

**BOARD OF SELECTMEN**  
**Proctor School Library**  
**Minutes of January 17, 2012**

Chairman Laura Powers called the meeting to order at 7:31PM. Board members present, in addition to Chairman Powers, were Martha Morrison and Dick Gandt. Eldon Goodhue and Ken Vogel were absent. Of the Selectmen's staff, Town Administrator Virginia Wilder and Board Secretary Donna Rich were in attendance. Other persons present during all or part of the meeting were Topsfield Cable Evelyn Hammond, Ryan Jarvis, Walter Harmer, Tri-Town Transcript reporter Suzanne Snell, Giusti, Hingston and Company representative Richard Hingston and Town Accountant Pam Wood.

**ANNOUNCEMENTS:**

Chairman Laura Powers announced that the Board had met in a Working Session on January 5<sup>th</sup> on outstanding FY13 budgets and to review the Town's bonds that are callable.

Chairman Laura Powers announced the following Library events:

- Vento Chiaro would be performing on Sunday, January 22nd, at 4:00pm as part of the Library's "Concerts in the Barn" music series. The concert, funded by the Gould Fund for the Performing and Visual Arts, will take place at the Gould Barn (1 Howlett St, Topsfield). Admission is free, but it is suggested to arrive early to ensure seating. Doors will open at 3:30pm.
- Teens Today: On Monday, January 23rd, at 11:00am, the Essex District Attorney's Office would present a program, geared towards grandparents who want to better understand and reach out to their grandchildren. The program would cover current issues for teens, such as substance abuse, dating violence, the benefits and risks of technology, and more. All are welcome, and there is no registration or fee required. Seating is limited to 60 people.

**APPOINTMENTS:**

**7:30 – FY11 Audit of Town Financial Statements:** Giusti, Hingston and Company representative Richard Hingston presented an overview of the audit. Mr. Hingston reviewed, but not exclusively, budgeted transfers, Governmental Accounting Standards Board Statement (GASB) Number 54, Other Post-Employment Benefits (OPEB) and Withholding Accounts.

**GENERAL BUSINESS**

**New Business**

Town of Topsfield Scholarships: Selectman Morrison made a motion to approve the awarding of three (3) \$400 Scholarships to graduating students of the Masconomet Regional High School, seconded by Selectman Gandt; so voted: 3-0. Selectman Gandt explain that the scholarships are funded through a street sign auction program and donations made by tax payers with their tax bills.

Microsystems Software Contract: Selectman Morrison made a motion to approve the annual contract for software and hardware support for the Police Department's computer system to Microsystems Integrated Public Safety Solutions, Inc. of Melrose MA in the amount of \$6,880.20 for FY 2012, seconded by Selectman Gandt; so voted: 3-0.

COA Service Incentive Grant: Selectman Morrison made a motion to approve the Council on Aging director's application for a 2012 Competitive Service Incentive Grant of \$5,000 given by the Executive Office of Elder Affairs, seconded by Selectman Gandt; so voted: 3-0.

**Senior Tax Work Off Program:** Selectman Morrison made a motion to approve to increase the tax work off wage of \$7.50/hour to the state minimum wage of \$8.00/hour. In addition, increase the maximum benefit for a participant from \$750 to \$800 off the senior's FY2013 tax bill, seconded by Selectman Gandt; so voted: 3-0. The Chairman announced that there are nine seniors participating in the program for FY12.

### **Liaison Reports**

Selectman Morrison provided information on openings available on the Historical Commission and alternate positions on the Planning Board and Zoning Board of Appeals. Selectman Morrison encourages residents to attend meetings to see what is going on and get involved in Town committees and Boards.

Chairman Powers added openings are available on the Recreation Committee and noted that volunteer openings are posted on the web site and interested residents should fill out the volunteer form and send it to the Selectmen's office.

### **Town Administrator's Report:**

- Regional Emergency Communication Center update: it was reported that a Director would be announced shortly.
- Metropolitan Area Planning Council-Energy Service Companies (ESCO) Project reviewed. Discussion surrounding the Renewable Energy/Green Communities Committee involvement in the process was reviewed. A flow chart of the development phase was distributed along with an Investment Grade Audit Agreement for the Board to preview.
- Capital Plan Recommendations for FY13 was distributed detailing the Finance Team's recommendations from Department Heads submitted requests. In brief, there was a total of \$3.9 million in requests and using the Finance Committee guideline of \$250,000 the recommendations were scaled back to a total of \$250,950.
- Town Government Review Committee: review of upcoming meetings and invited guests.

### **Selectmen Minutes:**

Selectman Morrison made a motion to accept the Minutes of December 5, 2011 as presented; seconded by Selectman Gandt; so voted 3-0.

Selectman Morrison made a motion to accept the Executive Session Minutes of December 5, 2011 as written and to hold until all issues have been resolved; seconded by Selectman Gandt; voted 3-0.

Selectman Morrison made a motion to accept the Minutes of December 19, 2011 as presented; seconded by Selectman Gandt; so voted 3-0.

Selectman Morrison made a motion to accept the Executive Session Minutes of December 19, 2011 as written and to hold until all issues have been resolved; seconded by Selectman Gandt; voted 3-0.

### **Correspondence & Reports**

#### **Correspondence**

Lot 19 of Hickory Beech Sub-division: The Board was copied on a letter sent from Mr. Hale, Caitlin Lane, to Mr. Rhuda of Symes Associates regarding issues at Lot 19.

Letter of Acknowledgement: The Attorney General's office sent a letter confirming receipt of a request of their opinion of listed documents in minutes.

Reports

Conservation Commission submitted a report for December 2011.

MBTA Advisory Board submitted an agenda for January 9<sup>th</sup> meeting, with attachments including Nominating Committee Report, MassDot Release of Fare & Service Proposal Study and minutes of March 23, 2011.

North Shore Regional Vocational School submitted minutes of November 3<sup>rd</sup> and an agenda for the Annual meeting of January 12<sup>th</sup>.

Invitation

North of Boston Conference sent an invitation to be present at the awarding of a Grant to the Topsfield Fair.

**Warrants:** The Selectmen signed and approved warrants in the amount of \$ **209,278.09**. The breakdown is as follows:

Warrant FY12:	
057T	\$ 84,769.41
058	\$ 124,508.68

At 9:01 PM, Selectmen Morrison made a motion to adjourn and Selectman Gandt seconded the motion; so voted: 3-0.

Respectfully submitted,

Donna Rich, Secretary  
Selectmen's Office

*Approved as written at the January 30, 2012 Board of Selectmen's meeting.*

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. FY 11 Town Audit, with Management Letter
3. Town of Topsfield Scholarships
4. Microsystems Software Contract
5. Recommendations from Council on Aging for COA Service Incentive Grant and Senior Tax Work Off Program
6. Capital Plan Recommendation
7. Flow chart of the Energy Service Company's Project
8. Preliminary BOS Minutes –Dec 5 & 19
9. Reports: Conservation Commission

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.
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