

BOARD OF SELECTMEN
Proctor School Library
Minutes of July 20, 2015

Clerk Lais called the meeting to order at 7:35PM. Board members present, in addition to Clerk Steve Lais, were Selectmen Martha Morrison, Steve Lais, Boyd Jackson and Eldon Goodhue. Chairman Laura Powers arrived at 7:45PM. Of the Selectmen's staff, Town Administrator Kellie Hebert and Board Executive Assistant Donna Rich were in attendance. Other persons present during all or part of the meeting were Topsfield Cable Operators Sam Pickell, the 2015 Town Hall Building Committee Chairman Gregor Smith and resident Dick Gandt.

Minutes

Selectman Morrison made a motion to accept the Minutes July 6, 2015, seconded by Selectman Goodhue; so voted 3-0-1, Selectman Jackson abstained.

GENERAL BUSINESS

New Business

Parade Request: Selectman Goodhue made a motion to approve the Essex Agricultural Society request for the Topsfield Fair parade permit to take place on Saturday, October 3, 2015 from the Town Common at 9AM, route to be the same as years past, seconded by Selectman Morrison; so voted: 4-0.

Road Race & Banner Request: Selectman Morrison made a motion to approve the Fall Foliage Classic request to hold its thirty-sixth (36th) Annual charity road race on Sunday, October 18, 2015 from 8AM - 10AM, the route is the same as previous years; Police, Fire and Highway have approved the event, seconded by Selectman Goodhue; so voted: 4-0.

Selectman Morrison made a motion to approve the Fall Foliage Classic banner to be placed between Town Hall and Proctor School from October 8– 18, 2015, seconded by Selectman Goodhue; so voted: 4-0.

Road Race & Banner Request: Selectman Jackson made a motion to approve the Scleroderma Foundation request to hold its eleventh (11th) Annual North Shore Stepping Out to Cure Scleroderma Walk on Sunday, September 13, 2015 from 10AM. The route is the same as previous years; Police, Fire and Highway have approved the walk, seconded by Selectman Morrison; so voted: 4-0.

Selectman Morrison made a motion to approve the Scleroderma Foundation banner to be placed between Town Hall and Proctor School from September 3–13, 2015, seconded by Selectman Goodhue; so voted: 4-0.

Library Network Request: Selectman Goodhue made a motion to approve Amendment No. 2 to the contract for the Library's Network Administrator Services to Equitous Technology Solutions of Georgetown, MA for fiscal 2016 in the not too exceed amount of \$18,270. This is the third year of a 3 year agreement, seconded by Selectman Morrison; so voted: 5-0.

Library Facility Management Services Request: Selectman Morrison made a motion to approve the contract for facility management services for the Library with D.W. Philpot Company, Inc. of Topsfield, MA in the not to exceed amount of \$2,000 for fiscal year 2016, seconded by Selectman Goodhue; so voted: 5-0. There was a discussion regarding exploring this type of service for Town Hall.

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 Reserve Police contract and will not return to Open Session.

Chairman Powers announced the ninth annual Concerts on the Common series returns with *The Advocates* on July 19th from 4-6PM on the Common and will continue on each Sunday through August 23rd. In addition there has been additional band offered to play on August 30th.

Selectman Morrison announced that the Zoning Board of Appeals will hold 2 Public Hearings on July 28, 8:15PM regarding the illegal use of a commercial kennel at 374 Boston Street, at 9PM regarding single story rear-right addition at 29 Wilmor Road.

CITIZENS QUESTIONS & COMMENTS

Citizen Dick Gandt was recognized and asked questions relative to the Schematic Design project for Town Hall. He asked about the status of historic preservation restrictions on the building by the Massachusetts Historical Society and any plans by the architect to address electronic document management needs at Town Hall. Gregor Smith, Chairman of the 2015 Town Hall Building Committee addressed the Board and commented that it is too early to determine what proposals will be presented to the Historical Society; information must be compiled during the design phase before any proposals will be offered for approval. He suggested that an archival specialist may need to be consulted to address the Town's public records retention practices and its electronic records management systems.

GENERAL BUSINESS (*continued*)

New Business

School Projects Competitive Grant Request: Selectman Morrison made a motion to approve a contract for with the Department of Energy Resources (MMARS) Green Communities Division, Competitive Grant, to fund:

\$15,300 Proctor Elementary School—Domestic Hot Water Condensing Unit

\$12,000 Steward Elementary School— Domestic Hot Water Condensing Unit

\$9,118 Proctor Elementary School—Weatherization Improvements

totaling \$36,418, authorize the Town Administrator to be the signatory on ancillary contract documents relating to the project and for the Chairman to sign, seconded by Selectman Goodhue; so voted: 5-0.

Highway Chapter 90 Project Requests: Selectman Goodhue made a motion to approve FY16 Chapter 90 Project Requests to reconstruct a section of Washington Street, mill and resurface a section of Washington St and mill and resurface a section of Boxford Rd in an amount of \$180,000 and for the Chairman to sign, seconded by Selectman Morrison; so voted: 5-0.

Town Administrator's Report:

- A special Board Retreat and working session has been coordinated to initiate the Board's FY16 strategic planning activities; Mr. Jeff Nutting will facilitate the meeting.
- Personnel Advisory Committee meetings have been conducted by the voting members of the PAC to address the classification appeals by non-union employees. The committee will make written recommendations to the Town Administrator/Personnel Director. Once completed, any final recommendations will be presented to the Board of Selectmen.
- Open Meeting Law complaint: All outstanding minutes of Personnel Advisory Committee meetings held between 2007 and 2013 have been re-created and forwarded to the complainant.

- Purchasing and Contracts: A meeting of 2 members of the Board will be held on Thursday. Policies and procedures are being compiled from other communities in case they might provide good models for Topsfield.
- Union Contracts: Negotiations are underway with the Reserve Police Officers Association. More details will be shared with the Board at the Executive Session.

Correspondence & Reports

Correspondence

Masconomet Regional High School announced the recipients of the Town's scholarships: Sondra R. Rogal, Katina J. Decoulas and Liam P. Gillwere. Sondra Rogal sent a note of thanks.

Fire Chief Ron Giovannacci announced that Leonard Fuller has elected to retire, effective July 9th. The Fire Chief appointed Mr. Tom Ash as a Full-Time Firefighter/EMT/ED effective on July 12, 2015.

The Massachusetts Historical Commission established a new award date of July 29th, with a mandatory Local Project Coordinator Meeting scheduled for August 12, if Topsfield is awarded funding.

Definitive Sub-Division Plan for 67 Perkins Row was filed on June 16, 2015. The Board may submit comments if they wish.

Three letters of appreciation were received for commendation of services provided by Topsfield's Fire Department and Police Department.

Building Inspector Mr. Glenn Clohecy has sent a letter to the owners of 15 Rowley Bridge Road regarding the unregistered vehicles currently at that location. Selectman Morrison noted that the cars have been removed from the property. Chairman Powers requested a report from Board of Health Agent John Coulon regarding the status of any items under the Health Agent's jurisdiction.

Reports

Conservation Administrator submitted a monthly report for June 2015.

Trust Commissioners' draft minutes were received from their meeting on July 1, 2015.

Personnel Advisory Committee minutes submitted for meetings held June 30th and July 7, 2015.

At 8:28 PM, Selectmen Morrison made a motion to go into Executive Session to discuss negotiating strategies for the Reserve Police 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 not return to open session.

Respectfully submitted,

Donna Rich, Executive Assistant
Board of Selectmen

Approved as written at the August 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 –July 6, 2015.
3. Request from the Fair Parade from the Essex Agricultural Society.

4. Request from the Boxford, Middleton & Topsfield Rotary Club to hold a Road Race and a banner placement.
5. Request from the Scleroderma Foundation to hold a walk.
6. Request for the Library's Network Administrator Services.
7. Request for the Library's facility management service.
8. Request to award a contract for pilot testing, design, permitting and bidding of a water treatment facility.
9. Request for approval of a Grant to fund school projects.
10. Request for Chapter 90 projects.
11. Fire Department three letters of thanks.
12. Masconomet Regional High School Scholarship recipients and a thank you from one.
13. Information from Massachusetts Historical Commission on the grant proposal.
14. Information on the sub-division definitive plan for 57 Perkins Row that was filed on June 16th.
15. Fire Chief letter submitted on Leonard Fuller's retirement and the appointment of Tom Ash to his position.
16. Building Inspector letter to 15 Rowley Bridge Road regarding unregistered vehicles at that location.
17. Conservation Administrator monthly report.
18. Trust Commissioners draft minutes of July 1, 2015.
19. Personnel Advisory Committee minutes of June 30th and July 7th.

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.