

BOARD OF SELECTMEN
Minutes of November 9, 2009

Chairman Martha Morrison called the meeting to order at 7:30PM. Board members present, in addition to Chairman Martha Morrison, were Richard Gandt, Nancy Luther, Karen Dow and Laura Powers. Of the Selectmen's staff, Town Administrator Virginia Wilder and Board Secretary Donna Rich were in attendance. Other persons present during all or parts of the meeting were Evelyn Hammond of the Topsfield Cable; Ken Vogel, Masco School Committee member; Steve Powers, Recreation Committee Chair; Jan Ablon, member of the Main Street Foundation and Clerk of the Planning Board; Jackie White, Library Director; and Jim Rossi, Library Trustee.

ANNOUNCEMENTS:

Chairman Morrison announced that Town Hall will be closed on Wednesday, November 11, 2009 in observance of Veteran's Day.

Selectman Dow announced that the Topsfield Elementary Schools Parent Teacher Organization (TESPTO) Annual Sports Equipment Sale will be Saturday, November 14th from 9:00AM-1:30PM at the Proctor School Gym. Residents can drop off items on November 13th from 4:00-7:00PM at the cafeteria.

APPOINTMENTS:

7:30PM – Downtown Survey Review - Jan Ablon, member of the Main Street Foundation and Clerk of the Planning Board, explained that the Downtown Survey was part of the Planning Board's strategic plan within the Master Plan for the Town. The initiative was spearheaded by a subcommittee consisting of Jan Ablon and Gregor Smith of the Planning Board, Ben Nutter, Ian Charie Martha Morrison, and Virginia Wilder, Town Administrator. The survey was done through a web-based survey service and was funded by the Main Street Foundation. The survey was developed and made available online from mid May – mid July and received 167 responses. Responses to the survey were primarily from Topsfield residents. Items worthy of note:

- Concern regarding the traffic at the intersection of Route 97 and Main Street
- The desire for a restaurant with a full liquor license
- The need for attracting new businesses

Jan Ablon completed her review by stating that there is a scheduled survey for the businesses in Town; however, there is on-going discussion on the method of performing that survey.

7:50PM - Annual Holiday Walk - Steve Powers, Chair of the Recreation Committee, explained that the 10th Annual Holiday Walk will take place on December 5th beginning at 4:00 and running till 7PM. The Recreation Committee has obtained prior approvals from the Police, Fire, Highway and Park & Cemetery Departments for the variety of events that are to take place that evening. Selectman Dow made a motion to approve the Holiday Walk to be held on December 5, 2009, from 4:00PM – 7PM and for the closure of Main Street from Park Street to South Common Street, and in addition, for a bonfire at the end of the events to take place on the Proctor School field; seconded by Selectman Luther; so voted: 4-0-1. Selectman Powers abstained.

GENERAL BUSINESS

New Business

Library's HVAC Controls Repair: Selectman Powers made a motion to award a contract for the Library's HVAC Controls Repair to Viking Controls Inc., of Nashua NH, in the amount of \$11,950; seconded by Selectman Dow; so voted: 5-0.

Highway Department is Amending the Contract for Washed Sand: Selectman Gandt made a motion to approve contract Amendment #1 for washed concrete sand to the contract with Torromeo Industries Inc., of Methuen, MA, in an amount not to exceed \$20,000; seconded by Selectman Powers; so voted: 5-0.

Veterans' Agent: Selectman Dow made a motion to appoint Richard Cullinan as the Town's Veterans' Agent for a term to expire June 30, 2010; seconded by Selectman Powers; so voted: 5-0.

Renewable Energy/Green Communities Committee: Selectman Luther made a motion to appoint Donald Stokes to the Renewable Energy/Green Communities Committee for a term to expire June 30, 2010; seconded by Selectman Powers; so voted: 5-0.

Tri-Town School Union Subcommittee: In accordance with a letter dated November 2, 2009 from Dr. Bernard Creeden, Superintendent of Schools, regarding the Regional Readiness Study Report, a subcommittee has been established to review the report and make suggestions to the Tri-Town School Union Committee on the future of the TTSU. Each town is requested to name one member of their Board of Selectmen to be a voting member. Chairman Morrison has suggested Selectman Karen Dow be Topsfield's representative on the subcommittee. The Board unanimously agreed. Selectman Dow will attend the scheduled meetings and report on the progress of the subcommittee.

Liaison Reports

Selectman Dow reported that the Finance Committee will hold its second meeting on the budget guidelines on November 16, 2009.

Selectman Powers reported Sue Turner, representative of the Village Garden Club, has agreed to collect funds to support the cost of display of holiday lighting of the Memory Tree for future years. Private funding is necessary due to the FY10 cuts to the Park & Cemetery budget; if anyone wishes to donate they should contact Sue Turner.

Town Administrator's Report:

- Wage & Salary Guidelines for FY11 announced
- MMA & MIIA Health Care Forum
- Essex Regional Retirement Board meeting update
- Regional Fire and Ambulance update
- Review of MAPC Fall Meeting held in Gloucester
- General Services Committee meeting update
- Registry of Motor Vehicle Driver Verification Program: There was discussion regarding the program. Ms. Wilder explained that the Department Heads involved have reviewed the requirements to enter into the program.

Selectman Powers made a motion to approve an agreement between the Town of Topsfield and the Massachusetts Department of Transportation Registry of Motor Vehicles allowing designated Town Departments to access the Registry's Driver Verification System (DVS) for

the purpose of tracking the status of drivers' licenses of those Town employees who are authorized by virtue of their job to drive town-owned vehicles and, furthermore, to authorize the Chairman to sign said agreement on behalf of the Board; seconded by Selectman Luther; so voted: 4-0-1. Selectman Gandt abstained because the process has not been worked out for the new program.

Selectmen Minutes: Selectman Powers made a motion to accept the minutes of the Executive Session of Sept 21, 2009 as written and to hold until all issues are resolved; seconded by Selectman Luther; so voted 5-0.

Selectman Powers made a motion to accept the minutes of the Executive Session of Sept 28, 2009 as amended and to hold until all issues are resolved; seconded by Selectman Luther; so voted 5-0.

Selectman Gandt made a motion to accept the amended minutes of Oct 1, 2009; seconded by Selectman Powers; so voted 5-0.

Selectman Gandt made a motion to accept the amended minutes of Oct 13, 2009; seconded by Selectman Powers; so voted 5-0.

Selectman Gandt made a motion to accept the minutes of the Executive Session of Oct 13, 2009 as written and to hold until all issues are resolved; seconded by Selectman Powers; so voted 5-0.

Correspondence & Reports

Correspondence:

Comcast has sent the annual Forms 1240 & 1205. This report is used to set the annual rates.

Reports:

Planning Board: There will be a Public Hearing on November 17th for 42 Wenham Road's special permit for a temporary accessory apartment beginning at 8PM. Minutes of Oct 6th have been posted to the web.

Zoning Board of Appeals: There will be a Public Hearing for 42 Wenham Road special permit to demolish a garage and construct an addition for a temporary accessory apartment, utility room and 2-car garage on a non-conforming lot on Nov 24th beginning at 8PM.

Conservation Commission: Monthly Report for October has been submitted, and minutes of September 9th and 23rd have been posted to the web.

Board of Assessors Minutes of October 9, 2009 have been submitted.

MBTA Advisory Board: Minutes of Sept 1, 2009 and Agenda for October 23, 2009 are available for review upon request at the Board of Selectmen's Office.

Town Accountant Monthly Report for October has been submitted.

Board of Library Trustees: Agenda for Nov 10, 2009 and the approved minutes of Sept 8, 2009 are posted on the Library Web site.

Warrants: The Selectmen signed and approved warrants in the amount of **\$702,030.19**. The breakdown is as follows:

Warrant FY10:	
039T	\$ 261,765.76
040	\$ 440,264.43

At 8:59 PM, Selectmen Luther 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 amended at the December 7, 2009 Board of Selectmen's meeting.

<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>
