



2019 JAN -3 PM 3: 12

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**AGENDA  
BOARD OF SELECTMEN**

Town Hall  
8 W Common Street / BOS Conference Room  
**January 7, 2019  
7:00PM**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE**

**ANNOUNCEMENTS**

**CITIZEN QUESTIONS & COMMENTS**

**NEW BUSINESS**

1. **Topsfield Fire Department:** Appointment and Retirement Recognitions
2. **Town Hall/Public Hall Use Policy:** Vote to adopt the Town Hall Use Policy as revised from the Board of Selectmen's September 17, 2018 approved version; and vote to approve the Town Hall Rental Procedures and Application Package as submitted.
3. **Voting Delegate Designation:** Vote to submit Clerk Bermudez as a voting delegate nominee for the Directors of the Massachusetts Interlocal Insurance Association, Inc. and the MIIA Property and Casualty Group, Inc.
4. **Appointment of Alternate Health Agent:** Vote to appoint Melanie Dineen RS as Alternate Health Agent to support the Topsfield Board of Health in the absence of Health Agent John Coulon within FY2019.
5. **Masconomet Regional School District FY20 Budget & Capital Expenditures:** Selectman Spencer to update the Board

**OLD BUSINESS**

6. **Sign Bylaw & Regulations:** Continued discussion and possible vote to approve letter and correspondence that will go out to Topsfield Business owners.
7. **Appointments for New Committees:**
  - Taxation Aid Committee for Seniors and Disabled
  - Educational Fund Committee(s)

**TOWN ADMINISTRATOR'S REPORT**

**APPROVAL OF MINUTES**

- Vote to approve minutes of BOS Work Session held on December 20, 2018.  
*(Other meeting minutes may be reviewed and/or approved as needed.)*

## **CORRESPONDENCE**

- Resident complaint dated 12/1/18 – Regarding public records requests
- Resident letter received 12/11/18 – Concern regarding tree hanging over home
- Environmental Health & Eng., Inc letter dated 12/2/18 – Permanent Solution Statement w/no Conditions
- Movimiento Cosecha letter dated 11/29/18 – Immigrant Rights Group
- Xfinity letter dated 12/4/18 – Star India Channel updates
- Hamilton Fire Department note dated 12/12/18 – Thank you for coverage
- National Grid letter dated 11/29/18 – Notice of Filing, Public Hearings and Procedural Conference
- Resident email dated 12/14/18 – Water release problem near new purification plant
- Xfinity letter dated 12/19/18 – MGM TV Channel updates
- UMass Medical School letter dated 10/23/18 – Information regarding HIPAA policy

## **ADJOURN**

### **UPCOMING MEETINGS:**

Thursday January 10, 2019 @3:00PM – BOS Work Session at the Town Hall; 8 W Common St.

Thursday January 24, 2019 @3:00PM – BOS Work Session at the Town Hall; 8 W Common St.

Monday January 28, 2019 @7:00PM – BOS Meeting at the 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.*