
TOWN ADMINISTRATOR'S REPORT

April 2, 2019



ADMINISTRATION:

- Per the inquiry at the last Board of Selectmen meeting:
The Great American Rain Barrel Co has all the details on their website for the barrels and costs:
<https://www.greatamericanrainbarrel.com/community/> (Scroll to MA and Maynard)
The deadline for ordering is May 29, 2019.
Here are the details on what can be pre-ordered for pick up:
Discount Terra Cotta Rain Barrel :: 60 gal capacity. \$60 comes to \$63.75 with tax
Painted Rain Barrel :: 60 gal capacity. \$69 comes to \$73.31 with tax
Unpainted Rain Barrel :: 60 gal capacity. \$64 comes to \$68 with tax.
 - Town Counsel Adam Costa reported that he had discussed ongoing negotiations proceedings with proposed Powder Mill Place developer's attorney Lou Levine. Mr. Costa presented the latest counter offer from the Board of Selectmen. Mr. Levine replied that the list of Memorandum of Agreement (MOA) contributions is too much. However, he did not make a counteroffer at the time, but, rather, indicated that his client is reevaluating options for the site.
 - Town Counsel Mike Kennefick has worked with Town Administrator Johnson and DPW Director Miklosko to develop the town's proposed response for Corrective Actions per the citation received from the Department of Labor Standards relative to actions conducted at Green Meadow School. The Corrective Actions include establishing an interim contracted vendor to handle asbestos containing materials until a full Request for Proposals is developed and submitted for a long term contract. The appeal of the citation is ongoing.
 - Zagster bike sharing has re-commenced for the spring. Bikes are available for rental at the Mill and Main location in Maynard, as well as the South Acton Commuter Station and the West Acton location.
 - The Maynard Cultural Council Award night occurred Friday March 29, at the Maynard Elks Lodge.
 - The 30th Anniversary of Open Table occurred Friday March 29 at Concord's Thoreau Club.
 - The Maynard Golf Course opened for the season on March 30.
 - On Wednesday March 27, Middlesex County District Attorney Marian Ryan visited the Maynard Council on Aging to present information on current scamming schemes.
 - Town Administrator Greg Johnson met with Maynard Board of Health Chair Ron Cassidy and interim Health Agent Kelli Calo to discuss the recent public inquiries as to the Board of Health's authority over actions at the Green Meadow School. TA Greg Johnson recommended the Board of Health consult the School Committee and the state's Department of Public Health.
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COUNCIL ON AGING:

- On Wednesday, March 27, Middlesex District Attorney Marian Ryan gave a presentation on the latest scams especially pertinent to the senior population. It was timely considering one of the latest telephone scams appears to be calling from the Middlesex Sheriff's Office involving jury duty with a demand for money or face arrest.
- The Council on Aging would like to extend a special thank you to Judy Burgess who diligently provides updates to the COA and the Police Department.

FIRE DEPARTMENT:

- We have had 52 emergency requests for services since March 12, 2019.
- We have had 73 documented fire prevention activities since March 12, 2019, including inspections.
- We have had 41 in-house training events since March 12, 2019. Training remains focused on firefighter on probation training.
- We have had 65 maintenance related activities since March 12, 2019.
- Work remains ongoing with the fire station building committee as the working group continues meeting with both the architect and owner's project manager.
- Chief Stowers is working with the Insurance Service Office (ISO) on our periodic audit to help set our fire insurance rates for the coming years.
- On Wednesday morning we had a fire on country lane started accidentally. Crews worked hard to keep the fire from spreading and keep the damage minimal.
- I am very pleased to announce that this morning, March 28; our ambulance crew along with a paramedic from pro-ems delivered a baby girl. While transporting the mom to Emerson, the crew needed to pull over and deliver baby Hailey. Mom and baby were then brought to Emerson hospital.
- On Monday morning, firefighter Derek Moskalenko stopped to assist a car in a ditch in another community with a woman trying to flag people down for help. Derek was the only person to stop and found a man in cardiac arrest. He began to perform CPR on the victim and when a police officer arrived they pulled the victim out and continued to perform CPR until the ambulance arrived. Unfortunately, the victim did not survive, but Derek's actions that day still deserve recognition. Outstanding job!

Office of Municipal Services:

- Mass Wellspring (Special Permit): In process. Next Planning Board hearing 04.23.19.
- Theater Creams (Site Plan): Ice cream parlor with walk-up window adjacent to Fine Arts Theater. First Planning Board hearing 04.23.19.
- Zagster has officially re-opened for the season.

- Mill and Main/Zagster grand re-opening event May 17 noon-2PM at Mill and Main Zagster Station. This event presented by Economic Development Committee. The purpose is to thank Mill and Main for sponsoring the Zagster program in Maynard. This initiative further integrates the Assabet River Rail Trail into Maynard's culture and provides an alternative transportation option between downtown and the South Acton Train Station. It is requested a member(s) of the BOS attend if possible. Rep Hogan confirmed.

Human Resources:

Personnel Policies/Regulations

- Under annual review for updates by HR Coordinator.

Recruitment & Staffing

- Onboarding is underway for our new Assistant Town Administrator, Megan Zammuto, who will be officially joining us on Monday, April 8th.
- The HR Coordinator is also assisting DPW with their seasonal laborer hiring process for a July 1st start date.

Salary & Compensation

- The HR Coordinator is working on annual updates to the Salary Administration Plan for ratification at Annual Town Meeting.
- Contract negotiations continue with the DPW Director. We are also preparing for upcoming collective bargaining negotiations for both Laborers' International Union of North America unions (DPW Laborers and Town Professionals).

Staff Development & Training

- The HR Coordinator continues with the DPW Director to develop the DPW phase of the annual town staff training matrix based on town policies, OSHA regulations, and any other statutory training requirements. Plans are also being made to include all-staff seminars and need-based trainings (i.e. conflict resolution or Microsoft office refreshers).
- We want to congratulate Assistant Town Accountant, Kevin Petersen, and Collector's Assistant, Sandra Baltazar, for completing the 5-day MMA-Suffolk Municipal Finance Management Seminar! The seminar was created in response to feedback from local officials across the Commonwealth about the need for more training and education to build the bench of municipal finance professionals.

The seminar is designed to provide an overview of municipal finance in Massachusetts, including operational aspects of finance structure, and systems and processes in Massachusetts cities and towns. Topics included municipal budgeting, financial reporting, treasury functions, property assessment, and costing out contracts. Well done, Kevin and Sandra!

Benefits

- Members of the Insurance Advisory Committee (AIC) are reconvening on April 4th for reintroductions and to bring everyone up to speed in preparation for future benefits discussions.

- Open Enrollment planning is also underway with the HR Coordinator, Treasurer-Collector, Benefits Administrator, and the Assistant Treasurer-Collector.

Wellness & Staff Events

- The BOS/TA Administrative Assistant and HR Coordinator continue to work together with our MIIA wellness Program to provide programs to town staff:
 - o 7-day Self-directed Probiotic Activity for gut health
 - o Well-being Smorgasbord Challenge – Complete 7 out of 12 self-directed challenges by August 31, 2019 and earn a \$75 Amazon.com gift card!
 - o FREE Live Online Yoga Classes through OmPractice®
 - o Articles, Recipes and more!
 - o Financial Wellness
 - o Product “Food Reviews” Corner
 - o FREE Phone Coaching
 - o Crock Pot/Slow Cooker Recipe Ideas
 - o Ergonomic Evaluations Days coming soon.
 - o Get Fit Stay Fit, an 8-week total body fitness program will be ending April 11th.
- A comprehensive staff survey on wellness and staff events is in the works for late spring.

Volunteer Coordination

- The MHS/AVRVHS Internship Program continues at Town Hall.
- Emergency Management Director, Chief Stowers, is hosting a Shelter site walk-through with the Maynard Citizens’ Corp/Medical Reserve Corp (MRC) on April 6th at 9:30am (tentative).

Liability Insurance

- On March 9, 2018 Governor Baker signed a bill that amends M.G.L. chapter 149 §6 ½. The law was updated to clarify employee safety requirements in public sector workplaces, and is enforced by the Department of Labor Standards (DLS). Public sector employers are now required to provide methods to reduce work-related injury and illness, which meet the minimum requirements provided under OSHA. The HR Coordinator is working with MIIA representatives to utilize their online claim reporting portal, NavRiskCentral®. This new system will utilize Maynard’s claim information to provide information needed to produce mandatory OSHA 300 reporting as required by DLS.

Annual Report

- The winner of the MHS Cover Art Contest has been notified and will be formally announced at an upcoming Selectmen’s meeting along with the delivery of the bound reports. A PowerPoint slideshow presentation has been

created for display as guests arrive prior to the start of Town Meeting. The contest and participating students will also be featured in the “Spotlight” section at the end of the Town Report.