
TOWN ADMINISTRATOR'S REPORT

July 7, 2020



ADMINISTRATION:

- Town Administrator (TA) Greg Johnson, Assistant Town Administrator (ATA) Megan Zammuto, Human Resources (HR) Coordinator Stephanie Duggan, Public Health Agent Kelly Pawluczzonek, and Public Health Nurse Katherine Castle continue to be in nearly constant communication regarding the conditions and communications surrounding the current public health crisis.

Please visit the [town's webpage devoted to COVID-19 information](#):

- The Baker Administration announced that Phase 3 of the Commonwealth's re-opening plan will commence Monday July 6, 2020. A press release is provided (and supplemental to this report). More information can be found at the state's website: <https://www.mass.gov/info-details/reopening-massachusetts>
- Town staff met with state legislature delegates Sen. Eldridge and Rep. Hogan to discuss the conditions of units on Railroad Street, specifically to discuss how their offices can support town staff in addressing the reports, official or otherwise, of the conditions of the units on Railroad Street.
- Town staff (TA Office, Finance team) is continuing to develop financial policies, and is welcoming the input from recently resigned Finance Committee member Bob McCarthy, who is serving as an advisor to the working group of the project.
- TA Greg Johnson congratulates the town staff and officials, particularly Town Moderator Dick Downey, for a job well-done on the extraordinary execution of the Annual Town Meeting this year. It was a sight to behold!





MUNICIPAL SERVICES:

Planning

- Staff is collaborating with the Metropolitan Area Planning Council (MAPC) to update the town's Housing Production Plan, last published in 2015. Work is funding largely through a state grant from the Executive Office of Energy and Environmental Affairs (EEA), anticipated to be received in September. The MAPC is initially provided work through its District Local Technical Assistance program. Town staff is providing in-kind support. Initial steps include the conduct of a housing-needs assessment. An advisory group will be proposed as a working group to develop the document. The group is expected to be composed of liaisons from local policy-makers, as well as residents at large.

Public Health

- Public Health Agent and Public Health Nursing staff continue addressing all questions and concerns pertaining to COVID-19.
- Administering pool inspections as requested.
- Responding to reports on the conditions of Railroad Street residential units.

Conservation:

- The Conservation Commission received a Request for Determination of Applicability (RDA) for work proposed at 115 Acton St. Work includes the replacement of an old barn with an in-ground pool in the latter 50 feet of the 100' wetland buffer area. The Commission will discuss this matter at its 7/14 meeting.
- The Conservation Commission will discuss the Right of First Refusal for Property Under Chapter 61 for 0 Parker Street in executive session at its 7/14 meeting. The Commission will discuss potential acquisition outcomes.
- The Conservation Commission will work to create a list of projects and goals for the next fiscal year at its next meeting. This list will most likely include further updates to bylaws and regulations; the creation of a land stewardship volunteer program; invasive species removal projects; land acquisition; etc.

- Conservation Agent Kaitlin Young and the Conservation Commission have been partnering with the Scouts to provide Eagle Scout projects and other volunteer opportunities. One Eagle Scout's project to re-establish the pond trail at Blue Jay Way has been approved by the Scouts, so the project is allowed to move ahead.

PUBLIC WORKS:

Administration & Engineering:

- We continue to improve our remote working capabilities and capacity.
- Assisted and organized Annual Town Meeting on June 13, 2020.
- Prepared final submission of FY20 Chapter 90 projects for street and sidewalk repairs.
- Prepared final submission of FY20 Complete Streets grant project.
- Prepared final submission of FY20 MIIA grant for personal safety equipment.
- Finalized 2019 Massachusetts DEP water quality reports, and submission to all necessary regulatory authorities.
- Preparing FY21 Complete Streets grant application.
- Assisting in FY21 shared streets grant with the Office of Municipal Services.
- Preparing for first quarter water and sewer meter reads, and adjustments of increased rates with billing vendor.
- Researching and developing grant applications to address water supply and treatments.
- Planning and assisting in the potential out-of-town water connection request from the Assabet Federal Wildlife Reserve.
- Assisting with the application for reimbursements from the state CARES act, FEMA, and MEMA sources.
- Continuing to review and assist MassDOT in the plans to replace the Florida road bridge.

Facilities:

- Planned and executed the set-up, conduct and disassembly of the Annual Town Meeting and local election.
- Continuing to acquire PPE, cleaning and disinfecting products.
- Assisting in the Solar Array Request For Proposals (RFP) procedures.
- Assisting in the Invitation For Bids (IFB) procedures for the roof repair at Green Meadow School.
- Assisting with the structural analysis of the Green Meadow School roof.
- Acquiring vendors to repair and replace water heater, circulation pumps at the Green Meadow School.
- Acquiring quotes for repair and replacement of two sinks at the Fowler Middle School.
- Acquiring quotes for the replacement and upgrade of bathroom faucets and plumbing at Green Meadow School.
- Install MIIA (town insurance provider) provided HVAC monitoring sensors at both Maynard High School and Fowler Middle School.
- Finalize inspection report of fire escape at Fire Station and Town Hall.
- Accumulating Fire Department deficiencies to develop a short term capital improvement plan of existing building.

Highway

- We continue to operate our seasonally regulatory obligation of street sweeping: 75% completion
- Assisting and implementation of the traffic safety measures for downtown outdoor dining.
- Continuing to acquire and order traffic calming devices to assist with COVID-19 related changes throughout town.

- Continuing to paint parking stalls, crosswalks, handicap and directional markings on public rights-of-way: 25% completion
- Continuing to install improved truck limit and route signage on designated roadways.
- Improved and enhanced School recognition through the installation of signs at major town lines for the two high school state basketball championship teams.
- Responded to and cleaned the past three major rain events e.g. tree debris, surface water collection systems, etc.
- Conducted recycle center day on June 13th with wood chipping services included.
- Assisted in yard waste pickup services.
- Continued to maintain vegetation along the rail trail.
- Preparing for the installation of the “Hometown Hero” banners and brackets.

Forestry, Parks, Cemetery:

- Continuing to provide seasonal mowing, trimming, landscaping and grounds trash removal for all Town owned facilities, School owned Facilities, parks, Athletic fields and Cemetery.
- Installed hanging Flower baskets downtown, and maintaining by watering daily.
- Repairing and adjusting irrigation at Fowler field, Crow Park, and Alumni Field.
- Provided 12 funeral services from May 1st

Water and Sewer:

- Continuing to operate all three water treatment plants at peak water use levels for the summer season.
- Continuing to repair outdated IT systems related to the our automated systems “SCADDA”.
- Continuing to maintain and repair mechanical systems related to several sewer lift stations. Several emergency failures related to recent weather events.
- We continue to operate our seasonally regulatory obligation of water main distribution system flushing, aka “Hydrant Flushing”: 30% completion
- Conducting town wide water and sewer meter reads.
- Assisting and inspecting with in-town service connections of several developments in town
- Conducted quarterly and monthly water quality samplings across town and submitted to regulatory authority” MassDEP”.
- Continuing to track and report water and sewer deficiencies to assist department in the development of our comprehensive capital improvement plan.
- Monitoring beaver activity adjacent to the three water treatment plants.

COUNCIL ON AGING:

- The Council on Aging continues to work remotely during our normal hours, Monday through Friday, 9:00 to 3:00. Voicemail messages can be left and will be responded to as soon as possible. The Council on Aging phone number is: (978) 897-1009. Amy Loveless, Council on Aging Director, can be reach at: aloveless@townofmaynard.net
- Information and referrals are being provided, including but limited to, homecare, fuel assistance, SHINE (health insurance) counseling, food resources, public assistance programs and housing issues.
- Outreach for needs assessment and social support continues and has been expanded to include seniors who may not utilized the COA’s services in the past.
- The Council on Aging van is continuing to provide transportation to essential services such as grocery stores, pharmacies, banks and medical appointments.

- Programs are being offered virtually. Fitness classes are available via Zoom technology. Entertainment productions are being pursued with the potential to be offered via the WAVM Productions YouTube station. The COA is also working on options for seniors without internet access to participate in social and wellness activities. The Council on Aging is actively pursuing resources for iPads and Chromebooks to be made available through a loan program to low income seniors.
- The Council on Aging published a July newsletter which included the Maynard Library's virtual programs and virtual opportunities for seniors in the theme of programs offered at the COA as well as virtual visits to museums, musical and educational opportunities across the U.S. and the world. YouTube video instruction on how to use Zoom was included.
- The Council on Aging's Facebook page was launched and is receiving a noticeable increase in "traffic." Available classes as well as useful information is being posted.
- Council on Aging Director Amy Loveless completed a digital/virtual training "Behavioral Health Crisis Management for Older Adults. The training was sponsored by the Executive Office of Elder Affairs.