

**BOARD OF SELECTMEN**  
**Proctor School Library**  
**Minutes of May 18, 2015**

Clerk Powers called the meeting to order at 7:30PM. Board members present, in addition to Clerk Laura Powers, were Martha Morrison, Steve Lais, Boyd Jackson and Eldon Goodhue. Of the Selectmen's staff, Town Administrator Kellie Hebert and Board Executive Assistant Donna Rich were in attendance. Other persons present during all or part of the meeting were Topsfield Cable operators Baxter & Ben Demers, Tri-Town Transcript reporter Kathy O'Brien, Village Market owner Neil Anastas, Commissioners of Trust Funds David Strachan, Barbara Booth and Dick Walsh, Park & Cemetery Commissioners Steve Mscisz and Mark Frampton, Park & Cemetery Superintendent Steve Shepard and resident Dick Gandt.

Clerk Powers welcomed Boyd Jackson, the new and returning member of the Board Selectmen.

Clerk Powers opened the meeting stating the first order of business would be the reorganization of the Board:

Selectman Lais nominated Laura Powers for Chairman of the Board of Selectmen, seconded by Selectman Goodhue, so voted 5-0.

Selectman Morrison nominated Steve Lais as Clerk to the Board of Selectmen, seconded by Selectman Goodhue; so voted: 5-0.

Selectman Goodhue made a motion to accept the Board meeting schedule as presented, seconded by Selectman Morrison; Selectman Lais offered an amendment to add Working Sessions every other Wednesday from January 6<sup>th</sup> through March 30<sup>th</sup> to begin at 5:15PM at the Town Hall Conference Hall, seconded by Selectman Goodhue; so voted: 5-0. Original motion was voted: 5-0.

The Board stood for the Pledge of Allegiance and a moment of silence.

**ANNOUNCEMENTS:** Selectman Morrison reminded residents that the Metal and White goods pickup would be May 20, 21 and 22. Place household metals such as stoves, dishwashers, etc. at curbside by 7AM for pickup. No stickers are required for items. If you have an item containing Freon, please call 978-887-1500, extension 100 to register the item prior to pick-up.

Selectman Morrison provided a review of the Town Clean Up, which occurred May 16<sup>th</sup>.

Selectman Morrison announced that the Strawberry Festival would be held on June 13<sup>th</sup>, sponsored by the Historical Society.

Selectman Lais announced that the Water Department has instituted a Voluntary Water Ban on outside watering.

**CITIZENS QUESTIONS & COMMENTS** *none heard*

**GENERAL BUSINESS**

**New Business**

**Package Store License Issuance:** Neil Anastas came forward. Selectman Jackson made a motion to approve a package store liquor license for Village Market Foods, LLC to expire December 31, 2015, seconded by Selectman Morrison; so voted: 5-0. Owner Neil Anastas was asked what the timeframe was on an opening date, Mr. Anastas expressed that he is still anticipating an opening date of July-August 2016.

**APPOINTMENTS:**

**7:46PM – Park & Cemetery Request for Pye Brook Park** – Park & Cemetery Superintendent Steve Shepard and Park & Cemetery Commissioners Steve Mscisz and Mark Frampton explained the request to fill in a catch basin for the development of an additional sports field. Selectman Morrison made a motion to approve a contract with Weston & Sampson of Peabody MA for the engineering services for permitting and design for the closure of an existing irrigation basin used to supply water at Pye Brook Park and the development of a grading plan for a new recreational field in an amount not to exceed \$7,000 and to authorize the Chairman to sign Form TCC Form 2: Site Visit Authorization Form as part of the filing process with the Conservation Commission for a Request for Determination of Applicability, seconded by Selectman Goodhue; so voted: 5-0.

**GENERAL BUSINESS**

**Old Business**

**Annual and Special Town Meeting Review:** Chairman Powers reported that the Moderator conducted a successful and productive meeting. Selectmen Morrison and Jackson provided a brief overview of the Town Hall articles that passed and what the Town can expect to be forthcoming.

**Code of Responsibility:** Selectman Goodhue made a motion to approve the Code of Responsibility as presented, dated May 18, 2015, seconded by Selectman Morrison; Selectman Lais offered amendments to the introduction paragraph, Selectman Goodhue made a motion to accept the amendments, seconded by Selectman Morrison; so voted: 5-0. The original motion was then voted 5-0.

**New Business** *continued*

**24/7 Fire Service:** Chairman Powers began the discussion relative to the process the Board could follow to fulfill the Annual Town Meeting charge of appointing a seven member committee which would report to the Board of Selectmen their findings no later than November 15, 2015. The consensus of the Board was to post a Working Session for Thursday, May 21<sup>st</sup> beginning at 4PM at Town Hall to further discuss the issue and the charter.

**Short Term Borrowing:** Selectman Jacksons made a motion to approve the sale of \$736,897 Bond Anticipation Note (BANS) for the purposes: Water Mains - \$200,000, Fire Ladder Truck-\$326,896, Fire Rescue Vehicle-\$210,000, seconded by Selectman Goodhue; so voted: 5-0.

**Treasurer/Collector Request:** Commissioners of Trust Funds David Strachan, Barbara Booth and Dick Walsh came forward. Chairman David Strachan provided a brief review of the investment institution the Town's Charitable Trust Funds are being held and the reason for the requested documents that were before the Board. Chairman Strachan reported that the Trust Commissioners have updated the policies to current standards and have forwarded them to the Treasurer/Collector Barbara Michalowski. Selectman Morrison made a motion to approve the Treasurer/Collector to sign an agreement with Credit Suisse of Boston, MA for the purpose of a brokerage firm for the Commissioners of Trust Funds, seconded by Selectman Goodhue; so voted: 4-0-1. Chairman Powers abstained.

**Water Department Request:** Selectman Morrison made a motion to approve the change order #1 for the Washington Street Water Main Replacement and Improvement Project Contract with Joseph P. Caridillo & Son, Inc of Wakefield, MA totaling \$7,709.47, seconded by Selectman Goodhue; so voted: 5-0.

**Chapter 90 Request:** Selectman Morrison made a motion to approve the a Chapter 90 Project Request in the amount of \$63,000 to provide funding for the resurfacing of Maple Street, Colrain

Road and River Road, part of the FY15 Road Program and for the Chairman to sign, seconded by Selectman Goodhue; so voted: 5-0.

Americans Disabilities Act Day: Selectman Morrison made a motion to proclaim July 26<sup>th</sup> as “ADA Day” to commemorate the 25<sup>th</sup> anniversary of the signing of the Americans Disabilities Act, seconded by Selectman Goodhue; so voted: 5-0.

Road Race Request: Selectman Morrison made a motion to approve the Coast to the Cure bike ride to be held on September 12<sup>th</sup> to benefit Neurofibromatosis Northeast with the roads as identified in the email, seconded by Selectman Goodhue; so voted: 5-0.

Banner Request: Selectman Morrison made a motion to approve the Topsfield Educational Foundation to place a banner between Proctor School and Town Hall from May 28<sup>th</sup> – June 5<sup>th</sup>, seconded by Selectman Goodhue; so voted: 5-0.

### **Town Administrator’s Report:**

- Review of Goals: mandatory State and Federal training was provided to employees
- Reviewed engineering firms with the Water Superintendent for the Water Treatment Plant. The top three will go through an interview process
- Employee open enrollment is in progress with a new dental plan being offered

### **Minutes**

Selectman Goodhue made a motion to accept the Minutes of April 15, 2015, as written, seconded by Selectman Morrison; so voted 3-0-2. Chairman Powers and Selectman Jackson abstained.

Selectman Goodhue made a motion to accept the Minutes of April 27, 2015, as written, seconded by Selectman Morrison; so voted 4-0-1. Selectman Jackson abstained.

Selectman Goodhue made a motion to accept the Executive Session Minutes of April 27, 2015 as written and to hold until all issues have been resolved, seconded by Selectman Morrison; so voted 4-0-1. Selectman Jackson abstained.

### **Correspondence & Reports**

#### Correspondence

State of MA Animal Response Team sent information about a new law regarding pets when an emergency takes place.

Nominating Committee has submitted the officers of the MAPC for terms to begin May 27<sup>th</sup>.

Two letters of thanks were received for services provided by the Fire Department.

Carol Larocque copied the Board regarding an incident that occurred at 1 Fox Run Road.

Roselli, Clark & Associates has submitted the FY14 Annual Town Audit.

#### Reports

Board of Assessors submitted minutes of April 10, 2015.

Conservation Commission submitted a Monthly Report for April.

#### Invitations

Invitation for the Masco Graduation Class of 2015 to be held on Friday, June 5 beginning at 6:30PM Field House was received. RSVP is due by May 24<sup>th</sup>.

Tri-Town Council sent an invitation to the Annual Reception to be held on May 28<sup>th</sup> from 8-10AM at the Emerson Center. RSVP is due by May 22<sup>nd</sup>.

Selectman Morrison reported information relative to the Memorial Day ceremony.

At 8:56PM, Selectmen Lais made a motion to adjourn and Selectman Goodhue seconded the motion; so voted: 5-0.

Respectfully submitted,

Donna Rich, Executive Assistant  
Board of Selectmen

*Approved as written at the June 22, 2015 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. Preliminary BOS Minutes – Working Session of April 15, 2015, Regular Session April 27, 2015 and Executive Session April 27, 2015.
3. Updated BOS Code of Responsibility
4. Package Store License Issuance to Village Market Foods, LLC
5. Short Term Borrowing for Water Mains, Fire Ladder Truck & Fire Rescue Vehicle documents
6. Washington Street Water Main Replacement & Improvement Project Contract Change Order #1 Request
7. FY15 Reimbursement of Chapter 90 Project Request
8. Proclamation for ADA Day Request
9. Coast to the Cure Bike Ride Request
10. Banner Request from Topsfield Educational Foundation
11. Agreement Request for Credit Suisse as a broker for the Trust Commissioners
12. Information on new law regarding pets when an emergency takes place
13. MAPC has sent notification of new officers
14. Cease & Desist has been issued to Marc & April Bernhardt
15. Fire Department received 2 letters of thanks
16. Animal Control Officer has submitted a report of an incident at 1 Fox Run Road
17. Town Audit for FY14
18. Board of Assessors minutes of April 10, 2015
19. Conservation Commission monthly report
20. Invitation for Masconomet Graduation
21. Tri-Town Council Annual Reception invitation received
22. Park & Cemetery Commissioners contract for work at Pye Brook Park
- 23.

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.