

BOARD OF SELECTMEN
Proctor School Library
Minutes of January 3, 2012

Chairman Laura Powers called the meeting to order at 7:30PM. Board members present, in addition to Chairman Powers, were Martha Morrison, Dick Gandt, and Ken Vogel. Eldon Goodhue was absent. Of the Selectmen's staff, Town Administrator Virginia Wilder was in attendance. Other persons present during all or part of the meeting were Topsfield Cable Evelyn Hammond, Tri-Town Transcript reporter Suzanne Snell.

ANNOUNCEMENTS: Chairman Powers announced that the Board met December 20th and 27th to finalize budgets for which the Selectmen are responsible. Next week the budgets are to be submitted to the Finance Committee.

Selectman Gandt announced that Christmas trees can be taken this Saturday between 9AM-1PM to the DPW compost site on Route 1. There is no cost for the drop-off.

Chairman Powers reported that the Board of Assessors are undertaking a re-inspection and re-listing of all commercial, industrial and mixed use real property and all personal property business accounts located in Topsfield as part of the Fiscal 2013 state mandated re-certification process. The Board of Assessors has retained the services of KRT Appraisal of Haverhill, MA and Patriot Properties, Inc. of Lynn, MA to assist in this process which would start the first week of January 2012 and run for several months. KRT Appraisal would review all commercial and industrial properties and Patriot Properties would review all personal property accounts. In addition, notices have been sent to owners of all parcels/accounts involved. Any questions or concerns should be addressed to the Board of Assessors at 978-887-1514 or by e-mail to assessors@topsfield-ma.gov. Next year the Assessors will be starting a three year review of all residential parcels to be completed by the Fiscal 2016 recertification. All properties must be inspected every nine years.

Chairman Powers reported that the Library would be offering an Eat Well, Feel Good: Paleo Diet program on Thursday, January 12 at 7:00PM presented by local author Diane Frampton. She will talk about her latest book on the Paleo diet and lifestyle: *Eat Well, Feel Good*. Diane will give an introduction to Paleo living and will teach how to make healthy changes in one's life. She will also be bringing some sample recipes and a healthy snack from the book. No sign-up is required for this program.

CITIZEN QUESTIONS & COMMENTS

Chairman Powers provided an update to questions posed by resident Kim Sherwood at the December 19th meeting. It was noted that the levy limit with subsequent Masconomet Regional High School assessments remains under review, therefore has not been resolved. The second question regarding how the Board of Selectmen's office reports minutes and the listing of documents has been sent to the Attorney General for clarification. Selectman Morrison added that the Town website is not an official version of any document. It is merely a courtesy to citizens to obtain what occurred at meetings they may be interested in.

GENERAL BUSINESS

New Business

Town Hall Insulation Project: Selectman Morrison made a motion to approve a purchase order to insulate the attic perimeter and basement of Town Hall and weather strip doors and windows with Joe Green Home Solutions, Inc. of Salem MA in the not to exceed amount of \$2,500, seconded by Selectman Vogel; so voted: 4-0.

Green Communities Grant Funding: Selectman Morrison made a motion to authorize the acceptance of the Green Communities Grant in an amount of \$132,975 from the Department of Energy for use as designated in attachment C and for the Chairman to sign, seconded by Selectman Vogel; so voted: 4-0. Selectmen Gandt explained what was included in attachment C (see attached).

BigBelly Compactor: Selectman Morrison made a motion to accept a Grant from the Department of Energy Resources in an amount of \$4,704 for ONE BigBelly Solar Compactor with bottle/can recycling unit to be placed by the Topsfield House of Pizza on Main Street and to authorize the Chairman to sign, seconded by Selectman Vogel; so voted: 4-0.

Town Audit: Selectman Gandt made a motion to approve a letter of engagement for the annual audit of the Town's financial statements as of June 30, 2012 with Giusti, Hingston and Company of Georgetown, MA in the amount not to exceed \$20,200 and authorize the Town Administer to sign, seconded by Selectman Morrison; so voted: 4-0.

Well Cleaning: Selectman Morrison made a motion to approve the contract for the cleaning of 30 drinking water wells with Maher Services, Inc. of North Reading, MA in an amount not to exceed \$12,000, seconded by Selectman Gandt; so voted: 4-0. Selectman Gandt noted that this represents half of the Town wells and is aimed to increase performance of those wells.

Massachusetts Interlocal Insurance Association (MIIA) Board Elections: Selectman Gandt made a motion to designate Laura Powers as the Town's delegate to vote for candidates for the two boards that are part of the MIIA organization at the Annual Meeting to take place January 21st, seconded by Selectman Morrison; so voted: 4-0.

Liaison Reports

Selectman Morrison reported that Institute for Savings will be coming to Topsfield and that they will be seeking approvals from the Zoning Board of Appeals.

Town Administrator's Report:

- ISO Meeting of December 22nd review.
- Capital Improvement Program review has begun with the Finance Team. Guideline from Finance Committee was set at \$250,000 for FY13.
- RECC Director final interviews will be next week.
- FY13 Non-Represented Employee, non-contractual salaried and hourly employees changes in pay for FY13 request:
 - Selectman Gandt made a motion approve an increase of 2% on all steps as specified on the attached Town of Topsfield Pay Grid for all salaried and hourly Town employees, except those employees under contract or in bargaining units, seconded by Selectman Morrison; so voted: 4-0.
 - Selectman Gandt made a motion to approve an increase of two (2) steps on the grid for all employees that: are subject to the grid, are at step seven (7) or less, and were on the payroll in FY 2010. Such increases to be conditioned on having received satisfactory reviews in FY 2010 and FY 2011 and receipt of a satisfactory review for FY 2012. Approve an increase of one (1) step on the grid for employees that: were subject to the grid for the first time in FY2011, are at step eight (8) or less, and meet the requirements outlined in the Personnel Rules, Regulations and Procedures, seconded by Selectman Morrison; so voted: 4-0.
 - Selectman Gandt made a motion to approve the following longevity table for non-represented employees:

| | |
|----------|--------|
| 10 Years | \$ 750 |
|----------|--------|

| | |
|----------|---------|
| 15 Years | \$1,000 |
| 20 Years | \$1,500 |
| 25 Years | \$1,750 |

, seconded by Selectman Morrison; so voted: 4-0.

Correspondence & Reports

Correspondence

Critical Facilities: National Grid sent a letter to the Fire Chief to verify Critical Facilities in Topsfield; the Board of Selectmen were copied on the letter.

English Commons: Latham Law Offices LLC sent notification that a unit at English Commons will be under contract with an individual who participated in the non-binding reservation program.

Invitations

Massachusetts Interlocal Insurance Association (MIIA) Reward Credits at MMA Annual Meeting: Schedule of sessions were listed.

Warrants: The Selectmen signed and approved warrants in the amount of **\$ 152,811.45**. The breakdown is as follows:

Warrant FY12:

| | |
|------|--------------|
| 053T | \$ 87,311.83 |
| 054 | \$ 65,499.62 |

At 8:19 PM, Selectmen Gandt made a motion to adjourn and Selectman Morrison seconded the motion; so voted: 4-0.

Respectfully submitted,

Virginia L. Wilder, Town Administer
Board of Selectmen’s Office

Per the Open Meeting Law, the documents that were either distributed to the BOS before the meeting in a packet, or at the meeting were:

1. Agenda
2. Town Hall Insulation Project Recommendation
3. Green Communities Grant Funding Recommendation
4. BigBelly Compactor Contract
5. Town Auditor Letter of engagement
6. Well Cleaning Recommendation
7. MIIA Board Elections documents
8. National Grid Critical Facilities letter
9. Latham Law Offices LLC
10. MIIA

Approved as written at the January 30, 2021 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.