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TOPSFIELD, MA

Posted 3/8/18 4:15 PM

**AGENDA****BOARD OF SELECTMEN**

Proctor School Library  
60 Main Street, Topsfield  
**Monday, March 12, 2018**  
7:30 PM

**CALL TO ORDER****PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE****ANNOUNCEMENTS****EXECUTIVE SESSION**

- The Board will meet in Executive Session under Exemption #3 to discuss strategy with respect to collective bargaining for the Topsfield Police Association, IAFF Career Firefighters, Call Firefighters, AFSCME Water/Highway and AFSCME Parks and Cemeteries 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 open session following Executive Session.

**CITIZEN QUESTIONS & COMMENTS****NEW BUSINESS**

- ITEM #1**      **Street Closing:** A request from the Topsfield Library Director and Library Trustees to close South Common Street for the Annual Summer Reading Kick-off Event scheduled for Friday, June 15, 2018 from 4:30pm to 8:00pm.
- ITEM #2**      **Tri-Town Council Agreement:** Approval of a Grant Agreement between the Town of Topsfield and the Tri-Town Council, a non-profit located at 49 Main Street, Topsfield, MA, in the amount of \$20,500 to fund services to residents of Topsfield.
- ITEM #3**      **Public Records Access Guidelines:** Discussion and vote to approve the Town Clerk's Official Public Records Access Guidelines for Topsfield. The guidelines will be published on the Town's website and posted in order to publicize the process and procedures for public records requests in the Town of Topsfield.

**ITEM #4 Approval of Full-Time Police Contract:** Discussion and vote for a Collective Bargaining Agreement between the Town of Topsfield and the Topsfield Police Benevolent Association in Association with MassCOPs for Fiscal Years 2018-2020.

**ITEM #5 Approval of IAFF Career Firefighters Contract:** Discussion and vote for a Collective Bargaining Agreement between the Town of Topsfield and the Topsfield Local 3250 Members of the International Association of Firefighters for Fiscal Years 2018-2020.

**ITEM #6 Call Firefighters Contract:** Discussion and vote for a Collective Bargaining Agreement between the Town of Topsfield and the Topsfield Association of Call Firefighters for Fiscal Years 2018-2020.

**ITEM #5 Update on FY19 Budget Process:**

- **FY19 Health Insurance:** Announcement of Fiscal Year 2019 Health Insurance Premiums - 0%
- **BOS Departmental requests over 0% FinCom Guidelines:** Recap of Work Session to determine Finance Committee recommendations for FY19 budget requests for departments under the authority of the Board of Selectmen.
- **Updated BOS Departmental Budget Requests:** Discussion of any BOS Departmental “Base” Budgets that have been revised since January 5, 2018 submittals.

**ITEM #7 Preparations for 2018 Town Meeting on May 1, 2018:**

- Discuss individual draft articles for inclusion on the Town Meeting Warrant (as of 3/9/18)
  - Masco Capital Requests – Status and next steps for Masco Budget Process
- Discuss Draft of Annual Town Meeting Warrant document (as revised 3/9/18)
- Discuss Preliminary Draft of Special Town Meeting Warrant document (as drafted 3/12/18)
- Recap of Next Steps, including final warrant preparation, printing and mailing schedule.
- Discuss upcoming meetings and proposed Moderator Forum for April 11, 2018 at 7:30pm.

## TOWN ADMINISTRATOR’S REPORT

### APPROVAL OF MINUTES

- February 26, 2018 – Regular BOS Meeting

### CORRESPONDENCE

- Mass DOT letter of Chapter 90 apportionment for FY2019
- Letters of appreciation to the Topsfield Fire Department
- Attorney General Letter regarding Open Meeting Law Complaint

**WARRANTS** Warrants signed by the Chairman of the Board of Selectmen:

| Date    | Warrant Number | Type           | Warrant Amount |
|---------|----------------|----------------|----------------|
| 2/22/18 | 18067          | Town Payroll   | 99,309.29      |
| 2/22/18 | 18067          | School Payroll | 314,737.97     |

|         |        |                |              |
|---------|--------|----------------|--------------|
| 2/22/18 | 18068T | Town Bills     | 186,897.38   |
| 3/1/18  | 18069  | Town Payroll   | 102,101.75   |
| 3/1/18  | 18070  | School Bills   | 173,352.47   |
| 3/1/18  | 18070T | Town Bills     | 2,921,351.74 |
| 3/8/18  | 18071  | Town Payroll   | 98,152.88    |
| 3/8/18  | 18071  | School Payroll | 303,219.46   |
| 3/8/18  | 18072  | School Bills   | 52,361.52    |
| 3/8/18  | 18072T | Town Bills     | 205,031.27   |

## **EXECUTIVE SESSION**

### **APPROVAL OF EXECUTIVE SESSION MINUTES**

- February 26, 2018 – BOS Executive Session

## **CORRESPONDENCE**

## **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.*