

**BOARD OF SELECTMEN**  
**Proctor School Library**  
**Minutes of March 4, 2013**

Chairman Eldon Goodhue called the meeting to order at 7:30PM. 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 Walter Harmer & Joel Richardson, Tri-Town Transcript reporter Kate Evans, Tri Town School Union Steve Greenberg and Dr. Bernie Creeden, Elementary School Committee Chairman Jeanine Cunniff.

**ANNOUNCEMENTS:**

Selectman Gandt announced that Senator Joan Lovely would be holding Office Hours at Topsfield Library on Friday March 15, 12-1 PM. Appointments are recommended please call 617-722-1410.

Selectman Morrison announced that the Planning Board would be having a public information session to discuss medical marijuana centers on March 5<sup>th</sup> at 8:00 PM at the Town Library.

Selectman Gandt reminded residents that Primary Election for the Senator seat would be held on April 30<sup>th</sup> along with the Town Elections. Election Papers, for citizens seeking an elected town position, will be available until March 8<sup>th</sup>.

**APPOINTMENTS:**

**7:30PM – Tri-Town Union Central Office Reorganization** – Superintendent Dr. Bernie Creeden, Director of Finance and Human Resources Steve Greenberg, School Committee Chairman Jeanine Cunniff presented. Jeanine Cunniff explained that the reorganization plan developed out of a Regional Readiness Group that looked at ways to better position the structure at the Tri-Town Union Central Office in preparation of the retirement of Superintendent Dr. Creeden. Steve Greenberg further explained the continued layers of recordable data that the State has added onto what is already at an unmanageable level, which translates into more administrative assistance required at the Central Office. There was a lengthy discussion relative to the two positions entitled Assistant Superintendent and Human Resources/Compliance, Payroll, AP & AR as well as the State mandated increases of job responsibilities relative to those positions. The Board further discussed the proposed financial increases to the budget relative to the newly created positions and addition of personnel. Selectman Powers expressed concern over how these changes would impact functions that are supported by the Treasurer/Collectors office in Topsfield. Steve Greenberg explained that there would be no change, Boxford was said to be doing a pilot program of outsourcing payroll which if it proves to have financial efficiencies, the other towns may choose to follow.

**GENERAL BUSINESS**

**Old Business**

**JRM Memorandum of Understanding:** Selectman Morrison made a motion to approve the Memorandum of Understanding with JRM as presented, seconded by Selectman Vogel; so voted: 5-0.

**New Business**

**Town Clerk Appointments:** Selectman Morrison made a motion to appoint the following individuals as Election Officers: Jack Armitage as Town Warden, Mary Connor as Deputy Warden, Elizabeth Booye as Inspector, Dorothy Roberts as Clerk, Barbara Adams, Jane

Bonanno, Sally Cabral, Sue Caples, Fred Capobianco, Carole Carter, Chris Cotti, Elaine Crippen, Kathy Curran, Jolene Guerra, Jan Englehardt, Audrey Iarocci, Florence Lear, Ruth Lucy, Eileen Reichardt (all) as Teller's for the elections on April 30th and June 25th, 2013, seconded by Selectman Gandt; so voted: 5-0.

One Day Liquor License Request: Selectman Morrison made a motion to approve a One Day Liquor License for Friends of the Cutler Elementary School to hold an adult social fundraiser on April 5<sup>th</sup> at the Gould Barn from the hours of 7PM-10:30PM, seconded by Selectman Gandt; so voted: 5-0.

Cable TV/Web Committee Appointment: Selectman Morrison made a motion to appoint Paul Luippold to the Cable TV/Town Website Committee for a term to expire June 30, 2013, seconded by Selectman Gandt; so voted: 5-0.

### **Liaison Reports**

Selectman Vogel reported on the Masconomet Regional School District FY14 Budget, and commented that they would certify the budget on Wednesday, March 7<sup>th</sup>.

Selectman Powers reported that Finance Committee Chairman was inquiring about the status of the 2013 Warrant as they begin to deliberate the finances of the articles. Chairman Goodhue directed the Board Secretary Donna Rich to coordinate and post a working session for Monday, March 11<sup>th</sup>. Ms. Wilder reported that the language for warrant is in the final stages and would be distributed by the end of the week.

Selectman Gandt reported that the Town Clerk was developing a list (distributed) of those individuals associated with the Town that potentially could be exempt from participating in the State Ethics Training.

Selectman Morrison announced that the Zoning Board of Appeals would be holding a Public Hearing on March 20<sup>th</sup> relative to the Fair Grounds seeking approval for loud speakers to be used at their location.

### **Town Administrator's Report:**

- Town Warrant update provided.
- Insurance Advisory Committee is being convened which will consist of union representation, a retiree and a Town employee, to name a few participants.

### **Minutes**

Selectman Morrison made a motion to accept the Minutes of the Working Session of February 13, 2013 as written, seconded by Selectman Gandt; so voted 4-0. Selectman Powers abstained. Selectman Morrison made a motion to accept the Minutes of February 19, 2013, as written, seconded by Selectman Gandt; so voted 5-0.

### **Correspondence & Reports**

#### Correspondence

Tri-Town Council submitted a letter request for funding for FY14.

Water Superintendent provided a copy of the Water Treatment & Supply Alternatives Study completed by Wright-Pierce for the Town.

Selectman Morrison reported that MAPC was seeking support in the form of a letter to be sent to National Grid asking them to adopt a tariff for LED street lights. There was a consensus that the Chairman will send a letter of support on behalf of the Board.

#### Invitations

Essex National Heritage Commission invited the Board to the Annual Spring Meeting in Haverhill on Wednesday, April 10<sup>th</sup> at Winnekenni Castle-8:00AM-10:00AM.

Municipal Health Reform will be held on March 26<sup>th</sup> in Framingham from 8-10AM.

**Warrants:** The Selectmen signed and approved warrants in the amount of \$ **334,363.61**. The breakdown is as follows:

|               |               |
|---------------|---------------|
| Warrant FY13: |               |
| 071T          | \$ 84,822.04  |
| 072           | \$ 249,541.57 |

At 8:44 PM, Selectmen Vogel 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 April 1, 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 Memorandum of Understanding document
3. Town Clerk Appointments
4. One Day Liquor License Request
5. Cable TV/Web Committee Appointment
6. Preliminary BOS Minutes –Working Session of Feb 13 & Regular Session of Feb 19<sup>th</sup>
7. Reports: Tri-Town Council request for funding, Water Treatment & Supply Alternatives Study, Essex National Heritage Commission Annual Meeting invitation, Municipal Health Reform Seminar invitation
8. Updated 2013 Warrant, with a list of articles
9. Tri-Town School Union Central Office Leadership Organization narrative and flow cart
10. Town Clerk Ethics Training exemption list
11. MAPC letter

|  |
|--|
| <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> |
|--|