

**BOARD OF SELECTMEN**  
**Proctor School Library**  
**Minutes of June 18, 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, Tri-Town Transcript reporter Suzanne Snell, Institution for Savings Vice President Kim Rock, Latham Law Offices representative Chris Latham, Meridian Associates project engineer Charles Wear and Village Sign Works Terry Brown.

**ANNOUNCEMENTS:** Chairman Goodhue announced that the Board would go into Executive Session at the end of regular session to discuss the negotiation strategies for the Call Firefighter Union Contract and would not return to Open Session.

Selectman Powers announced that the Recreation Committee is sponsoring a series of concerts on the Common Sundays from 4-6pm this summer. First concert kicks off on July 8, 2012.

**APPOINTMENTS:**

**7:30 – Institution for Savings:** Selectman Gandt made a motion to approve the License Agreement for the construction of the extension of the Parking Lot Area on Park Street and to insert under section F, entitled Term, the date of September 30, 2012, seconded by Selectman Powers; so voted 5-0.

Selectman Gandt made a motion to approve a License Agreement to change the parking on Main Street, by amending the first paragraph date from 1012 to 2012 and under section F, entitled Term, inserting the date September 30, 2012, seconded by Selectman Morrison; so voted: 5-0. Gratitude was expressed by the Board to the Institution for Savings for their cooperation during this time.

**GENERAL BUSINESS**

**Old Business**

**Citizen's Request:** Chairman Goodhue reported that the Board responses to Kim Sherwood's request would be forwarded to her.

**Investment Policy:** Selectman Morrison made a motion to table this topic until the July 2<sup>nd</sup> meeting, seconded by Selectman Powers; so voted: 5-0. Selectman Powers suggested that a sub-committee be appointed to work with the Commissioners of Trusts and the Treasurer/Collector on the document. Selectman Morrison made a motion to appoint Selectmen Powers and Gandt to a sub-committee to assist in the development of the Investment Policy; seconded by Selectman Vogel; so voted: 5-0.

**New Business**

**Police Department Appointments:** Selectman Morrison made a motion to appoint the personnel listed on the Police Chief's recommendation dated June 6<sup>th</sup> as sworn officers with expiration dates indicated and recommended by the Police Chief, seconded by Selectman Vogel; so voted: 5-0.

**Town Administrator Recommended Appointments:** Selectman Morrison made a motion to re-appoint the personnel as indicated on the recommendation dated June 4, 2012 as recommended by the Town Administrator, seconded by Selectman Vogel; so voted: 5-0.

Appointments to Boards/Commissions and Committees: Selectman Morrison made a motion to appoint the personnel indicated on the attached Table 1 to the positions with expiration dates indicated on the letter dated June 12, 2012 as recommended by the Town Administrator, seconded by Selectman Powers; so voted: 5-0.

Selectman Morrison made a motion to appoint the personnel indicated on the attached Table to positions and expiration dates indicated on the letter dated June 12, 2012, seconded by Selectman Vogel; so voted: 5-0.

Selectman Morrison made a motion to appoint Steven Clark as a Fence Viewer for a term to expire June 30, 2013, seconded by Selectman Gandt; so voted: 5-0.

Highway Project Request: Selectman Gandt made a motion to approve a contract for Design Engineering of the Rowley Bridge Rd Bridge Project to Jacobs Engineering Group of Boston, MA. in the amount of \$78,646.00, seconded by Selectman Powers; so voted: 5-0.

**7:45 – Public Hearing Continued: Atlantis Marine Gear Supply LLC** of 418 Boston Street: Chairman Goodhue opened the continuation of the public hearing. Terry Brown presented a new design and location of the sign. Selectman Morrison reported that Selectman Gandt and she had met with Atlantis Marine Gear Supply LLC owner Christopher Hughes and Village Sign Works owner Terry Brown to review the application submission. Revisions to the original plan developed at that meeting were presented. Selectman Gandt recommended that the Board approve the plans submitted dated June 18, 2012.

Selectman Powers made a motion to close the Sign Hearing for 418 Boston Street, seconded by Selectman Morrison; so voted: 5-0.

Selectman Gandt made a motion to approve the signage for Atlantis Marine Gear Supply LLC of 418 Boston Street as detailed on the plan dated June 18, 2012; seconded by Selectman Morrison; so voted: 5-0.

Lease Agreement-Highway: Selectman Gandt made a motion to enter into a six year lease agreement with the option to purchase for financing a 2013 International Dump/Plow/Sander/Wing Truck for the Highway Department with All American Investment Group, LLC of Denver, Colorado for total payments in the amount of \$175,537.38 subject to appropriation, and to approve the first year's lease payment in the amount of \$29,256.23 for FY13, seconded by Selectman Morrison; so voted: 5-0.

Walk Request: Selectman Morrison made a motion to approve the Trinity Church CROP Walk to be held on Sunday, October 28<sup>th</sup> beginning at 1PM with the route to be the same as in previous years, seconded by Selectman Vogel; so voted: 5-0.

Phase II of Cable Upgrade: Selectman Morrison made a motion to approve a Purchase Order with Access A/V of Concord, NH for the continued upgrade of audio/visual equipment for the town's cable station in the amount of \$18,773 and authorize the Chairman to sign, seconded by Selectman Powers; so voted: 5-0.

Annual Vision Maintenance Agreement: Selectman Powers made a motion to approve the Annual Software Maintenance Agreement for the Town's assessing program with Vision Government Solutions, Inc. of Northborough, MA in the amount of \$5,340 for fiscal 2013, seconded by Selectman Gandt; so voted: 5-0.

Re-certification of Residential Property: Selectman Powers made a motion to award and approve the contract for the 3 Year Measure and List of all Residential Real Property for FY2013 - FY2016 to Vision Governmental Solutions, Inc. of Northborough, MA 01532 in the amount of \$52,128, seconded by Selectman Morrison; so voted: 5-0.

Annual Web Hosting of Assessing Database Agreement: Selectman Powers made a motion to approve the Annual Web Hosting of Assessing Database including Geographic Data Agreements

for the Town's assessing program with Vision Government Solutions, Inc. of Northborough, MA in the amount of \$2,700 for FY 2013, seconded by Selectman Morrison; so voted: 5-0.

Annual Library's Network Administrator Services Contract: Selectman Vogel made a motion to award the contract for the Library's FY13 Network Administrator Services to Universal Data Stream, LLC, of Haverhill MA in the amount of \$10,800, seconded by Selectman Morrison; so voted: 5-0.

Annual Library's HVAC Maintenance and Controls Contract: Selectman Powers made a motion to enter into a contract for Library's FY13 HVAC Periodical Equipment Maintenance and Controls to Ambient Temperature Corporation, Middleton, MA in the amount of \$6,700.00, seconded by Selectman Morrison; so voted: 5-0.

Engineering Peer Review for Amendment to Order of Conditions For Construction of Detention Basin: Selectman Morrison made a motion to approve Amendment No.3 to the contract for the Independent Peer Review for the New Meadows Elderly Housing Project for professional engineering consultant services to Beals & Thomas, Inc. of Southborough, MA for additional engineering services in the not to exceed amount of \$750, seconded by Selectman Powers; so voted: 5-0.

Annual Post Closure Landfill Monitoring Services: Selectman Gandt made a motion to award and approve the contract for Post Closure Landfill Monitoring Services at Pye Brook Community Park with Weston & Sampson Engineers Inc. of Peabody MA in the amount of \$36,700 for FY 2013, seconded by Selectman Powers; so voted: 5-0.

Repair of Landfill Flares: Selectman Gandt made a motion to approve the contract for the solar flare piping maintenance repairs at the landfill at Pye Brook Community Park with Weston & Sampson Engineers Inc. of Peabody, MA in the amount of \$12,000, seconded by Selectman Morrison; so voted: 5-0.

Fire Department Grant: Selectman Powers made a motion to authorize the Fire Department to apply for the Assistance Firefighters Grant (AFG) Fire Prevention 2011 Grant and to authorize the Chairman of the Board of Selectmen to sign any such grant applications and/or contracts required relative to this application.

And further, to name the Chief of the Fire Department as the Contract Manager for said Assistance Firefighters Grant (AFG) Fire Prevention 2011 Grant with authority and responsibility for the management and administration of this Grant in accordance with State regulations, seconded by Selectman Vogel; so voted: 5-0.

Fire Department Grant: Selectman Powers made a motion to authorize the Fire Department to apply for the 2012 Volunteer Fire Assistance Grant and to authorize the Chairman of the Board of Selectmen to sign any such grant applications and/or contracts required relative to this application.

And further, to name the Chief of the Fire Department as the Contract Manager for said 2012 Volunteer Fire Assistance Grant with authority and responsibility for the management and administration of this grant in accordance with State regulations, seconded by Selectman Morrison; so voted: 5-0.

Police Department Grant: Selectman Vogel made a motion to authorize the Police Department to apply for a PSAP (Public Safety Answering Points) Support Grant in the amount of \$19,360 from the State 911 Department and to authorize the Chairman of the Board of Selectmen to sign any such grant applications and/or contracts required relative to this application.

And further, to name the Chief of the Police Evan Haglund as the Contract Manager for Training Grant and Emergency Medical Dispatch Grant with authority and responsibility for the management and administration of this grant in accordance with State regulations, seconded by Selectman Powers; so voted: 5-0.

**Police Department Grant:** Selectman Vogel made a motion to authorize the Police Department to apply for a 911 Emergency Medical Dispatch (EMD) and training grant in the amount of \$10,000 from the State 911 Department and to authorize the Chairman of the Board of Selectmen to sign any such grant applications and/or contracts required relative to this application.

And further, to name the Chief of the Police, Evan Haglund, as the Contract Manager for said Training Grant and Emergency Medical Dispatch (EMD) Grant with authority and responsibility for the management and administration of this grant in accordance with State regulations, seconded by Selectman Gandt; so voted: 5-0.

**Purchase of Police Sedan:** Selectman Vogel made a motion to award and approve a contract to purchase and equip a 2013 police interceptor sedan to be used as a cruiser with trade-in of the 2008 Ford Crown Victoria with Fall River Ford, Inc. of Fall River, MA in the amount of \$22,336, seconded by Selectman Powers; so voted: 5-0.

**Purchase of Police Utility:** Selectman Vogel made a motion to award and approve a contract to purchase and equip a 2013 police interceptor utility vehicle with trade-in of the 2001 Chevrolet Tahoe with Fall River Ford, Inc. of Fall River, MA the amount of \$23,697, seconded by Selectman Powers; so voted: 5-0.

### **Liaison Reports**

Selectman Powers reported that the Recreation Committee has extended the deadline for Celebrate Summer Camp applications until June 30, 2012.

Selectman Morrison announced that the Attorney General has approved changes that were made at Town Meeting

Selectman Morrison reminded residents that there are openings on several Town Boards, Historical Commission, Zoning Board, Cable TV/Website and an Alternate for the Planning Board.

Selectman Powers reported that Hood Pond opened today and had a celebration of the 50<sup>th</sup> Anniversary today.

Chairman Goodhue announced that the Library Trustees had selected a new Director who will start on August 8<sup>th</sup>, her name is Lori Zalewski of Georgetown, MA presently working at the Littleton Library.

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

- Annual appointments made
- Goal Setting Meetings
- Attended annual MAPPO meeting
- Attended the Small Town Administrators' meeting
- Dog, Lucky, update

Selectman Gandt made the suggestion the Board should appoint someone to release Executive Sessions that relate to items that have been resolved, an annual activity. The Board thought it should be on the next meeting's agenda.

### **Selectmen Minutes:**

Selectman Powers made a motion to accept the Minutes of June 4, 2012 as presented; seconded by Selectman Morrison; so voted 5-0.

Selectman Morrison made a motion to accept the Executive Session Minutes of June 4, 2012 as written and to hold until all issues have been resolved; seconded by Selectman Powers; voted 5-0.

**Correspondence & Reports**

Correspondence

Weston & Sampson submitted the Spring 2012 Semiannual Environmental Monitoring Report for the Landfill.

American Diabetes Association sent a letter of Thanks for allowing the Tour de Cure to travel thru Topsfield.

The Town Administrator submitted FY13 Appointments.

Reports

North Shore Regional Vocational School District submitted minutes of April 12<sup>th</sup> and agenda for June 14<sup>th</sup>.

Conservation Commission submitted a monthly report for May.

Board of Assessors submitted minutes for April 27<sup>th</sup>, May 11<sup>th</sup> and May 25<sup>th</sup>.

**Warrants:** The Selectmen signed and approved warrants in the amount of **\$ 138,065.32**. The breakdown is as follows:

Warrant FY12:	
101T	\$ 79,250.59
102	\$ 58,814.73

At 8:24 PM, Selectmen Morrison made a motion to go into Executive Session to discuss the negotiation strategies for the Call Firefighter Union contracts; seconded by Selectman Powers. 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 amended at the July 30, 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 Saving License Agreement(s) for Park Street
3. Atlantis Marine Gear Supply LLC Signage documents
4. Citizen's Request from Kim Sherwood, along with Board response
5. Draft of the Investment Policy
6. Annual Police Department Appointments
7. Annual Town Administrator Recommended Appointments
8. Annual Appointments to Boards/Commissions and Committees
9. Rowley Bridge Rod Bridge Project Contract documents
10. Highway Department Dump/Plow/Sander/Wing Truck Lease documents

11. Trinity Church CROP Walk documents
12. Phase II Cable Upgrade documents
13. Annual Vision Maintenance Agreement documents
14. Re-Certification of Residential Property documents
15. Annual Web Hosting of Assessing Database Agreement documents
16. Annual Library's Network Administrator Services Contract documents
17. Annual Library's HVAC Maintenance and Controls Contract documents
18. Engineering Peer Review Amendment documents
19. Annual Post Closure Landfill Monitoring Services documents
20. Repair of Landfill Flares documents
21. Fire Department AFG Grant documents
22. Fire Department Volunteer Fire Assistance Grant documents
23. Police Department PSAP Support Grant documents
24. Police Department 911 EMD Grant documents
25. Police Department Request to purchase a Sedan documents
26. Police Department Request to purchase a utility vehicle documents
27. Preliminary BOS Minutes – June 4<sup>th</sup> along with Executive Session
28. Letters: Landfill Monitoring Report, Tour de Cure letter of Thanks, Town Administrator Appointments
29. Reports: NS Voc Minutes and agenda, Conservation Commission Monthly Report, Board of Assessors several minutes

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.