

**BOARD OF SELECTMEN
Proctor School Library
Minutes of June 4, 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, Latham Law Offices representative Chris Latham, Institution for Saving President and CEO Michael Jones and Vice President Kim Rock.

ANNOUNCEMENTS: Chairman Goodhue announced that the Board would go into Executive Session at the end of regular session to discuss negotiating strategy for the Call Firefighters, Highway/Water and Park & Cemetery union contracts and a personnel matter and would not return to Open Session.

Selectman Morrison reminded citizens of the Strawberry Festival that would take place on June 9th on the Commons.

Selectman Vogel reminded citizens that Boy Scout Troop 81 would be collecting bottles and cans on Saturday, June 9, 2012. Either place your deposits on your curb by 10am or take to the Fairgrounds (follow signs for location of site).

Selectman Gandt reported that there would be a Public Forum to answer questions and concerns relative to the Institution for Saving parking area on Park Street on June 6th at the Proctor School beginning at 7:30PM.

APPOINTMENT:

7:30 – Institution for Savings Fence Licenses: Selectman Morrison made a motion to grant a license agreement to the Institution for Savings for the permanent fence presently located on Town property at 5-15 Main Street, seconded by Selectman Vogel; so voted: 5-0.

Selectman Morrison made a motion to grant a license agreement to the Institution for Saving for a temporary fence during construction at 5-15 Main Street, seconded by Selectman Vogel; so voted: 5-0.

GENERAL BUSINESS

Old Business

Revised Liaison List: Chairman Goodhue asked if there was any discussion, and hearing none, the list was declared the official assignments for the coming year.

Citizen's Request: Chairman Goodhue thanked Ms. Kim Sherwood for following the suggested submission of a letter requesting to know if the Board was in favor of placing an override vote on the ballot in order for the citizens to determine if the \$118,000 not used to fund Masconomet in FY2012 should be removed from the tax levy limit and stated there would be a written response available at the next meeting.

Parking Area on Park Street: Selectman Gandt reported that there would be a Public Forum on Wednesday to discuss the extension of the parking lot on Park Street for the Institution for Savings. This was to be an opportunity for the Board to obtain public input on the proposed construction prior to the Planning Boards review of the Stormwater Permit application for the Institution for Savings on Tuesday, June 12th. There was discussion regarding a change in the location of the parking lot's middle egress. Selectman Morrison cautioned Selectman Gandt in making any changes to the plans already submitted to the Planning Board for review of the Stormwater management plan.

New Business

Tri-Town Council Agreement: Selectman Powers made a motion to approve a grant agreement between the Town of Topsfield and the Tri-Town Council, a non-profit located at 49 Main Street, Topsfield, MA, in the amount of \$18,319.00 for services to be rendered to the residents of Topsfield, seconded by Selectman Morrison; so voted: 5-0.

Proclamation: Selectman Vogel made a motion to approve the Independent Living Center of the North Shore and Cape Ann, Inc.'s request to proclaim July 26, 2012 as "ADA Day" recognizing the 22nd Anniversary of the signing of the Americans with Disabilities Act, seconded by Selectman Powers. Clerk Morrison read the proclamation.

Gift of a Trailer: Chairman Goodhue reported that the Board has agreed to table the issue of the gift of an 1998 trailer made by George Hall to the Rail Trail Committee. Selectman Morrison commented that donations such as this have previously been gifted to the Friends of the Rail Trail and then the Friends can manage the trailer appropriately. Chairman Goodhue requested that the donor be advised of this decision.

HOME Funds: Selectman Morrison made a motion that the allocation of Topsfield's HOME funds for FY2011 in the amount of \$9,989 be made to Healing Abuse Working for Change (HAWC) of Salem, MA for use in their tenant-based rental assistance program, seconded by Selectman Gandt; so voted: 5-0.

Celebrate Summer Camp Employees: Selectman Morrison made a motion to set the Fee for Service for the following positions, as follows:

Camp Director: \$21.00 per hour

Asst. Camp Director: \$14.00 per hour

Camp Program Manager - entry level: \$11.00 per hour

Camp Program Manager - returning: \$13.00 per hour

Camp Counselor - entry level: \$9.00 per hour

Camp Counselor - returning: \$10.00 per hour,

Seconded by Selectman Gandt; so voted 4-0-1. Selectman Powers abstained due to her position on the Recreation Committee.

Liaison Reports

Selectman Powers reported that Celebrate Summer Camp registration forms are on the Recreation Committee website and are due on June 8th. Summer Concerts on the Common will begin July 8th and will run for 8 weeks; the concerts are on Sundays from 4-6PM.

Selectman Morrison reported the Planning Board would be meeting on Tuesday, June 12th to review the Institution for Savings' Stormwater Management Permit application.

Chairman Goodhue reported that the Library Trustees have three finalists in the search for a new director, and a decision should come by the next meeting.

Town Administrator's Report:

- Attended the MAPC Annual Meeting
- Met with a Trustee of the Library to consult on potential salary for a new director
- Financial Team has been meeting regarding a new Town Purchasing Card and establishing policies and procedures for the use of the card
- Public Safety Group has begun meeting with the Essex Agricultural Society (Topsfield Fair)
- Provided an update on the replacement of copper wiring at Pye Brook CommunityPark made under the supervision of the Park & Cemetery

- Met with Personnel Advisory Committee to work on the Fee for Service for the Recreation Committee
- Updated the citizens on the Gazebo issue that surfaced last week, i.e. that the roof was structurally failing. Ms. Wilder reported that the manufacturer was notified and traveled from Pennsylvania and within 48 hours the roof was repaired. The town departments displayed great team work to get the gazebo up and functional for the Memorial Day festivities.
- Reported on the Dog Hearing of Lucky. Ms. Wilder reported that it had been suggested to the owners that they consider finding a new home for Lucky outside of the community but to date Lucky still resides in the Town. The sub-committee of the Board comprised of Selectmen Gandt and Morrison conducted the Dog Hearing concerning dog Lucky. Selectman Gandt provided a brief overview of the evidence that was presented at the hearing and provided the sub-committee’s recommendation for dog Lucky as follows:

“The dog Lucky is herein ordered to be permanently removed from the Town of Topsfield. Proof of having removed Lucky from the Town must be provided to the Office of the Board of Selectmen within five (5) days of the receipt of this order. Such proof of having removed Lucky from the Town shall be in writing and shall contain sufficient information as to the current disposition of the dog for the Town to be able to confirm said removal.”

The Chairman asked if the Board had any further questions. Hearing none, Selectman Powers moved that the Board, in agreement with the recommendation of the sub-committee, order the dog Lucky be removed from the Town of Topsfield and proof be provided to the office of the Board of Selectmen with five days of receipt of this order, seconded by Selectman Vogel; so voted: 5-0.

APPOINTMENT

8:10PM - Atlantis Marine Gear Supply LLC located at 418 Boston Street – PUBLIC HEARING – Clerk Morrison read the Public Hearing notice to open the hearing. Selectman Morrison briefly discussed the sign as presented, after which, Selectman Morrison made a motion to continue the Public Hearing until June 18th, seconded by Selectman Vogel; so voted: 5-0.

Correspondence & Reports

Correspondence

Masconomet Regional School District Chief Financial Officer Susan Givens has informed the Board of the Masconomet School Committee vote to appropriate funds.

Invitation

Selectman Gandt reported that Senator Berry is retiring and that there will be a Salute to Senator Berry Wednesday, June 20 at the Danversport Yacht Club from 6-8PM. He suggested contacting the Board of Selectmen’s office for further details.

Warrants: The Selectmen signed and approved warrants in the amount of **\$322,295.29**. The breakdown is as follows:

Warrant FY12:	
097T	\$ 90,877.47
098	\$ 231,417.82

At 8:15 PM, Selectmen Powers made a motion to go into Executive Session to discuss negotiating strategy for the Call Firefighters, Highway/Water and Park & Cemetery Union contracts and a personnel matter; seconded by Selectman Morrison. 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 written at the June 18, 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. Institution for Savings License documents, revised versions
3. Sign application documents for Atlantis Marine Gear Supply LLC
4. Liaison List
5. Request from Kim Sherwood
6. Tri-Town Council Agreement
7. ADA Proclamation
8. Rail Trail Gift documents
9. HOME Funds letter
10. Fee for Service Rate for Staff at Celebrate Summer Camp documents
11. Updated Dog Hearing Findings
12. Correspondence: From Masconomet Chief Financial Officer, Invitation to Salute to Senator Berry

<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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