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# TOWN ADMINISTRATOR'S REPORT

June 16, 2020



## ADMINISTRATION:

- Town Administrator (TA) Greg Johnson, Assistant Town Administrator (ATA) Megan Zammuto, 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. As of June 11th, Maynard has zero active cases of COVID-19.

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

- Town staff and Town Moderator Dick Downey continued development of the June 13 Town Meeting planning.
- Staff worked with colleagues in Acton, Boxborough, Littleton and Westford to apply for a regional Community Development Block Grant for Microenterprises and Public Service Assistance.
- TA Johnson joined Board of Selectmen member Justine St. John in commending and witnessing the volunteerism and donated provisions at Open Table Inc.'s recent drive-through food drive conducted in Naylor Court.
- Town Clerk Michelle Jenkins is collaborating with the School Department and the Department of Public Works/Facilities to prepare for the local elections scheduled for Tuesday, June 23, 2020, to be held at the Fowler School auditorium.

## MUNICIPAL SERVICES:

- The Conservation Commission approved the Open Space and Recreation Plan, with minor amendments. From here it will go to the Planning Board and Board of Selectmen for their acceptance before being submitted to the Department of Conservation and Recreation.
- Keene Avenue Subdivision: The developer has completed all required improvements for the subdivision and the Planning Board has released their remaining surety.
- 42 Summer Street: The Planning Board approved 42 Summer Street for 16 minor modifications, all design related, to the approved site plan. The Board deemed one (1) change to be a major modification (pediment omitted from project) which will require the Applicant to either construct the improvement or file for a site plan amendment.

- Capital Group is considering requesting a change to the concept plan for their Maynard Crossing project. Staff is working to identify what items could be considered when reviewing the Memorandum of Agreement with the developer.
- The Maynard Municipal Vulnerability Listening Session has been scheduled for June 22nd at 6:00PM. The meeting will be held virtually via zoom. This meeting will include a presentation of the summary of findings report and offer the community a chance for two-way communication with the Town's MBP Core Team.
- Staff is working on negotiating our next contract with Emerson Hospital Public Health Nursing Services.
- A Certificate of Occupancy has been issued for Camellia Gardens, the senior living facility located at Maynard Crossing.

## **FIRE DEPARTMENT:**

- We have had 62 emergency requests for services since May 22nd.
- We have continued issuing permits and reviewed plans for fire prevention. We have had 16 fire prevention-related activities since May 22nd. Camellia Gardens has passed all inspections and is in the process of occupying the building.
- We have had 39 in-house training events since May 22nd, 2020. Training has shifted from less hands-on to more remote learning and ZOOM classes. Group 2 conducted ladder company training at Camellia Gardens last Friday evening, see attached photos.
- We have had 71 maintenance related activities since May 22nd, 2020. Your firefighters continue diligently working to keep the building and vehicles disinfected to reduce the risk.
- We appear to be in good supply of personal protective equipment (PPE). We have submitted a supplemental PPE Grant as part of the Assistance to Firefighters Program.
- We would like to welcome Beth Webster to the Maynard Fire Department. Beth will be the department's project coordinator and comes to us from Framingham State College.

## **COUNCIL ON AGING:**

- The Council on Aging continues to work remotely during our normal hours, Monday through Friday, 9:00 to 3:00. Voicemail messages can be left and will be responded to as soon as possible. The Council on Aging phone number is: (978) 897-1009. Amy Loveless, Council on Aging Director, can be reach at: [aloveless@townofmaynard.net](mailto:aloveless@townofmaynard.net)
- Information and referrals to resources is being provided, including but limited to, fuel assistance, SHINE (health insurance) counseling, nutritional support and housing issues.
- Outreach for needs assessment and social support continues and has been expanded to include seniors who may not utilized the COA's services in the past.

- The Council on Aging van is continuing to provide transportation to essential services such as grocery stores, pharmacies, banks and medical appointments.
- Programs are being offered virtually. Fitness classes are available via Zoom technology. Entertainment productions are being pursued with the potential to be offered via the WAVM Productions YouTube station. The COA is also working on options for seniors without internet access to participate in social and wellness activities.
- The Council on Aging published a May/June newsletter which included the Maynard Library's virtual programs and virtual opportunities for seniors in the theme of programs offered at the COA. Instruction on how to use Zoom was included. Rep. Kate Hogan's monthly newsletter article provided extensive resources for nutritional needs.
- The Council on Aging's Facebook page was launched and is receiving response to the activities and information being shared.