

BOARD OF SELECTMEN
Proctor School Library
Minutes of April 1, 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 representative Walter Harmer, Tri-Town Transcript reporter Kate Evans, Tri-Town Council Executive Director Lisa Teichner and Vice President of the Council Board Rhonda Fogel.

ANNOUNCEMENTS: Chairman Goodhue announced that the Board will go into Executive Session to discuss strategy for negotiating contracts with the Police Chief and the Fire Chief and would not return to Open Session.

Selectman Gandt announced that the compost site would open up for the season on the sixth of April and the hours for each Saturday would be 9AM-1PM. Access for dropping of brush and yard waste is through either a seasonal vehicle pass for \$45 or individual entrance for \$5.00; all access tickets are available through the BOS office.

Selectman Morrison reminded citizens that the Town elections, as well as Primary for State Senator, would take place on April 30th at St. Rose Church from 7AM-8PM.

Selectman Gandt reminded citizens that the annual Town Meeting would be held on May 7th at Proctor School beginning at 7PM. The Town Warrant is expected to be delivered to households on or about April 20th.

Selectman Vogel announced that the League of Women Voters would hold Candidate Night on April 9th beginning at 7:30PM at the Proctor School Library live and that it would be rebroadcasted on April 19th and 20th at 7:30PM.

Selectman Morrison announced that the Town wide Clean-Up would be held on April 27th beginning at 8AM until noon. The Faithworks youth Group would be sponsoring the event that would begin at the Town Hall parking lot.

Selectman Gandt announced that the Water Department would hold a public forum on April 11th at the Town Library to discuss the proposed Water Treatment Plant for the Town.

APPOINTMENTS:

7:30PM - Tri-Town Council: Executive Director Lisa Teichner and Vice President of the Board Rhonda Fogel presented programs that have been offered by the Tri-Town Council and explained their future plans. The Tri-Town Council Programs and Services document dated from August 2012 to present was distributed.

GENERAL BUSINESS

Old Business

Revised Budgets: Selectman Powers questioned the 8.6% increase in the budgets for Insurance-Life Medical and Medicare and Insurance Liability-Accident Workmen's Compensation. Selectman Powers made a motion to table the voting of the Insurance-Life Medical and Medicare and Insurance Liability-Accident Workmen's Compensation until the Wednesday, April 3rd posted meeting at 4PM, seconded by Selectman Morrison; so voted: 5-0.

Annual Warrant: Selectman Morrison made a motion to table the voting of accepting the Warrant until the Wednesday, April 3rd posted meeting at 4PM, seconded by Selectman Powers; so voted: 5-0.

Override Question: Selectman Powers reported that the School Committee had reworked the Elementary FY14 budget keeping with the revised Finance Committee guidelines of an overall of 2% and an additional 2% over last year for a total of 4%, the budget was reduced, therefore no Override Question would need to be proposed.

Town Administrator Search Process: Selectman Powers made a motion to accept the job description dated March 29, 2013 for the Town Administrator for the Town of Topsfield as amended, seconded by Selectman Morrison; so voted: 4-1, Selectman Gandt opposed. During discussion prior to the vote, Selectman Gandt asked for the removal of the Town Administrator having the duty of signing the Warrants for payment. Selectmen Powers and Vogel both voiced their original concern, however with the reports that the Town Accountant has agreed to distribute monthly they felt that it would not be a problem identifying if a problem arises. Chairman Goodhue asked for those that agree that the signing of the Warrants remain in the job description: 4 agree, 1 opposed.

Selectman Gandt then expressed his concern under the section of Chief Procurement officer regarding the authorization of expenditures and the overseeing and approval of purchases. Chairman Goodhue clarified that this is a document of expected responsibilities which gives the Town Administrator authority and if there is any unacceptable behavior the Board would take action accordingly. Chairman Goodhue asked for those that agree to leave the Chief Procurement Officer section as presented; 4 agree, 1 opposed.

Selectman Gandt questioned under Personnel Director, “Authorizing changes to all employees’ pay and benefits and approves the addition of new employees on the payroll” that all new employees should be approved by the Board of Selectmen. Selectmen Powers clarified that there is a Personnel Action Form already in place that requires the sign off of the Town Administrator. Ms. Wilder agreed that tightening up needs to occur on the hiring of employees, before a job offer is extended. Chairman Goodhue obtained a unanimous vote to keep this unchanged. Selectman Gandt suggested that under Financial, third item that the last portion state “makes recommendations on all Town department budgets.” Strike remaining portion of the sentence. Chairman Goodhue asked if all agree; 5 agree, no opposed.

Chairman Goodhue obtained no other comments on the document noted as draft March 29, 2013.

New Business

Board of Registrars: Selectman Morrison made a motion to appoint Elizabeth A. Dorn to the Board of Registrars for a term to expire March 30, 2016, seconded by Selectman Powers; so voted: 5-0.

Open Space Conservation Land Gift: Selectman Gandt made a motion to approve an Agreement to accept the donation of property at 362 Boston Street for conservation purposes as open space, seconded by Selectman Morrison; so voted: 5-0.

Snow & Ice Budget: Selectman Gandt made a motion to allow the Town to incur liability and make expenditures in FY13 in excess of the available appropriations for snow and ice removal, seconded by Selectman Vogel; so voted: 5-0.

Peer Review Contract: Selectman Morrison made a motion to approve a contract for peer review engineering services with Beals & Thomas, Inc of Southborough MA in the not to exceed amount of \$4,645 for Phase 1, and \$1,595 for Phase 2 in a total not to exceed amount of \$6,240, seconded by Selectman Powers; so voted: 5-0.

COA 2nd Van: Selectman Vogel made a motion to authorize the Council on Aging to keep and insure the second van for an additional six months, seconded by Selectman Gandt; so voted: 5-0.

Bicycle Event-May 19th: Selectman Gandt made a motion to approve the American Diabetes Association cycling ride, The Tour de Cure, to be held on May 19th beginning at 7AM–3PM and

routes are as indicated for each length, seconded by Selectman Powers; so voted: 5-0. It was noted that this year the event would start and end at the Fairgrounds.

Street Closure: Selectman Gandt made a motion to approve the closure of 1 South Common Street on June 14th from 4PM-8PM for the Library's annual Summer Reading Kick-off event, seconded by Selectman Vogel; so voted: 5-0.

5K Run-July 28th: Selectman Gandt made a motion to table The Color Run 5K event to be held on July 28th at the Fairgrounds pending additional information, seconded by Selectman Morrison; so voted: 5-0.

Bicycle Event-Sept 7th: Selectman Gandt made a motion to approve the Neurofibromatosis, Northeast 3rd annual Coast to the Cure bike ride to be held on September 7th beginning in Gloucester and routes to travel through Topsfield as noted beginning at 7AM, seconded by Selectman Morrison; so voted: 5-0.

Walking Event-Sept 15th: Selectman Gandt made a motion to approve the Scleroderma Foundation NE Chapter 9th annual North Shore Stepping Out to Cure Scleroderma walkathon to be held on September 15th beginning at 10AM at Proctor School with the usual route as noted, and further to approve the placement of a banner by the Scleroderma Foundation NE Chapter between Proctor School and Town Hall from September 5th-15th, seconded by Selectman Powers; so voted: 5-0.

Liaison Reports

None were reported.

Town Administrator's Report:

- Town Warrant Update
- Reported on the newly formed Insurance Advisory group that recently met with MIIA.
- Reported on the new catering liquor licensing.
- Reported on union grievances that are progressing.

Minutes

Selectman Morrison made a motion to accept the Minutes of the Working Session of February 20, 2013 as written, seconded by Selectman Vogel; so voted 5-0.

Selectman Morrison made a motion to accept the Minutes of the Working Session February 27, 2013, as written, seconded by Selectman Vogel; so voted 5-0.

Selectman Morrison made a motion to accept the Minutes of March 4, 2013, as written, seconded by Selectman Vogel; so voted 5-0.

Selectman Morrison made a motion to accept the Minutes of the Working Session March 11, 2013, as written, seconded by Selectman Vogel; so voted 5-0.

Selectman Morrison made a motion to accept the Minutes of March 18, 2013, as written, seconded by Selectman Vogel; so voted 5-0.

Selectman Morrison made a motion to accept the Executive Session Minutes of March 18, 2013 as written and to hold until all issues have been resolved, seconded by Selectman Vogel; so voted 5-0.

Correspondence & Reports

Correspondence

Conservation Commissioner Richard Muka had submitted his resignation effective immediately, due to a job change.

Historical Society President Norm Isler submitted a letter describing the finding of the homestead of one of the earliest known settlers of Topsfield, Isaac Cummings. There would be a workday scheduled for April 20th.

Warrants: The Selectmen signed and approved warrants in the amount of \$ **228,569.24**. The breakdown is as follows:

Warrant FY13:	
079T	\$ 85,407.11
080	\$ 143,162.13

At 8:45PM, Selectmen Morrison made a motion to go into Executive Session to discuss strategy for negotiating contracts with the Police Chief and the Fire Chief; seconded by Selectman Vogel. In a roll call vote, a yes vote was recorded for Chairman Goodhue, Selectman Morrison, Selectman Gandt, Selectman Powers and Selectman Vogel. The Board would not return to open session.

Respectfully submitted,

Donna Rich, Secretary
Selectmen's Office

Approved as amended at the April 29, 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. Revised Town Budgets for Insurance
3. 2013 Town Warrant
4. Special Town Meeting Warrant
5. Town Administrator Search update document dated Draft March 29, 2013.
6. Board of Registrars Appointment
7. Open Space Conservation Land Gift documents
8. Snow & Ice Budget request
9. Peer Review Contract document
10. COA 2nd Van extension request
11. American Diabetes Association bicycle event request
12. Summer Reading Kick-off Road Closure request
13. The Color Run 5K event request
14. Neurofibromatosis NE bicycle event request
15. Scleroderma Foundation walkathon & banner requests
16. Preliminary BOS Minutes – Working Sessions: Feb 20, 27 & Mar 11, Regular Meetings: March 4 & 18, Executive Session March 18
17. Reports & Correspondence: Conservation Commissioner Resignation, Historical Society letter.
18. Tri-Town Council distributed Programs & Services dated August 2012-Present.
19. Distributed drainage map of 362 Boston Street from Greg Krom, Water Department Superintendent.

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.