

**BOARD OF SELECTMEN
Proctor School Library
Minutes of June 8, 2015**

Chairman Powers called the meeting to order at 7:30PM. Board members present, in addition to Chairman Laura Powers, were Martha Morrison, Steve Lais, Boyd Jackson and Eldon Goodhue. Of the Selectmen's staff, Town Administrator Kellie Hebert and Board Secretary Donna Rich were in attendance. Other persons present during all or part of the meeting were Topsfield Cable operators Baxter & Ben Demers, Highway Superintendent David Bond, Veteran Agent Dick Cullinan, Fire Chief Ron Giovannacci, Fire Captain Jen Collins Brown, residents Melissa Ogden and Dick Gandt.

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

ANNOUNCEMENTS: Chairman Powers announced that the Board would go into Executive Session at the end of regular session to discuss strategy for negotiations with respect to Reserve Police contract and the Fire Chief's contract and will not return to Open Session.

Chairman Powers reported that the Board met in two working sessions held on May 21st and June 1st to discuss the membership and charter of the 24/7 Fire Service Committee.

Selectman Morrison reported that the Ipswich River stream flow is very low and has reached a point requiring a mandatory outdoor water use restriction. Outdoor water use is limited to hand-held hoses or buckets used before 9 AM or after 5 PM each day. The use of irrigation systems or sprinklers is prohibited.

Selectman Morrison announced that the Moderator Steve Whelan is now accepting Volunteer Forms from those interested in being appointed to the Finance Committee. The form is on the left hand side of the front page of the Town website.

Selectman Goodhue announced that The Toe Jam Puppet Band would be presenting at the Library Summer Reading Kick-off event which will be held on June 19th beginning at 6:15PM. Selectman Morrison reminded residents of the Strawberry Festival would be held on Saturday, June 13th with a stone wall exhibition and an antique car show.

CITIZENS QUESTIONS & COMMENTS

Chairman Powers recognized Veteran Service Agent Dick Cullinan who presented the Board with the Proclamation Senator Lovely read at the Memorial Day Ceremony.

APPOINTMENTS:

7:40PM – Highway Superintendent Dave Bond presented the Route 97 Resurfacing Project, which is the total resurfacing of five miles, Boxford to Danvers town lines. Last time it was paved was 1994 done by the State, this time the Town would be contracting it out. The timeframe for the project is expected to be during July and August. Dave stated that Representative Brad Hill was owed the thanks for moving this project forward. Selectman Morrison made a motion to approve a contract in the amount of \$950,000 from the FY15 Transportation Bond Bill to fund the Route 97 Resurfacing Project and authorize the Chair to sign, and also authorize the Highway Superintendent to be a signatory on ancillary contract documents relating to the project, seconded by Selectman Goodhue. Selectman Lais offered an amendment to change the "a" signatory to be "the" signatory, seconded by Selectman Morrison; so voted: 5-0, the original motion was then voted 5-0.

GENERAL BUSINESS

Old Business

24/7 Fire Service Committee: Selectman Jackson made a motion to accept the Charter for the committee as presented, seconded by Selectman Goodhue. Selectman Lais offered amendments to the document which were seconded by Selectman Goodhue; so voted: 5-0, the original motion was then voted 5-0. Chairman Powers stated that there were 4 candidates out of the 7 that had responded with the volunteer form. After some discussion it was decided to continue solicitation for the remaining members and to appoint the ones that had stepped forward. Selectman Morrison made a motion to appoint Melissa Ogden, Daniel Finn, Scott Moore and Sue Archer to the 24/7 Fire Service Committee for a term to expire November 1, 2015, seconded by Selectman Goodhue; so voted: 5-0.

New Business

Police Department Annual Appointments: Selectman Morrison made a motion to appoint the attached list of personnel to the sworn positions with expiration dates indicated on the letter dated May 27 as recommended by the Chief of Police, seconded by Selectman Goodhue; so voted: 5-0.

Registrar Appointment: Selectman Morrison made a motion to appoint Dorothy Waas as Registrar for a 3-year term beginning July 1, 2015 – June 30, 2018, seconded by Selectman Goodhue; so voted: 5-0.

Election Workers: Selectman Morrison made a motion to appoint the attached list of Election Officers on the letter dated June 1 as recommended by the Town Clerk for a 1-year term beginning July 1, 2015, seconded by Selectman Goodhue; so voted: 5-0.

English Commons Easement: Selectman Goodhue made a motion to accept the English Common Trail Easement as accepted and approved by the Topsfield Planning Board and execute the easement agreement, seconded by Selectman Jackson; so voted: 5-0.

Recycle Grant: Selectman Morrison made a motion to approve an application for the MassDEP Sustainable Materials Recovery Program (SMRP) Municipal Grant in an estimated amount of \$4,350 for the Town's Pay-As-You-Throw program and for the Chairman to sign, seconded by Selectman Goodhue. Selectman Lais offered an amendment to add "and also authorize the Town Administrator to be the signatory on ancillary contract documents relating to the project", so moved by Selectman Goodhue and seconded by Selectman Morrison; so voted 5-0. The original motion was then voted 5-0.

Animal Control Training: Selectman Morrison made a motion to authorize the Chairman to sign the Supervisor Certification Form to certify that the Animal Control Officer, Carol LaRocque, has received the MA Animal Fund Animal Control Core Competencies Handbook, seconded by Selectman Goodhue; so voted: 5-0.

Town Administrator's Report:

- Financial Management Policies and Procedures was discussed and the reasons why they are important. The Board supported the process discussed.
- Board retreat was discussed with location and timeline
- Review of Goals and achievement of some items

Correspondence & Reports

Correspondence, Reports & Invitations

Fire Department received a letter of thanks for services rendered.

Resignation letter Cultural Council member Emily Collins was received.

Commissioners of Trust Funds submitted the minutes of October 27, 2014.

MAPC submitted an agenda of May 27th, minutes of February 25th, summary of the FY16 budget, renewal of Borrowing Authority, memo regarding Remote Participation and a report of nominating committee.

Weston & Sampson submitted the Spring Monitoring Report Semiannual environmental monitoring report of the Landfill.

Board of Assessors submitted the minutes of May 8, 2015.

Conservation Commission Administrator's submitted the May Report.

Girl Scout Gold Award Ceremony to be held on Wednesday, June 17th at 6:30, Emerson Center. Chairman Powers relayed that past practice was for the Board to issue a Proclamation declaring a day in honor of the recipient of the Gold Award. Selectman Morrison made a motion to proclaim July 15, 2015 as Elizabeth Chiffer day in honor of her achievement of the Gold Award, as stated on the Proclamation, seconded by Selectman Goodhue; so voted: 5-0.

North Shore Pride, Inc invited the Board to attend the first annual event to be held on June 15th at the Cabot Theatre in Beverly beginning at 11:30AM.

At 8:45 PM, Selectmen Goodhue made a motion to go into Executive Session to discuss negotiating strategies with respect to Reserve Police contract and the Fire Chief's contract; seconded by Selectman Morrison. In a roll call vote, a yes vote was recorded for Chairman Powers, Selectman Morrison, Selectman Lais, Selectman Jackson and Selectman Goodhue. The Board would not return to open session.

Respectfully submitted,

Donna Rich, Executive Assistant
Board of Selectmen

Approved as amended 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. 24/7 Fire Service Committee Charter and membership
3. Request for Police Department Annual Appointments
4. Request for Registrar Appointment
5. Request for Election Workers Appointments
6. Request for acceptance of the Easement at English Commons
7. Request for submission of MassDEP Recycling Grant
8. Request to certify training booklet to be sent to the Animal Control Officer
9. Discussion of development of Financial Management Procedures
10. Highway Superintendent Dave Bond to present the Route 97 Resurfacing Project
11. Fire Department receipt of a letter of thanks
12. Resignation received from Cultural Council member
13. Commissioners of Trust minutes of October 27, 2014
14. Board of Assessors minutes of May 8, 2015
15. Conservation Administrator Monthly Report for May
16. MAPC submitted a variety of information
17. Weston & Sampson Spring Monitoring Report received

18. Girl Scout Gold Award Ceremony invitation received
19. North Shore Pride, Inc invitation received
20. Town Administrator FY15 Goals update

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.