

BOARD OF SELECTMEN
Minutes of June 21, 2010

Chairman Dick Gandt called the meeting to order at 7:30PM. Board members present, in addition to Chairman Dick Gandt, were Martha Morrison, Nancy Luther, Eldon Goodhue and Laura Powers. 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 Evelyn Hammond of the Topsfield Cable, Brendan Lewis of the Tri-Town Transcript and Masconomet School Committee member Larry Lindquist.

ANNOUNCEMENTS:

Chairman Gandt announced that the Board would be going into Executive Session to discuss the Police Union contract, Fire Chief contract and Elementary Teachers contract and would not return to Open Session.

Chairman Gandt announced that the Open Space Forum was being held at the Library concurrently to the Selectmen's meeting to review the "Open Space and Recreation Plan".

GENERAL BUSINESS

New Business

Chairman Gandt announced that the next order of business was to appoint those members of the town's Boards/Commissions and Committees who had indicated a willingness to serve.

FY2011 Appointments

- Table 1 of Town Committees/Boards and Commissions: Selectman Powers made a motion to appoint those listed on Table 1, as presented with the elimination of Timothy Guinee to the Agricultural Committee, and the addition of Robert Odgren to the Website Committee for a term to begin July 1 2010 and to expire June 30, 2011, seconded by Selectman Luther; so voted: 5-0.
- Table 2 of Committees/Boards and Commissions: Selectman Luther made a motion to appoint those listed on Table 2, as presented, seconded by Selectman Morrison; so voted: 5-0.
- Police Department: Selectman Luther made a motion to appoint those listed in letter dated June 16, 2010 from the Police Chief and changing title of Special Police Officers to Auxiliary Police Officers, seconded by Selectman Powers; so voted: 5-0.
- Recommended List from Town Administrator: Selectman Powers made a motion to appoint those listed in letter dated June 17, 2010 from Town Administrator with ending date to be changed to 2011, seconded by Selectman Luther; so voted: 5-0.
- Town Administrator Appointments: Ms. Wilder presented to the Board her appointments that will be effective July 1, 2010.

Acting Sergeant Appointment: Selectman Morrison made a motion to appoint Officer John Hayward as acting Sergeant during the period of Sgt Harrison's sick leave, which is expected to be about 12 weeks, seconded by Selectman Powers; so voted: 5-0.

Library's FY2011 Network Administrator's Contract: Selectman Morrison made a motion to award the contract for the Library's Network Administrator services to Universal Data Stream, LLC of Haverhill, MA in the amount of \$11,000, seconded by Selectman Luther; so voted: 5-0.

Request for Transfer of Appropriation-Police Department: Selectman Morrison made a motion to approve a transfer from Police Department-Other to Police Department –Wages in the amount of

\$2,738 to cover wages due to officer injuries, seconded by Selectman Luther; so voted: 5-0. It was noted that the Finance Committee will also need to sign off on this request.

Request for Transfer of Appropriation-Board of Selectman: Selectman Powers made a motion to approve a transfer from Town Hall Other-Repairs & Maintenance to Selectmen Other-Advertising in the amount of \$536.59 to cover the advertising costs incurred throughout the year, seconded by Selectman Luther; so voted: 5-0. It was noted that the Finance Committee will also need to sign off on this request.

Surveying Services for Conservation Property: Selectman Goodhue expressed concern regarding the Town expensing funds to survey Town land and would like this item to be tabled for 2 weeks while he obtains clarification from the Conservation Commission.

FY2011 Post Closure Landfill Monitoring Services: Selectman Morrison made a motion to approve the contract for Post Closure Landfill Monitoring Services at Pye Brook Park with Weston & Sampson Engineers Inc. of Peabody, MA in the amount of \$36,760 for FY11, seconded by Selectman Luther; so voted: 5-0.

FY11 Managed IT & Remote Monitoring Services for Town Hall Computer System: Selectman Morrison made a motion to award and approve the contract for FY11 Managed IT Network and Remote Monitoring Services for the Town Hall Computer System with Retrofit Technologies Inc, of Milford MA in the not to exceed amount of \$22,736, seconded by Selectman Luther; so voted: 5-0.

FY11 Cleaning Service Contract: Selectman Powers made a motion to award and approve the Contracted Cleaning Services contract for the Town Hall, Library, Police Station and DPW Facility for FY11 to S.J. Services of Danvers, MA in the amount of \$28,957, seconded by Selectman Luther; so voted: 5-0.

Fire Chief Contract Extension: Selectman Powers made a motion to extend the Fire Chief's contract under the same terms and conditions as the current agreement to July 31, 2010, or sooner if a successor contract is so executed, seconded by Selectman Morrison; so voted: 5-0.

Stormwater Management Committee: Chairman Gandt noted that once the Attorney General approves Article 39 of the 2010 Annual Town Meeting, expected sometime in August, then this committee could be officially formed. Selectman Morrison noted that members of the existing Stormwater Management Committee should be consulted to continue and then it would require the addition of the Board of Health member and Inspector of Buildings.

FY11-13 Application Service Provider Agreement: Selectman Morrison made a motion to select the MUNIS Division of Tyler Technologies Inc. of Falmouth, Maine to host the Town's financial data and related MUNIS propriety software under a three-year Application Service Provider Agreement at a rate of \$33,261 per year with an additional one time fee in the initial year of \$4,000 for a VPN installation subject to final agreement on all terms and condition, seconded by Selectman Powers; so voted: 5-0. There was discussion regarding the parameters of entering into a commitment with Tyler Technologies for the benefit of the financial data of the Town. Ms Wilder explained that the contract is being reviewed by Town Counsel and that there are a total of 130 communities utilizing Tyler Technologies for the same purpose.

Liaison Reports

Recreation Committee: Selectman Powers announced that the summer camp is almost sold out. Information can be obtained on the website: www.topsfieldrecreation.org. In addition, the summer concert series to be held on the Common will begin on July 11th. The schedule is listed on the recreation website.

Renewable Energy/Green Communities Committee: Selectman Morrison announced that the Committee is exploring new green initiatives for the Town.

Water Department: Chairman Gandt announced that the Water Department has instituted a Mandatory Outdoor Water Use Restriction effective June 21, 2010. The restrictions are required because the average daily stream flow for the Ipswich River has fallen below 52.5 cubic feet per second for three consecutive days. The following restrictions applied to all water customers and private well owners: Nonessential outdoor water use was limited to hand-held hoses or buckets only before 9 A.M. or after 5 P.M. each day. The use of automatic irrigation systems at any time was strictly prohibited. Essential outdoor water use was permitted and includes those uses that have a health or safety impact, are required by regulation or are needed to meet the core functions of a business or organization

Environmental Police Vehicle: Chairman Gandt announced that the Environmental Police truck that is hosted by Topsfield has received an overhaul, both mechanically and in outward appearance.

Massachusetts Municipal Association Meeting: Chairman Gandt provided an update of the meeting that he attended with Selectman Goodhue.

Revolving Funds: Chairman Gandt explained that at Town Meeting there were questions and concerns about the Revolving Funds: Park, Cemetery and Conservation. Chairman Gandt distributed a chart that displays changes over the past five years in each fund. Chairman Gandt started with the Cemetery Fund, reviewing 2009 and 2010 expenses, with percent change, for Tree Work, Bark mulch & loam, Building Maintenance, Capital Equipment, Misc and Wages Part-time (see attached documents). Over the next two meetings the Park and Conservation Funds will be explained.

Town Administrator's Report:

- Personnel Policies and Procedures are being reviewed
- North Shore Coalition Meeting review
- Commonwealth Capital Application has been filed
- MUNIS Tour Review
- Open Meeting Law presentation review
- Regional Emergency Communication Center-reminder of agreement deadline
- Emerson Lease – draft written and meeting scheduled for review

Selectmen Minutes:

Selectman Powers made a motion to accept the Joint Finance Committee meeting Minutes of March 24, 2010 as amended; seconded by Selectman Morrison; so voted 3-0. Selectman Luther and Goodhue abstained.

Selectman Powers made a motion to accept the Executive Session Minutes of March 29, 2010 as written and to hold until all issues have been resolved; seconded by Selectman Luther; so voted 4-0. Selectman Goodhue abstained.

Selectman Morrison made a motion to accept the Executive Session Minutes of April 26, 2010 as written and to hold until all issues have been resolved; seconded by Selectman Powers; so voted 4-0. Selectman Goodhue abstained.

Selectman Powers made a motion to accept the Minutes of April 26, 2010 as written; seconded by Selectman Luther; so voted 4-0. Selectman Goodhue abstained.

Selectman Powers made a motion to accept the Minutes of May 24, 2010 as amended; seconded by Selectman Morrison; so voted 5-0.

Correspondence & Reports

Correspondence

Comcast Enhancements to ESPN 3D were received.

Robert L. Kane, David A. Patch and Amanda J. Soffron were awarded the Town’s Masconomet Scholarship in the amount of \$400 each

Moderator John Kinhan has appointed Kathy Hartmann and Karen Dow to the Finance Committee for a 3 year term beginning July 1, 2010

Library Trustee Sheila Becker has tendered her resignation due to her move to Rockport.

Masconomet Teacher Contract Agreement

Reports

Planning Board minutes of April 20, May 18, & June 1, 2010 are posted on the Town website.

Zoning Board of Appeals minutes of March 23, 2010 are posted on the Town website.

Board of Assessors submitted minutes of May 28, 2010.

MBTA Advisory Board agenda for June 7, 2010, minutes of Oct. 29, 2010, Final Report and FY11 Budget all available upon request at the Board of Selectmen's Office.

North Shore Regional Vocational School District agenda for June 10, 2010 and minutes of April 8, 2010 are available upon request at the Board of Selectmen's Office.

Police Chief has submitted his monthly report for May-June 2010.

Warrants: The Selectmen signed and approved warrants in the amount of \$ **938,769.05**. The breakdown is as follows:

Warrant FY10:

| | |
|---------|---------------|
| 0103T | \$ 72,772.14 |
| Balloon | \$ 583,828.80 |
| 104 | \$ 282,168.11 |

At 9:22 PM, Selectmen Morrison made a motion to go into Executive Session to discuss the Police Union Contract, Fire Chief Contract and Elementary Teachers contract; seconded by Selectman Luther. In a roll call vote, a yes vote was recorded for Chairman Gandt, Selectman Morrison, Selectman Luther, Selectman Goodhue and Selectman Powers. The Board would not return to open session.

Respectfully submitted,

Donna Rich, Secretary
Selectmen’s Office

Approved as amended at the August 30, 2010 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.