

**BOARD OF SELECTMEN**  
**Minutes of April 11, 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 Kathy O'Brien, Board of Assessor Jack Minnehan, residents: Jeanine Cunniff, Ken Vogel, David Larson, Jeanne Pickering, and Joel Hariton.

**ANNOUNCEMENTS:**

Chairman Gandt made the following announcements for the Town Clerk: those residents that have not responded to the Annual Town Census need to do so now. Likewise, if you have not yet licensed your dog for 2011, please do so as soon as possible. A Voter Registration Session will be held in the Town Clerk's Office on Wednesday, April 13 from 8am to 8pm. That is the last day to register to vote at both the Town Meeting on May 3<sup>rd</sup> and at the Town Election on May 5<sup>th</sup>. You may also register by getting a Voter Registration Form at the Town Library, Post Office and Town Clerk's office and mailing it in. Absentee Ballot Applications will be available up until noon on May 4<sup>th</sup> in the Town Clerk's office.

Selectman Luther announced the Spring Metals White Goods Pick is scheduled for May 18, 19 and 20<sup>th</sup>. This collection is for appliances and other items containing more than 80% metals. Items should be at curbside on your trash day by 7AM. If you have items containing Freon, please register the item by contacting the Selectmen's Office at 978-887-1500.

Selectman Goodhue announced two Library events: Julia Glass will read from her new book *The Widower's Tale* on April 14 beginning at 7:30PM at the Gould Barn. In addition, the Historical Society in co-sponsorship with the Town Library will present "Digging Up Your Family Roots" a practical study of our family ancestry with Marcia Melnyk and Reference Librarian Wendy Thatcher to present on April 15th at 7:30 in the Gould Barn.

Selectman Morrison announced that there would be a Kite Flying Event Council to be held on Sunday, April 17 at 11AM sponsored by the Congregational Church and in part by a grant from the Topsfield Cultural. Everyone is invited and the cost for kites is \$3 each or 2 for \$5.

Selectman Powers announced that registrations for the Spring Recreation Committee programs are now available on the website. They are offering golf, tennis, field hockey, and swim lessons.

**GENERAL BUSINESS**

**New Business**

Property Record Cards Update: Board of Assessor Chairman Jack Minnehan addressed the Board on the publishing of the Town Property Records online as is commonly being done in most communities across the Commonwealth. It was explained that the reason for doing this is to increase the efficiency within the Assessor's office. Mr. Minnehan explained the information that is contained on the Property Record card includes information such as previous assessments, size of lot, building permit records, and a sketch of the dwelling. There was a discussion regarding the accessibility of information on the World Wide Web and security issues. Resident Jeanne Pickering addressed the Board with her concerns related to privacy issues. Mr. Minnehan expressed that the Board of Assessors meetings are open meetings, and this issue has been discussed and voted on.

Bicycle Event: Selectman Luther reported that the American Diabetes Association North Shore Tour de Cure cycling event has 4 groups traveling different routes and leaving Pingree School at

different times. Those times would be helpful to know and to announce to the citizens.

Chairman Gandt said this issue would be tabled until the next meeting.

Street Closure: Selectman Morrison made a motion to approve the closure of South Common Street for the Library's annual Summer Reading Kick-off event to be held on June 17<sup>th</sup> from 4PM-8PM, seconded by Selectman Luther; so voted: 5-0.

One Day Liquor License: Selectman Luther made a motion to approve a One Day Liquor License for the Boy Scouts of America District Scout Leader Dinner to be held on May 4<sup>th</sup> from 6PM – 10:30PM at the Fair Grounds, Coolidge Hall, seconded by Selectman Powers; so voted: 5-0.

One Day Liquor License: Selectman Morrison made a motion to approve a One Day Liquor License for the North Shore Women in Business fundraising event to be held on May 19<sup>th</sup> from 6PM-9PM at the Willowdale Estate, seconded by Selectman Powers; so voted: 5-0.

One Precinct: Selectman Luther made a motion in pursuant to M.G.L. c 54, § 6; the Town of Topsfield wishes to stay one precinct and hereby requests the Secretary of the Commonwealth to prepare a single precinct map on our behalf, seconded by Selectman Powers; so voted: 5-0.

Chapter 90 Funds - Final Reports: Selectman Morrison made a motion to approve and sign the three (3) Chapter 90 Final Reports in order for the Commonwealth to release unspent funding on the following projects: Reconstruction, resurfacing and crackfilling at Grove St & 7 various completed projects on Nov 1, 2006, Resurfacing and milling of Boxford Rd, Washington St and High St Ext completed on July 30, 2008 and Resurfacing Asbury St, Grove St, Gail St and Gail Circle completed on October 1, 2009, seconded by Selectman Luther; so voted: 5-0.

Chapter 90 Funds-Reimbursement Request: Selectman Luther made a motion to approve Chapter 90 Reimbursement Request in the amount of \$121,427.24 in order for the Commonwealth to reimburse the Town for expenses incurred on the reconstruction and resurfacing of Howlett St, Wenham Rd and River Rd., seconded by Selectman Morrison; so voted: 5-0.

Proclamation: Selectman Morrison made a motion to approve the Independent Living Center of the North Shore and Cape Ann, Inc.'s request to proclaim, as read, July 26, 2010 as "Americans with Disability Day" recognizing the 21<sup>st</sup> Anniversary of the signing of the Americans with Disabilities Act and for the Chair to sign and to send proclamation via the mail, seconded by Selectman Luther; so voted: 5-0.

### **Liaison Reports**

Selectman Morrison reported that the Elementary School Committee on Thursday approved an educational garden to be installed on Proctor School grounds. This project is a joint effort of the Agricultural Commission, Water Department, Renewable Energy Green Communities Committee, Recreation Committee, the Topsfield Garden Club and the Elementary School Committee. The project is designed to highlighting locally grown food, water conservation and renewable energy.

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

- Update on Special Town Meeting
- Chapter 90 appropriation for Topsfield for FY12 has been received: \$271,387.
- Attended a MIIA Leadership Conference
- Attended a FEMA meeting regarding relief from the January 11<sup>th</sup> & 12<sup>th</sup> snow storm
- Attended an Essex County Regional Emergency Communication Center meeting regarding Share point software

- Suburban Coalition Legislative Breakfast is Tuesday, April 27, 2010 at 8:30 AM at The Great Hall, The State House
- Senior Care discussion, potential presentation at a future meeting

**Correspondence & Reports**

Correspondence

Independent Living Center of North Shore and Cape Ann Inc. has sent forms for nominations to five awards that are issued each year by the ILCNSCA.

Chapter 90 Funds: The Office of the Governor has sent a letter stating Topsfield’s Chapter 90 apportionment for FY12 is \$271,387.

Reports

Conservation Commission submitted a monthly report for March.

Moderator John Kinhan submitted an appointment of Trudi Perry to the District School Committee of North Shore Regional Vocational School District, to expire June 30, 2012.

The Water Department has requested and was granted the transfer of \$60,000 from the FY11 Water Enterprise Unanticipated Emergency account to offset emergency expenses as noted.

Board of Assessors submitted minutes of February 25<sup>th</sup> and March 12<sup>th</sup>.

**Warrants:** The Selectmen signed and approved warrants in the amount of \$ **136,588.36**. The breakdown is as follows:

Warrant FY11:	
083T	\$ 70,593.94
084	\$ 65,994.42

At 8:30 PM, Selectmen Luther made a motion to adjourn and Selectman Goodhue seconded the motion; so voted: 5-0.

Respectfully submitted,

Donna Rich, Secretary  
Selectmen’s Office

*Approved as amended at the June 6, 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.