



Town Administrator Report

SELECT BOARD MEETING

January 4, 2020 7:00PM

- *Public Safety*
 - COVID
 - Cases around MA and Topsfield continue to increase
 - Expecting another surge in the next week or two resulting from the holidays
 - \$40,000 earmark from the state operating budget for COVID
 - Regional Pandemic Nurse has been extended through January (CARES)
 - Phase 1 vaccinations: First responders will begin next Monday and Tuesday. Topsfield will be hosting Middleton, Boxford, Hamilton and Wenham
 - Potential “Mega Site” for further regional vaccination
- *Infrastructure work:*
 - Downtown Street Lights
 - EV Charging Stations
 - Coppermine Road: Onsite meeting January 13th
 - Fire Station HVAC
- *Downtown Revitalization:*
 - VHB Downtown Street Scape Visioning and Design
 - Former Highway Garage Disposition

- *Personnel and Collective Bargaining:*
 - Police Reform Bill was signed by the Governor on 12/31
 - Reorganizing the Parks and Cemetery Department (Home Rule Petition)
 - Collective Bargaining Agreement: Reserve Police Dept.
 - Collective Bargaining Agreement: AFSCME
 - Updated Water Memorandum of Understanding
 - Council on Aging Director
 - HR Study + Salary Survey

- *Town Operations and Activities:*
 - Information Technology
 - Telephone Installation (CARES) – In process
 - Fiber Network Project (CARES) – Punch List
 - Website improvements (CARES) – In process
 - Regionalization Efforts continue
 - CARES reporting and close out underway
 - Coats for Veterans
 - Political Signs
 - Abatement request preparation
 - Dog licensing
 - Nomination papers for the local election
 - End of the year W-2, ACA, 1099 being prepared
 - 3rd Quarter Real Estate Taxes
 - Council on Aging Programing continues this week
 - Library is open for curb side pick-up and appointments have been suspended due to COVID concerns
 - Cable Advisory and the Cable Contracts with Verizon and Comcast
 - Pump Park
 - Andrews Farm water delinquency
 - Capital, Budget, Warrant