



TOWN ADMINISTRATOR'S REPORT

May 4, 2021



ADMINISTRATION:

- Town Administrator (TA) Greg Johnson, Assistant Town Administrator (ATA) Megan Zammuto, Human Resources (HR) Manager Stephanie Duggan, Public Health Agent Kelly Pawluczzonek, and Public Health Nurse Katherine Castle, and all town and school staff, continue communication regarding the conditions and guidelines 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:

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

The public is encouraged to visit the state's website devoted to the COVID-19 vaccine distribution and follow the related eligibility guidelines.

<https://www.mass.gov/covid-19-vaccine>

As much as 60 doses of Johnson & Johnson (J&J) vaccines were issued at the recent vaccination clinic on April 9, 2021. Bob Larkin from the Housing Authority reports that all eligible and willing residents have received their vaccinations at the Housing Authority sites. Twelve doses of J&J vaccines were issued to "homebound" individuals. Two doses of J&J vaccines were issued to Town Hall employees to completely use the opened package on the same day as the clinic. About 40 J&J doses remained in the fridge in the police dispatch room. Authorization to lift the "pause" to use the J&J vaccinations was required before using the remaining doses. Those in the fridge are good to use till June/July. More homebound individuals are being identified to be issued doses, but only a handful are expected remaining. Individuals aged 65+ will be prioritized after the homebound, and the Council on Aging (COA) staff is helping to identify those that need it. For any remaining doses, the priority group identified by a consensus of town and school staff is to vaccinate the essential/public health/sanitation workers, including school custodians and public works employees (specifically water treatment operators).

- Town Hall and offices will be closed in observance of the Memorial Day holiday on Monday May 31, 2021.

- TA Greg Johnson hosted a joint meeting on April 28, 2021, of committees identified by the School Committee requested to provide statements in reflection of the proposed solar array project. A memorandum to report on the meeting is provided to the Select Board.
- TA Greg Johnson submitted a letter of endorsement to Jim Salvie of the town Of Stow regarding the proposed extension to “Track Road” of the Assabet River Rail Trail.

PUBLIC WORKS:

- Here are some great pictures of a repair to our current ground well source at Well 4, not 4A! This is a much needed repair of the collar which allows the well to sustain pumping, we have replaced the pump under our FY21 operating budget. This approach has limited the cost of Borrowing for the Well 4A installation.

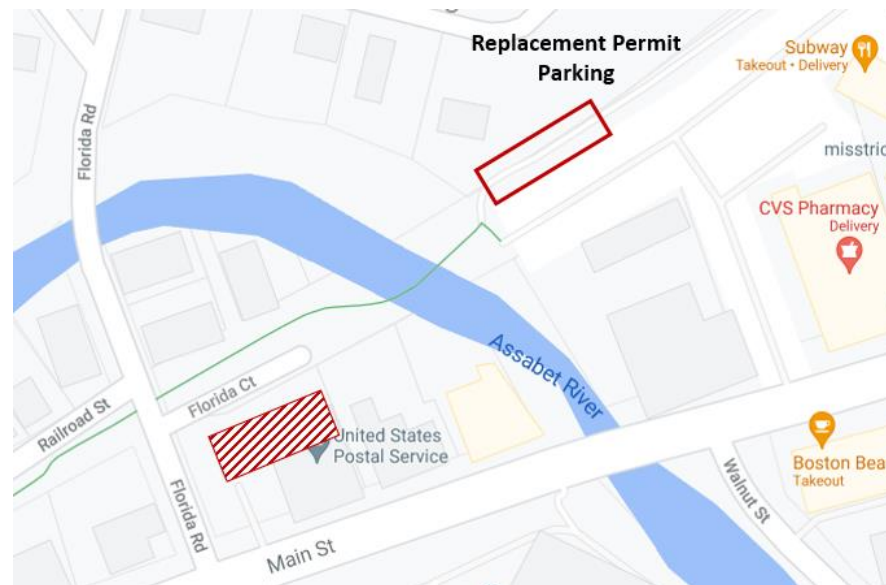




- A memorial bench is to be donated to the town by Acton Monuments Company Inc in remembrance of past Treasurer/Collector Cheryl Kane. A commemoration ceremony is expected at the end of May 2021 after the bench's installation.
- The state's Department of Revenue (DOR) approved an emergency deficit spending request from the Sewer Enterprise budget to address the immediate repairs associated with the Waste Water Treatment Facility's (WWTF) Rotating Biological Contractor (RBC) equipment, per the authorization of the Select Board on April 20, 2021. The DOR approved \$200,000 in deficit spending as the emergency is to respond to repairs that must begin immediately to facilitate the Town's wastewater plant in meeting its seasonal nitrogen limits which begin on June 1, 2021. Bids are being opened May 13, 2021 for the services.

MUNICIPAL SERVICES:

- The 2020 Town Report will be available on the Town of Maynard website on Monday, May 3, 2021. Please contact ATA Megan Zammuto for a hard copy. Thank you to all who contributed.
- ATA Zammuto attended an International City Managers Association (ICMA) webinar on April 22, 2021 which focused on municipal branding.
- The town's Parking Authority met on April 22, 2021 and determined a replacement location for the winter permit parking program for the winters of 2021/2022 and 2022/2023 to temporarily replace the Florida Court parking lot. Construction for the Florida Road Bridge project will remove the Florida Court parking lot from this program during bridge construction. An alternative location was identified, shown below. The River Street parking lot is also part of the winter parking program.



Health

- The town's Board of Health (BOH) welcomed their new member Jodi Larkin at their meeting on April 27, 2021. The Board discussed the new state Covid-19 reopening plans and mask requirements that will begin to roll out this spring. Visit [mass.gov](https://www.mass.gov) for more information.
- The Board of Health is working with Impact Melanoma and Emerson Hospital to install a sunscreen dispenser at Alumni Field.

LIBRARY:

- The library is preparing to reopen the building--making repairs to the facility, reconfiguring spaces that have been used for quarantining materials and providing curbside services, and planning ways to continue offering curbside options while providing in-building services.
- Weekly outdoor browsing markets have continued to be very popular, with high turnout by patrons of all ages.

- Quarantining of library materials that are returned by patrons and by statewide delivery was reduced from 72 hours to 24, per guidelines from state health officials.
- The broken-down wooden fence bordering two sides of the library parking lot was replaced by an attractive and much sturdier vinyl fence.
- The Eversource gas meter which had ceased working properly was replaced, and the town received a credit for the inaccurate usage estimates.
- Repairs were made to three areas of water leaks--two on the roof, coming through the 3rd-floor ceiling, and one in the north stairwell.
- In March, director Jean Maguire began writing a regular library column in the Beacon-Villager.
- Work is underway to redesign the library website and create a library logo.
- The library has continued to offer multiple online programs every week--some recurring and some one-time-only. Recordings of several programs can be viewed on the library's YouTube channel.
- Young Adult Librarian Casey Petipas-Haggerty has created a number of take-home activity kits--on such topics as anemometers and butterflies-- which have been in high demand from patrons.
- For National Poetry Month in April, the library has posted a wide variety of poems on signs around the outside of the building. Information on the featured poets and how to create and submit your own poetry can be found at <https://www.maynardpubliclibrary.org/mplpoetrywalk2021>.

FIRE:

Current Status of the New Fire Station Construction Project: *(provided by Alicia Monks, OPM, of CHA)*

- General Contractor LD Russo is on site.
- Trailers have been delivered. Power to the trailers to be connected.
- The perimeter site fence has been installed and some of the erosion control in in place. The balance of the erosion control will be placed after the tree removal is completed.
- Tree and stump removal is anticipated to be completed the week of May 3, 2021.
- Cutting (digging and removal of soil) will start the week of May 3, 2021. The top soil will be stripped and reserved.
- Work at the building foundation walls will start the week of May 20, 2021.
- Construction Meeting are weekly – currently held weekly on line but will be transitioning to in person

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 services, fuel assistance, SHINE (health insurance) counseling, food resources, public assistance programs and housing issues. 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.
- Council on Aging Director Amy Loveless attended the monthly meetings of the Maynard Master Plan Implementation Committee, Maynard Insurance Advisory Committee, Minuteman Senior Services monthly meeting, and weekly meetings with regional COA directors.
- New meetings included: Metropolitan Area Planning Council (MAPC) Taxi Transportation Program orientation, Making the Connections (MAGIC Communities On-Demand Transportation Pilot) meeting and the weekly Sudbury Transportation Committee meeting.
- The Council on Aging will be administering the multi-town (led by Sudbury) Taxi, Livery and Hackney Transportation Partnership Grant Program for the Town of Maynard. The program will address the unmet transportation needs of seniors, individuals with disabilities, veterans, and financially and food insecure residents. Destinations include medical appointments and essential shopping in locations the COA van does not already serve. Transportation to medical appointments at a Boston hospital are options. Anticipated start date will be in June.
- Outdoor programming will start in May with "Grab-n-Go" lunches provided by Flo's Catering. Seniors will be able to drive through the Elks parking lot, grab a delicious meal and say hello to COA staff and friends. The COA is planning to hold these events twice a month and invite the Fire and Police Departments to use this as an opportunity to provide updates (via handouts) on a variety of important topics.
- The COA van will be doubling as an ice cream truck through the summer months with visits to the senior housing sites and neighborhoods throughout Maynard.
- Fitness and art classes will continue to be available via Zoom technology. In addition, a location to hold fitness classes outdoors is being pursued. Other outdoor activities are being developed.
- The Council on Aging is produced an April newsletter promoting the Maynard Sesquicentennial events, Maynard Library programs, and included articles by Captain Mike Parr of the Maynard Fire Department and Sarah Finnerty, Communications Supervisor as well as a scam warning from Officer Ruggiero of the Maynard Police Department.
- 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.