

BOARD OF SELECTMEN
Proctor School Library
Minutes of June 16, 2014

Chairman Dick Gandt called the meeting to order at 7:35PM. Board members present in addition to Chairman Dick Gandt, were Martha Morrison, Laura Powers, and Eldon Goodhue. Steve Lais was absent. 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 operator Baxter Demers, Tri-Town Transcript reporter Anna Burgess, Police Chief Evan Haglund, The Reverend Joyce Scherer-Hoock, Willowdale Estate owner Briar Rose, resident William Niland, and Alcohol Licensing Advisory Committee members Stan Ragelevsky, Nancy Luther and Rob Hardy.

Chairman Gandt led the Pledge of Allegiance, followed by a prayer said by The Reverend Joyce Scherer-Hoock, Gail Street resident and Rector, St. Andrew's, Ayer, MA.

ANNOUNCEMENTS: Chairman Gandt announced that the Board would go into Executive Session at the end of regular session to discuss negotiating strategies for collective bargaining for the Police Union Contract and non-union employees relative to the Pay & Compensation Study and would not return to Open Session.

Selectman Morrison reported that beginning tomorrow, June 17th, 911 calls originating in Topsfield would be answered at the Regional Emergency Communications Center. This announcement is just 'by-the way', because there is no change in reporting an emergency. Dial 911, as always, to report an emergency.

Selectman Morrison reported that the June edition of the Senior Scoop would now be available on the Town website and includes the Council on Aging's Calendar of Events for June and information about upcoming programs.

Selectman Morrison reported that the Topsfield Council on Aging and Topsfield TRIAD would be offering a Free CarFit Event during the Senior Picnic at the Topsfield Town Common on June 18, 2014 at 11:00AM.

Selectman Powers reported on behalf of the Recreation Committee that Celebrate Summer Camp applications are available at the Town website and Recreation Committee website. The camp has five weekly sessions that would run from July 7 through August 8, 2014, Monday through Friday from 9:00 am to 1:00 pm at the Proctor School.

Selectman Powers reported on behalf of the Recreation Committee that Concerts on the Common would be every Sunday from July 6th – August 24th from 4-6PM. First concert would feature the music of Grupo Fantasia.

Selectman Goodhue reported that the Town Library would hold its "Summer Reading Program Kick-Off" on June 20th from 6:15pm to 8:00 pm on the Library Lawn. Bring your own picnic dinner. The program includes, "make your own ice cream sundaes", performances by the Proctor School Jazz Band, and Marvelous Marvin. Rain location would be at the Proctor School.

CITIZENS QUESTIONS & COMMENTS *heard none*

GENERAL BUSINESS

Old Business

Pay & Classification Study: Ms. Hebert gave a brief update and the Board agreed to meet on July 7th at Town Hall beginning at 4PM with the consultant.

Willowdale Estate: Selectman Goodhue provided a brief historical background on the noise complaints received by residents relative to Willowdale Estate. It appears that the noise

continues to be an issue and the Chair asked that Selectman Goodhue continue to investigate and obtain a resolution.

New Business

Essex Agricultural Society Request: Selectman Morrison made a motion to approve a parade permit to the Essex Agricultural Society for the Topsfield Fair to take place on Saturday, October 4, 2014 beginning at the Town Common at 9AM, route to be the same as years past, seconded by Selectman Goodhue; so voted: 4-0.

Appointments of Committees, Boards and Commissions: Selectman Morrison made a motion to appoint the attached list, dated June 12th, of people to positions and with expiration dates as indicated, seconded by Selectman Powers; so voted: 4-0.

Americans with Disabilities Act: Selectman Morrison made a motion to proclaim July 26th as “ADA Day” to commemorate the 24th anniversary of the signing of the Americans Disabilities Act, seconded by Selectman Powers; so voted: 4-0.

Rail Trail Committee Request: Selectman Goodhue made a motion to approve the attached informational panel for a kiosk to be located on the Topsfield Linear Common at the northwest side of Washington St., seconded by Selectman Morrison; so voted: 4-0.

Minutes

Selectman Goodhue made a motion to accept the Minutes of June 2, 2014, as amended, seconded by Selectman Powers; so voted 4-0.

Selectman Powers made a motion to accept the Executive Session Minutes of June 2, 2014 as written and to hold until all issues have been resolved, seconded by Selectman Goodhue; so voted 4-0.

APPOINTMENTS:

8:00PM – Amended Alcohol Rules & Regulations - Alcohol Licensing Advisory Committee Stan Ragelevsky, Nancy Luther and Rob Hardy presented. Stan led the discussion beginning with a historical review of the Rules & Regulations and why amendments have been published up through now. Stan reported that the amendments presented in this version reflect the Act of Legislature that grants Alfalfa Farm Winery a pouring license. It was also noted that the Rules and Regulations would need to be further amended with the 2014 Town Meeting vote to add eight pouring licenses to the town. The Board was asked if they had suggested changes, to forward them to the Secretary and she would forward them to the Committee. Fees were briefly discussed and Kellie said she would survey surrounding towns and to get a sense of what is being charged.

Town Administrator’s Report:

- Building Envelope Study update provided
- Pay & Classification Study update repeated
- Insurance Advisory Committee met with MIIA representative reviewed
- Employee Vacancies at Town Hall reported
- Custodial contract for the Charitable Trust Funds updated

Correspondence & Reports

Correspondence

Water Department submitted information regarding the Cross Connection Control Program information.

Town Administrator submitted her FY15 Appointments.

Reports

NS Vocational School District submitted the minutes of April 10th and Agenda for June 12th.
Conservation Commission submitted a monthly Report for May.

At 8:46 PM, Selectmen Morrison made a motion to go into Executive Session to discuss negotiating strategies for collective bargaining for the Police Union Contract and non-union employees relative to the Pay & Compensation Study; seconded by Selectman Goodhue. In a roll call vote, a yes vote was recorded for Chairman Gandt, Selectman Morrison, Selectman Powers and Selectman Goodhue. The Board would not return to open session.

Respectfully submitted,

Donna Rich, Secretary
Selectmen's Office

Approved as written at the August 18, 2014 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. Preliminary BOS Minutes – June 2, 2014 with Executive Session
3. Essex Agricultural Society Request for a Parade Permit
4. Appointments of Committees, Boards and Commissions for FY15
5. Americans with Disabilities Act Proclamation Request
6. Rail Trail Committee Kiosk Request
7. Alcohol Licensing Advisory Committee-Amended Rules & Regulations
8. Water Department Cross Connection Control Program Information
9. Town Administrator Appointments
10. NS Vocational School District Minutes and Agenda
11. Conservation Commission Monthly Report

<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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