

**BOARD OF SELECTMEN  
Town Hall Conference Room  
Minutes of December 27, 2011**

Chairman Laura Powers called the meeting to order at 3:34PM. Board members present, in addition to Chairman Powers, were Martha Morrison, Dick Gandt, and Ken Vogel. Eldon Goodhue was absent. 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 Board of Health Agent John Coulon.

Chairman Powers announced that the purpose of the meeting was to review outstanding budgets that are under the responsibility of the Board of Selectmen.

Board of Health Agent John Coulon was present to further discuss his FY13 budget and supply answers to the Board's questions about the cost of the Topsfield Fair inspections and a request to increase the Sanitarian line item in his budget. After much discussion of the details of the vendor used for the Fair in 2011, it was determined that there should be an amount in Professional Services line item to fund the vendor, not in Sanitarian wages. The alternate inspectors used at the Fair should also be funded. John was requested to make the requested changes to these two line items and submit to his Board liaison, Selectman Vogel, for review.

The Board had a general discussion on outstanding budgets and what areas were in need of further details to be submitted. It was agreed to meet on January 5<sup>th</sup> at 3:30PM for the final review of those budgets still outstanding.

**Warrants:** The Selectmen signed and approved warrants in the amount of \$ **512,795.79**. The breakdown is as follows:

Warrant FY12:	
051T	\$ 84,296.03
051School	\$ 214,605.33
052	\$ 213,894.43

At 6:10PM, Selectmen Morrison made a motion to adjourn and Selectman Gandt seconded the motion; so voted: 4-0.

Respectfully submitted,

Donna Rich, Secretary  
Selectmen's Office

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. Auto Fleet Schedule
3. Board of Health memo dated 12/27/11

*Approved as written at the February 13, 2012 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.