



2019 JUL -2 PM 12: 02

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**AGENDA
BOARD OF SELECTMEN**

Town Hall
8 W Common Street / BOS Conference Room
July 8, 2019
7:00PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ANNOUNCEMENTS

CITIZEN QUESTIONS & COMMENTS

NEW BUSINESS

1. **BOH Agent Appointment:** Vote to appoint Wendy Hansbury as the Health Agent for a term of one year
2. **BOH Member Appointment:** Vote to appoint Larry Fixler as a member of the Board of Health for a three (3) year term ending June 30, 2022.
3. **Elementary School Committee Appointment:** Review, discuss and possible vote to appoint a new member for the unexpired term vacated by Jessica Steffens, ending May 7, 2020 (Town Elections).
4. **Emerson Field:** Preservation update
5. **Skeffington Well on Candlewood Drive:** Water Commissioner's to update the Board
6. **Appointments for FY2020:** Vote to renew appointments for various Boards, Committee's and Commissions.

CONTRACTS

7. **Memorandum of Agreement (MOA) with Topsfield IAFF:** Vote to approve MOA between the Town of Topsfield and the IAFF Firefighters Local 3250 to amend the Paid On-Call Status for a term ending June 30, 2020.
8. **Memorandum of Agreement (MOA) with Topsfield Call Firefighters:** Vote to approve MOA between the Town of Topsfield and the Topsfield Call Firefighters Association to amend the Paid On-Call Status for a term ending June 30, 2020.
9. **Surveying and Mapping Services Contract:** Vote to approve a contract for surveying and mapping services for the Town Hall, Proctor School and the recreational fields with Donohoe Survey, Inc. of Topsfield, MA in the amount of \$8,500.
10. **Visiting Nurse Association (VNA) Contract:** Vote to approve a contract for provision of Public Health Nursing Services for Fiscal Year 2020 by VNA Care Network, Inc. in the amount of \$8,750.
11. **Interim Town Administrator's Contract:** Vote to approve a contract between the Town of Topsfield and the Interim Town Administrator for a term of five (5) months ending November 30, 2019.
12. **Town Administrator:** Discussion and first steps in hiring of permanent Town Administrator

OLD BUSINESS

13. **Sign Bylaw & Regulations:** Continued discussion and next steps.

TOWN ADMINISTRATOR'S REPORT

APPROVAL OF MINUTES

- Board of Selectmen Work Session minutes of Wednesday, June 5, 2019
- Board of Selectmen Work Session minutes of Thursday, June 13, 2019
- Board of Selectmen Meeting Minutes of Monday, June 17, 2019

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

CORRESPONDENCE

- Xfinity letter dated 6.24.19 – Accessing Xfinity on Demand App
- Senior Care letter dated 6.25.19 – Financial support letter
- Mr. & Mrs. Horgan email dated 6.26.19 – Concerns regarding the Rail Trail crossing on Route 97
- Masconomet School Committee letter dated 6.27.19 – Appropriations and transfers voted on 6.26.19
- Mr. Hoover email dated 7.1.19 – Concerns regarding the installation of LED lights on our roadways

EXECUTIVE SESSION

By a roll call vote 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 or to conduct contract negotiations with non-union personnel, specifically, to discuss and negotiate Captain Gary Hayward's Agreement, since an open meeting may have a detrimental effect on the government's bargaining position. The Board will not return to regular open session.

By a roll call vote the Board will exit Executive Session and not return to regular open session.

ADJOURN

UPCOMING MEETINGS:

Thursday, July 18, 2019 @3:00PM - BOS Work Session @Town Hall; 8 W. Common St.

Monday, June 22, 2019 @7:00PM – BOS Meeting @Town Hall; 8 W. Common St.

Monday, August 5, 2019 @7:00PM – BOS Meeting @Town Hall; 8 W Common St.

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.