

**BOARD OF SELECTMEN
Proctor School Cafeteria
Minutes of November 5, 2012**

Chairman Eldon Goodhue called the meeting to order at 7:37PM. 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, resident Nancy Luther, Fire Chief Ronald Giovannacci, Firefighter Relief Association members: President Luigi Costanza, Jen Collins Brown, Connor Brown, Chick Denault, Travis Fontaine, Donald Wood, John Reineke, and many others.

ANNOUNCEMENTS: Chairman Goodhue opened up the meeting for announcements. Selectman Powers reminded residents that nominations for the "Pillar of the Community" award are now open. The form can be found on the Recreation Committee website and are to be submitted by November 7, 2012.

Selectman Gandt reminded residents that tomorrow would be Election Day and the polls are located at St. Lima Parish Church on Park Street and open from 7AM-8PM. To improve traffic safety and flow at our polling place, the traffic pattern may be adjusted so please check for signage and personnel directing traffic. Results will be posted the night of the election on the Town website and on the front door of Town Hall.

Selectman Morrison reported that a Veteran's Day Ceremony would take place on Sunday, November 11, 2012 at 11:30 am on Veteran's Memorial Green. All are welcome and refreshments will be available at the Town Library immediately following the ceremony.

APPOINTMENTS:

7:30 – Cardiac Monitors/Automatic External Defibrillators – Relief Fire Association President Luigi Costanza gave a brief historical account of cardiac monitor and automatic external defibrillators. Mr. Costanza thanked two citizens for their fundraising efforts: Karen Burnett and Nancy Luther, in addition to several businesses in town. Also thanks were given to the EMS Coordinator Jen Collins Brown and Fire Chief Giovannacci. Selectman Gandt made a motion to accept the donation of two LifePack, 15 Cardiac Monitors and eight Automatic External Defibrillators, valued at \$64,468.78, from the Topsfield Firefighter's Relief Association, seconded by Selectman Powers; so voted: 5-0.

GENERAL BUSINESS

Old Business

Government Review Proposal: Chairman Goodhue opened it up stating the purpose was to set a schedule for the Board to move forward. Selectman Powers expressed her readiness to begin crafting a plan that could be presented to residents and also to begin to prepare for the Town Administrator search. Selectman Morrison reported she had been gathering information from Department Heads. Selectman Powers asked that the Board set up a working session to assess where the Board members stand and begin to work on a timeline dependent on the decisions of the Board. Chairman Goodhue directed Secretary Donna Rich to coordinate with the Board to schedule a Working Session for some time next week.

New Business

Extended Hours Request: Selectman Gandt made a motion to extend the hours for the sale of wine and malt liquor at the Main Street Market on November 8th from 7PM to 9PM in order to participate in the Topsfield Ladies Night, Fall Fling event, seconded by Selectman Morrison; so voted: 5-0.

BOS Annual Report: Selectman Morrison made a motion to approve the submission of the 2012 Annual Report as presented, seconded by Selectman Powers; so voted: 5-0.

One Day Liquor License: Selectman Morrison made a motion to approve “an after the fact” One Day Liquor License to Art Corps for an event that was held on September 20, 2012 at Willowdale Estate from the hours of 5PM-9PM, seconded by Selectman Vogel; so voted: 4-1. Ms. Wilder provided the circumstances surrounding the request for an after the fact license. There was a discussion on how to handle future incidents such as this.

Government Review Committee Appointments: Selectman Morrison made a motion to extend the appointment of Holger Luther, Boyd Jackson, Jan Ablon, Al Wallace and George Anderson to Government Review Committee to expire on June 30, 2013, seconded by Selectman Powers; so voted: 5-0.

Cultural Council Funds: Selectman Powers made a motion to approve the contract for the transfer of FY2013 Local Cultural Council funds from the Massachusetts Cultural Council to Topsfield in an amount of \$3,870.00 and for the Chairman to sign, seconded by Selectman Vogel; so voted: 5-0.

Liaison Reports

Selectman Powers reported the Holiday Walk is scheduled for December 1st.

Selectman Morrison reported that the Planning Board will meet on November 20th.

Selectman Morrison reported that the Highway Superintendent developed a Facebook page which updates road conditions within town, including the status of power outages during weather events. The page is entitled Topsfield Public Works and if “like” is clicked one could get updates on their Facebook page.

Town Administrator’s Report:

- Reported that as protocol dictates, on October 27th Chairman Goodhue declared a state of emergency for the Town of Topsfield. The Chairman having done so, the declaration needs to be ratified. Selectman Powers moved to ratify the state of emergency proclamation signed by Chairman Eldon Goodhue, seconded by Selectman Morrison; so voted: 4-0-1. Chairman Goodhue abstained.
- Updated the ambulance contract negotiation process.
- Town Meeting update: Capital Improvement Program non-building related items are being submitted for consideration.
- Update on the Building Assessment: Kick-off meeting with DRA would be Wednesday and a recommendation should be received by January. The firm has floor plans for each building and there is a person from each building assigned to work with DRA throughout the process.
- Reported that the Personnel Advisory Committee would be meeting to review the salaries for FY14.

Selectman Vogel asked for an update on the Rowley Bridge Road Project. Selectman Gandt reported that at the November 1st 9AM meeting, the Board members present approved and

authorized the Chairman to sign the Notice of Award to Kodiak Corporation of Lawrence for an amount of \$274,600.

Correspondence & Reports

Correspondence

Eagle Scout Project Letter received regarding a request for recognition for two Eagle Scouts that performed projects in Topsfield. Chairman Goodhue offered to send a letter of thanks to the Eagle Scouts.

A resident of Amberwood sent a letter complaining about National Grid’s continual electrical outages that occur at this location. The Board directed Ms. Wilder to respond in writing what follow-up the Town will follow with National Grid in the after math of Hurricane “Sandy”.

Comcast sent a letter explaining process to follow when reporting service issues.

Reports

Board of Assessors submitted minutes of October 12, 2012.

NS Regional Vocational School submitted minutes of September 13, 2012 and an agenda for November 1, 2012.

Warrants: The Selectmen signed and approved warrants in the amount of **\$ 510,890.08**. The breakdown is as follows:

Warrant FY13:	
037T	\$ 154,727.05
037Schools	\$ 252,325.42
038	\$ 103,837.61

At 8:23 PM, Selectmen Morrison 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 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. Cardiac Monitors/Automatic External Defibrillators-Fire Department
3. Main Street Market Extended Hours request
4. Board of Selectmen’s Annual Report approval
5. One Day Liquor License “After the Fact” request
6. Government Review Committee appointments extended

7. Cultural Council FY13 Funding
8. Reports: Board of Assessors minutes, NS Regional Voc School minutes and agenda, Eagle Scout Projects in Topsfield, National Grid complaint
9. Comcast information

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.