



## AGENDA

### BOARD OF SELECTMEN

Proctor School Library - 60 Main Street, Topsfield

Monday, June 19, 2017 - 7:30 PM

#### CALL TO ORDER

#### PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

**ANNOUNCEMENTS:** Special Town Meeting - June 20, 2017 at 7:00pm - Proctor School

#### EXECUTIVE SESSION:

- **Police Chief's Employment Contract:** 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.
- **Collective Bargaining:** The Board will also meet in Executive Session under Exemption #3 to discuss strategy with respect to collective bargaining or litigation, specifically for the Full Time Police, Full Time Fire and AFSCME units since an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.
- The Board will NOT return to public session.

#### CITIZEN QUESTIONS & COMMENTS

**DEPARTMENT UPDATES:** Fire Department – Interim Chief Richard Harris

#### NEW BUSINESS:

- ITEM #1** **Interim Fire Chief Employment Agreement:** Vote on a formal written extension of the Employment Agreement between the Town and Interim Fire Chief Richard Harris.
- ITEM #2** **Update of Fire Chief Hiring Process:** Town Administrator's announcement of finalists for the position of Fire Chief and introductions to the Board of Selectmen.
- ITEM #3** **Motorcycle Lease-to-Own Agreement:** Vote on a one-year agreement with Seacoast Harley Davidson of North Hampton, NH for a motorcycle for the Topsfield Police Department as funded by a donation from the Essex County Agricultural Association in the amount of \$20,900.
- ITEM #4** **Lease Agreement:** Vote on a 12 month Lease Agreement with Trinity Church to provide temporary programming space for use by the Town of Topsfield's Council on Aging in the amount of \$7,200 for Fiscal Year 2018.

- ITEM #5**      **Library HVAC Service Agreement** – Vote to approve a Services Agreement with Ambient Temperature Corporation, Newburyport, MA to perform HVAC services at the Topsfield Public Library in the amount of \$7,548 for Fiscal Year 2018.
- ITEM #6**      **Landfill Monitoring Service Agreement** - Vote to approve a Professional Services Agreement with Weston & Sampson Engineers, Inc., Peabody, MA for Landfill Monitoring as required by the Commonwealth in the amount of \$38,700 for FY18.
- ITEM #7**      **Declaration of ADA Day on July 26, 2017:** Vote to declare Wednesday, July 26, 2017 as “Americans with Disabilities (“ADA”) Day” in the Town of Topsfield.
- ITEM #8**      **Donibristle Farm LAND Grant:** Vote to approve and designate a Project Manager for the Town of Topsfield and to authorize the signatory authority for the Donibristle Farm Land Grant Application to the Commonwealth.
- ITEM #9**      **HOME Funds for FY17** – Vote to re-allocate \$4,740 back to the North Shore HOME Consortium’s “Competitive Pool”
- ITEM #10**     **Special Municipal Employee Designation:** Vote to designate Attorney Kristin Palace as a Special Municipal Employee and to allow her to serve as an appointed Alternate Member on the Topsfield Zoning Board of Appeals.
- ITEM #11**     **Salem Road Speed Limit Signage:** Discussion of Citizen request for speed limit posting on Salem Street.
- ITEM #12**     **Annual Appointments :** Vote to appoint individuals to the various Committees, Boards and Commissions as attached.
- ITEM #13**     **Personnel Regulations:** Discussion and Vote to amend Personnel Regulations as recommended by the Personnel Director:
  - Section 1.4 Definitions: “Overtime Pay”
  - Section 4.7 Holidays and Holiday Pay: “Holiday Pay for Part-Time Employees”

**TOWN ADMINISTRATOR’S REPORT**

**APPROVAL OF MINUTES:** May 2, May 22, and June 5, 2017, Executive Session April 24, 2017

**CORRESPONDENCE**

**WARRANTS AUTHORIZED:**

*The following warrants for payment were signed and authorized by both the Town Administrator and the Chairman of the Board of Selectmen since the last Board Meeting:*

6/8/17	Vendor Payments:	\$1,737,745.60
6/8/17	Town Payroll:	\$106,375.34
6/15/17	Vendor Payments:	\$609,276.63
6/15/17	School Payroll:	\$322,463.29
6/15/17	Town Payroll:	\$106,296.94

**EXECUTIVE SESSION**      *(Roll Call Vote to enter into Executive 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.*