

BOARD OF SELECTMEN
Working Session
Minutes of September 13, 2013

Chairman Ken Vogel called the meeting to order at 9:20AM. Board members present in addition to Chairman Vogel, were Martha Morrison, Dick Gandt, Laura Powers and Eldon Goodhue. Of the Selectmen's staff Board Secretary Donna Rich was in attendance. Other persons present during all or part of the meeting were Kim Sherwood.

Town Administrator Contract: Chairman Vogel began by stating that there were three documents (Kopelman & Paige PC Lauren Goldberg's email of September 9th, Selectman Gandt's comments and Kellie Hebert's comments drafted September 9th) that would be reviewed and consolidated into one contract document for the Town Administrator Agreement of Employment. Each section was scrutinized and evaluated by the Board with some changes being accepted and some not. Chairman Vogel would review the final revision with Ms. Hebert; agreed changes by the Board would be incorporated and forwarded electronically. The Board agreed to sign the revised agreement over the weekend or first thing Monday morning, before Ms. Hebert signed.

Selectman Morrison made a motion to appoint Kellie A. Hebert as the Town Administrator of the Town of Topsfield, seconded by Selectman Powers; so voted: 5-0.
Selectman Morrison made a motion to authorize the Board of Selectmen to execute and sign an employment contract under section 108N of Chapter 41 of Massachusetts General Law as amended at this meeting, seconded by Selectman Powers; so voted: 5-0.

Warrants: The Selectmen signed and approved warrants in the amount of \$ **621,610.27**. The breakdown is as follows:

Warrant #FY14:	
21T	\$ 83,522.84
21School	\$ 214,288.90
22	\$ 323,798.53

At 11:04AM, Selectmen Morrison made a motion to adjourn and Selectman Powers seconded the motion; so voted: 5-0.

Respectfully submitted,

Donna Rich, Secretary
Selectmen's Office

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. Email dated 9/9/13 from Lynn Market of Kopelman & Paige
3. Comments from K.Hebert dated 9/9/13
4. Town Administrator Agreement comments from Selectman D.Gandt
5. Draft Town Administrator Agreement of Employment
6. MGL Chapter 41, Section 108N

Approved as written at the September 30, 2013 Board of Selectmen's meeting.

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.