



Town Administrator's Report

September 3, 2013

To: Board of Selectmen
From: Kevin Sweet, Town Administrator

Please accept this report as an abridged version of activities and projects underway:

Reo/Coolidge:

Town officials met with the Design Engineer on August 29th and reviewed all outstanding punch list items, and any potential equipment safety issues. The Design Consultant is coordinating with the contractor to resolve the issues and clear up or rectify any potential equipment safety issues over the next several weeks. At this time we are not able to commit to any park opening dates, until we talk further with our Consultant and Contractor.

109 Powder Mill Road:

Eric Smith and I conducted a tour of the Mill Creek Residential, Concord Mews Development including the Club House and model units. They would be interested in presenting the proposed project to the BOS in the near future.

Municipal Parking Deck:

I recently became aware of the condition of the parking deck and personally went out with Chris Okafor and Wayne Amico to see the issues. There were some obvious issues related to the structure that will need to be repaired. We contacted our On-Call Engineering firm to do a full assessment and provide a report for corrective action and hope to get this by week's end so we can proceed with necessary repairs. In addition, the DPW placed a steel plate in areas just as an interim precaution until further repair decisions are made.

Employee Benefits:

Cheryl Kane, Treasurer/Collector and I have been reviewing all of our current employee benefits. We have met with provider representatives as well as Millennium Insurance Agency, the Town's consultant over the last couple of months to look at cost effective and efficient options for the Town. This was an attempt to consolidate the many plans we have that we no longer enroll new employees under or have very few employees utilizing. We are pleased to announce that we will be contracting with Boston Mutual Life Insurance for Group Life Insurance, Voluntary Life Insurance (to include spouse and dependents), Short Term Disability and Long Term Disability as well as Aflac for Accident and Critical Illness Care. Further information concerning the Boston Mutual and Aflac plans will be distributed in a Memo to all Town of Maynard employees.

Town Accountant:

Michael Guzzo has accepted the position of Town Accountant and will be starting on September 23rd