



**REVISED AGENDA**  
**BOARD OF SELECTMEN**  
Proctor School Library  
60 Main Street, Topsfield  
**May 22, 2017**  
7:30PM

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE**

**ANNOUNCEMENTS**

**EXECUTIVE SESSION:**

Following the open session, the Board will enter into closed Executive Session in accordance with M.G.L. c. 30A, §§ 21(A) under Exemption #2 to conduct strategy sessions in preparation for contract negotiations with nonunion personnel, specifically, to discuss the Police Chief's Contract, since an open meeting may have a detrimental effect on the government's bargaining position. The Board will not return to public session.

**CITIZEN QUESTIONS & COMMENTS**

**DEPARTMENT UPDATES:** Police Department - Chief Evan Haglund

**NEW BUSINESS:**

- ITEM #1**      **Acceptance of Donation:** Vote to accept a gift donation to the Town from the Topsfield Fairgrounds to fund the lease to purchase agreement for a Police Patrol Motorcycle for the Topsfield Police Department.
- ITEM #2**      **Lease Agreement:** Vote to approve a Lease Agreement to lease a Police Patrol Motorcycle for the Topsfield Police Department as funded by the Topsfield Fairgrounds.
- ITEM #3**      **Appointment of Auxiliary Police Officers:** As recommended by Police Chief Haglund, vote to appoint Auxiliary Police Officers Eric Goodwin, Timothy Glynn, David Ricci and Justin Slattery for terms to expire December 31, 2017.
- ITEM #4**      **Special Municipal Employee Designation–** Vote to designate Ms. Jennifer Davis as a Special Municipal Employee to allow her to hold the part-time positions of Recording Clerk for the Finance Committee and Administrative Assistant for the Police Department.

- ITEM #5**      **2016 Annual Town Audit:** Vote to accept the Town’s 2016 Annual Town Audit from Mr. Richard Hingston of Giusti, Hingston & Company.
- ITEM #6**      **8:00PM Town Hall Project Update:** Update by THBC Chairman Gregor Smith and the members of the Town Hall Building Committee regarding progress and on the Town Hall Renovation and Addition Project as authorized at the 2016 Annual Town Meeting.
- ITEM #7**      **Asbestos Abatement Agreement:** Vote to approve a Professional Services Agreement for Asbestos Abatement of the historic Town Hall building located at 8 West Common Street, Topsfield.
- ITEM #8**      **Change Order Approval:** Vote to approve a Construction Services Change Order #3 between the Town and Consigli Construction Co., Inc. of Milford, MA for a contract amount not to exceed \$250,000 for the Town Hall Renovation and Addition Project.
- ITEM #9**      **Sign Approval-** Request from the Town Hall Building Committee to approve a Special Permit to place a 4-foot by 8-foot sign along the outside fencing and staging of the Town Hall Project that will include the responsible companies for the construction of the Town Hall Renovation and Addition Project.
- ITEM #10**     **Special Town Meeting Warrant:** Vote and sign the Warrant to be posted for the Special Town Meeting scheduled for Tuesday, June 20, 2017.
- ITEM #11**     **Approve & Sign PEC Agreement:** Vote on final changes to the contract document and execute the agreement between the Town of Topsfield and the Public Employee Committee; The agreement will allow for the implementation of health insurance plan design changes under MGL Chapter 32B, sections 21-22.
- ITEM #12**     **Ambulance Transport Service Agreement – One Year Extension:** Vote for a one-year contract renewal to extend an Ambulance Transport Contract Agreement between Northeast Ambulance and the Town of Topsfield and administered by the Topsfield Fire Department.
- ITEM #13**     **Ambulance Billing Service Agreement – One Year Extension:** Vote for a one-year contract renewal to extend an Ambulance **Billing** Agreement between Northeast Ambulance and the Town of Topsfield and administered by the Topsfield Fire Department.
- ITEM #14**     **License Approval:** Vote to approve a Class II Used Auto Dealer License for internet auto sales as requested by Mr. Giuseppe Giugliano for Peppi’s Auto Sales located at 414B Boston Street, Topsfield.
- ITEM #15**     **Road Closure Request:** Vote to approve a request to close a public way, South Common Street, on Friday, June 16, 2017 from 4pm to 8pm to host the Kick-Off Celebration for the Summer Reading Program, as requested by Library Director Laura Zalewski.

- ITEM #16**      **Reserve Fund Transfer Request:** Vote to approve a Reserve Fund Transfer of \$4,000 as requested by Highway Superintendent and approved by the Road Commissioners to pay FY17 expenses related to utility charges by National Grid for street lights.
- ITEM #17**      **Selectmen Meeting Schedule:** Vote on a schedule for regular business meetings of the Board of Selectmen from May 2017 through May 2018; Dates are subject to change as adjusted by the Board of Selectmen during the year.
- ITEM #18**      **Summer Business Hours:** Discussion and vote to reinstate summer business hours for Town Offices: Extend hours Mon-Thurs. to 5pm and close on Friday mornings. New hours would be in effect from Memorial Day Weekend (5/26/17) through Labor Day Weekend (9/1/17) and shall be publicized on the Town's website.
- ITEM #19**      **Administrative Staffing:** Discussion of administrative staffing for the Conservation Commission and the Board of Health; Proposal to delete two existing titles from the Town's Classification Plan: "Administrative Assistant - BOH" and "Administrative Assistant – Conservation Commission" and to replace both with one functional title of "Administrative Assistant".
- ITEM #20**      **Signatory Authority:** As requested by the Town Accountant, a vote of Official Signatory Authority to be in place for the Board of Selectmen per the Municipal Modernization Act; Propose an official vote for the primary signatory to be the Chairman of the Board of Selectmen, and the secondary signatory to be the Clerk of the Board of Selectmen.
- ITEM #21**      **Code of Responsibility:** Discussion of the Board of Selectmen's Code of Responsibility (a.k.a. Code of Conduct); Discussion and vote on any changes, if needed.

## **TOWN ADMINISTRATOR'S REPORT**

### **APPROVAL OF MEETING MINUTES:**

- Vote to approve meeting minutes from regular business meetings held April 24th & May 8<sup>th</sup>.
- Vote to approve Confidential Executive Session Meeting Minutes from the closed Executive Session held on April 24, 2017, and to hold until all confidential matters are resolved.

**CORRESPONDENCE:**      Award Letter from the Massachusetts School Building Authority  
Award Notification Letter from Massachusetts Insurance Association MIIA

### **EXECUTIVE SESSION:**

Roll Call vote to enter into closed Executive Session in accordance with M.G.L. c. 30A, §§ 21(A) under Exemption #2 to conduct strategy sessions in preparation for contract negotiations with nonunion personnel, specifically, to discuss the Police Chief's Contract, since an open meeting may have a detrimental effect on the government's bargaining position. The Board will NOT return to public session.

### **ADJOURN**

*The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*