



# TOWN ADMINISTRATOR REPORT

**December 16, 2025**



*Holiday decorated parking  
meter on Main Street,  
December 7, 2025*

## ADMINISTRATION

- Town Administrator Johnson and Assistant Town Administrator (ATA) Stephanie Duggan thank all the town staff for supporting and participating in the annual(ish) Holiday Party, hosted at Town Hall on Tuesday, December 16th, 2025.
- TA Johnson thanks all the supporters, officials, participants and attendees, and especially the Maynard Business Alliance (MBA) for their beautifully executed annual Tree Lighting and Holiday Stroll on Saturday, December 6<sup>th</sup>, 2025.
- TA Johnson thanks all the supporters, officials, participants and attendees, and especially Jen Picorelli and the committee, for the wonderfully executed Annual Holiday Parade on Sunday, December 7<sup>th</sup>, 2025.
- Town offices will be closed:
  - Annual Holiday party for town staff: Tuesday, December 16th, from 11am to 1pm.
  - Christmas: Noon (12pm) on Wednesday, December 24, thru Friday, December 26, 2025.
  - New Years: Thursday, January 1, and Friday, January 2, 2025.
- TA Johnson plans to take vacation from Monday December 29- Wednesday, December 31, 2025.
- TA Johnson and ATA Duggan continue negotiations with LIUNA Professionals and LIUNA Laborers (DPW), and have begun negotiations with AFSCME Clerical and NEPBA Police Patrolmen and Superiors.
- TA Johnson is excited to welcome Linde Ghre to serve as the town's Solid Waste Management Coordinator. This part-time, temporary position was appropriated for Fiscal Year 2026 (FY26) to provide administrative support and steward the initiation and implementation of a new Solid Waste and Recycling Enterprise. The position will report to the Director of Public Works and the Town Administrator's Office and will:
  - Support the procurement of services to provide modernized practices of rubbish and recycling collection;

- Support the creation of budget for the new enterprise to be advocated for appropriation at Town Meeting;
- Support the creation and implementation of billing for services to households
- Support efforts for public education and customer service.
- Linde (her name is pronounced Lindy Gear) is excited to join the Public Works team and looks forward to meeting everyone. This new position follows our Solid Waste Task Forces recommendation to enhance and drive their proposed solid waste and recycling program in Maynard. We are very excited to be graced with Linde's talents, skills, experience, and most importantly care for the community in which she resides. Linde is a Maynard resident who has assisted and lead initiatives similar to what has been accomplished with the task force.



- TA Johnson and ATA Duggan hosted a recent Department Head meeting that welcomed a trainer from the Employee Assistance Program (EAP) of the town's liability insurance provider, MIIA, who reviewed lessons related to overcoming departmental divisions.
- TA Johnson and Town Counsel continue discussions with the top-ranked proposer to offer a lease of private space for the town's Senior Center.
- TA Johnson and staff from the Office of Municipal Services (OMS) met with representatives from Sudbury Valley Trustees (SVT) to discuss renewing our approach to attaining the required restriction on the use of the land of the Golf Course properties, dictated by the use of Community Preservation Act (CPA) funds to acquire the land.
- TA Johnson and ATA Duggan attended the Massachusetts Municipal Managers Association (MMMA) and Massachusetts Municipal Human Resources (MMHR) joint meeting on December 11, 2025 in West Boylston.



- TA Johnson attended the 495 Metro-West Partnership forum on Friday, December 12, 2025 in Marlborough. Maynard's own Director of Public Works Justin DeMarco served as a panelist at the event, emphasizing the critical need to address water capacity in order to support growth and housing goals.



- TA Johnson attended the Council on Aging's annual holiday brunch at the Maynard/Canton Elks Lodge on Friday, December 12, 2025.





- TA Johnson presented at the recent Budget Sub Committee meeting on Wednesday, December 10<sup>th</sup>, 2025.

## **FIRE DEPARTMENT**

- Our on-duty crew staffed the station throughout the Thanksgiving holiday. As part of our ongoing partnership with PRO, our Advanced Life Support (ALS) intercept provider, the crews shared breakfast and dinner together. We work closely with PRO on a daily basis, and sharing meals on the holiday reinforces the teamwork, communication, and collaborative spirit that benefit our community year-round.



## **FF. Row Graduation**

Congratulations to FF. Ron Row for completing the MA Fire Academy on December 1, 2025. While his contract did not require attendance in this rigorous program, his desire to advance his professional development led him to request this opportunity, and he committed fully to the ten-week training. His dedication, perseverance, and performance throughout the program were outstanding. His initiative and professionalism are a great example to all of us.



Massachusetts Firefighting Academy

Career Recruit Class #334 Graduation • December 1, 2025

### Captain's Promotional Exam

Last month we completed the Captain's promotional exam process, an important part of our succession planning. When a potential vacancy is anticipated, we establish a promotional list, and this exam is a key component. The process is lengthy and demanding—candidates receive six months or more to study materials including *Fire and Emergency Services Company Officer*, *Fire and Emergency Services Administration*, *Fire Officer's Handbook of Tactics*, and *Strategic & Tactical Considerations on the Fireground*.



Candidates must first pass a written exam to move forward, followed by a rigorous oral board/assessment station and a written assignment.

Congratulations to FF David Appleton, who successfully completed the process and earned a place on our Captain's list. He's already engaged in the next steps and will be prepared for promotion when a position becomes available.

### Equipment and NFPA Compliance

During this month's training, a required piece of equipment malfunctioned. NFPA standards—specifically those governing fire apparatus such as NFPA 1901—require engines to carry a defined set of equipment, including extrication tools, in order to be classified and deployed as an Engine company. These standards ensure that we are fully prepared to respond to any hazard to which we are dispatched.

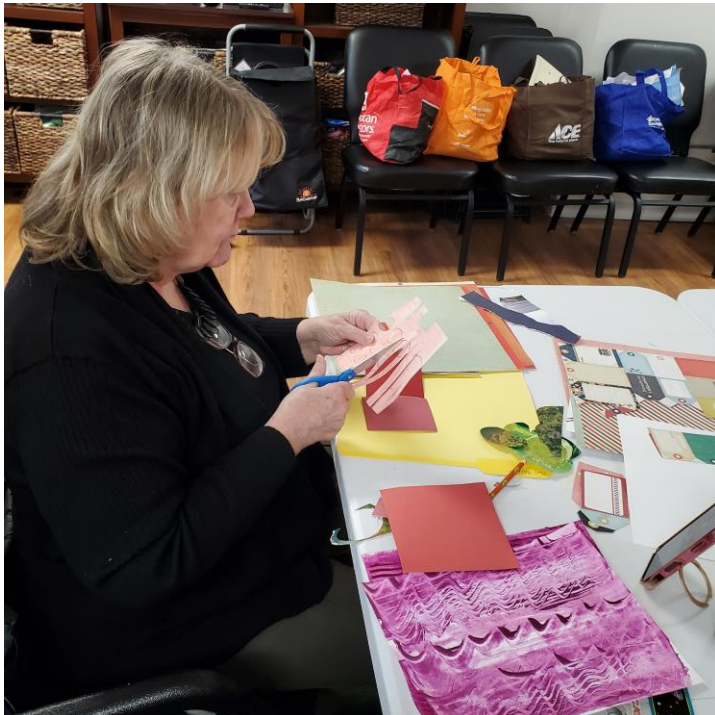
The broken tool is currently out for repair, and in the interim, we are borrowing a demo extrication set from a vendor to maintain operational readiness. We are also actively evaluating replacement options and working closely with the Capital Planning Committee to secure the



necessary funding.

## COUNCIL ON AGING

- The Council on Aging is open Monday through Friday from 9:00 a.m. to 3:00 p.m. The COA provides information and referrals for supportive services including home care, health insurance counseling, fuel assistance, food resources, housing, legal issues, public assistance programs, and transportation. The Council on Aging accepts and lends durable medical equipment.
- The Council on Aging van service provides transportation Monday through Friday from 7:00 a.m. to 3:00 p.m. Destinations include medical appointments, grocery stores.
- **Special programs in November and December included:**
  - Former Green Meadow Elementary School teacher, Sharon Santillo, taught a six-week workshop in November called “Family Stories.” Participants used watercolors, paper, and other materials to create a personalized book of real family stories. The program was funded by a Maynard Cultural Council grant. Many thanks to Deb Roussell who applied for the grant.







- Maynard Fire Department Captain Mike Parr and Firefighter EMT Jenn Hureau gave a an extremely informative presentation on December 5 titled “Steps to Safety ~ Prevent Fire and Falls at Home.” The program began with a “Jeopardy” style quiz followed by important information on many different safety related topics and ended with a tour of the Fire Station.



## LIBRARY

### “Covers” Art Exhibit: Nov. 13-Jan.31

Local artist and Maynard resident Peter Reed has recreated and interpreted original paintings by two Hungarian artists of the early 20th century, a mural sketch from the 1930s by a New York artist, and current paintings from an artist of South Carolina. The paintings are now on view in the Roosevelt Room.



### New Items to Borrow from the Library of Things

Some of the items we’ve added to the Library of Things this year are a coin sorter, a flatbed scanner, a sewing machine, a portable DVD player, a digital film scanner, and crochet and knitting kits. You can browse the entire Library of Things collection online at [https://maynard.minlib.net/?browseCategory=maynard\\_maynard\\_library\\_of\\_things](https://maynard.minlib.net/?browseCategory=maynard_maynard_library_of_things). Items can be borrowed for at least two weeks, just like books and other library materials. All you need is a (free) library card!





## Commonwealth Ballet Nutcracker Program

On November 22, the Commonwealth Ballet gave a wonderful presentation at the Library, consisting of a reading of "The Nutcracker" storybook, accompanied by excerpts of the ballet set to music and danced by the Company dancers. This was followed by a Q&A and photo opps with the dancers for the many children who attended. This event has become a cherished annual tradition in Maynard.



## From Maynard to the Sea

Maynard resident and avid paddler Ozzy Osbourne wanted to trace the path a drop of water takes from his home to the ocean. Sixty enthusiastic attendees joined us on December 6 as he talked about this 62-mile, 2-day kayak journey from Maynard to the ocean and shared what he learned about the rivers, towns, and cities along the way.

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

## TOWN CLERK

The Clerk's Office reports new and renewed business licenses in town:

**New**

GILLY'S SNACKS, 25 Nason St

J.R SULLIVAN PLUMBING & HEATING, 11 Fowler St

KAITLYNNE VASQUEZ LMHC, 19 Nick Ln

**Renewal**

Cycle Bar Maynard, 15 Digital Way



**Don't be a Grinch.**

**Register your dog.**

2026 dog tags are now available. Residents may register their dogs [online](#) or in person at the Town Clerk's Office. Dog registration can also be completed when returning your annual street census, which is scheduled to be mailed during the second week of January. The deadline to register your dog is **February 28.**

The winners of the I Voted Sticker Design Contest will be announced on Tuesday, December 16, at the Select Board meeting.

A special thank you to every student who submitted a design, our schools for their partnership and involvement, and our Town Hall staff for their enthusiasm and support of this community project. I encourage everyone to take a moment to enjoy the creativity, color, and hometown pride captured by these designs. All submissions can be viewed on the [Town website - Town Clerk page](#).

