



2019 JUL 31 PM 3:07

RECEIVED
TOWN CLERK
TOPSFIELD, MA
Posted 7/31/19 3:15PM

AGENDA
BOARD OF SELECTMEN / EXECUTIVE SESSION
Town Hall
8 W Common Street / BOS Conference Room
August 5, 2019
7:00PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ANNOUNCEMENTS

CITIZEN QUESTIONS & COMMENTS

NEW BUSINESS

1. **Public Hearing - Continued (7:15PM):** Request to transfer the Package Store License held by Lelas Variety LLC located at 49N Main St. to new owner Katerina Rogers; JCRKAR, LLC.
2. **Appointment:** Vote to appoint Hannah Adelman-Menzer to the Council on Aging for a three (3) year term ending June 30, 2022.
3. **Town Data Security:** Vote to approve to conduct a security audit of the town systems.

CONTRACTS

4. **Consulting Firm:** Vote to approve the agreement between the Town of Topsfield and Community Paradigm Assoc. for Consulting Services to assist the Town in hiring a Town Administrator; and for the Chair to sign.
5. **Veteran's Services Contract:** Vote to approve a one (1) year contract with Richard Cullinan to serve as Veteran's Agent/Service Officer for the Town of Topsfield, expiring June 30, 2020; and for the Chair to sign.
6. **Foia Direct Agreement:** Vote to approve an agreement with Foia Direct for the Town Clerk's Public Record Software subscription for a term of one (1) year ending June 30, 2020.
7. **Patriot Properties Agreement:** Vote to approve an agreement with Patriot Properties for maintenance and support for the Assessor's server and property assessment data base for a term of one (1) year ending June 30, 2020.
8. **Weston & Sampson Contract:** Vote to approve a contract with Weston & Sampson Engineers, Inc. of Peabody, MA. for Post Closure Landfill Monitoring Services for a term of one (1) year ending June 30, 2020.
9. **Brox Industries Contract:** Vote to amend the FY19 Contract with Brox Industries in the amount of \$275,000 to fund the Highway Dept. Road Program for FY20.
10. **All State Asphalt Inc. Contract:** Vote to amend the FY19 Contract with All State Asphalt Inc. in the amount of \$30,000 to fund the Highway Dept. Road Program for FY20.
11. **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.
12. **UMMS Evergreen Agreement:** Vote to approve an existing agreement with UMass Center for Health Care Financing for processing flu vaccine rosters to private insurance companies for FY20.

- 13. Canon Solutions America:** Vote to approve a contract with Canon Solutions America to lease a copier for Inspectional Services and Conservation for an amount not to exceed \$5,520; and for the Chair to sign.
- 14. Conway Office Supplies:** Vote to approve a contract with Conway Office Supplies to lease a copier for the Topsfield Library for an amount not to exceed \$5,172.48; and for the Chair to sign.
- 15. License for Public Entertainment on Sundays:**
- A) Vote to approve Dean & Flynn, Inc. D/B/A Fiesta Shows request for an Amusement Games License on two Sundays, October 6, 2019 and October 13, 2019 from 10AM to 11PM at the Topsfield Fair Grounds during the Topsfield Fair; and for the Board to sign.
- B) Vote to approve Dean & Flynn, Inc. D/B/A Fiesta Shows request for an Amusement Rides License on two Sundays, October 6, 2019 and October 13, 2019 from 10AM to 11PM at the Topsfield Fair Grounds during the Topsfield Fair; and for the Board to sign.
- 16. Emerson Field:** Lease revision update

OLD BUSINESS

TOWN ADMINISTRATOR'S REPORT

APPROVAL OF MINUTES

- Vote to approve Board of Selectmen Meeting Minutes of Monday, July 22, 2019

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

CORRESPONDENCE

EXECUTIVE SESSION

Continued Grievance Hearing: Collective Bargaining Strategy (continued from BOS Meeting 7/22/19)
By a roll call vote the Board will enter into Executive Session in accordance with M.G.L. c. 30A, §§ 21(A), Exemption #3: "To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares." Specifically, to discuss the Board's response to the grievance filed by AFSCME Council 93 of Topsfield.

By a roll call vote the Board will exit Grievance Hearing under Exemption #3

Teacher's Union Matter

By a roll call vote the Board will enter into Executive Session in accordance with M.G.L. c. 30A, §§ 21(A), Exemption #3: "To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares." Specifically, to discuss complaint filed by Topsfield Teacher's Association.

By a roll call vote the Board will exit Executive Session under Exemption #3

EXECUTIVE SESSION MINUTES

- Vote to approve Board of Selectmen Executive Session minutes of July 22, 2019.

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

ADJOURN

UPCOMING MEETINGS:

Thursday, August 15, 2019 @3:00PM - BOS Work Session @Town Hall; 8 W. Common St.

Monday, August 19, 2019 @7:00PM – BOS Meeting @Town Hall; 8 W. Common St.

Monday, September 9, 2019 @7:00PM – BOS Meeting @Town Hall; 8 W Common St.

Thursday, September 19, 2019 @7:00PM – BOS Work Session @Town Hall; 8 W. Common St.

Monday, September 23, 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.