

BOARD OF SELECTMEN
Proctor School Library
Minutes of December 15, 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. Selectman Eldon Goodhue arrived several minutes after the meeting started. 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, Conservation Administrator Lana Spillman and resident Jennifer L. DiCarlo.

The Board stood for 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 negotiating strategies for collective bargaining for Call Firefighters, Fulltime Firefighters and AFSCME Highway/Water and Parks & Cemetery unions and would not return to Open Session.

Selectman Powers reported on behalf of the Recreation Committee that the Pillar of the Community was awarded to Joe Geller at the Holiday Walk celebration.

Chairman Gandt reported that the Board met earlier in the day and discussed FY16 budgets and conducted an evaluation of the Town Administrators job performance for the twelve month period beginning September 2013

CITIZENS QUESTIONS & COMMENTS *none heard*

GENERAL BUSINESS

Old Business

Town Hall Building Committee: Deliberation began with a discussion of two drafts of the charter: one prepared by Selectman Morrison that was in the meeting packet and the second provided by Chairman Gandt. After discussion Selectman Morrison made a motion to adopt Chairman Gandt's draft of the Charter for the Town Hall Committee with the following two amendments: deletion the second paragraph in that draft and the addition the "General" section from the other draft in the meeting packet, seconded by Selectman Lais; so voted: 5-0. Selectman Powers made a motion to appoint Gregor Smith, Boyd Jackson, Elizabeth Mulholland, Ben Nutter as members to the Town Hall Building Committee, along with Selectman Morrison and Town Administrator Kellie Hebert as ex officio members, seconded by Selectman Lais; so voted: 5-0.

New Business

Annual Class II License Renewals: Selectman Morrison made a motion to approve the renewal of Class II Used Car Dealer Licenses for Country Motors, Inc, Essex Auto Group LLC, Ray Lawton dba: Fend Auto Sales, Signature Motor Cars, Inc, Eurasian Imports Inc, dba: New Meadows Auto, and Topsfield Motor Company LLC effective January 1, 2015 and to expire December 31, 2015, seconded by Selectman Lais; so voted: 5-0. Officer Steve Weir has inspected and approved all renewals.

Selectman Morrison made a motion to approve a new Class II Used Car Dealer License to Foxworthy Group, Inc, seconded by Selectman Goodhue; so voted: 5-0.

Alcohol License: Selectman Morrison made a motion to approve the renewal of Gil's Grocery Alcohol License effective January 1, 2015 and to expire December 31, 2015, seconded by

Selectman Lais; so voted: 5-0. In addition, Mr. Gilford has officially notified the Board that he is changing his opening hour for alcohol sales on Sunday from Noon to 10AM.

Annual Common Victualler Licenses Renewals: Selectman Morrison made a motion to approve the renewal of Common Victualler Licenses for: Sakkas Restaurant Inc dba: Topsfield House of Pizza, Qirici Inc dba: Daybreak Café, New Meadows Golf Club, Inc., Alex's Roast Beef, Pizza & Seafood, Willowdale Estate LLC, and Maia LLC dba: Dunkin' Donuts effective January 1, 2015 and to expire December 31, 2015, seconded by Selectman Goodhue; so voted: 5-0.

Highway Request: Selectman Powers made a motion to approve the a contract with Torromeo Industries Inc of Methuen MA for washed concrete sand in a not to exceed amount of \$20,000, seconded by Selectman Goodhue; so voted: 5-0.

Water Request: Selectman Powers made a motion to approve the change order #1 for the Water Storage Tank Rehabilitation 2014 project, thereby reducing the total contract price with DN Tanks, Inc. from \$287,700 to 255,000, seconded by Selectman Lais; so voted: 5-0.

Police Appointments: Selectman Goodhue made a motion to appoint Auxiliary/Special Police officers as recommended by the Police Chief: David Bond, Paul Polonsky, Melissa Alleruzzo, Brook Dechene, Jason McGuire and Brendan Gahagan for a term beginning January 1, 2015 and to expire June 31, 2015, seconded by Selectman Morrison; so voted: 5-0.

Conservation Commission Appointment: Selectman Morrison made a motion to appoint Jennifer L. DiCarlo to the Conservation Commission for a term to expire June 30, 2016, seconded by Selectman Goodhue; so voted: 5-0. This appointment fills a vacancy that occurred when Jennie Merrill resigned.

Agreement on Health Insurance Plan Design Changes with Collective Bargaining Units: Selectman Powers made a motion to authorize an Agreement and to sign a Side Letter of Agreement for Health Insurance Plan Changes between the Town and the Topsfield Police Benevolent Association, AFSCME Highway/Water and Parks & Cemetery unions, and the Topsfield Career Firefighters Association, teachers, retirement and non-union employees, seconded by Selectman Goodhue; so voted: 5-0.

Contract with Police Benevolent Association: Selectman Morrison made a motion to approve a Memorandum of Agreement between the Town and the Police Benevolent Association, seconded by Selectman Powers; so voted: 5-0.

Correspondence & Reports

Correspondence

MMA reported that Topsfield's Annual Report was in the top 3 for winning for Category 2 in the Annual Report Contest for 2013. The winner will be announced at the annual meeting to be held on Saturday, January 24th.

Conservation Commission received a resignation from Jennie Merrill effective December 8, 2014.

At 8:16PM, Selectmen Powers made a motion to go into Executive Session to discuss negotiating strategies for collective bargaining for Call Firefighters, Fulltime Firefighters and AFSCME Highway/Water and Parks & Cemetery unions, seconded by Selectman Morrison. In a roll call vote, a yes vote was recorded for Chairman Gandt, Selectman Morrison, Selectman Lais, 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 23, 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. Town Hall Building Committee Charter to be adopted and members to be appointed.
3. Dick Gandt's version of the Town Hall Building Committee Charter
4. Annual Class II License Renewals
5. Annual Liquor License Renewal
6. Common Victualler Licenses Renewals
7. Highway Request for concrete sand
8. Water Department change order request for Water Storage Tank Rehabilitation project.
9. Police Appointment for Auxiliary/Special Police Officers Request
10. Conservation Commission Appointment Request
11. MMA Annual Report Contest Announcement
12. Conservation Commissioner Resignation submitted

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.