



# TOWN ADMINISTRATOR'S REPORT

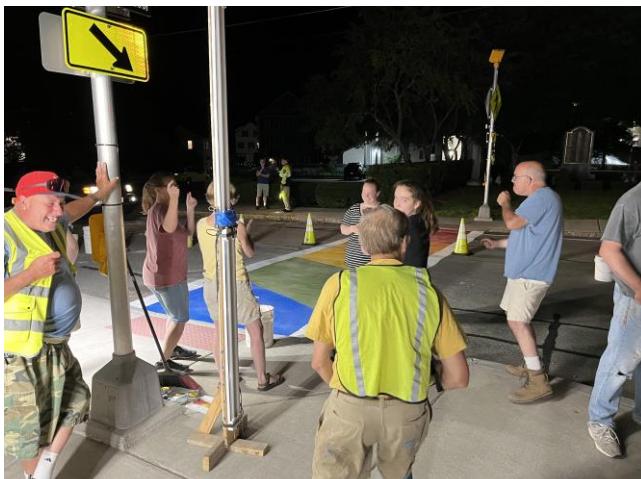


## August 15, 2023

### **ADMINISTRATION:**

- Town Administrator Johnson plans to use Personal Time Off (PTO) for vacation on August 14-18, 2023.
- Town Offices will be closed Monday, September 4, 2023 in observance of the Labor Day holiday.
- TA Johnson and Assistant Town Administrator (ATA) Stephanie Duggan are conducting regular collective bargaining agreement negotiations with NEPBA Police unions (Patrolmen and Superior Officers), and with AFSCME Clerical Union. Individual personnel employment agreements to be negotiated include: Police Chief; Deputy Police Chief; and, Planning Director.
- TA Johnson attended a recent meeting of the Green Meadow School Building Committee, in which the group discussed the public awareness campaign for the votes at the upcoming Special Town Meeting in October and the local election in November to seek the voters approval to borrow funds through debt exclusion. The Special Town Meeting and election is also expected to seek debt exclusion funding for new Alumni Field Bleachers.
- TA Johnson attended a recent meeting of the Finance Committee to seek approval of End of Year transfers, as part of the closing of Fiscal Year 2023. The Select Board authorized the list of proposed transfers at their meeting held August 1, 2023.
- TA Johnson is coordinating the next meeting of the Budget Sub Committee, tentatively scheduled for August 23, 2023.
- TA Johnson appointed Kevin Petersen to the position of Town Accountant. With the added bonus of being a Maynard resident, Kevin was the long-serving Assistant Town Accountant and has worked hard to earn professional certifications and learn from multiple past Accountants and Finance Directors here in Maynard.
- The Treasurer/Collector's Office will be closed August 15-18, 2023 as staff attends professional development at the annual Massachusetts Collector/Treasurer Association (MCTA) conference.

- Resident Andy Moerlein and the Cultural Council are collaborating with volunteers and town departments to paint crosswalks on Summer and Glendale Streets. The designs were selected by a contest hosted at the Library, and the Select Board authorized the paintings. Progress began August 6, 2023, but will be delayed until weather permits completion.





- The town's [new website](#) allows for residents to create a log in and register to receive notifications, alerts, and other information relative to their interests. Committee members can also request "Author" permissions to edit their specific body's webpage to be published by a town staff "Administrator".



- The Green Meadow School Building Committee and School Department and School Committee representatives are scheduled to present plans for the new elementary school at the Council On Aging on Friday, August 18, 2023 at 11am.
- The Town Clerk's Office received notice that the Attorney's General Office approves Articles 2, 35, 36, 37, and 38 adopted at the May 15, 2023 Maynard Annual Town Meeting. The approved [by-laws are reflected on the town's website](#).
- Resident David Mark is working with the town's Department of Public Works (DPW) and the hosts of the Bee Hive behind 61 Summer Street (old Fowler School) to relocate some structures of the meadow (signs, posts, artwork, etc) to areas of the Assabet River Rail Trail (ARRT).



- TA Johnson is conducting procurement procedures for multiple contracts:
  - Owners Project Manager (OPM) for Alumni Field Bleacher design and construction;
  - Engineering Review consulting services for the Planning Board;
  - Conservation and Wetland Regulation and Planning Consulting Services for the Conservation Commission;
  - Town Engineering Services
  - Lease Agreements (multiple) for leasing portions of 61 Summer Street (old Fowler School that was leased by Art Space).

## **POLICE:**

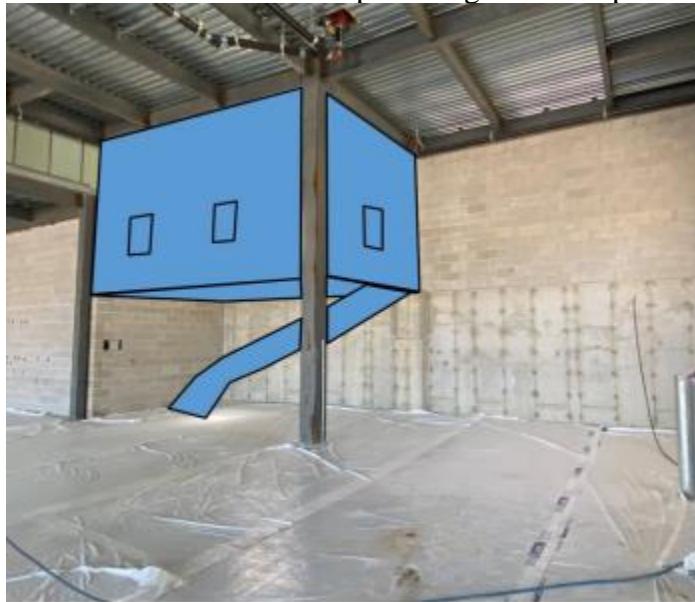
- The 2023 Youth Academy hosted by the Maynard Police Department celebrated its 17 attendees graduation on Friday, July 28, 2023.



## **FIRE:**

- Chief Lawless is coordinating with Eversource and town departments for the initiation of the newly installed utility pole on Sudbury Street in front of the new fire station's apparatus-driveway. Following completion of this project, focus will shift to traffic and parking control measures on Sudbury Street adjacent to the St. Bridget's Church in vicinity of the driveway to deconflict entrance/exiting of trucks/apparatus.
- At the public meeting held July 25, 2023, the town's Fire Station Building Committee voted to authorize the Town Administrator to approve the contract for the construction of a training mezzanine. This is the last phase of the completion of the new fire station. This will be a hanging structure located on the back wall of our apparatus floor. It is designed for many evolutions and skills development. The stairs have a landing with a turn, bringing a charged hose line (hose filled with water) upstairs with a bend takes a lot of technique and skill, in the past our only way to practice this was during a fire. The cutouts are windows – we will be able to vary the size of the window as commercial vs. residential homes have different size windows. This will allow us to practice fire suppression over a ladder, rescues from a ladder, bailouts (to save ourselves), tying and hauling tools, and endless amounts of drills and challenges. The training mezzanine will include a harness system that will prevent injuries and reduce

risk as firefighters strengthen their skills. The Fire Department is extremely thankful to the community for our new station and for providing us with a place to train.



The best local example of this is at the Sharon, Massachusetts Fire Department. A number of pictures are below detailing the various ways it allows for department training. The design is intended for the rear of the apparatus bay at the Maynard Fire Department adjacent to the apparatus bay stair well / fire pole and the Church Place exterior wall have a second story deck installed. It would be bricked in with window openings and sills. The stairs would begin below and come up into the structure. A dry floor drain be installed in the center with piping to the apparatus floor. Hose could then be used to extend drainage to the existing apparatus floor drains. A permanent anchoring be placed above each window for the purpose of life safety belays for bail out training and other ladder operations. Measurements show that the proposed set back and height of the training deck would allow for the apparatus to park in the station as planned. The space could be utilized with or without apparatus in their spaces. The currently owned search maze could be utilized to build out the first level and mimic a two story structure.

Sharon utilized the height of the apparatus bay to create an internal training tower that mimics a three story structure from one side. Sharon's stairwell goes the entire height of the structure. The entrance is similar to what we propose for the Sudbury Street / Church Place corner of the building.

