



Town of Topsfield  
**TOWN ADMINISTRATOR'S REPORT**  
**March 11, 2019**

Below is the Town Administrator's Report for Monday, March 11, 2019:

**BUDGET UPDATES:**

- **Finance Committee:** Attended meeting Monday, March 4<sup>th</sup> to discuss Preliminary Warrant, List of Articles and Capital Requests. Proposed Compensation Study funding to address comments regarding non-union wages.
- **Health Insurance:** Meeting with MIIA Rep on Monday to discuss FY20 Premiums – Reduction has been verbally confirmed – await the new rates in writing before updating budget documents.

**WARRANT UPDATES:**

- **Preliminary Warrant Template:** Versions 1, 1.1, 1.2 updated; V. 2 distributed 3.8.19
- **List of ATM Articles:** Updated 2.0 List of ATM Articles distributed 3.8.19
- **STM Warrant:** STM Prelim Warrant being drafted for distribution on 3.12.19
- **Warrant Development Timeline:** Timeline distributed to BOS on 2.26.19 following BOS meeting discussion.

**STATUS OF BOS/TA GOALS:**

- **Downtown/Village Center Initiatives:** Selectman John Spencer coordinated Kick-Off Conference Call held on Feb. 27<sup>th</sup> at 10am
- **Website:** Continue to update website with new information; Donna and Sue Winslow are meeting with Chairman Lyons to develop action plan for website enhancements and tasks.
- **IT Survey:** Surveys collated; meetings held to review feedback; Donna Working with Selectman Bermudez on report.
- **Financial Forecast & Policy Guidelines:** Forecast released 1.28.19; 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:** WATER! Additional projects in spring, ie. landscaping, etc.
- **Town Hall Project Completion:** Final punch list in progress.
- **School Improvement Projects:** Construction complete; Awaiting final audit and determination by MSBA before project can be officially closed-out and 5% released.

#### **MISCELLANEOUS:**

- **Public Hall:** First paid event held 3.7.19
- **Facility Dude:** Kick-Off call held; List of all buildings in progress
- **Boxford Cable Television:** New equipment installed; Camera kits to be ordered/assembled.
- **RECC Inter-Municipal Agreement:** Attended RECC Meeting on 1.30.19. Meeting Monday 3.11.19 to discuss revised Inter-municipal Agreement with State 9-1-1.
- **Payroll Conversion Project:** Conversion completed.
- **40B "Perkins Landing":** Awaiting next steps from the State (Town's response sent 11.13.18)

#### **COLLECTIVE BARGAINING:**

- **Reserve Police Officers:** Two meetings held; Next meeting in process of being scheduled.
- **Topsfield Teachers:** Ground Rules Meeting held Dec. 4<sup>th</sup>, 2018; Session five in 2 weeks.
- **Water Treatment Plant:** Working with Water Superintendent to research 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. Trying to get meeting with Union representative to initiate notice process and impact bargaining obligations.

#### **PERSONNEL:**

- **Retirement:** Retirement Notice received from John Coulon, Health Agent – 4.10.19
  - Met with Chair Sheryl Knutson regarding hiring process, etc.
- Internships with student(s) from Masco

#### **UPCOMING BOS MEETINGS:**

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