



TOWN ADMINISTRATOR'S REPORT

March 1, 2022



ADMINISTRATION:

- Town offices will continue the mask requirements currently in place through March 31, 2022. [The town's webpage related to COVID-19](#) has more information on the Board of Health's mask advisory. [The state's Department of Public Health \(DPH\)](#) also shares up-to-date advisories and guidance related to face-coverings.
- Town bodies will continue to be required to meet remotely through March 31, 2022.
- The regional Community Development Block Grant (CDBG) effort to provide food-assistance in response to the economic challenges related to COVID-19 have been successful, namely through Open Table and the Maynard Food Pantry, as reported by the contracted administrating firm, Bailey Boyd Associates Inc.
- The Town Administrator's Office is coordinating an event tentatively scheduled for Friday, March 4, 2022 at 11am at the town's Department of Public Works (DPW) yard, 38 Winter Street, to recognize the American Rescue Plan Act (ARPA) state bill's earmark secured by State Rep. Kate Hogan.
- Town Administrator Greg Johnson attended the first Sustainability Committee meeting held Feb. 24, 2022.
- TA Johnson and Assistant Town Administrator Megan Zammuto met with Jeanine Calabria, Executive Director of Open Table, and Open Table Board President Mary Siegel, to review current operations and Town Hall cooperation.
- The town was awarded \$13,350 under the Federal Emergency Management Agency (FEMA) Building Resilient Infrastructure & Communities (BRIC) grant to produce a Hazard Mitigation Plan. The project will include cooperation with a chosen consultant and the Department of Public Works to produce a plan to improve the town's resilience to

natural hazards by identifying data needs, risk assessments, hazard vulnerability assessments, and mitigation strategies.

- TA Johnson and members of the Maynard Police Department attended the funeral of long-time town Assessor and member of town committee's Anthony Maria.

HUMAN RESOURCES:

Personnel Policies/Regulations

- Employees continue to take advantage of the **COVID-19 Emergency Paid Sick Leave** that has been extended until April 1, 2022 or until the \$75M in program funds has been exhausted. The HR Manager is working with the Treasurer/Collector to be set up for reimbursements from the state of up to \$850 per employee.
- All **personnel policies input and updates** are being incorporated by the HR Manager:
 - Remote Work (new)
 - Professional Appearance (new)
 - Payroll & Reimbursement
 - Accounts Payable
 - COVID-19 Emergency Paid Sick Leave (new)
 - Donating Accrued Sick Time
 - Social Media

Town Meeting

- The **Annual Salary Administration Plan (SAP)** salary table amendments Town Meeting warrant article has been submitted for Select Board acceptance. The SAP will be published as an appendix to the warrant.

Recruitment & Staffing

- There is currently two (2) Job Opening posted on the **Human Resources "Careers" Page**:
 - Skilled Laborer
 - Van Driver Maynard-Acton Commuter Shuttle
- We welcomed **Justice Agyeman**, pictured with his beautiful family, as our newest MPD academy recruit on February 28th!
- **Two project ideas** (DPW and BOH) to offer the MHS/AVRVHS Mentoring/Shadowing Program once it picks back up.
- The HR Manager continues her work with **employee relations facilitation management**.



Salary & Compensation

- **Collective bargaining** negotiations:
 - Laborers' International Union of North America unions (DPW Laborers and Town Professionals) negotiations began with Ground Rules meetings on February 15th.
 - IAFF 1947 Firefighters (2-years) negotiations are being scheduled.
- Upcoming **Individual Employment Contract** negotiations in early-spring 2022:

- Assistant Town Administrator
- DPW Director
- Fire Chief

Staff Development & Training

- HR Manager Stephanie Duggan has been accepted into the [Spring 2022 MMA-Suffolk Municipal Finance Management Seminar](#). The seminar is designed to provide an overview of municipal finance in Massachusetts, including the operational aspects of finance structure, systems and processes in Massachusetts cities and towns. Topics include budgeting, financial reporting, treasury functions, property assessment, and costing out contracts. The goal of this program is to build the next generation of municipal finance managers and local government leaders. The seminar will be held from 9a.m. - 4p.m. on Fridays March 4, 11, 18, 25 and April 1.
- On February 3rd, the HR Manager became the first recipient of the [Rocco Longo Scholarship](#) which cover the \$825.00 tuition for one participant, twice a year, in the MMA-Suffolk Municipal Finance Management Seminar.

Rocco Longo was a lifelong public servant who passed away unexpectedly in 2019 at the age of 67. He began his career in social work in the 1970's in West Virginia and transitioned into municipal management. He served as town manager in Northborough, Duxbury, Billerica and Marshfield. Rocco held leadership positions in the MMMA, serving as President as well as chairing the Ethics Committee for a decade. Rocco was instrumental in creating the MMA's Certificate in Local Government Leadership Program with Suffolk and upon his retirement in 2017 became its Program Administrator. Rocco is remembered not only as a role model for his passion, integrity and dedication to local government, but also for the friendships he shared with colleagues in this profession. He was a mentor, friend, and teacher. Rocco's wife Colleen worked with MMMA leadership to determine the first winning applicant for this scholarship.

- HR Manager has setup online access to the grant-funded [Myers-Briggs Type Indicator \(MBTI\) Team-Building Experience](#) for the Department Head Team. Team members will have three weeks to complete the official MBTI assessment in preparation for a group learning session in April.
- All-Staff Training – Planning is underway for a [summer All-Staff Training Day](#) & luncheon

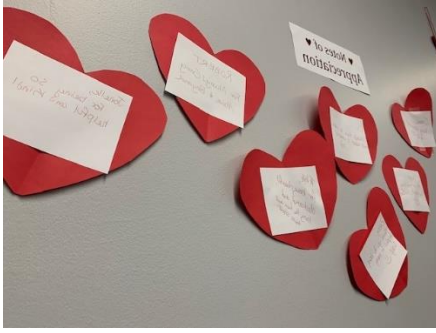


Benefits

- We continue to hold monthly educational meetings with the [Insurance Advisory Committee \(AIC\)](#). Our next schedule meeting is March 5th to review FY23 health insurance rates to include informational presentations by MIIA and BCBS representatives.
- [Open Enrollment](#) planning is underway for May.
- [Benefits Fair](#) planning is underway allowing for both in-person and virtual options if needed.

Wellness & Staff Events

- The HR Manager has secured an additional [\\$1,250.00 MIIA Wellness grant](#) to purchase five Adirondack chairs and a matching side table for employees to relax and enjoy the grassy “backyard” area between MPD and Town Hall during the warmer months.
- Employees took part in Valentine’s Day festivities, focusing on sharing family photos and showing appreciation for fellow employees. Congrats to Megan Zammuto for winning the “Guess How Many” candy jar!



- Weekly all-staff emails continue to communicate the many **At-Home Wellness** program offerings available through MIAA, BCBS, and the EAP.
 - Cooking: Spanish Tapas
 - New Year’s Resolution Tune-Up
 - Strength Training
 - Feeding Birds in Winter
 - The Practical Power of Gratitude
 - Get Off the Blood Sugar Rollercoaster



- Per-diem Dispatcher Justyne Steward is now officially **Justyne Cawthron!** Congrats to Justyne and her new hubby on their Echo Lake, Franconia, NH nuptials!

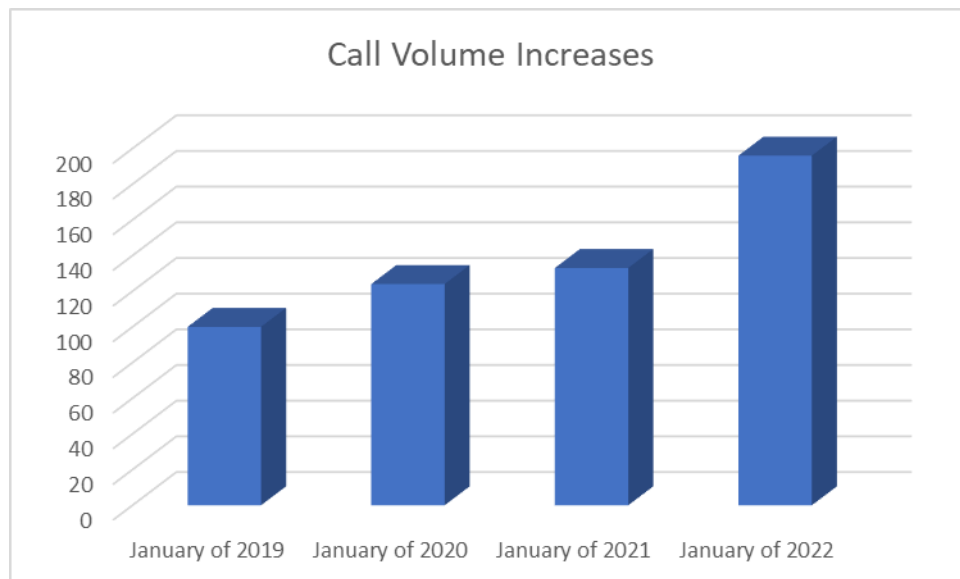


Emergency Communication & Volunteer Coordination

- Hyper-Reach
 - Utilized for **storm-related trash delay** on February 4, 2022

FIRE DEPARTMENT:

- In January, the Maynard Fire Department responded to 196 emergency requests for services. This is compared to 133 emergency requests for service in January of 2021, 124 in January of 2020, and 100 in January of 2019. We continue to see a rise in emergency call volume compared to last year.



- We have continued issuing permits and reviewing plans for fire prevention. In January we had 51 fire prevention related activities, including inspections. The majority of our inspection requests continue to be handled by the on-duty captain in addition to their other duties, and increased call volume.
- We still have an adequate supply of personal protective equipment (PPE) for the ongoing COVID-19 pandemic.
- The Maynard Fire Department conducted 24 training sessions in January, including training directly with Eversource to increase the department's knowledge of natural gas and propane incidents. The communities request for our response to gas-related calls has increased exponentially since September.
- We had 82 maintenance related activities in January, including extensive care required to keep the current boiler at the fire station in operation. Kyle Brainard has been extremely helpful when outside help has been needed!
- The construction of the new fire station is on track. The building is taking shape for everyone to see as they travel through town. To date there have not been any major changes to the project.
- Chief Stowers has returned on a part-time basis. Captain Lawless has returned to her role as Shift Commander of Group 3, and Mark Tomyl has returned to his role as Senior Firefighter/Fire Investigator on Group 2. Both did an outstanding job in their respective roles!

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 referral 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 is providing transportation Monday through Friday from 7:00 a.m. to 3:00 p.m. Destinations include medical appointments, grocery shopping and personal needs such as banking and hair salons.
- The COA sponsored two Grab-n-Go luncheon which provided a hot meal delivered (by Flo's Catering) drive-through style at the Maynard Elks Club.



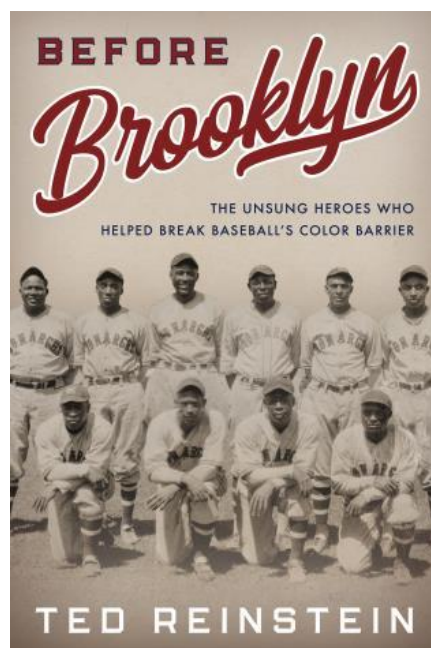
- The COA produced a February newsletter promoting the COA's activities, including arts and craft classes, nature and classic comedy series and virtual fitness classes. The newsletter also included the Maynard COA Book Club, 6 Bridges Gallery exhibitions, Maynard Library programs, Open Table and Maynard Food Pantries, fuel assistance guidelines and Rep. Kate Hogan's monthly article.
- The COA continues to offer fitness classes via Zoom. The COA Book Club includes seniors from not just Maynard but across the U.S.!
- The COAs offers an iPad and Chromebooks lending program for those with limited financial resources to increase opportunities for Zoom classes, online activity, and the means to contact friends and family.

LIBRARY:

- On Jan. 28, an active leak was discovered in the northeast stairwell of the library, coming from two areas of the sprinkler system standpipe. The water was leaking down along the pipe, through the wall, and onto the first floor. The problem is worsening, and the entire standpipe will need to be replaced. As the town went about obtaining quotes for the repair, the leak became worse on Feb. 22 when water began coming out of the wall on the third floor and pooling on the stairwell landing. Chief Stowers inspected the situation and rendered his opinion that it is a safety emergency. With his authorization, the water supply to that particular standpipe was shut off, and the pipe was drained. A contractor is expected to come onsite soon to remove drywall in the area, so the pipe can be replaced. The Library thanks DPW Assistant Facilities Manager Kyle Brainard for all of his assistance with this situation.



- AARP tax preparation assistance continues to be offered to low- and middle-income taxpayers, with special attention to those aged 60 and over. Call 978-760-9146 to schedule an appointment to drop off your materials with an AARP volunteer at the library.
- The library's March calendar is very full, with 35 programs being offered! To highlight just a few (all being held online via Zoom unless otherwise noted):
 - Before Brooklyn: The Unsung Heroes Who Helped Break Baseball's Color Barrier – author talk by Ted Reinstein – Tuesday, March 8, 7pm



- Shamrock Storytime with Mr. Mark – Saturday, March 12, 10:30am
- Urban Planting: 150 Years of Trees and Gardens – local historian David Mark will speak about Maynard’s garden and tree history – Thursday, March 17, 7pm
- Stained Glass Mosaic Workshop - Saturday, March 26, 10:30am
- Take & Make Craft Kits available each Wednesday at the library: Rock Photo Holder (3/9), Yard-Wrapped Rainbow (3/16), Paper Kite (3/23), Holographic Projector (3/30)
- Residents may drop off their completed 2022 Town Census forms in the census box just inside the library entrance.
- In accordance with town COVID policies, the library will continue its requirement of face coverings for all patrons 6 and older in the building, the suspension of group use of meeting rooms, and the holding of library programs online instead of in person. These policies will be in effect until at least the end of March, at which point we will evaluate them according to current COVID data and the safety of patrons and staff.
- Current library hours are: Monday, Wednesday, Friday, and Saturday, 10am-5pm; and Tuesday and Thursday, 2pm-9pm. See upcoming library events at maynardpubliclibrary.org/calendar.