

BOARD OF SELECTMEN
Minutes of November 24, 2008

Chairman Jackson called the meeting to order at 7:39PM. In addition to Chairman Jackson, Board members present were Richard Gandt, Martha Morrison, Nancy Luther and Karen Dow. Of the Selectmen's staff, Town Administrator Virginia Wilder, and Board Secretary Donna Rich, were in attendance. Other persons present were Evelyn Hammond of the Topsfield Cable, Brendan Lewis of the Tri-Town Transcript, Faye Raynard of the Village Reporter, Joe Geller, Rail Trail Chairman, Laura Powers of the Recreation Committee.

APPOINTMENTS:

7:30 – Holiday Walk: Laura Powers informed the Board about the Holiday Walk, scheduled for December 6th. Events begin with a concert at Proctor School at 3:30 and as approved at the selectmen's meeting of 11/10/08, Main Street will be closed to traffic from Park Street to the Library between 4:00PM and 7:00PM. A new addition to the festivities this year is the "Pooch Pageant" which will begin at 4:30 at Topsfield Crossing and is sponsored by PetCo. This is the ninth year of the Holiday Walk and each year it has gained in popularity.

Selectmen Minutes: Selectman Gandt made a motion to accept the amended minutes of November 10, 2008; seconded by Selectman Morrison; so voted 5-0.

GENERAL BUSINESS

Old Business

Town Hall Holiday Hours: Selectman Morrison made a motion to authorize the closure of Town Hall on Friday December 26, 2008 and January 2, 2009 for the 4 hours Town Hall is normally opened on Friday's, seconded by Selectman Gandt; so voted: 3-2, with Selectmen Jackson, Morrison and Gandt voting the affirmative and Selectmen Luther and Dow voting in the negative.

New Business

Exterior Classroom Door Replacement at Proctor School-Selectman Gandt made a motion to approve a contract with New England School Services of Medford, MA to replace four (4) exterior classroom doors at Proctor School in the amount of \$9,670.02, seconded by Selectman Morrison; so voted: 5-0.

Police Department Computer Support - Selectman Morrison made a motion to approve a contract with Microsystems Integrated Public Safety Solutions of Melrose, Ma for the Department's annual data software and equipment maintenance in the amount of \$6,325.70, seconded by Selectman Gandt; so voted: 5-0.

Asbury Street Bridge Project-Construction Phase Engineering – Selectman Gandt made a motion to approve a contract for the construction phase engineering for the Asbury Street Bridge Project with Jacobs Engineering Group of Boston, MA in the amount of \$68,460, seconded by Selectman Morrison; so voted: 5-0.

Survey of Town Leased MBTA property – Selectman Morrison made a motion to award the bid to survey the Town leased MBTA owned property from Main Street to Summer Street for the Topsfield Linear Common project with Hancock Associates of Danvers, MA in the amount of \$2,950, seconded by Selectman Dow; so voted: 5-0.

Town Administrator's Report:

Please see attached report.

Correspondence & Reports

Correspondence

Letter of Intent to Retire: Sandra Sanger has submitted a letter effective December 23, 2008.

Stolen Political Signage: Jackie Cassiday of 167 Haverhill Rd has sent a letter regarding political signs stolen from her property. Police Chief has spoken with J.Cassiday.

Housing Authority Resignation: I.Bruce Bears has resigned effective November 13, 2008.

Ipswich Road Project: MassHighway has sent notification of the bid process opening on November 25th.

Municipalities as Creditors in Bankruptcy Proceedings: Memo from Kopelman & Paige explaining the Town's legal rights.

Department of Telecommunications and Cable Notice: regarding the change from analog to digital broadcasting.

Comcast License Renewal Process: Initial discussion on the process of the Comcast license renewal that is due to expire on October 13, 2011. There was discussion of engaging a consultant to assist in the negotiations to ensure a fair and equitable contract is secured. Selectman Gandt suggested that citizens that have complaints with Comcast should submit them to the Board of Selectmen's office.

Reports

Board of Assessors submitted minutes of October 24 & 27, 2008.

Zoning Board of Appeals submitted Legal Notice for 4 North Common Street that is scheduled for November 25, 2008.

NS Regional Vocational School submitted the agenda for November 13, 2008 and minutes of September 11, 2008.

Cable TV Advisory Committee submitted minutes of September 3, 2008.

Open Space submitted minutes of July 7, 2008.

School Committee submitted minutes of October 16, 2008 and agenda for November 6, 2008.

Web Site Committee submitted minutes of September 24, 2008.

Warrants: The Selectmen signed and approved warrants in the amount of **\$ 1,836,172.84**. The breakdown is as follows:

Warrant #FY09:	
043T	\$ 246,887.46
044	\$ 1,589,285.38

At 9:03 PM, Chairman Jackson entertained a motion to adjourn, Selectman Morrison moved the motion, seconded by Selectman Gandt; so voted: 5-0.

Respectfully submitted,

Donna Rich, Secretary
Selectmen's Office

Approved as amended at the December 8, 2008 Board of Selectmen's meeting.