

BOARD OF SELECTMEN
Proctor School Library
Minutes of December 19, 2011

Chairman Laura Powers called the meeting to order at 7:30PM. Board members present, in addition to Chairman Powers, were Martha Morrison, Dick Gandt, Eldon Goodhue 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 Evelyn Hammond, Tri-Town Transcript reporter Suzanne Snell, resident Kim Sherwood.

ANNOUNCEMENTS: Chairman Powers announced that the Board would go into Executive Session at the end of regular session to discuss strategy for the Highway/Water, and Park & Cemetery union contracts and would not return to Open Session.

Chairman Powers reminded citizens that the Topsfield Memory Tree outside the Town Hall is lit with each bulb representing a remembrance of a loved one, supported through the generous donations of individuals, families, organizations, and businesses. Donation envelopes and boxes are available at local stores and the Town Library.

Chairman Powers announced that the 2010 Annual Report has been recognized with an award certificate for placing among the top three municipalities in Category 2 of the MMA's Annual Town Report contest. The award ceremony to take place January 21 at 6PM at the MMA Annual Convention held at the Hynes Auditorium.

Selectman Goodhue announced that the Library has a new art display in the Teens Section of the building featuring Masconomet 8th grade art students. It was also suggested that citizens check out the library web site for the new Teen Page.

CITIZEN QUESTIONS & COMMENTS

Resident Kim Sherwood came forward and distributed a document to the Board requesting answers to two questions.

GENERAL BUSINESS

New Business

2012 Class I & II Licenses: Selectman Morrison made a motion to approve renewal of a Class I License for the sale of new and used cars to Cape Ann Industries, Inc., dba E.R.A.C. Inc., New Vehicle Systems effective January 1, 2012 and to expire December 31, 2012, seconded by Selectman Goodhue; so voted: 5-0. It was noted that this is a new location for the business and that Sgt. Harrison had inspected and approved the renewal as presented.

Selectman Morrison made a motion to approve renewal of Class II Licenses for the sale of used cars to: Country Motors, Inc.; Essex Auto Group LLC, Signature Motors Cars, Inc.; Trinity Motor Sales; Eurasian Imports Inc. dba: New Meadows Auto and Topsfield Motor Company LLC effective January 1, 2012 and to expire Dec 31, 2012, seconded by Selectman Goodhue; so voted: 5-0. It was noted that Sgt. Harrison had inspected all dealers and approved the renewals as presented.

2012 Common Victuallar Licenses: Selectman Morrison made a motion to approve the renewal of Common Victuallar Licenses for: Topsfield House of Pizza, Qirici Inc dba: Daybreak Café; New Meadows Golf Club, Inc.; Topsfield Bakery dba: Corner Café & Bakery; ICDT Inc. dba: Main Street Market; Alex Roast Beef, Pizza & Seafood; Willowdale Estate LLC; and Maia LLC dba: Dunkin Donuts (all) effective January 1, 2012 and to expire December 31, 2012, seconded

by Selectman Goodhue; so voted: 5-0. It was noted that all establishments had passed inspections by Fire Department, Building Inspectional Services and Board of Health.

One-Day Liquor License: Selectman Gandt made a motion to approve a One-Day Liquor license to Boxford Elementary Schools Trust (B.E.S.T.) for a wine-tasting fundraiser to be held on February 9th at the Gould Barn between the hours of 7PM-10PM, with a snow date of February 15th; seconded by Selectman Morrison; so voted: 5-0.

Highway Department-Washed Sand: Selectman Morrison made a motion to approve a contract with Torromeo Industries, Inc of Methuen, MA for washed concrete sand in an amount of \$20,000, seconded by Selectman Vogel; so voted: 5-0.

Highway Department-Road Salt: Selectman Morrison made a motion to approve a contract with Eastern Minerals, Inc of Lowell Ma for the furnishing of Road Salt for FY12 in an amount not to exceed \$30,000, seconded by Selectman Vogel; so voted: 5-0.

Town Hall Gas Boiler: Selectman Gandt made a motion to approve Amendment No. 1 to the contract for the replacement of the Town Hall Boiler for additional items with Mike Lahey Plumbing & Heating Company of Adams, MA in the amount of \$236.00, seconded by Selectman Vogel; so voted: 5-0.

Rail Trail-Route 1 Crossing: Selectman Goodhue made a motion to authorize the Chairman to sign and to approve a contract with TEC, Inc. of Lawrence, MA for engineering design services for the Topsfield Linear Common rail trail crossing of U.S. Rt. 1 in the amount of \$7,900.00, seconded by Selectman Morrison; so voted: 5-0.

Assessors Software: Selectman Goodhue made a motion to approve the contract for the purchase of a personal property software program and for professional services for the full re-listing of personal property accounts for the fiscal 2014 certification with Patriot Properties, Inc. of Lynn, MA in the amount of \$16,000.00, seconded by Selectman Morrison; so voted: 5-0.

Cleaning of Buildings: Selectman Gandt made a motion to approve Amendment No. 1 to the contract for Contracted Services Cleaning Contract for the Town Hall, Library, Police Station and DPW Facility with Mathew's Cleaning Services of Ipswich, MA in the amount not to exceed \$600 for fiscal year 2012 and in the amount not to exceed \$600 for fiscal year 2013, subject to appropriation, seconded by Selectman Vogel; so voted: 5-0. It was explained this is for snow removal at the Town Hall and the Police Department as needed and covers up to 10 events.

Temperature Control at Town Hall: Selectman Gandt made a motion to approve a contract with Bass River Services of Beverly MA for electrical services to provide temperature controls for the first floor offices in Town Hall in the amount of \$3,135.00, seconded by Selectman Morrison; so voted: 5-0.

Police Department Personnel Appointments: Selectman Vogel made a motion to appoint the list of Auxiliary/Special Police officers as presented and Auxiliary Officer Robert Varney for a six month term expiring on June 30, 2012, seconded by Selectman Morrison; so voted: 5-0.

Selectman Vogel made a motion to appoint Tyler Dechene to the position of Reserve Officer for a probationary period of one year with the initial appointment commencing January 1, 2012 and to expire June 30, 2012, seconded by Selectman Vogel; so voted: 4-1, Selectman Goodhue abstained.

Selectman Gandt made a motion to appoint Robert Bruno and Jennifer Corso as part time dispatcher/prisoner watch effective Thursday December 22, 2011 and to expire June 30, 2012, seconded by Selectman Vogel; so voted: 5-0.

Liaison Reports

Selectman Morrison reported that the Renewable Energy/Green Communities Committee had received approval to revise the use of the Green Communities Grant from the State. The Committee will be developing a plan for the exterior lighting at the town buildings which would

now be fully funded by the grant. They are also recommending a level 2 audit on the buildings to obtain a better understanding of what would be the most effective use of the grant monies. Chairman Powers reported that the Board of Assessors had a citizen question the tax rate. The Department of Revenue approved the Town’s tax rate and took into account Masconomet Regional High School’s last certification which included an increase in Chapter 70 funding, which decreased the tax assessment to the residents.

Town Administrator’s Report:

- Reported on the RECC’s meeting of December 6th in which two candidates were assessed for the Director position.
- Reported on the Government Review Committee meeting. Holger Luther was voted Chair and Boyd Jackson was voted Clerk.
- Reported on the Capital Improvement Program. Review with Departments will begin on January 4th.
- Reminded citizens that Citizen Petitions for the Annual Town Warrant are due to the Board of Selectmen’s office by close of business on February 3rd.
- Attended the Council on Aging Holiday luncheon as a wait-staff, and encourages all seniors to attend such events.

Selectmen Minutes:

Selectman Morrison made a motion to accept the Minutes of November 7, 2011 as presented; seconded by Selectman Gandt; so voted 5-0.

Correspondence & Reports

Correspondence

Mary Bandereck was issued a Cease & Desist to stop selling retail.

Hickory Beech Development Owners of Lot 8 submitted a letter of their concern regarding current water issues on their lot.

Presidential Election Town of Erving would like our Legislature’s support for House Bill No. 00200. The Bill proposed would be to have one Presidential elector chosen from each Congressional district and two Presidential electors chosen at large.

Weston & Sampson submitted the Fall 2011 Semiannual Environmental Monitoring Report for the landfill and it is available in its entirety at the BOS office.

Reports

Conservation Commission has submitted a Monthly Report for November.

North Shore Regional Vocational School District has submitted minutes of October 13th and agenda for December 8th.

Board of Assessors has submitted minutes of November 18, 2011.

Finance Committee has posted minutes to the Web for 4/25/11, 5/3/11, 6/27/11, 9/19/11, 10/24/11, 11/7/11 and 11/14/11. In addition several FY13 budget related documents have been posted.

Warrants: The Selectmen signed and approved warrants in the amount of **\$ 194,343.15**. The breakdown is as follows:

| | |
|---------------|---------------|
| Warrant FY12: | |
| 049T | \$ 76,081.33 |
| 050 | \$ 118,261.82 |

At 8:12 PM, Selectmen Goodhue made a motion to go into Executive Session to discuss the strategy for contract negotiations with the Highway/Water and the Park & Cemetery unions; seconded by Selectman Morrison. In a roll call vote, a yes vote was recorded for Chairman Powers, Selectman Morrison, Selectman Gandt, Selectman Goodhue and Selectman Vogel. The Board would not return to open session.

Respectfully submitted,

Donna Rich, Secretary
Selectmen's Office

Approved as written at the January 17, 2012 Board of Selectmen's meeting.

| |
|--|
| <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> |
|--|