

BOARD OF SELECTMEN
Proctor School Library
Minutes of August 19, 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 was Congregational Church representative Gregor Smith.

ANNOUNCEMENTS: Chairman Vogel announced that the Board would go into Executive Session at the end of regular session to discuss negotiating strategies for the Town Administrator Contract.

Chairman Vogel announced that Congressman Tierney would hold Office Hours at Town Hall on September 30th from 10-11AM.

Chairman Vogel announced that the Police Chief would have movie night on September 7th beginning at 6PM on the Town Common.

Selectman Powers on behalf of the Recreation Committee announced the Concerts on the Common for August 25th would be "Chris Marino Sings" from 4PM-6PM on the Common.

Selectman Goodhue reported resident Dave Peirce approached him regarding the maintenance of 362 Boston Street, better known as the "Buttercup" cottage property. Selectman Gandt stated that maintenance is under the Conservation Commission and that it was to be discussed at their August 21st meeting.

Selectman Goodhue reported that Gerry Buckley approached him regarding the parking situation in the downtown area, specifically business owners apparently parking on the street in front of other businesses all day. There was a discussion of possible solutions.

Selectman Goodhue reported that residents at Little Brook Village, Hawley Harwood for one, have stated that they are not being treated fairly. Selectman Goodhue noted that he would check in with Ms. Harwood in a couple of weeks to check on how things are going with the new Director in place.

Chairman Vogel reported that ZipTrip, FOX25, would be in Boxford on August 23rd.

GENERAL BUSINESS

New Business

Fall Foliage Road Race: Selectman Morrison made a motion to approve the Topsfield-Boxford-Middleton Rotary Club to hold their 34th Topsfield Fall Foliage Classic road race on Sunday, October 20th using the route presented from 8-10AM, seconded by Selectman Powers; so voted: 5-0.

Selectman Gandt made a motion to approve a banner to be placed between Proctor School and Town Hall beginning October 10 and to be removed by October 21, seconded by Selectman Powers; so voted: 5-0.

Fair Parade: Selectman Morrison made a motion to approve the Topsfield Fair to have their annual Grand Parade on October 5th beginning at 9AM with the route to be down Main, South Main and Maple Streets, seconded by Selectman Powers; so voted: 5-0.

One Day Liquor License: Selectman Morrison made a motion to approve a One Day Liquor License for the Essex Agricultural Society to hold a Road Race Fundraiser on September 29th from 10AM-2PM, seconded by Selectman Goodhue; so voted: 5-0.

Senior Tax Work Off: Selectman Gandt made a motion to approve the Senior Tax Work Program updated procedures as presented, seconded by Selectman Morrison; so voted: 5-0.

APPOINTMENTS:

7:50PM –Public Hearing Continued: Sign Application for Congregational Church-

Selectman Morrison recused herself due to her affiliation with the Church. Gregor Smith was present to represent the Church. Chairman Vogel reported that the Traffic Advisory Committee had submitted their findings stating that the sign facing in the position requested would have no apparent threat to automobiles traveling down Main Street. Furthermore, the Police Chief had met with the citizens that expressed concern. There being no further public comments, Selectman Gandt made a motion to close the Hearing, Selectman Goodhue seconded, so voted: 4-0. Selectman Gandt made a motion to approve a non-conforming sign at the Congregational Church, 80 Main Street, as outline in the application with lighting to be shielded and directed toward the Congregational Church and to be extinguished by 11PM each night. The sign being on Town property, however, continues at the pleasure of the citizens of the Town.

Public Hearing Continued: Gibraltar Pool Corp.

Selectman Morrison made a motion to continue the hearing until the Sept 3rd meeting, seconded by Selectman Powers; so voted: 5-0.

GENERAL BUSINESS

New Business

Veteran Tax Work Off: Selectman Gandt made a motion to approve the Veterans Tax Work Off Program procedures as presented, seconded by Selectman Goodhue; so voted: 5-0.

Senior Care Inc Agreement: Selectman Morrison made a motion to approve a grant agreement between the Town of Topsfield and Senior Care Inc of Gloucester MA in the amount of \$1,500 for services to be rendered to senior residents aged 60 and over or disabled adults of Topsfield, seconded by Selectman Powers; so voted: 5-0.

Chairman's Report:

- Compensation Study update provided.
- New Town Administrator Kellie Hebert would start on September 16th.
- TV Cable update provided. It was agreed that Peter Epstein would prepare the legal documents as required.
- Selectmen Powers provided an update on the RECC meeting she attended recently.

Minutes

Selectman Morrison made a motion to accept the Minutes of the Working Session of July 18, 2013 as written, seconded by Selectman Goodhue; so voted 5-0.

Selectman Morrison made a motion to accept the Minutes of the Working Session of July 19, 2013 as written, seconded by Selectman Goodhue; so voted 5-0.

Selectman Powers made a motion to accept the Minutes of the Working Session of July 20, 2013 as written, seconded by Selectman Goodhue; so voted 5-0.

Selectman Morrison made a motion to accept the Minutes of July 22, 2013 as written, seconded by Selectman Goodhue; so voted 5-0.

Selectman Powers made a motion to accept the Executive Minutes of July 22, 2013 as written, seconded by Selectman Gandt; so voted 5-0.

Selectman Morrison made a motion to accept the Minutes of the Working Session of July 29, 2013 as written, seconded by Selectman Goodhue; so voted 5-0.

Selectman Morrison made a motion to accept the Minutes of the Working Session of August 4, 2013 as amended, seconded by Selectman Goodhue; so voted 5-0.

Selectman Powers made a motion to accept the Executive Minutes of August 4, 2013 as written and to hold until all matters are resolved, seconded by Selectman Morrison; so voted 5-0.

Selectman Powers made a motion to accept the Minutes of August 5, 2013 as amended, seconded by Selectman Goodhue; so voted 5-0.

Correspondence & Reports

Correspondence

MAPC Election Procedures had been received.

Reports

Police Department submitted a report on several items.

Invitation

MMA Fall Legislative Breakfast Meeting would be held on September 27th in Danvers from 8-10AM.

Warrants: The Selectmen signed and approved warrants in the amount of \$ **170,839.10**. The breakdown is as follows:

Warrant FY13:	
015T	\$ 83,598.83
016	\$ 87,240.27

At 8:21 PM, Selectmen Goodhue made a motion to go into Executive Session to discuss negotiating strategies for the Town Administrator Contract and return to Open Session at the conclusion of the Executive Session; 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.

At 8:36PM the Board returned to Open Session.

Town Administrator Memo of Understanding: Selectman Morrison made a motion to authorize Chairman Vogel to prepare a Memo of Understanding with Kellie Hebert as Town Administrator of Topsfield with items discussed, seconded Selectman Powers; so voted: 5-0. Selectman Gandt noted he does not agree with the salary that was discussed.

At 8:40PM Selectman Gandt made a motion to adjourn, seconded by Selectman Goodhue; so voted: 5-0.

Respectfully submitted,

Donna Rich, Secretary
Selectmen's Office

Approved as amended at the September 3, 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 – Working Session of July 18, 19, 20 and 29th, Regular Session July 22 and August 5th, and Executive Session of July 22nd and August 4th
3. Fall Foliage Road Race Request
4. Fair Parade Request
5. One Day Liquor License Request from the Essex Agricultural Society
6. Senior Tax Work Off Program Procedures
7. Veteran Tax Work Off Program Procedures
8. Senior Care Grant Agreement
9. MAPC Election Procedures
10. MMA Fall Legislative Breakfast
11. Police Chief Monthly Report
12. Traffic Advisory Committee report on the signage for 80 Main Street.

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.