

BOARD OF SELECTMEN
Proctor School Library
Minutes of June 22, 2015

Chairman Powers called the meeting to order at 7:30PM. Board members present, in addition to Chairman Laura Powers, were Selectmen Martha Morrison, Steve Lais, Boyd Jackson 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 operators Baxter & Ben Demers, Tri-Town Transcript reporter Kathy O'Brien, Fire Chief Ron Giovannacci, residents Jonathon & Patricia Rowell, Tim & Wendy Higgins, Charles Wainwright, Felix Zollo and Dick Gandt.

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

ANNOUNCEMENTS: Chairman Powers announced that the Board would go into Executive Session at the end of regular session to discuss negotiating strategies for the Fire Chief Contract and would return to Open Session.

Selectman Morrison announced information regarding citizens who would like to donate fresh produce grown from their gardens to the food pantry.

CITIZENS QUESTIONS & COMMENTS *none heard*

GENERAL BUSINESS

Old Business

24/7 Fire Service Committee: Selectman Goodhue suggested the Board schedule a working session to interview the remaining candidates. Chairman Powers requested that a Working Session be posted for June 29th at 7PM at Town Hall to interview the remaining applicants. The Town Administrator's office was directed to contact the applicants and schedule the interviews.

Financial Policies: The Board discussed the proposed Financial Management policy recommended by the Town Administrator. The first policy to be approved is for the Town's handling of Petty Cash. Selectman Goodhue made a motion to approve the following policy statement the Town will "ensure the safety and handling of public funds, including the appropriate use of Petty Cash by all departments", seconded by Selectman Morrison; so voted: 5-0.

APPOINTMENTS:

7:46PM – Abandoned Property at 15 Rowley Bridge Road: Jonathon Rowell read a statement regarding his concern for the condition of the property at 15 Rowley Bridge Road (see attached list dated: 6/22/15). Chairman Powers expressed the Board's jurisdiction over private properties. She explained that Board of Health Agent John Coulon visited the property and provided his input via an email dated June 13, 2015. In addition, Building Inspector Glenn Clohecy also visited the property and as the Town's Zoning Enforcement Officer sited an excess of two unregistered vehicles at the location and a fallen column on the front of the home. Mr. Clohecy said he would send a letter informing the owner of the zoning violations and of the fines that would be instituted if not corrected with timeframes included. Ms. Hebert noted that the Public Safety Committee would also be informed at their next meeting of the Rowell's concerns at the property.

New Business

Appointments of Committees, Boards and Commissions: Selectman Goodhue made a motion to appoint the attached list dated June 22, 2015 of people to various appointed positions with expiration dates as indicated, seconded by Selectman Morrison; Selectman Lais amended the motion relative to Selectman Jackson being appointed on a committee that the Board was responsible for appointing, Selectman Jackson saw no problem in being appointed “ex-officio” member to the 2015 Town Hall Building Committee and the Wallace Kneeland Committee, also that Jen Collins Brown’s name be consistently written, therefore original motion amended to reflect the ex-officio to the two committees and name correction, seconded by Selectman Morrison, so voted: 5-0, the original motion was then voted 5-0.

Department of Defense (DoD) Firefighting Program: Selectman Morrison made a motion to approve a cooperative Agreement with the Department of Defense (DoD) Firefighting Program and for the Chairman to sign, seconded by Selectman Goodhue; so voted: 5-0.

Excess Property Agreement Forms: Selectman Goodhue made a motion to approve a cooperative Agreement with the Federal Excess Personal Property and for the Chairman to sign, seconded by Selectman Jackson; so voted: 5-0.

Public Safety Grant: Selectman Goodhue made a motion to approve a contract in the amount of \$1,680 from the Executive Office of Public Safety & Security and to authorize the Chairman to sign, and also authorize the Police Chief to be a signatory on any ancillary contract documents relating to the project, seconded by Selectman Morrison; Selectman Lais amended the motion to change “a” to a “the” before signatory, seconded by Selectman Morrison; so voted: 5-0, the original motion was then voted 5-0.

Greenbelt Bike Event: Selectman Goodhue made a motion to approve a bike event for Essex County Greenbelt to be held on September 13th traveling through the roads in Topsfield as indicated on the letter dated May 20th, seconded by Selectman Morrison; so voted: 5-0.

Town Hall Repairs: Selectman Morrison made a motion to approve the design services contract for the window and front façade repairs to Town Hall to Adams & Smith LLC as project architect of Swampscott, MA in the amount of \$9,950, seconded by Selectman Goodhue; so voted: 5-0.

Highway Request: Selectman Jackson made a motion to approve the contracts for FY16 respective road materials items per unit pricing as competitively bid on May 21, 2015 to Brox Industries of Dracut, MA for bituminous concrete; Nocella Landscaping and Paving of Woburn, MA for rehabilitating existing asphalt pavement; Aggregate Industries of Saugus, MA for milling; and Superior Sealcoat, Inc. of Wilmington, MA for crack filling, seconded by Selectman Goodhue; so voted: 5-0.

Telephone Maintenance Contract: Selectman Morrison made a motion to approve the a maintenance contract agreement with Fulton Communications of MA, LLC dba: Voice Systems, Inc of Canton Ma for FY16 for the Town Hall telephone system in an amount of \$876.50, and the Library telephone system in the amount of \$556.10 and for the Chairman to sign, seconded by Selectman Lais; so voted: 5-0.

Emerson Field Lease Request: Selectman Morrison recused herself. Selectman Jackson made a motion to approve the a lease agreement between the Town of Topsfield and the Congregational Church of Topsfield at 9 East Common Street, Topsfield, MA in the amount of \$1,250 for a term of twelve (12) months commencing on July 1, 2015 and terminating on June 30, 2016, seconded by Selectman Goodhue; so voted: 4-0.

Veteran Agent Agreement: Selectman Morrison made a motion to enter into a service agreement for one year commencing on July 1, 2015 and ending on June 30, 2016 in the amount of \$12,000 with Richard Cullinan of 25 Howlett Street, Topsfield, Massachusetts to provide professional

assistance related to the administration and implementation of all services associated with the duties of a Veterans Agent/Service Officer for the Town of Topsfield and for the Chairman to sign, seconded by Selectman Goodhue; so voted: 5-0.

Council on Aging Request: Selectman Goodhue made a motion to approve the professional services agreement to perform a Senior Needs Analysis Study with the University of Massachusetts Boston, Gerontology Institute of Boston, MA in the amount of \$10,000 and for the Chairman to sign, seconded by Selectman Morrison; so voted: 5-0.

Tri-Town Council Agreement: Selectman Lais made a motion to approve a grant agreement between the Town of Topsfield and the Tri-Town Council for FY16, a non-profit located at 49 Main Street, Topsfield, MA in the amount of \$20,500 for services to be rendered to the residents of Topsfield, seconded by Selectman Morrison; so voted: 5-0.

Town Administrator’s Report:

- Last update on FY15 Goals provided with a discussion relative to the upcoming goal setting process for FY16.
- Update provided on the Regional Emergency Communication Center (RECC) budget challenges.

Minutes

Selectman Morrison made a motion to accept the Minutes of Joint Session with Finance Committee on May 5, 2015, as written, seconded by Selectman Goodhue; so voted 4-0. Selectman Jackson abstained.

Selectman Morrison made a motion to accept the Minutes of May 18, 2015, as amended, seconded by Selectman Goodhue; so voted 5-0.

Selectman Morrison made a motion to accept the Minutes of Working Session of May 21, 2015, as amended, seconded by Selectman Goodhue; so voted 5-0.

Selectman Morrison made a motion to accept the Minutes of Working Session of June 1, 2015, as amended, seconded by Selectman Goodhue; so voted 5-0.

Selectman Morrison made a motion to accept the Minutes of June 8, 2015, as amended, seconded by Selectman Goodhue; so voted 5-0.

Selectman Morrison made a motion to accept the Executive Session Minutes of June 8, 2015 as written and to hold until all issues have been resolved, seconded by Selectman Goodhue; so voted 5-0.

Correspondence & Reports

Correspondence

FY16 Appointments made by Kellie Hebert, Town Administrator have been submitted via letter dated June 22, 2015.

Fire Chief submitted his annual appointments to the Fire Department.

Essex County RECC sent of letter of gratitude to the Fire Department.

Reports

Trust Fund Commissioners submitted minutes of May 13, 2015 and draft of June 9, 2015.

At 8:44 PM, Selectmen Morrison made a motion to go into Executive Session to discuss negotiating strategies for the Fire Chief Contract; seconded by Selectman Goodhue. In a roll call vote, a yes vote was recorded for Chairman Powers, Selectman Morrison, Selectman Lais, Selectman Jackson and Selectman Goodhue. The Board would return to open session.

At 9:24 PM the Board returned to Open Session. Chairman Powers announced that the Board had reached a consensus regarding the Fire Chief's contract and it would be ratified and signed at the Working Session scheduled for June 29th.

At 9:25 PM Selectman Lais made a motion to adjourn and Selectman Morrison seconded the motion; so voted: 5-0.

Respectfully submitted,

Donna Rich, Executive Assistant
Board of Selectmen

Approved as amended at the July 6, 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. Preliminary BOS Minutes – Joint Session on May 5th, Regular meetings of May 18th and June 8th, Executive Session of June 8th, Working Session of May 21st and June 1st.
3. 24/7 Fire Service Committee applications
4. Financial Management Policies & Procedures on Petty Cash
5. Annual Appointments to Boards, Commissions and Committees
6. Request from Fire Chief for two cooperative agreements
7. Request for a Public Safety Grant contract from the Police Chief
8. Request from Essex County Greenbelt for a bike event
9. Request for a contract approval for Town Hall Repairs
10. Request from the Highway Department to award contracts for road materials
11. Request for a telephone systems maintenance agreement for the Library & Town Hall
12. Annual Emerson Field Lease for FY16
13. Annual Veteran Agent Professional Agreement for FY16
14. Request for a contract for a Senior Needs Analysis Study
15. Annual Tri-Town Council Agreement for FY16
16. Fire Chief's Fire Department FY16 Appointments
17. Town Administrator's FY16 Appointments
18. Letter of Thanks from the RECC to the Fire Department
19. Trust Fund Commissioners Minutes of May 13 and Draft of June 9th
20. Statement from Jonathon Rowell regarding 15 Rowley Bridge Road

<p>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.</p>
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