

BOARD OF SELECTMEN
Proctor School Library
Minutes of July 22, 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 persons present during all or part of the meeting were Building Inspector Glenn Clohecy, residents Paula Burke and Martin Hart, Fire Chief Ron Giovannacci, Ed Juralewicz of United Sign Company, Jason Parisella owner associated with Keller Williams Realty, Alcohol Licensing Advisory Committee members Nancy Luther and Stan Ragalevsky.

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 would not return to Open Session.

Selectman Morrison announced that on August 6th there will be a film crew shooting in the area of Hill and Cross Streets at approximately 3PM for Blue Hills Bank.

Selectman Powers on behalf of the Recreation Committee announced the Concerts on the Common are continuing on Sundays from 4PM-6PM on the Common. On July 28th *Reunion* will perform.

Selectman Gandt announced that Rowley Bridge Road bridge was opened today after a two year bridge repair that was funded by the State.

GENERAL BUSINESS

Old Business

Abandoned Houses at 284 Perkins Row and 19 Perkins Circle update: As an update to the July 17th meeting with two (2) representatives of the Massachusetts Attorney General's Office, Abandoned Housing Initiative, the Building Inspector Glenn Clohecy read a letter which stated that two pools are not secured at the two properties (284 Perkins Row and 19 Perkins Circle). Glenn stated that the pools are readily accessible to trespassers/children and animals and something should be done to correct that. Glenn suggested that fencing be erected and he provided quotes. Selectman Gandt made a motion to approve an amount up to \$8,500 to cover the cost to secure barriers around the pools at 284 Perkins Row and 19 Perkins Circle subject to appropriate funding being secured, seconded by Selectman Morrison; so voted: 5-0.

APPOINTMENTS:

7:45PM – Public Hearing – Gibraltar Pool Corporation Sign Amendment – Selectman Morrison read the legal notice to open the hearing, seeing no representative from Gibraltar Pool Corporation the hearing was recessed.

GENERAL BUSINESS

New Business

Hickory Beech Peer Review Request: Selectman Morrison made a motion to approve a contract for peer review engineering services with Beals & Thomas, Inc of Southborough MA in the not to exceed amount of \$6,765 for Phase 1, and \$2,585 for Phase 2 in a total not to exceed amount of \$9,350, seconded by Selectman Goodhue; so voted: 5-0.

Library's FY14 Network Administrator Services Contract: Selectman Gandt made a motion to award the contract for the Library's FY14 Network Administrator Services to Equitous Technology Solutions of Georgetown, MA in the not to exceed amount of \$17,400, seconded by Selectman Goodhue; so voted: 5-0.

Donation for the Library: Selectman Goodhue made a motion to accept an unrestricted donation of \$17,500 from Mr. and Mrs. Tim Collins, Topsfield, MA to the Topsfield Town Library seconded by Selectman Morrison; so voted: 5-0.

Partnership Request: Selectman Goodhue made a motion to accept a five (5) year partnership between the Town Library and EBSCO Information Services starting September 1, 2013, in which the company would provide the Library with the EBSCO Discovery Service software (EDS) and complimentary access to nine (9) EBSCO databases, seconded by Selectman Morrison; so voted: 5-0.

8:00PM – Public Hearing – Keller Williams Realty – Selectman Morrison read the legal notice to open the hearing. Ed Juralewicz of United Sign Company and Jason Parisella owner associated with Keller Williams Realty were present. The sign sub-committee (Selectmen Gandt and Morrison) had previously met with the representatives and recommended that the Board approve most of the signage requested for Keller Williams Realty at 9-11 South Main Street, except the free standing sign. Ed Juralewicz presented Options A-B-C, dated July 19, 2013 for the free standing signage. There was a discussion regarding each option as well as lighting for the signs.

There being no other public comments, Selectman Gandt made a motion to close the hearing, seconded by Selectman Morrison; so voted: 5-0.

Selectman Gandt, noting that the property is in a residential zone, made a motion to approve the following non-conforming signage at 9-11 South Main Street:

- Approve an unlighted, parking directional sign (dated 7/19/13) as requested;
- Approve an unlighted hanging sign off the side of the building (dated 6/21/13) as requested with authorization in the future to add a second hanging sign under the requested sign;
- Approve an unlighted sign (dated 6/21/13) mounted on the surface of the front of the building between the first and second floors as requested;
- Approve a free standing sign (dated 7/19/13) and located in accordance with Option B, which would be 3 feet off the sidewalk and 6 inch below the sill line of the first floor, with lighting to be shielded and operational no later than 10PM nightly with the Board of Selectmen retaining the right to modify the hours of lighting based on requests from town residents; and
- Approval is for the total signage on the property; any addition or other modification to signage on the property will require a review and approval of all signage on the property, seconded by Selectman Morrison, so voted: 5-0.

8:30PM – Alcohol Licensing Advisory Committee (ALAC) - Alcohol Licensing Advisory Committee members Nancy Luther and Stan Ragalevsky were present. Chairman Vogel stated the purpose of asking them to come was to request three things of the ALAC: 1) review the current rules and regulations, adding the Department of Revenue's new requirements, 2) develop rules and regulations for farmer wineries, specifically related to the Citizen Petition that was passed at the May 2013 Town Meeting, and 3) research the new pouring licenses that are available. There was also a discussion regarding the Town adopting Chapter 138 in its entirety, to avoid requests for Home Rule Petitions for each individual situation.

GENERAL BUSINESS

Old Business (continued)

Town Administrator Candidate: There was a general discussion about the Board’s first impression of the four candidates. It was determined the Board should gather additional information about the candidates, including contacting references. Each selectman was assigned a candidate and the Board agreed to meet on Monday, July 29th at 5PM to share findings.

Baseball Fields: Selectman Gandt reported that Topsfield Athletic Association President Steve Richards will be in continued conversation to coordinate the usage of fields in Topsfield with the Park & Cemetery Commissioners.

Chairman’s Report:

- Veterans Work Off – There had been a question asked “if a taxpayer can take advantage of the two programs at once” and the answer is yes, according to Jim Crowley Esq from the DOR. Selectman Gandt noted that the Senior Work Off Program would need to be updated.
- Noted that Board of Selectmen office would need coverage while Secretary Donna Rich is away August 12, 13 & 14th.
- An update on the Request for Proposal for the Cable/TV & Web was discussed.
- An update was provided on the Regional Emergency Communication Center.

Recessed Public Hearing – Gibraltar Pool Corporation-Selectman Gandt made a motion to continue the Public Hearing for signage at Gibraltar Pool Corporation at 435 Boston Street to August 5th at 7:45PM, seconded by Selectman Morrison; so voted 5-0.

Minutes: Selectmen agreed to review the minutes of June 24 and July 8th at the Monday, July 29, 2013 meeting.

Correspondence & Reports

Correspondence

Board of Water Commissioners re-appointed Greg Krom as Water Superintendent for a term of July 1, 2013-June 30, 2014.

Board of Road Commissioners re-appointed Dave Bond as Highway Superintendent for a term of July 1, 2013-June 30, 2014.

National Grid announced David Santana as the new contact Community Customer Manager. The Board was copied on a letter from the Planning Board to Meeting Way Corporation in regards to Storm Water Management at the Hickory Beech Development.

Reports

Conservation Commission submitted the monthly report for June.

Warrants: The Selectmen signed and approved warrants in the amount of \$ **205,587.65**. The breakdown is as follows:

Warrant FY14:	
007T	\$ 87,057.57
008	\$ 118,530.08

At 10:15 PM, Selectmen Morrison made a motion to go into Executive Session to discuss negotiating strategies for collective bargaining for the Police Union Contract; seconded by

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Selectman Gandt. 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 19, 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. Preliminary BOS Minutes – Regular Sessions 6/24/13 & 7/8/13 & Executive Session
3. Film Crew Shooting information
4. Gibraltar Pools signage request
5. Kelleher Williams Realty signage request
6. Hickory Beech Peer Review Request
7. Library's FY 14 Network Administrator Services Contract Request
8. Donation for the Library Acceptance
9. Partnership Request for the Library
10. Letters & Reports: Water Superintendent Appointment received, Highway Superintendent Appointment received, National Grid New Contact Information received, Hickory Beech Sub-Division letter received
11. Letter from Building Inspector Glenn Clohecy regarding unsecured pools.

<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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