



2017 DEC -7 PM 4:56

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AGENDA
BOARD OF SELECTMEN
Proctor School Library
60 Main Street, Topsfield
Monday, December 11, 2017
7:30 PM

CALL TO ORDER**PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE****ANNOUNCEMENTS****EXECUTIVE SESSION**

- The Board will meet in Executive Session under Exemption #3 to discuss strategy with respect to collective bargaining for the Full Time Police, Full Time Fire, Call Fire and AFSCME units since an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the Chair so declares.
- The Board will not return to open session following Executive Session.

CITIZEN QUESTIONS & COMMENTS**NEW BUSINESS****DEPARTMENT UPDATE:**

- ITEM #1** **Topsfield Property Tax Abatements:** Discussion by Clerk Mark Lyons of available abatements and tax relief options for Town residents
- ITEM #2** **Appointment:** Vote to appoint Martha Sanders to the Open Space Committee as recommended by Chairman Joseph Geller and the Open Space Committee
- ITEM #3** **Annual License Renewals:** Vote for the Annual Renewals of Common Victualler, Class I & II Used Auto Dealer and Alcohol Licenses
Common Victualler:
Alex's Roast Beef, Pizza and Seafood
DayBreak Café
Dunkin Donuts

Fairgrounds – Coolidge Hall
 New Meadows Golf Club
 Osteria Peppino Pizzeria
 Topsfield Bakeshop
 Topsfield House of Pizza
 Willowdale Estate

Class I & II Used Auto Dealer

Credit Auto Brokerage
 Eurasian Imports Inc.
 Fend Auto Sales
 Peppi's Auto Sales Inc.
 Signature Motor Cars, Inc.
 Topsfield Motor Company LLC

Alcohol

Alfalfa Farms Inc.
 Gil's Grocery
 Osteria Peppino Pizzeria
 Topsfield Commons LLC
 Willowdale Estate

- ITEM #4** **Contract Approval:** Vote to approve a contract for the purchase of Road Salt with Morton Salt, Inc. of Chicago, IL for Fiscal 2018 in the amount of \$60,000.
- ITEM #5** **Update Personnel Rules & Regulations:** Review and Discussion related to updates to the Town's Personnel Rules and Regulations.
- ITEM #6** **Public Records:** Discussion and vote on updated Public Records Policy; Discussion of new manual and forms to be placed on the Town's Website as requested by the Town Administrator and the Town Clerk/Records Access Officer.
- ITEM #7** **Selectmen Listening Sessions:** Discussion of proposal to establish "Selectmen Listening Sessions"

TOWN ADMINISTRATOR'S REPORT

APPROVAL OF MINUTES:

- November 27, 2017 Regular Business Meeting
- November 29, 2017 Working Session

CORRESPONDENCE

WARRANTS Warrants signed by the Chairman of the Board of Selectmen:

Date	Warrant Number	Type	Warrant Amount
11/30/17	18043	Town Payroll	88,359.39
11/30/17	18043	School Payroll	307,942.08
11/30/17	18044	Town Bills	2,013,566.79
11/30/17	18044	School Bills	47,558.06
12/7/17	18045	Town Payroll	103,096.22
12/7/17	18045	Sr. Tax Work-Off	15,176.90
12/7/17	18046	Town Bills	520,611.64

EXECUTIVE SESSION**APPROVAL OF EXECUTIVE SESSION MEETING MINUTES:**

- **October 19, 2017**
- **November 27, 2017**

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.