

BOARD OF SELECTMEN
Proctor School Library
Minutes of July 6, 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 and Eldon Goodhue. Selectman Boyd Jackson was absent. 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 Sam Pickell and Jon Rivers, Tri-Town Transcript editor Kathy O'Brien, residents Aimee Mitchell, George Hall, Philip McManus, Mike Todd, Scott Moore, Dick Gandt, and Sean Cunniff, and Ipswich Ale Brewery representative Mary Gormley.

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

ANNOUNCEMENTS: Chairman Powers reported that Representative Brad Hill has announced that Governor Baker would be coming to Town on July 9th to hold a business round table and to announce the funding for the Route 97 repaving project. The event would take place at Evans Industries located on Route 1, with the press conference beginning at 4:15. Chairman Powers reported that the Board held a Working Session on June 29th to interview applicants for the 24/7 Fire Study Committee, voted to terminate for convenience the Washington Street Water Main Contract with Joseph P Cardillo & Sons of Wakefield, MA and ratified the Fire Chief's 3 year contract for FY15-17.

APPOINTMENTS:

7:30PM - 24/7 Fire Study Committee – Selectman Morrison made a motion to appoint Aimee Mitchell, Philip McManus and George Hall to the 24/7 Fire Study Committee and to appoint David Soffron, Scott Conley and William (Mike) Todd as alternate members to the 24/7 Fire Study Committee with a term to expire November 1, 2015, seconded by Selectman Goodhue; so voted: 4-0. Executive Assistant Donna Rich was asked to send out the charter, coordinate with the committee to secure a first meeting date, relay members contact information and to post an agenda. George Hall suggested some key agenda items to be included for the first meeting.

CITIZENS QUESTIONS & COMMENTS *none heard*

GENERAL BUSINESS

New Business

One Day Liquor License: Ipswich Ale Brewery representative Mary Gormley came forward. After some discussion the Board requested the following amendments to the application: number of attendees to be changed from "500-600" to read "500" and to indicate that there would be a police detail at the event. Selectman Goodhue made a motion to approve a One Day Liquor License for Massachusetts Nursery & Landscape Association for a summer conference on July 23rd at the outdoor picnic area at the Topsfield Fairgrounds between the hours of 2:30-5PM and to waive the 30 day notice, seconded by Selectman Morrison; so voted: 4-0.

Police Department: Selectman Goodhue made a motion to approve a contract purchase order and equip a 2015 Ford police interceptor utility vehicle with trade-in of the 2011 Ford Crown Victoria with MHQ Municipal Vehicles Inc. of Marlboro, MA in the total amount of \$24,604 including trade-in value, seconded by Selectman Morrison, Selectman Lais amended the motion to state "and for the chairman to sign", seconded by Selectman Morrison; so voted: 4-0, the original motion was then voted 4-0.

Landfill Monitoring: Selectman Goodhue made a motion to approve the contract for Post Closure Landfill Monitoring Services at Pye Brook Park with Weston & Sampson Engineers Inc of Peabody MA in the amount of \$38,700 for FY16, seconded by Selectman Morrison; so voted: 4-0.

Park & Cemetery Request: Selectman Morrison made a motion to approve the contract purchase order for the Ventrac slope tractor/mower to Moffett Turf Equipment Inc of Tewksbury MA in the amount of \$24,606.21 and for the chairman to sign, seconded by Selectman Goodhue; so voted: 4-0.

Wilmor Road: Selectman Goodhue made a motion to award a contract for License Site Professional (LSP) reporting services to be performed at 19 Wilmor Road to Weston & Sampson Engineers Inc of Peabody MA in the amount of \$2,700, seconded by Selectman Morrison; so voted: 4-0.

Town Hall Managed IT: Selectman Morrison made a motion to award and approve the contract for FY16 Managed IT Network and Remote Monitoring Services for the Town Hall Computer System with Retrofit Technologies Inc of Milford MA in the not to exceed amount of \$26,576, seconded by Selectman Goodhue; so voted: 4-0.

Board of Health Request: Selectman Goodhue made a motion to approve the contract for the Provisions of Public Health Nursing Services by VNA Care Network, Inc of Worcester MA for FY16 in the amount of \$8,750, seconded by Selectman Morrison; so voted: 4-0.

Senior Care Request: Selectman Morrison made a motion to approve a grant agreement between the Town of Topsfield and Senior Care Inc, a non-profit located at 49 Blackburn Center, Gloucester, MA in the amount of \$1,500 for services to be rendered for senior residents 60 and over or disabled adults of Topsfield, seconded by Selectman Goodhue; so voted: 4-0.

Appointments: Selectman Morrison made a motion to appoint Josh Rownd and Peter Bryson to the 2015 Town Hall Building Committee for a term to expire June 30, 2015, seconded by Selectman Goodhue; Selectman Morrison amended the motion to have the term expire June 30, 2016, seconded by Selectman Goodhue; so voted: 4-0, the original motion was then voted 4-0.

Massachusetts Rules of Professional Conduct Request: Selectman Goodhue made a motion pursuant to Rule 1.7 of the MA Rules of Professional Conduct, that the Town of Topsfield Board of Selectmen consents to Kopelman and Paige, PC reviewing the Cape Ann Regional Response Team, as disclosed in a letter to the Board on behalf of the Town of Rockport, notwithstanding that Kopelman and Paige PC, also serves as counsel to the towns of Ipswich, Manchester-by-the-Sea and Rockport, seconded by Selectman Morrison; so voted: 4-0.

Town Administrator's Report:

- Distributed a final close out report to the Board with a review of FY15 goals and accomplishments.
- Discussed scheduling for a Board Retreat.

Minutes

Selectman Morrison made a motion to accept the Minutes Working Session of June 17, 2015, as written, seconded by Selectman Goodhue; so voted 4-0.

Selectman Morrison made a motion to accept the Minutes of Executive Session of June 17, 2015 as written and to hold until all matters are resolved, seconded by Selectman Goodhue; so voted 4-0.

Selectman Morrison made a motion to accept the Minutes of June 22, 2015, as amended, seconded by Selectman Goodhue; so voted 4-0.

Selectman Morrison made a motion to accept the Minutes of Executive Session of June 22, 2015 as written and to hold until all matters are resolved, seconded by Selectman Goodhue; so voted 4-0.

Selectman Morrison made a motion to accept the Minutes of Working Session of June 29, 2015, as amended, seconded by Selectman Goodhue; so voted 4-0.

Correspondence & Reports

Correspondence & Reports

Massachusetts Office of Development will hold a Public Hearing on July 7th at 4PM in Boston to consider the issuance of revenue bonds to benefit the property at 198 Central Street and others in a variety of ways.

Tri-Town Council sent a letter of thanks for continued program funding for FY16.

Masco School Committee voted to appropriate \$42,642 to pay for increased cost in the FY16 Budget from the Excess & Deficiency fund.

Al Grenier sent a letter of resignation from the Council on Aging Board.

Water Department sent its 2014 Water Quality Report.

Personnel Advisory Committee submitted minutes of June 16th and 23rd. Selectman Lais asked Ms. Hebert for an update on the re-creation of the previous Personnel Advisory Committee minutes. Ms. Hebert said they would be distributed to the Board once completed. Selectman Lais asked that Mr. Cunniff be provided a copy as well.

At 8:11 PM, Selectmen Goodhue made a motion to adjourn and Selectman Morrison seconded the motion; so voted: 4-0.

Respectfully submitted,

Donna Rich, Executive Assistant
Board of Selectmen

Approved as written at the July 20, 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 –Working Session of June 17 with Executive Session, meeting of June 22nd with Executive Session and Working Session of June 29, 2015.
3. 24/7 Fire Service Committee appointments.
4. Request for a One Day Liquor License from the MA Nursery & Landscape Association.
5. Request to purchase a Police Cruiser.
6. Request for the annual Landfill Monitoring Contract.
7. Park & Cemetery request to purchase a slope tractor mower.
8. Request for a contract for License Service Professional Report Services at 19 Wilmor Road.
9. Request for the annual contract for Town Hall Managed Information Technology.
10. Request for the annual VNA contract.
11. Request for the annual Senior Care Agreement.

12. Appointments to the 2015 Town Hall Building Committee.
13. Request from Kopelman and Paige, PC pursuant of MA Rules of Professional Conduct.
14. MA Development notification of a Public Hearing for 198 Central St.
15. Letter of thanks received from Tri-Town Council for the Town's continued support.
16. Masco School Committee notice to appropriate funds from Excess & Deficiency fund.
17. Al Greneir resignation from the Council on Aging.
18. Water Department's 2014 Water Quality Report.
19. Personnel Advisory Committee submitted minutes of June 16th & 23rd, 2015.

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.