

BOARD OF SELECTMEN
Proctor School Lobby (Foyer Area)
Minutes of July 16, 2012

Chairman Eldon Goodhue called the meeting to order at 7:33PM. 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 Kate Evans, Rail Trail Committee member Roy Baessler and Friends of the Rail Trail member Bill Rossiter.

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

Selectman Powers reminded residents of the Recreation Committee sponsored Concerts on the Common; this week will be the third concert with the Merrimac Valley Concert Band from 4-6PM on Sunday.

Selectman Morrison announced that the Topsfield Playground Committee (TPC) scheduled a meeting for Wednesday July 18th from 6:30-7:30pm at the Proctor School Library to address neighborhood concerns. Information is available at their website:

www.topsfieldplaygroundcommittee.org

Chairman Goodhue announced that the Board would hold its third Goal Setting meeting tomorrow, July 17th at 2:30PM at the Town Library Meeting Room.

GENERAL BUSINESS

Old Business

Town Administrator Position: Selectman Powers suggested that the Board find out the timeframe of when the Government Review Committee's report of recommendations would become available. Selectman Morrison commented that the Government Review Committee expects to have their report available by the end of the summer. There was a general discussion regarding the parameters of the criteria for the town administrator position, and whether it would be an interim or permanent person. The discussion concluded with the decision that this discussion would continue at the Goal Setting Meeting that would be held tomorrow.

Discussion of issues brought up at the Steward School Playground Presentation on July 2nd:

Selectman Powers wanted to follow-up on the concerns identified by the neighbors of Steward School, specifically those that fall under the jurisdiction of the Board of Selectmen. Selectman Powers wishes to direct the residents to the correct people within the Town that can assist in fixing the issues outlined. After a general discussion, it was determined that Selectman Vogel, liaison to the Police Department, would have a conversation with Police Chief Haglund regarding traffic safety concerns and report back to the Board. In addition, Selectman Powers, liaison to the school committee, and Selectman Morrison, liaison to the Zoning Board of Appeals, would also follow up on the concerns related to those areas.

New Business

Rail Trail Signage: Selectman Morrison made a motion to approve the 12"X15" "No Littering" signs, with the ability to make minor modifications, at the following locations: Washington St., Topsfield/Wenham line, Proctor School driveway crossing and by portable toilet, Ipswich River bridge, Main St., Rt. 97, Rt. 1, and Summer St. on the Topsfield Linear Common at a cost not to exceed \$300, seconded by Selectman Powers; so voted: 5-0.

FY13 HHW Day Collection: Selectman Powers made a motion to approve the Annual Household Hazardous Waste Collection agreement with Clean Harbors Environmental Services of Braintree MA in the not too exceed amount of \$4,500 for fiscal 2013; and authorize the Chair to sign seconded by Selectman Morrison; so voted: 5-0.

FY13 Managed IT & Remote Monitoring Services for TH: Selectman Morrison made a motion to award and approve the contract for Fiscal 2013 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 \$23,748 seconded by Selectman Vogel; so voted: 5-0.

Appointment: Selectman Powers made a motion to appoint David Juliano to the Cultural Council for a term to be July 17th thru June 30, 2015 seconded by Selectman Morrison; so voted: 5-0. It was noted that Laura O'Connor, Chairman, had submitted a letter of recommendation

Liaison Reports

Selectman Gandt reported that the Water Department will be meeting with the consultant for a water treatment plant on July 26th at 7PM at the Public Works building on Route 1. In addition, the Water Department instituted a Mandatory Outdoor Water Restriction effective July 16, 2012. The restrictions are required because the average daily stream flow for the Ipswich River, as recorded at the United States Geological Survey's Ipswich Gauge Station, has fallen below 52.5 cubic feet per second for three consecutive days.

Town Administrator's Report:

- Update on purchase of Police Vehicles that were approved at Town Meeting.
- Update on the 120 Hill Street Notice of Decision not to purchase Lot 3. Kopelman & Paige, P.C, has prepared a document for signature.
Selectman Morrison made a motion to authorize the Chairman to sign the Notice of Decision not to exercise the option to purchase Lot 3, seconded by Selectman Vogel; so voted: 5-0.
- Update on EBSCO property project.
- Zoning Board of Appeals Alternate member needed.
Selectman Morrison made a motion to appoint Kristin Palace as an alternate member to expire December 31, 2012, seconded by Selectman Powers; so voted: 5-0.
- New flag for Town Hall thanks to Captain Jen Collins Brown.
- Distributed draft of 2013 Town Meeting schedule.
- Reported that Secretary Donna Rich has been working on the Minutes of meetings which should be before you for approval at the next meeting.

Correspondence & Reports

Correspondence

Jen Collins Brown submitted a letter of resignation from the Board of Directors of the Council on Aging, effective June 11, 2012. The Board thanked Captain Brown for her volunteer service to the Board of Directors.

The Federal Emergency Management Agency sent a letter that revalidates the determination for properties in Topsfield that will revise the effective National Flood Insurance Program. Principal Assessor, Nina Evans has been given the letter to determine the appropriate action to be taken. Mass Interchange Summer 2012 Volume 26 Number 2 issue has been received and is available upon request.

Copied on a letter Glenn Clohcy sent to Robert Quayle regarding a complaint filed.

Reports

Conservation Commission submitted a monthly report for June.

The Planning Board issued a Special Permit to the Institution for Savings for Storm Water Management and Erosion Control on June 12, 2012.

Warrants: The Selectmen signed and approved warrants in the amount of **\$ 713,106.17**. The breakdown is as follows:

Warrant FY13:	
005T	\$ 86,833.84
005School	\$ 28,608.48
006	\$ 597,663.85

At 8:18PM, Selectmen Morrison made a motion to go into Executive Session to discuss negotiating strategies for the Call Firefighters contract; 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. List of concerns brought up by abutters at the Steward School Playground Presentation
3. Rail Trail Signage documents
4. FY13 Household Hazardous Waste Day documents
5. FY13 Managed IT & Remote Monitoring Services for TH Computer System documents
6. Cultural Council Appointment documents
7. Draft of 2013 Town Meeting schedule distributed by Town Administrator
8. Reports: Planning Board special permit for Institution for Saving for Storm Water Management and Erosion Control
9. Correspondence: Council on Aging Board of Director resignation, Mass Interchange Summer issue, response to complaint from Building Inspector

<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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