



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

2018 MAY 18 PM 12:17

RECEIVED
TOWN CLERK
TOPSFIELD, MA
Posted 5/18/18 12:30PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ANNOUNCEMENTS

CITIZEN QUESTIONS & COMMENTS

NEW BUSINESS:

1. **Board of Selectmen Meeting Schedule:** Discuss schedule for the next meeting and work session.
2. **Signatory Authorization:** Vote to appoint the Chair as Signatory Designee of the Board, and an alternate, in order to sign all official Payroll and Vendor Warrants.
3. **Reserve Police Officer:** Vote to appoint and promote Special Police Officer David Ricci to the position of probationary Reserve Police Officer at the Topsfield Police Department for a term expiring on June 30, 2019.
4. **Public Hearing 7:45PM - New Liquor License:** Discussion and vote to approve an application from Lelas Variety LLC for a Wine and Malt Beverage Liquor License.
5. **Village Shopping Center (Board of Health Agent, John Coulon & Building Inspector, Glenn Clohecy):** Discussion and possible next steps on improving the area.
6. **Permitting Software:** Approve and sign an agreement with Point Software, Inc. for on-line permitting software for the Inspectional Services Department.
7. **Construction Change Order:** Vote to approve Change Order #8 with Consigli Construction for \$167,196.62 for the Town Hall Preservation, Renovation and Expansion Project; and authorization for the Chair to sign.
8. **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.
9. ***Reclassification Request:** Vote to amend the Personnel Classification Plan by reclassifying the position of "Town Clerk" from a "Grade 7" to a "Grade 8" and amending the title to "Town Clerk/Records Access Officer" as recommended by the Personnel Director.
10. **Public Records Software:** Vote to approve an agreement with FOIA Direct LLC for \$4,500 to purchase Public Records Management Software and pay maintenance fees for Fiscal Year 2019, effective July 1, 2019.

- 11. Donibristle Farm Donation:** Vote to accept a donation of \$235,000 from Essex County Greenbelt for Donibristle Farm; and vote to authorize the Chairman (or Town Administrator) to sign.
- 12. Gift:** Vote to accept a \$5,000 gift for the purchase of an infra-red sauna decontamination system at the Topsfield Fire Department.
- 13. Community Compact IT Grant:** Vote to accept a grant of \$16,700 from the Commonwealth of Massachusetts Community Compact IT Grant for the purchase of Document Management Software.
- 14. COA Appointment:** Vote to appoint Ms. Kim Love to the Council on Aging for a three (3) year term.
- 15. Public Way Access:** Request by the Neurofibromatosis Northeast Organization to approve public way access and the routes for the 8th Annual Coast to the Cure Bike Ride on Saturday, September 8, 2018.
- 16. One Day Liquor License:** Vote to approve a One Day Liquor License for Trinity Church for a Beer & Wine Tasting Event on Saturday, June 23, 2018.

OLD BUSINESS (If Any)

TOWN ADMINISTRATOR'S REPORT

APPROVAL OF MINUTES: Vote to approve minutes of Regular Board Meeting held 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 Funds: Essex County Communications Center
- SeniorCare letter dated 5.2.18 – Annual Service Report for 2017
- Xfinity letter dated 5.11.18 – TV changes

EXECUTIVE SESSION (If Any)

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*