

BOARD OF SELECTMEN
Working Session
Minutes of
November 2, 2011

Chairman Laura Powers called the meeting to order at 4:35PM. Board members present in addition to Chairman Powers (left at 5:21PM), were Martha Morrison, Dick Gandt, Eldon Goodhue 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 Personnel Advisory Committee Chairman Al Wallace.

Board of Selectmen Agenda Development and Meeting Participation Protocols: There was a discussion of protocol for the development of the Board's agenda and participation during selectmen's meeting. The Board came to a consensus that the Board would conduct meetings allowing the chair to establish order.

FY13 Wages & Salaries on the Personnel Grid: Ms. Wilder provided a brief historical overview regarding the process followed each year for establishing a recommendation on salary and wages for employees on the personnel grid. Personnel Advisory Committee (PAC) Chairman Al Wallace presented the PAC's recent salary comparison study using data from surrounding towns. In addition Mr. Wallace reminded the Board that the employees on the grid have sustained no step movement for the past 3 years and no pay increase in the past 2 years. There was also a discussion with regard to the pay grid the Town utilizes, including a potential reduction in the numbers of steps. Mr. Wallace discussed recommendations for the grid's salary and wage structure for FY13. Ms. Wilder will present a plan to the Finance Committee on November 7th. Hearing the options, the Board's unanimous consensus was a 2% salary increase, with steps, and the addition of a longevity step for 25 years' service of \$1,750.

Chairman Powers left the meeting at 5:21 and turned the meeting over to Clerk Goodhue.

Health Insurance Reform Initial Savings Analysis: Selectman Morrison made a motion to award a contract in an amount not to exceed \$1,000 to Cook and Company of Marshfield, MA to prepare a Savings Analysis in accordance with such analysis as required under MGL c. 32B §§ 21-23, Health Insurance Plan Design, seconded by Selectman Vogel; so voted: 4-0.

One Day Liquor License: Selectman Morrison made a motion to award a One-Day liquor license to the Topsfield Boxford Newcomers & Natives Social Dance event to be held on November 5th at the Gould Barn and to waive the 30 day prior to the event requirement, seconded by Selectman Vogel; so voted: 4-0.

Postretirement Health Insurance – Net Other Post Employment Benefit (OPEB) obligation handout distributed.

5:29PM Selectman Gandt excused himself briefly to investigate an unexplainable noise emerging from the basement.

Town Constable: Selectman Morrison made a motion to appoint Fred Glatz as Town Constable for a term to expire at the May 2012 elections, seconded by Selectman Vogel; so voted: 3-0.

Government Review Committee –tabled until the next meeting.

Warrants: The Selectmen signed and approved warrants in the amount of \$ **639,387.30**. The breakdown is as follows:

Warrant #FY11:	
35T	\$ 211,768.32
35School	\$ 208,843.63
36	\$ 218,775.35

At 5:32 PM, Selectmen Morrison made a motion to adjourn and Selectman Vogel seconded the motion; so voted: 4-0.

Respectfully submitted,

Donna Rich, Secretary
Selectmen's Office

Approved as written at the December 5, 2011 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.
