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**AGENDA
BOARD OF SELECTMEN**

Town Hall
8 W Common Street / BOS Conference Room
**September 23, 2019
7:00PM**

CALL TO ORDER

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ANNOUNCEMENTS

CITIZEN QUESTIONS & COMMENTS

NEW BUSINESS

All documentation pertaining to this agenda is available for public viewing on BoardDocs on the date of the meeting.

1. **Gold Award & Proclamation:** Girl Scout's Highest Honor is achieved by Topsfield Resident
2. **Tri-Town Initiative –Growing the Good:** Embracing Kindness in one's Community; Laura Zalewski
3. **Inspectional Services Department:** Glenn Clohecy, Building Inspector's proposed changes.
4. **Transfer of Package Store License – Lela's Variety LLC:** Final approve by LLA for transfer of license
5. **Town Administrator Job Description:** Review, discuss and possible vote to approve proposed revisions
6. **Board's & Committee's Appointment Policy:** Review, discuss and possible vote to approve
7. **Financial Policy Guidelines:** Review, discuss and possible vote to approve proposed revisions
8. **Building Facilities Update:** Paul Anastasi to update the Board – Dude Solutions Report

CONTRACTS

9. **RetroFit Technologies Contract:** Hardware upgrade for 18 workstations in Town Hall
10. **RetroFit Technologies Contract:** Software upgrade for 27 workstations in Town Hall
11. **Associated Elevator Agreement:** Service, Maintenance and Safety Testing Agreement for Town Hall Elevator
12. **Collins Center HR Audit Proposal:** Professional Services Agreement to conduct a review of the HR structure

SELECTMEN'S UPDATES

TOWN ADMINISTRATOR'S REPORT

APPROVAL OF MINUTES

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

CORRESPONDENCE

ADJOURN

UPCOMING MEETINGS:

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

Thursday, October 17, 2019 @3:00PM – BOS Work Session @Town Hall; 8 W. Common St.

Monday, October 21, 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.

Board of Selectmen Meeting Agenda – 9/23/19

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