



2019 JAN 24 AM 8:43

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TOPSFIELD, MA

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**AGENDA  
BOARD OF SELECTMEN**

Town Hall  
8 W Common Street / BOS Conference Room  
**January 28, 2019  
7:00PM**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE**

**ANNOUNCEMENTS**

**CITIZEN QUESTIONS & COMMENTS**

**NEW BUSINESS**

1. **Topsfield Fire Department Acceptance of Grants:** Vote to accept grant funds for Student Awareness of Fire Education (S.A.F.E), Senior SAFE and NERAC totaling \$21,154.
2. **Declaration of Surplus Items:** Vote to declare Fire Department Equipment as surplus items.
3. **Hood's Pond Agreement:** Vote to approve an agreement between the Town of Topsfield and the Topsfield Beach Association for the purpose of beach activities at Hood Pond for a term of three (3) year ending December 31, 2021.
4. **Design Technique, Inc. Fee Extension:** Vote to approve a fee increase for Design Technique, Inc. of Newburyport, MA for an amount not to exceed \$2,500.
5. **Local Meals Excise Tax:** Review and discuss the option of including in the Town Warrant
6. **Financial Forecasting FY2020 – FY2024:** Review and discuss draft
7. **Capital Expenditures FY2020 – FY2014:** Review and discuss draft
8. **Masconomet Regional School District FY20 Budget & Capital Expenditures:** Selectman Spencer to update the Board
9. **Town Administrator Goals & Objectives:** Discussion and vote to approve FY2019 Goals and Objectives for the Town Administrator.

**OLD BUSINESS**

10. **Sign Bylaw & Regulations:** Continued discussion and possible vote to approve letter and correspondence that will go out to Topsfield Business owners.
11. **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 January 14, 2019.  
*(Other meeting minutes may be reviewed and/or approved as needed.)*

### **CORRESPONDENCE**

- Fire Department Thank you note – New Meadows Garden Club
- MassDOT letter dated 1.3.19 – Topsfield's Complete Street Funding Application
- Resident complaint letter dated 1.14.19 – Condition of tennis courts on Perkins Row
- Memo to Topsfield Planning Board from Selectman John Spencer – Downtown Revitalization
- Xfinity letter dated 1.14.19 – International Package Update

### **ADJOURN**

### **UPCOMING MEETINGS:**

Monday February 4, 2019 @7:00PM – BOS Meeting at the Town Hall; 8 W Common St.

Thursday February 14, 2019 @3:00PM – BOS Work Session at the Town Hall; 8 W Common St.

Monday February 25, 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.*