

BOARD OF SELECTMEN
Proctor School Library
Minutes of February 19, 2013

Chairman Eldon Goodhue called the meeting to order at 7:40PM (due to cable broadcast difficulties). Board members present, in addition to Chairman Goodhue, were Martha Morrison, Dick Gandt, Laura Powers and Ken Vogel. 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 Joel Richardson and Tri-Town Transcript reporter Kate Evans

Minutes

Selectman Morrison made a motion to accept the Minutes of the Working Session of January 31, 2013, as written, seconded by Selectman Powers; so voted 3-0. Selectmen Goodhue and Vogel abstained.

Selectman Morrison made a motion to accept the Minutes of February 4, 2013, as amended, seconded by Selectman Powers; so voted 4-0. Selectman Vogel abstained.

Selectman Morrison made a motion to accept the Executive Session Minutes of February 4, 2013 as amended and to hold until all issues have been resolved, seconded by Selectman Powers; so voted 5-0.

GENERAL BUSINESS

Old Business

Executive Recruitment Consultant: Selectman Morrison made a motion to award and approve a contract for Consulting Services for Executive Recruitment of a Town Administrator to UMass Boston Edward J. Collins, Jr. Center for Public Management of Boston MA contingent upon successful negotiation of an agreement, seconded by Selectman Vogel; so voted: 5-0. The subcommittee of Selectmen Powers and Gandt went through the process and explained that the three (3) consultants that responded to our RFP were all excellent. However, after discussions with references and evaluating factors they felt that UMass Boston Edward J. Collins, Jr. Center for Public Management of Boston MA would be the best fit for the Town.

New Business

Revision to Ballot: Selectman Morrison made a motion to add to the Annual 2013 Town Election Ballot the recently vacated Park & Cemetery Commissioner position with a term to expire May 8, 2014, seconded by Selectman Powers; so voted: 5-0. The Board thanked Mike Smerczynski for his service to the Park & Cemetery Commission.

FY13 Emerson Field Lease Agreement: Selectman Morrison recused herself from the discussion and vote. Selectman Gandt made a motion to approve a lease agreement between the Town of Topsfield and the Congregational Church of Topsfield in the amount of \$1,250 for a term of twelve months commencing on July 1, 2012 and terminating on June 30, 2013 for the Town's use of the Emerson Field, seconded by Selectman Powers; so voted: 4-0.

Hood Pond: Selectman Morrison made a motion to accept the Request for Proposal (RFP) for the use of Hood Pond as presented, seconded by Selectman Vogel. Selectman Gandt made Amendment #1 to change under section 1-1.0 the year to be 2015 and to remove the option to extend the term for two successive one year terms, also, on page 10 to change the year to be 2015 and under III change "operator" to Licensee in three places, seconded by Selectman Morrison; so voted: 5-0. Selectman Powers made Amendment #2 to change in Exhibit B, #12 to add General Liability to be submitted along with Workers Compensation, seconded by Selectman Vogel; so voted: 5-0. Original motion was then voted: 5-0.

Liaison Reports

Selectman Vogel reported that the Board of Council on Aging had received the resignation of Donna D’Agostino.

Selectman Vogel reported that FY14 budget for Masconomet Regional School District had increased 3.9%, however, Topsfield’s assessment only increased less than 1%. He explained the small increase was because net school spending had been reported to go down and that Topsfield’s enrollment had shown a decrease of 9 students.

Selectman Morrison reported that the Planning Board would be holding an informational public forum on the proposed Zoning Bylaw changes to be proposed at the Annual Town Meeting that would reflect the new medical marijuana law. The Public Hearing for those changes would be two weeks later.

Selectman Powers reported that after meeting with the Town Accountant a series of reports were identified that could be distributed to the Board during different times throughout the year. The reports generated from Munis are as follows and were explained as to their importance:

- Expenses charged to the General Fund, Elementary School Fund and the Water Enterprise Fund.
- Revenues entered into the General Fund.
- Balances available in: General Fund Warrant Articles, Grants, Gifts and Revolving Accounts.
- Potential available funds to be used at Town Meeting.
- History of Revolving Funds from Conservation Commission, Park & Cemetery, Schools and LIG/MEG Grant Library.

Town Administrator’s Report:

- Town Meeting Preparation update provided.
- RECC update: reported to be back on schedule with opening by July 1st.
- Annual Town Report update provided.
- Casino-slot machines proposed for Danvers reviewed.
- Scheduled to meet with Senator Lovely.

Chairman Goodhue reported that the Board had met on February 13th to review Warrant Articles and that the Board would be meeting on February 20th with the consultant DRA Architects to hear the report on the Town facilities study.

Correspondence & Reports

Correspondence

Board of Selectmen was copied on a letter regarding neighbors on Washington Street and the removal of trees.

Donna D’Agostino had submitted her resignation to the COA effective February 8th.

Mike Smerczynski had submitted his resignation to the Park & Cemetery Commission effective February 11, 2013.

The Board of Selectmen was copied on a letter from residents on Wildes Road to the Planning Board regarding the Scenic Road By-Law.

Reports

Board of Assessors submitted the minutes of January 25, 2013.

NS Regional Vocational School submitted the minutes of December 13, 2012 and agenda for February 14, 2013.

Conservation Commission submitted the Monthly Report for January 2013.

Invitation

MMA Legislative Breakfast reminder will be March 8th in Andover.

Warrants: The Selectmen signed and approved warrants in the amount of \$ **289,833.40**. The breakdown is as follows:

Warrant FY13:	
067T	\$ 102,842.50
068	\$ 186,990.90

At 8:26 PM, Selectman Gandt made a motion to adjourn and Selectman Morrison seconded the motion; so voted: 5-0.

Respectfully submitted,

Donna Rich, Secretary
Selectmen's Office

Approved as written at the March 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. Revision to Annual 2013 Town Election Ballot request
3. FY2013 Emerson Field Lease Agreement
4. Hood Pond RFP document
5. Preliminary BOS Minutes – 1/31, 2/4 along with executive session
6. Reports: Dead Trees on Washington Street, Council on Aging Board Member resignation, Park & Cemetery Commission resignation, Copied on a letter from neighbors on Wildes Road, Board of Assessors minutes, NS Regional Vocational School agenda and minutes, Conservation Commission monthly report
7. Updated list of Warrant Article
8. Reports from the Town Accountant: Expenses made to the General Fund, Elementary School Fund and the Water Enterprise Fund, Revenues made to the General Fund. Balances available in General Fund Warrant Articles, Grants, Gifts and Revolving Accounts. Potential available funds to be used at Town Meeting. History of Revolving Funds from Conservation Commission, Park & Cemetery, Schools and LIG/MEG Grant Library.

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.