

**BOARD OF SELECTMEN
Proctor School Library
Minutes of January 22, 2013**

Acting Chairman Martha Morrison called the meeting to order at 7:35PM. Board members present, in addition to Acting Chairman Morrison, were, Dick Gandt and Laura Powers. Eldon Goodhue and Ken Vogel were 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 Topsfield Cable Walter Harmer and Joel Richardson.

ANNOUNCEMENTS:

Selectman Powers announced that the third and fourth quarter real estate and personal property tax bills have been mailed and will be due February 1st and May 1st. There will be no other mailings for the fourth quarter tax bill.

GENERAL BUSINESS

Old Business

Review of Working Sessions: Selectman Gandt reported that the Board had met with Department Heads to finalize those budgets that are their responsibility. It was noted that all budgets, except the revised Unemployment Budget had been submitted to the Finance Committee.

New Business

FY14 Cleaning Services Contract: Selectman Powers made a motion to award and approve the Services Cleaning Contract for the Town Hall, Library, Police Station and DPW Facility for fiscal years 2014 to Mathew's Cleaning Services of Ipswich, MA in the amount of \$28,330 for FY14 subject to appropriation, seconded by Selectman Gandt; so voted: 3-0.

MASCO Scholarships Selectman Gandt made a motion to approve the awarding of three (3) \$400 Scholarships to Topsfield students of the 2013 Graduating Class from Masconomet Regional High School, seconded by Selectman Powers; so voted: 3-0. There was discussion regarding the reduction in receipts over the past five years, compared to the amount awarded each year. The Board agreed to keep it the same this year, and next year potentially awarding only one scholarship but at a larger amount.

MMA Annual Meeting: Selectman Gandt made a motion to nominate Laura Powers as Topsfield's delegate, in the absence of the Chairman, at the MMA Annual Meeting, seconded by Selectman Morrison; so voted: 3-0.

Dispatcher Union Contract: Selectman Powers made a motion to approve a successor agreement with the Topsfield Emergency Communication Dispatchers/Fire & Police Signal Operators, International Brotherhood of Teamsters, Local 42 as follows: Salary: FY11-0%, FY12-0% and FY13-2%, in addition a Side Letter indicating a one-time payment of \$500 for successfully completing the National Academy of Emergency Medical Dispatchers' certification as Advanced Emergency Medical Dispatcher. Said letter is outside the collective bargaining agreement and is, therefore not subject to bargaining in the future, seconded by Selectman Gandt; so voted: 3-0.

Liaison Reports

Selectman Gandt reported that the Rowley Bridge Road Bridge project is behind schedule due to high water levels on the Ipswich River. Expected time for the re-opening the bridge is mid to late Spring, depending on the water levels on the Ipswich River.

Selectman Gandt reported that a license agreement with National Grid, to work on the portion of Rail Trail north of Washington Street, is progressing. It is expected that the license will be

finalized for Board of Selectmen approval in a month or so which will allow site work on this portion of the trail.

Town Administrator’s Report:

- RFP for the Town Administrator search update provided.
- Union Contract update provided.
- Town Meeting update provided: preliminary list of Warrant Articles was distributed.
- FY14 Budgets: Selectman Gandt made a motion to approve the revised FY14 Unemployment Insurance budget with an increase of \$25,000 for a total of \$100,000, seconded by Selectman Powers; so voted: 3-0. Selectman Powers noted that this represents another unforeseen expense related to moving dispatching services to the Regional Emergency Communication Center as this cost relates to for the potential unemployment of Topsfield’s dispatch employees.

Minutes

Selectman Powers made a motion to accept the Minutes of December 3, 2012 as amended, seconded by Selectman Gandt; so voted 3-0.

Selectman Powers made a motion to accept the Executive Session Minutes of December 3, 2012 as amended and to hold until all issues have been resolved, seconded by Selectman Gandt; so voted 3-0.

Selectman Powers made a motion to accept the Minutes of December 17, 2012 as presented, seconded by Selectman Gandt; so voted 3-0.

Selectman Powers made a motion to accept the Minutes of January 7, 2013 as amended, seconded by Selectman Gandt; so voted 3-0.

Selectman Powers made a motion to accept the Executive Session Minutes of January 7, 2013 as amended, seconded by Selectman Gandt; so voted 3-0.

Correspondence & Reports

Correspondence

Department of Environmental Protection sent a letter updating the Board on legislative developments that impact MassDEP’s Water Management Act permitting cycle.

Reports

North Shore Regional Vocational School submitted minutes of November 1, 2012 and agenda for January 10th.

Board of Assessors submitted minutes of December 14, 2012.

Warrants: The Selectmen signed and approved warrants in the amount of **\$190,751.67**. The breakdown is as follows:

Warrant FY13:	
059T	\$ 87,275.98
060	\$ 103,475.69

At 8:10 PM, Selectmen Powers made a motion to adjourn and Selectman Gandt seconded the motion; so voted: 3-0.

Respectfully submitted,

Donna Rich, Secretary
Selectmen's Office

Approved as amended at the February 4, 2013 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. JRM Contract.
3. FY14 Cleaning Service Contract.
4. MASCO Scholarship Request.
5. MMA Annual Meeting Delegate Requested.
6. Dispatcher Union Contract.
7. Preliminary BOS Minutes – December 3rd, plus Executive Session, December 17th and January 7th, plus Executive Session.
8. Reports: DEP Water Management Act information, NS Regional Voc School minutes and agenda, and Board of Assessors minutes.
9. Preliminary list of Warrant Articles for the 2013 Town Meeting.
10. Account History of the Masco Scholarship Account.

<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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