



August 19, 2025



# TOWN ADMINISTRATOR REPORT

## ADMINISTRATION

- Town Offices will be closed in observance of Labor Day, Monday, September 1<sup>st</sup>, 2025.
- TA Johnson and Assistant Town Administrator (ATA) Stephanie Duggan continue collective bargaining negotiations with the LIUNA Professionals and Laborers (DPW) unions, 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.
- ATA Duggan recently completed the Mass Municipal Association (MMA)/Suffolk University Human Resources Certificate Seminar
- ATA Duggan will be participating in a Professional Development panel at this year's Mass Municipal Managers Association's (MMMA's) Bootcamp in October.
- Our MIIA Wellness partners are offering a Live Zoom Cook-Along Class is being offered on Monday August 28th at 6:00pm.



## TOWN CLERK

List of Businesses Active Registrations New/Renew					
Business Name	Address	Business Status	Issued	Expires	
<b>New</b>					
BRENTWOOD REMODELING & HOME SOLUTIONS INC	27 Dix Rd	New	8/11/2025	8/11/2029	
PURE SKIN ACADEMY	14 Nason St 203B	New	8/5/2025	8/5/2029	
TM TRUCK SERVICE	18 Glendale St	New	8/6/2025	8/6/2029	
		<b>Total:</b>		3	
<b>Renewal</b>					
This and That Home Services	3 Fairfield St.	Renewal	8/6/2025	8/6/2029	
		<b>Total:</b>		1	
		<b>Grand Total:</b>		4	

## MUNICIPAL SERVICES

Est. Name	Est. Add	Permit No.	Issue	App Date	Status	Type
Another Bite Baking	435 Central St, Acton	FEP-25-0070	8/8/2025	7/29/2025	Permit Issued	Food Establishment
Q on 4 Wheels, LLC	21 Treaty Elm Ln., Stow	FEP-25-0069	7/21/2025	6/24/2025	Permit Issued	Food Establishment
Balance Rock Farm	104 Highland Street, Berlin	FEP-25-0068	6/23/2025	6/23/2025	Permit Issued	Food Establishment
Texas Smoke Shack	31 Washington Street, Hudson	FEP-25-0066	6/3/2025	6/3/2025	Permit Issued	Food Establishment
FSG Baking LLC	55 Sloane Drive, Framingham	FEP-25-0061	5/19/2025	5/19/2025	Permit Issued	Food Establishment
Cielito Lindo Taqueria Inc.	55 Howland St apt 1A, Marlboro	FEP-25-0064	5/29/2025	5/15/2025	Permit Issued	Food Establishment
Simply Macarons	8 Assabet Street, Maynard	FEP-25-0057	4/15/2025	4/10/2025	Permit Issued	Food Establishment
Bali Marle	1 Prince St, Marlboro	FEP-25-0062	5/29/2025	4/8/2025	Permit Issued	Food Establishment
Love and Honey Granola	21 Pine, Sudbury	FEP-25-0055	4/10/2025	3/30/2025	Permit Issued	Food Establishment
RFS Store 140 Inc. dba Richdale Food Shops	5 Waltham Street, Maynard	FEP-25-0058	4/22/2025	2/26/2025	Permit Issued	Food Establishment

## LIBRARY

The Library hosted a children's experience of Creatures in the Park on August 6, 2025.



## FIRE DEPARTMENT

Sienna's Girl Scout Gold Award AED Project is moving full steam ahead. She has successfully raised all necessary funds to bring the project to life, and it is nearly ready for launch. All five ZOLL AEDs have been ordered — with one generously donated by ZOLL — and the stand-alone cabinets are on the way. We are now finalizing installation details. Sienna's goal is to have every unit in place before the start of Maynard's sports season. Recently, Sienna and Chief Lawless toured the ZOLL factory, meeting with the President and other executives who were inspired by the work she is doing for Maynard. They noted that her vision aligns perfectly with ZOLL's *"Anything Can Happen – Anyone Can Help"* campaign. We are planning a presentation to the Town during Maynard Fest, and ZOLL has offered to support the public education component. More information is available at [www.AnyoneCanHelp.com](http://www.AnyoneCanHelp.com).



Maynard Fire and Police participated in FEMA's Family Day at the bunker on Old Marlboro Road. This event was a great opportunity to engage with children and families, showcase our trucks, and learn more about FEMA's available resources. We have scheduled tours of the facility for all department employees this fall. Last year, our Local Emergency Planning Committee (LEPC) was hosted at the bunker, and we have now planned a training session for the LEPC later this year focused on navigating FEMA reimbursement processes in the event of a natural disaster in our community. Collaborating with FEMA and other partner agencies continues to strengthen our preparedness and response capabilities.



This summer, Maynard has experienced several extreme heat events. In response, we opened our cooling center and used our social media platforms to share information on staying cool, preparing for high temperatures, and recognizing the signs of heat-related illness. We also encouraged residents to check on neighbors — particularly seniors and vulnerable individuals — as part of our commitment to keeping Maynard “community strong.” These efforts are part of our broader focus on community preparedness, ensuring residents have the knowledge, resources, and support to stay safe during severe weather events.

Maynard Fire and Police conducted our annual school walkthroughs and safety inspections at Green Meadow, Fowler, and Maynard High School. This event is mutually beneficial — it ensures our schools are safe and ready for students’ return, while also providing police and fire personnel with important familiarity of the buildings. I would like to thank the school staff, custodians, facilities managers, and administration for the exceptional condition of all three schools. Without a doubt, this year the facilities were the most prepared we have ever seen.



👉🇺🇸 Are you 60+ and craving good food with great company? Join us for a delicious breakfast served by your local Police Officers and Firefighters!

📅 Date: August 25<sup>th</sup> 2025

⌚ Time: 9:00AM-11:00AM

📍 Location: 34 Powder Mill Rd. (Elks Lodge)

👉 Join us for:

👉 Hot Pancakes

👉 Fresh Eggs

👉 Crispy Bacon

👉 Coffee

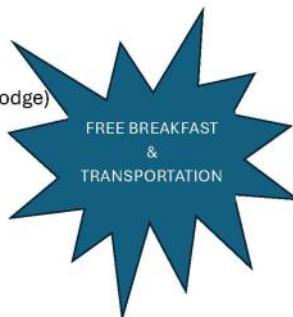
👉 Musical Entertainment

...and great conversations with the men and women (and Otis!) who keep our community safe!

👉 Need a ride?

Please contact the Council on Aging at 978-897-1009 by August 20th to reserve your spot.

*Start with a meal, leave with a connection*



**Upcoming Event** – We are looking forward to hosting a special community gathering for our seniors. This event is funded by Emerson Hospital and is the result of a collaboration between Maynard Police, Fire, the Council on Aging, our Maynard clinician, Public Health Nurse, and Municipal Services. It was developed in response to feedback from a community survey that identified isolation among our older residents as an area where Maynard could improve services. We are anticipating a strong turnout and hope this will become an annual tradition to support and connect our senior community.