

**BOARD OF SELECTMEN
Proctor School Library
Minutes of April 6, 2015**

Chairman Dick Gandt called the meeting to order at 7:30PM. Board members present, in addition to Chairman Gandt, were Martha Morrison, Steve Lais, Laura Powers and Eldon Goodhue. Of the Selectmen's staff, Town Administrator Kellie Hebert and Board Secretary Donna Rich were in attendance. Other persons present during all or part of the meeting were Topsfield Cable operator Baxter Demers, Tri-Town Transcript reporter Doreen Burliss, Alcohol License Advisory Committee member Nancy Luther, Willowdale Estate Executive Director Melissa Thunberg, Alfalfa Farm Winery owner Richard Adelman, resident Trudi Perry and attorney Frank DiLuna.

The Board stood for the Pledge of Allegiance and a moment of silence.

ANNOUNCEMENTS: Chairman Gandt reviewed working sessions the Board held on 3/25, 3/30 and 4/1 which primarily were discussion of the 2015 Annual Town Warrant.

Selectman Morrison announced that the Congregational Church would sponsor the annual Town Clean-Up Day on May 16th.

Chairman Gandt reminded residents that the Annual Town Meeting would be held on May 5th beginning at 7PM.

CITIZENS QUESTIONS & COMMENTS *none heard*

GENERAL BUSINESS

New Business

Issuance of a Pouring License for Willowdale Estate: Willowdale Estate Executive Director Melissa Thunberg came forward. Chairman Gandt asked how the license would change their business. Ms. Thunberg described the business and how minimal the change would be, other than a revenue stream coming from the different options they would be able to offer their clients in the sale of alcohol and not going through a third party. Hours of operation were discussed and Ms. Thunberg stated that they require that alcohol be stopped a half hour prior to the end of the event, either under the tent or inside their facility, in addition Willowdale Estate always has an Environmental Police Officer on site during events that have alcohol served. Selectman Morrison made a motion to approve the issuance an All Alcohol Pouring License to Willowdale Estate for a term to expire December 31, 2015, with hours of serving alcohol to be Monday – Sunday 10AM- 11:30PM, except on the evening of December 31st when it would be 12:30AM and for a police detail be assigned for all functions with an attendance of over 100 people, seconded by Selectman Goodhue; so voted: 5-0.

Issuance of a Farmer Winery Series Pouring License: Alfalfa Farm Winery owner Richard Adelman, resident Trudi Perry and attorney Frank DiLuna came forward. Mr. DiLuna reviewed the conditions that had been distributed and noted as V3 would be acceptable. There was discussion relative to parking, hours and locations of events with the pouring of Alfalfa Farm wine only. Selectman Morrison made a motion to approve the issuance a Farmer Winery Series Pouring License to Alfalfa Farm Winery for a term to expire December 31, 2015 and with the conditions as noted in V3, seconded by Selectman Goodhue; so voted: 5-0.

Road Race Request: Selectman Morrison made a motion to approve the North Shore Tour de Cure bike ride to benefit the American Diabetes Association to be held on May 17th with the routes as provided, seconded by Selectman Goodhue; so voted: 5-0.

Use of Surveillance Cameras: Chairman Gandt requested that this item be tabled until the next meeting, April 27th.

Achievement Awards List: Chairman Gandt asked that the Board review the list that was presented and let Ms. Rich know of any changes.

Animal Inspector Applicants: There was a discussion relative to the job description that had been distributed. It was determined that the Board required more time to review the applicants prior to making a nomination to the state for appointment.

Town Administrator's Report:

- Achievement toward FY15 Goals distributed
- Telephone System at Town Hall updated, installation this week
- RECC reverse 911 update provided, expected by July 1
- Compliance training for all employees updated, to occur in May
- Town wide facility plan in process
- Full Time employee analysis is expected to be distributed by years end
- Warrant went to printer, kudos provided to those involved

Correspondence & Reports

Correspondence

Masconomet Regional School Committee voted to appropriate \$2,923.25 to pay prior year expenses from the Excess & Deficiency Fund.

Board of Assessors submitted minutes of March 13, 2015.

Conservation Commission Administrator submitted a monthly Report of March.

At 8:35 PM, Selectmen Goodhue made a motion to adjourn and Selectman Powers seconded the motion; so voted: 5-0.

Respectfully submitted,

Donna Rich, Executive Assistant
Board of Selectmen

Approved as written at the April 27, 2015 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. Documents for a Pouring License for Willowdale Estate
3. Documents for a Farmer Winery License for Alfalfa Farm Winery
4. Road request for the North Shore Tour de Cure
5. Fire Department request for use of surveillance cameras
6. Achievement Award candidates
7. One Day Liquor License for Women's Fund of Essex County Community Foundation
8. Three applications for Animal Inspector
9. Masconomet Excess & Deficiency Fund appropriation
10. Board of Assessors minutes of March 13, 2015

11. Conservation Commission Administrator Monthly Report for March

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.