

**BOARD OF SELECTMEN**  
**Minutes of June 20, 2011**

Chairman Laura Powers called the meeting to order at 7:30PM. Board members present, in addition to Chairman Powers, were Martha Morrison, Dick Gandt, Eldon Goodhue 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 Evelyn Hammond and Walter Harmer, Tri-Town Transcript Suzanne Snell, Cable Committee Chairman Bill Whiting, Comcast stenographer Wendy Thomas and resident Kim Sherwood.

**ANNOUNCEMENTS:** Selectman Morrison reported that the educational garden installed at Proctor School (a joint effort by the Agricultural Commission, Water Department, Renewable Energy Green Communities Committee, Recreation Committee, the Topsfield Garden Club and the Elementary School Committee) is growing. Thanks, in part to the solar powered drip irrigation system that was installed.

Chairman Powers announced the *Summer Concerts on the Common* series would begin on Sunday July 10 and run until Sunday August 28. The performance schedule is available on the Recreation Committee's website at [www.topsfieldrecreation.org](http://www.topsfieldrecreation.org) and the concerts are held on Sundays in July & August from 4PM-6PM on the Town Common. In addition the Cable Committee will be taping the concerts for future viewing on television.

Chairman Powers announced that due to the 4<sup>th</sup> of July being on a Monday the Board of Selectmen would meet on TUESDAY, July 5<sup>th</sup>.

**GENERAL BUSINESS**

**Old Business**

Chairman Powers reminded the Board that a Working Session would need to be scheduled to review and update goals from last year and discuss goals for the upcoming year.

Selectman Morrison stated the CLURPA joint letter with the Planning Board has been completed and is ready for both Boards to sign.

**New Business**

**Police Union Contract:** Ms. Wilder reviewed the details of the Police Union contract:

Year 1:

- To add a second detective stipend of \$600
- Raise stipends for the Fire Arms, Detectives and Court Officers from \$400 to \$600 / year

Year 2:

- Add a new longevity pay for those over 25 years' service at \$1,750

Year 3:

- Add 2% increase in salary

Selectman Morrison made a motion to approve the Police Union Contract with a term to begin July 1, 2010 and to expire June 30, 2013, seconded by Selectman Vogel; so voted: 4-1.

Selectman Goodhue opposed.

**FY 2012 Appointments:**

Selectman Gandt made a motion to approve Table 1, entitled Selectmen Appointments with Recommendation Required from TA, dated June 16, 2011, removing Public Works Committee, removing the "s" from Rails Trails Committee and changing name of Traffic Safety /Advisory Commission to Traffic Safety Committee, seconded by Selectman Vogel; so voted: 4-0-1.

Selectman Morrison abstained due to her appointment on the Storm Water Management Committee.

Selectman Morrison made a motion to approve Table 2, entitled Selectmen Appointments-No Recommendation Required from TA, dated June 16, 2011, as presented; seconded by Selectman Gandt; so voted: 5-0.

Selectman Morrison made a motion to approve the list entitled -Town Administrator Recommendations, dated June 16, 2011, as presented; seconded by Selectman Gandt; so voted: 5-0.

Police Department Appointments: Selectman Morrison made a motion to appoint the various Police Officers as recommended on the list presented by the Chief in his June 14<sup>th</sup> letter, seconded by Selectman Vogel; motion amended by Selectman Gandt to include the remaining probation periods of Officers Neal Hovey and Joseph Debernardo, seconded by Selectman Morrison as amended; so voted: 5-0, returning back to the original motion made by Selectman Morrison amended, seconded by Selectman Vogel; so voted: 5-0.

Tri-Town Council: Selectman Morrison made a motion to approve a grant agreement between the Town of Topsfield and the Tri-Town Council, a non-profit, of Topsfield MA in the amount of \$18,319 for services rendered to the residents of Topsfield, seconded by Selectman Goodhue; so voted: 5-0.

FY12 Vision Maintenance Agreement: Selectman Morrison 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 \$5,150 for fiscal 2012, seconded by Selectman Vogel; so voted: 5-0.

Web Hosting of Assessing Database Agreement: Selectman Morrison 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 \$3,400 for fiscal 2012, seconded by Selectman Vogel; so voted: 5-0.

Cleaning of Town Buildings: Selectman Gandt made a motion to award and approve the Contracted Services Cleaning Contract for the Town Hall, Library, Police Station and DPW Facility for FY 12 and FY13 to Mathew's Cleaning Services of Ipswich, MA in the amount of \$28,330 for FY12 and in the amount of \$28,330 for FY13 subject to appropriation, seconded by Selectman Morrison; so voted: 5-0.

### **Appointment:**

**8:00PM – PUBLIC HEARING: Comcast License** – Clerk Goodhue read the Legal Notice.

Cable TV Advisory Committee Chairman Bill Whiting read a statement and provided a historical background on the Comcast License and negotiations. Bill Whiting relayed future opportunities of the Cable TV Advisory Committee that could be offered to the Town, however, volunteers are needed to implement. Resident Kim Sherwood asked if Legal Counsel had reviewed the license. Mr. Whiting reported that Peter Epstein, an expert in cable licenses negotiations, was retained for the negotiations. Comcast stenographer Wendy Thomas took detailed minutes of the Hearing.

Planning Board Consultant Engineering Contract: Selectman Morrison made a motion to approve Amendment No. 1 to the contract with H.L. Graham Associates Inc. of Ipswich, MA for professional engineering consultant services to provide the construction administration and inspection monitoring for the English Commons Elderly Housing Project through June 30, 2012 in the not to exceed amount of \$2,800, seconded by Selectman Gandt; so voted: 5-0.

Library Network Administrator Contract: Selectman Gandt made a motion to award a contract for the Library's FY12 Network Administration to Equitous Technology Solutions Georgetown, MA in the amount of \$12,750, seconded by Selectman Goodhue; so voted: 5-0.

### **Liaison Reports**

Selectman Vogel announced that Alexandar Qirjazi, Joshua Matfess, and Lydia Erickson were the recipients of the Topsfield Masconomet Scholarships.

Selectman Vogel reported that the Council on Aging had their Volunteer Appreciation Breakfast on June 10<sup>th</sup>. Abigail Jackson was the recipient of the Silver Tree Award, for outstanding volunteerism to the COA. In addition, Selectman Vogel commented that the speaker Deputy Jason Ebacher of the Essex Sheriff's Office Staff gave a great speech.

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

- Contract updates: Comcast, Elementary Teachers and Police
- Alcohol Licensing Advisory Committee continues to review the Farmer Winery License
- Personnel Advisory Committee will meet on the Vehicle Use Policy and salary structure for season employees.
- RECC update
- Unfunded Mandates update from the Town of Framingham
- Governor Patrick has said Commonwealth Capital application will not be required next year.

### **Selectmen Minutes:**

Selectman Morrison made a motion to accept the Minutes of March 17, 2011 as amended; seconded by Selectman Goodhue; so voted 4-0-1. Selectman Vogel abstained.

Selectman Vogel made a motion to accept the Minutes of May 9, 2011 as amended; seconded by Selectman Morrison; so voted 5-0.

Selectman Morrison made a motion to accept the Executive Session Minutes of May 9, 2011 as written and to hold until all issues have been resolved; seconded by Selectman Gandt; so voted 5-0.

Selectman Goodhue made a motion to accept the Minutes of June 6, 2011 as amended; seconded by Selectman Morrison; so voted 4-0-1. Selectman Vogel abstained.

### **Correspondence & Reports**

#### **Correspondence**

Verizon has submitted a letter indicating changes in their General Counsel personnel.

Copy of a letter sent to the Hamilton Town Manager expressing Topsfield's interest regarding participation in a discussion relative to the planning and implementing of a regional recycling and organic waste initiative.

Copy of a letter sent to MassDOT Highway Division regarding Route One Bridge over Howlett Street requesting a status of the scheduling of repairs desperately needed to the bridge.

#### **Reports**

NS Regional Vocational School District submitted minutes of April 14, 2011, agenda for School Committee of June 9<sup>th</sup> and Finance & Property Policy Sub-Committee Agenda of June 9<sup>th</sup>.

Board of Assessors submitted minutes of April 27<sup>th</sup> and May 13<sup>th</sup>.

Fire Department submitted the Fire Department FY2012 Appointments.

**Warrants:** The Selectmen signed and approved warrants in the amount of \$ **865,853.72**. The breakdown is as follows:

Warrant FY11:	
0103T	\$ 92,039.79
103 Balloon	\$ 553,988.23
104	\$ 219,825.70

At 8:56 PM, Selectmen Goodhue made a motion to adjourn and Selectman Morrison seconded the motion; so voted: 5-0.

Respectfully submitted,

Donna Rich, Secretary  
Selectmen's Office

*Approved as amended at the July 5, 2011 Board of Selectmen's meeting.*

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.
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