
TOWN ADMINISTRATOR'S REPORT

March 5, 2019



ADMINISTRATION:

- Lt. Gov. Polito's Office requested to visit the town of Maynard on March 7th in recognition of the town's receipt of their second Community Compact with the Governor's Administration. Details on the visit's time and location will be shared when available.
- Town Counsel submitted an appeal to the Department of Labor Standards in response to recent citations regarding the Department of Public Works' responsibilities for implementing the Asbestos Hazard Emergency Response Act (AHERA).
- TA Greg Johnson and members of the DPW met with the School Superintendent's office to review the recommended Corrective Actions provided by the DLS within the recent citations to both the DPW and the School Department.
- TA Greg Johnson attended the Finance Committee and Town Budget Sub-Committee to review the current fiscal conditions of the town and to discuss the development of the Fiscal Year 2020 budget and long term financial planning.

Council on Aging:

- The Council on Aging's Senior Watercolor Class will be exhibiting their work in the Roosevelt Room at the Maynard Library for the month of March. Enjoy representations of the doors of historic homes in Maynard, the Clock Tower, and the changing of the seasons. Sandy Wilensky, an artist with a studio in ArtSpace and retired teacher, has taught the watercolor class since the COA relocated and opened in 2015. The opening reception is Thursday, March 7, from 6:00 to 8:00 p.m. Come and be amazed at the extraordinary talent!



Public Works:

- 129 Parker Street Downstream Sewer Improvement Project continues. Currently crews are performing the following work: connecting residential and fire services on Powder Mill Road, sewer rehabilitation work on McKinley Street and sewer pump station upgrades at the Old Marlboro Road Station.
- The facilities division is working closely with the school department to assist with addressing the asbestos concerns at the Green Meadow Elementary School.
- The DPW has responded to recent winter weather as appropriate.
- The DPW received a final report of the Maynard Water Distribution System Capital Improvement Plan from Stantec. The department intends to present a summary of this information to the Town Administrator and Board of Selectmen at a future meeting.
- The DPW has received the Maynard Inflow/Infiltration Year 5 Findings and Recommendations for Implementation report from Stantec. The department intends to present a summary of this information to the Town Administrator and Board of Selectmen at a future meeting.
- The Maynard Boys and Girls Club has asked that the DPW to participate as a member of the B&GC Safety Committee. The department will send a representative to the meeting on Thursday the 28th.
- The DPW has solicited proposals from Environmental, Health and Safety consultants to assist with the implementation of a workplace safety program. Scope of services includes implementation of EHS programs, inspections, compliance audits and additional safety training.

Conservation:

- Town Counsel is currently performing a title search on the Dewey Street parcel (13-89) to ensure that the title is clear before requesting that the BOS approve of the donation to the Conservation Commission.
- The Conservation Commission is in the process of developing and approving an administrative tree removal policy, which will allow the Agent or the Commission to administratively approve the removal of certain hazard trees within buffer zones and resources areas (such as wetlands or the riverfront area).
- The Agent and Commission have been made aware of a violation of the Wetland Protection Act at 247 Main Street. Multiple trees have been removed and grading has occurred within the 200 foot riverfront area without a permit. The Agent is in the process of contacting the owner and will review with the Conservation Commission enforcement actions.

- Regarding the John Deere Properties on Powder Mill Road, the DEP has agreed to do a site visit in the upcoming weeks to analyze the scope of the violations and to help them decide if they will take on the enforcement at the state level.
- The Conservation Agent applied for an Arbor Day Celebration contest with the Arbor Day foundation, and won giveaway items (such as buttons and water bottles) for the Arbor/Earth Day celebration in April. Furthermore, the Arbor Day coordinator and the Agent have applied for a small festival grant for \$500 through the Massachusetts Cultural Council for the celebration itself.

Planning/Zoning/Economic Development:

- Fire House (Site Plan + Special Permit). Second hearing 02.26.19. Primary issues limited to aesthetics at this point.
- Mass Well Spring (Special Permit). First hearing 02.19.19. Applicant expected to request a continuance while CCC issues are addressed in Acton. Likely March PB hearing. Staff in coordination with Police Department have drafted proposed conditions for Special Permit to address a variety of concerns raised.
- General By-laws to address: a) minimum property standards for commercial property. b) Vacant properties have both been prepared by staff, EDC and By-law Committee. Cultural Council and MBA have provided input as well. Anticipate will be ready for spring town meeting.

Human Resource Coordinator:

Policies/Regulations

- The HR Coordinator will be taking part in a MIIA Workman's Compensation webinar on March 5th.
- The HC Coordinator will be attending the MMPA Monthly Meeting on March 7th for updates on CORI/SORI regulations, seasonal hiring requirements, and legislative news.

Recruitment & Staffing

- We are in the final phase of the Assistant Town Administrator search process, and we hope to bring a finalist before the Board soon.
- In conjunction with the ATA hiring process, the HR Coordinator has established several recruitment forms and templates, including resume ranking sheets, a sample interview question library, interview scheduling templates, interview evaluation forms, and sample reference check questions and evaluation sheets. Next steps are to work with department heads to determine current hiring processes and identify individual needs, requirements, and procedural requests.
- The HR Coordinator is also working with the Treasurer-Collector's office, Benefits Administrator, and Retirement Board Executive Director to develop comprehensive documentation requirements and procedures for staff onboarding and status changes, utilizing the HR office as the centralized location for paperwork and personnel communications.

Salary & Compensation

- The HR Coordinator is working on annual updates to the Salary Administration Plan for ratification at Annual Town Meeting.
- We are currently in contract negotiations with the DPW Director, as well as 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 is working with the DPW Director to develop the DPW phase of an 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).

Benefits

- We are in the process of re-convening the Insurance Advisory Committee (AIC) for reintroductions and to bring everyone up to speed in preparation for future benefits discussions.

Wellness & Staff Events

- The BOS/TA Administrative Assistant continues to work together with our MIIA wellness representative to provide programs to town staff:
 - Break the Sugar Cycle, the latest 8-day self-directed activity incentive program to teach staff how to reduce their sugar intake from obvious and hidden sources, ended on February 26th.
 - Get Fit Stay Fit, an 8-week total body fitness program is underway and running through April 11th at the library. A certified personal trainer is teaching new exercises and ways to implement them for optimum movement and health. Classes combine resistance training, balance movements, and cardiovascular training in an easy-to-learn exercise circuit using a variety of equipment.
- A comprehensive staff survey on wellness and staff events is in the works for late spring.

Volunteer Coordination

- The MHS/AVRVHS Internship Program is well underway at Town Hall! This 25-hour volunteer/mentoring program is a graduation requirement for MHS seniors. Based on student career choices, we have matched five seniors with key department heads, staff and committee members to allow the students to experience the day-to-day aspects of their chosen field in a municipal government setting. Experiences vary according to need – from daily shadowing to project-specific work – participating employees are enthusiastic to take the time to share their knowledge and expertise with the kids:
 - Engineering/Alternative Energy – Aaron Miklosko (*DPW Director*) & Wayne Amico (*Town Engineer*)
 - Recycling/Environmental Protection – Katie Young (*Conservation Agent*)
 - Marketing/Business – Bill Nemser (*Town Planner*), Will Doyle & Jack MacKeen (*Economic Development Committee*)
 - Finance (2) – Mike Guzzo (*Finance Director*) and Cheryl Kane (*Treasurer-Collector*)
 - Architecture/Sustainable Building (referral) – Tim Hess (*Cultural Council & InSitu Architects, Inc.*)
- The Maynard Citizens' Corp/Medical Reserve Corp (MRC) is in the process of re-evaluating and re-defining their public health/emergency management role in an attempt to increase their numbers and re-engage current volunteers.

Annual Report

- We received 34 entries for the MHS Cover Art Contest and everyone is impressed with the talent at MHS! Town employees are voting for the winning image to grace the cover of this year's report. The winner will be announced at an upcoming Selectmen's meeting, and a PowerPoint slideshow presentation is being 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.

