



AGENDA
BOARD OF SELECTMEN
Proctor School Library
60 Main Street, Topsfield
May 21, 2018
7:30PM

2018 MAY 17 PM 4:09

RECEIVED
TOWN CLERK
TOPSFIELD, MA
Posted 5/17/18 4:15 PM

CALL TO ORDER

OPEN SESSION

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ANNOUNCEMENTS

CITIZEN QUESTIONS & COMMENTS

NEW BUSINESS

- ITEM# 1** **Reserve Officer Appointment:** Vote to appoint and promote Special Police Officer David Ricci to the position of probationary Reserve Police Officer for a term expiring on June 30, 2019.
- ITEM# 2** **COA Appointment:** Vote to appoint Kim Love to a three (3) year term to the COA Board.
- ITEM# 3** **Infra-Red Sauna Decontamination System:** Vote to accept a \$5,000 gift from a Topsfield Family.
- ITEM# 4** **Donibristle Farm Conservation Project:** Vote to accept a donation of \$235,000 from Essex County Greenbelt to support the Town's acquisition from Greenbelt of two perpetual conservation restrictions on the Donibristle Farm property located on Hill Street and Rowley Bridge Road; and vote to authorize the Chairman or Town Administrator to sign on behalf of the Board.
- ITEM# 5** **Public Hearing – New Liquor License:** Discussion and vote to approve an application from Lelas Variety LLC to hold a Wine and Malt Beverage Liquor License.
- ITEM# 6** **Village Shopping Center:** Discussion and possible next steps on improving the area.
- ITEM# 7** **Permitting Software Contract:** Discussion and approval of a contract with Point Software, Inc. for permitting software for the Inspectional Services Department.
- ITEM# 8** **Consigli Construction Change Order:** Vote to approve Change Order #8 with Consigli Construction for an amount not to exceed **\$167,196.62** for the Town Hall Preservation, Renovation and Expansion Project; and for the Chairman to sign.
- ITEM# 9** **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# 10 Public Records Management Agreement:** Discussion and vote to approve an agreement between the Town of Topsfield and FoiaDirect LLC for the initial contract price and annual maintenance fees starting as of July 1, 2019.
- ITEM# 11 Personnel Classification Plan:** Discussion and vote to amend the Personnel Classification Plan as approved by the Personnel Director and the findings of the Personnel Hearing held on May 17, 2018.
- ITEM# 12 One Day Liquor License:** Discussion and vote to approve a One Day Liquor License for Trinity Church for a Beer & Wine Tasting Event on Saturday, June 23, 2018.
- ITEM# 13 Public Way Access - Approval of Routes:** Request by the Neurofibromatosis Northeast Organization to approve public way access and the routes for the 8th Annual Coast to the Cure Bike Ride.
- ITEM# 14 Selectmen Meeting Schedule:** Vote on a schedule for regular business meetings of the Board of Selectmen from June 2018 through May 2019; Dates are subject to change as adjusted by the Board of Selectmen during the year.
- ITEM# 15 Selectmen Signatory Authorization:** Vote to appoint a designee and an alternate to sign Payroll Warrants and Vendor Warrants.

TOWN ADMINISTRATOR'S REPORT

APPROVAL OF MINUTES:

- Vote to approve minutes of Regular Board Meeting held on May 7, 2018.

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

CORRESPONDENCE

- Comcast letter dated 4.16.18 regarding video packaging
- MIIA letter dated 4.25.18 regarding the town's FY2019 renewal proposal
- RECC: FY15 Development Grant – Leftover Transitional Funds
- SeniorCare letter dated 5.2.18 – Annual Service Report for 2017
- Xfinity letter dated 5.11.18 – TV changes

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.