



2018 JUN 21 AM 9:21

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TOWN CLERK
TOPSFIELD, MA

Posted 6/21/18 9:25AM

**AGENDA
(REVISED)**

BOARD OF SELECTMEN

Town Library
South Common Street, Topsfield

June 25, 2018

7:00PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ANNOUNCEMENTS

***EXECUTIVE 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 session in preparation for negotiations with nonunion personnel, specifically, to discuss and negotiate the Police Captain's Employment Agreement, since an open meeting may have a detrimental effect on the government's bargaining position. The Board will not return to open regular session.

CITIZEN QUESTIONS & COMMENTS

NEW BUSINESS:

1. **Proclamation:** Girls Scouts Gold Award.
2. **Annual Re-Appointments for FY2019:** Vote to renew appointments for various Boards, Committee's, Commissions, Topsfield Police and Fire Departments.
3. **New Appointment:** Board of Health Member; Anthony Alley for a three (3) year term.
4. **Designation of Special Municipal Position:** Fire Department – P/T "Senior Administrative Assistant"
5. **Topsfield's HOME funds for FY2018:** Vote to re-allocate funds back to North Shore HOME Consortium.

CONTRACTS:

6. **Library Network Administrator Services Contract:** Vote to approve Amendment #2 to the existing contract with Equitous Technology Solutions for FY2019.
7. **Library HVAC Contract:** Vote to approve a contact with Ambient Temperature Corporation for FY2019.
8. **Contract renewal for Provision of Public Health Services:** Vote to approve a contract with the VNA Care Network, Inc. for FY2019.
9. **COA Contract Extension:** Vote to approve an Agreement Extension with Trinity Episcopal Church to continue use of meeting space from July 1, 2018 through December 31, 2018.
10. **Ambulance Service Agreement:** Vote to renew and approve a three year agreement with Northeast Regional Ambulance Service.

11. **Ambulance Billing Agreement:** Vote to renew and approve a three year agreement with Northeast Regional Ambulance Service.
12. **Police Captain:** Vote to amend the Personnel Classification Plan by adding the position and title of "Police Captain" at a "Grade 10" as recommended by the Chief of Police.
13. **Police Captain Employment Agreement:** Vote to approve an employment agreement between Captain Gary Hayward and the Town of Topsfield.

OLD BUSINESS:

14. **Town Clerk Reclassification Request:** Reconsideration of a 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 Personal Director.
15. **New Complaint Intake Form:** Review and discuss a general complaint form.
16. **Collective Bargaining Contract:** Vote to approve a fully consolidated contract and collective bargaining agreement between the Town of Topsfield Police Benevolent Association and the Town of Topsfield.
17. **Host Community Agreement Draft:** Review, discuss and possible vote to approve an agreement with Green Meadows Farm, LLC.
18. **BoardDocs Software:** Review and discuss document management software for local government, boards and committees.

TOWN ADMINISTRATOR'S REPORT

APPROVAL OF MINUTES: Vote to approve minutes of Regular Board Meeting held May 21, 2018.
Vote to approve minutes of Work Session Meeting held May 24, 2018.
Vote to approve minutes of Regular Board Meeting held June 4, 2018.
(Other meeting minutes may be reviewed and/or approved as needed.)

CORRESPONDENCE

- Thank you note to Town Officials for securing a cross-walk on Route 97.
- MSPCA letter dated 4.9.18 – Asking the Town to prohibit the use of wild animals within Town limits
- Resident letter – Complaint regarding non-conforming signage in the downtown area
- ATC letter dated 5.31.18 – Immediate Response Action and Release Notification regarding 368 Boston Street
- Topsfield Police Dept. letter dated 6.4.18 – Notice of Assessment for State Accreditation
- DEP letter dated 6.4.18 – Recycling and the impact on municipalities
- Xfinity letter dated 6.5.18 – Package Equipment Changes
- FEMA letter dated 6.11.18 – Digital Flood Rate Maps updates
- Weston & Sampson Report dated 5.2018 – Topsfield Sanitary Landfill monitoring Report

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.

UPCOMING MEETINGS:

Monday, July 9, 2018 @7:00PM - BOS Meeting at the Town Library South Common Street
Thursday, July 19, 2018 @3:00PM - BOS Working Session at the Town Hall Offices 461 Boston Street, Suite E-6
Monday, July 23, 2018 @7:00PM – BOS Meeting at the Town Library South Common Street

**Revised*