

BOARD OF SELECTMEN
Proctor School Library
Minutes of November 30, 2015

Chairman Powers called the meeting to order at 7:30PM. Board members present, in addition to Chairman Laura Powers, were Selectmen Martha Morrison, Steve Lais, Boyd Jackson and Eldon Goodhue. Of the Selectmen's staff, Town Administrator Kellie Hebert and Board Executive Assistant 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 Doreen Burliss, Real Estate Developer John Sarkos, Police Chief Evan Haglund, Sergeant Gary Hayward, Sergeant Rick Lebel, Officer Dibernardo, Officer Neal Hovey and wife Mary, Glen Walker and wife and resident Dick Gandt.

The Board stood for the Pledge of Allegiance and then observed a moment of silence.

ANNOUNCEMENTS: Chairman Powers announced that the Board would go into Executive Session at the end of regular session to discuss negotiating strategy for the Town Administrator's contract and will not return to Open Session.

Chairman Powers announced the Holiday Walk would take place on December 5 between 4PM – 7PM beginning with the lighting of the Memory Tree and award ceremony for the Pillar of the Community followed by Santa's arrival, a Pooch pageant, Masco Chorale concert at the Library and a Holiday concert at the Congregational Church. It was also noted that other annual events throughout Main Street would be happening and ending with a bonfire at the Proctor School field.

Selectman Goodhue announced that Wreaths Across America would be at the Fair Grounds on December 7th beginning at 4PM.

APPOINTMENTS

7:35: Appointment to Sergeant: Police Chief came forward and was asked to explain the process that was followed to select for promotion Neal Hovey to the position of sergeant. The Chief stated that there were 5 candidates who submitted letters of interest in which they were required to describe why they were applying for the position and what they felt were the future concerns of the Police Department. Then the candidates met with the Police Command Staff and were scored, followed by the Police Chief performing a separate interview and scoring process. As a result of this process Neal Hovey was unanimously chosen for the promotion. The Board congratulated Mr. Hovey. Selectman Morrison made a motion to appoint (promote) Officer Neal Hovey to the position of Sergeant effective December 1, 2015 for a probationary term of one year ending November 30, 2016, seconded by Selectman Jackson; so voted: 5-0. Sergeant Hovey expressed his appreciation and thanks for the opportunity to serve the Town of Topsfield.

7:45: Elderly Housing District Request: John Sarkis, Real Estate Developer, presented his initial plans for a multi-family project of roughly 30 townhouse style single family 2-bedroom condominiums to be located at 470 Boston Street. Mr. Sarkis explained that he would like the Board's support to change the zoning at this location to an Elderly Housing District, which would have to be placed on the 2016 Annual Town Meeting Warrant for the citizen's consideration. Selectman Morrison offered the process the Planning Board would be following in regards to this request.

CITIZENS QUESTIONS & COMMENTS *none heard*

GENERAL BUSINESS

Old Business

Personnel Director: Selectman Morrison made a motion to approve an updated listing dated November 30, 2015 of the Town's Job Classification Assignments and allow for the revision of the Town's Personnel Rules and Regulations, seconded by Selectman Jackson; so voted: 5-0.

New Business

Alternate ZBA Member: Selectman Morrison made a motion to appoint Kristin Palace as a Special Municipal Employee, seconded by Selectman Goodhue; so voted: 5-0.

Water Department Request Selectman Morrison made a motion to award the contract for the cleaning of wells at North Street and Perkins Row Wellfields to Maher Services of North Reading, MA in the amount not to exceed \$10,500, seconded by Selectman Jackson; so voted: 5-0.

Town Administrator's Report:

- Update on 2015 Warrant Articles
- Update on FY17 budget cycle provided
- Update on Succession Planning, proposed Working Sessions

Selectman Goodhue invited the Board to attend a presentation on the consideration of replacing the Principal Assessor with a consulting model. The presentation would be on Wednesday, December 2nd from Regional Resource Group Inc of Leominster, MA at the Town Library. The Selectmen discussed sending follow-up responses to several letters that had been directed to the Board: the Rowley Road cross walk petitioners, the entrance to English Commons petitioners and the parking area in the downtown area. The Town Administrator was directed to pen the responses.

Minutes

Selectman Morrison made a motion to accept the Minutes of Executive Session of July 20, 2015 as written and to hold until all issues have been resolved, seconded by Selectman Goodhue; so voted 5-0.

Selectman Morrison made a motion to accept the Minutes of Working Session of Oct 19, 2015 as written, seconded by Selectman Goodhue; so voted 5-0.

Selectman Morrison made a motion to accept the Minutes of Oct 19, 2015 as written, seconded by Selectman Goodhue; so voted 5-0.

Selectman Morrison made a motion to accept the Minutes of Working Session of November 9, 2015 as written, seconded by Selectman Goodhue; so voted 4-0-1. Selectman Lais abstained.

Correspondence & Reports

Correspondence

Trust Fund Commissioners submitted the Minutes of November 10, 2015.

Personnel Advisory Committee submitted the Minutes of October 28, 2015.

At 9:00 PM, Selectmen Morrison made a motion to go into Executive Session to discuss negotiating strategies for the Town Administrator's contract; seconded by Selectman Goodhue. In a roll call vote, a yes vote was recorded for Chairman Powers, Selectman Morrison, Selectman Lais, Selectman Jackson and Selectman Goodhue. The Board would not return to open session.

Minutes – 11/30/15

Page 3

Respectfully submitted,

Donna Rich, Executive Assistant
Board of Selectmen

Approved as written at the December 14, 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. Preliminary BOS Minutes – Executive Session of July 20, 2015, Working Session of October 19, 2015, Regular meeting of October 19, 2015 and Working Session of November 9, 2015.
3. Police Chief recommendation for appointment of a Sergeant
4. Elderly Housing District Request for 470 Boston Street
5. Request to update the Job Classification Assignments
6. Appointment of a Special Municipal Employee
7. Water Department request to award a contract for Well Cleaning
8. Trust Fund Commissioners meeting minutes of November 10, 2015
9. Personnel Advisory Committee meeting minutes of October 28, 2015
10. Updated Warrant Article list from Town Administrator

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| <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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