



Town of Topsfield
TOWN ADMINISTRATOR'S REPORT
February 25, 2019

Town Administrator's Report for Monday, February 25, 2019:

DOWNTOWN UPDATES:

- **Downtown Initiatives/Parking Management Plan:** Selectman John Spencer will be the key Selectman to coordinate the Downtown Revitalization initiatives on behalf of the Board; Thank you to him for planning the meeting that resulted in our \$15K grant to conduct a Downtown Parking Management Plan.
- **Downtown/Village Center Initiatives:** Thank you to Selectman Lynne Bermudez for coordinating the grant application from MAPC to develop a Downtown Village Strategic Plan; A Kick-Off call is scheduled for this Wednesday; As the project moves forward, Selectman Spencer will coordinate the initiative on behalf of the BOS.

40B PERKINS LANDING UPDATE:

- Developer is working on a revised plan; Donna has called into the state to ask about next steps in the process.

BUDGET UPDATES:

- **FY20 Budget Requests:** All departmental budgets, BOS requests and "essential-unfunded-above-guidelines" requests were submitted to Finance Committee for review.
- **Finance Committee:** I'll attend the FinCom meeting on Monday, March 4th to discuss Preliminary Warrant, List of Articles and Capital Requests

WARRANT UPDATES:

- **Preliminary Warrant Template:** Version 1 distributed & discussed during meeting
- **List of Warrant Articles:** Preliminary List of Annual Town Meeting articles distributed and discussed; Citizen Petitions distributed in BOS Packets.
- **Warrant Development Timeline:** Initial Timeline distributed in BOS packets; Final Timeline to be distributed on 2.26.19 following BOS meeting discussion.

STATUS OF BOS/TA GOALS:

- **Website:** Continue to update website with new information; Met with Chair Lyons to discuss action plan for website enhancements and staff support for next steps.

- **IT Survey:** Surveys back, meetings being scheduled in next 2 weeks to review feedback; Donna Working with Selectman Bermudez on report.
- **IT Regional Grant:** Submitted to State - Middleton and Essex regional managers to inventory IT needs and drafting of a Regional IT Grant for Technical Assistance for Collaborative IT Service with the Towns of Danvers, Manchester, Essex, Wenham, Middleton and Hamilton.
- **Financial Forecast & Policy Guidelines:** Forecast and narrative for FY20-24 released 1.28.19; Final edits completed 1.31.19; Posted on Town Website & Distributed to FinCom and departments for review on 2.1.19.
- **Town-Wide Signage:** Referred to Selectman Gandt for further action

CAPITAL PROJECTS:

- **Water Treatment Plant:** Cleared by the State; Construction of facility is complete; Goes “live” next week; Additional projects remain for the springtime, i.e. landscaping, etc.
- **Town Hall Project Completion:** Consigli Construction working on final punch list.
- **School Improvement Projects:** Construction is complete; Awaiting final audits and determination by MSBA before project can be officially closed-out and 5% released.

COLLECTIVE BARGAINING:

- **Reserve Police Officers:** Two meetings held; Next meeting being scheduled for next week.
- **Topsfield Teachers:** Ground Rules Meeting held Dec. 4th, 2018; Session One held 1.23.19. Session Two held Wednesday, January 30, 2019.
- **Water Treatment Plant:** Working with Water Superintendent to research comparable pay comps, licensing and training certification requirements; Draft revisions for job titles; and seek relevant job descriptions in anticipation of the new Water Treatment Plant coming on line. Will set up meeting with Union representative for 2 -3 weeks to initiate notice process and any impact bargaining obligations.

MISCELLANEOUS:

- **Boxford Cable Television:** Continue to work with Boxford Cable Television to install new equipment, audio equipment and to purchase camera kits.
- **RECC Inter-Municipal Agreement:** Attended RECC Meeting on Wednesday, January 30, 2019 to discuss revised Inter-municipal Agreement with State 9-1-1.
- **Payroll Conversion Project:** Conversion to be implemented this week.
- **Department Head Meeting:** Held Dept. Head Meeting on Tuesday, February 19th.
- **40B “Perkins Landing”:** Awaiting next steps from the State (Town’s response sent 11.13.18)

UPCOMING BOS MEETINGS:

- **March 11, 2019 at 7pm:** Regular Business Meeting (Warrant Review & Discussion)
- **March 7, 2018 at 3pm:** Special Working Session (Warrant Review & Discussion)
- **March 21, 2019 at 3pm:** Working Session (Warrant Review & Discussion)
- **March 25, 2019 at 7pm:** Regular Business Meeting (Vote & Sign the Warrant)