

**BOARD OF SELECTMEN
Proctor School Library
Minutes of October 19, 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 Executive Assistant 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, Topsfield Beach Association Board members Vicky Long, Rosemarie Young, Meredith Massaro, Therese Lodewick and Tony Bloxham, residents Dick Gandt and Kim Sherwood.

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

ANNOUNCEMENTS:

Selectman Lais reported that metal and white goods pickup would be Oct 21, 22, 23. Place household metals such as stoves, dishwashers, etc. at curbside by 7AM for pickup. No stickers are required for items. If you have an item containing Freon, please call 978-887-1500, extension 100 to register the item prior to pick-up.

Chairman Powers announced the flu clinic would be held on October 22 from 1-4PM at the Emerson Center. Please bring your insurance card.

Selectman Morrison reported that Household Hazardous Waste Collection Day would be held on November 14th at the Masco parking lot from 9AM-1PM. More information can be found on the Town website.

Selectman Goodhue reported that hydrant flushing was schedule to start on October 12 and work would be conducted on weeknights from 9PM until 1AM. Flushing removes sediment from the water mains, identifies hydrants in need of repair and checks system fire flows. Visit the website www.topsfieldpublicworks.org for more information.

Selectman Jackson announced that Masco is asking that all citizens participate in a 10 minute online survey regarding Masco's facilities, class sizes and programs, regardless if you have or have not had children attend the school. Survey can be found at www.masconomet.org.

Selectman Lais announced the Welcome to Topsfield Reception for Newcomers, or long-time residents, come and find out more about local organizations and services. Event to be held on October 29th, 6:30-8PM at the Town Library Meeting Room.

APPOINTMENT

7:40PM- Topsfield Beach Association- Topsfield Beach Association Board members Vicky Long and Rosemarie Young provided an update, along with an Annual Report on the 2015 Hood Pond.

Selectman Morrison made a motion to approve the Hood Pond Agreement with the Topsfield Beach Association with an expiration date of December 31, 2018, seconded by Selectman Goodhue; so voted: 5-0.

CITIZENS QUESTIONS & COMMENTS *none heard*

GENERAL BUSINESS

Old Business

Trust Fund Commissioners: Chairman Powers reported she has yet to connect with Chairman Strachan.

New Business

One Day Liquor License Request: 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 14th at the Gould Barn from 7:30PM-10:30PM, seconded by Selectman Jackson; so voted: 5-0.

BAN Legal Vote:

Stephen Lais read the following vote for the BAN, as presented by the Town Treasurer/Collector Barbara Michalowski, “I, the Clerk of the Board of Selectmen of the Town of Topsfield, Massachusetts, certify that at a meeting of the board held October 19, 2015, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: to approve the sale of a \$2,967,339 0.75 percent General Obligation Bond Anticipation Note (the “Note”) of the Town dated October 23, 2015, and payable October 21, 2016, to Century Bank at par and accrued interest plus a premium of \$7,893.12.

Further Voted: that in connection with the marketing and sale of the Note, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated October 7, 2015, and a final Official Statement dated October 14, 2015, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Note for the benefit of the holders of the Note from time to time.

Further Voted: that we authorize and direct the Treasurer to establish post issuance federal tax compliance procedures in such form as the Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes”, seconded by Selectman Morrison; so voted: 5-0.

MA Historic Grant: Selectman Morrison made a motion to approve the contract with the Massachusetts Historic Commission for the Massachusetts Preservation Project Fund grant in the amount of \$50,000; and authorize grant designee Eldon Goodhue to sign for the Town per the Board’s vote on May 5, 2015, seconded by Selectman Lais; so voted: 5-0.

Town Hall Windows: Selectman Morrison made a motion to approve the design services contract for the restoration of the Town Hall windows with Adams & Smith LLC as project architect of Swampscott, MA in the amount of \$7,600, seconded by Selectman Goodhue; so voted: 5-0.

Library Request: Selectman Goodhue made a motion to approve the contract for the Library Periodical Maintenance of HVAC Equipment and Controls with Ambient Temperature Corporation of Middleton, MA in the amount of \$6,980 for FY16, seconded by Selectman Morrison; so voted: 5-0.

Highway Contract Amendment: Selectman Jackson made a motion to approve and sign Contract Amendment #1 with Brox Industries, Inc. in the amount of \$300,000 to fund the Highway Dept. Road program for FY16, seconded by Selectman Morrison; so voted: 5-0.

Water Department Vehicle Request: Selectman Morrison made a motion to award the contract for the Water Department Service Truck Replacement to Stoneham Ford of Stoneham, MA in

the amount of \$69,010 including the trade-in of the existing 2006 Ford F-350 service truck, seconded by Selectman Goodhue; so voted: 5-0.

Recycling Coordinator Request: Selectman Goodhue made a motion to accept the MassDEP Recycling Dividend and Small-Scale Initiative Grant in the amount of \$3,950 and to authorize the Chairman of the Board of Selectmen to sign the grant acceptance, seconded by Selectman Morrison; so voted: 5-0.

Succession Planning for Town Hall Positions: Selectman Jackson made a motion to approve the posting of a full-time Town Accountant and the posting of a part-time Land Use Administrator, seconded by Selectman Goodhue; so voted: 5-0.

Town Administrator's Report:

- Warrant Article update would be provided at the next meeting
- Reported that Financial Policies would be distributed prior to the Working Session of October 26, 2015
- Pubic Record Request documents for a Town wide policy was distributed for consideration and discussion

Minutes

Selectman Goodhue made a motion to accept the Minutes of the Working Session of August 26, 2015, as written, seconded by Selectman Morrison; so voted 5-0.

Selectman Morrison made a motion to accept the Minutes of Sept 14, 2015, as written, seconded by Selectman Goodhue; so voted 5-0

Selectman Goodhue made a motion to accept the Minutes of Sept 28, 2015, as written, seconded by Selectman Morrison; so voted 5-0

Correspondence & Reports

Correspondence

The Moderator, Steve Whelan has appointed 2 members to the Finance Committee: Jon Guido and Michael Hartmann and also 3 members to the Memorial Committee: David Comeau, Robert Shamroth and Patricia Langren.

MassDOT sent information relative to the bridge at Salem Road over the Ipswich River.

Town Accountant submitted the Local Receipts for FY15 & FY14.

Conservation Commission submitted the monthly report for September and agendas for September 9th & 23rd.

School Committee submitted the agenda for October 13, 2015 and the meeting schedule.

Personnel Advisory Committee submitted minutes of September 2nd & 24th, 2015.

Massachusetts Municipal Association sent information relative to the annual meeting to be held on January 22 & 23rd.

At 8:25 PM, Selectmen Goodhue made a motion to adjourn and Selectman Morrison seconded the motion; so voted: 5-0.

Respectfully submitted,

Donna Rich, Executive Assistant
Board of Selectmen

Approved as written at the November 30, 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 – August 26, September 14 & 28
3. Topsfield Beach Association – Agreement renewal request
4. One Day Liquor License request from the Boxford Democratic Town
5. Request for approval of a BAN from the Treasurer/Collector
6. Request for approval of MA Historic Grant from the TH Building Committee
7. Request for a design services contract for Town Hall windows
8. Request for the Library maintenance of the HVAC equipment
9. Request for an amendment to the Brox contract from the Highway Department
10. Committee
11. Request for a Service Truck Replacement from the Water Department
12. Request to accept the MassDEP Sustainable Materials Recovery Program Grant
13. Request for approval of succession plan for Town Hall expected retirees
14. Appointments made by the Moderator to the Finance Committee and Memorial/Veterans Day Committee
15. MassDOT information on the bridge at Salem Street over Ipswich River
16. Town Accountant report on Local Receipts
17. Conservation Administrator has submitted monthly report for September and agenda for September 9th & 23rd meeting
18. School Committee Agenda for October 13th
19. Personnel Advisory Committee minutes of September 2nd and 24th.
20. Invitation to the MMA Annual Meeting
21. The Topsfield Beach Association's 2015 Annual Report
22. Public Records information

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| <p>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.</p> |
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