

**BOARD OF SELECTMEN**  
**Proctor School Library**  
**Minutes of December 9, 2013**

Clerk Morrison 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. Clerk Morrison was requested to run the meeting on behalf of the Chairman who was experiencing laryngitis. 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 Jonathon Rivers, Caleb Hudson and Brad Sweet, Tri-Town Transcript reporter Anna Burgess, Police Chief Evan Haglund, resident Ziad (Zeke) Shahin, American Legion members and Purple Heart recipients Tim Perkins and Paul Grillo, and Veterans Agent Richard Cullinan.

**ANNOUNCEMENTS:** Clerk Morrison reported that the meetings are now "live" and thanked all that made it possible.

Clerk Morrison announced that the Board would go into Executive Session at the end of regular session to discuss wages for the Water Systems Operator position in the Water Department and would not return to Open Session.

Selectman Powers announced that Mrs. Nancy Luther was awarded the Ellen McGee Pillar of the Community Award at the Holiday Walk held on Saturday. In addition a review of the event was provided.

**APPOINTMENTS:**

**7:30PM – Donation to Police Department-**Police Chief & Ziad (Zeke) Shahin were present.

Mr. Shahin said he was proud to be a resident of Topsfield and explained that his children went through the school system where he identified the Police Department's DARE program as particularly helpful. He said he is proud of the Police Department and the support it gives to our town, and that he wants to do anything he can for the Police Department and the Town. Mr. Shahin then presented a donation of \$15,000 for the Police Department.

Selectman Powers made a motion to accept the donation from Mr. Zeke Shahin of Topsfield in the amount of \$15,000 to the Topsfield Police Department and to be utilized for the following as determined by the Chief of Police: equipment, technology, training, education, enforcement, investigations, community policing programs and department recognition, seconded by Selectman Goodhue; so voted 5-0.

**CITIZENS QUESTIONS & COMMENTS** (none heard)

**GENERAL BUSINESS**

**New Business**

**AFSCME Wage Re-Opener for FY14:** Chairman Vogel made a motion to approve the Memorandum of Agreement for FY14 wages for the Highway/Water Union and the Park & Cemetery Union, seconded by Selectman Powers; so voted: 4-1. Selectman Gandt opposed as he feels uncomfortable with a wage increase of \$1.00 to the base wage, in addition to a 2% increase, which he characterized as a total increase of 7%.

**One Day Liquor License:** Selectman Gandt made a motion to approve a One Day Liquor License for the Boxford Democratic Town Committee at the Gould Barn on January 18, 2014 from 7:30PM-10:30PM, seconded by Selectman Goodhue; so voted: 5-0.

**Council On Aging Van:** Selectman Goodhue made a motion to authorize the Council on Aging to keep and insure the second van for another six months, seconded by Selectman Powers; so

voted: 5-0. There was a discussion regarding the continual request for keeping the second van available for use by the seniors.

MMA Nominating Committee: Selectman Powers made a motion to appoint Selectman Gandt as Topsfield's voting delegate at the MMA Annual Meeting scheduled for January 25, 2014, seconded by Chairman Vogel; so voted: 5-0.

Annual Class I & II Licenses Renewals: Selectman Powers made a motion to approve the renewal of a Class I License for the sale of new and used cars to Fixed Wing Sales Inc. dba: ERAC Inc & Cape Ann Industries, effective January 1, 2014 and to expire December 31, 2014, seconded by Selectman Gandt; so voted: 5-0. It was noted that Detective Weir had inspected the premise and approves the renewal as presented.

Selectman Powers made a motion to approve the renewal of Class II Licenses for the sale of used cars to: Country Motors, Inc., Essex Auto Group LLC, Ray Lawton dba: Fend Auto Sales, Signature Motors Cars, Inc., Eurasian Imports Inc. dba: New Meadows Auto, and Topsfield Motor Company LLC effective January 1, 2014 and to expire Dec 31, 2014 seconded by Selectman Goodhue; so voted: 5-0. It was noted that Detective Weir had inspected the premises of each applicant and approves the renewals as presented.

Annual Common Victualler Licenses Renewals: Selectman Powers made a motion to approve the renewal of Common Victualler Licenses for: Topsfield House of Pizza, Qirici Inc dba: Daybreak Café, New Meadows Golf Club, Inc., Sacco Street Markets Inc dba: Main Street Market, Alex Roast Beef, Pizza & Seafood, Willowdale Estate LLC, and Maia LLC dba: Dunkin' Donuts, all effective January 1, 2014 and to expire December 31, 2014, seconded by Selectman Goodhue; so voted: 5-0. It was noted that all establishments passed inspections by the Fire, Inspections and Health departments.

2014 Liquor License Renewals: Selectman Powers made a motion to approve the renewal of Gil's Grocery 2014 Retail Liquor License for the sale of wine and malt liquor effective January 1, 2014 and to expire December 31, 2014, seconded by Selectman Goodhue; so voted: 5-0.

Selectman Powers made a motion to approve the renewal of Sacco Street Markets, dba Main Street Market 2014 Retail Liquor License for the sale of wine and malt liquor effective January 1, 2014 and to expire December 31, 2014, seconded by Selectman Goodhue; so voted: 5-0.

Town Administrator Goals: Selectman Powers introduced the proposed FY14 Goals for Town Administrator Kellie Hebert. Selectman Gandt suggested changes to #2. Resident Richard Cullinan stepped forward and asked for clarification of some items discussed.

The Board paused discussion of this item to address the scheduled Purple Heart Community appointment.

**8:20PM - Purple Heart Community** - Presentation of the Purple Heart Community award was made by Purple Heart recipient Tim Perkins. Mr. Perkins began by sharing a replica of the original Purple Heart patch. Mr. Perkins continued with a brief historical review of the Purple Heart and then presented a certification of appreciation from Commander Agnew declaring the Town of Topsfield as Purple Heart Community. The certificate was read aloud.

Town Administrator Goals (resumed): Selectman Powers continued the discussion regarding the proposed FY14 Goals. Selectman Gandt suggested changes to #3 and #5, all minor in nature, which were accepted by the Board. Selectman Powers made a motion to approve the proposed FY14 Goals, as amended, for the Town Administrator; seconded by Selectman Gandt; so voted: 5-0.

**Town Administrator's Report:**

- BCTV kudos were provided, especially to Bob Sundberg, a computer committee volunteer who has gone above and beyond to assist with cable coming back online.
- Update on the Pay & Classification Study was provided.
- Update on the Capital Improvement Program was provided.
- Update on the FY15 Budget process was provided.

### **Selectman Reports:**

Chairman Vogel reported that he had received a request from the Congregational Church to change the previously voted color of the sign which is located in front of the Meeting House at 80 Main Street. Selectman Morrison recused herself as she is a member of the Church Grounds Committee.

Selectman Goodhue made a motion to approve a color change for signage at the Meeting House, previously approved on September 30, 2013, as presented at tonight's meeting of December 9<sup>th</sup>, so as to be compatible with the color green of the Emerson Center signage, seconded by Selectman Powers; so voted: 4-0. Selectman Morrison had recused herself.

Selectman Goodhue reported on a follow up to a noise complaint. Selectman Goodhue met with Mr. Nilland of Ipswich Road, Willowdale Estate owner Briar Rose Forsythe, acting COO Melissa Thunberg regarding the noise complaint. Selectman Goodhue reported that the face to face meeting proved to be a success and progress had been achieved.

Selectman Powers, on behalf of the Recreation Committee, wanted to publically thank Park & Cemetery folks for lighting of the town trees, Highway Superintendent Dave Bond for the materials used at the bonfire and the Fire and Police Chiefs for their individual department contributions that helped make the Holiday Walk a huge success.

### **Minutes**

Selectman Powers made a motion to accept the Minutes of October 28, 2013, as written, seconded by Chairman Vogel; so voted 5-0.

Selectman Powers made a motion to accept the Working Session Minutes of November 18, 2013 as written, seconded by Selectman Goodhue; so voted 5-0.

### **Correspondence & Reports**

#### **Correspondence**

Boston Region Metropolitan Planning Organization (MPO) sent a memo regarding Development process and milestones for FFY's 2015-2018 Transportation Improvement Program.

MAPC sent a memo regarding Professional Technical and Planning Assistance to MAPC Municipalities (DLTA).

#### **Reports**

Road Commissioners submitted draft minutes of October 23<sup>rd</sup> and agenda for November 27<sup>th</sup>. Conservation Commission submitted monthly report for November.

#### **Invitation**

The Topsfield Fair would host an open house on December 20<sup>th</sup> from 12-6PM in the Administration Building.

At 8:55 PM, Selectmen Powers made a motion to go into Executive Session to discuss wages for the Water Systems Operator position in the Water Department; seconded by Selectman Goodhue. 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 amended at the February 3, 2014 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 –regular session of October 28<sup>th</sup> and working session of November 18<sup>th</sup>.
3. AFSCME Memorandum of Agreement for Park & Cemetery Union and Highway/Water Union FY14 wage re-opener.
4. Boxford Democratic Town Committee request for a One Day Liquor License.
5. Council on Aging request for use of the van for an additional six months.
6. MMA Nominating Committee request.
7. Annual Class I & II Licenses renewals requests.
8. Annual Common Victuallar Licenses renewals requests.
9. Annual Liquor License renewals requests.
10. Town Administrator goals & objectives documents.
11. Boston Region MPO memo regarding the Transportation Improvement Program.
12. MAPC memo regarding Professional Technical and Planning Assistance to municipalities.
13. Conservation Commission November monthly report.
14. Board of Road Commissioners minutes of October 23<sup>rd</sup> and agenda for November 27<sup>th</sup>
15. Holiday Open House at the Fair invitation

<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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