

**BOARD OF SELECTMEN**  
**Working Session**  
**Topsfield Public Library**  
**Minutes of July 17, 2012**

Chairman Eldon Goodhue called the meeting to order at 2:31PM. 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 was in attendance.

Goals & Objectives: Chairman Goodhue opened the discussion by asking the Board "what is the Board's approach for the vacated position of Town Administrator as of December 31, 2012". Through a lengthy discussion each Board member provided their ideas of how they saw the selection process conducted, i.e. utilizing a consulting firm, whether to appoint a Search Committee or have the Board do the search, and the concept of hiring an interim Town Administrator. The consensus was that while the findings of the Government Review Committee have not been released and therefore no definite structure of the position is known at this time, that an interim Town Administer should be explored and put in place as of December 31<sup>st</sup>. Ms. Wilder was asked to contact the Massachusetts Municipal Association to see if any assistance could be sought regarding hiring a retired Town Administrator to fill the interim position for six months.

New Goals to be added:

Selectman Vogel discussed an addition to Goal II to be that of investigating a mechanism of financing our unfunded OPEB liability.

Selectman Gandt discussed a Goal to increase better communication with citizens using a reverse 911 type mechanisms. Selectman Morrison brought up other mechanisms for disseminating of Town matters such as Facebook and Twitter. It was suggested that a new objective be added to Goal IV by moving task #4 over to be (new) C and be entitled: "Improve Communication through the Town", and in addition under the task remove "and Telephone".

Selectman Morrison informed the Board that she has almost completed the "How to Guide" for building a house and starting a business in Topsfield.

Selectman Morrison suggested the addition of Goal VI which would address the roads in Topsfield that have not been accepted by the Town. It was noted that the Mapping Committee has completed a lot of work in this area. It was determined to add to Goal I an objective entitled: Achieve Town acceptance of Public Ways. Under tasks it was decided to include delineate legal process, and under resource assignments to include: Highway, Mapping Committee and Town Clerk.

Selectman Gandt suggested the addition of an Objective B to Goal V to be entitled: Increase Participation to Town Meeting, with Tasks to be identified.

Selectman Gandt suggested the addition of adding a task to Goal I, Objective A to be entitled #3 Town Administrator Search, with Tasks to be identified.

Selectman Gandt suggested the addition of an Objective entitled: Implement successful transition to the Regional Emergency Communication Center. Location to be identified later.

Selectman Gandt suggested changing the wording under Goal IV, Objective A, task of #2 to be "Implementing a Permitting Software".

Selectman Gandt suggested the addition of adding to Goal I, Objective H to be “Investigate Implementing a Composting Program” in an effort to decrease the Town trash hauling costs, with tasks to include investigate methods and bidding process.

Selectman Gandt suggested adding to Goal I, Objective I, “Implementation of an Incentive Pay Program”, with tasks to be identified..

At 4:07PM, Selectmen Gandt 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 August 13, 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

<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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