

BOARD OF SELECTMEN
Proctor School Library
Minutes of November 7, 2011

Chairman Laura Powers called the meeting to order at 7:30PM. Board members present, in addition to Chairman Powers, were Martha Morrison, Dick Gandt, Eldon Goodhue 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 Evelyn Hammond, Tri-Town Transcript reporter Suzanne Snell, Rail Trail Committee Chair Joe Geller, Board of Assessors Chairman Lynn Conant, Principal Assessor Pauline Evans, residents Kim Sherwood, Pat Carroll, Peter Hayes, Norm Isler, Joan Panella, Ed White, Iron Horse Preservation representatives Jes Hatstrup, Susan Raittan and Kyle James, Board of Health Chairman Bill Hunt and members Sheryl Knutsen and Vince Guerra.

ANNOUNCEMENTS: Chairman Powers announced that the Board would go into Executive Session at the end of regular session to discuss the Firefighters Union Contract and would not return to Open Session.

Chairman Powers announced that the Recreation Committee was accepting nominations for the Pillar of the Community Award. Nominations are being accepted until November 10, 2011. Chairman Powers announced the Holiday Walk would be held on December 3rd between 4-7PM. Selectman Gandt announced that the Topsfield Flu Clinic would be held at the Emerson Center on November 17th from 1 – 4PM.

Selectman Goodhue announced the annual collection of household hazardous waste was scheduled for November 12th at the Masconomet High School parking lot between 9AM – 1PM. Proof of residency is required and it is suggested to go early. The event is sponsored by the League of Women Voters of Topsfield-Boxford-Middleton.

Selectman Morrison announced that the Zoning Board of Appeals would hold two public hearings on November 22nd, one for 53 Main Street requesting a change of use for the second floor storage area and one for 249 Boston Street requesting an addition on the northerly side of the building.

APPOINTMENT:

7:30 – Rail Trail - Joe Geller introduced and thanked the volunteers that were sitting in the audience: Pat Carroll, Peter Hayes, Norm Isler, Joan Panella, Ed White, and also, Iron Horse Preservation representatives Jes Hatstrup, Susan Raittan and Kyle James. Mr. Geller announced that two (2) miles of the Topsfield Linear Common have been completed, from Washington Street to Wenham, with stone dust spread along the trail. In addition bike racks have been installed in several strategic locations. Research has begun to install safety lights for the crossing of Route 1. Mr. Geller briefly explained the challenges of developing the trail from Washington Street to the Boxford town line along the former rail bed that is currently owned by National Grid. The Selectmen gave kudos to Mr. Geller for his seventeen years of dedication and love for this project.

GENERAL BUSINESS

New Business

Flu Clinics: Selectman Morrison made a motion to approve a contract with Public Sector Partners, Inc. of Worcester, MA to process reimbursements for Medicare eligible vaccinations administered at town sponsored Flu clinics in FY12 in the not to exceed amount of \$400, seconded by Selectman Gandt; so voted: 5-0.

UMASS Medical School Contract: Selectman Morrison made a motion to approve a contract with the University of Massachusetts Medical School (Commonwealth Medicine) of Charlestown, MA to process reimbursements for health plan eligible vaccinations administered at town sponsored Flu clinics in FY12 in an amount less a fee of 10% per approved claims, seconded by Selectman Gandt so voted: 5-0.

Old Business

Town Government Review Committee: Selectman Morrison made a motion to appoint Boyd Jackson, George Anderson and Holger Luther to the Committee with a term to expire November 1, 2012, seconded by Selectmen Vogel; so voted: 5-0.

APPOINTMENTS:

8:00- Fiscal 2012 Classification Public Hearing – Clerk Goodhue read the Legal Notice. Board of Assessors Chairman Lynn Conant and Principal Assessor Pauline Evans 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 the fiscal year. It was explained that the Board must adopt a residential factor and that the Assessors would recommend a residential factor of one (1).

- 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 Gandt; so voted: 4-1, Selectman Goodhue abstained.

Selectman Goodhue left the meeting for 15 minutes to attend a Board of Assessors meeting.

8:15PM - Board of Health Initiatives - Board of Health Chairman William Hunt, members Sheryl Knutsen and Vince Guerra, along with Agent John Coulon presented recent initiatives of the Board of Health. Mr. Hunt began by announcing that the Board had received recognition for the H1N1 vaccine clinics that were held in the Boxford, Topsfield and Middleton area last year. Mr. Hunt then explained the development of an “Emergency Preparedness Booklet” primarily written by Sheryl Knutsen and John Coulon, with input from the Medical Reserve Corp and Dr. Vince Guerra. The booklet would be available in print format and also on the web. Mr. Hunt briefly discussed the two contracts that had previously been voted on by the Board regarding reimbursement for the annual flu clinics. Next he gave a brief review of activities that took place at the Fair this year. In summary, due to last minute personnel issues the Board contracted with Safe Food Management to help with the food permits.

Liaison Reports

Selectman Goodhue reported that the Library has re-instated the Drop-In Club for Elementary school age children to do homework, and also there would be an E-Reader demonstration on Monday, November 14th from 6-7:30PM.

Selectman Morrison reported that the Renewable Energy / Green Communities Committee continues to work with lighting retrofits for the town buildings.

Town Administrator’s Report:

- Excess and Deficiency Fund update
- Capital Program Forms update
- Public Safety meeting update
- Massachusetts Municipal Personnel Association meeting review
- MIIA Regionalization meeting review

- Kennel options reviewed
- Constable options discussed
- Early Retirement Program

Selectmen Minutes:

Selectman Morrison made a motion to accept the Minutes of October 11, 2011 as amended, seconded by Selectman Vogel; so voted 5-0.

Selectman Morrison made a motion to accept the Working Session Minutes of October 14, 2011 as written, seconded by Selectman Vogel; voted 3-0. Chairman Powers and Selectman Gandt abstained.

Correspondence & Reports

Correspondence

Kopelman & Paige PC sent a response to the Covenant & Trail Maintenance Plan from the English Commons Condominium Association.

Massachusetts Municipal Association sent information regarding the Annual Meeting to be held on January 20th and 21st at the Hynes Convention Center, registration is \$140.

Conservation Commission Administrator sent a letter to D.Bond expressing concern regarding Stormwater Management and Drainage at 120 High Street.

Boston Region Metropolitan Planning Organization sent the results of the recent election.

Reports

North Shore Regional Vocational School District submitted minutes of September 8th and agenda of November 8th.

Conservation Commission submitted a monthly report for October.

Invitation

Municipal Health Reform MAPC sent an invitation to “Successful Negotiations” regarding Municipal Health Insurance Reform scheduled for November 21st from 8:30AM-11AM in Arlington. RSVP requested, please let Donna know and she will take care of it.

Warrants: The Selectmen signed and approved warrants in the amount of **\$ 260,317.36**. The breakdown is as follows:

Warrant FY11:	
037T	\$ 153,725.52
038	\$ 106,591.84

At 9:02 PM, Selectmen Goodhue made a motion to go into Executive Session to discuss the Firefighters union contract; seconded by Selectman Morrison. In a roll call vote, a yes vote was recorded for Chairman Powers, Selectman Morrison, Selectman Gandt, Selectman Goodhue and Selectman Vogel. The Board would not return to open session.

Respectfully submitted,

Donna Rich, Secretary
Selectmen’s Office

Minutes – 11/7/11

Page 4

Approved as written at the December 19, 2011 Board of Selectmen's 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.