

**BOARD OF SELECTMEN**  
**Working Session**  
**Town Hall Conference Room**  
**Minutes of February 9, 2012**

Chairman Laura Powers called the meeting to order at 4:35PM. Board members present in addition to Chairman Powers, were Martha Morrison, Dick Gandt, Eldon Goodhue and Ken Vogel. Of the Selectmen's staff, Town Administrator Virginia Wilder and Board Secretary Donna Rich were in attendance. Other person present during all or part of the meeting was Elementary School Committee Chairman Jeanine Cunniff.

Chairman Powers reviewed dates the Board would be meeting:

February 15<sup>th</sup> at 2PM the Board would meet to develop questions for Town Counsel to respond to regarding the adoption of Chapter 138, Alcohol Licensing. It is expected that the questions would be forwarded to Kopelman & Paige LLC on the 16<sup>th</sup>.

February 16<sup>th</sup> meeting would be a joint meeting with the Finance Committee. The scheduled time was discussed and moved to 6PM to allow members to attend the Government Review Committee meeting at which Marilyn Contreas, Senior Program and Policy Analyst, Mass. Dept. of Housing and Community Development, would be speaking.

February 22<sup>nd</sup> the Board would meet at 9AM with Town Counsel to review questions regarding Chapter 138, Alcohol Licensing, and Citizens Petition for an Underride. Chairman Powers informed the members that on February 29<sup>th</sup> there would be the Public Hearing for the Masconomet Regional School District FY13 budget to begin at 7:30 with Legislators to speak at 7PM.

**2012 Warrant Review:** Chairman Powers began by stating that they would review the Warrant article by article, and that the first seven are the same articles each year with budget numbers not available at this time.

Lease of Emerson Field: It was suggested that the Park & Cemetery Commission be requested to formally submit notification to the Board that the lease of Emerson Field would benefit the Town.

The next four articles are presented each year, with no discussion at this time.

Conservation Commission Revolving Fund: Chairman Powers explained that there is a change this year in the use of the fund. The proposal is to include funding for wages in order to fund the Minutes Secretary's wages. This represents \$1,200 annually. It further noted that the Wetlands Revolving Fund would no longer provide funding for five hours to the Conservation Administrator's salary. Instead, that portion of the salary will be included in the General Fund budget request.

Board of Health Revolving Fund: Selectman Gandt reported that the request is for expected income from flu shots that could then be used, for example, to purchase additional units of flu vaccine. The article was placed on hold.

Reband Town's Radio Communications System: Ms. Wilder noted that this was not submitted as a Capital Improvement Program item. There was a discussion which provided explanation of the article and was suggested that further written explanation would be required before a final decision could be made. Ms. Wilder noted that the system has been discussed with the Public Safety Committee numerous times.

Fire Station Apron: The article was placed on hold.

The next two articles had no discussion at this time.

Contract for Triennial Re-Certification: Selectman Goodhue stated he would research and report back with clarifying information on this article.

Fund Town Employee Employment Separation: Ms. Wilder explained this is a result of an employee wide survey that is sent out to obtain a best guess estimate of those employees that might be retiring in a given fiscal year. Chairman Powers reported that in FY12 the amount was \$50,968; this year the request is for \$32,198.

Tri-Town Council on Youth and Family: Selectman Morrison reported that the Council would like to present to the Board their funding request. Chairman Powers requested they be invited to the February 27<sup>th</sup> meeting.

Water Main Project: Selectman Gandt provided a further explanation of the request. Funding would be from the Water Enterprise accounts. Selectman Goodhue brought up the concept of betterment fees to those that would be affected by this project.

Water Treatment Plant Design: Selectman Gandt provided a further explanation of the request. Ms. Wilder noted that a request for proposals would be requested, contingent upon Town Meeting vote.

Lease of Highway Dump/Plow/Sander/Wing Truck: Article was presented last year as a purchase and this year it is presented as a lease; no discussion at this time.

Purchase Highway Pick-Up Truck: Selectman Morrison reported that the Renewable Energy/Green Community member Bob Winship has been researching town vehicles and compliance with the Green Communities Act guidelines. Ms. Wilder will contact Mr. Winship and request what the town's liability is regarding the purchase of new town vehicles. This information would be reflective of the four articles related to new town vehicles.

Purchase of Voting Booths: Selectman Gandt reported that the present booths are ancient and are unsafe. It is expected that a new booth would be on display at the March 6<sup>th</sup> Presidential Primary for citizens to view.

Library Exterior Painting and Library Exterior Repairs: It was suggested that these two articles be merged to become one. There was discussion regarding funding maintenance of buildings as an article versus expensed through a budget line item.

Purchase Library Storm Ejector Pump: Selectman Goodhue stated he would research and report back with clarifying information on this article.

Town Buildings Assessment: It was noted this was part of the Capital Improvement Program and there was no discussion at this time.

Elementary School Math Curriculum: Chairman Powers noted that this type of request should be included in the budget and not as a warrant article. Elementary School Committee Chairman Jeanine Cunniff was present and was asked to further explain the request. Ms. Cunniff indicated that it is an investment, a onetime expense and that the School Committee is seeking guidance from the Finance Committee and the Board of Selectmen on how to fund this item. It was further discussed that the curriculum could be purchased over two fiscal years and therefore, be absorbed within the budget. The article was placed on hold.

Elementary School Technology Upgrade: Elementary School Committee Chairman Jeanine Cunniff was present and was asked to clarify the request. It was noted that this article is for the infrastructure and that the related end user hardware is expected to be donated from the Topsfield Education Foundation at an estimated amount of \$100,000.

Chairman Powers suggested the remaining articles be reviewed on February 22<sup>nd</sup> after Town Counsel's presentation.

At 6:55 PM, Selectmen Goodhue made a motion to adjourn and Selectman Morrison seconded the motion; so voted: 5-0.

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. Draft #3: 02-03-2012
3. Draft #4: 02-08-2012
4. Draft: Article List: 02-09-12

*Approved as written at the March 12, 2012 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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