

BOARD OF SELECTMEN
Minutes of June 22, 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, and Karen Dow. Laura Powers was absent. 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, Faye Raynard of the Village Reporter, Police Chief Evan Haglund, James O'Brien, General Manger for the Fair Grounds, and Dawn Seymour, Playground Committee representative.

ANNOUNCEMENTS:

Chairman Morrison announced that the Board would be going into executive session to discuss an employee who is retiring and the renewal of professional contracts for Police and Fire Chiefs and Town Administrator.

Selectman Dow announced the 6/25 celebration at the Library of the 10th anniversary of the expansion project and the 40th anniversary of the Friends of the Library. There will be cake for patrons exiting the library after 12:30.

APPOINTMENTS:

7:30 – Playground Committee Update: Dawn Seymour presented pictures of the proposed playgrounds to be located at Proctor School and the "tot-lot". Ms. Seymour explained that presently they are 70% funded for the Proctor playground and are hopefully installing that in the fall, with the "tot-lot" to follow at a later date. Ms. Seymour asked about the Town insuring volunteers that work on the installation. Ms. Wilder explained that the Town would not provide insurance to individuals and suggested that each volunteer should sign a release form acknowledging that fact. Ms. Seymour asked about workmen's compensation coverage. Ms. Wilder again stated that the Town would not be held responsible for carrying insurance and the contractor of the project would need to show proof that they, in fact, carry Workmen's Compensation. Chairman Morrison noted that the tot-lot project maybe located on school property and that the School Committee should be notified as well. Ms. Seymour explained that the School Committee has been informed all along.

7:45 - Chief Evan Haglund presented several items to the Board, first was the Town's opportunity to obtain a mobile sign board trailer. The mobile sign will primarily be used during the Fair to display important information, has a full warranty and is five feet wide and twenty-eight inches in height. The mobile sign will be stored at the Police Department, and is a manufacturer's demo model costing \$6,494 with an original retail price of \$13,800. Mr. James O'Brien, Fair General Manager, has offered to donate \$3,494.00 towards the purchase of the sign board and the remaining funds are from the State Highway Safety equipment grant. Selectman Luther made a motion to accept the donation of \$3,494 from the Fair to go towards the purchase of a mobile sign board and trailer to be used for traffic and community safety operations, seconded by Selectman Dow; so voted: 4-0.

Selectman Luther made a motion to approve a Reserve Fund Transfer in an amount of \$3,110 from Police Other to Police Wage Accounts (overage related to covering for a retired dispatcher and an injured reserve officer), seconded by Selectman Dow; so voted: 4-0.

Selectmen Luther made a motion to approve Chief Haglund's recommended re-appointments to the Police Department for FY10 as noted on the list presented, seconded by Selectman Dow; so voted: 4-0.

GENERAL BUSINESS

Old Business

FY2010 Appointments: Selectman Gandt made a motion to re-appoint the six individuals noted on the list dated June 17, 2009 as attached, seconded by Selectman Dow; so voted: 4-0. It was agreed to post a Working Session for July 6th at 6:30 in the Proctor School Library to discuss open positions.

New Business

Topsfield Linear Common Phase 1: Selectman Gandt made a motion to approve Change Order No.2 to the construction contract for the Topsfield Linear Common Phase 1 with K&R Construction Inc of Boxford MA in the amount of \$3,850.09 for a new total amount of \$33,180.91, seconded by Selectman Luther; so voted: 4-0.

Topsfield Linear Common Alternate Transportation Corridor: Selectman Gandt made a motion to award the contract for the construction of Section C of the Topsfield Linear Common ATC (alternate transportation corridor) as Amendment No. 2 to the original contract to K&R Construction, Inc. of Boxford MA in the amount of \$12,000, contingent upon the filing of the easement at 7 Grove Street with the Registry of Deeds, seconded by Selectman Luther; so voted: 4-0.

Grove Realty License Agreement: Selectman Gandt made a motion to approve and execute a license between the Town and Grove Realty Partners LLC of 58 Main St. Topsfield, MA for parking on a portion of the property at 7 Grove Street contingent upon filing of the easement with the Registry of Deeds, seconded by Selectmen Luther; so voted: 4-0.

Janitorial Services for Town Buildings: Selectman Dow made a motion to approve the Outside Services Cleaning Contract for the Town Hall, Library, Police Station and DPW Facility for FY2010 to Dynamics Janitorial Cleaning Inc. of Milford, MA in the amount of \$29,495.40, seconded by Selectman Luther; so voted: 4-0.

FY2010 Annual MUNIS OSDBA Support Agreement: Selectman Gandt made a motion to approve the Annual Operating System & Database Administration Support Agreement for the MUNIS Software Programs with Tyler Technologies Inc., MUNIS Division of Falmouth, ME in the amount of \$3,710 for FY2010, seconded by Selectman Luther; so voted: 4-0.

FY2010 Annual Vision Maintenance Agreement: Selectman Gandt made a motion to approve the Annual Software Maintenance Agreement for the Town's assessing program with Vision Appraisal Technology of Northborough, MA in the amount of \$4,900 for FY2010, seconded by Selectman Luther; so voted: 4-0.

Exchange Migration for Town Hall Computer System: Selectman Dow made a motion to award the contract to Retrofit Technologies, Inc. of Milford, MA for the Exchange 2003 to Exchange 2007 Migration for the Town Hall Computer System in the amount of \$10,505.16, seconded by Selectman Luther; so voted: 4-0.

FY2010 Managed IT & Remote Monitoring Services for Town Hall Computer Systems: Selectman Gandt made a motion to award the contract to Retrofit Technologies Inc. of Milford MA for FY2010 Managed IT Network and Remote Monitoring Services for the Town Hall Computer System in the not-to-exceed amount of \$21,284, seconded by Selectman Dow; so voted: 4-0.

Town Maps: Selectman Dow made a motion to approve the Mapping Committee's request for the posting of Town Maps on the Town Web Site, seconded by Selectman Luther; so voted: 4-0.

Insurance Waiver Request: After a discussion regarding the request from Beal Associates Inc for a waiver in the Town's required amount of coverage for Professional Liability Insurance,

from \$1 Million to \$500,000, in regards to a \$6,170.00 contract for engineering services, the Board denied the request.

Essex Regional Retirement Board (ERRB): Ms. Wilder began by stating due to recent developments the date of June 29, 2009 to make a decision to move funds from ERRB to the Pension Reserves Investment Trust, known as PRIT, has been postponed. It was noted that too many communities have questions that have not been clearly answered.

Police Reserve Contract: Selectman Luther made a motion to approve the contract for the Reserve Police with a term of one year to expire June 30, 2010, seconded by Selectman Gandt; so voted: 4-0.

FY2010 Board of Health Flu Clinic Contract: Selectman Gandt made a motion to approve a contract with Public Sector Partners, Inc of Worcester, MA to process Medicare reimbursements, in an amount not to exceed \$400.00 and authorize the Chair to sign, seconded by Selectman Luther; so voted: 4-0.

Liaison Reports:

- Selectman Gandt informed the Board that the Park & Cemetery Commissioners will meet on June 25th at 7:30 at the Town Library to answer any questions regarding the potential installation of a Babe Ruth Ball Field in Town. It was noted that no final decision has been made on the location. Abutters and the Topsfield Athletic Association have been informed of the meeting.
- Chairman Morrison spoke to the Board regarding the Commonwealth Capital Plan application that will be available in July 2009. It was explained that there are components that will need to be updated via a survey that will be directed towards Town Boards, Commissions and Committees. The last update of data was completed in 2006.
- Chairman Morrison stated that the South Main Street Beautification project is continuing. The poison ivy was successfully killed in the fall and the stone wall reconstruction is underway. It is a multi-phase project being funded by private donations and sponsored by the Main Street Foundation.
- Selectman Dow explained that North Shore Technical High School and the Essex Agricultural & Technical High School are merging to become one school, scheduled to be located at the Essex Agricultural site in Danvers. The total cost of the project is estimated to be \$125 million with a large portion of the costs being covered by state funds. An assessment to the member Towns will also be required, and must be voted within 120 days of notification of the state School Building Assistance Bureau funding (in early June). Ms. Wilder is attempting to meet with the superintendent of North Shore Technical High School to gain a better understanding of timelines for the project.

Town Administrator's Report:

- Town Hall lighting project update
- MIIA Workshop attended on Risk Management
- Update on Bill Whiting's meeting with Verizon
- Update on development of agreements with non-profits
- State budget updates

Correspondence & Reports

Correspondence

A letter from abutters to Klock Park was received expressing concern over a proposed baseball field at Klock Park. P&C has scheduled a meeting for June 25 at 7:30 at the Town Library to discuss the issues raised.

A letter was received from HAWC thanking the Town for the \$10,198 of the Town's unexpended FY08 HOME funds to be used in their tenant based rental assistance program. MASCO Seniors Jedidah Lavery, Kelly Sullivan and Stephanie Reyes were each awarded the Town's scholarship in the amount of \$400.

Ron Giovannacci has been elected to a tenth term as President of the Essex County Fire Chiefs' Association.

Letter received from James Nestor with his intent to retire from his part time dispatcher position; he will still remain as an Auxiliary Police Officer.

Cc'd on a letter sent to Richard Skeffington, Jr. regarding the Conservation Commission denying the requested project.

Reports

Board of Assessors submitted minutes of April 24 and May 8, 2009

Board of Library Trustees submitted minutes of March 24, April 14 and May 12, 2009

Cable TV Advisory Committee submitted minutes of May 6, 2009

Town Website Committee submitted minutes of March 25, 2009

North Shore Vocational School submitted minutes of April 9, 2009 and Agenda of June 11, 2009.

May 2009 report of the Police Chief.

Warrants: The Selectmen signed and approved warrants in the amount of **\$ 1,008,940.63**. The breakdown is as follows:

Warrant FY09:

103T	\$ 73,719.11
103Balloon	\$ 614,317.64
104	\$ 320,903.88

At 9:20 PM, Chairman Morrison moved to go into executive session to discuss an employee's retirement and the renewal of professional contracts for Police and Fire Chiefs and Town Administrator; seconded by Selectman Luther. In a roll call vote, a yes vote was recorded for Chairman Morrison, Selectman Dow, Selectman Luther, and Selectman Gandt. The Board would not return to open session. Virginia Wilder and Donna Rich were also present.

Respectfully submitted,

Donna Rich, Secretary
Selectmen's Office

Approved as amended at the July 20, 2009 Board of Selectmen's meeting.