



Town of Topsfield
TOWN ADMINISTRATOR'S REPORT

January 7, 2019

Town Hall Updates:

- **Project Completion:** Consigli Construction working on final project punch list items:
This week: Directories & final lettering; TBD. Town Clerk transaction counter
- **Recently Completed:** Paint touch-ups, installation of HP buttons; weather-stripping
- **THBC Meetings:** Evening meetings now- next meeting this Wednesday
- **Cable Equipment Upgrades:** New equipment in; Completion by the end of January.

School Improvement Projects Update:

- **Steward School Project Complete:** Work is complete. Closed-out with MIIA.
- **Proctor School Project Completion:** Work is complete. Closed out with MIIA.
- **New values established;** \$65,000 additional MIIA premium costs for FY20.

DOR Updates:

- **FY18 Audit:** Town Audit completed; Documents to be filed with DOR this week.
- **FY19 Free Cash:** Next milestone is Free Cash certification from DOR.

Finance Committee Updates:

- **FY20 Budget Requests:** Finance Committee received FY20 Budget Departmental Budget Requests today.

FY20 Budget Process:

- **FY20 Department Budget Packets:** Town Accountant assembled all budget worksheets & distributed compiled budget requests to Finance Committee today.

Capital Requests:

- **FY20 Capital Budget:** Holding meetings with all department heads; Compiling FY20 Capital Budget Requests and back-up information;
- **FY20 Capital Budget Requests:** List for BOS and FinCom review and discussion.
- **FY21-25 Capital Planning:** Met with all departments to update last year's 5 year CIP; Developing a Five-Year FY20-24 Capital Improvement Plan to be presented with FY20 Capital Budget recommendations to BOS and Finance Committee in January.

Financial Policy Guidelines

- Voted all comprehensive financial policies.
- In place in time for next Bond Issuance (scheduled for March 2019.)

Financial Forecast

- Financial Forecast data completed for FY20-24. Narrative being completed this week for release.

Essex County Regional Communications Center:

- **Draft Inter-Municipal Agreement:** Initial discussion of first draft proposal for a new Interagency Regional Agreement beginning July 1, 2019 for Fiscal Year 2020. Official written feedback sent December 14, 2018.

Topsfield Downtown/Village Center Initiatives:

- **Business Outreach:** Select Persons Spencer & Bermudez visited businesses during the Holiday on the Common event Saturday, December 1st.
- **Parking Management Grant Application:** A grant application for \$15K submitted to the State's Downtown Initiative Grant Program to perform a Downtown Parking Management Plan. Awaiting notification a decision.
- **MAPC Initiatives:** Topsfield representatives attended the Metropolitan Area Planning Association ("MAPC") Meeting on 11/15/18. Proposal to MAPA to develop a Downtown Village Master Plan initiative was sent.

Public Hall:

- **Next Steps:** BOS Approval of all policies and documents in January. All materials to be posted on the Town's website by 2019. Marketing campaign to be developed.

Collective Bargaining:

- **Reserve Police Officers:** Two meetings held; Next meeting is being scheduled.
- **Topsfield Teachers:** Initial Ground Rules Meeting Session scheduled for Dec. 4th, 2018.

Payroll Conversion Project

- **Status:** Worked with Treasurer to implement payroll conversion project.
- **Objectives:** Convert from weekly to bi-weekly pay for all Town employees; Convert from Thursday-Wednesday to Sunday-Saturday pay periods; Increase efficiencies for payroll administration; Reduce redundancies in procedures; Improve payroll process for Department Heads, payroll staff and employees.
- **Goal:** Target date for conversion is February 28, 2019.

Town-Wide Signage:

- **Status:** Letter drafted for Business outreach mailing; Package assembled for business mailing (ie. By-Law & signage regs).

40B Project – “Perkins Landing”:

- **Overview:** 28 residential homeownership units (7 affordable) 8.2 acres at 57 Perkins Row.
- **Status:** Awaiting State’s response to Town’s Letter of Response acknowledged 11.13.18.

Upcoming BOS Meetings:

- **Thursday, January 10, 2019 @ 3pm** – BOS Work Session
- **Thursday, January 24, 2019 @ 3pm** – BOS Work Session
- **Monday, January 28, 2019@ 7pm** – Regular Business Meeting