

**BOARD OF SELECTMEN
Proctor School Library
Minutes of October 20, 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, Alcohol Licensing Advisory Committee members Stan Ragalevsky, Nancy Luther and Rob Hardy, Personnel Advisory Committee members Al Wallace and Roberta Sapienza, Department Heads Dave Bond, Greg Krom, Steve Shepard, Laura Zalewski, Lana Spillman, John Coulon, Pam Wood, Jodi Gibeley, Barbara Michalowski, Ron Giovannacci, Evan Haglund, Ann Gill, Veterans Agent Richard Cullinan, Superintendent of Elementary Schools Bernie Creeden, employees Rose Giuffrida, Katherine Jackson, Marion Wedge, Travis Fontaine, several members of the Fire Department including Jen Collins Brown, Tammy Harper, Bob Boeri and Brittany Taylor, Masconomet School Committee members John Spencer and Kim Sherwood, candidates for vacancy on Masconomet School Committee LeeAnn Powers, Josiah Grimes, Melissa Moore and Bill Hodges, Finance Committee members Mark Lyons, Jon Guido, Dana Warren, Heidi Bond, Karen Dow, Rail Trail Chairman Joe Geller, North Shore Cyclist Chairman Jeff Cox, residents Boyd Jackson, George Anderson, Robert and Dodds Shamroth.

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

ANNOUNCEMENTS:

Selectman Morrison announced hydrant flushing began October 14th. The work would be done weeknights from 9PM-1AM.

Selectman Powers reminded residents that Metal and White goods pickup is this week, Wednesday, Thursday and Friday. 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 Powers 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.

Chairman Gandt recognized Rotary member Bernie Creeden who reviewed the Fall Foliage event that occurred on Sunday, October 19th.

Chairman Gandt reported that the Board had a Working Session on October 15th in which they discussed the draft of the Pay & Classification Study and also, because of timing issues, voted on the Bond Anticipation Note for the Washington Street Water Main Project, the Water Treatment Plant and the Highway Sander Truck.

APPOINTMENTS:

7:40PM – Alcohol Rules & Regulations: Alcohol Licensing Advisory Committee members Stan Ragalevsky, Nancy Luther and Rob Hardy presented updated Alcohol Rules & Regulations that address Chapter 315 of the General Court's Acts of 2014, that authorizes the Town of Topsfield to issue up to eight All Alcohol Pouring Licenses. After discussion of some minor amendments, Selectman Powers made a motion to approve the updated Alcohol Rules & Regulations with the discussed amendments, seconded by Selectman Goodhue; so voted: 5-0.

Selectman Morrison made a motion to set the application fee for an All Alcohol Pouring License at \$300 and an annual license fee of \$1,200 for an All Alcohol Pouring License, seconded by Selectman Powers; so voted: 5:0. Selectman Goodhue made a motion to set the application fee for the Farmer Wine License –Sale of Wine by Alfalfa Farm Winery at \$300 and an annual license fee of \$500 for the Farmer Wine License –Sale of Wine by Alfalfa Farm Winery, seconded by Selectman Powers; so voted: 5-0. It was noted that applications for the All Alcohol Pouring Licenses are now being accepted in the Board of Selectmen’s office.

8:00PM – Final Report of the Pay & Classification Study Presentation- Human Resources Services President Aleksandra Stapczynski presented the Market Data and offered guidelines on maintaining the integrity of the report moving into future years. Chairman Gandt requested the spreadsheets presented in the report be electronically submitted and Ms. Stapczynski declined the request because of the proprietary nature of the material. Non-Union Representative Dave Bond read a statement signed by all the Department Heads reflecting their support of the report presented and implementation of that plan. As Chairman of the Personnel Advisory Committee, Al Wallace stood to express the Personnel Advisory Committee’s unanimous support of the Pay & Classification report as presented; Chairman Gandt refused to recognize Mr. Wallace as Chairman of the Personal Advisory Committee, but offered to recognize Mr. Wallace as a citizen. Mr. Wallace explained his position as a member of the Personnel Advisory Committee. Chairman Gandt explained that the Committee was advisory to the Town Administrator and therefore not subject to Open Meeting Law. The primary role is advisory to the Town Administrator for recommendations, and not burdened with the Open Meeting Law and therefore cannot speak as a committee to the general public and is established to advise the Town Administrator. Selectman Morrison voiced her disagreement regarding Chairman Gandt’s position of recognizing Mr. Wallace, stating that he should be able to express the Committee’s recommendation.

GENERAL BUSINESS

Old Business

Fire Department Request: Selectman Morrison made a motion to declare the 1995 E-One/ International Rescue vehicle of the Fire Department as surplus in the amount of \$7,500, seconded by Selectman Powers; so voted: 5-0.

Fire Department Request: Selectman Morrison made a motion to award the bid proposal under the MAPC/FCAM collective purchasing bid for a 2015 Horton/Freightliner 623 Rescue Vehicle to Greenwood Emergency Vehicles, Inc. of North Attleboro, MA in the net amount of \$209,992.96 which includes a trade-in allowance offset of \$7,500 for the 1995 E-One/ International Rescue pursuant to M.G. L. c.30B, sec. 15, seconded by Selectman Powers; so voted: 5-0.

New Business

Conservation Commission Appointment: Selectman Goodhue made a motion to appoint Dodds Shamroth to the Conservation Commission for a term to expire June 30, 2015, seconded by Selectman Lais; so voted: 5-0.

Board of Health Appointment: Board of Health Agent John Coulon came forward and expressed the Board of Health members had not discussed the application of Joseph Collins to the Board and respectively requested the appointment wait until that occurs.

APPOINTMENT: (continued)

Masconomet Regional School Committee Vacancy; Nominations and Election of New Member:

Masconomet Regional School Committee members John Spencer and Kim Sherwood came forward. Chairman Gandt explained the process and then Clerk Powers conducted the election. Clerk Powers opened nominations to fill the vacancy created by the resignation of Larry Lindquist: Selectman Powers nominated LeeAnne Powers, Mr. Spencer nominated William Hodges and Ms. Sherwood nominated Melissa Moore. Selectman Lais made a motion to close the nominations, seconded by Selectman Morrison; so voted: 7-0. Clerk Powers then presented the names of the three candidates and solicited votes from the two Committee members and five Board members. LeeAnne Powers received two votes, William Hodges received three votes, Melissa Moore received two votes. Clerk Powers declared William Hodges the winner of the election. Mr. Hodges addressed the Board and Committee members expressing his thanks and appreciation. Mr. Hodges term will expire at the next Town Election in May.

New Business (continued)

Security Assessment: Ms. Hebert explained that the request for a Data Security Assessment is proactive approach that the Auditor’s identified and could be funded through the MIIA Grant application process. Selectman Morrison made a motion to approve the Grant application as prepared and vetted by the vendor and for the Chair to sign, seconded by Selectman Goodhue; so voted: 5-0.

APPOINTMENT: (continued)

8:50PM Rail Trail Request: Rail Trail Chairman Joe Geller and North Shore Cyclist Chairman Jeff Cox came forward and explained the bicycle repair stand and potential location of the apparatus. Selectman Powers made a motion to accept a donation of \$965 from the North Shore Cyclist Club to be used to purchase a “Fixit” bicycle repair stand from Dero Bike Stand Company of Minneapolis, MN, seconded by Selectman Goodhue; so voted: 5-0. Mr. Geller updated the Board on the 8 parking space area proposed on Route 97. Mr. Geller also provided an update on Phase IV, which is the trail from Washington Street to the Boxford line.

CITIZENS QUESTIONS & COMMENTS *none heard*

Town Administrator’s Report:

- Animal Inspector update provided, the State has not appointed Sandra Larson as Topsfield’s Animal Inspector due to non-compliance of completion of the “Barn Book” and a letter was sent to Ms. Larson informing her of that.
- Update on the Facility Advisory Committee provided
- Distributed a list of accomplishments from December 2013
- Update on progress of dates for the Annual Town Warrant provided

Correspondence & Reports

Correspondence

NorthEast Emergency Medical Services, Inc has sent a letter of recognition for Chief Giovannacci’s outstanding contribution to EMS in Region III and a Topsfield citizen.

At 9:04PM, Selectmen Goodhue made a motion to adjourn and Selectman Powers seconded the motion; so voted: 5-0.

Respectfully submitted,

Donna Rich, Secretary
Selectmen's Office

Approved as amended at the January 12, 2015 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. Hydrant Flushing flyer from Water Department
3. Fire Department Request: surplus vehicle
4. Fire Department Request: Rescue Vehicle
5. Masconomet Regional School Committee vacancy letters of interest from: Josiah Grimes, William J. Hodges, LeeAnne Powers and Melissa Even Moore.
6. Conservation Commission Appointment
7. Board of Health Appointment
8. Security Assessment Grant Application
9. Letters of thanks to Topsfield Fire Department
10. Bicycle Fixit stand information
11. Amended Alcohol Rules & Regulations
12. Pay & Classification Study Final Report
13. Statement of the non-union personnel signed by all the Department Heads

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| <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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