

**BOARD OF SELECTMEN**  
**Minutes of June 8, 2009**

Chairman Martha Morrison called the meeting to order at 7:30PM. Board members present in addition to Chairman Martha Morrison were Richard Gandt, Nancy Luther, Karen Dow and Laura Powers. 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, Brendan Lewis of the Tri-Town Transcript, Faye Raynard of the Village Reporter, Heidi Bond, Street Signs for Scholarship presenter, Captain Jen Collins Brown and Chief Ron Giovannacci of the Fire Department, John Morris, owner Beauport Ambulance Company, and Glenn Clohecy, Building Inspector.

**ANNOUNCEMENTS:**

Chairman Morrison made the following announcements regarding upcoming events: Historical Society annual Strawberry Festival is scheduled, rain or shine, for Saturday, June 13<sup>th</sup> 10AM - 4PM on the Common.

Open Garden Day is being held on Thursday, June 18<sup>th</sup> 10AM-4PM, with 4 houses in Topsfield and 4 in Boxford. The list of addresses can be found on the Town Website.

ABC Bike-A-Thon is being held on Sunday, June 14<sup>th</sup> with registration beginning at 12:30 and ride beginning at 1PM, starting at Proctor School.

Downtown Survey deadline has been extended until July 1<sup>st</sup>; access to the survey can be found on the front page of the Town Website.

Selectman Powers announced that the Recreation Committee still has available spaces for the Summer Camp program held at Proctor School. Even though the deadline has passed, Selectman Powers encourages parents to send in registration forms. Forms can be found at [www.topsfieldrecreation.org](http://www.topsfieldrecreation.org).

**APPOINTMENTS:**

**7:33 –Street Signs for Scholarships – Heidi Bond** announced that round 5 of the Street Signs for Scholarships auction would begin tomorrow and close on June 30<sup>th</sup> with winners to be announced at the July 6<sup>th</sup> Board of Selectmen's meeting. There are 49 streets signs available to bid on and the last round of the street sign auction is expected to take place in the fall. Ms. Bond said that bids can be dropped off in the Board of Selectmen's office.

**7:45PM – Ambulance Contract – Jen Collins Brown, Captain and Chief Ronald Giovannacci** explained that a Request for Proposal was sent out to seven (7) ambulance companies and four ambulance companies responded with proposals. The group responsible for reviewing the proposals was composed of Fire Captain Jen Collins Brown, Fire Chief Giovannacci, Town Administrator Ms. Wilder, Selectman Luther and Procurement Officer Roberta Knight. Having heard an explanation from the reviewers as to the RFP process and reviewed the criteria utilized, Selectman Luther made a motion to award the contract for the Town's ambulance service to Northeast Ambulance Company of Beverly, MA for \$0.0 for FY10, seconded by Selectman Powers. Chairman Morrison opened it up for discussion and Selectman Gandt expressed his desire to interview the companies to find out more information before making a final decision. Selectmen Powers stated that the group appeared to have made a careful and thoughtful decision regarding the services that would be provided to the Town and requested to move the question. Chairman Morrison asked for a vote: 4-1, Selectman Gandt opposed.

## **GENERAL BUSINESS**

### **Old Business**

**Trash Stickers:** As liaison to the Recycling Committee, Selectman Dow explained that the price of the pay-as-you-go sticker program has been in effect for over 10 years and the price has remained the same. The recommendation before the Board is to increase the price from one dollar and fifty cents (\$1.50) to two dollars and zero cents (\$2.00), effective July 1, 2009. It was noted that the Recycling Committee is looking into other programs the Town may want to consider; however, the increase in sticker price would not affect those efforts. Selectman Dow will contact the Recycling Committee to review such programs. Selectman Dow made a motion to increase the trash pay-as-you-go stickers from one dollar and fifty cents (\$1.50) to two dollars and zero cents (\$2.00), effective July 1, 2009, seconded by Selectman Powers; so voted: 5-0.

**Inspectional Services Department Fees:** As liaison to the Inspectional Services Department, Chairman Morrison began by stating that Glenn Clohecy, Building Inspector, had put a recommendation for a new fee schedule for the Building, Electrical, Plumbing and Gas before the Board as indicated by the scheduled prepared and attached to the memorandum dated February 25, 2009. Mr. Clohecy was invited to come forward and address the Board to explain the proposed fee schedule. Selectman Luther made a motion to increase the fees for Building, Electrical, Plumbing and Gas Permits as indicated on the attached schedule prepared by the Inspectional Services Department and dated February 25, 2009, seconded by Selectman Powers; so voted: 5-0. Selectman Gandt then made an amendment to the previous motion to include the fee schedule to be effective July 1, 2009, seconded by Selectman Powers; so voted: 5-0.

### **New Business**

**Pumper Truck Debt:** As liaison to the Treasurer/Collector, Selectman Powers informed the Board that the recommendation before them was for the maximum useful life of the Fire Departments pumper truck. The Board decided to table the recommendation until the Treasurer/Collector, Barbara Michalowski, has further bond information.

**Annual Appointments:** Chairman Morrison asked Selectman Powers to review the annual appointment process of who appoints whom, and as a result, Selectman Powers made a motion to make the Alternate Gas Inspector, Alternate Electric Inspector and Alternate Building Inspector appointments the responsibility of the Town Administrator, seconded by Selectman Gandt; so voted: 5-0. Chairman Morrison asked if Selectman Gandt and Selectman Powers would get together and review appointed positions in regards to who is the appointing authority. Selectman Powers made a motion to appoint Town Position Appointments as recommended by the Town Administrator noted in the memo dated June 5, 2009, entitled Recommended Town Position for terms of 1 year or 3 years as stated, seconded by Selectman Luther; so voted: 5-0. Selectman Gandt recused himself from the next set of appointments, due to a conflict of interest. Selectman Powers made a motion to appoint candidates for re-appointment as noted in the memo dated June 5, 2009 with specified terms, entitled Recommended Re-Appointment List of Committees, Boards & Commissions, seconded by Selectman Luther; so voted: 4-0. Selectman Gandt had recused himself.

Chairman Morrison announced that available openings for Committees, Boards & Commissions will be posted on the Town Website soon.

Re-Appointments to Fire Dept were read from a letter submitted by Fire Chief Ron Giovannacci. Chairman Morrison discussed the Renewable Energy/Green Community opportunities that the state and federal governments are encouraging all communities to take part in.

**Topsfield Parade Request:** Selectman Luther made a motion to approve a permit for the annual opening day Topsfield Fair parade to be held on October 3, 2009 at 9 AM, seconded by Selectman Dow; so voted: 5-0.

**Town Administrator's Report:**

- Ambulance contract update
- Pumper truck update
- Compost Center to remain open for a fee; process for use
- Main Street Foundation Downtown Survey update
- Grants with non-profits update
- Governor's budget update

**Selectmen Minutes:** Selectman Luther made a motion to accept the amended minutes of May 11, 2009; seconded by Selectman Dow; so voted: 5-0. Selectman Gandt made a motion to accept the amended minutes of the Working Session of May 18, 2009; seconded by Selectman Powers; so voted: 5-0. The minutes of May 26, 2009 will be held until dollar amounts are corrected.

**Correspondence & Reports**

Correspondence

Olaf Krohg sent a letter expressing his concerns regarding the fees Lyons Ambulance charges residents for transportation to the most local hospital during an emergency.

The Topsfield Playground Committee has sent the Spring 2009 Newsletter regarding the progress of the project.

Representatives from English Commons, 12 Boston Street, have sent the marketing program for non-binding reservations for persons interested in residences in English Commons.

Reports

Planning Board submitted minutes of April 7, 2009.

Historic Commission submitted minutes of Feb 2 & Mar 19, 2009.

Cable TV Advisory Committee submitted minutes of April 8, 2009.

Monthly reports for May 2009 for Conservation Commission, Treasurer/Collector and Town Accountant.

**Warrants:** The Selectmen signed and approved warrants in the amount of \$ 238,190.73 . The breakdown is as follows:

Warrant FY09:

099T	\$ 74,112.72
0100	\$ 164,078.01

At 9:00 PM, Chairman Morrison entertained a motion to adjourn, Selectman Luther moved the motion, and Selectman Powers seconded the motion; so voted: 5-0.

Respectfully submitted,

Donna Rich, Secretary  
Selectmen's Office

*Approved as written at the August 3, 2009 Board of Selectmen's meeting.*