

BOARD OF SELECTMEN
Proctor School Library
Minutes of May 21, 2012

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, Tri-Town Transcript reporter Suzanne Snell, residents George Anderson, Kim Sherwood and Karen Burnett, Fire Chief Ron Giovannacci, Captain Jen Collins Brown, and several Call Firefighters.

ANNOUNCEMENTS: Selectman Gandt reported that Comcast local access channel will change from 10 to 8 effective June 5th.

Selectman Morrison announced that the Strawberry Festival was scheduled for June 9th on the Common from 10AM-4PM. Selectman Powers reported that the Historical Society is seeking volunteers to help out on the day of the event.

Selectman Gandt reminded citizens that there was a Voluntary Water Restriction in effect. The restriction is due to low Ipswich River stream flow levels and is in advance of mandatory restrictions that may start as early as May 1st. All residents are asked to curtail outdoor water use between the hours of 9 AM and 5 PM each day.

Selectman Gandt reminded citizens that the ceremonies to dedicate the Danvers Rail Trail would be held on June 2nd with many activities planned.

Selectman Goodhue expressed the Board's thanks to Wendy Higgins and Gretchen Rehak for organizing Town Cleanup day that took place on Saturday, May 19th. If you missed helping out, please feel free to clean up your street.

Selectman Morrison reminded citizens of the Memorial Day observance events that will take place on Monday, May 28th. The Parade will begin at 9AM followed by a ceremony at the Memorial Green then onto Pine Grove Cemetery for a second ceremonial service.

Selectman Powers reminded residents of a walkathon fundraiser to be held at Proctor School tomorrow beginning at 11:15AM by the Topsfield Playground Committee to benefit new playground equipment for Steward School.

Selectman Powers reported that Celebrate Summer Camp applications are available on the Recreation Committee website.

APPOINTMENTS:

7:30 – Fire Department Appreciation Plaque Presentation - Fire Chief Ronald Giovannacci reported that the Topsfield Fire Relief Association wanted to express their gratitude to resident Karen Burnett who ran a fundraiser on Saturday, May 12th to raise funds for a new defibrillator. The event was held on the Proctor School front lawn and raised roughly \$5,000. In recognition for her efforts, the Fire Chief presented a plaque to Karen Burnett.

CITIZEN QUESTIONS & COMMENTS

Chairman Goodhue recognized resident Kim Sherwood who stated she had a couple of questions. First, Ms. Sherwood wanted further clarification on the 10% increase on the Liability Insurance, and second, she raised issues relative to Article 34 of the 2012 Town Warrant.

Chairman Goodhue, recognizing the similar nature of the repeated questions and requests, asked that in the future Ms. Sherwood put her questions in writing and submit for distribution to the Board members prior to the meeting, so answers could be appropriately researched.

Chairman Goodhue recognized Senior Care Board Member and resident George Anderson. Mr. Anderson introduced himself as the newly elected Chair of the Senior Care Development Committee which is in charge of fund raising for the organization. Mr. Anderson explained that he was addressing the Board in order to explain the many things for which Senior Care provides financial support for Topsfield and to encourage the Town to appropriate funds to Senior Care on an annual basis. Selectman Morrison explained that potentially the Board could fund the requested \$1,200 through a Warrant Article, as is done for the Tri-Town Council.

GENERAL BUSINESS

Old Business

Town Meeting Review: Chairman Goodhue asked for a brief review of Town Meeting. Selectman Gandt reported that 309 residences were in attendance. There was a discussion regarding the Budget Forum and the potential addition of another forum next year to allow discussion on the Warrant Articles prior to Town Meeting.

Institution for Savings: Selectman Morrison explained that because the Institution for Savings is filing a Stormwater Management & Erosion Control Permit application with the Planning Board for work to be done on Town owned land on Park Street, they need authorization from the Board to proceed. Selectman Powers made a motion to authorize the Institution for Savings to sign and file a Stormwater Management & Erosion Control Permit application with the Planning Board for work to be performed to extend the existing parking lot appurtenant to the Rail Trail on Summer Street, seconded by Selectman Vogel. Chairman Goodhue opened the matter up for discussion; Selectman Gandt offered suggested language changes to the application to include the Rail Trail which was not mentioned. Chairman Goodhue asked for a vote on the changes. The vote was 2-2-1 (2 in the affirmative, 2 in the negative and 1 abstaining). Selectmen Powers and Vogel opposed because Selectman Gandt's suggested changes had not been reviewed by the applicant. Selectman Morrison abstained due to her chairmanship of the Planning Board. Discussion relative to the suggested changes ensued resulting in Selectman Gandt amending the motion to approve the Stormwater Management & Erosion Control Permit provided it includes the modified language purposed by Selectman Gandt, and if the Institution for Savings does not agree with the purposed changes, the applicant can come back to the Board, seconded by Selectman Vogel; so voted: 4-0-1, Selectman Morrison abstained due to her position on the Planning Board.

Selectman Gandt introduced the concept of the Board holding a public forum regarding the extension of the parking area on Park Street. Selectman Morrison reviewed the responsibility of the Planning Board and the narrow scope of that meeting. Chairman Goodhue obtained a positive consensus of the Board to hold the public forum.

Kennel Services Intermunicipal Agreement: Selectman Gandt made a motion to approve an Intermunicipal Agreement with the Town of Newburyport for Animal Kennel Service that displays revisions to the terms and removes financial language, Selectman Vogel seconded. Ms. Wilder expressed her concern that reducing the term of the agreement to three years, from the twenty years that is permitted under state law, could leave the town without kenneling services in the near future. Selectman Gandt amended the motion from the requested expiration date of 2015 to be 2032, seconded by Selectman Vogel, so voted: 5-0, Chairman Goodhue returned to the original motion, voted: 5-0.

New Business

Sign Sub-Committee: Selectman Morrison made a motion to adopt the practice of appointing a sign sub-committee, consisting of two (2) Board of Selectmen charged with reviewing all sign applications prior to the Public Hearing and providing an overview of said sign(s) application to the full Board at the time of the Hearing, seconded by Selectman Vogel; so voted: 5-0.

Selectman Vogel made a motion to appoint Selectmen Gandt and Morrison to the Sign Sub-Committee, seconded by Selectman Powers; so voted: 5-0.

Firefighters Contract: Selectman Powers made a motion to approve the contract with the Firefighters Union. Details of the Contract include:

- Salary: FY12-0% FY13-2%
- Addition of 25 Year Longevity @ \$1,750
- One time \$250 Reimbursement for High-Viz Jackets to be contained in a side letter of agreement,

Seconded by Selectman Morrison; so voted: 5-0.

Use of Town Property: Selectman Morrison briefly described a proposal from EBSCO to beautify a portion of Klock Park, adjacent to their property on Boston Street.

Emerson Field Lease: Selectman Morrison recused herself and left the room due to her affiliation with the Congregation Church. Selectman Powers made a motion to approve the FY2013 Lease with the Congregational Church for the use of the Emerson Field as noted in the lease presented, seconded by Selectman Vogel; so voted 4-0. Selectman Morrison returned to the room after the vote was taken. Selectman Powers noted that this year's lease permits lighting of the fields on specific dates in October and November.

Town Clerk Request: Selectman Powers made a motion to declare the "old" voting booths as surplus items with little or no value, seconded by Selectman Vogel; so voted: 5-0.

Signage on the Rail Trail: Selectman Gandt made a motion to approve, as presented, a sign at the Wenham-Topsfield boundary on the Topsfield Linear Common, seconded by Selectman Morrison; so voted: 5-0.

Rail Trail Request: Selectman Morrison made a motion to approve the storage of Terratube in the highway garage using the space which now is occupied by the Town Clerk's "old" voting booths, seconded by Selectman Gandt; so voted: 5-0. There was a discussion relative to who has care and custody of the School Street building and the inventory of what is inside the building. Ms. Wilder believes that for insurance purposes these items should be identified.

Highway Request: Selectman Gandt made a motion to approve a Chapter 90 Project Request in the amount of \$56,602.57 to provide funding for the project contained in the attached request which consists of the resurfacing of Howlett Street in conjunction with the Highway Department's FY12 Road Program, seconded by Selectman Vogel; so voted: 5-0.

Water Department Request: Selectman Gandt made a motion to award and approve the contract for the Water Treatment Plant Feasibility Study to Wright-Pierce of Andover, MA for a total contract amount not to exceed \$34,500, seconded by Selectman Powers; so voted: 5-0.

Wallace Kneeland Committee Request: Selectman Morrison made a motion to appoint Philip Knowles and Scott Dow to the Wallace Kneeland Community Service Award Committee for a term to begin May 21st and to expire June 30, 2013, seconded by Selectman Gandt; so voted: 5-0.

Agricultural Commission Request: Selectman Morrison made a motion to endorse the New Entry Sustainable Farming Project as presented by the Agricultural Commission letter of May 11, 2012, seconded by Selectman Powers; so voted: 5-0.

Ipswich River Wildlife Sanctuary Banner Request: Selectman Powers made a motion to approve a banner to be placed between Town Hall and Proctor School from May 29-June 8th for the Ipswich River Day Camp, seconded by Selectman Morrison; so voted: 4-1. Selectman Gandt was opposed to the concept of advertising a private camp.

Liaison Reports

Selectman Powers reported that Masconomet Regional High School Graduation would be on June 1st and, if anyone wishes to attend, tickets are available through the Administration Office.

Selectman Gandt reported that the Rail Trial is moving forward with MassDOT regarding the crossing at Route 1.

Chairman Goodhue reported that the Library Trustees have narrowed down their search for a new Library Director and the name should be released soon.

Town Administrator’s Report:

- Attended two webinars presented by MIIA and will receive Reward credits.
- Review on the Government Review Committee progress.
- Town Hall Chimney Repair update.
- Review of the General Service Committee’s idea of an evacuation plan for Town Hall.
- Attended a Road Commissioners meeting.
- Update on the Dog Hearing.
- RECC status provided on the construction.

Selectmen Minutes:

Selectman Powers made a motion to accept the Minutes of April 23, 2012 as presented; seconded by Selectman Morrison; so voted 4-0-1. Selectman Vogel abstained.

Selectman Powers made a motion to accept the Executive Session Minutes of April 23, 2012 as written; seconded by Selectman Morrison; voted 4-0-1. Selectman Vogel abstained.

Selectman Powers made a motion to accept the Minutes of May 7, 2012 as amended; seconded by Selectman Morrison; so voted 4-0-1. Selectman Vogel abstained.

Correspondence & Reports

Correspondence

MassDOT sent an Underwater Inspection Report of 3/13/12 for the bridge that carries Rowley Bridge Street over the Ipswich River.

Tri-Town Council sent a letter expressing their gratitude for funding that was recently approved at Town Meeting.

Topsfield Elementary Schools recently received a gift of \$15,000 from EBSCO Industries, Inc. to be used for technology purposes at the Steward and Proctor Schools.

George Hall submitted his resignation to the Conservation Commission and Renewable Energy and Green Communities Committee effective immediately due to his election to the position of Town Moderator.

Reports

North Shore Regional Vocational submitted minutes of March 8th and agenda for May 10th .

Board of Assessors submitted minutes of April 20th.

Invitation

Masconomet Regional High School invites the Board to the 2012 Graduation ceremony to be held on June 1st.

Warrants: The Selectmen signed and approved warrants in the amount of \$170,626.76 The breakdown is as follows:

Warrant FY12:	
093T	\$ 84,843.81
094	\$ 85,782.95

At 9:18 PM, Selectmen Morrison made a motion to adjourn and Selectman Vogel seconded the motion; so voted: 5-0.

Respectfully submitted,

Donna Rich, Secretary
Selectmen's Office

Approved as written at the July 30, 2012 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. Announcements: Comcast letter of options, Danvers Rail Trail flyer
3. Institution for Savings: application document
4. Proposed liaison list
5. Firefighters Contract
6. Proposed Emerson Field Lease
7. Proposal for Voting Booths to be declared surplus
8. Signage on Rail Trail at town lines
9. Chapter 90 Project Request documents
10. Water Department request for a Water Treatment Plant Feasibility Study documents
11. Letter of request for Wallace Kneeland Committee appointments
12. Agricultural Commission request for endorsement for a New Entry Sustainable Farming Project
13. Ipswich River Wildlife Sanctuary Banner Request
14. Preliminary BOS Minutes – 11/03/11 April 23 with Executive Session and May 7th
15. Letters: MassDOT inspection report of the Rowley Bridge Street, Tri-Town Council letter of gratitude for annual funding, Elementary School letter expressing the receipt of money from EBSCO Industries, Inc., Resignation from George Hall from Conservation Commission and Renewable Energy and Green Communities Committee
16. Reports: NS Regional Vocational School Committee minutes of March 8th and Agenda for May 10th and the Board of Assessors minutes of April 20th.
17. Invites: Masconomet Regional HS Graduation invitation.
18. Accepted at the meeting: Mrs. Sherwood 2 page documents: Other Expenditures and Budget Worksheet dated 4/2/12.

<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>
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