

BOARD OF SELECTMEN
Working Session
Minutes of May 17, 2010

Chairman Dick Gandt called the meeting to order at 4:07PM. Board members present, in addition to Chairman Gandt, were Martha Morrison, Nancy Luther, Eldon Goodhue and Laura Powers. Of the Selectmen's staff, Town Administrator Virginia Wilder and Board Secretary Donna Rich were in attendance. Topsfield Beach Association President, Kim Sherwood was also present.

Chairman Gandt opened the meeting with some point of interest items:

- June 12th in Sturbridge MMA was to hold their annual Selectmen's meeting for new and seasoned members. Dick and Eldon will be attending.
- Senior Care annual nominations have been forwarded to Lydia Bertolino, Director of Council on Aging.
- A Working Session would be planned to discuss the Selectmen's Goals & Objectives for FY2011. These goals would be the basis of setting goals for contracted employees: Police Chief, Town Administrator and Fire Chief.
- The Board was to think of a theme for the next Annual Report.
- Chairman Gandt would be meeting with the appraiser tomorrow relative to the sale of Town property to Shirley & Paul Fontaine to perfect their deed. Once that is done, the next issue to be addressed would be the private fences on Town Rail Trail property.
- Work on a successor contract with the Fire Chief is in progress.

Clean-Up Day: Peter Sacco, a junior at Masconomet Regional High School, has volunteered to take the lead on Clean-Up Day in Topsfield. Peter has been in contact with past organizers of this event and would be obtaining assistance from Masco Environmental Club and the Boy Scout Troop 81, as well as his family. He requested tables and access to Town Hall on the day of the event. The Board agreed to grant Peter permission to lead the Clean-Up day on May 29, 2010.

Request for Proposal-Hood Pond: Chairman Gandt reviewed the process that was followed to solicit proposals for the management of Hood Pond. Selectman Powers voiced concern about the only proposal submitted by the Topsfield Beach Association (TBA). Those concerns relate to specific conditions in the License agreement: the delinquency in filing State and Federal reports and returns required of a non-profit organization and how that will affect obtaining a clean Certificate of Compliance and Good Standing from the Commonwealth, the insufficient evidence that there is an active, Workmen's Compensation policy, other insurance policies needed (ie. Property, molestation, D&O, etc) are not in place, clear evidence that the organization has a CORI officer who will perform the necessary employee checks in time for the start of the season, and the lack of an Employment Policies manual. President of TBA, Kim Sherwood stated that one of their board members is taking the course to become a CORI officer and will be ready by the start of the season, the insurance evidence will be provided to the Town Administrator and that the TBA was working on the employment handbook. Selectman Powers also noted that TBA is incorporated as a 501C7, which is a tax exempt social club membership organization and has certain guidelines that need to be followed or they risk losing their tax exempt status.

- Selectman Morrison made a motion to award a contract to the Topsfield Beach Association for the Operation and Maintenance of the Town-owned beach and related facilities at Hood Pond to be effective May 17, 2010 and to expire on December 31, 2010, seconded by Selectman Goodhue, so voted: 5-0.
- Selectman Powers made a motion to accept a gift of \$150, given anonymously, to cover the increased cost to the Town of increasing the general liability insurance coverage for the TBA to 1m-3m for the remainder of FY10, seconded by Selectman Luther; so voted: 5-0.

- Selectman Morrison made a motion to increase liability coverage for the Topsfield Beach Association effective immediately to 1 million – 3 million aggregate, seconded by Selectman Powers; so voted: 5-0.

Indian Princesses Use of Hood Pond: With the votes previously made it now becomes the responsibility of the Topsfield Beach Association to manage the process by which outside groups will be given access to Hood Pond for the duration of the TBA’s contract with the Town.

Comcast Negotiation Update: Ms. Wilder reviewed the meeting that was attended by Selectman Morrison, Cable Chairman Bill Whiting, Town’s attorney Peter Epstein, and Comcast representative Jane Lyman. With a year and a half remaining on the existing contract, it was apparent that Comcast wished to settle early. Legal Counsel did not necessarily feel that this would be in the best interest of the Town. The Town wide survey results would soon be available and be a good tool at identifying areas that could be improved.

Warrants: The Selectmen signed and approved warrants in the amount of \$ **481,825.03** breakdown is as follows:

Warrant #FY10:	
93T	\$ 91,214.56
93School	\$ 212,540.25
94	\$ 178,070.22

At 5:38PM Selectmen Luther made a motion to adjourn and Selectman Powers seconded the motion; so voted: 4-0. Selectman Goodhue had left earlier.

Respectfully submitted,

Donna Rich, Secretary
Selectmen’s Office

Approved as amended at the August 30, 2010 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.
