

**BOARD OF SELECTMEN
Proctor School Library
Minutes of September 14, 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 Doreen Burliss, Historical Society President Norm Isler, Meadows Condominium Association representative Kathleen Hill, residents Al Wallace, Dick Gandt, Darci Fulton, Dolly McIlvaine Barbara Crowley along with several other family members from the Rowley Road area.

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

ANNOUNCEMENTS:

Chairman Powers announced that the Board met on August 26th at the Gould Barn with facilitator Jeff Nutting who guided the Board through establishing of FY16 Goals and Objectives.

Selectman Morrison announced that the Topsfield Town Library is looking for people interested in developing a new strategic 5-year plan for the library. The current plan takes the library through the end of 2015. In order to know what the library needs to do to better serve Topsfield over the next 5 years, the library needs to hear from the community. Volunteers are needed to be willing to attend 2 meetings in late October. Call the library or email with your name and contact information if you're interested in serving on the committee.

GENERAL BUSINESS

New Business

Appointment of Town Clerk: Selectman Goodhue made a motion to appoint Ann Gill as Town Clerk for a term to expire May 19, 2016. Historically this elected position expired two weeks after the election due to the responsibilities of the positions, seconded by Selectman Morrison; so voted: 5-0.

Appointment to 24/7 Fire Study Committee: Selectman Goodhue made a motion to appoint Dave Soffron as a member to the 24/7 Fire Study Committee for a term to expire June 30, 2016, seconded by Selectman Morrison; so voted: 5-0.

Extend 24/7 Appointments: Selectman Morrison made a motion to extend the expiration date of Sue Archer, Dan Finn, Scott Moore and Melissa Gnoza Ogden appointments from November 1, 2015 to June 30, 2016, as voted on June 9, 2015. This would have the committee members in line with the other members and provide more time if necessary, seconded by Selectman Goodhue; so voted: 5-0.

License Application for Sunday's at the Fair: Selectman Goodhue made a motion to approve Dean & Flynn, Inc D/B/A Fiesta Shows request for Amusement Rides and Amusement Games Licenses on two Sundays, October 4th and 11th, at the Topsfield Fair Grounds during the Topsfield Fair and for all to sign, seconded by Selectman Jackson; so voted: 5-0.

Home Rule Petition S.1947: Selectman Jackson made a motion to approve the amendment to Senate, No.1947 an Act authorizing the issuance of two additional licenses for the sale of wines and malt beverages not to be drunk on the premises and for the licenses not to be transferable as suggested by Senator Lovely, seconded by Selectman Goodhue; Selectman Lais requested that the motion be amended to state "by striking out section 2 and inserting in place thereof the

following 2 sections (as attached), seconded by Selectman Goodhue; so voted: 5-0. Original motion voted: 5-0.

Appointment

7:45: Continued Public Hearing: Special Sign Permit for the Meadows Condominium Association. Kathleen Hill came forward. Selectman Morrison requested that the sign be 2 feet above grade, to be consistent with what has been permitted previously, not 2-feet 7-inches as stated on plan of 8/25/15. Kathleen Hill commented that it would not be a problem to change that dimension. Selectman Goodhue made a motion to close the Hearing (8:00PM), seconded by Selectman Jackson; so voted: 5-0. Selectman Morrison made a motion to approve a Special Sign Permit for the Meadows Condominium Association to erect a sign as shown on plan dated August 25, 2015, with the condition that the sign be 2-feet above grade with a light illuminated attached to the top of the sign and lit from sunset to 1AM, seconded by Selectman Goodhue, so voted: 5-0.

8:00PM: Rowley Road Neighborhood Request: Residents Darcy Fulton and Dick Gandt came forward to present their request for a cross-walk at Rowley Road and Route 97, for residences to get over to the bike path from Rowley Road. Darcy presented a petition that was signed by 150 residents in the area of Rowley Road to support the request. Dick presented a map of the 64 houses from this area. Chairman Powers stated that the request would be forwarded to the Traffic Safety Committee for consideration.

CITIZENS QUESTIONS & COMMENTS

Historical Society President Norm Isler explained a brochure of the 12 Historical sites around Topsfield that had recently been published by the Historical Society.

GENERAL BUSINESS

New Business *continued*

Town Hall Building Committee Request: Selectman Morrison made a motion to award the contract for Designer Services for the Town Hall Renovation and Preservation Project Phase 1 Schematic Design to McGinley Kalsow & Associates Inc. of Somerville, MA in the not to exceed amount of \$89,550, seconded by Selectman Jackson; so voted: 5-0. Selectman Lais read a prepared statement regarding the stabilization of the exterior and windows at Town Hall. Selectman Morrison explained that the committee was working on the two projects concurrently, the exterior/window project and the schematic design.

Town Administrator's Report:

- Goals Setting meeting update: will meet with the Chairman to summarize the discussion and to set working session's items in place.
- Distributed an update on the ATM Warrant Articles.
- Update on the Personnel Advisory Committee

Selectman Lais asked if the 24/7 Fire Safety Committee had obtained the data from the RECC they requested, Kellie noted that it was call volume data and was being addressed.

Selectman Lais requested that the STM Article related to the Town Hall Exterior and Windows Restoration is included on the ATM Warrant Article list.

Selectman Lais asked if the issue with copying fees being charge by the Conservation Commission had been resolved. Kellie stated that a town wide form should be developed that would ensure clarity on the fees charged by any department and was being addressed.

Minutes

Selectman Morrison made a motion to accept the minutes of the Working Session of August 20, 2015, seconded by Selectman Goodhue; so voted 5-0.

Selectman Powers made a motion to accept the Minutes of August 24, 2015 as amended, seconded by Selectman Goodhue; so voted 5-0.

Correspondence & Reports

Correspondence, Reports & Invitations

Mr. Brickett, resident of Hill Street, has copied the Board on a letter to the Building Inspector regarding 116 Boston Street.

Kopelman & Paige LLC has recorded the English Commons Trail Easement.

Fire Department received a letter of thanks from Rusty Brady.

Coneco Engineers & Scientists sent notification of the release the Non-PCB Mineral Oil Dielectric Fluid Release at 2 New Meadow Lane.

English Commons sent notification that they will be accepting applications from Topsfield residents to be placed on the Priority Wait List to purchase a residence at English Commons from Sept 9th-Oct 31st.

Personnel Advisory Committee submitted minutes for August 5th.

Board of Assessors submitted minutes for June 12th, 26th and August 12th.

Tri-Town Union submitted minutes of August 31st and Agenda for September 10th.

Zoning Board of Appeals submitted the Certificate of Decision that was issued for the parking of automobiles by Essex Agricultural Society on Boston Street during the Topsfield Fair.

Conservation Commission submitted a monthly report for August and agenda from August 19th.

HAWC sent a Save the Date for a fundraiser to be held on October 22nd at Danversport Yacht Club.

MMA Fall Legislative Breakfast Meetings will be held on October 9th at Wenham Town Hall.

Daughters of the American Revolution (DAR) sent an invitation for their 125th birthday celebration to be held on October 11, 2105 from 1PM-3PM in Danvers.

Essex Heritage Annual Fall Meeting will be held on October 15, 2015 from 8AM-10AM in Beverly.

At 9:04 PM, Selectmen Goodhue made a motion to adjourn and Selectman Jackson seconded the motion; so voted: 5-0.

Respectfully submitted,

Donna Rich, Executive Assistant
Board of Selectmen

Approved as written at the October 19, 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 – draft minutes of August 20th and August 24th
3. Sign Permit for the Meadows Condominium Association at 16 Wildes Road
4. Rowley Road Neighborhood
5. Request for appointment of the Town Clerk
6. Request for appointment to 24/7 Fire Study Committee
7. Request for appointments to be extended for the 24/7 Fire Study Committee Request for approval of Amusement Rides and Amusement Games Licenses during the Fair
8. Request for amended language to the Home Rule Petition S.1947
9. Request for a contract for designer services for the Town Hall Renovation & Preservation Project Phase 1 Schematic Design
10. Citizen letter regarding 116 Boston Street
11. English Commons Trail Easement information
12. Fire Department receipt of a letter of thanks from a resident
13. Release of the non-PCB mineral oil dielectric fluid release
14. English Common open enrollment period to be on a wait list information
15. Personnel Advisory Committee minutes of August 5th
16. Board of Assessors minutes of June 12th & 26th, and August 12th
17. Tri-Town Union minutes of August 31st and agenda for September 10th
18. Zoning Board of Appeals certificate of decision issued to Essex Agricultural Society
19. Conservation Administrator monthly report for August and agenda for August 19th
20. Invitation: HAWC fund raiser on October 22nd
21. Invitation: MMA Fall Legislative Breakfasts
22. Invitation: DAR 125th Birthday celebration
23. Invitation: Essex Heritage Annual Fall Meeting on October 15th
24. Rowley Road petition signed by 150 residents
25. A map of the Rowley Road area and two pictures of residents crossing Route 97
26. Historical Society brochure of historical sites
27. Distributed an update on the ATM Warrant Articles

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.