



TOWN ADMINISTRATOR REPORT



August 5, 2025

Ice Housing Landing, August 1, 2025

ADMINISTRATION

- Town Offices will be closed in observance of Labor Day, Monday, September 1st, 2025.
- Town Administrator Johnson plans to take vacation time August 11-15, 2025.
- TA Johnson and Assistant Town Administrator (ATA) Stephanie Duggan continue contract negotiations with LIUNA Professionals and Laborers (DPW), as well as Director of Public Works Justin DeMarco.
- ATA Duggan is executing and supporting recruitment and interviews to fill multiple positions, including: Chief Assessor; Assistant Town Clerk; Assistant Treasurer/Collector; Municipal Energy Manager; Water/Sewer Operator; and Public Works Business Manager.
- Town department heads are reviewing current fees for permits and licenses to identify possible areas for updates, which may be important to capture appropriate revenues in exchange for services.
- Public awareness campaign of the rollout of the Community Electricity Aggregation Program is going well, with multiple public meetings, including at the Senior Center, and messages being relayed to the consultant team and Sally Warner of the town's Sustainability Committee.
- TA Johnson attended the Green Meadow School Building Committee's sub committee on financing on Monday, August 4, 2025.
- TA Johnson plans to attend the Maynard Cultural Council Celebration on Thursday, August 7, 2025, at the Maynard Elks.

POLICE

- The Tip-A-Cop event that the Maynard Police Department participated in on Monday, July 29th, in partnership with Evviva Trattoria and the Massachusetts Law Enforcement Torch Run (LETR) was to benefit Special Olympics Massachusetts.

The event took place from 5:00 PM to 8:00 PM at Evviva Trattoria, 5 Digital Way. Officers from the Maynard Police Department volunteered their time to serve as hosts and waitstaff throughout the evening. In this role, they greeted guests, served food and drinks, and engaged with the community—all while raising donations in the form of “tips,” which were 100% donated to Special Olympics Massachusetts.

The event was well-attended by residents, families, and supporters from across the area. It created a great opportunity for positive community engagement, strengthened our department’s relationship with the public, and supported a cause that brings joy to athletes with intellectual disabilities.

Police Chief Troiano pleased to report that the event was a success, and all donations during the evening, went directly to Special Olympics Massachusetts.

Feedback from both attendees and restaurant staff was overwhelmingly positive, and we are already being encouraged to participate in similar efforts in the future.





PUBLIC WORKS

- Eversource is planning utility work for Gas Line replacement at Summer Street, Waltham Street & Powdermill Road.

On or around August 11, 2025, Eversource Gas will be actively replacing an aged existing gas line on sections of Summer Street, Waltham Street & Powdermill Road for the next approximate 5 months.

Most sections of Summer Street, Waltham Street & Powdermill Road are not expected to be detoured, and one lane of alternating traffic will be maintained under Police Control at all times. If a temporary detour is required, it is expected during nighttime work operations when less traffic is expected on the roadways. Any Detours will be signed and maintained under Police Control at all times.

The Phases of the proposed work are listed below along with the approximate timeframe IN WEEKS for each Phase of the proposed work:

Phase 1 – Daytime Work between #48 and #43 Summer Street and at the Summer Street/Brooks/Maple Street intersection – Approximately 6 weeks

Phase 2 – Daytime Work between #43 and #1 Summer Street – Approximately 4 weeks

Phase 3 – Nighttime Work between #1 Summer Street and the Main Street Bridge near McDonalds – Approximately 3 weeks

Phase 4 – Nighttime Work between the Main Street Bridge near McDonalds and #1 PowderMill Road – Approximately 3 weeks

Phase 5 – Daytime Work between #1 PowderMill Road and Douglas Avenue – Approximately 2 weeks

If you have any questions, please contact the Maynard DPW at (978) 897-1317 or via email at DPW@townofmaynard.net.

MUNICIPAL SERVICES

- Municipal Services reviewed contracting services for the sharps disposal program (sharps kiosk for used syringes in front of Maynard Police Department). The town is signed on for sharps collection with a local firm – New England MedWaste (based in Middleton, MA) – whose per box collection prices are \$15 cheaper than the previous vendor, which will lead to savings of hundreds of dollars per year.
- The Conservation Agent/Assistant Town Planner reports that the Minuteman Bike Share station—across from Town Hall on the rail trail near the historic trough--is now fully operational and the accompanying signage has been installed.
- Municipal Services, specifically the Public Health Nurse and Director of Municipal Services (OMS), applied for and received a grant from Emerson Hospital for \$1500 to combat social isolation and

loneliness. OMS is working alongside MPD and MFD to host a breakfast for socially vulnerable seniors at The Sanctuary on August 25, 2025 from 9:00-noon.

FIRE DEPARTMENT

Maynard Fire Department – Mid-Year Update (January 1 – June 30, 2025)

FY 25 Grant Review

Emergency Management Grant – Equipment

Thanks to our Emergency Management Grant, we acquired several pieces of critical equipment to support both emergency operations and community outreach:

- **Pop-up Tent** – For use during long-term incidents and fire prevention events.
- **Wildfire Helmets** – With the ongoing drought and the expectation of an extended brush fire season, these helmets enhance crew protection and readiness.
- **Gas Meters** – To detect natural gas leaks and improve response safety.
- **Wall Clocks** – Installed in the Emergency Operations Center to support coordination and situational awareness.

Total Grant Received: \$3,500



Department of Fire Services – Safety Equipment Grant (Round 1)

With this funding, we replaced 14 outdated and irreparable fire nozzles. Some of the equipment we retired were over 30 years old and varied from truck to truck. The new nozzles provide consistency and reliability across all suppression lines, improving operational safety and standardization.

Total Grant Received: \$15,221.99



Department of Fire Services – Safety Equipment Grant (Round 2)

In Round 2, we addressed one of our most pressing safety needs: replacing non-compliant structural firefighting gear. With this round of funding, we purchased a partial set of gear for a newly appointed captain who had been using expired equipment. Total cost of new set of gear is \$4,491.26

Over the past 18 months, we've engaged in an extensive process to design new structural turnout gear tailored to Maynard Fire's needs. Three firefighters conducted wear trials and adjustments, culminating in the final design. This grant marks the first step in transitioning all personnel to the new standard gear.

Total Grant Received: \$3,111.52

Student Awareness of Fire Education (SAFE) & Senior SAFE Grant

The SAFER grant continues to support our mission of community risk reduction through targeted education programs for both youth and older adults. These funds enable meaningful interaction and outreach including:

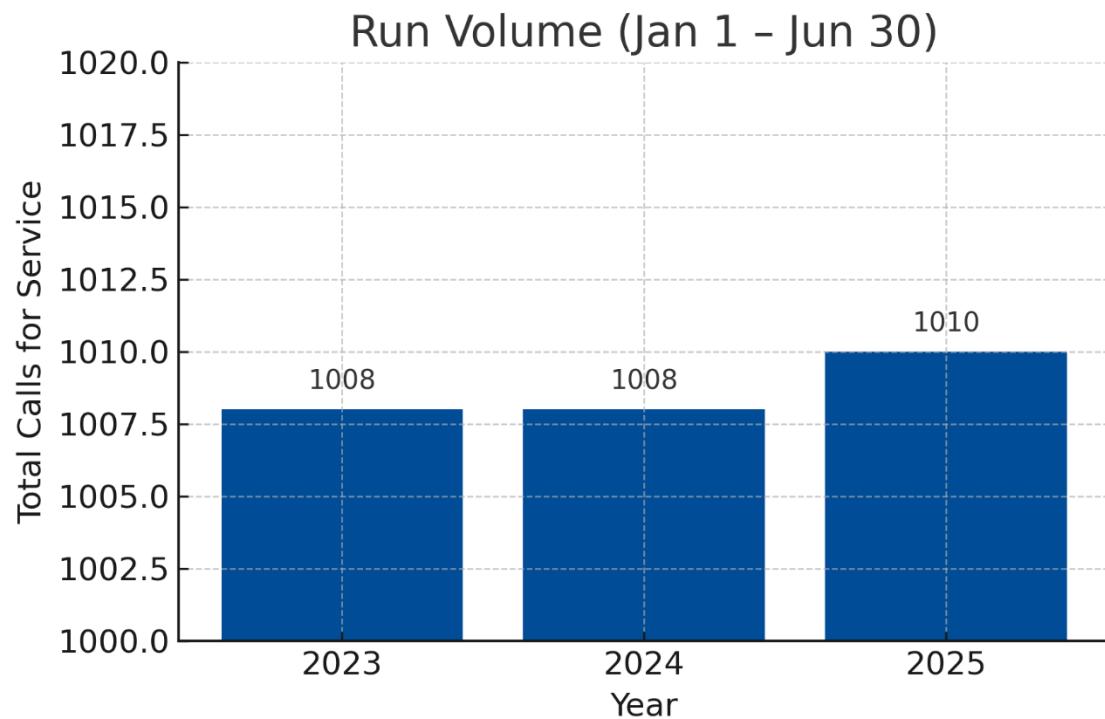
- **Elementary School Visits** – Interactive classroom presentations by crews.
- **Truck Parade Participation**
- **Easter “Hunt for Safety” Event**
- **Home Safety Inspections**
- **Classes with the Council on Aging**
- **CPR & First Aid Classes**
- **Fire Prevention Booths at Maynard Fest and the Farmers Market**
- **Educational Materials for Public Distribution**
- **And many more safety-focused community events**

Total Grant Received:

- \$4,700.00 – Student Awareness of Fire Education (SAFE)
- \$2,200.00 – Senior SAFE Program

The Maynard Fire Department is tracking consistently with previous years in terms of operational activity, staffing, and ongoing initiatives.

Run Volume



Call volume remains steady, with totals nearly identical to last year at this point.

Staffing

As of July 1, two firefighters are on leave under the Family and Medical Leave Act (FMLA) following the birth of children. This marks the fourth new baby welcomed into our fire family since January 1. Congratulations to Captain Parr, FF Portis, FF Billings, and FF Chiasson!

We are currently in the process of hiring to fill one open firefighter/EMT-B position.

Injuries

This year, we experienced two extended absences due to injury:

- One captain sustained an on-duty injury while operating at a fire scene. He has since returned to full duty.
- A firefighter experienced an off-duty injury and utilized accrued sick time for recovery. He is now on the mend.

Emergency Management

At the August 5 Select Board meeting, we will present the updated **Maynard Comprehensive Emergency Management Plan (CEMP)**. This plan outlines the town's coordinated response to both natural and human-caused emergencies.

The updated CEMP reflects two years of planning and revisions to match the town's recent growth and development. To test the plan, we are organizing a **multi-community Emergency Operations Center (EOC) activation drill** in collaboration with Local Emergency Planning Committees (LEPCs). This real-time exercise will help us:

- Evaluate the effectiveness of our response protocols
- Identify gaps or needs in our new EOC setup
- Make any necessary improvements ahead of the Emergency Management Grant cycle

Upcoming Events

- **Syrup & Sirens – August 25, 2025**

This new community outreach initiative is designed to bring together some of Maynard's more isolated residents for a warm and welcoming breakfast—served by your first responders. We are collaborating with the Police Department, Council on Aging, Town Clinician, and other partners to ensure a successful and meaningful event. More details will be shared as logistics are finalized.

- **Website Reboot - August**

We are working with **JPGR Public Relations** on a long-overdue update to the Maynard Fire Department website. The goal is to create an accessible, user-friendly platform where residents, commercial property owners, and construction project managers can find up-to-date information on fire prevention, permitting, and public safety. We aim to make this site a reliable and approachable resource for everyone who lives in, works in, or visits Maynard.

- **Back-to-School Safety Education - September**

As the new school year begins, our team is gearing up to deliver the **Student Awareness of Fire Education (SAFE)** program to Maynard's youngest residents. This initiative teaches fire safety, emergency preparedness, and helps children understand the important role first responders play in their community.

TOWN CLERK

- We're excited to share some great news from the Town Clerk's Office! As part of our ongoing effort to modernize elections and create a secure, streamlined process that meets the needs of all voters, we've purchased new voting booths for each of Maynard's four precincts.

We have also added dedicated booths for Early Voting at Town Hall. This means evening meetings and other Town business in the Campbell Meeting Room can continue outside of Early Voting hours without disruption. No more daily breakdowns and reset of the early voting area!

Our old booths served us well, but they were becoming increasingly difficult to move, store, and maintain. The new booths are lightweight, easy to set up, and most importantly, fully ADA-compliant, ensuring that every voter regardless of ability, has equal access to a secure and private voting space.

We can't wait to see you at the polls!



LIBRARY

Annual Summer Concert in the Park

On Saturday, July 19, nearly 200 attendees spent a beautiful afternoon in Veterans' Memorial Park soaking up the sounds of acclaimed folk-rock trio The Sweet Remains. Many thanks to the sponsors who made this concert possible: Friends of the Maynard Public Library, Maynard Cultural Council, Capital Group Properties, and Middlesex Savings Bank.





Summer Reading Program

By July 25—just halfway through the Summer Reading Program—the children and teens of Maynard had already spent an impressive amount of time reading books and carrying out activities at the Library. This year's theme is Level Up at Your Library. There are 266 children and 56 teens participating, and lots of great prizes have been earned through all their hard work. Keep it up, everyone!



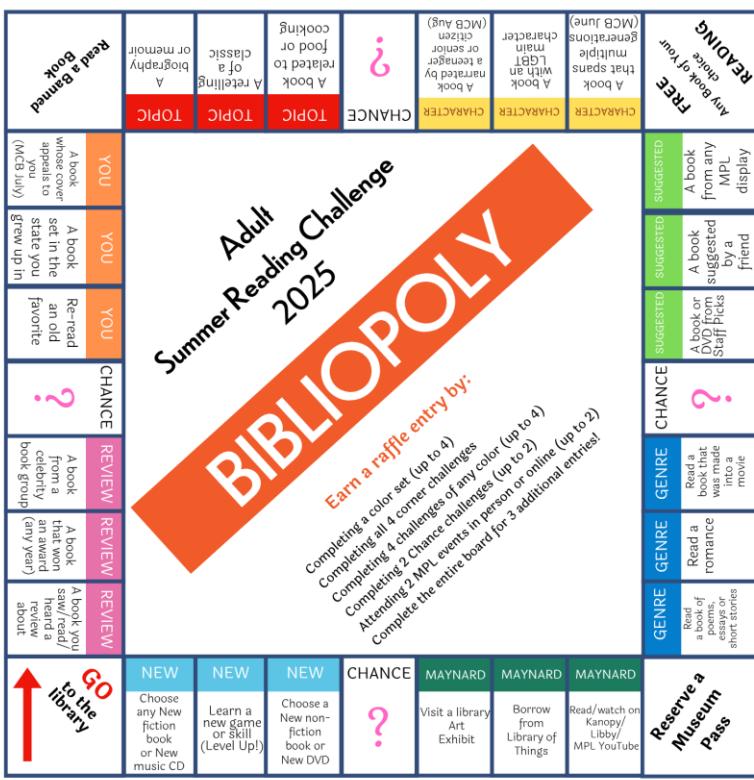
Summer reading is not just for kids! The Library has an Adult Summer Reading Challenge this year. There are all kinds of activities to choose from, such as reading a book that was made into a movie, learning a new game or skill, visiting an art exhibit at the Library, and many others. The more challenges you complete, the more prizes you could earn!



BIBLIOPOLY

Adult Summer Reading Challenge 2025

MAYNARD PUBLIC LIBRARY



Tracking sheet on back! See maynardpubliclibrary.org/adult-summer-reading for more information.

Infant Massage and Baby Yoga

Through the “Mind in the Making” LSTA grant the Library was awarded this past year, we have been able to offer a variety of new programs for children ages 0-6. This summer they have included Infant Massage (four sessions, in person) and Baby Yoga (six sessions, online). Parents have learned helpful skills to use with their children, and just look at these calm and relaxed little tykes!



Notary Service

Thanks to the generosity of a local volunteer, in May the Library began offering a Notary Service program, held monthly on a Saturday. The notary can authenticate signatures, affidavits, and copies. All services are provided free of charge. Appointments are in 15-minute increments and may be requested online at maynardpubliclibrary.org/calendar or by calling the Library Reference Desk. After signing up, you will be contacted to set up an exact time. You must bring proof of identity, such as a driver's license or passport.



Tiny Art Show

The 4th Annual Tiny Art Show opens on Saturday, August 2. Artwork no larger than 4" created by YOU! On display in the Roosevelt Room until Saturday, August 16, during Library hours. There will be a reception on Tuesday, August 5, at 7pm. For full details, go to maynardpubliclibrary.org/tiny-art-show.

4th Annual

Tiny Art Show



There is so much more happening at your Library this summer. See more events at [maynardpubliclibrary.org/calendar!](http://maynardpubliclibrary.org/calendar)