

BOARD OF SELECTMEN
Minutes of June 9, 2008

Chairman Jackson called the meeting to order at 7:30PM. Board members present in addition to Chairman Jackson were Richard Gandt, Martha Morrison and Nancy Luther. Of the Selectmen's staff, Town Administrator Virginia Wilder, and Board Secretary Donna Rich, were in attendance. Other persons present were Evelyn Hammond of the Topsfield Cable, Brendan Lewis of the Tri-Town Transcript, Mike Stucka of the Salem News, Sheryl Knutsen and William Hunt of the Board of Health, John Coulon, Health Agent, David Strachan and Richard Walsh of the Trust Fund Commission and Kevin Allen, MA Dept of Conservation & Recreation's Historic Curatorship Program.

Announcements: Chairman Jackson announced that the Board would go into executive session at the end of the meeting to discuss the dispatcher's union contract and would not return to open session.

Selectmen Minutes: Selectman Luther made the motion to accept the minutes as written of May 27, 2008; seconded by Selectman Morrison; so voted 4-0.

Announcements: Chairman Jackson stated that the Board of Water Commissioners has instituted a Voluntary Outdoor Water Use Restriction effective immediately. Outdoor water use is discouraged between the hours of 9 A.M. to 5 P.M. The restrictions are required because the average daily stream flow recorded at the [USGS Ipswich Gauge Station](#) has fallen below 70.0 cubic feet per second for three consecutive days.

APPOINTMENTS:

7:35PM – Public Health Mutual Aid Round Table – John Coulon BOH Agent, Bill Hunt, Chairman BOH and Sheryl Knutsen presented the idea of Topsfield joining into a Public Health Mutual Aid Agreement with 14 surrounding communities. The representatives from the 14 communities are meeting with a representative from Kopleman & Paige on June 19, 2008 to finalize the language of the Agreement.

7:45PM – Trust Fund Commissioners Vacancy – David Strachan & Richard Walsh came before the Board with a nomination to the Trust Fund Commission. Chairman Jackson read MGL Chapter 41 §11 to describe the process to fill the vacancy. David Strachan provided an overview of the Commission's responsibilities. He explained that there are presently 21 funds, with the largest being George Gould's in the amount of \$6 million to be spent on books and the purchase of Art. Clerk Gandt opened the nominations to fill the vacant position from the current date until the Town's next annual election on May 7, 2009: David Strachan nominated Cynthia Deal, seconded by Richard Walsh and Selectman Luther nominated Georgie Magner, seconded by Selectman Morrison. Clerk Gandt did a Roll Call Vote: Chairman Jackson voted yes for Cynthia Deal, Selectman Morrison voted yes for Cynthia Deal, Selectman Luther voted yes for Cynthia Deal, David Strachan voted yes for Cynthia Deal, Richard Walsh voted yes for Cynthia Deal and Selectman Gandt voted yes for Cynthia Deal. Cynthia Deal was elected unanimously, 6-0.

8:15 – Lamson House – Kevin Allen of the MA Dept of Conservation & Recreation presented the intent of the Department's Historic Curatorship Program. The Lamson House, located at Bradley Palmer Park, is being placed in this program for rehabilitation for re-use. It is a 1760 farm house with 9,000 square feet of potential living space. It has been vacant since the late 90's

and is in need of repair, along with a septic system. Mr. Allen assured the Board that there would be communication between all parties during the process.

GENERAL BUISINESS

Old Business

Federal HOME Funds Disbursement: Selectman Luther made a motion for the annual Federal HOME Funds to be given to HAWC of Salem Ma in the amount of \$10,085, seconded by Selectman Morrison; so voted: 4-0.

Innholders Common Victualler License: Selectman Gandt made a motion to approve an Innholders Common Victualler License for Willowdale Estate, 24 Asbury Street contingent upon a successful electrical inspection to be performed June 10, seconded by Selectman Morrison; so voted: 4-0.

FY09 Board Appointments: A Working Session was set up for June 17, 2008 at 4PM to discuss pending appointments.

New Buisness

Class II License: The application for Karl Nazzaro & George Bapista-Internet Auto Sales was reviewed. The used car dealership request is to be located at 18 South Main Street and to be restricted to internet sales only with no inventory to be parked at this location or any other in Topsfield. Sgt. Harrison has submitted his approval. The Board did not approved because of the incompleteness of the application and the need for more clarification on the signage of the business. The application will be presented again at the June 23, 2008 meeting.

Rail Trail Herbicide: Selectman Gandt made a motion to approve the Rail Trail Committee's use of herbicides to control invasive species and to treat poison ivy along the Rail Trail through June 30, 2009, seconded by Selectman Luther; so voted: 4-0.

One Day Liquor License: Selectman Gandt made a motion to approve a One Day Liquor License requested by Jody Latimer for the PanMass Challenge fundraiser on July 17th at The Commons from 7:30PM-11PM, seconded by Selectman Morrison; so voted: 4-0.

Town Hall IT Administration Service: Selectman Gandt made a motion to award the IT Network and Administration Services FY09 contract to Retrofit Technologies Inc. of Milford, MA in the amount of \$20,024 effective July 1, 2008 to June 30, 2009, seconded by Selectman Morrison; so voted: 4-0.

Town Administrator's Report:

Please see attached report.

Financial Policy Working Group: A vote was requested to form a Team consisting of 2 members of the BOS and 2 members of the Finance Committee to work with the Towns financial officers in developing financial policies as was recommended by the DOR Financial Management Review of 2008. Selectman Gandt requested that a charter be developed with timelines and objectives prior to taking a vote.

GIC Analysis: Selectman Luther made a motion to award a contract in the amount of \$750 to Cook & Company of Marshfield, MA to perform an initial evaluation of the Town's health insurance plan to determine if joining the Group Insurance Commission (GIC) program would provide a viable alternative, seconded by Selectman Morrison; so voted: 3-1.

Comcast Petition: Selectman Gandt made a motion to engage Gary Resnick's law firm to file a motion on the Town's behalf disputing Comcast's recent assertion that the Town of Topsfield has a competitive environment for the cable services offered by Comcast, seconded by Selectman Morrison; so voted: 4-0.

Correspondence & Reports

Correspondence

- Notification that the Department of Conservation & Recreation will be at Bradley Palmer State Park selling wood products.
- MA Highway Structures Inspection Field Report has been received for Perkins Row/Mile Brook Bridge Inspection. Report was forwarded to D. Bond, Highway Superintendent.
- Independent Living Center of North Shore & Cape Ann Inc has submitted their upcoming events.
- Susan & Michael DeAmario have submitted a response over a fence dispute. Ms. Wilder has responded suggesting that the Rail Trail Committee have a survey completed of the area.
- Conservation Commission has sent a letter to the Cathy & Bob Morgan regarding controlling invasive plants on Town property.
- Municipal Coalition for Affordable Housing has submitted their Core Principals and Platform Planks.

Reports

- Cable TV Advisory Committee has submitted minutes of April 2, 2008.
- Council on Aging has submitted minutes of April 8, 2008.
- Elementary School Committee has submitted minutes of April 30 & May 21, 2008.
- Planning Board has submitted minutes of April 1, 15, 24 & May 5, 2008.
- Board of Assessors has submitted minutes of May 16, 2008.

Warrants: The Selectmen signed and approved warrants in the amount of **\$ 224,827.81** . The breakdown is as follows:

Warrant #FY08:	
099T	\$ 73,066.52
100	\$ 151,761.29

At 9:55 PM Chairman Jackson entertained a motion to go into executive session to discuss the dispatcher’s union contract; seconded by Selectman Morrison. A yes vote was recorded for Chairman Jackson, Selectman Gandt, Selectman Morrison and Selectman Luther. The Board would not return to regular session. Virginia Wilder and Donna Rich were present also.

Respectfully submitted,

Donna Rich, Secretary
Selectmen’s Office

Approved as amended at the June 23, 2008 Board of Selectmen’s meeting.