

BOARD OF SELECTMEN
Proctor School Library
Minutes of November 17, 2014

Chairman Dick Gandt called the meeting to order at 7:30PM. Board members present in addition to Chairman Dick Gandt, were Martha Morrison, Laura Powers, and Steve Lais. Eldon Goodhue was absent. 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, Baxter & Ben Demers, Tri-Town Transcript reporter Edith Leavengood, Boy Scout Troop 81 scouts Paul Roach and Evan Drake, Council on Aging Board Chairman Penny Rogers and Vice Chairman William Quinn, Council on Aging Executive Director Jodi Gibeley, Personnel Advisory Committee members Al Wallace and Roberta Sapienza.

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 for negotiations with nonunion personnel and to discuss strategy with respect to collective bargaining with the Firefighters union and a discussion of a medical issue reference to an employee and will not return to Open Session. Selectman Morrison announced that the Village Gardeners are accepting donations for the Memory Tree through January 3rd. Boxes have been placed at the Library, Dawson's Hardware, Curves and the Gift Horse or can be sent to PO Box 68.

Selectman Morrison announced that on Saturday, December 6th the town will kick off the holiday season beginning at Proctor School with Breakfast with Santa from 8-11AM and the concert at 3PM followed by the Holiday Walk which begins at 4 PM and concludes with the bonfire and Christmas concert at the Congregational Church.

Selectman Morrison announced that Wreaths Across America pilgrimage to Arlington Cemetery would be stopping at the Coolidge Hall on December 8th from 4-6PM.

GENERAL BUSINESS

Old Business

Pay & Classification: Ms. Hebert reported that the Job Descriptions had been distributed to the Department Heads for their review of the drafts developed by Human Resources Services, Inc. Also reported was that Ms. Hebert would be meeting with the Personnel Advisory Committee to develop a recommendation for the implementation of a new pay plan and would present that plan to the Board at their next scheduled meeting, December 1st.

APPOINTMENTS:

7:49PM – Council on Aging Request: Council on Aging (COA) Chairman Penny Rogers and Board member William Quinn came forward to explain their desire to establish a subcommittee to explore what the needs are for the growing population of seniors in the Town of Topsfield. Ms. Rogers reported that the subcommittee would be made up of COA Board members, the Finance Committee liaison and a member from the Board of Selectmen. Chairman Gandt appointed Selectman Powers to the subcommittee.

CITIZENS QUESTIONS & COMMENTS *none heard*

New Business

Fire Department Request: Selectman Morrison made a motion to approve payment in the amount of \$1,040 for a Fire special detail as provided to Brushed with Life on June 7, 2014 out of the Fire Department Wage Budget, seconded by Selectman Powers; so voted: 4-0.

Fire Department Request: Selectman Powers made a motion to accept the following donations from the Firefighters Relief Association to be used by the Fire Department:

One Flir Thermal Imagine Camera and One Lucas 2 CPR Chest Compression System, seconded by Selectman Lais; so voted: 4-0.

Town Hall Building Committee: Selectman Morrison explained the need for a dedicated committee to look at the Town Hall and to develop a plan that will address the growing needs at that site. Selectman Morrison agreed to draft a charter for the committee.

Highway Surplus Equipment: Selectman Lais made a motion to declare one 2000 International 2554 Dump Truck/Sander and plow as surplus equipment with an estimated value of \$10,000, seconded by Selectman Powers; so voted: 4-0.

Planning Board Appointment: Selectman Lais made a motion to appoint Stephen Silveri as Planning Board Alternate for a term to expire June 30, 2015, seconded by Selectman Powers; so voted: 3-0-1. Selectman Morrison abstained due to her membership on the Planning Board.

One Day Liquor License: Selectman Powers made a motion to approve a One Day Liquor License for New England Equine Rescue-North for a fundraising event to be held at Willowdale Estate on November 21st from 7-10PM and to waive the 30 day notification period, seconded by Selectman Morrison; so voted: 4-0.

Town Administrator's Report:

- Pay & Classification update repeated.
- Update on Capital Request for FY16 provided.

Correspondence & Reports

Correspondence

Kopelman & Paige PC sent a copy of a letter responding to the Planning Board's request for review of the Stormwater Bylaws and Regulations.

Federal Aviation Administration sent an update on Phase 3 of the Boston Logan Airport Noise Study.

The Commonwealth's Search for Lease Space Division of Capital Asset Management and Maintenance sent a letter stating they are seeking to lease 7,100 usable square feet in our community if available.

Reports

Conservation Commission submitted monthly reports for September and October.

At 8:46PM, Selectmen Lais made a motion to go into Executive Session to discuss strategy for negotiations with nonunion personnel and to discuss strategy with respect to collective bargaining with the Firefighters union and a discussion of a medical issue reference to an employee; seconded by Selectman Morrison. In a roll call vote, a yes vote was recorded for Chairman Gandt, Selectman Morrison, Selectman Lais, and Selectman Powers. The Board would not return to open session.

Respectfully submitted,

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. Fire Department Request for Special Detail Pay
3. Fire Department Request for donated items
4. Highway Equipment declared surplus request
5. Planning Board Alternate volunteer application
6. One Day Liquor License Application for New England Equine Rescue-North event
7. Kopelman & Paige PC letter to Planning Board
8. Federal Aviation Administration update information
9. Commonwealth’s Search of Lease Space request
10. Conservation Commission Monthly Reports

<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>
--