

**BOARD OF SELECTMEN
Proctor School Library
Minutes of October 6, 2014**

Chairman Dick Gandt called the meeting to order at 7:30PM. Board members present in addition to Chairman Dick Gandt, were Martha Morrison, Laura Powers, Steve Lais 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 Topsfield Cable operators, Baxter & Ben Demers, Tri-Town Transcript reporter Edith Leavengood, Water Superintendent Greg Krom, Library Director Laura Zalewski, Fire Chief Ron Giovannacci, Masconomet School Committee members John Spencer and Kim Sherwood, residents LeeAnne Powers, Melissa Moore and Bill Hodges.

Chairman Gandt began the meeting with the Pledge of Allegiance and a moment of silence.

ANNOUNCEMENTS: Chairman Gandt announced that the Board would go into Executive Session at the end of regular session to discuss strategy with respect to collective bargaining with the Police Union relative to a contract and a grievance and to discuss deployment of security devices in Town Hall and will not return to Open Session.

Selectman Powers announced that Metal and White goods pickup will be Oct 22, 23 and 24. Place household metal items and white goods such as stoves, dishwashers, etc. at curbside by 7AM for pickup. No stickers are required for items. If you have an item containing Freon, please call 978-887-1500 to register the item prior to pick-up.

Selectman Morrison announced that the annual Flu Clinic will be held on October 30th at the Emerson Center from 1PM-4PM.

Selectman Morrison announced that the Household Hazardous Waste Day will be held on November 8th at Masconomet High School parking lot beginning at 9AM until 1PM.

CITIZENS QUESTIONS & COMMENTS *none heard*

GENERAL BUSINESS

Old Business

Masco School Committee Opening: Chairman Gandt explained the process that would be followed to fill the opening on the Masconomet School Committee. Masco School Committee member John Spencer expressed his desire to have any potential nominees send in writing their reason for wanting to be on the Masco School Committee. Interested residents that were present came forward and introduced themselves: Bill Hodges of 34 Bare Hill Road, LeeAnne Powers of 207 Rowley Bridge Road, and Melissa Moore of 6 Deer Run. Chairman Gandt stated that the Board would finalize this process at the next scheduled meeting.

New Business

Water Department Request: Selectman Morrison made a motion to award the contract for the Water Storage Tank Rehabilitation project to DN Tanks, Inc. of Wakefield, MA for a total contact price not to exceed \$287,700, seconded by Selectman Powers; so voted: 5-0.

Library Request: Selectman Powers made a motion to award a contract to Systems Electrical Services Inc of Chelsea, MA for the purchase and installation of Library's Exterior Natural Gas Stand-by Generator in the amount of \$53,647, seconded by Selectman Lais; so voted: 5-0.

Fire Department Request: Selectman Morrison made a motion to approve the purchase of a 2015 Fire Utility Vehicle with trade-in of the 2004 M1 Utility Vehicle with Liberty Chevrolet of Wakefield, MA under the Plymouth County Commissioners Cooperative Bid for Public Service

Vehicles in the amount of \$40,703 seconded by Selectman Powers; so voted: 5-0. It was noted that this purchase was approved at the 2014 ATM, article 26.

Fire Department Request: Selectman Goodhue asked if this vehicle was an ambulance and the Fire Chief explained that it is a replacement vehicle that could be used as an ambulance, however, it is constructed to carry medication and other protocols required to be available to the fire trained Fire personnel. There was a discussion relative to the trade-in language included in the recommendation. As a result, Selectman Morrison made a motion to table the item until the October 20th meeting, seconded by Selectman Goodhue; so voted: 5-0.

GENERAL BUSINESS

Old Business *continued*

STM Review: Chairman Gandt provided a review of the September 30th Special Town Meeting, which was attended by 147 residences. Chairman Gandt reported that the Town approved the Finance Committee recommendation of authorizing the Moderator to appoint a five (5) member committee to report at the Annual Town Meeting on the subject of the Petition, which was the removal of fluoride from the town water supply. He commented that out of the 247 residence that signed the petition, 31 attended.

BOS Responsibilities: Chairman Gandt reported that he wanted to clarify the lines of authority relative to the signing of contracts. Chairman Gandt made reference to the Attorney General's letter of June 13, 2007. Selectman Morrison suggested the topic be put on a working session agenda. Selectman Powers explained that the Town Administrators job description was written for the position to be empowered to affectively run the daily business of the town. Selectman Goodhue further commented on the Attorney General's letter of June 13, 2007, noting that the Town voted to have a "strong" Town Administrator. It was agreed to further discuss this issue at the October 15th scheduled Working Session.

New Business *continued*

Performance Appraisal for the Town Administrator: Chairman Gandt reported on the procedure that would be followed to conduct the performance appraisal of the Town Administrator, Kellie Hebert. It was agreed that the requested forms would be received by the Chairman by October 20. The Chairman would meld the members input into one document. In addition, Ms. Hebert was requested to perform a self-evaluation of her FY14 Goals. Selectman Morrison informed the citizens that this was to fulfill a contractual obligation.

Permitting Software: Chairman Gandt provided an update on the implementation of the permitting software application. It was reported that the Building Inspectional Services Department, Board of Health and Conservation office were moving along.

Cultural Council Appointments: Selectman Morrison made a motion to appoint to the Cultural Council Janet Brown and Lisa Nihan-Demeule to terms that expire June 30, 2015 and Kathleen Hunt and Laura O'Connor to terms that expire June 30, 2017, seconded by Selectman Powers; so voted: 5-0.

Warrant for State Election: Selectman Morrison made a motion to approve the Warrant for State Election scheduled for November 4, 2014, seconded by Selectman Powers; so voted: 5-0.

Highway Request: Selectman Morrison noted that this item was a reimbursement request and therefore made a motion for the Board of Selectmen to authorize the Town Administrator to sign the Reimbursement Request for the 2014 Winter Rapid Recover Road Program in the amount of \$2,121.16, seconded by Selectman Goodhue; so voted: 3-2. Selectmen Gandt and Lais opposed.

Highway Request: Selectman Morrison made a motion to approve the Amendment #1 to the contract for Reinforced Fiber Crack Filling dated September 13, 2013 with Crack Sealing Inc of Raynham MA in the amount not to exceed \$80,000, seconded by Selectman Lais; so voted: 5-0.

Police Request: Selectman Lais made a motion to approve a contract with Caruso & McGovern Construction Inc of Georgetown, MA for repairs to the Police Station's slate roof and chimney in the amount of \$7,910.00, seconded by Selectman Morrison; so voted: 5-0.

Assessors Request: Selectman Morrison made a motion to award a contract for the valuation of all real property for the FY16 Triennial Certification to Patriot Properties, Inc of Marblehead, MA in the amount of \$31,519, seconded by Selectman Powers; so voted: 5-0.

FY15 HHW Day Collection: Selectman Morrison made a motion to approve the Annual Household Hazardous Waste Collection agreement with Clean Harbors Environmental Services of Braintree MA in the not to exceed amount of \$4,500 for FY15 and to authorize the Chairman to sign, seconded by Selectman Goodhue; so voted: 5-0.

Planning Board Request: Selectman Powers made a motion to approve the engineering peer review contract with Beals and Thomas Inc of Southborough, MA for the closeout of Hickory Beech Subdivision in the amount of \$4,495, seconded by Selectman Lais; so voted: 5-0.

Council on Aging Request-Transportation Grant: Selectman Morrison made a motion to approve a Title III Transportation Grant of \$1,502 provided by SeniorCare, Inc of Gloucester and authorize the Chairman to sign, seconded by Selectman Powers; so voted: 5-0.

Council on Aging Request-Outreach Grant: Selectman Morrison made a motion to approve a Title III Outreach Grant for \$3,516 provided by SeniorCare, Inc of Gloucester and authorize the Chairman to sign, seconded by Selectman Powers; so voted: 5-0.

Town Administrator's Report:

- FY16 Budget Schedule update
- Pay and Classification will be distributed to the Board on Wednesday, and there is a working session scheduled on October 15 to review the data with the consultant.
- Update on Town Hall repairs project.
- Finance Team would be revising the policy and procedures for the procurement manual to amend it reflecting the changes to the purchasing under 30B.
- Reported on attending the Department of Revenues seminar which provided updates on the latest changes to State Laws that would need to be incorporated through the Town Warrant.

Correspondence & Reports

Correspondence

The Board was copied on a letter from resident about a broken mailbox.

Safer Roads & Bridges is requesting the Board endorse a NO vote on Question 1 on the November ballot.

Reports

Conservation Commission submitted a monthly Administrator Report for August.

Board of Assessors submitted minutes of August 29th, September 12th & 17th.

Invitations

ILCNCSA sent an invitation to the FY15 Annual Meeting to be held on October 22nd from 5:30-7PM at 27 Congress Street in Salem.

MMA sent an invitation to the Fall Conference of the Selectmen Association to be held on October 25th in Franklin MA from 8AM-2PM.

At 9:09 PM, Selectmen Morrison made a motion to go into Executive Session to discuss strategy with respect to collective bargaining with the Police Union relative to a contract and a grievance

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and to discuss deployment of security devices in Town Hall; seconded by Selectman Lais. In a roll call vote, a yes vote was recorded for Chairman Gandt, Selectman Morrison, Selectman Lais, 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 November 3, 2014 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. Performance Appraisal for the Town Administrator documents
3. Cultural Council Appointments information
4. Warrant for State Election Request
5. Fire Department Vehicle Request-Utility truck Request
6. Fire Department Vehicle Request-Rescue truck Request
7. Highway Reimbursement Request
8. Highway Amendment Request
9. Water Project Request
10. Police Project Request
11. Library Project Request
12. Assessors Project Request
13. Household Hazardous Waste Collection Request
14. Planning Board Request
15. Council on Aging Grant Request-Transportation Request
16. Council on Aging Grant Request-Outreach Request
17. Correspondence regarding a broken mailbox received from a resident
18. Request relative to November ballot question
19. Conservation Commission Monthly Report
20. Board of Assessors Minutes
21. ILCNSCA FY15 Annual Meeting-10/22
22. MMA Fall Conference-10/25

<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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