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# TOWN ADMINISTRATOR'S REPORT

August 18, 2020



## ADMINISTRATION:

- Town Administrator (TA) Greg Johnson, Assistant Town Administrator (ATA) Megan Zammuto, Human Resources (HR) Coordinator Stephanie Duggan, Public Health Agent Kelly Pawluczzonek, 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](#):

- TA Greg Johnson and ATA Megan Zammuto attended the ribbon-cutting of the Theatre Creamery on August 14, 2020 on Summer Street.
- TA Greg Johnson, Finance Director Mike Guzzo, Treasurer/Collector Cheryl Kane and Chief Assessor Angela Marrama are cooperating with UMass Boston's Collins Center on the development of a Financial Forecasting project.
- TA Greg Johnson and town staff and school staff (WAVM) are collaborating with Town Moderator Dick Downey in preparation for the upcoming Special Town Meeting, scheduled for the beginning of October 2020.
- TA Greg Johnson, Finance Director Mike Guzzo, Treasurer/Collector Cheryl Kane and Fire Chief Tony Stowers met with representatives of the US Department of Agriculture to learn of partnership opportunities towards the financing of the construction of the new fire station.
- TA Greg Johnson and Director of Public Works Justin Demarco met with representatives of Sterling Golf Management at the Maynard Golf Course to observe the conditions of the 7<sup>th</sup> tee at which a complaint from an abutting Acton resident was reported due to extraordinary frequency of golf balls in their residence.
- TA Greg Johnson met with the town's Information Technology support vendor's owner, Bob Falco of Drive Tech, to learn of the conditions of the town's phone lines and server systems. A plan will be developed to replace or update these resources.
- TA Greg Johnson, Finance Director Mike Guzzo, Treasurer/Collector Cheryl Kane, and Director of Public Works Justin Demarco met with representatives of the town's bond-service vendor and Moody's rating firm to review the fiscal conditions, future planning and financial policies of the town, to inform Moody's for their rating determination.

## COUNCIL ON AGING:

- The Council on Aging continues to operate 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 are being provided, including but limited to, homecare, fuel assistance, SHINE (health insurance) counseling, food resources, public assistance programs 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 Town of Maynard census is currently being used for outreach to seniors over the age of 60.
- 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 as well as musical history presentations. The COA is also working on options for seniors without internet access to participate in social and wellness activities. The Council on Aging is offering iPads and Chromebooks through a loan program to low income seniors.
- The Council on Aging is sponsoring a "Grab-n-Go" with the Open Table pantry on Monday, August 17. Seniors will be able to drive by, pick up a lunch and have face-to-face, or rather mask-to-mask hello's with COA Director, Amy Loveless and Pat Kozik, COA's Principal Clerk.
- Council on Aging Director Amy Loveless attended virtual meetings about Contact Tracing and Re-Opening Guidelines sponsored by the Massachusetts Council on Aging. The Maynard Food Relief Network held its first committee meeting and released the Maynard Food Resources.
- The Council on Aging published an August newsletter which included the Maynard Library's virtual programs as well as internet and telephone programs especially for seniors to engage with other seniors. YouTube video instruction on how to use Zoom was included.
- The Council on Aging Facebook page offers alerts about scams, State updates regarding mosquito and tick spread and the 2020 Census.

## **MUNICIPAL SERVICES:**

### **Conservation Commission (ConsCom)**

- ConsCom received a Notice of Intent for a development at 0 Parker Street within wetland resource area and its buffer.
- ConsCom rescheduled its August 11th meeting to August 18th.

### **Planning/Zoning/Economic Development**

- The Special Permit and Site Plan for the Coolidge School residential redevelopment project presented by Civico was approved by the Planning Board on August 11. The final step in approval process is a request for the Zoning Board of Appeals to grant a Variance from on August 24 to allow reduced lot size for the project. The reduced lot size will result after the entire Coolidge property is separated into a Town parcel and a private parcel with the structure. The RFP issued for the project proposed a lot

division of the in such a way that after parcel division, maximum property was provided the park and sledding hill. The project proposed 12 rental units with three dedicated as “affordable”.

- Mill and Main notified staff that Ryder has withdrawn their proposal for vehicle storage on the campus.
- The developers of Maynard Crossing, the Capital Group, has been scheduled for the September 8th Planning Board meeting requesting an amendment to “Exhibit E” of the original 2017 Planning Board Decision for a Special Permit. Exhibit “E” involves internal store/business signage system. The request is to allow additional internal signage as with clarification on several definitions. The request will remain consistent with the Town approved Concept Plan.
- Harriman Consulting is commencing on analysis on the feasibility of developing a centralized refuse area in our court. The study was sponsored by a grant from Massachusetts Downtown Development Initiative (under DHCD). A presentation by Harrington to the Board of Selectmen is scheduled for the August 18<sup>th</sup> meeting.
- Walter Erickson will be proposing a five-unit single-family subdivision off of Parker. One of the units will be dedicated as “affordable” under the Town’s “Inclusionary Zoning” By-law adopted last year.

## **Public Health**

- Assistant Town Administrator (ATA) / Director of Municipal Services Megan Zammuto provided a public health update during the August 6<sup>th</sup> School Committee Meeting. The update included defining the roles of health staff in the Office of Municipal Services and outlining the contact tracing process.
- Positive COVID-19 cases in Maynard are updated daily on our [website](#).
- A meeting was held with town staff, officials, and members of the state legislature with the property owner of 3-22 Railroad Street to discuss recent unit inspections and discuss a schedule for improvements.

## **POLICE:**

### **INCIDENTS:**

Approximately six months ago, Maynard Police became aware of and began an investigation into reported drug activity out of a home at 15 Parker St. As a result of their investigation, on Thursday, July 16 at approximately 10:55 a.m., several members of the Maynard Police Department executed a search warrant at the 15 Parker St. home with assistance from the Littleton, Sudbury, Hudson, Ayer, Groton and Boxborough Police Departments, as well as the Northeastern Massachusetts Law Enforcement Council (NEMLEC) SWAT team. Police monitored the home throughout the morning to ensure it was safe to enter the residence. During the subsequent search of the home, police located significant amounts of drugs and drug paraphernalia, as well as a stun gun. Two neglected dogs were also found in the basement during the search of the home and taken under the custody and care of Animal Control.

### **DEPARTMENT REFORMS:**

We implemented a new immigration policy in close collaboration with members of the town’s Human Relations Committee (HRC). This was based on the Article presented at the Special Town Meeting in Oct. 2019. Most of components of the new policy were agreed or were already incorporated throughout the Department’s policies, however there was wording in the Article regarding never working with federal agencies that we could not agree to support. The Maynard Police Department began working with the HRC to draft the policy based on the input of both groups while still adhering to safety and legal requirements for the department. Combining them into one new policy also allows the public and officers to more easily find the information. It was

approved by the HRC on July 13 and the Maynard Board of Selectmen on Tuesday, July 21, and officially implemented on Thursday, July 23.

**POLICY CHANGES & ADDITIONS:**

Implemented the below special order for all employees on August 1, 2020:

SPECIAL ORDER 20-4

Special Order 20-2

Effective August 1, 2020-indefinitely

RE: Employee Travel

Pursuant to the Governor's COVID-19 Order No. 45 effective at 12:01 am on August 1, 2020, any employee of the Department who travels for leisure or personal reasons outside Massachusetts and outside the low-risk states as determined by the Department of Public Health, (As of the effective date of this Order, DPH has determined the low-risk states to be CT, HI, MA, ME, NH, NJ, NY, and VT.), must meet the requirements below upon entering the state.

- Receive a negative COVID-19 test result from a FDA EUA-approved molecular (PCR) SARS-CoV2 test (this is the nasal or saliva test, not the antigen blood test) immediately upon return to Massachusetts, OR
- Begin a 14-day quarantine as determined by DPH.
- All employees must also complete the travel form online at <https://www.mass.gov/forms/massachusetts-travel-form>.

All employees that travel to an area not determined to be a low-risk by DPH should get the required COVID-19 testing immediately upon return to Massachusetts at their own expense. Employees are allowed to break quarantine to obtain a COVID-19 test but must continue quarantine until they obtain the results. Once an employee gets a COVID-19 test, he/she shall provide the negative test result to the Chief or his designee prior to returning to work. Even if the employee receives a negative test result, they should continue to self-monitor for COVID-19 symptoms and seek medical advice if any arise.

If taking vacation outside of areas determined to be low-risk by the DPH, employees must notify the Chief, Deputy Chief or Lieutenant in advance. If the employee does not intend to take an authorized COVID-19 test upon return, the Department may take that into account to determine whether the Department can effectively operate before approving the time off.

Employees can utilize up to two weeks of protective leave under the Families First Coronavirus Response Act (FFCRA) to cover any quarantine period. It should be noted that employees can only utilize a total of ten (10) days of protected leave under the FFCRA. If an employee has already used their ten (10) days or goes on multiple trips outside of low-risk areas as designated by the DPH, the quarantine period will be charged to the employee's accrued time.

This Special Order and the Governor's travel order do not apply when employees are returning from travel to the aforementioned low-risk states.

More information on the state's travel order can be found at <https://www.mass.gov/info-details/covid-19-travel-order>

### **STATISTICS & ACTIVITIES:**

As a result of the non-essential businesses closings, stay at home requests, and social distancing guidelines our statistics are significantly down.

- Overall Calls for service 2,163 approximately same as 2019
- 101 Incident Reports – Up 63% from June 2019
- 7 Arrest – Down 63% from June 2019
- 6 Accidents – Up 33% from June 2019

### **TRAINING:**

Since COVID 19 restrictions were put in place the police department has not been able to attend mandatory trainings required by statute and accreditation. Currently there has been more than 300 hours of missed training due to COVID 19, and the department is anticipating another 200-300 hours of missed training over the next month. The MPTC has extended the deadlines of these trainings and most of these mandatory trainings will need to be completed in FY 2021.

### **PERSONNEL:**

Officer Karl Nyholm after over thirty-six (36) years of service and Officer William Duggan after twenty (20) years of service officially retired on July 7, 2020. I personally thank them both for their years of service and the department will miss their experience and dedication.

### **HIRING:**

The Deputy Chief position was narrowed to one candidate who continues to go through the background check. We have conditional offers for the four open positions and anticipate hiring one in August and three in September, at that time we will be at full staffing.