



Town of Topsfield  
**TOWN ADMINISTRATOR'S REPORT**  
June 3, 2019

**PERSONNEL:**

- **Health Agent:** Applications due by June 5<sup>th</sup> for initial review and determination of qualified candidates.
- **Performance Evaluations:** Forms distributed for Annual Review Process by Department Heads and Officials for Non-Union Personnel.

**STATUS OF BOS/TA GOALS:**

- **Department Efficiencies:** Board of Health staffing discussed with BOH & BOS.
- **IT Survey:** Meeting with Donna Rich & Selectman Bermudez tomorrow; Discussion on 6/17
- **Town-Wide Signage:** In process; Follow-up by Selectman Gandt.
- **Downtown Initiatives:** Kick-off meeting held for Parking Management Plan; Scope finalized; Strategic Planning effort underway – John Spencer will update the BOS.
- **IT Efficiencies:** Received \$80K IT Grant for North Shore IT Feasibility Study; Need to award contract.
- **IT Support:** Town Meeting approved \$25,000 for IT Support in FY20;
- **Facilities Support:** Town Meeting approved \$25,000 for Facilities Support in FY20; Plan TBD

**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:** Coordinating activities w/Paul Anastasi
- **Facilities Management:** Paul Anastasi performed site visits last week; Currently researching Town facilities activities and protocols with all non-school Town Department Heads.
- **Laserfiche/General Code:** Training held last week for Clerk, Planning, TA/BOS & Land Use.
- **40B "Perkins Landing":** Due date for letter to be received by the state is June 12, 2019.
- **School Improvement Projects:** Awaiting final audit and determination by MSBA before project can be officially closed-out and 5% released.
- **Local Option Meals Excise Tax:** Drafting a marketing plan to advise affected businesses of the Town Meeting vote and necessary updates to meals tax collections, menus, etc.
- **Commission on Disabilities:** Seeking interested residents for the new Commission; Appointment by the Board of Selectmen at an upcoming meeting.

**COLLECTIVE BARGAINING:**

- **Topsfield Teachers Association:** Numerous sessions held; Final stages of bargaining process; Working to resolve payroll issue with Union Reps.
- **Reserve Police Officers:** Two meetings held & two sessions were scheduled but cancelled by Reserve Officers; Next meeting is TBD.
- **Water Treatment Plant:** Meeting next week with AFSCME Representative to impact bargain and negotiate updated job descriptions

**UPCOMING MEETINGS:**

- **June 5, 2018 @ 3pm:** BOS Work Session for 40B Letter Signing & Executive Session
- **June 13, 2019 @ 3pm:** BOS Work Session/Executive Session
- **June 17, 2019 @ 7pm:** Regular Business Meeting/Executive Session