



Town Administrator Report

SELECT BOARD MEETING

October 5, 2020 7:00PM

- *Public Safety*
 - Successful Flu clinic on the Sept 30 at the Topsfield Fair at the Coolidge Building.
 - COVID
 - One active case of COVID currently in Topsfield
 - Concerns as we head to the Fall
 - Impacts to Halloween
 - Traffic Advisory Committee Formation
 - Posting of the Community/volunteer opportunities
- *Infrastructure work:*
 - Fiber Network Project (CARES)
 - Working Group in Place
 - Safety Gate at the DPW Building is almost complete (CARES)
 - Decontamination Shower at the Fire Station underway (CARES)
- *Downtown Revitalization:*
 - VHB stake holder meetings underway
 - ECDC first meeting is tomorrow evening at 6:30PM.
 - More information on the Town Website
 - Anyone who would like to join can
 - Shared Street Grant
 - 19 Solar Lights Purchase Order
 - Downtown seasonal treatments are out

- Thank you to the Topsfield Garden Club and Tom from Fresh Look Designs
 - Parklet was installed last week and great feedback so far
- *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)
 - Working Group has been established
 - Telephone Purchase (CARES)
 - Pole Pads (CARES)
 - Ballot Machines (CARES)
 - Library is open for curb side pick-up and inside by appointment
 - Working with Holiday on the Green volunteers on this year's event
 - Kick-off budget meeting took place today at our Department Head meeting
 - Hosting Capital and budget meetings with Department Heads this week and next
- *Personnel and Collective Bargaining:*
 - Reorganizing the Parks and Cemetery Department
 - CBA: Reserve PD – third session tomorrow
 - CBA: AFSCME – First Session October 22
 - Performing interviews for the Sr. Admin in the Highway/Water Department
 - Town Mechanic position has been posted