

September 2, 2010  
Board of Selectmen 195 Main Street  
Maynard, Massachusetts 01754



re: Town Administrator

Honorable Board of Selectmen:

Please accept this as an administration update of issues which are of concern to Maynard:

**White's Pond Study:** Maynard has received three very thoughtful and qualified submittals for studying the viability and cost effectiveness of re-establishing this water resource. The process of choosing a firm for this review is underway. The final report is expected to be available for February or January of 2011. Once a contract is negotiated I will ask the selected firm to attend a Board of Selectmen meeting so early in the process the contractor can get hear your perspective and allow them to flush out any concerns in regards to this important study.

**Facilities Management Study:** We have received a proposal for this review. The firm is a well respected and well qualified firm; they have met or exceeded the scope of the request. The firm is familiar with Maynard and has described a very aggressive timeline which could produce a final product as early as November, 2010. I met with the Capital Planning Committee at their August 18 and their recent September 1, 2010 meeting in an attempt to include them in every step of this project which is extremely relevant to their mission. I will work to come to a contractual agreement with the selected firm and apprise the BOS once a contract is in place. The BOS will be made aware before any public announcement.

**Landfill Solar Array:** There was only one reply to the numerous solicitations to qualified firms for quotes on this initiative. Malcolm-Pirnie a well qualified and experienced firm submitted a proposal which is beneficial and consistent with the project goals; Task # 1 determining site feasibility would be cost out at \$3,000, if we receive a positive determination on that phase. Task #2 (\$4,500) would commence to develop a connection strategy. The final element, (Task #3 \$7,500), would be to baseline and evaluate the photovoltaic viability in respect to other renewable energy options. The project will be within the \$15,000 approved at Town Meeting and a final report is expected by mid-October.

**Wayfinding Signs:** They are up and receiving great reviews. We have been trimming and making or considering minor adjustments to certain signs (any significant changes would be brought to the BOS prior to implementation) including trimming of branches, with consideration to recently approved trimming policies. Superintendent and I have been compiling defective or unnecessary signs to be removed in an attempt to alleviate sign fatigue. As a strategy we are developing a list so DPW crews can go out and take down several signs at once to maximize

efficiency in respect to the task. Please, continue to supply me with lists of signs as you see them, the DPW will schedule at least two days in September to remove signs.

**Michael J Gianotis Room:** We are moving closer to our goal of going live; you will see some of the video improvements at the Tuesday evening meeting, we now have the ability to digitally record. Mark Minasian will offer some technical assistance as we kick off our meetings and fine tune the product as we progress, he has been helpful in regards to technology and I greatly appreciate the effort. Reaction to the room has been overwhelmingly positive. It creates a professional appearance which is respectful to the service the Board of Selectmen and others committees provide to the Maynard community. There has been an occasional criticism where some suggest it is not reflective of Maynard and “uppity”, I strongly and openly disagree. In the future when we have developers and other visitors visit the Gianotis Room, they will know this is a community which respect its leadership. Representative Hogan has expressed a desire to hold some hearings with state officials in the MJG Room, a rare request in the room this room in the past and appropriate for its new capacity. I am working with Selectmen Gavin on a policy for the room. We hope to have a final draft for the first meeting in October. Selectmen Gavin will present it to the full Board for your consideration at that time.

**Town Meeting Planning:** On the evening of August 24, I meet with Moderator Coleman, School Committee Chair Kohlman, Selectmen Chetwynd, Town Clerk Michelle Sokolowski, Town Counsel Lisa Mead and Finance Committee Chair Peter Campbell. This meeting was to both familiarize everyone with our new counsel and to set some parameters for the October 25 meeting and future meetings. We also touched on setting goals through strict adherence to timelines. This will result in more productive meetings, more developed community discussions and less need for emergency alterations.

Setting a schedule and then sticking to it will require everyone’s respectful cooperation. It is understood there may be extraordinary situations where situations dictate adjustments, but this should be rare and not at every annual and special meeting. The separation of “extraordinary” and convenience is necessary to create order and allow efficiency.

**Fall Town Meeting:** As you are all aware the FTM has been set for October 25, the timeline set requires any departmental submittals be delivered to the Selectmen’s Office by no later than September 15, citizen petition must be presented to the Town Clerk by September 17, the FinCom will meet on September 20 and the BOS on September 21. This will allow counsel to give final review of all articles and motions. I have already received from bond counsel language for the High School article and motion; it has been vetted by town counsel and the MSBA. I have no other final articles at this writing. I will ask to have another notice sent out as a reminder. I will be inviting Attorney Lisa Mead in to attend the September 21 meeting of the BOS and she is already scheduled to meet with staff on September 17, as this is the last day for petitions and will hopefully be the close of the Fall article season.

**Downtown Strategies Group:** I continue to meet with John Grasso, Said Eastman, Joe Mullin and others as invited by the businesses involved. I have offered municipal support, but I feel it is critically important for this to be an initiative of “business” not government. Please do not construe this as a lack of enthusiasm, my experience tells me without business to business

motivation the buy in becomes low and directly effects success. They have some great ideas and are developing some basic guidelines and goals they feel will benefit all businesses in Maynard. As those concepts become clearer and if there is any BOS intervention need I will inform the board. I did get a call from a retailer who had heard a major mall developer was going to build in Maynard with a ground breaking scheduled for spring 2011. I told her no such plan has been submitted and it was highly unlikely given the latest reports on retail starts.

**Treasurer/Collector Training:** On August 17,18,19 Asst. Collector Denee Howard and Asst. Treasurer Cheri Poirier attended seminars at UMass Amherst mandated by the Department of Revenue and only offered once a year. This strengthening of existing staff through professional training is a wise and prudent method of retaining staff and building professional capacity. I believe as both of these individuals grow in their understanding of the respective responsibilities of their positions, Maynard will benefit as a community. I applaud them for their efforts on behalf and commitment to this municipality.

**DPW, Municipal Garage, Waltham Street, Reo Road, Acton Street:** Superintendent Flood is doing an excellent job along with his Highway Crew of picking up the pace, many things are still left to do, but we are making significant progress. The lower level of the Parking Deck will be addressed in the next couple of weeks. The selected contractor for Waltham Street will be meeting with Superintendent Flood next week to plan the paving of that street. The DPW is aware of the want to give motorists sufficient notice as to construction start dates through various means including newspaper articles, roadway signage and the website. If necessary we will also employ a ConnectCTY call, but we would like to do so only if necessary. Street center lines, crosswalks and other road markings will be painted in various areas over the next few weeks. Reo Road Playground is scheduled for more attention next week and the signs requested by the citizens have been installed. The lighting has proved to be more challenging, but we are still working on that concept, without adding cost.

Thank you for all of your efforts over this past summer and I am encouraged as we move towards an exciting autumn. I would like to ask the Board to take notice of some of the ominous financial signs which may force state government to take actions which could be detrimental to cities and towns. I will do my best with your support to make recommendations, take steps and institute action plans which will preserve our fiscal stability.

Respectfully submitted,

Michael J. Sullivan  
Town Administrator