

**BOARD OF SELECTMEN
Proctor School Cafeteria
Minutes of November 3, 2014**

Chairman Dick Gandt called the meeting to order at 7:30PM. Board members present, in addition to Chairman Gandt, were Martha Morrison, Steve Lais, 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 Topsfield Cable operators Jonathon Rivers, Baxter & Ben Demers, Tri-Town Transcript reporter Edith Leavengood, Board of Assessors member Lynn Conant, Personnel Advisory Committee members Al Wallace, Bette Cullinan and Roberta Sapienza, Department Heads Dave Bond, Greg Krom, Steve Shepard, Laura Zalewski, Lana Spillman, John Coulon, Pam Wood, Roberta Knight, Nina Evans, Jodi Gibeley, Barbara Michalowski, Ron Giovannacci, Evan Haglund and Ann Gill, Veterans Agent Richard Cullinan, employee Janet Sacco, employees of the Fire Department including Jen Collins Brown, Conor Brown, Scott Moore, Dan Soffron, Jessica Morehouse, Daryl Moore, Roland Courtemanche, Thomas Ash, Luigi Costanza, Don Wood, Jerry Feltault, Scott Winfrey, Tammy Harper, Bob Boeri, Brittany Taylor, and Travis Fontaine, and residents Boyd Jackson and Heidi Bond.

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

ANNOUNCEMENTS: Chairman Gandt announced that the Board would go into Executive Session at the end of regular session to discuss strategy with respect to collective bargaining with the Police union and will not return to Open Session.

Selectman Morrison reported that the Board met on October 27 to discuss Permitting Software Implementation, Selectmen Access to Town Hall, the Role of Personnel Advisory Committee and clarification of the authority for signing of contracts.

Selectman Goodhue announced that the Board of Selectmen are now accepting applications for the sale of all alcoholic beverages to be drunk on the premises, pursuant to the General Court's Acts of 2014, Chapter 315. Applications should be submitted to the Board of Selectmen's office. Selectman Powers reminded residents that the annual Household Hazardous Waste day would be on November 8th at the Masco parking lot between the hours of 9AM-1PM.

Selectman Powers announced that the Recreation Committee is accepting nominations for the Mary Ellen McGee Pillar of the Community up through November 5th.

Chairman Gandt reminded residents that Tuesday, November 4th is Election Day. Polls at St. Rose Church would be open from 7AM – 8PM.

Chairman Gandt reported that on October 28th the entrance of Town Hall on the north side was demolished because it could not be stabilized for the winter, as originally planned.

GENERAL BUSINESS

New Business

Fire Department Request: Selectman Morrison made a motion to award the bid and contract under the MAPC/FCAM collective purchasing bid program for a KME Model: Severe Service 100 foot Midmounted Aerial "Quint" ladder truck to Kovatch Mobile Equipment Corp., t/a KME Fire Apparatus of Nesquehoning, PA and by its sales agent Bulldog Fire Apparatus, Inc. of Woodville, MA for a total price of \$1,009,476.00. The bid award is to include a trade-in allowance of \$3,500 for the 1985 Pierce Aerial ladder truck and progress payments as follows:
-Sum of \$326,897.00 upon completion of engineering, release of the production order and frame up of the chassis with a \$6,518.00 progress payment deduction;

-Sum of \$187,652.00 upon body assembly with a \$3,018.00 progress payment deduction;
-Sum of \$234,979.00 upon weld out of the aerial truss with a \$3,101.00 progress payment deduction;
-Final payment of \$243,811.00;
for a total of \$993,339.00 (*\$1,009,476 minus \$3,500 trade-in, minus \$12,637 progress payment deductions*), seconded by Selectman Powers; so voted: 5-0.

Park & Cemetery Request: Selectman Morrison made a motion to approve the purchase of a lawn sweeper with trade-in of the 1996 lawn sweeper from MTE, Inc of Tewksbury MA under the OSD Statewide Contract FAC71 in the net amount of \$29,693.85., seconded by Selectman Powers; so voted: 5-0.

Council on Aging: Selectman Powers made a motion to accept a Formula Grant issued by the Executive Office of Elder Affairs to be expended by the Council on Aging for the seniors in Topsfield in the amount of \$11,618.91 and for the Chairman to sign, seconded by Selectman Goodhue; so voted: 5-0.

Cultural Council: Selectman Powers made a motion to approve the contract for the transfer of FY15 Local Cultural Council funds from the Massachusetts Cultural Council to Topsfield in an amount of \$4,300 and for the Chairman to sign, seconded by Selectman Morrison; so voted: 5-0.

APPOINTMENTS:

7:45PM – Classification Public Hearing – Board of Assessors Chairman Conant came forward. Clerk Powers read the Legal Notice and Chairman Gandt opened the Public Hearing for property tax classification for FY15. Board of Assessors Chairman Lynn Conant presented the options to the Board in regards to determining the percentage of the tax levy to be paid by each class of real property and personal property for fiscal 15. It was explained that the Board must adopt a residential factor and that the Board of Assessors recommends a residential factor of one (1). Resident Boyd Jackson spoke in support of the residential factor of one due to the low amount of commercial property in town. There being no other public comments, Selectman Powers motioned to close the Public Hearing, seconded by Selectman Morrison; so voted: 5-0. Selectman Morrison made a motion to adopt a residential factor of “1” that will result in the taxation of all classes of property at the same rate, seconded by Selectman Powers; so voted: 5-0.

CITIZENS QUESTIONS & COMMENTS *none heard*

GENERAL BUSINESS

Old Business

Pay & Classification Plan: Ms. Hebert as the Personnel Director/Town Administrator recommended that the Board support the adoption of the proposed salary grid as presented by the consultant for the non-union employees, with the funding stated in Article 16 of the 2014 Annual Town Meeting. There was a general discussion of the proposed grid and the impact. Chairman Gandt asked the effect of this grid proposal over 3 to 5 years. He also asked that since the positions of Town Administrator, Police Chief and Fire Chief are under employment contracts that they not be included on the grid. Similarly, he asked that the position of Town Clerk as an elected official not be included on the grid. Chairman Gandt noted that the documentation at the top of the grid specifies, between grades = 114%, but that the difference between grade 2 and grade 3 is 120%. Selectman Goodhue made a motion to accept the Pay & Classification system as presented by the Town Administrator, seconded by Selectman Powers; so voted: 3-2. Selectmen Lais and Gandt opposed.

Ms. Hebert relayed information regarding the job descriptions and the purpose of them.

Town Hall: There was a discussion relative to the condition of Town Hall and general thoughts on expending the \$100,000 as sponsored by Representative Brad Hill in the state budget for Topsfield's Town Hall. Selectman Morrison provided insight into what direction should be followed, design phase and preparation for bringing the renovation plan to Town Meeting. In addition, Chairman Gandt stated that a Building Committee should be created to assist in the process.

Town Administrator's Report:

- Recreation Committee Request for the road closure for the Holiday Walk: Selectman Morrison made a motion to approve the road closure of Main Street from South Common Street to Park Street from 3:30-7PM on December 6th for the purpose of the annual Holiday Walk, seconded by Selectman Lais; so voted: 4-0-1. Selectman Powers abstained due to her position on the Recreation Committee.
- Draft Budget Schedule distributed.

Minutes

Selectman Morrison made a motion to accept the Minutes of the Working Session of August 28, 2014, as amended, seconded by Selectman Goodhue; so voted 5-0.

Selectman Morrison made a motion to accept the Executive Session Minutes of August 28, 2014 as written and to hold until all issues have been resolved, seconded by Selectman Lais; so voted 5-0.

Selectman Morrison made a motion to accept the Minutes of the Working Session of September 8, 2014, as written, seconded by Selectman Goodhue; so voted 4-0-1. Selectman Powers abstained.

Selectman Morrison made a motion to accept the Executive Session Minutes of September 8, 2014 as written and to hold until all issues have been resolved, seconded by Selectman Goodhue; so voted 4-0-1. Selectman Powers abstained.

Selectman Morrison made a motion to accept the Minutes of September 8, 2014, as written, seconded by Selectman Goodhue; so voted 4-0-1. Selectman Powers abstained.

Selectman Morrison made a motion to accept the Minutes of October 6, 2014, as written, seconded by Selectman Goodhue; so voted 5-0

Selectman Powers made a motion to accept the Executive Session Minutes of October 6, 2014 as written and to hold until all issues have been resolved, seconded by Selectman Lais; so voted 5-0.

Correspondence & Reports

Correspondence

Thank you received from the Topsfield, Boxford and Middletown Rotary Club for the Fall Foliage Road Race.

Kopelman and Paige sent a letter regarding the Appellate Tax Board and Willowdale Estate

Invitation

The Board was invited to the MMA Annual Meeting and Trade Show to be held on January 23rd & 24th in Boston.

At 8:55 PM, Selectmen Goodhue made a motion to go into Executive Session to discuss negotiating strategies for collective bargaining for the Police union contract; seconded by Selectman Morrison. In a roll call vote, a yes vote was recorded for Chairman Gandt, Selectman

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Morrison, Selectman Lais, Selectman Powers and Selectman Goodhue. The Board would not return to open session.

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. Preliminary BOS Minutes – Working Session of August 28, with Executive Session, Working Session, Executive Session and Regular Session of September 8th, Regular Meeting of October 6th with Executive Session.
3. Public Hearing-Property Tax Classification
4. Pay & Classification Town Administrator Recommendation
5. Fire Department Request to approve ladder truck contract
6. Park & Cemetery Request to approve lawn sweeper contract
7. Council on Aging Request for acceptance of state Formula grant
8. Cultural Council Funds Approval Request to accept funds
9. Town Hall Flooring Request to approve installation of carpeting and floor tiles contract
10. Rotary of Topsfield, Boxford and Middleton letter of thanks.
11. Kopelman & Paige PC's information of an Appellate Tax Board Decision
12. MMA Annual Meeting invitation for January 23rd & 24th

<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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