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Office of the  
**SELECT BOARD**  
ABBOT HALL  
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Thatcher W. Kezer III  
Town Administrator

## MEMORANDUM

To: Select Board  
From: Thatcher Kezer, Town Administrator  
Date: December 10, 2025  
Re: Town Administrator Update

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This memorandum provides a consolidated summary of key ongoing projects, operational updates, and upcoming initiatives currently underway across town departments.

### **Mary Alley Building Roof Replacement Project**

The full roof replacement at the Mary Alley Building is now **100% complete**, marking the successful conclusion of a major facilities stabilization effort. This project addressed years of water intrusion and deterioration that had contributed to interior damage and limited use of portions of the building. With the exterior work complete, the focus now shifts to **internal improvements**, including replacing the aging HVAC systems, installing **energy-efficient windows**, restoring the **elevator** to service, upgrading the **downstairs bathrooms** to meet ADA accessibility standards, and improving and expanding the **downstairs conference room** to better support public meetings and community use. The only remaining item associated with the roof project is the installation of a **new roof access door**, which is currently on order and scheduled for installation in **January**. No additional deficiencies or punch-list items have been identified.

### **Community Center Roof Coating and Safety Improvements**

Work on the Community Center roof, focused on extending the useful life of the existing roof, has also been completed in full. Crews applied a **protective roof coating system** designed to seal problem areas, improve waterproofing performance, and delay the need for a full roof replacement. In addition, **new snow guards** were installed across critical roof edges to reduce winter safety hazards caused by sliding snow and ice. These improvements were executed within the expected schedule and are part of a broader strategy to stabilize the building envelope while long-term capital planning for the facility continues. Staff report that the roof system is performing well and that no additional corrective work is required at this time.

## **Hobbs House Rear Lower Deck Replacement**

The **rear lower deck replacement at the Hobbs House** is now **100% complete**. This work addressed structural and safety deficiencies identified during facility assessments. The new deck provides safer access and meets current construction standards. This project represents progress in improving the condition of **municipal facilities** and resolving deferred maintenance needs.

## **Fire Alarm Systems Repairs and Compliance**

Comprehensive repairs to the municipal fire alarm systems at **Fire Headquarters, the Community Center, Old Town House, and the DPW facility** have been completed. All identified deficiencies in system components, panels, and notification appliances were corrected. As a result, all four facilities' fire alarm systems are now **fully compliant, tested, and in good working order**. This work resolves outstanding maintenance issues across multiple buildings and improves overall life-safety readiness.