

BOARD OF SELECTMEN
Proctor School Library at 7:30PM
Minutes of September 26, 2011

Chairman Laura Powers called the meeting to order at 7:30PM. Board members present, in addition to Chairman Powers, were Martha Morrison, Dick Gandt, Eldon Goodhue 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 Evelyn Hammond, Tri-Town Transcript reporter Suzanne Snell, Police Chief Evan Haglund and Renewable Energy/Green Communities Committee member Bruce Dyas.

ANNOUNCEMENTS: Chairman Powers announced that the Board would go into Executive Session at the end of regular session to discuss the Firefighters Union Contract and would not return to Open Session.

Selectman Gandt announced that the Fall metals white goods pick up would be October 19-20-21. Metal items containing 80% or more of metal will be picked up along with appliances. Items containing Freon are required to be registered with the Board of Selectmen's office prior to the pick-up day. Items should be placed curbside by 7AM. There is no charge for this collection.

Selectman Vogel announced that in conjunction with the green initiatives at Masconomet Regional High School the Music Parents Association is sponsoring an electronic drop off fundraiser on October 30th from 9AM-1PM at the Masco parking lot. Small items would be \$5.00 with larger items being charged more.

Selectman Goodhue announced that with your library card barcode number, citizens have access to tons of scholarly journals, encyclopedias, primary resources, and even videos right from home. More information is listed on the Town Library website.

Chairman Powers announced that the Board met on September 21st in a Working Session to discuss the Town Government Review Committee Charter and a Stormwater Management issue.

GENERAL BUSINESS

Old Business

Town Government Goal: Chairman Powers acknowledged Selectman Gandt's draft of a Charter for the Government Review Committee. The Board then discussed the membership number, consensus concluded that five members would be sufficient; the membership on the committee would not include Town employees. Also the length of time the committee would meet would be held at 12 months. However, the consensus was that the committee would submit reports to the Selectman on a quarterly basis.

- Selectman Morrison made a motion to accept the Charter for the 2012 Town Government Review Committee as amended, seconded by Selectman Vogel; so voted: 5-0.

New Business

Police Grant Application: Chief Evan Haglund was present to explain the use of the training funds.

- Selectman Morrison made a motion to authorize the Chief of Police to apply for State 911 Training Grant funds in the amount of \$7,000 to be used for communication training and for the Chairman to sign, seconded by Selectman Goodhue; so voted: 5-0.

Police Vehicle Administrative Fee for Details: Chief Evan Haglund explained that the intent of the request was to off-set costs such as fuel associated with vehicles used in details required by companies doing business in Topsfield, such as National Grid. Chairman Powers questioned the impact of the fee on non-profits. The Chief assured the Board that there would be no assessment on details for vehicles used in conjunction with Town functions.

- Selectman Morrison made a motion to authorize the Chief of Police to implement a police cruiser administrative fee, in the amount of \$16.25 per hour, for the use of police cruisers on police related details, seconded by Selectman Gandt; so voted: 4-1, Chairman Powers abstained.

Lot 18 Easement: Selectman Morrison explained that associated with Lot 18 of the Hickory Beech Definitive Subdivision the Board has the offer of an easement that would allow access to the upper portion of that subdivision's open space. The conditions of the easement are the same conditions as those stated in the Open Space portion of the Hickory Beech subdivision. The Board would need a vote to accept the easement.

- Selectman Gandt made a motion to accept the Easement for Lot 18 of the Hickory Beech Definitive Subdivision as shown on plan as revised dated August 29, 2011 which references the same conditions as the Open Space deed, and the modified quitclaim deed for the Open Space portion of said subdivision that incorporates the easement for Lot 18 located at 22 Evergreen Circle and as shown on the referenced plan, seconded by Selectman Vogel; so voted: 5-0.

Renewable Energy / Green Communities Committee:

- Selectman Morrison made a motion to increase the membership of the Renewable Energy / Green Communities Committee from five to seven, seconded by Selectman Gandt; so voted: 5-0.
- Selectman Morrison made a motion to appoint Glenn Gollard to the Renewable Energy / Green Communities Committee for a term to expire June 30, 2012, seconded by Selectman Gandt; so voted: 5-0.

Veteran's Day:

- Selectman Gandt made a motion to approve the 25th Anniversary of the Veteran's Day parade to be held on November 5th, seconded by Selectman Vogel; so voted: 5-0.
- Selectman Gandt made a motion to allow the American Legion to place a banner between Town Hall and Proctor School beginning October 27th – November 6th to publicize the Veteran's Day Parade that is scheduled for November 5th, seconded by Selectman Morrison; so voted: 5-0.

Liaison Reports

Selectman Gandt reported that the Rail Trail Committee installed bicycle racks obtained by a grant from the Metropolitan Area Planning Council at Route 97, Main Street, Proctor School and the Corral at Route 1. The Board gave kudos to the committee for all their efforts.

Selectman Gandt reported that there has been a delay in the installation of Town Hall boiler project, however the work is expected to reconvene next week.

Selectman Gandt informed the residents that, due to the town's failure to submit an annual stormwater management report to the Environmental Protection Agency, the Town has been fined \$3,000 for non-compliance.

Selectman Morrison reported that the Planning Board would be sending a letter of comment regarding wind energy turbine legislation and would encourage the Board of Selectmen to do the same. Selectman Gandt suggested the letter be tailored for both groups to sign.

Town Administrator's Report:

- Attended a meeting with AECOM, Electrical Inspector John Thompson, Town Accountant Pam Wood and Renewable Energy / Green Communities Committee member Bruce Dyas to discuss a proposal for electrical upgrades at various Town buildings. There was a discussion regarding the proposal.
 - Selectman Gandt made a motion to accept the plan for Town Hall as put before the Board and authorize the Chairman to sign, seconded by Selectman Morrison; so voted: 5-0.
- Attended a PERAC meeting and provided an overview.
- STRAP Application for Rowley Bridge Road Bridge work was sent September 17th.
- Attended a meeting of the Regional Emergency Communication Center Finance Advisory Board meeting and reported that 40 applications had been received for the director position.
- Attended a meeting regarding health insurance and distributed a flow chart of activities that would need to be followed if the Town decided to make plan design changes to its health insurance plans.
- Grant Application and Administration was distributed to the Board for adoption of policy and procedures that the Town should follow.
 - Selectman Gandt made a motion to approve the Grant Application and Administration Policy and Procedures as presented which included Selectman Gandt's edits, seconded by Selectman Morrison; so voted: 5-0.
- Announced that Massachusetts Municipal Association has launched their ninth annual municipal calendar photography contest and the theme is "The Heart of Your Community".

Selectmen Minutes:

Selectman Morrison made a motion to accept the Minutes of August 29, 2011 as amended, seconded by Selectman Vogel; so voted 5-0.

Selectman Morrison made a motion to accept the Working Session Minutes of September 7, 2011 as written, seconded by Selectman Goodhue; so voted 4-1. Selectman Gandt abstained.

Selectman Morrison made a motion to accept the Minutes of September 12, 2011 as amended, seconded by Selectman Goodhue; so voted 5-0.

Selectman Morrison made a motion to accept the Executive Session Minutes of September 12, 2011 as presented and to hold until all matters are resolved, seconded by Selectman Goodhue; so voted 5-0.

Correspondence & Reports

Correspondence

AmeriGas Facility: DEP sent a Response Action Outcome (RAO) Statement regarding an incident at the AmeriGas Facility.

Thank You Note: Trinity Church Rector Johanna Barrett sent a thank you for inviting the Church to ring their one bell in tribute on September 11th at 1PM.

Enforcement Order: Conservation Commission has copied the Board on a letter to Christopher Nash regarding an Enforcement Order (EO) at 43 Cross Street.

Independent Living Center of the NS & CapeAnn: An invitation was received to attend the FY12 Annual Meeting on October 19th from 5:30PM-7PM and a membership form was included.

US Postal Information: A letter was received regarding the steps the Postal Services is taking to review their facilities.

Thank You: Park & Cemeteries sent a letter of Thanks to BitCon Corporation of Topsfield for the donation of equipment and manpower for the grading of the roadway at Pye Brook Park.

Thank You: Town of Needham sent a thank you for supporting Chairman Maurice Handel nomination to MAPC.

Warrants: The Selectmen signed and approved warrants in the amount of **\$ 539,007.20**. The breakdown is as follows:

Warrant FY12:	
025T	\$ 77,909.74
026	\$ 461,097.46

At 9:34 PM, Selectmen Morrison made a motion to go into Executive Session to discuss the Firefighters contract; seconded by Selectman Vogel. In a roll call vote, a yes vote was recorded for Chairman Powers, Selectman Morrison, Selectman Gandt, Selectman Goodhue and Selectman Vogel. The Board would not return to open session.

Respectfully submitted,

Donna Rich, Secretary
Selectmen's Office

Approved as written at the October 24, 2011 Board of Selectmen's meeting.

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.
