



# **TOWN ADMINISTRATOR'S REPORT**

## **December 19, 2023**



### **ADMINISTRATION**

- Town offices will be closed:
  - Tuesday, December 19, 2023 from noon to 2:00pm for the Town Hall holiday staff meeting and holiday luncheon.
  - Friday, December 22 through Monday, December 25, 2023 in observance of Christmas; and,
  - Monday, January 1, 2023 in observance of New Years.
- Town Administrator (TA) Johnson attended the Finance Committee on December 11, 2023.
- TA Johnson and staff are proud to have supported the annual Holiday Parade on Sunday, December 17, 2023.
- TA Johnson is planning to take Personal Time Off (PTO) on December 28 and 29, 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.
- 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".
- ATA Duggan attended the annual "Beacon Santa Telethon" hosted by WAVM at the Maynard High School, Saturday December 9, 2023.
- TA Johnson attended the Massachusetts Municipal Managers Association (MMMA) annual holiday meeting on Thursday, December 14, 2023, in Salem.
- TA Johnson joined town staff at the American Planning Association of Massachusetts (APA-MA) annual awards and luncheon in which resident David Mark was awarded Citizen Planner of the Year.



- Thanks to the Department of Public Works (DPW) for supporting the annual Menorah Lighting at Memorial Park, held on Thursday, December 14, 2023, at which TA Johnson joined state and town officials joined host/resident Lorne Bell and local Jewish leaders.
- TA Johnson attended the Senior Holiday Brunch at the Maynard Elks Lodge on Friday, December 15, 2023.



- TA Johnson continues to meet with departments in consideration of submitted operating budget requests in development of the Fiscal Year 2025 (FY25) general fund budget.

## MUNICIPAL SERVICES:

- New department head, Executive Director of the Office of Municipal Services (OMS) Steve Silverstein, is orienting himself with the staff and functions of OMS, including the offices of Building Inspector, Health Director, Conservation Agent, and Planning Director.
- Mr. Silverstein attended the Economic Development Committee (EDC) and Zoning Board of Appeals (ZBA) meetings as well as attended meetings of regional organizations, including the Regional Housing Services Office (RHSO), the Minuteman Advisory Group on Interlocal Coordination (MAGIC) of the Metropolitan Area Planning Council (MAPC), and the MetroWest 495 Partnership.
- Mr. Silverstein attended Powder Mill Corridor Study open house at the Maynard Elks Lodge with community members from Maynard & Acton.

- Mr. Silverstein attended the 2023 Holiday Sip & Stroll, during which he held informal chats with small business owners.
- OMS staff engaged in Development Agreement negotiations with private developers, and liaised with developers in town and visited worksites.
- OMS staff connected with residents leading marketing efforts, e.g. “Maynard Advantage” newsletter.
- Mr. Silverstein is expected to manage the re-use planning for the old fire station property at 1 Summer Street.
- Mr. Silverstein is investigating the reported end of the state’s lease of property at 124 Acton Street current being used as the state police’s crime laboratory.