



Town of Topsfield
TOWN ADMINISTRATOR'S REPORT
June 17, 2019

With sincere thanks, I'd like to present my last Town Administrator's Report to the Board of Selectmen. I'd also like to take a brief opportunity to extend my gratitude to you and the Town, as it has been an honor, and a privilege, to serve the residents of Topsfield and Topsfield's professional staff during my tenure over the past 6 years.

PERSONNEL:

- **Health Agent:** Application deadline was June 5th. BOH Chair and Vice Chair performing initial screening interviews this week. Semi-Finalist interviews next week. Finalist recommendation to be voted by BOH and then submitted to BOS for formal appointment.
- **Performance Evaluations:** Forms distributed and collected for Annual Performance Review process for all Non-Union Personnel. TA will complete review, comments this week. Final reporting and processing by week for final payroll changes to go into effect for July 1, 2019.

STATUS OF BOS/TA GOALS:

- **Department Efficiencies:** Biweekly Payroll fully implemented in February; Board of Health alternative staffing model deliberated between BOH & BOS; FOIA Direct Software implemented in Town Clerks Office; Permit Link Software implemented in the Inspectional Services Department. BoardDocs software implemented in BOS/TA Office. IT and Facilities Support models funded with \$25K each for FY2020 plan development.
- **IT Efficiencies:** Received \$80K IT Grant for North Shore IT Feasibility Study; Grant acceptance and contract award was voted & approved by BOS on June 3, 2019. Awaiting fully executed contract to be returned. Next steps will be outlined in TA transition memo.
- **IT Survey:** Final revisions to the draft IT Review document are in process. Final document is anticipated for completion by June 27, 2019 - then to BOS for Approval. Upon completion, the document will be forwarded to the consultant for North Shore IT Feasibility Study.
- **Town-Wide Signage:** Letter & package completed December 13, 2018 & Project referred to Selectman Gandt; Final letter to be approved by BOS and signed at June 17, 2019 meeting.
- **Downtown Initiatives:** Kick-off meeting and project scope finalized for Downtown Strategic Planning Grant (\$30K) with MAPC. Planning efforts are underway, and the initial Downtown Advisory Board meeting is scheduled for Wednesday, June 26, 2019. Downtown Parking Management Planning Grant (\$15K) was awarded from the Downtown Initiatives Grant Program. Selectmen John Spencer and Lynne Bermudez will continue to update BOS throughout the process in FY2020.

SPECIAL PROJECTS:

- **Complete Streets:** Grant Application for \$393,000 submitted to Massachusetts Highway Department on May 1, 2019 for anticipated notification by mid-August.
- **Facility Dude:** Facilities Assessment completed; Next steps & activities being outlined w/Paul Anastasi; Review of Facilities Assessment & conference call scheduled for this week.
- **Facilities Management:** Paul Anastasi performed site visits to all Town Buildings; Currently researching, compiling and summarizing all various Town facilities tasks, projects, activities and protocols with each non-school Department Head.
- **Laserfiche/General Code:** Training held for Clerk, Planning, TA/BOS & Land Use. Next steps to be determined based on consultation with departments and BOS in July and in accordance with IT goals/objectives of the BOS for FY2020.
- **40B "Perkins Landing":** Letter of response w/package sent to the State on June 10, 2019.
- **MSBA School Improvement Projects:** Awaiting final audit and close-out determination by MSBA in order to process the official closure and release of 5% payment. Anticipate the release of funds and project closure by September. This must be completed prior to November Bond Rating call and final Bond Issuance schedule.
- **Local Option Meals Excise Tax:** Marketing plan being drafted to advise affected businesses of Town Meeting vote and necessary updates to tax collections, menus, etc.
- **Commission on Disabilities:** BOS will seek interested residents for the new Commission; Appointments should be made by the Board of Selectmen at an upcoming meeting.

COLLECTIVE BARGAINING:

- **Status of Collective Bargaining:** With the exception of the PT Reserve Officers, all non-school Collective Bargaining Contracts have been settled for contract period of FY18-20.
- **Transition Memo:** Drafting a formal written transition memo for BOS; Meeting with Chair Lyons & Clerk Bermudez on Wednesday, June 19th at 3pm to discuss and determine final steps for transition of Collective Bargaining activities.
- **Reserve Police Officers:** Two meetings held & two sessions were scheduled but cancelled by Reserve Officers; Next meeting is TBD. Next steps and recommended proposals will be summarized in a formal Transition Memo to the Board of Selectmen.
- **Topsfield Teachers Association:** Awaiting final contract language as approved, or to be approved, by the Topsfield School Committee at the meeting on June 17, 2019.
- **AFSCME Water Operators:** Met three times with AFSCME Representatives; Two formal sessions held to impact bargain and negotiate updated job descriptions and compensation. Water Superintendent will present information to the Water Commissioners for approval prior to contract recommendations submitted to Selectmen for approval of an MOA.
- **Call & FT Fire Unions:** Impact bargaining proposals to be discussed by BOS on June 17, 2019. If BOS is supportive of the proposal, MOA can be drafted by June 20th for approval at the next BOS Meeting on Monday, July 1st.

Respectfully Submitted,
Kellie A. Hebert, Town Administrator