
TOWN ADMINISTRATOR'S REPORT

February 16, 2021



ADMINISTRATION:

- Town Administrator (TA) Greg Johnson, Human Resources (HR) Coordinator Stephanie Duggan, Public Health Agent Kelly Pawluczonek, and Public Health Nurse Katherine Castle continue to be in nearly constant communication regarding the conditions and communications surrounding the current public health crisis.

[Please visit the town's webpage devoted to COVID-19 information](#)

Town and School Department staff are collaborating on the feasibility of planning for a vaccination clinic in town, and are exploring options to partner with surrounding communities.

Residents are encouraged to visit the state's website listing vaccination sites. This is where people can find clinics for Phase 1 and Phase 2- priority 1 which is 75 plus.

<https://www.maimmunizations.org/>

- Town Hall will hang bunting in remembrance of Charles "Chuck" Garlisi Jr who recently passed and had served on the town's Planning Board from 1984-1988.
- Town Hall, including the Police Department, recently had new fiber phone lines installed, with intentions to prevent phone outages experienced in the past.
- TA Greg Johnson was invited to serve on the steering committee for the MMA-Suffolk's Certificate in Local Government Leadership and Management program set to begin in Marlborough in September.
- TA Greg Johnson attended the Massachusetts Municipal Managers Association (MMMA) 2021 Annual Kick Off meeting with Town Administrators/Managers from across the Commonwealth.
- TA Greg Johnson met with Crosstown Connect/TransAction Associates (regional transportation management agency) administration and Mill & Main representatives (Lincoln Property Group and Artemis, owner) to review the mill's status of membership in the regional transportation services program.
- TA Greg Johnson, along with town and school department staff, attended the Orientation Module with the Massachusetts School Building Authority (MSBA) to review the proposal phase for the Owners Project Manager procurement, in pursuit of renovations or reconstruction of the Green Meadow Elementary School.
- TA Greg Johnson and Public Works staff met with Sun Power Corps representatives and the town's solar array procurement consultant to review the initial design, on-site surveying, and legal consideration of the solar array project to be located on town/school grounds.
- TA Greg Johnson and HR Coordinator Stephanie Duggan continued negotiations with AFSCME Clerical and NEPBA Police unions' collective bargaining agreements.

- TA Greg Johnson continues management training with MIA Wellness program-funded consultants, the Adam Sutton Group, LLC. The next phase of management training will focus on department head' development.
- TA Greg Johnson and Planning Director Bill Nemser is scheduled to meet with Congresswoman Trahan's Office to review economic conditions in the region.
- Planning Director Bill Nemser is managing the visitation by Secretary of Housing and Economic Development Mike Kennealy in coordination with State Rep Kate Hogan's office. The initial focus is the regional collaboration to address the development potential of the Powder Mill Corridor with the town of Acton.
- TA Greg Johnson and HR Coordinator Stephanie Duggan are continuing the hiring process for a Town Accountant. We are planning for Eric Kinsherf's private accountant firm to support the transition between Finance Director Mike Guzzo's retirement until a new Town Accountant is on board.

PUBLIC WORKS:

- Crews continue to maintain the right-of-ways (streets and sidewalks) during the winter's snow and ice weather conditions.
- Saturday, January 30, 2021 completed the last Christmas tree recycling operation for calendar year 2021.

Last year (2020) the Department recycled 1,400 trees, throughout the months of December, January, February, and March (requiring approximately 120 employee hours).

This year the Department recycled 266 trees, within the month of January, consisting of Five four hour days. (40 employee hours)

January 2nd: 87 Trees

January 9th: 63 Trees

January 16th: 58 Trees

January 23rd: 36 Trees

January 30th: 22 Trees

Our staff has requested a number from the Fire Department Charity operation to obtain a more accurate depiction of the impact. The rough number we received is 200-300 trees during their process. If that number is accurate, the total trees processed in Maynard would be 466-566. That would indicate a 50-60% reduction in trees processed in 2021 compared to previous year.

- Assistant Town Facilities Manager Kyle Brainard successfully managed the abatement of certain town hall flooring without incident.

TOWN CLERK:

- Continuing to receive for year-end campaign disclosure report (FORM CPF M102) and a disclosure of assets statement (Schedule E).
- Swearing in all calendar year 2021 new and reappointed Boards and Committees members.
- Obtained state approval for application of retention and destruction of 104 boxes of archived records, meeting the states retention schedule.

Thank you to the DPW for working with Harvey Trash Removal, who shredded on site.

- Mailed and are processing the 2021 Annual Town Census.
- Mailed and processing 2021 Dogs licensed, which are due by February 28, 2021.

MUNICIPAL SERVICES:

Planning:

- The Planning Board has been monitoring efforts by Capital Group and Market Basket to address complaints of the compactor noise. Audio reports are being collected and will be presented to the board at an upcoming meeting. Market basket has moved all motors inside the building.
- The Powder Mill Corridor redevelopment team effort now includes members of the Maynard Economic Development Committee as well as staff from Acton and the Metropolitan Area Planning Commission (MAPC). A public meeting will be held on April 8, 2021 to discuss progress and to gather input from the community. Staff emphasizes that this effort is a multi-jurisdictional initiative to prepare Powder Mill Road for upcoming development and improved infrastructure.
- The Housing Production Plan's (HPP) team is made up of residents and local developers, and staff have had several successful public meetings to date. The HPP which is funded by a grant from the MAPC, will update the town's plan for the next five years and is expected to result in several proposed amendments to address housing needs in Maynard.

Conservation:

- The Conservation Commission issued the Order of Conditions (permit for work within a wetland resource area) for the work associated with the river overlook located at the Thomas Street Conservation property. It is estimated that work will be completed by the end of spring or early summer.
- The Conservation Commission issued a certificate of Compliance for an outstanding Order of Conditions at 8 Marks Way, and issued a violation letter regarding a second outstanding Order of Conditions at the same property that cannot be released until a Conservation Restriction is recorded on that property.
- The Conservation Commission approved of its new Conservation Land Regulations, and voted to endorse the DPW's draft Parks and Athletic Field Regulations.

- The Conservation Commission approved of its new Trail Stewardship Program. The volunteer program will be advertised on social media, within the local paper, and within local newsletters such as the Council on Aging (COA) monthly newsletter. The program will allow people to volunteer as stewards on trail sites under the jurisdiction of the Conservation Commission.
- The Commission has seen an upswing in past permitting inquiries due to property sales in Town, and sellers trying to clear properties of prior conditions before sale.
- The owners of 124 Acton Street are interested in revisiting the land swap between land abutting the 124 Acton Site, and 18 Winter Street. The owners are interested in increasing the pre-approved 2 acres of Conservation Land for a great area. The intent is for the land to be used to expand the crime lab facility. The Commission is working with the Town's Legal Council to outline the entire process and all required steps.

COUNCIL ON AGING:

- The Council on Aging continues to operate remotely during our normal hours, Monday through Friday, 9:00 to 3:00.
- Information and referrals are being provided, including but not limited to, homecare, fuel assistance, SHINE (health insurance) counseling, food resources, public assistance programs and housing issues.
- The Council on Aging is responding to senior residents regarding the Phase Two COVID-19 vaccination rollout. To date, the COA has fielded over 150 calls and emails from seniors and their families. The COA is providing direction for registering online and pursuing local options such as pharmacies and grocery stores.
- The Council on Aging is in constant contact with the Maynard Town Administrator, Greg Johnson, Maynard Fire Chief Tony Stowers and Kelly Pawluczzonek, Maynard Health Agent, regarding the Phase 2 COVID-19 vaccination rollout and preparations for a vaccine clinic in Maynard.
- The Council on Aging is receiving real time guidance and support from the Executive Office of Elder Affairs as the State develops the stages within Phase 2.
- The Council on Aging is developing a transportation plan for seniors who may need assistance in getting to a location for a vaccination. In addition to the COA van staff, the COA will be working with local organizations to secure volunteers. The Maynard Police Department is now offering seniors transportation to their vaccination appointments.
- The Council on Aging is produced a February newsletter which included information about the COVID-19 vaccination rollout for seniors over the age of 75 as well as promoting the existing State Safer-At-Home order to encourage residents to follow guidelines that decrease risk of transmission of the COVID-19 virus.
- The Maynard High School Student Council produced memory books which include a variety of questions for reflection on past and present. The books are being distributed to seniors and then will be returned to students for sharing and conversation with participating seniors.

- Outreach for needs assessment and social support continues and includes seniors who may not have utilized the COA's services in the past. The COA has started a neighborhood outreach pilot utilizing the Maynard street listings. Volunteers will be assigned seniors in their area to share a friendly conversation with and provide information on COA services and community resources.
- The Council on Aging's Durable Equipment Loan program provides an important resource for necessary devices which are not covered by Medicare Part B.
- The Council on Aging van is continuing to provide transportation to essential services such as grocery stores, pharmacies, banks, and medical appointments. Riders are transported one at a time on the COA's 12-seater van.
- Fitness and art classes are available via Zoom technology. The COAs offers an iPads 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.