

BOARD OF SELECTMEN
Working Session
Town Hall Conference Room
Minutes of January 31, 2013

Acting Chairman Martha Morrison called the meeting to order at 4:30PM. 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 Board Secretary Donna Rich was in attendance.

Town Administrator Search: Acting Chairman Morrison began by stating that there were 3 issues for discussion today. First was to decide if the Board should request a proposal from the UMASS Boston Edward J. Collins Jr. Center for Public Management group as they cannot respond to an RFP. Selectman Gandt made a motion to send a letter to UMASS Boston Edward J. Collins Jr. Center for Public Management asking that they provide a proposal to assist the town in the Town Administrator Search, seconded by Selectman Powers; so voted: 3-0. Second item discussed was should the Board assemble a committee of residents to assist in the Town Administrator selection process? After a discussion, the members present agreed to recommend to the full board that an appointed committee of citizens would not be advantageous at this time, knowing the tight time table that has been set.

Third item, and also one that would be recommended at the February 4th meeting, was relative to a Board of Selectmen sub-committee of 2 be appointed to work with Ms. Wilder on the choosing of the firm that will act as a consultant in the Town Administrator Search process. The criterions to follow have been established and are published in the RFP. The sub-committee would be responsible to provide their top choice at a working session, possibly on February 13th and to finalize the decision at the regular meeting of the Board on February 19th.

Buttercup Cottage: Selectman Gandt reported that Mr. Tim Collins, owner of the property, intends to gift the property to the Town as conservation land. Before the land is turned over he will arrange to remove all structures and have the condition of the site assessed. Also, there will be easements on the property near the corner of Route 1 and Ipswich Road for signage, such as Welcome to Topsfield and EBSCO. The town would, of course, do a title search before accepting the property.

Warrants: The Selectmen signed and approved warrants in the amount of **\$ 512,812.62**. The breakdown is as follows:

Warrant FY13:	
061T	\$ 82,239.23
061School	\$ 230,870.91
062	\$ 199,702.48

At 5:12 PM, Selectmen Gandt made a motion to adjourn and Selectman Powers seconded the motion; so voted: 3-0.

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

Approved as written at the February 19, 2013 Board of Selectmen's meeting.

<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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