

**BOARD OF SELECTMEN**  
**Proctor School Library**  
**Minutes of May 28, 2013**

Chairman Ken Vogel called the meeting to order at 7:30PM. Board members present, in addition to Chairman Vogel, were Martha Morrison, Dick Gandt, Laura Powers and Eldon Goodhue. 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 Joel Richardson, Alfalfa Farm Winery owner Richard Adelman and Agricultural Commission Chairman Trudi Perry.

**ANNOUNCEMENTS:** Chairman Vogel announced that the Board would go into Executive Session at the end of regular session to discuss negotiating strategies for Police Union contract, Highway/Water Union contract and Park & Cemetery Union contract and for other legal matters and will not return to Open Session.

Selectman Powers announced on behalf of the Recreation Committee Celebrate Summer Camp registration is now until June 8<sup>th</sup> for children entering 1-7<sup>th</sup> Grade in the Fall of 2013. Six weekly sessions will run July 8<sup>th</sup> – August 9<sup>th</sup>, Monday-Friday 9AM-1PM. Forms can be found at [www.topsfieldrecreation.org](http://www.topsfieldrecreation.org)

Selectman Goodhue announced that membership applications to Hood Pond can be found via a link at the front page of the Town Website or at the Library.

## **GENERAL BUSINESS**

### **New Business**

**Veteran's Service Contract:** Selectman Morrison made a motion to approve entering into a service agreement for one year commencing on July 1, 2013 and ending on June 30, 2014 in the amount of \$12,000 with Richard Cullinan of 25 Howlett Street to provide professional assistance related to the administration and implementation of all services associated with the duties of a Veterans Agent/Service Officer for the Town of Topsfield and for the Chairman to sign, seconded by Selectman Powers; so voted 5-0.

**Chapter 90 Project Request:** Selectman Morrison made a motion to approve the attached Chapter 90 Project Request in the amount of \$200,000 to provide funding for the project which consists of the resurfacing of Salem Road, Wenham Road, McLeod Lane and Old High Street, in conjunction with the Highway Department FY13 Road Program, seconded by Selectman Powers; so voted 5-0.

**FY14 Household Hazardous Waste Day:** Selectman Gandt made a motion to approve the Annual Household Hazardous Waste Collection agreement with Clean Harbors Environmental Services of Braintree, MA in the not to exceed amount of \$4,500 for FY 14 and for the Chairman to sign, seconded by Selectman Powers; so voted 5-0.

**FY14-16 Application Service Provider Agreement:** Selectman Gandt made a motion to approve the three year Application Service Provider "ASP" contract to host the Town's financial and permitting application with Tyler Technologies Inc., MUNIS Division of Falmouth, ME in the annual amount of \$37,345 for Fiscal years 2014, 2015 and 2016 subject annually to appropriation, seconded by Selectman Powers; so voted 5-0.

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

- Cable TV/Web Issues: Update provided on the RFP's that have been suggested in response to the issues surrounding the Cable TV/Website Committee and with Chairman Bill Whiting stepping down after 15 years of volunteer service to the Committee.

Chairman Vogel appointed Selectmen Morrison and Gandt and William Whiting to a sub-committee to work on the RFP's with Ms. Wilder.

- Update on the vacancies in the Assessor's and Treasurer/Collectors offices provided.
- Update provided on the replacements of deteriorated windows at Town Hall.

Chairman Vogel provided an update on the recruitment of the Town Administrator position.

**APPOINTMENTS:**

**7:47 - Citizen Petition** - Alfalfa Farm Winery owner Richard Adelman came forward to address the Board asking what the next step was for the Citizens Petition from Town Meeting. Chairman Vogel went over the process which includes filing the certified vote with Senator Lovely and Representative Hill, who would then file Bills for the a special act. If approved, the Petition would return to the Town for review by the Alcohol Licensing Advisory Committee (ALAC) and then the Board of Selectmen. If the Board of Selectmen issues a license, the license would then be sent to the Alcohol Beverage Control Commission for final approval. Chairman Vogel pointed out that the Town would need to develop Rules and Regulations for the requested pouring by the glass as there are none to date; he said the ALAC could begin that process sooner than later.

**Minutes**

Selectman Powers made a motion to accept the minutes of the Site Walk of May 2, 2013, as written, seconded by Selectman Goodhue; so voted 4-0. Selectman Morrison abstained.

Selectman Morrison made a motion to accept the minutes of Joint Session of May 7, 2013, as written, seconded by Selectman Goodhue; so voted 5-0.

Selectman Morrison made a motion to accept the minutes of May 13, 2013, as written, seconded by Selectman Powers; so voted 4-0. Selectman Goodhue abstained.

Selectman Morrison made a motion to accept the minutes of Executive Session of May 13, 2013, as written, seconded by Selectman Powers; so voted 4-0. Selectman Goodhue abstained.

**Correspondence & Reports**

Correspondence

Kopelman & Paige PC submitted a letter regarding acquisition of 362 Boston Street.

**Warrants:** The Selectmen signed and approved warrants in the amount of **\$ 247,560.70**. The breakdown is as follows:

Warrant FY13:	
095T	\$ 79,675.15
096	\$ 167,885.55

At 7:56 PM, Selectmen Powers made a motion to go into Executive Session to discuss negotiating strategies for Police Union contract, Highway/Water Union contract and Park & Cemetery Union contract and for other legal matters; seconded by Selectman Morrison. In a roll call vote, a yes vote was recorded for Chairman Vogel, Selectman Morrison, Selectman Gandt, Selectman Powers and Selectman Goodhue. The Board would not return to open session.

Respectfully submitted,

Donna Rich, Secretary  
Selectmen's Office

*Approved as amended at the June 10, 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. Veteran's Service Contract
3. Chapter 90 Project Request
4. FY14 Household Hazardous Waste Day Contract Request
5. FY14-16 Application Service Provider Agreement Request
6. Preliminary BOS Minutes – Site Walk-5/2/13, Joint Session of 5/7/13, Regular Session 5/13/13 & Executive Session
7. Reports: Kopelman & Paige PC letter regarding Acquisition of 362 Boston Street.

<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>
--