

BOARD OF SELECTMEN
Minutes of February 28, 2011

Chairman Dick Gandt called the meeting to order at 7:30PM. Board members present, in addition to Chairman Gandt, were Martha Morrison, Nancy Luther, Eldon Goodhue and Laura Powers. 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, Tri-Town Transcript Kathryn O'Brien, Water Department Superintendent Greg Krom, Water Commissioner Bette Cullinan, Verizon Right of Way Agent Representative Joseph Gleason, Giusti, Hingston and Company representative Richard Hingston, residents Richard Maki, Missy McSweeney and Jen Hunt.

ANNOUNCEMENTS: Chairman Gandt announced that the Board would go into Executive Session at the end of regular session to discuss a matter of collective bargaining related to a Police Union Grievance and would not return to Open Session.

Chairman Gandt reported that the Board had met on February 23rd to discuss the Annual Town Meeting warrant and had also appointed a subcommittee to hear a grievance filed by Teamsters Union Local #42.

Selectman Powers announced that Masconomet Regional School District will hold its annual budget review, with local legislatures speaking at the beginning of the presentation. The event is March 5th at 8:30AM in the High School Library.

Selectman Powers reported that Fire Chief Ron Giovannacci received a citation for Excellence in Fire Safety Education.

Selectman Luther thanked the Tri-Town Transcript for recognizing the Fire Department's Emergency Service performed to Topsfield citizens.

Selectman Goodhue reported that Fire Chief Ron Giovannacci wished to thank residents for clearing out the fire hydrants near their homes. Selectman Luther added a reminder to citizens to clear the catch basins also, especially with the melting of the snow occurring.

APPOINTMENTS:

7:30 – Water Department FY2012 Budget Review: Water Department Superintendent Greg Krom and Water Commissioner Bette Cullinan presented the FY12 budget for the Water Department. This is an Enterprise Fund account and requires approval by the Board of Selectmen. Greg discussed various areas of the budget, including a 2% increase in the debt service and a 2.5% decrease in the salary/wage and other accounts. Chairman Gandt asked for a review of the requested Water Department Warrant Articles which include the replacement of the water main on Central Street from Summer to Main Streets. Selectman Morrison made a motion to approve the FY2012 Water Department Budget as presented, seconded by Selectman Luther; so voted 5-0.

GENERAL BUSINESS

Old Business

Town Meeting Warrant Review: Ms. Wilder reported that as a result of the discussion at the February 23rd working session changes have been made to the wording of some Warrant Articles and that revised warrants will be distributed to the Board. The Board decided to meet on March 3rd at 4PM to continue discussion on the language of the 2011 Annual Town Meeting Warrant.

Teamsters Union Local #42 Grievance: Selectman Luther requested that "state" be removed where noted in front of Police Academy from the document in three places. Selectman Luther made a motion to accept the findings of Board of Selectmen's subcommittee, seconded by Selectman Morrison; so voted: 5-0.

APPOINTMENTS:

8:00 – Verizon - PUBLIC HEARING – Selectman Powers read the legal notice. Verizon Right of Way Agent Representative Joseph Gleason presented a petition to replace a guide wire presently on a tree to a stub pole on Washington Street as noted on Plan #34 dated January 22, 2011. Mr. Richard Maki of 102 Washington Street addressed the Board and Mr. Gleason stating that there are several trees that should come down in the area (one that is dead) and a pole that is cracked. Mr. Gleason reported that the tree removal is not part of the petition and would require a consultation with the Town Tree Warden. Selectman Morrison made a motion to approve the placement of a telephone pole #34 on plan dated January 22, 2011 and contingent upon Verizon having a consultation with the Tree Warden, Dave Bond, in regards to the removal of the tree and an approved plan for the removal of the tree to be submitted to the Board of Selectman, seconded by Selectman Luther; voted 5-0.

8:15 - Town Audit Review - Richard Hingston from Giusti, Hingston thanked the Board for the past fifteen years that he has had the opportunity of performing the Town's audit. Mr. Hingston went through the Management Letter explaining the areas of concern that were listed: Ambulance Charges and Withholding Accounts. He then explained the unfunded liability of GASB 45 in the amount of \$15,246,807 which will need to be fully funded by 2026 and explained that some communities are funding the account with a small amount each fiscal year.

GENERAL BUSINESS

Old Business

Hood Pond Beach: Chairman Gandt explained that Board was updating the language included in the Beach Association License agreement for 2011. The Board members proposed several changes to exhibit B, which mainly merged items included in the Request for Proposal (RFP) into the agreement. Changes requested include language regarding the CORI process, maintenance of buildings and septic. Selectman Morrison made a motion to accept the changes discussed and for Ms. Wilder to incorporate the language proposed in the agreement, seconded by Selectman Goodhue; so voted: 5-0. Chairman Gandt stated a final agreement would be distributed for final approval to be made at the Working Session of March 3rd.

New Business

Holocaust Remembrance Day: Selectman Morrison read the proclamation. Selectman Luther made a motion to approve participation in the Holocaust Awareness Week, April 11-17 and for the Chairman to sign the attached proclamation, seconded by Selectman Powers; so voted: 5-0.

Reserve Police Contract: Chairman Gandt stated the Board's appreciation of the Reserve Police Union for their continued cooperation. Selectman Luther made a motion to approve a one year contract with the Topsfield Reserve Police Association for FY12 with a 0% pay increase in FY12 and all other provisions to remain the same, seconded by Selectman Powers; so voted: 5-0.

Liaison Reports

Selectman Morrison reported that she is working with Bill Whiting of the Cable and Web Committees towards the Board's Goals and would like to provide a status report in 6-8 weeks. Selectman Powers noted that the Tri-Town Council accepted the Board's invitation to attend the March 14th meeting.

Selectman Goodhue reported that the Fire Department would like the citizens to know that they would perform complimentary walk-throughs to inspect carbon monoxide and smoke alarms.

Town Administrator's Report:

- Comcast Contract: agreement changes are being incorporated by Comcast and then would be reviewed by Peter Epstein.
- Annual Town Warrant has been merged with changes and would be distributed to the Board.
- Selectmen's Goals of Communication: several companies are being reviewed such as: Plant.cml, Code Red, Connect Services-Black Board and Sygnal. Ms. Wilder requested the Board to begin identifying the use of and criteria for a Town system.
- Permitting Software: Munis would be providing a demonstration on April 1 of their permitting software system.
- Regional Public Health Grant: Ms. Wilder explained the DPH Public Health District Incentive Grant. Selectman Morrison made a motion to approve the participation into the Regional Public Health Grant Program, seconded by Selectman Luther; so voted: 5-0.

Correspondence & Reports

Correspondence

Snow Removal Policy Toolkit: Metropolitan Area Planning Council sent information regarding the new law for snow removal.

Asbury Street Bridge Inspection Report: Massachusetts Department of Transportation Highway Division submitted the Asbury Street Bridge Inspection Report from an inspection dated June 15, 2010.

Reports

Board of Assessors submitted minutes of January 28, 2011.

Fire Department submitted a January 2011 Activity Report.

Warrants: The Selectmen signed and approved warrants in the amount of **\$ 156,687.10**. The breakdown is as follows:

Warrant FY11:

071T	\$ 82,017.84
072	\$ 74,669.26

Chairman Gandt announced that the Board would not be going into Executive Session, therefore; at 9:51 PM, Selectmen Luther made a motion to adjourn and Selectman Powers seconded the motion; so voted: 5-0.

Respectfully submitted,

Donna Rich, Secretary
Selectmen's Office

Approved as amended at the May 23, 2011 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.