



**REVISED AGENDA**  
**BOARD OF SELECTMEN**  
Proctor School Library  
60 Main Street, Topsfield  
**December 19, 2016**  
7:30PM

**CALL TO ORDER**

**OPEN SESSION**

**PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE**

**CITIZEN QUESTIONS & COMMENTS**

**DEPARTMENT UPDATES**

**ITEM #1**      **Department Update:** Quarterly Report from Conservation Administrator, Lana Spillman.

**NEW BUSINESS**

**ITEM #2**      **Appointment of Police Personnel:** Vote to reappoint the following Police Personnel for a six month term to expire on June 30, 2017: Special Officers David Bond & Mathew Shedden; Auxiliary Police Officers Alexandra Bentas & Samuel Penta; As recommended by Police Chief Haglund.

**ITEM #3**      **Lease Agreement:** Vote to approve a 6 month lease agreement between the Town of Topsfield Cultural Council on Aging and the Trinity Church; As recommended by the Council on Aging.

**ITEM #4:**      **Grant Acceptance:** Vote to Accept a Formula Grant from the MA Executive Office of Elder Affairs for \$14,830 from the Commonwealth of Massachusetts and to authorize the Chairman or Town Administrator to sign all related contract documents.

**ITEM #5:**      **MGL 32B, Section 21-23 Health Insurance Plan Design:** Initial discussion of Municipal Health Insurance Plan Design for employees and retirees; Discussion of options available to the Town under the provisions of MGL 32B Sections 21-23; Consultant Sue Shillue, President, Cook and Company will present and overview and summary of the process and benefits of adopting the provision.

**ITEM #6:**      **ANNUAL LICENSE RENEWALS:**

- **Annual Class II License Renewals:** Vote to approve the renewal of Class II Used Car Dealer Licenses for: Signature Motor Cars, Inc., George Baptisa dba: Credit Auto Brokerage, Eurasian

Imports Inc., dba: New Meadows Auto, Ray Lawton dba: Fend Auto Sales, and Topsfield Motor Company LLC

- **Alcohol License/Package Store:** Vote to approve the renewal of a Retail Package Goods Store Alcohol License to Gil's Grocery and Village Market Foods LLC dba Village Market.
- **Alcohol License/Pouring License:** Vote to approve the renewal of a General on Premise Pouring Alcohol License to Topsfield Commons LLC and Willowdale Estate, LLC, dba Willowdale Estate
- **Farmer Winery Pouring License:** **Vote to approve** the renewal of a Farmer Winery Pouring License to Alfalfa Farm Winery Inc. effective January 1, 2017 and to expire December 31, 2017.
- **Common Victualler Licenses:** Vote to approve the renewal of Common Victualler Licenses for: Sakkas Restaurant Inc. dba: Topsfield House of Pizza, Qirici Inc. dba: Daybreak Café, New Meadows Golf Club, Inc., Alex's Roast Beef, Pizza and Seafood, Willowdale Estate LLC, dba: Willowdale Estate, and Maia LLC dba: Dunkin' Donuts, Topsfield Commons LLC, Topsfield Bakeshop Inc., Essex Agricultural Society dba: Topsfield Fair – Coolidge Hall.

**ITEM #7:**       **One Day Liquor License:** Request for a one day liquor license from North Shore Elder Services for a Fundraising Event at Topsfield Fairgrounds on May 13, 2017.

**ITEM #8:**       **Appointment of Public Records Access Officer:** Vote to Appoint Town Clerk Ann Gill as Public Records Access Officer ("RAO") as required by the Public Records Law to be effective January 1, 2017.

**ITEM #9:**       **Appointment to Topsfield Housing Authority:** Vote to Approve an Appointment to the Topsfield Housing Authority; Replaces a prior Board Member

**ITEM #10:**      **Grant Acceptance:** Vote to Accept a Complete Streets Grant for \$34,714.82 from the Commonwealth of Massachusetts Department of Transportation and to authorize the Chairman or Town Administrator to sign all related contract documents.

**ITEM #11:**      **Contract Approval:** Vote to Award a Contract with World Tech Engineering for \$34,714.82 to hire a professional consulting and engineering firm to coordinate a Complete Streets Prioritization Plan for the Town of Topsfield and to Authorize the Chairman or Town Administrator to sign.

## **TOWN ADMINISTRATORS REPORT**

### **APPROVAL OF MINUTES**

**ITEM #12**       **Meeting Minutes:** Vote to approve official minutes for the regular meetings of the Board of Selectmen held on November 21, 2016 and December 5, 2016.

**ITEM #13**       **Dog Hearing:** Vote to approve the official minutes of the Board of Selectmen's Dog Hearing Subcommittee from the Dog Hearing held on November 14, 2016.

### **CORRESPONDENCE**

### **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.*