



**AGENDA**  
**BOARD OF SELECTMEN**  
Proctor School Library  
60 Main Street, Topsfield  
June 4, 2018  
7:00PM

2018 MAY 29 PM 5:48

RECEIVED  
TOWN CLERK  
TOPSFIELD, MA

Posted 5/30/18 9:15 AM

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE**

**ANNOUNCEMENTS**

**CITIZEN QUESTIONS & COMMENTS**

**DEPARTMENT UPDATE(S)**

**NEW BUSINESS:**

1. **Donation:** Trailer donation to the Topsfield Police Department.
2. **Grant Award:** Governor's Highway Safety for Child Safety Seats to the Topsfield Fire Department.

**OLD BUSINESS:**

3. **Board of Selectmen Regular Meeting & Working Session Schedule for FY2019**
4. **Reconsideration of Reclassification Request:** Vote to amend the Personnel Classification Plan by reclassifying the position of Town Clerk from a "Grade 7" to a "Grade 8" and amending the title to "Town Clerk/Records Access Officer" as recommended by the Personal Director.
5. **Village Shopping Center:** Discussion and possible next steps.
6. **Sign Permit for Fairview Machine Company:** Discussion and vote to approve a special permit to install new signage at Fairview Machine Company at 427 Boston Street.
7. **New Liquor License** – Continued discussion and possible vote to approve an application from Lelas Variety, LLC for a Wine and Malt Beverage Liquor License.
8. **Appointment process of new committee:**
  - Taxation Aid Committee for Seniors and Disabled
  - Charter Review Committee
9. **Board of Selectmen Goals and Objectives for the Town for FY2019**
10. **Citizen Communications with the Board of Selectmen**
11. **Board of Selectmen use of iPads and related software**
12. **Website monitoring and improvement**
13. **Board of Selectmen Notice of Inclination to Re-Appoint Town Administrator by September 30, 2018**

## **TOWN ADMINISTRATOR'S REPORT**

**APPROVAL OF MINUTES:** Vote to approve minutes of Regular Board Meeting held May 21, 2018.  
*(Other meeting minutes may be reviewed and/or approved as needed.)*

### **CORRESPONDENCE**

- Thank you note to Police, Fire, emergency and town employee who come to her aid on May 14<sup>th</sup>.
- Thank you note to Fire Department for hosting a boy's 4<sup>th</sup> Birthday Party.
- Masconomet Regional School District letter dated 5.23.18 – Appropriations made at the May 16<sup>th</sup> meeting
- ABCC Advisory dated 5.22.18 - regarding cannabis in alcoholic beverages

### **EXECUTIVE SESSION (If Any)**

### **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.*

### **UPCOMING MEETINGS:**

Monday, June 25, 2018 @7:00PM - BOS Meeting at the Proctor School Library 60 Main Street

Monday, July 9, 2018 @7:00PM - BOS Meeting at the Proctor School Library 60 Main Street

Thursday, July 19, 2018 @3:00PM - BOS Working Session at the Town Hall Offices 461 Boston Street, Suite E-6

Monday, July 23, 2018 @7:00PM – BOS Meeting at the Proctor School Library 60 Main Street