

**BOARD OF SELECTMEN
Proctor School Library
Minutes of October 28, 2013**

Chairman Ken Vogel called the meeting to order at 7:30PM. Board members present, in addition to Chairman Vogel, were Martha Morrison, Dick Gandt, Laura Powers 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 Tri-Town Transcript reporter Anna Burgess, American Legion members and Purple Heart recipients Tim Perkins and Paul Grillo, Veterans Agent Dick Cullinan and Legal Counsel Peter Epstein.

APPOINTMENTS:

7:30PM – Cable TV Agreement, Peter Epstein presented the draft contract between Boxford Cable Access Television Corporation (BACTV) and The Town of Topsfield dated 10/28/13. There was discussion relative to the BACTV being a “good neighbor” for helping Topsfield cable TV get back up and running. Selectman Gandt made a motion to approve an agreement with Boxford Cable Access Television Corporation with the essential content as presented and to authorize the Chairman to sign when the Town of Boxford issues, if any, are resolved, seconded by Selectman Morrison; so voted: 5-0.

New Business

Purple Heart Community: Purple Heart recipient Tim Perkins and Veterans Agent Dick Cullinan presented information regarding the medal of the Purple Heart and the Town of Topsfield becoming a Purple Heart Community. Selectman Morrison made a motion to proclaim Topsfield as a Purple Heart Community and to designate August 7, 2014 in remembrance of that, seconded by Selectman Powers; so voted: 5-0.

Veterans Agent Dick Cullinan announced that the Veterans Day Ceremony would be on November 11th beginning at 11AM on the Veterans Memorial Green.

CITIZENS QUESTIONS & COMMENTS (none heard)

GENERAL BUSINESS

Old Business

Board Protocols: Selectman Goodhue guided the Board through the Code of Responsibility and Protocols for the Board of Selectmen. After some minor edits, Selectman Powers made a motion to approve the Code of Responsibility as amended, seconded by Selectman Morrison; so voted: 5-0.

New Business

Roles & Responsibility-Trust Commissioners: Chairman Vogel read a statement that he prepared (see attached) detailing the following: Defining a town trust, Role of the Treasurer, Role of the Trust Fund Commissioners, the Role of the Town Administrator, with a final conclusion included. Selectman Morrison asked about policies for the short and long term investments. There was a discussion relative to the status of the Town's investments policies. Selectman Gandt read the short term investments policy as adopted by the Trust Commissioners. Discussion continued on the checks and balances between the Treasurer/Collector and the Trust Commissioners which included procedures on how the Trust Commissioners carry out their responsibilities of the Trusts.

Capital Improvement Program: Ms. Hebert reviewed the Capital Improvement Program requests that have been submitted by Department and the process that would be followed for FY15. There was a general discussion that followed.

Council on Aging Appointment: Selectman Powers made a motion to appoint Charlotte O’Toole to the Council on Aging for a term to expire June 30, 2016, seconded by Selectman Goodhue; so voted: 5-0.

Town Administrator’s Report:

- Update was provided on the Classification and Pay Study.
- Update was provided on the funds appropriated to address a portion of the Town Building Assessment Study, more specifically the windows and flooring at Town Hall.

Chairman Vogel directed Secretary Donna Rich to cancel the previously posted Working Session of October 30th and to post a working session for November 4th at 4PM.

Selectman Morrison made a motion to adjourn at 9:55PM seconded by Selectman Powers; so voted 5-0.

Respectfully submitted,

Donna Rich, Secretary
Selectmen’s Office

Approved as written at the December 9, 2013 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. Preliminary BOS Minutes –9/30/13
3. Board Protocols Document
4. FY15 Capital Improvement Program submissions
5. Council on Aging Appointment
6. Proclamation for Purple Heart Community Request

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.