



TOWN ADMINISTRATOR'S REPORT



**October 18,
2023**

ADMINISTRATION:

- Thanks to all staff and volunteers who supported the Special Town Meeting on October 10, 2023. A special recognition is deserved for the Town Clerk's Office for the first implementation of "Poll Pads" that used mobile devices to register voters. Results of the Special Town Meeting can be found [online](#).
- Assistant Town Administrator (ATA) Stephanie Duggan is planning to attend the Massachusetts Municipal Management Association (MMMA) "Boot Camp" October 19, 2023.
- TA Johnson and Assistant Town Administrator (ATA) Stephanie Duggan are conducting regular collective bargaining agreement negotiations with the AFSCME Clerical Union. Individual personnel employment agreements to be negotiated include the Planning Director.
- TA Johnson and ATA Duggan are conducting recruiting and hiring procedures for a new Executive Director of Municipal Services (EDOMS).
- 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".
- TA Johnson is continuing to conduct procurement procedures for the leasing of space in the old Fowler School property at 61-63 Summer Street.
- TA Johnson provided the "Policy Statement" for FY25 General Fund budget development to the Department Heads of the town staff, and will be reviewing budget requests with individual offices.

PUBLIC WORKS:

- As part of the Environmental Protection Agency (EPA) Municipal Separate Storm Sewer System (MS4) Permit, the Town of Maynard is required to conduct inspections of stormwater infrastructure during both dry and wet weather.

Inspections will be conducted by a contractor, VHB, who will be wearing yellow safety vests with the company logo. Field staff may need to travel through private property to access town-owned stormwater infrastructure. Screening is expected to begin Monday (10/16/2021) and will continue until completion. This work supports Maynard's Illicit Discharge Detection and Elimination (IDDE) program required by the Town's MS4 Permit which aims to improve the overall quality of the Assabet River and other waterbodies within town. Please contact the DPW, DPW@townofmaynard.net with questions or concerns.

