

BOARD OF SELECTMEN
Proctor School Library
Minutes of October 9, 2012

Chairman Eldon Goodhue called the meeting to order at 7:30PM. Board members present, in addition to Chairman Goodhue, were Martha Morrison, Dick Gandt, Laura Powers and Ken Vogel. 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 Topsfield Cable Walter Harmer, Tri-Town Transcript reporter Kate Evans, Rotary Club members: President Lisa Foley, Secretary William Shannon and Bernie Creeden, Council on Aging Executive Director Jodi Gibeley and Council on Aging Board President Pat Carroll, CP Berry Construction Company, Inc. Vice President Allen Barry and Attorney O. Bradley Latham.

ANNOUNCEMENTS:

Selectman Powers reminded residents that the Treasurer/Collector's office would not be mailing the second quarter tax bills for FY 2013. Tax payments are due Thursday, November 1st. Tax payments can be mailed to the Town's lockbox at Century Bank or click on "[Pay your taxes online here](#)" at the Town's website. If taxpayers have any questions they can call the Treasurer/Collector's office at 978 887-1511.

Selectman Gandt announced that the metal and white goods pickup will be October 17, 18 and 19. Residents are to place household metals such as stoves, dishwashers, etc. at curbside by 7AM for pickup. No stickers are required for items.

Selectman Gandt announced that the Water Department would be performing hydrant flushing beginning October 9th, and continuing for 5 weeks. Work will be conducted weeknights from 9PM-1AM. The flushing schedule is posted at www.topsfieldpublicworks.org.

Selectman Gandt announced that the Board of Health would be sponsoring a Flu Clinic on October 18th from 1PM-4PM at the Emerson Center.

Selectman Morrison announced that the deadline to register to vote would be Wednesday, October 17th at 8 PM. Town Hall would remain open until 8 PM that evening and Absentee Voters would also be accommodated at that time. Anyone wishing to request an Absentee Ballot should stop by or contact the Town Clerk's Office. The deadline for filing Absentee Ballot Applications is noon the day prior to the election, November 6th. On Saturday November 3rd from 9 AM to 1 PM the Town Clerks' Office will be open to accommodate Absentee Voters. Please remember that Absentee Ballots are available to registered voters who will be unable to vote at the polls on Election Day due to: Absence from Topsfield during normal polling hours; or Physical disability preventing you from going to the polling place; or religious belief.

APPOINTMENTS:

7:35PM – “Documents of Freedom” Rotary Club members President Lisa Foley, Secretary William Shannon and Bernie Creeden presented “Documents of Freedom” to the Board. The publication is part of the Rotary Club's Literacy Program and the goal is to present the document as a resource to Masconomet High School students as part of the American History curriculum. It will be available at Town Library and at the Town Clerk's office. Dr. Creeden explained that it is a collection of speeches, covenants, declarations, and constitutions that have had an impact on our democracy. Dr. Creeden gave an overview of the Rotary Club's ongoing goals. Lisa Foley provided an overview of the annual fundraiser the Rotary Club sponsors, the Fall Foliage Roadrace.

7:46PM – Council on Aging Van – Executive Director Jodi Gibeley and Chairman of the Board of Council on Aging Pat Carroll discussed the possibility of a 6 month pilot program to run the second van as a shuttle, 8 hours a week, 9-11:30AM on Tuesday and Thursday and Saturday mornings to get seniors out and about. The van is nine (9) years old with 90,000 miles and has been reported to be in good mechanical condition. The insurance coverage for the second van is estimated to be \$1,142. The salary for the van drivers is about \$15.00 per hour resulting in an estimated cost of \$3,120, for which Jodi is requesting the Board’s approval to pay out of the Revolving Account, which presently contains \$8,500. The shuttle service being requested is just for travel within Topsfield, to get seniors out of their house. There was discussion on the funding of the program now and into fiscal 2014.

Selectman Vogel made a motion to authorize the Council on Aging to keep and insure the second van for a six month pilot program and allow for the eight hours of salary for the driver to be paid out of the Revolving Fund in an amount not to exceed \$3,120, seconded by Selectman Powers; so voted: 5-0.

8:03 - English Commons Condominium - , CP Berry Construction Company, Inc. Vice President Alan Berry and Attorney O.Bradley Latham came forward. Mr. Latham explained he was at the meeting on behalf of 15 households at English Commons to request their participation in the Town’s Pay as You Throw Program for trash and recycle removal. It was noted that the other similar developments in Town, Amberwood and Great Hill, presently participate in the Town’s trash removal program. Discussion ensued regarding the logistics of joining the program before the end of the existing trash removal contract, presently with JRM Hauling & Recycling Services, Inc. Attorney Brad Latham stated that English Commons would negotiate with JRM Hauling & Recycling Services, Inc. for the removal of trash at English Commons between now and the end of present contract, June 30, 2013. Ms. Wilder noted that the cost proposal previously submitted would have to be revisited to include the units at English Commons if the Town were inclined to add it to its Trash Contract. Selectman Morrison made a motion to include English Commons in the Pay as You Throw Trash and Recycling Program, seconded by Selectman Powers; after the discussion the motion was tabled until the next meeting.

GENERAL BUSINESS

Old Business

Government Review Committee: Selectman Powers suggested that a working session should be scheduled. Selectman Gandt noted that all materials should be compiled and kept for future use. Chairman Goodhue recommended that a working session be scheduled for October 15th at 4PM at a location to be determined. Cable confirmed that the meeting could be taped.

New Business

Library Request: Selectman Morrison made a motion to approve the contract for the purchase and installation of a storm ejector pump with Preventative Septic and Drain, LLC of Wenham, MA in the sum of \$2,165, seconded by Selectman Vogel; so voted: 5-0.

Cable TV/Web Committee: Selectman Morrison made a motion to approve the establishment of a provisional position entitled “Cable TV/Town Website Coordinator and System Analyst” as specified in the job draft description dated September 6, 2012, seconded by Selectman Vogel. Selectman Powers questioned the financial impact of medical benefits for the position and the exposure of unemployment after the 18 months have expired, translating into extra costs to the position, or able to be covered by the anticipated Comcast funding source. The technical skills of the position and the IT needs at Town Hall are presently being served by outside contracts and the concern of duplication of efforts served by the position was discussed. In addition, the

process followed which identified the salary grade as “S5” on the Town’s grid for the new position was explained. Selectman Vogel reviewed the financial impact to the Town for the position and the cross over in fiscal cycles. Selectman Morrison suggested that Bill Whiting be consulted regarding the issues that have been discussed. The motion was tabled until the November 5th meeting. Selectman Gandt requested that research be done for outsourcing the basic elements included in the job position.

Green Communities: Selectman Morrison made a motion to authorize Henry “Chip” Goudreau, acting in his capacity as Chairman of the Town’s Green Communities Committee, to file the Town’s annual Green Communities Report with the Commonwealth of Massachusetts, seconded by Selectman Vogel; so voted: 5-0.

Executive Minutes: Selectman Gandt made a motion to assign for FY2013, responsibility for and authority to the Chairman to review and release minutes of Executive Sessions, seconded by Selectman Powers; so voted: 5-0.

Town Clerk: Selectman Gandt made a motion to approve the November 6, 2012 state election warrant as presented and direct the Constable to duly post the Warrant, seconded by Selectman Powers; so voted: 5-0. Selectman Morrison reported the locations of the posting of the Warrant.

Town Trash Removal: Item tabled until the October 22nd meeting.

One Day Liquor License: Selectman Morrison made a motion to approve a One Day Liquor License to Boxford Democratic Town Committee for an event to be held on November 10th at the Gould Barn from 7:30PM-10:30PM, seconded by Selectman Vogel; so voted: 5-0.

Town Administrator’s Report:

- Update on Squad One of the Fire Department being declared surplus
Selectman Gandt made a motion to declare Squad 1 as surplus with a value of \$1,000, seconded by Selectman Powers; so voted: 5-0.
- Town Administrators from the tri-town voted Ira Singer to represent the three towns during teacher contract negotiations with Masconomet Regional High School.
- Town Meeting preparation is ongoing. Veteran’s tax work off program explained. Also a new Animal Control Law explained.
- Permitting Software update provided. Glenn Clohecy will be the Project Manager.
- Meetings attended: Public Safety Team, Personnel Advisory Committee and Board of Health emergency meeting and a Park & Cemetery Commission emergency meeting.

Liaison Reports

Selectman Gandt reported on the Park & Cemetery Commission’s emergency meeting in which a decision to close the parks because the risk of EEE and the level being raised to “High” for Topsfield.

Selectman Gandt reminded everyone of the ribbon cutting ceremony for the EBSCO Exercise Walking Project scheduled for tomorrow at 10AM.

Selectman Morrison reported that the Planning Board’s regularly scheduled meeting of November 6th is cancelled and therefore the next meeting will be on November 20th.

Selectmen Minutes:

Selectman Morrison made a motion to accept the Working Session Minutes of Aug 29, 2012 as presented; seconded by Selectman Vogel; so voted 5-0.

Selectman Morrison made a motion to accept the Minutes of September 17, 2012 as amended; seconded by Selectman Powers; so voted 5-0.

Selectman Morrison made a motion to accept the Executive Session Minutes of September 17, 2012 as amended; seconded by Selectman Vogel voted 5-0.

Selectman Morrison made a motion to accept the Minutes of September 24, 2012 as amended; seconded by Selectman Vogel; so voted 4-0-1. Selectman Powers abstained.

Correspondence & Reports

Reports

Board of Assessors submitted minutes of September 14, 2012.

Conservation Commission submitted a monthly report for September.

Town Moderator George Hall appointed Harry Lear, Patricia Landgren and Alan Grenier to the Memorial/Veterans Day Committee.

Invitations

Invitation to the Independent Living Center's annual meeting to be held on Oct 17, 2012 from 5:30PM-7PM at 27 Congress Street, Suite 107, Salem MA.

Invitation to Double Tree by Hilton Breakfast reception and ribbon cutting ceremony to be held on October 24th from 9AM-10AM.

Warrants: The Selectmen signed and approved warrants in the amount of **\$ 518,348.86**. The breakdown is as follows:

Warrant FY13:	
029T	\$ 89,899.41
029School	\$ 250,577.92
030	\$ 177,871.53

At 9:15PM, Selectman Powers made a motion to adjourn and Selectman Morrison seconded the motion; so voted: 5-0.

Respectfully submitted,

Donna Rich, Secretary
Selectmen's Office

Approved as written at the December 17, 2012 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 – August 29, September 17, with executive session and September 24.
3. Library storm ejector pump contract
4. Cable TV/Town Website coordinator supporting documents
5. Green Communities Committee request
6. Release of executive minutes
7. State Election Warrant approval request
8. Town trash removal proposal

9. One Day Liquor License application
10. Board of Assessors minutes
11. Conservation Commission monthly report
12. Memorial/Veterans Day Committee appointments
13. Independent Living Center Annual Meeting information
14. Double Tree ribbon cutting invitation
15. Distributed at the meeting: Fire Chief request for surplus equipment, Kopelman & Paige, P.C. New Veterans Tax Work Off Program information and “Documents of Freedom” booklet from the Rotary Club members.

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.