

**BOARD OF SELECTMEN  
Proctor School Teachers' Room  
Minutes of November 12, 2013**

Chairman Ken Vogel called the meeting to order at 7:30PM. Board members present, in addition to Chairman Vogel, were Martha Morrison, Dick Gandt, 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 Tri-Town Transcript reporter Anna Burgess, Housing Authority Chairman George Anderson and member Gerald Buckley, Board of Assessors Chairman Lynn Conant, residents Emily & Jonathon Cain.

**ANNOUNCEMENTS:** Chairman Vogel 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 Highway/Water and Park & Cemetery Unions. Also, to conduct a strategy session in preparation for negotiations with non-union personnel and a security of buildings and will not return to Open Session.

Selectman Powers announced nominations for The Maryellen McGee "Pillar of the Community" Award are now being accepted until November 14th. The recipient, selected by the Recreation Committee, would be announced at the Holiday Walk. The Holiday Walk will be held on December 7<sup>th</sup>.

**CITIZENS QUESTIONS & COMMENTS**

Chairman Vogel recognized Housing Authority Chairman George Anderson and member Gerald Buckley. Housing Authority member Gerald Buckley announced to the Board that he was resigning effective 1/1/2014 after 14 years of service on the Housing Authority. Then Mr. Buckley requested the use of the DPW equipment to clear an area at Little Brook Village which would create five new parking spaces. Mr. Buckley said that he had spoken with Chairman of the Road Commissioners Phil Knowles, who directed him to the Board of Selectmen for approval. Chairman George Anderson thanked Mr. Buckley for his many years of service to the Housing Authority, in his many different capacities, Executive Director and Board Member. After a brief discussion the Board had to recess the conversation to meet the posted 7:45 Public Hearing.

**APPOINTMENTS:**

**7:50PM – Classification Public Hearing** –Clerk Morrison read the Legal Notice and Chairman Vogel opened the Public Hearing. 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 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 motioned to close the Public Hearing, seconded by Selectman Powers; 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**

Discussion resumed with Housing Authority Chairman George Anderson and member Gerald Buckley regarding the use of Town equipment at Little Brook Village. Chairman Vogel expressed the Town's policy of not providing Town resources, equipment or staff, for work on

non-town owned property due to liability issues. Selectman Goodhue asked Mr. Buckley why he was resigning; Mr. Buckley reported due to health reasons. Selectman Goodhue then commented that the Board is the protector of the taxpayer's money and that possibly there could be another approach explored to solve the clearing of land issue at Little Brook. Selectman Morrison asked if there was a plan for the spaces and what the estimated cost was projected to be. Mr. Anderson reported that no such plan had been developed or estimate received. Selectman Morrison then suggested the idea of a community run project with local contractors and businesses being asked to help with the clearing of the area for parking spaces at Little Brook.

## **GENERAL BUSINESS**

### **New Business**

**Closing of Main Street Request:** Selectman Morrison made a motion to approve the closing of Main Street from the Library down to Park Street for the Recreation Committee to hold the 14<sup>th</sup> Annual Holiday Walk event on December 7<sup>th</sup> from 4PM-7PM, seconded by Selectman Goodhue; so voted: 5-0.

### **Old Business**

**Boards Goals & Objectives:** Town Administrator Kellie Hebert distributed and explained a revised Proposed Model for Goals and Objectives listing four primary Goals. Selectman Powers suggested that the Board meet in a Working Session to finalize the Goals. Chairman Vogel suggested Monday, November 18<sup>th</sup> at 5PM and the Board was in agreement. Secretary Donna Rich was requested to post the meeting.

### **Minutes**

Selectman Powers made a motion to accept the Minutes of September 30, 2013, as amended, seconded by Selectman Goodhue; so voted 5-0.

### **Town Administrator's Report:**

- Update provided on the Boxford Cable TV agreement.
- Update on Town Hall window and flooring projects.
- Reported on a meeting with Bernie Creeden and Steve Clifford related to Green Communities projects.

Selectman Morrison reported that several members of the Green Communities Committee have expressed their desire to resign: Bruce Dyas, Bob Winship and Chip Goudreau. There was a brief discussion on the future of the committee, with perhaps the members moving into an advisory capacity.

## **Correspondence & Reports**

### **Correspondence**

Luke Lang, Topsfield Scholarship recipient, sent a letter of thanks.

Veteran Agent Dick Cullinan provided notification that he had completed the Veteran's Service Officers Training.

Mr. Niland has sent a second letter relative to the noise at Willowdale Estate. There was discussion and Selectman Goodhue offered to do some research.

### **Reports**

Conservation Commission submitted the monthly report for October.

At 9:05PM, Selectmen Morrison made a motion to go into Executive Session to discuss strategy with respect to collective bargaining with the Highway/Water and Park & Cemetery Unions. Also, to conduct a strategy session in preparation for negotiations with non-union personnel and a security of buildings; seconded by Selectman Powers. In a roll call vote, a yes vote was recorded for Chairman Vogel, Selectman Morrison, Selectman Gandt, Selectman Powers and Selectman Goodhue. The Board would not return to open session.

Respectfully submitted,

Donna Rich, Secretary  
Selectmen's Office

*Approved as written at the November 25, 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. Preliminary BOS Minutes – 9/30/13
3. Request for the closing of Main Street from Recreation Committee for Holiday Walk.
4. Board Goals & Objectives revision distributed.
5. Classification Hearing documents.
6. Topsfield Scholarship recipient letter of thanks received.
7. Veteran's Agent certification.
8. Letter regarding noise at Willowdale Estate from a citizen.
9. Veterans Agent recognizes Park & Cemetery Superintendent for maintaining the Veterans Green.
10. Letter of resignation received from Housing Authority member.
11. Drinking water advisory received.

<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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