

**BOARD OF SELECTMEN**  
**Working Session**  
**Proctor School Library**  
**Minutes of November 26, 2012**

Chairman Eldon Goodhue called the meeting to order at 4:03PM. 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, Tri-Town Transcript reporter Kate Evans, Government Review Committee member Al Wallace, Library Trustee Sean Cunniff and resident Dick Carlson.

Institution for Savings: Selectman Morrison made a motion to approve an extension of the special permit for the Institution for Savings' temporary signage at 5-15 Main Street through March 1, 2013, seconded by Selectman Powers; so voted: 5-0.

Government Review Committee (GRC) Recommendation: Chairman Goodhue opened up the discussion asking what direction the Board would like to go. Selectman Morrison suggested that the Board use the approved Warrant Article Fourth of the March 2005 Special Town Meeting as beginning point to writing the job description for the Town Administrator. Selectman Gandt volunteered to contact consulting firms to begin the hiring process. Selectman Powers agrees with moving forward with the hiring process, however, expressed that it would be irresponsible not to take into consideration the findings of the Government Review Committee. Selectman Powers went on to identify three areas that need to be refined: 1) Chief Financial Officer, 2) Chief Personnel Officer and 3) two elected positions. There was a discussion regarding the appointing authority and how it relates to the Town Administrator's job description. Selectman Morrison referred the Board back to the Article Fourth asking the question to what is the Board "legally" and "morally" bound. The question of what parts are already incorporated in the Town's Code as it states in the article need to be identified. Chairman Goodhue volunteered to investigate this issue with the assistance of Ms. Wilder. There was a brief discussion regarding the elected vs. appointed positions.

Chairman Goodhue asked if anyone in attendance would like to speak. Sean Cunniff, resident, reflected on the Board's placement of importance on what had previously been voted on at a Town Meeting and suggested the Board be consistent in its approach to issues. Chairman Goodhue explained the desire of the Board was to find out legally what was presented and morally what is owed to the citizens that voted back in 2005 relative to the Town Administrator position. Selectman Powers explained that this was to be a starting point. Sean Cunniff then referred to the DPW issue and Selectman Morrison reviewed the historical voting that took place in 2006 and how the Board had an obligation to revisit the issue now that there was new information. Dick Carlson, resident, commented that he sees the Board struggling with the process, and suggested that one person who is most in favor of the issue draft up a document and present it to the Board for a vote. GRC member Al Wallace explained that the GRC researched ways that the Town could improve the Town's operation. Al further explained that the committee was aware that two boards didn't think they needed to exist, and had presented a citizen's petition, but the petition was pulled because the GRC was investigating the consolidation within their charter. It was decided that the Board would clarify the position of the Town Administrator as stated in the Attorney General's letter and wait to determine the DPW issue at a later date.

**Warrants:** The Selectmen signed and approved warrants in the amount of \$ **1,674,541.25**. The breakdown is as follows:

Warrant #FY13:	
43T	\$ 81,660.64
44	\$ 1,592,880.61

At 5:08 PM, Selectmen Morrison made a motion to adjourn and Selectman Vogel seconded the motion; so voted: 5-0.

Respectfully submitted,

Donna Rich, Secretary  
Selectmen's Office

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

*Approved as amended at the May 13, 2013 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.
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