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**AGENDA
(REVISED)
BOARD OF SELECTMEN
WORKING SESSION**
Topsfield Town Hall Offices
461 Boston Street, Unit E-6, Topsfield
Wednesday, April 25, 2018
4:00 PM

CALL TO ORDER

ANNOUNCEMENTS:

WORKING SESSION AGENDA:

- ITEM #1** **Collective Bargaining Contracts:** Vote to sign the consolidated Collective Bargaining Agreements (Consolidated contracts, including the recently approved Memorandum of Agreements) for the Town's Collective Bargaining Units for Fiscal Years 2018-2020 for the Topsfield Police Benevolent Association, Topsfield IAFF Firefighters Association, Topsfield Call Firefighters Association and AFSCME Public Works units.
- ITEM #2** **Employment Agreement:** Discuss and vote to approve an agreement between the Town of Topsfield and the Topsfield Police Captain.
- ITEM #3** **Financial Policy Guidelines:** Discussion of Financial Policy Guidelines as recommended by the Town Administrator and the Town's Financial Management Team for matters under the direct authority of the Board of Selectmen.
- ITEM #4** ***Public Records Guidelines:** Discussion and vote to approve the Town Clerk's Official Public Records Access Guidelines to be published on the Town's website to publicize the process and procedures for public records requests in the Town of Topsfield.
- ITEM #5** **Annual and Special Town Meeting:** Updates and discussion, if needed, regarding the Annual Town Meeting and the Special Town Meeting scheduled for Tuesday, May 1, 2018 at 7:00 pm.

***TOWN ADMINISTRATOR'S REPORT**

***APPROVAL OF MINUTES:**

- Vote to approve minutes of Executive Session Meeting held on March 7th, 12th, 19th, 22nd & 26th, 2018.
- Vote to approve minutes of Regular Board Meeting held on March 12th & 26th, 2018.
- Vote to approve minutes of the Working Session held on March 14th, 19th, 22nd & 28th, 2018.

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

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.