

**BOARD OF SELECTMEN**  
**Proctor School Library**  
**Minutes of June 24, 2013**

Chairman Ken Vogel called the meeting to order at 7:30PM. Board members present, in addition to Chairman Vogel, were Martha Morrison, Dick Gandt, Laura Powers and Eldon Goodhue. Of the Selectmen's staff, Town Administrator Virginia Wilder and Board Secretary Donna Rich were in attendance. Other persons present during all or part of the meeting were Tri-Town Transcript reporter Kate Evans, Police Chief Evan Haglund, an unknown lady, and resident Kim Sherwood.

**ANNOUNCEMENTS:** Chairman Vogel announced that the Board would go into Executive Session at the end of regular session to discuss negotiating strategies for collective bargaining for the Police Union Contract and would not return to Open Session.

Chairman Vogel announced that Governor Patrick has ordered the flag to be at half-mast until June 14<sup>th</sup> in respect for Paul Cellucci who died June 8<sup>th</sup>.

It was announced that the Topsfield's Cable TV is temporarily suspended while the Town reviews options. Competitive bids are being sought to outsource operations. Interested parties should contact the Selectmen at 978-887-1500.

It was announced that the FY14 Recycle Schedule has been delivered to each household. If you did not get one, you may obtain one from the BOS office. Please note that all customer service calls should be directed to JRM at 1-800-323-4285.

Selectman Powers on behalf of the Recreation Committee announced the Concerts on the Common will begin on Sundays from 4PM-6PM on the Commons. July 7<sup>th</sup> Grupo Fantasia will perform.

## **GENERAL BUSINESS**

### **Old Business**

**Civic Duty Policy:** Selectman Morrison made a motion to amend the Town's Personnel, Rules, Regulations and Procedure by deleting in its entirety section 6.1 Civic Duty Leave and replace with what is presented, seconded by Selectman Gandt. After discussion Selectman Powers made a motion to amend the policy as follows: 6.5.1 to change *may* to *shall* and change *the civic duty to the employees leave for such purpose*, 6.5.4 strike *who is a witness for the defense, or who is involved in personal litigation*. An *employee*, and to remove in its entirety 6.5.5 and renumber the remainder of the section, seconded by Selectman Gandt; so voted: 5-0. The amended motion was then voted: 5-0.

## **CITIZENS QUESTIONS & COMMENTS**

Resident Kim Sherwood expressed her concern with Masconomet Regional High School Committee's recent discovery of an excess of \$140k in their FY13 budget. Chairman Vogel reported that the School Committee would be meeting on Wednesday to discuss the issue and that he planned on attending and would report back the Board on the discussion and final decision that would be made.

**Travel & Conference Policy:** Selectman Morrison made a motion to amend the Town's Personnel Rules, Regulations and Procedure by adding a section 6.12 "Support Staff Workshop/Conference Attendance" as presented, seconded by Selectman Powers. Selectman Gandt made a motion to amend the policy under 6.12.2 c) to add *for* after in order, seconded by Selectman Morrison; so voted: 5-0. The amended motion was then voted: 5-0.

Town Administrator Update: Chairman Vogel thanked Ginna for her six and a half years of service to the Town and for her contributions to the success of the Town. Chairman Vogel announced that Dick Kobayashi would be available to release the names by July 1<sup>st</sup>. After discussion it was agreed that the consultant would come July 8<sup>th</sup> to present the names.

**APPOINTMENTS:**

**8:00PM – Public Hearing** – Verizon Petition Plan #38, dated April 18 - Clerk Morrison read the Legal Notice. Representative Joe Gleason from Verizon presented. There being no other public comments, Selectman Gandt made a motion to close the hearing, seconded by Selectman Morrison; so voted: 5-0.

Selectman Morrison made a motion to approve the removal of one pole and placement of one on Boston Street and in addition to lay and maintain underground laterals, cables and wires in the above or intersecting public way as stated in accordance with petition plan #38, dated April 18, 2013, seconded by Selectman Gandt; so voted: 5-0.

**New Business**

Recognition of Dispatchers: Chairman Vogel announced the following names as those that performed the duties of Dispatcher for the town and to whom shall be presented Proclamations by the Police Chief for their dedication to the Town: James Gettman, James Bonfanti, Melissa Alleruzzo, Sandy Sanger, Phil Mahoney, Paul Polonsky, Larry Nestor, Lorna Wise, Bob Varney, Lorna Wise, Mike Gelineau, Taylor Ford, Shawn Frost and Joseph DeBernardo.

Police Department Appointments: Selectman Powers made a motion to appoint the attached listed personnel as recommended by the Chief of Police to various positions within the Police Department with expiration dates indicated on the letter dated June 18, 2013, seconded by Selectman Goodhue; so voted: 5-0.

Appointment Assistant Town Accountant: Selectman Morrison made a motion to approve pursuant to MGL Chapter 41, Section 49A the Town Accountant's appointment of Debra Rogers as Assistant Town Accountant for the period of July 1, 2013 to June 30, 2015, seconded by Selectman Powers; so voted: 5-0.

Appointment Assistant Treasurer/Collector: Selectman Powers made a motion to approve pursuant to MGL Chapter 41, Section 39A Assistant Treasurer and Chapter 41 Section 39C Assistant Collector the Town Treasurer/Collector's appointment of Rosalba Giuffrida as Assistant Treasurer/Collector for the period of June 13, 2013 to June 30, 2014 seconded by Selectman Morrison; so voted: 5-0.

Appointments of Town Positions: Selectman Morrison made a motion to re-appoint the Town positions as indicated on the list of June 24, 2013, as recommended by the Town Administrator, seconded by Selectman Powers; so voted: 5-0. Selectman Gandt made a motion to amend the motion to remove Debra Rogers from the list as she was previously appointed, seconded by Selectman Morrison; so voted: 5-0. The amended motion was then voted: 5-0.

Appointments of Committees, Boards and Commissions: Selectman Goodhue made a motion to appoint the attached Table 1 of people to positions and expiration dates indicated on the letter dated June 20, 2013 as recommended by the Town Administrator, seconded by Selectman Powers; so voted: 5-0.

Selectman Powers made a motion to appoint the attached Table 2 of people to positions and expiration dates indicated on the letter dated June 20, 2013, seconded by Selectman Gandt; so voted: 5-0.

Energy Efficiency for the Library: Selectman Powers made a motion to approve a contract for energy efficiency upgrades at the Town Library as part of the National Grid Electric and Gas

Efficiency Program and for the Chairman to sign each Terms and Conditions Agreement, seconded by Selectman Gandt; so voted: 5-0.

Board of Health Request: Selectman Powers made a motion to approve the Contract for Services with the VNA Care Network, Inc. of Danvers, MA to furnish the Board of Health a complete public health nursing service for FY14 in the amount of \$8,750.00, seconded by Selectman Morrison; so voted: 5-0.

Annual Web Hosting of Assessing Database: Selectman Morrison made a motion to approve the Annual Web Hosting of Assessing Database including Geographic Data Agreements for the Town's assessing program with Vision Government Solutions, Inc. of Northborough, MA in the amount of \$2,700 for FY14, seconded by Selectman Powers; so voted: 5-0.

Annual Vision Maintenance Agreement: Selectman Powers made a motion to approve the annual Software Maintenance Agreement for the Town's assessing program with Vision Government Solutions, Inc. of Northborough MA in the amount of \$5,510 for FY14, seconded by Selectman Morrison; so voted: 5-0.

Annual Taxable Personal Property Maintenance Services: Selectman Morrison made a motion to approve a three-year contract for the Annual Taxable Personal Property Maintenance services with patriot Properties, Inc. of Lynn, MA in the total amount of \$7,500, with annual payments of \$2,500; subject to appropriations for FY14, FY15 and FY16, seconded by Selectman Powers; so voted: 5-0.

Tri-Town Council: Selectman Morrison made a motion to approve a grant agreement between the Town and the Tri-Town Council for FY14 in the amount of \$18,319 for services to be rendered to the residents of Topsfield, seconded by Selectman Powers; so voted: 5-0.

Emerson Field: Selectman Morrison recused herself from this issue. Selectman Gandt made a motion to approve a lease agreement between the Town and the Congregational Church of Topsfield, as amended by the Church, in the amount of \$625 for a term of six-months commencing on July 1, 2013 and to terminate on December 31, 2013, seconded by Selectman Powers; so voted: 4-0.

### **Town Administrator's Report:**

- Thanked the Board for the luncheon.
- Requested that the Board act on the Building Assessment plan that was presented.
- Requested that the Board follow through with the Compensation Study.
- Town Hall Window specifications for an RFP was updated.

Selectman Gandt reported that Rowley Bridge Road bridge project is delayed and will not be opening by July 1<sup>st</sup>.

Selectman Gandt reported that the Water Rate Public Hearing would be Wednesday, June 26<sup>th</sup> at 7:30AM. Selectman Powers asked if there was any discussion relative to the Water Treatment Plant failing at Town Meeting, Selectman Gandt reported that there was no action plan to date.

### **Minutes**

Selectman Morrison made a motion to accept the Minutes of June 10, 2013 as written, seconded by Selectman Powers; so voted 5-0.

### **Correspondence & Reports**

#### Correspondence

Mass DOT sent an Underwater Inspection Report of 3/7/13 for the bridge that carries the Perkins Row over Mile Brook.

Masconomet Regional High School notified the Board of the senior graduates that were awarded the Topsfield Masconomet Scholarship for 2013: Geneva Smith D'Agostino, Asa P. Axelrod and Lucas Raymond Lang

Fire Chief sent notification of re-appointments made to the Fire Department staff for FY14.

Town Administrator Appointments Ms. Wilder sent notification of re-appointments made to the Town Positions for FY14.

Letter obtained via Facebook addressed to the BOS from the Wakefield Town Administrator Stephen Maio regarding Number 16 in Wakefield, MA.

Reports

Board of Assessors submitted minutes of April 12<sup>th</sup>, May 3<sup>rd</sup>, 10<sup>th</sup> and 16<sup>th</sup>, 2013.

North Shore Regional Vocational School District submitted minutes of May 9, 2013 and April 11, 2013 along with agenda for June 13, 2013.

The Town Administrator has submitted FY14 Appointments.

Conservation Commission Administrator submitted monthly report for May.

**Warrants:** The Selectmen signed and approved warrants in the amount of **\$ 1,160,781.86**. The breakdown is as follows:

Warrant FY13:

0103T	\$ 89,339.68
0103Balloon	\$ 691,528.60
104	\$ 379,913.58

At 8:50 PM, Selectmen Morrison made a motion to go into Executive Session to discuss negotiating strategy for collective bargaining with the Police Union; seconded by Selectman Powers. In a roll call vote, a yes vote was recorded for Chairman Vogel, Selectman Morrison, Selectman Gandt, Selectman Powers and Selectman Goodhue. The Board would not return to open session.

Respectfully submitted,

Donna Rich, Secretary  
Selectmen's Office

*Approved as written at the August 4, 2013 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 – 06/10/13
3. Verizon Pole Hearing Information
4. Personnel, Rules, Regulations and Procedures: Civic Duty Leave updated language
5. Personnel, Rules, Regulations and Procedures: Support Staff Workshop/Conference Attendance addition
6. Police Department Appointments request
7. Appointment of Assistant Town Accountant request

8. Appointment of Assistant Treasurer/Collector request
9. Annual Appointments of Town Positions request
10. Annual Appointments of Committees, Boards and Commissions request
11. Energy Efficiency Project for the Library request
12. VNA Care Network Inc Contract Request
13. Annual Web Hosting of Assessing Database Contract Request
14. Annual Vision Maintenance Agreement Request
15. Annual Taxable Personal Property Maintenance Services Request
16. Annual Tri Town Council Agreement
17. Annual Emerson Field Agreement
18. Reports: MassDOT Bridge Report, MASCO Scholarship Recipients, Fire Department Appointments, Town Administrator Appointments, Number 16 in Wakefield letter from Town Administrator, Board of Assessors minutes, NS Regional Vocational School District, Town Administrator Appointment

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.