Seconded by Selectman Morrison, so voted 5-0. Chairman Lais called for a vote on the original amended Motion, so voted 5-0.

- Update on Redesign of Town Website - Town Administrator Hebert informed the Board that the Perch and Contribute software programs used on the current website are outdated and no longer supported, so this redesign is timely. The Town Administrator and the Website Redesign Team are working with local photographer Kindra Clineff who is generously allowing her photos to be used in the redesigned website. The team has been working with Bill Linksy at Virtual Towns and Schools with a projected launch in July.

- Health Insurance Plan Design – Town Administrator Hebert has been working with the Unions through the Public Employee Committee. There will be a meeting on May 22, 2017 at Proctor School to explain the Health Plan Design options for FY18.

- Fire Chief Recruitment – Selectmen were reminded that they are invited to meet the candidates during lunch on Friday, April 28 during Assessment Day at the Fairgrounds.

- Town Hall Renovation – There will be a meeting of all Town Hall employees on Wednesday, April 26 to review the updated design plan for Town Hall. There is the possibility of an Americans with Disabilities Act Grant for up to \$250,000. The renovation is scheduled to start mid-June.

MEETING MINUTES

March 20, 2017 Selectman Morrison made a motion to accept the March 20, 2017 Minutes as amended. Seconded by Selectman Powers, so voted 5-0.

March 22, 2017 Selectman Jackson made a motion to approve the March 22, 2017 Minutes as amended. Seconded by Selectman Powers, so voted 5-0.

March 27, 2017 Selectman Jackson made a motion to accept the March 27, 2017 Minutes as amended. Seconded by Selectman Morrison, so voted with 4 in the affirmative and 1 abstention (Selectman Powers).

March 29, 2017 Selectman Morrison made a motion to accept the March 29, 2017 Minutes as amended. Seconded by Selectman Powers, so voted 5-0.

April 10, 2017 Selectman Morrison made a motion to accept the April 10, 2017 Minute as amended. Seconded by Selectman Powers, so voted with 4 in the affirmative and 1 abstention (Clerk Mark Lyons).

April 19, 2017 Selectman Morrison made a motion to accept the April 19, 2017 Minutes as amended. Seconded by Selectman Jackson, so voted with 4 in the affirmative and 1 abstention (Selectman Powers).

Board Members thanked Chairman Lais for his service to the Town of Topsfield on the Board of Selectmen.

At 9:00 PM, the Board voted by roll call vote to enter into Executive Session and not to return to Open Session: Lais – yes, Lyons – yes, Jackson – yes, Morrison – yes, Powers – yes. The Board entered closed Executive Session at 9:00 PM.

Respectfully Submitted,

Susan Winslow
Recording Secretary

Documents:

1. Agenda
2. Detailed Agenda
3. BOS Recommendation Request from the Water Commissioners to call a Special Town Meeting on June 20, 2017.
4. Letter requesting Route Approval from Neurofibromatosis Northeast for Coast to the Cure Event on September 9, 2017.
5. Map of proposed route for Coast to the Cure Event.
6. Letter from Essex Agricultural Society requesting Route Approval for the Wylinn's Wish Fundraising Event, "Ice Cream Fun Run" on June 4, 2017.
7. Map of proposed Route for Wylinn's Wish Fundraising Event, "Ice Cream Fun Run."
8. Certificates of Appreciation
9. Thank you note to Town Administrator Hebert and Administrative Assistant Susan Winslow from Thomas Walsh
10. Thank you note to Captain Jenifer Collins-Brown and members of the Topsfield Fire Department from Sam Herman
11. Thank you note to members of the Topsfield Fire Department from Lance S. Eskalund
12. Notice from Verizon regarding retirement of copper wires
13. March 20, 2017 BOS Meeting Minutes
14. March 22, 2017 BOS Meeting Minutes
15. March 27, 2017 BOS Meeting Minutes
16. March 29, 2017 BOS Meeting Minutes
17. April 10, 2017 BOS Meeting Minutes
18. April 19, 2017 BOS Meeting Minutes

These Minutes were accepted as written at the June 5, 2017 Board of Selectmen 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.