



**AGENDA  
(REVISED)**

**BOARD OF SELECTMEN**

Town Library  
South Common Street, Topsfield  
**September 17, 2018**  
**7:00PM**

2018 SEP 10 PM 2:50

TOWN CLERK  
TOPSFIELD, MA  
Posted 9/10/18 2:50 PM

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE**

**ANNOUNCEMENTS**

**CITIZEN QUESTIONS & COMMENTS**

**NEW BUSINESS**

1. **Special Officer Appointment:** Vote to appoint Joseph Levasseur to the position of probationary Special Police Officer for a term expiring on September 17, 2019.
2. **Consigli Construction Change Order:** Vote to approve change order #11 for \$69,354.55 for the Town Hall Preservation, Renovation and Expansion project and for the chair to sign.
3. **\*Consigli Construction Change Order:** Vote to approve change order #12 for \$45,515.13 for the Town Hall Preservation, Renovation and Expansion project and for the chair to sign.
4. **Acceptance of Donations:** Vote to accept donations in the amount of \$77,035 that have been received by the Friends of the Town Hall.
5. **Water Treatment Plant:** Project Update & Overview of Process for upcoming bond Issuance.
6. **Electrical Easement:** Vote to grant approval to National Grid for a Utility Easement for the purpose of maintaining needed electrical facilities for the Water Treatment Plant and to booster the Pump Station located at 279 Boston Street.
7. **Mandatory Water Ban & Enforcement:** Updates
8. **Parade and Route Approval:** Vote to approve the 200<sup>th</sup> Topsfield Fair Grand Parade scheduled for Saturday, September 29, 2018 beginning at 9AM from the Topsfield Common.
9. **Public Hall Usage Policy:** Discussion and vote to approve policies for the use of the Public Hall at the 2<sup>nd</sup> floor of the Topsfield Town Hall at 8 West Common Street.
10. **Declaration of Surplus Office Furniture:** Vote to declare office furniture items located at 461 Boston Street surplus items.

11. **\*Kings Information Systems Contract:** Vote to approve a contract between the Town of Topsfield and Kings Information Systems of Norwood, MA for Records Management Professional Services in the amount of \$34,500 for the labor and conversion of documents and files to establish a central filing system for Land Use Departments: Inspectional Services, Conservation and Health
12. **AFSCME Consolidated Contract FY18-FY20:** Vote to approve a consolidated contract between the Town of Topsfield and the AFSCME Public Works, Water, Parks and Cemeteries Unions.
13. **BoardDocs:** Vote to approve purchase of BoardDocs agenda management software for \$4,500.
14. **\*BOS Goals & Objectives:** Vote to approve the Board of Selectmen Goals & Objectives for FY2019.
15. **Downtown Legal Summary:** Update

#### OLD BUSINESS

16. **Host Community Agreement:** Continued discussion regarding the draft agreement between Green Meadows Farm, LLC and the Town of Topsfield.
17. **Appointments for New Committees:**
  - Taxation Aid Committee for Seniors and Disabled
  - Government Review Committee
  - Educational Fund Committee(s)

#### TOWN ADMINISTRATOR'S REPORT

##### APPROVAL OF MINUTES

- Vote to approve minutes of Regular Board Meeting held July 23, 2018
- Vote to approve minutes of Work Session held August 16, 2018
- Vote to approve minutes of Regular Board Meeting held August 20, 2018
- Vote to approve minutes of Work Session held August 30, 2018

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

##### CORRESPONDENCE

- **Xfinity letter dated 7.31.18:** Senior Citizen discount available to qualified subscribers.
- **Governor Baker letter dated 8.21.18:** Recycling Dividends Grant Award of \$6,600.
- **Citizens Thank you note:** To the Topsfield Fire Department

##### ADJOURN

##### UPCOMING MEETINGS:

Thursday, September 20, 2018 @3:00PM – BOS Work Session at the Town Hall 8 W. Common St.

Monday, October 15, 2018 @7:00PM – BOS Meeting at the Town Hall 8 W. Common St.

Thursday, October 25, 2018 @3:00PM – BOS Work Session at the Town Hall 8 w. Common

Monday, October 29, 2018 @7:00PM – BOS Meeting at the Town Hall 8 W. Common St.

##### \*REVISED

*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.*