

BOARD OF SELECTMEN
Minutes of April 13, 2009

Chairman Boyd Jackson called the meeting to order at 7:30PM. Board members present, in addition to Chairman Boyd Jackson, were Richard Gandt, Martha Morrison, Nancy Luther and Karen Dow. Of the Selectmen's staff, Town Administrator Virginia Wilder and Board Secretary Donna Rich were in attendance. Other persons present were Evelyn Hammond of the Topsfield Cable, Greg Krom, Water Department Superintendent, Phil Knowles, Betty Cullinan and Richard Stone, Water Commissioners, Paula Burke and Janet Kmetz of the Main Street Foundation, Norm Isler of the Historical Society, Roy Baessler and Joe Geller of the Rail Trail Committee.

ANNOUNCEMENTS:

Clean-Up Day: Chairman Jackson announced that Clean-Up Day is scheduled for May 2nd from 8AM-12 noon beginning at the Town Hall parking lot. Sign-up sheets are available at Town Library, Town Hall and the schools. Gretchen Rehak and Nancy Carncross are coordinating the event and can be reached at either 978-887-9976 for Gretchen or 978-887-5673 for Nancy.

Metal / White Goods Collection Metal / White Goods Collection: Chairman Jackson announced that the Spring Metal / White Goods Collection is scheduled for the week of May 20, 21, 22.

Moderator's Informational Forum: Chairman Jackson announced that the Moderator's Information Forum will be held on April 14, 2009 at the Proctor School Cafeteria beginning at 7:30PM.

Selectman Morrison reminded residents of the "Mosquito Questions and Tick Talk: In Your Backyard and In Your Community" presentation to be held on Wednesday, April 15, 2009 at the Gould Barn beginning at 7PM.

Selectman Luther reminded residents of the League of Women's Voters "Meet the Candidates Night" event to be held on Wednesday, April 15th at the Proctor School Library to begin at 7:30PM.

APPOINTMENTS:

7:30: Veterans' Memorial Common – Janet Kmetz, Chairman, & Paula Burke, member, of The Main Street Foundation: Janet Kmetz began by updating the Board on projects that are in progress, one being that for the first time the Foundation is seeking sponsorships of the planters that are located around downtown. The planters were placed downtown in 2001 in an effort to beautify the downtown area and display three seasons of floral design. Beginning with this summer the Foundation is working towards finding sponsors to fill and maintain the planters. Next, Ms. Kmetz explained that the South Main Street Walking Path project is continuing. Poison ivy was treated in the fall and hopefully will not reappear this spring. The vision is for the path to continue the "gateway" feel into the downtown area, with the Foundation's "Welcome to Topsfield" sign being the beginning of that gateway. Ms. Kmetz next explained the progress on the Veterans' Memorial Common project, located in front of the Town Library. Due to the estimated costs, the project will be accomplished in two phases. Phase I is to include the installation of energy efficient lighting, landscaping and the moving of the granite benches. The Historical Society has agreed to finance the lighting portion of this project. Phase II will be the construction of the Veterans' Tribute Pathway. Paula Burke addressed the Board relative to the brick pathway she is spearheading which involves encouraging Topsfield residents to purchase a brick to commemorate the service of a living or deceased veteran. The bricks are to display the name, rank and branch of service of individuals. The Topsfield Main Street Veterans' Tribute Pathway Committee is also encouraging participants to write an essay, of up to 500 words, describing the veteran's story and hopes to publish the essays in the local newspaper

and in a book that will be at the Town Library. The Historical Society supports this effort and adds that there are plenty of veteran decedents of Topsfield that could be “adopted” to ensure that their names are placed on a commemorative brick. Ms. Burke is planning to kick off this effort around Veterans Day.

8:00PM: Funding for the Water Main: Phil Knowles, Water Commissioner Chairman and Greg Krom, Water Superintendent – Mr. Knowles introduced Commissioners Betty Cullinan and Richard Stone. Mr. Knowles gave an overview of the history for funding this project, see attached. Mr. Knowles reported that in 2004, a Warrant Article was presented requesting \$550,000, which was to replace the water main on Ipswich Road from Main Street to Boston Street and parts of North Street, Mansion Drive and Woodside Road. Then in 2006 the Water Commissioners asked for \$400,000 to cover additional work on Haverhill Road and Pine Street as well as to cover increased construction costs. This year the Commissioners are asking for an additional \$250,000 to cover increased construction costs plus construction administration, bond issuance and some contingency. This is the first time a request for funds is based on an actual bid price rather than an estimate. Mr. Knowles stated that this project is being done in conjunction with the reconstruction of Ipswich Road, which is a MassHighway Project. However, the water main portion is to be funded by the town’s Water Enterprise fund.

Selectmen Minutes: Selectman Dow made a motion to accept the minutes of the Working Session of March 23, 2009; seconded by Selectman Morrison; so voted 5-0.

GENERAL BUSINESS

Old Business

New Meadows Elderly Housing Project Independent Peer Review: The Board signed the previously voted contract to Beals and Thomas, Inc of Southborough, MA to perform an independent peer review at New Meadows Elderly Housing Project in an amount of \$26,950. The peer review will be used by both the Conservation Commission and the Planning Board.

Call Firefighters Prior Year Bills – Selectman Gandt made a motion to approve fiscal 2008 reimbursement for tuition and exams fees to Travis Fontaine and Tamara Harper, Call Firefighters, in the total amount of \$2,486 and for the Chairman to sign, seconded by Selectman Morrison; so voted: 5-0.

New Business

Moderator’s Informational Forum: Chairman Jackson began the discussion by acknowledging that a list of questions has been given out to the Board for the April 14, 2009 Moderator’s Informational Forum. It was decided that the Chairman would be the Board’s spokesmen. Selectman Dow distributed a budget analysis she performed looking at data on the major budgets since 1999. She concluded that departments are tightly run and except for the category of insurance and pensions, have seen only modest increases. The Board agreed that the data should be shared with Town residents.

2009 Open Space Survey: Selectman Gandt made a motion to approve funding for the postage needed to mail the 2009 Open Space Survey in an amount not to exceed \$400, seconded by Selectman Morrison; so voted: 5-0.

Memorial Day Parade: Selectman Gandt made a motion to approve a parade permit for the Memorial Day Parade to be held on May 25, 2009 which will proceed down Main Street to the Pine Grove Cemetery for the ceremonies, seconded by Selectman Morrison; so voted: 5-0. It was agreed that Selectman Gandt would address the Memorial Day gathering on behalf of the Selectmen.

Chapter 90 Reimbursement Request for Asbury Street Bridge Replacement: Selectman Morrison made a motion to approve the final request for Chapter 90 reimbursement for the Asbury Street Bridge Replacement project in the amount of \$5,614.55, seconded by Selectman Dow; so voted: 5-0.

Chapter 90 Final Report for Asbury Street Bridge Replacement: Selectman Morrison made a motion to approve the final report for submission to MassHighway for the Asbury Street Bridge Replacement project in an amount of \$589,491.48 and to correct the project dates on the report to read August 1, 2008 through December 20, 2008, seconded by Selectman Luther; so voted: 5-0.

Street Sweeping Contract Amendment: Selectman Morrison made a motion to approve Amendment #1 for the street sweeping services with American Sweeping Inc of Middleton, MA in the amount not to exceed \$8,000, seconded by Selectman Luther; so voted: 5-0.

Ipswich Road Reconstruction Contract Amendment: Selectman Gandt made a motion to approve amendment #4 for Construction Phase Engineering for the Ipswich Road Reconstruction Project with Bayside Engineering of Woburn, MA in an amount not to exceed \$38,000, seconded by Selectman Morrison; so voted: 5-0.

Phase II Topsfield Linear Common Survey: The Board signed the previously awarded contract for a topographic survey for Phase II from Summer Street to Route 1 of the Topsfield Linear Common with Hancock Associates, Danvers, MA in the amount of \$2,450.

Phase I Topsfield Linear Common Construction: The Board signed the previously awarded contract with K&R Construction, Inc, Boxford, MA in an amount of \$21,840 for Phase I construction of the Topsfield Linear Common.

Surface & Ground Water Survey Results: Selectman Gandt explained that a year ago a town wide survey was conducted by the Surface and Ground Water Study Committee. Over 400 surveys were returned and the Committee compiled the survey data into a lengthy report, see attached. It was noted that 50% of the citizens added comments and the Board agreed those comments should be forwarded to the appropriate Boards/Committees/Commissions. Ms. Wilder will prepare an email to the appropriate parties. Selectman Morrison will post the full report on the Town's Website.

Boy Scouts Bottle & Can Drive: Selectman Morrison made a motion to approve the erection of a banner for the Boy Scout's Bottle and Can Drive to go between Proctor School and Town Hall from June 3rd to June 13, 2009, seconded by Selectman Gandt; so voted: 5-0.

Town Administrator's Report:

- Town Meeting Preparation
- Budget Related Items
- Override Issues
- Jackie's Law Update (trench permitting)
- North Shore Coalition
- Green Communities-Alternative Energy Committees
- Verizon Wireless Meeting

Correspondence & Reports

Correspondence

The Station Sweet Shoppe sent a letter to the Board of Health, and copied the Selectmen, requesting to add hot dogs to menu. Town Administrator sent a response referring the Special Permit issued by the Zoning Board of Appeals.

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The Town's Chapter 90 FY2010 apportionment issued from MassHighway was received quoting the amount would be \$202,789.

Census 2010 Activities publication was received.

Notice on ARRA Title I Numbers was received.

Verizon Notice of Public Hearing was received and will be held on May 15, 2009 at 10AM at the Department of Telecommunications & Cable to amend Form 500 which would eliminate the requirements that cable licensees report their total number of subscribers.

Senior Care is accepting nominations for the Myra L. Herrick Award and the Rosemary F. Kerry Community Service Award. The Board would like to submit Susan Winship's name for the Myra L. Herrick Award and Ms. Wilder will coordinate that with the Council on Aging.

Reports

Board of Assessors minutes submitted for Dec. 19, 2008, Jan 23, & 30, Feb 13 & 27, Mar 12, 19, & 28, 2009.

Web Site Committee minutes submitted for Feb 25, 2009.

Open Space meeting notes submitted for Feb 9, 2009.

Conservation Commission monthly report submitted for March.

Police Department monthly report submitted for March.

Warrants: The Selectmen signed and approved warrants in the amount of \$ **117,915.35**. The breakdown is as follows:

Warrant FY09:

| | |
|------|--------------|
| 083T | \$ 73,868.05 |
| 084 | \$ 44,047.30 |

At 9:48 PM, Selectman Dow made a motion to adjourn, seconded by Selectman Morrison; so voted: 5-0.

Respectfully submitted,

Donna Rich, Secretary
Selectmen's Office

Approved as amended at the May 5, 2009 Board of Selectmen's meeting.