



TOWN ADMINISTRATOR REPORT

March 6, 2024



ADMINISTRATION

- Town Administrator (TA) Johnson attended the Budget Sub Committee meeting on Tuesday, February 27, 2024
- TA Johnson and Assistant Town Administrator (ATA) Stephanie Duggan are conducting regular collective bargaining agreement negotiations with the AFSCME Clerical Union, and have commenced negotiations with the IAFF Fire Fighters Local 1947 union. We are expecting to commence negotiations with Public Safety Tele-Communicators NEPBA Local 114 dispatchers union. Individual personnel employment agreements to be negotiated include the Planning Director.
- The Town Clerk's Office hosted early elections in Town Hall for the Presidential Primary, as well as the election on March 5, 2024 at the Fowler School Auditorium.



- Town staff celebrated the retirement of water operations member John DeMars after nearly 35 years of service in Town Hall on Feb 22, 2024.



- In recognition of national Employee Appreciation Day (scheduled for Friday, March 1, 2024), the Town Administrator's Office hosted breakfast and lunch and coffee and snacks on Tuesday, March 5, 2024.
- The Town Administrator's Office hosted an Insurance Advisory Committee with union membership representatives on Tuesday, February 27, 2024, to review the proposed health insurance and dental insurance premium renewals for Fiscal Year 2025 (July 1, 2024) provided by MIIA Health.
- TA Johnson was invited to the Business Breakfast Networking event by the Middlesex West Chamber of Commerce, sponsored by the Maynard Education Fund at the Sanctuary on Main Street on Friday March 15, 2024.
- The Town Administrator's Office met with representatives of Habor Networks in consideration of updating Town Hall's phone system to a "hosted" system as recommended by the town's IT service provider.
- The Town Administrator's Office is developing plans in collaboration with facilities staff to re-organize Town Hall offices to provide more efficient use of space and improve customer service. As such, the Town Administrator's Office and Town Accountant/Assessor office would swap positions, to the original locations of Town Hall's designs. This move would consolidate the finance offices and provide a customer window to the Assessors Office. Additionally, the retirement and benefits coordinator office would swap with the Director of Municipal Services to allow for the OMS Department Head to be on the same floor as his department.

FIRE

- Maynard Fire would like to congratulate FF. McGowan and FF. Portis for completion of Fire Officer I. Maynard Fire was able to host the 5-week class in our new training room. It is wonderful that we are able to open our space to benefit all firefighters in the district.
- Chief Lawless attended the annual Fire Chiefs conference that is held in Worcester. Over 500 Fire Chiefs participated in this training opportunity. This year they held a learning opportunity for departments mechanics. Maynard Fire Departments Fleet manager, FF. McGowan attended a course that he was able to certify in Aerial maintenance.
- Special thank you to Retired Captain Morrison and Retired Chief Landry for presenting training to our entire membership as we get ready for our upcoming promotional exam. Captain Morrison has been taking the groups out around town to gain some institutional community knowledge as well as training on some of different fire alerting systems we have in the community. Chief Landry presented a class on fire prevention and inspector skills. Our current membership is very fortunate to learn from their predecessors.