

**BOARD OF SELECTMEN**  
**Proctor School Library**  
**Minutes of July 8, 2013**

Chairman Ken Vogel called the meeting to order at 7:30PM. Board members present, in addition to Chairman Vogel, were Martha Morrison, Dick Gandt, Laura Powers and Eldon Goodhue. Of the Selectmen's staff Board Secretary Donna Rich was in attendance. Other people present during all or part of the meeting were resident Kim Sherwood and UMass Boston Collins Center representative Richard Kobayashi.

**ANNOUNCEMENTS:** Chairman Vogel 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 will not return to Open Session.

Selectman Powers on behalf of the Recreation Committee announced the Concerts on the Common for July 14<sup>th</sup> would be "Home Grown" by Jim George Productions from 4PM-6PM on the Commons.

**CITIZENS QUESTIONS & COMMENTS**

Resident Kim Sherwood addressed the Board regarding her concerns with the level of information that citizens have access to on the Website and Cable TV and offered to help as a volunteer. There was a lengthy discussion about the Website and about the status of the Cable TV after which Kim was asked by the Chairman to send a letter stating areas she would like to volunteer her time to assist with specific tasks.

**GENERAL BUSINESS**

**Old Business**

Recertification of Masco Budget: Chairman Vogel attended a meeting in which the Masconomet School Committee voted to place \$112,891 into the Other Post-Employment Benefits Liability (OPEB) instead of returning the extra funds back to the three towns. The funds became available when the State provided Masconomet with more aid than was included in the certified budget.

**APPOINTMENTS:**

**8:00PM** – UMass Boston Collins Center- Richard Kobayashi presented the four finalist candidates for the vacant Town Administrator position. The candidates presented were: William DiLibero, Sean Fitzgerald, Kellie Hebert and Pamela Nolan. Dick Kobayashi explained that each candidate holds the skills identified for the position and have had background checks. Secretary Donna Rich was directed to contact the candidates and set up interviews for July 18, 19 and 20<sup>th</sup>. Dick provided the Board with guidance on process and interviewing the candidates.

**New Business**

One Day Liquor License: Selectman Morrison made a motion to approve a One Day Liquor License for Essex National Heritage Commission Inc. to hold a banquet honoring Joanne Holbrook Patton and family as "Heritage Heroes" at Willowdale Estate on October 16 from 5:30PM – 9:30PM, seconded by Selectman Powers. Selectman Gandt made a motion to amend the original motion to add that, as requested by the Police Chief, there must be a Topsfield Police detail at the event, seconded by Selectman Morrison; so voted: 5-0. The amended motion was voted 5-0.

Highway Vehicle: Selectman Morrison made a motion to approve the Notice of Award for a 2014 Pickup Truck to Stoneham Ford, of Stoneham MA in the amount of \$33,878, seconded by Selectman Powers; so voted: 5-0.

Board of Health Contract: Selectman Gandt made a motion to approve the renewal of a Contract with U Health Solutions of Worcester MA to process Medicare reimbursements for the Vaccine Clinics offered in Topsfield from July 1, 2013-June 30, 2014, seconded by Selectman Goodhue; so voted: 5-0.

Town Maps: Selectman Goodhue made a motion to approve a contract for the GIS Data Update of Town Maps with James W. Sewall Company of Old Town, ME in the amount of \$6,950, seconded by Selectman Powers; so voted: 5-0.

Town Audit: Selectman Powers made a motion to approve a contract for independent auditor services of the fiscal 2013 financial records with Roselli, Clark & Associates of Woburn, MA in the amount of \$18,500; and authorize chairman to sign the engagement letter, seconded by Selectman Goodhue; so voted: 5-0.

Alternate Health Agent: Selectman Powers made a motion to appoint Town Clerk Ann Gill as Alternate Health Agent for the purpose of processing Burial Permits in the Town of Topsfield, seconded by Selectman Morrison; so voted: 5-0.

Assistant Town Clerk: Selectman Powers made a motion to appoint Elizabeth Willis as Assistant Town Clerk for a term to expire June 30, 2014, seconded by Selectman Goodhue; so voted: 5-0.

Rental Lease of Club House: Selectman Morrison made a motion to approve the Rental Lease agreement with the Essex Agricultural Society for the use of the Club House to the Council on Aging from July 15-August 31, 2013 and for the Chairman to initial where indicated, seconded by Selectman Goodhue; so voted: 5-0. Selectman Morrison made a motion to amend the original motion to strike item #5-related to insurance requirement and waive the 20 days, seconded by Selectman Powers; so voted: 5-0. There was a discussion regarding requesting a letter agreement rather than a formal rental agreement for the use of the Club House to the COA.

Fuel Consumption: There was a discussion on the tracking of allocation of fuel (gasoline and diesel) used by Town vehicles. It was reviewed that Superintendent of Highway Dave Bond has the capability of following the usage by gallons that are dispensed to vehicles. Board secretary Donna Rich was directed to request that Dave Bond provide a monthly report to the Board on the gallons of fuel used by each vehicle within the Town's fleet. The first report, showing July's consumption, should be made available at the August 5<sup>th</sup> meeting.

Veteran Work Off Program: Chairman Vogel reported that a draft of the Veteran Work Off Program was distributed for the Board's review. The Board was directed to review it and send any changes to the Secretary who will compile the changes into one document.

## **Correspondence & Reports**

### **Correspondence**

Firefighter/EMT William Lord has tendered his resignation, effective June 30, 2013.

Property Manager at Great Hill Villages at Great Hill has changed property managers from Marcia O'Hara to Colleen Rosati.

Library Director Laura Zalewski sent a letter of disappointment to the engineering firm that designed the HVAC System.

MASCO Financial Information Chief Financial Officer Susan Givens has submitted amounts that have been appropriated from the Excess and Deficiency fund at Masconomet Regional High School.

Comcast has sent a Petition for Special Relief that is before the Federal Communications Commission in Washington DC.

Katie Chiffer sent a letter of thanks for the Proclamation and dedication of July 11, 2013 to be her day for receiving the Gold Award from the Girl Scouts.

### **Invitation**

SeniorCare has invited the Board to their Appreciation Day to be held on July 25<sup>th</sup> at 2:30PM.

**Warrants:** The Selectmen signed and approved warrants in the amount of FY13-\$ **74,845.05** and FY14-\$352,499.98. The breakdown is as follows:

Warrant FY13:		Warrant FY14:	
107T	\$ 44,244.64	03T	\$ 61,567.30
107School	\$ 13,489.66	04	\$ 290,932.68
108	\$ 17,110.75		

At 9:58 PM, Selectmen Powers made a motion to go into Executive Session to discuss negotiating strategy for collective bargaining with the Police Union; seconded by Selectman Morrison. In a roll call vote, a yes vote was recorded for Chairman Vogel, Selectman Morrison, Selectman Gandt, 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 4, 2013 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. Recertification of Masco Budge Update provided
3. One Day Liquor License Request
4. Highway Vehicle Request
5. Board of Health Contract Request
6. Town Maps Contract Request
7. Town Audit Contract Request
8. Alternate Health Agent Appointment Request
9. Assistant Town Clerk Appointment Request
10. Rental Lease for Council on Aging Request
11. Veteran Work Off Program Procedure
12. Resignation from the Fire Department
13. Property Manager change at Great Hill
14. Masco Financial Information provided for the Excess & Deficiency Fund
15. Comcast Petition for Special Relief received
16. Note of Thanks from Katie Chiffer
17. SeniorCare Appreciation Day invitation
18. UMass Boston Collins Center report titled “Topsfield Recruitment Town Administartor”

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.