

**BOARD OF SELECTMEN**  
**With Department Heads**  
**Topsfield Public Library**  
**Minutes of November 1, 2012**

Town Administrator Virginia Wilder opened the Department Head meeting at **9AM** stating that Government Review Committee member Al Wallace would be presenting an overview of the recommendations the Committee had provided to the Board of Selectmen for consideration.

In attendance were the following individuals: Board of Selectman Chairman Eldon Goodhue, Selectmen Dick Gandt and Laura Powers, Town Administrator Virginia Wilder, Board Secretary Donna Rich, Highway Superintendent David Bond, Water Superintendent Greg Krom, Park & Cemetery Superintendent Steve Shepard, Building Inspector Glenn Clohecy, Principal Assessor Pauline Evans, Treasurer/Collector Barbara Michalowski, Town Accountant Pam Wood, Conservation Commission Administrator Lana Spillman, Council on Aging Executive Director Jodi Gibeley, Library Director Laura Zalewski, Town Clerk Paula Burke, Board of Health Agent John Coulon, Police Chief Evan Haglund and Government Review Committee member Al Wallace.

Government Review Committee (GRC) Presentation: Al Wallace presented an overview of the GRC's recommendations. Al emphasized that the recommendations formalize the relationship that exists today between the Town Administrator and the Department Heads. Al expressed that the proposal specifies that two current elected positions, the Town Clerk and the Board of Assessors, to be appointed, and explained how the Committee came to that conclusion. Al clarified the Town Administrator position, as recommended, would be one of Human Resources, and budgetary, and was aimed to bring all Town employees under one person. Selectman Gandt expressed to the Department Heads that the Board of Selectmen have the option to accept whole, parts or none of the GRC's recommendations, and would be seeking to do what would be best for the Town. Discussion surrounded Department Heads concerns relative to the timing, reporting structure, and how other Towns operate. Chairman Goodhue suggested each Department Head seek out Selectmen to express their opinion, pros and cons, so each voice would be heard.

Rowley Bridge Road Bridge Project: Selectman Gandt made a motion to approve and sign the Notice of Award for Rehabilitation of the Rowley Bridge Road Bridge to Kodiak Corporation, Lawrence MA in the amount of \$274,600, seconded by Selectman Powers; so voted: 3-0.

Warrants: The Selectmen signed and approved warrants in the amount of **\$ 512,626.64** The breakdown is as follows:

|               |               |
|---------------|---------------|
| Warrant FY13: |               |
| 035T          | \$ 251,517.71 |
| 036           | \$ 261,108.93 |

At 10AM the meeting ended.

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Respectfully submitted,

Donna Rich, Secretary  
Selectmen's Office

*Approved as amended at the May 13, 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. Government Review Committee slide presentation

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.