

**BOARD OF SELECTMEN**  
**Proctor School Library**  
**Minutes of September 16, 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, Town Administrator Kellie Hebert and Board Secretary Donna Rich were in attendance. Other persons present during all or part of the meeting were Tri-Town Transcript reporter Kathy O'Brien, Police Chief Evan Haglund, residents Kim Sherwood, Walter Harmer and Bill Whiting, Gregory and George Sacco, and Trudi Perry, Computer Committee Chairman Bob Sundberg, Alfalfa Farm Winery owner Richard Adelman and his lawyer Frank DiLuna.

**ANNOUNCEMENTS:** Chairman Vogel introduced Kellie Hebert as the new Town Administrator.

Selectman Powers announced that Congressman Tierney would hold Office Hours at the Town Hall on September 30th from 10AM-11AM in the Conference Room.

Selectman Morrison announced that on the afternoon of Sunday, September 22, 2013 Topsfield would be hosting an arts festival called Create Topsfield 2013.

**APPOINTMENTS:**

**7:30PM-PUBLIC HEARING-Continued-Gibraltar Pools-**Selectman Morrison made a motion to continue the Hearing until September 30<sup>th</sup> at 7:45PM, seconded by Selectman Gandt; so voted: 5-0.

**GENERAL BUSINESS**

**New Business**

**Park & Cemetery Contract Request:** Selectman Morrison made a motion to approve a repair services contract with Weston & Sampson CMR Inc. to modify a valve box elevation at the sanitary landfill in the amount of \$4,350, seconded by Selectman Powers; so voted: 5-0.

**Personnel Classification & Compensation Study:** Selectman Powers made a motion to approve a contract for professional consulting services for a Personnel Classification and Compensation Study with Human Resources Services Inc. of Andover, MA in the lump sum amount of \$12,000, seconded by Selectman Morrison; so voted: 5-0.

**7:45PM – Regional Response Mutual Aid Agreement-** Police Chief explained how the Regional Response Team operates and how it would benefit the Town. The Chief noted that Officer Joseph DeBernardo would be the Town's designated person on the Regional Response Team. Selectman Gandt made a motion to enter into a Mutual Aid Agreement with the towns of Ipswich, Rockport, Manchester and Essex and that we review in 6 months the actual cost and return based on data that the Police Chief is to provide to the Board of Selectmen and to authorize the Police Chief to sign the memorandum of understanding, seconded by Selectman Morrison; so voted: 5-0.

**GENERAL BUSINESS**

**New Business** (continued)

**Water Department Contract Request:** Selectman Morrison made a motion to award a contract for the engineering portion of the Perkins Row Wellfield Replacement Engineering to AECOM of Wakefield, MA in the amount of \$43,500, seconded by Selectman Powers; so voted: 5-0.

**Library Contract Request:** Selectman Goodhue made a motion to award a contract for specifications for the generator for the Library to BLW Engineering of Littleton, MA in the amount of \$10,530, seconded by Selectman Morrison; so voted: 5-0.

**Cultural Council Appointment:** Selectman Morrison made a motion to appoint Deborah Pechet Quinan to the Cultural Council for a term to begin immediately and expire on June 30, 2014, seconded by Selectman Powers; so voted: 5-0. It was noted that Deborah would filling the remaining term of departing member, Karen Nadherny.

**Retiree Health Insurance:** Selectman Morrison made a motion to approve changing the retiree health care plan from Medex 3 to Medex 2 with PDP alternative and Managed Blue to a Managed Blue with PDP alternative, seconded by Selectman Powers; so voted: 5-0.

**Chairman & Town Administrator’s Report:**

- Chairman Vogel reported the FY13 “Books” were closed as of Saturday, September 14<sup>th</sup>.
- Chairman Vogel reported that the Town Accountant, Pam Wood had distributed reports via email.
- Town Administrator Kellie Hebert reported that Town Moderator George Hall had reappointed Karen Dow to the Finance Committee for a term to expire June 30, 2016.
- Selectman Gandt provided an update on the Permitting Software.

**Minutes**

Selectman Morrison made a motion to accept the Minutes of September 3, 2013, as written, seconded by Selectman Powers; so voted 5-0.

Selectman Powers made a motion to accept the Executive Session Minutes of September 3, 2013 as written and to hold until all issues have been resolved, seconded by Selectman Goodhue; so voted 5-0.

**8:30PM Alfalfa Farm Petition:** Selectman Goodhue made a motion to approve an Amendment to the Home Rule Petition to strike “15”, “15F”, and “19B”, as appears in line (1) of Senate No. 1790 from legislation as noted in the letter from Senator Lovely dated 8/29/13, seconded by Selectman Morrison; so voted: 5-0.

**Correspondence & Reports**

Correspondence

Fire Chief sent a letter announcing Michael Eaton has returned from Military Leave and has been appointed as a Call Firefighter.

Bob Winship has shared an article on Deer Management.

Federal Communications Commission sent the Reply to Oppositions relative to Comcast Cable Communications, LLC effective competition.

Verizon sent a letter notifying a change in location of Pole 1/740S on Route 1, relative to Petition #38, dated April 18, 2013.

Electrical Inspector, John Thompson, has requested to the Building Inspector that he receive additional compensation during the Fair.

Reports

Conservation Commission has submitted a monthly report for August.

North Shore Regional Vocational submitted Minutes of June 13 and Agenda for Sept 12. .

**Warrants:** The Selectmen signed and approved warrants in the amount of **\$162,634.56**. The breakdown is as follows:

Warrant FY14:

023T	\$ 80,850.76
24	\$ 81,783.80

At 8:37 PM, Selectmen Goodhue made a motion to adjourn, seconded by Selectman Morrison.

Respectfully submitted,

Donna Rich, Secretary  
Selectmen's Office

*Approved as written at the September 30, 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 – 9/3/13
3. Regional Response Mutual Aid for the Police Department.
4. Park & Cemetery Contract for Valve Box Modifications request.
5. Personnel Classification & Compensation Study Contract request.
6. Water Department Contract for Engineering at Perkins Row request.
7. Library Contract request for the Generator specifications.
8. Cultural Council appointment request.
9. Retiree Health Plan changes request.
10. Notification that Call Firefighter Michael Eaton has returned from Military Leave.
11. Article on Deer Management.
12. Federal Communications Commission sent a reply to Comcast Opposition.
13. Verizon sent notification of a Pole being moved on Route 1.
14. Electrical Inspector has copied the Board on a compensation issue.
15. NS Regional Vocation School submitted minutes and agenda.

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.