

BOARD OF SELECTMEN
Proctor School Library
Minutes of November 2, 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, 24/7 Fire Study Committee members George Hall, Dave Soffron, Phil McManus, Sue Archer, Melissa Ogden and Dan Finn, Fire Chief Ron Giovannacci, Fire Captain Jen Collins-Brown, Moderator Steve Whelan, Personnel Advisory Committee Chair Al Wallace, Town Hall Building Committee Chair Gregor Smith and residents Jeanine Cunniff and Dick Gandt.

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

ANNOUNCEMENTS: Chairman Powers announced that the Board would go into Executive Session at the end of regular session to discuss negotiations with respect to the Town Administrator's contract and will not return to Open Session.

Chairman Powers reported on the Board's Working Session that was held on October 26th. Selectman Morrison reported that the Veterans Day Ceremony would be held on Saturday, November 7th on the Veteran's Memorial Green beginning at 10AM.

Selectman Goodhue reported that the 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 Jackson reported that Masco was asking that 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. Chairman Powers announced that the Governor signed Chapter 101 of the Acts of 2015 authorizing the Town of Topsfield to have two (2) additional licenses for the sale of wines and malt beverages not to be drunk on the premises and to be incidental to the sale of food and other products, and that applications are now available through the Board of Selectmen's office.

CITIZENS QUESTIONS & COMMENTS *none heard*

APPOINTMENTS

7:38PM 24/7 Fire Study Committee Report: Committee Chair George Hall came forward and reviewed what the committee had been charged with and what research the committee had accomplished to date, he then stated that there was no written report available at this time. He did state that the committee had concluded not to recommend that Topsfield open the fire station 24/7, nor did they recommend that the Town add four firefighters to the staff. The committee had discussed and was willing to continue to meet and provide a written document with their findings, if that was the direction the Board wished of the committee to follow. Other members, including Phil McManus and Sue Archer spoke about the process the committee had gone through. The Board thanked the committee and requested that the committee continue to develop a written document and to report back sometime in January.

8:10PM: Public Hearing: MA Historic Required Signage for Town Hall-Clerk Steve Lais read the legal notice to open the Hearing. Town Hall Building Committee Chair Gregor Smith came forward to present the request for a required sign at Town Hall as part of the MA Historic Grant. The sign would be red in color, 2 feet above grade with 4X4 feet posts. Chairman

Powers announced that with hearing no further comments she would entertain closing the Hearing. Selectman Morrison made a motion to close the Hearing, seconded by Selectman Goodhue; so voted: 5-0.

Selectman Morrison made a motion to approve the sign as presented and to be placed at the location noted on the plan dated October 8, 2015, seconded by Selectman Goodhue; so voted: 5-0.

GENERAL BUSINESS

New Business

Town Hall Building Committee Request: Selectman Morrison made a motion to approve and award the construction contract for the Town Hall Front Façade Restoration to Napco Inc of Gloucester, MA in the amount of \$27,000, seconded by Selectman Goodhue; so voted: 5-0.

Town Hall Building Committee Request: Selectman Morrison made a motion to approve the Professional Services Supplement No. 1 for an increased geotechnical scope to the contract for the Town Hall Schematic Design with McGinley Kalsow & Associates Inc. of Somerville MA in the amount of \$3,300 and for the Chair to sign, seconded by Selectman Goodhue; so voted: 5-0. Town Hall Building Committee Chair Gregor Smith explained the specifics of what was being approved.

Police Department Request: Selectman Morrison made a motion to appoint retired Sergeant John Hayward to the position of Reserve police officer effective November 3, 2015 through December 31, 2016, seconded by Selectman Goodhue; so voted: 5-0. The Board thanked Sergeant Hayward for his 38 years of service.

MA Cultural Council Grant: Selectman Morrison made a motion to approve the contract for the transfer of FY2016 Local Cultural Council funds from the Massachusetts Cultural Council to Topsfield in an amount of \$4,400.00 and for the Chair to sign, seconded by Selectman Goodhue; so voted: 5-0.

Park & Cemetery Request: Selectman Goodhue made a motion to approve a contract for the grading and filling of the irrigation basin at Pye Brook Park with Pearson Landscaping Inc. of Byfield, MA in the amount of \$9,000, seconded by Selectman Morrison; so voted: 5-0.

Old Business

Trust Fund Commissioners: Chairman Powers reported that she had been unable to make contact with the Chair of the Trust Fund Commissioners. Selectman Lais reviewed the timeline of events and stated that the issues between the Trust Commissioners and Town Hall that still exist should be resolved. There was a discussion relative to the Commissioners still stating that an issue exist with the process Town Hall follows for disbursement of Trust Funds. Chairman Powers offered to draft a response for the Board to review prior to sending to the Commissioners.

Succession Planning: Selectman Morrison explained the updated revised job description of Land Use Coordinator stating that they would like the candidate to have a para-legal background due to the nature of the writing of Decisions. Selectman Jackson noted that after a discussion with Roberta Knight he had three different jobs: planner, purchasing/procurement and management of Town Hall. Selectman Jackson also noted he would meet with Nina Evans to obtain the similar information. Selectman Morrison noted that the Land Use Coordinator position should be posted.

Town Administrator's Report:

- 2015 Warrant Articles update provided

Correspondence & Reports

Correspondence

Mr. Ginley sent a letter regarding the parking area at the shopping area downtown. The Board directed the letter to Building Inspector Glenn Clohecy to issue a response.

Park & Cemetery Commissioners reported that they voted to allow the Congregational Church to use a 50 X 100 foot space at Emerson Field for a garden.

Park & Cemetery Commissioners reported that they appointed the Recreation Committee members: Steve & Laura Powers and Joe Geller.

Reports

Board of Assessors submitted the minutes of September 11, 2015.

Personnel Advisory Committee submitted the minutes of October 7, 2015.

At 9:20 PM, Selectmen Jackson made a motion to go into Executive Session to discuss negotiating strategies with respect to the Town Administrator's contract; seconded by Selectman Goodhue. In a roll call vote, a yes vote was recorded for Chairman Powers, Selectman Morrison, Selectman Lais, Selectman Jackson and Selectman Goodhue. The Board would not return to open session.

Respectfully submitted,

Donna Rich, Executive Assistant
Board of Selectmen

Approved as written at the December 15, 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. Town Hall Building Committee MA Historic Grant signage request
3. Succession Planning documents
4. Request for appointment to Reserve police officer
5. Request for acceptance of the FY16 Local Cultural Council funds
6. Request for Park & Cemetery irrigation basin at Pye Brook contract
7. Request for a contract for the façade restoration of Town Hall
8. Request for Supplement #1 for the Town Hall Schematic Design contract
9. Mr. Ginley submitted a letter regarding the downtown parking area
10. Park & Cemetery Commissioners sent a response for the proposed use of the Emerson Field
11. Park & Cemetery Commissioners submitted who they appointed to the Recreation Committee
12. Board of Assessors submitted the minutes of September 11, 2015
13. Personnel Advisory Committee submitted the minutes of October 7, 2015
14. Elderly Housing District request documents relative to 470 Boston Street were distributed.
15. List of 2015 Warrant Articles with progress of those articles
16. Land Use Administrator's job description

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.