



Town Administrator Report

SELECT BOARD MEETING

October 19, 2020 7:00PM

- *Public Safety*
 - COVID
 - Two active cases of COVID currently in Topsfield
 - Halloween Preparedness
 - CARES funds
 - Regional Pandemic Nurse
 - Schools back as a Hybrid
 - Traffic Advisory Committee Formation
 - Posting of the Community/volunteer opportunities
- *Infrastructure work:*
 - Fiber Network Project (CARES)
 - Working Group in Place
- *Downtown Revitalization:*
 - ECDC has kicked off
 - First two VHB Stake Holder Meetings completed
 - Implementing the Shared Street Grant
 - Solar lights, parklet and seasonal treatments
- *Town Operations and Activities:*
 - IT
 - In the process of a Cyber security assessment funded by a (MIIA)
 - Credit card machines and online payment
 - Website improvements (CARES)

- Telephone Purchase (CARES)
- Pole Pads (CARES)
- Ballot Machines (CARES)
- Library is open for curbside pick-up and inside by appointment
- Working with Holiday on the Green volunteers on this year's event
- Working with the Cable Advisory on the Verizon and Comcast Cable Contracts
- Voting
 - 1900 mail in ballots have gone out
 - Early voting: Oct. 17 through Oct. 30
 - Election Day: Nov. 3 7AM – 8PM
- Budget meetings taking place with Department Heads
 - Capital, budget and Warrants
- *Personnel and Collective Bargaining:*
 - Reorganizing the Parks and Cemetery Department
 - Home Rule Petition to be taken up in December
 - CBA: Reserve PD – negotiations underway
 - CBA: AFSCME – First Session October 22
 - Accepted Offer for the Sr. Admin. Assistant for Highway, Water, Parks and Cemetery
 - New Mechanic Patrick Nolan starts October 26
 - Council on Aging Director