

**BOARD OF SELECTMEN**  
**Proctor School Library**  
**Minutes of October 11, 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 and Tri-Town Transcript editor Kathy O'Brien.

**ANNOUNCEMENTS:** Chairman Powers reminded residents that the second quarter real estate and personal property tax bills, which are due November 1<sup>st</sup>, were mailed in July along with the first quarter tax bills.

Selectman Vogel stated that Halloween Trick or Treat will be celebrated on October 31 between the hours of 5:30-8 pm.

Selectman Vogel reported that the MASCO Music Parents Association would be sponsoring an electronic drop off fundraiser on October 29<sup>th</sup> from 9AM-1PM at the Masco parking lot. Small items would be \$5.00 and larger items, such as 35-inch televisions would be \$25.

Selectman Gandt announced that the Board of Health would hold its annual flu clinic at the Emerson Center on November 17<sup>th</sup> from 1 – 4PM.

Selectman Gandt reminded residents that the Fall metals white goods pick up would be October 19-20-21. Metal items containing 80% or more of metal would 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 curb-side by 7AM. There is no charge for this collection.

Selectman Gandt announced the Water Department would begin[began] flushing the hydrants in Town on October 10<sup>th</sup>. The work would be conducted on weeknights from 9PM-1AM. This flushing removes sediment from the water mains, and identifies hydrants in need of repair and checks system fire flows.

Selectman Goodhue announced that the 25<sup>th</sup> Anniversary of the Veteran's Day Parade would be held on Nov. 5<sup>th</sup> beginning at 11AM with ceremonies on the Common directly after. In attendance would be Senator Bruce Tarr.

Selectman Goodhue announced that at the Library this coming Thursday, October 13th, professional intuitive Deb Silke would lead a workshop in the library's Meeting Room. Deb would be teaching individuals how to easily use their own intuition to sense the energies of others.

Selectman Goodhue also announced that Gary Braver, bestselling author of eight thrillers would be speaking in the Meeting Room on October 19<sup>th</sup> from 7PM - 9PM.

Selectman Morrison announced that the New Meadows Garden Club would be holding a chocolatefeast fundraiser on October 16 at the Gould Barn between the hours of 1PM – 4PM. Proceeds would go to create a garden at the new caretakers' cottage at the Parson Capean House.

Selectman Gandt announced that the Topsfield Beach Association would be holding their annual meeting on October 17<sup>th</sup> at the Proctor School Library beginning at 7PM. The President of the Association has asked to present the results of the summer to the Board at the next meeting.

## **GENERAL BUSINESS**

### **Old Business**

Antoria Way: Selectman Morrison provided an explanation of the road acceptance procedure, stating that over time the Town has processed applications with As-Built plans accompanied by a Quitclaim Deed or with an Easement Deed, as is presented for Antoria Way. Further explained was that Town Council, Kopleman and Paige have approved the submitted documents.

- Selectman Goodhue made a motion to accept and execute the Grant of Easement for Antoria Way on behalf of the Town of Topsfield, seconded by Selectman Gandt; so voted: 5-0.

### **New Business**

Extended Business Hours Request: Selectman Gandt made a motion to approve the Main Street Market request for an extension of its business hours for the sale of alcohol from 7PM to 9PM on November 10<sup>th</sup>, seconded by Selectman Vogel; so voted: 5-0.

MAPO Nomination: Selectman Morrison made a motion to approve the nomination Clarissa Rowe of Arlington and the Town of Arlington to fill the “At-Large-Town Seats” under the revised structure of the Metropolitan Planning Organization, seconded by Selectman Gandt; so voted: 5-0.

Cultural Council: Selectman Morrison made a motion to appoint Julie Sullivan as a member of the Cultural Council effective immediately and to expire June 30, 2012, seconded by Selectman Gandt; so voted: 5-0.

Cultural Council: Selectman Morrison made a motion to appoint Jacqueline White as a member of the Cultural Council effective immediately and to expire June 30, 2012, seconded by Selectman Gandt; so voted: 5-0.

### **Liaison Reports**

- Selectman Vogel reported that the Masconomet School Committee would be meeting at the newly built Howe Manning School in Middleton and touring the building; the public is welcome to join them beginning at 6:30 on October 19<sup>th</sup>.
- Selectman Gandt reported that the boiler has been installed at Town Hall and is functioning. Selectman Morrison added that the committee would be working on insulating windows and the electrical outlets at Town Hall.
- Selectman Morrison reported that the Open Space Plan is complete and congratulated the committee.

### **Town Administrator’s Report:**

- Rowley Bridge Road Bridge Project: Topsfield’s was the only STRAP project submitted from this district.
- Energy Lighting Program: reported that Town Hall has submitted, waiting to hear from other town buildings.
- Attended District Attorney Blodgett’s meeting where under aged drinking was discussed.
- Facility Planning relative to other communities is being researched.
- Capital Planning process has begun by requesting proposals from Departments.

- Finance Team has begun to start putting FY13 budget numbers together and waiting for guidelines from the Finance Committee.
- Senior Management Meeting Update: Jonathon Bell of Unemployment Tax Management Corporation made a presentation to the Department Heads providing them with information as to how to handle claims and limit the Town's liability.
- Massachusetts Municipal Association is seeking photographs for their calendar; last day to submit is October 30<sup>th</sup>.

Selectman Morrison reopened a discussion regarding the energy lighting program and stressed her concern relative to obtaining appropriate signatures and approval from the Library, Highway and Water Departments, along with both Fire and Police Departments before the October 15<sup>th</sup> deadline. Chairman Powers requested that a meeting be posted for Friday, October 14<sup>th</sup> for the purpose of approving the submission of the Police and Fire Department energy lighting program after obtaining how the departments wishes to fund the program.

### **Correspondence & Reports**

#### Correspondence

Closed Legal Cases: Kopelman & Paige PC returned eight boxes of documents relative to Town legal cases that have closed.

#### Reports

Board of Assessors submitted minutes of August 19 and September 9, 2011.

Conservation Commission submitted a monthly report for September.

**Warrants:** The Selectmen signed and approved warrants in the amount of **\$ 344,914.58**. The breakdown is as follows:

Warrant FY12:	
029T	\$ 67,913.54
030	\$ 277,001.04

At 8:30 PM, Selectmen Goodhue made a motion to adjourn and Selectman Morrison seconded the motion; so voted: 5-0.

Respectfully submitted,

Donna Rich, Secretary  
Selectmen's Office

*Approved as amended at the November 7, 2011 Board of Selectmen's meeting.*

<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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