

BOARD OF SELECTMEN
Proctor School Library
Minutes of October 22, 2012

Chairman Eldon Goodhue called the meeting to order at 7:30PM. Board members present, in addition to Chairman Goodhue, were Martha Morrison, Dick Gandt, Laura Powers 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 Walter Harmer, Tri-Town Transcript reporter Kate Evans, Cable Committee Chairman Bill Whiting and member Jeanne Pickering, residents Heidi and Andy Fox, Verizon Right of Way representative Joseph Gleason, Board of Health member Gerald Topping, Library Trustees Sean Cunniff and Audrey Iarocci, Government Review Committee member Al Wallace, Conservation Commissioner Jim Carroll, and residents Carole and Alex Carter.

ANNOUNCEMENTS: Chairman Goodhue announced that the Board would go into Executive Session at the end of regular session to discuss a Police Grievance and the Dispatchers Contract and would not return to Open Session.

Selectman Vogel reported from the Police Department that Halloween Trick or Treat hours would be on Wednesday, October 31st from 5:30 PM to 8:00 PM.

Selectman Powers announced that Topsfield Fire Captain Jenifer Collins-Brown had been named Fire and Life Safety Educator of the Year by the Massachusetts State Fire Marshal on September 28th. This award is designed to recognize individuals or teams for their involvement and commitment to make the world safer from fire or other preventable injuries. Although fire and life safety education may be part of their job, the Fire Marshal's award goes to a person who goes above and beyond to make a difference. As this year's recipient, Captain Collins-Brown's name will be inscribed on a perpetual plaque which hangs at the Massachusetts Department of Fire Services. The recipient was also invited to participate in fire prevention activities with the State Fire Marshal, and to represent fire and life safety educators at appropriate events throughout the year. The Board congratulates Fire Captain Jenifer Collins-Brown for her receipt of this prestigious award.

Selectman Gandt noted the three reasons for filing an absentee ballot and the deadline would be November 5th at noontime. In addition, the Town Clerk will be open on November 3rd from 9AM-2PM to accommodate absentee voters to vote. He also noted that traffic patterns at the polls may be different on Election Day, which is November 6th and polls will be open from 7AM-8PM.

Selectman Powers announced that the Holiday Walk is scheduled for December 1st between 4-7PM. Nominations for "Pillar of the Community" award are now open. The form can be found on the Recreation Committee website and sent to the Topsfield Recreation Committee by November 7, 2012.

Selectman Powers reminded all residents that the Treasurer Collector's office will not be mailing the 2nd quarter tax bills for FY 2013. Tax payments are due Thursday, November 1st and will be considered overdue Friday, November 2nd. Tax payments can be mailed to the Town's lockbox at Century Bank or click on "Pay your taxes online here" found on the website.

Taxpayers, who have questions, can call the Treasurer Collector's office at 978-887-1511.

Selectman Morrison announced that on November 10th between 9AM-1PM residents can take their hazardous waste to be properly disposed of to the Masconomet Regional High School. This event is sponsored by the League of Women Voters. Items allowable and not allowable were reviewed. Proof of residency will be required.

GENERAL BUSINESS

Old Business

Cable TV/Website Coordinator: Selectman Morrison reported that the Cable Web Chairman Bill Whiting has developed an alternate approach for the new position which is now being explored. A scope of work for consulting services is being prepared and will go out to bid. Bill Whiting and Jeanne Pickering offered their comments on the scope of work that the position would cover and its importance to the Town.

APPOINTMENTS:

8:00PM – Public Hearing on the joint petition of Verizon New England, Inc. and Massachusetts Electric Company, aka National Grid, to locate and install three poles within the right of way across from 21 Wildes Road. Clerk Morrison read the Public Notice. Verizon Right of Way representative Joseph Gleason spoke on behalf of Verizon and National Grid and explained they are seeking permission to convert three temporary poles, that were installed via a license agreement granted by the Board on September 17th, to permanent poles. Selectman Morrison asked about the public shade trees along Wildes Road, which is a “scenic road” As Chairman of the Planning Board, Selectman Morrison explained the process for requesting removal of a living, viable tree from a ‘scenic road’. Residents Heidi and Andy Fox of Wildes Road concurred with Selectman Morrison about removal of shade trees along Wildes Road. Selectman Morrison made a motion to continue the Public Hearing until November 19th, seconded by Selectman Gandt; so voted: 5-0.

GENERAL BUSINESS

Old Business (continued)

Government Review Committee Proposal: Chairman Goodhue opened up the discussion requesting a sense of the Board. Selectman Powers suggested a working session with the Government Review Committee be scheduled. Selectman Morrison suggested that the Board reach out to the Town Department Heads to seek their thoughts on the proposed changes. Ms. Wilder extended an invitation to the Board to attend the November monthly Department Head meeting. Chairman Goodhue requested that a joint meeting with the Board and the GRC be set up for Monday, October 29th at 7PM. Library Trustee Audrey Iarocci suggested that the Board’s liaisons connect with their assigned boards to solicit input on the proposal. Selectman Gandt requested that the GRC documents be placed on the Town website; Secretary Donna Rich would take care of the posting of the documents. Board of Health member Gerald Topping spoke regarding a letter dated October 15th from the Chairman of the Board of Health, William Hunt and concern about changing the Board of Health agent reporting structure to the Board of Selectmen.

New Business

Police Chief’s Contract: Selectman Vogel reported that per the terms and conditions of the Chief of Police’s contract the Police Chief has submitted a letter stating his intention to enter into negotiations for renewal of his contract with the Town. It was agreed that Selectman Vogel and Ms. Wilder would draft a letter to be sent to the Police Chief.

Fire Chief’s Contract: Selectman Powers reported that per the terms and conditions of the Fire Chief’s contract the Fire Chief has submitted a letter stating his intention to enter into negotiations for renewal of his contract with the Town. It was agreed that Selectman Powers and Ms. Wilder would draft a letter to be sent to the Fire Chief.

Permitting Software: Selectman Gandt made a motion to amend the contract for Munis Software/ASP Services dated July 6, 2010 with Tyler Technologies, Inc. of Falmouth, Maine by adding the “Permits and Code Enforcement” software to the contract and to increase the FY2013 contract amount by \$21,110, and to authorize the Chairman to sign the amendment, seconded by Selectman Powers; so voted: 5-0. Ms. Wilder noted that Building Inspector Glenn Clohecy would be the project manager.

Board of Health: Selectman Morrison made a motion to approve a contract with B&D Associates of Concord, NH for the disposal of regulated medical waste, seconded by Selectman Vogel; so voted: 5-0.

Holiday Walk: Selectman Morrison made a motion to approve the annual Holiday Walk to be held on December 1st from 4PM-7PM, sponsored by the Recreation Committee, and for the closure of Main Street from Park Street to South Common beginning at 4PM, seconded by Selectman Vogel; so voted: 5-0.

Liaison Reports

Selectman Gandt reported that the Rail Trail has started to install the lights at the Route 97 crossing.

Selectman Morrison reported that the Planning Board’s next meeting would be November 20th.

Selectman Morrison reported that the Open Space Committee is looking into Chapter Land.

Town Administrator’s Report:

- Reported on a meeting with JRM Trash and Recycling and Alan Barry of English Commons regarding trash removal at English Commons. As a result of that meeting JRM will provide a revised proposal which will include trash and recycling pick up at English Commons.
- Reported that the Financial Team met and they believe that revenues appear better than past years as they begin the fiscal 2014 budget process.
- Masconomet Regional High School has submitted their audit to the Treasurer/Collector and a schedule for their budget process.
- Updates provided on the Building Assessment Contract process, five firm’s submitted proposals, two firms were interviewed, the price bids were opened and the firm, Drummey Rosane Anderson, Inc. dba DRA was chosen. Selectman Powers made a motion to accept the RFQ dated September 27, 2012 from DRA to perform the Town building assessment study and capital plan, seconded by Selectman Morrison; so voted: 5-0.

Correspondence & Reports

Correspondence

Police Chief submitted a Statistical/ Activity Report for activities that occurred during the 2012 Topsfield Fair.

Apprenticeship Opportunity Notice had been received from the Electrical & Telecommunication Industry and stating that interested individuals should call 617-436-0980.

Reports

North Shore Vocational School Committee submitted an agenda for the meeting of October 11, 2012 together with the minutes of the June and July meetings.

Board of Assessors submitted minutes of September 28, 2012.

Invitations

Lutheran Church sent an invitation to their 50th Anniversary celebration.

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MMA Annual Meeting & Trade Show will be held on January 25 and 26 in Boston.

Green Meadows Farm re-dedication invitation in commemoration of George Patton's soldiers is scheduled for November 10, 2012 at 10AM.

Essex National Heritage Commission sent an invitation to the annual Fall Meeting to be held in Peabody on Tuesday, October 30 at Smith Barn at Brooksby Farm from 8AM-10AM.

Warrants: The Selectmen signed and approved warrants in the amount of \$ **661,713.08**. The breakdown is as follows:

Warrant FY13:

033T	\$ 90,284.44
033School	\$ 248,859.84
034	\$ 322,568.80

At 9:06 PM, Selectmen Vogel made a motion to go into Executive Session to discuss negotiating strategy for a Police Grievance and the Dispatchers Contract; seconded by Selectman Powers. In a roll call vote, a yes vote was recorded for Chairman Goodhue, Selectman Morrison, Selectman Gandt, Selectman Powers and Selectman Vogel. The Board would not return to open session.

Respectfully submitted,

Donna Rich, Secretary
Selectmen's Office

Approved as written at the December 3, 2012 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. Wildes Road Joint Pole Hearing documents.
3. Police Chief letter of intent.
4. Fire Chief letter of intent.
5. Permitting Software – Munis Contract Amendment documents.
6. Board of Health Contract for disposal of medical waste.
7. Police Fair Statistics Report.
8. Apprentice Opportunity.
9. NS Vocational School Agenda and Minutes
10. Board of Assessors minutes
11. Lutheran Church 50th Anniversary
12. MMA Annual Meeting
13. Green Meadows Farm Re-dedication
14. Essex National Heritage Commission Fall 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.