



**AGENDA
(REVISED)**

BOARD OF SELECTMEN
Proctor School Library
60 Main Street, Topsfield
April 23, 2018
7:30PM

2018 APR 20 PM 7:11

RECEIVED
TOWN CLERK
TOPSFIELD, MA

Posted 4/20/18 6:00PM

CALL TO ORDER

OPEN SESSION

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 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

DEPARTMENT UPDATES: Dick Cullinan, **Veteran's Agent**

NEW BUSINESS

- ITEM #1** **Donibristle Farm:** Approve a Purchase and Sales Agreement between the Town of Topsfield and the Essex County Greenbelt Association, Inc. for property located on Hill Street in Topsfield, MA:
- A)** Vote to accept terms and execute First Amendment to the Purchase and Sale Agreement
 - B)** Vote to acquire the partial assignment and assumption of the Conservation Restriction
 - C)** Vote to acquire a Conservation Restriction on approximately 43.57 acres of land off Rowley Bridge Road from the Essex Greenbelt Association Inc., to be held under the care, custody and control of the Conservation Commission under the provisions of G.L. c. 40, s. 8C and to execute any and all documents or instruments as may be necessary or appropriate therefor in the best interest of the Town.
- ITEM #2** **Sign Permit for Fairview Machine Company:** Discussion and vote to approve a special permit to install new signage at Fairview Machine Company at 427 Boston Street.
- ITEM #3** **Public Way Access - Approval of Routes:** Request by the Bourque Family Foundation to approve public way access and the routes for the First Annual Bourque 7.7k Race.
- ITEM #4** **Water Department Budget:** Vote to approve the Fiscal Year 2019 Water Department Budget.

- ITEM #5 ***Award of Contract:** Discuss and vote to approve a contract for the Prospect Street & River Road Water Main Improvement Project with R+D Development of Groveland, MA for a price not to exceed **\$968,540.89**

- ITEM #6 ***Kinsmen Corporation Change Order Request:** Vote to approve Change Order #1 with Kinsmen Corporation of Hookset, NH for an amount of **\$9,316.00** for the Water Treatment Plant Construction Project.

- ITEM #7 **Consigli Change Order Request:** Vote to approve Change Order #6 with Consigli Construction for an amount not to exceed **\$172,182.66** for the Town Hall Preservation, Renovation and Expansion Project.

- ITEM #8 ***Records Management System:** Discussion and overview of proposed Records Management System for the Land Use Departments to be considered at the Annual Town Meeting under Article Twenty-Third.

- ITEM #9 **Professional Services Amendment:** Discuss and approve the professional services amendment #6 from McGinley Kalsow & Associates, Inc. in the amount of \$11,330.

- ITEM #10 **Host Community Agreement (HCA):** Implications of a Host Community Agreement pending outcome of Article Thirty-Fifth Medical Marijuana Cultivation/Processing Overlay District.

- ITEM #11 **AFSCME Memorandums of Agreement:** Vote to approve the Memorandum of Agreement between the Town of Topsfield and the AFSCME Water/Highway and AFSCME Parks and Cemeteries Units.

- ITEM #12 **Collective Bargaining Contracts:** Vote to sign the consolidated Collective Bargaining Agreements (Consolidated contracts, including the recently approved Memorandum of Agreements) for the Town's Collective Bargaining Units for Fiscal Years 2018-2020 for the Topsfield Police Benevolent Association, Topsfield IAFF Firefighters Association, Topsfield Call Firefighters Association and AFSCME Public Works units.

- ITEM #13 **Employment Agreement:** Discuss and vote to approve an agreement between the Town of Topsfield and the Topsfield Police Captain.

- ITEM #14 **Financial Policy Guidelines:** Discussion of Financial Policy Guidelines as recommended by the Town Administrator and the Town's Financial Management Team for matters under the direct authority of the Board of Selectmen.

- ITEM #15 **Public Records Guidelines:** Discussion and vote to approve the Town Clerk's Official Public Records Access Guidelines to be published on the Town's website to publicize the process and procedures for public records requests in the Town of Topsfield.

- ITEM #16 **Annual Town Meeting:** Updates and discussion, if needed, regarding the Annual Town Meeting scheduled for Tuesday, May 1, 2018 at 7:00 pm.

TOWN ADMINISTRATOR'S REPORT

APPROVAL OF MINUTES:

- Vote to approve minutes of Executive Session Meeting held on March 7th & 12th, 2018.
- Vote to approve minutes of Regular Board Meeting held on March 12th & 26th, 2018.
- Vote to approve minutes of the Working Session held on March 14th, 19th & 22nd, 2018.

Other meeting minutes may be reviewed and/or approved as needed.

CORRESPONDENCE

- Plastic Bag Reduction – Proposed motion to amend under Article Thirty-Seventh
- Xfinity letter dated 4.13.18 regarding new bill design
- Residents letter to the Topsfield Fire Department
- Resident's concerns regarding the Village Shopping Center

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.

***REVISED**