



TOWN ADMINISTRATOR'S REPORT

November 5, 2019



Administration:

- Town Administrator (TA) Greg Johnson commends the residents/voters, town staff, town officials and volunteers for their support of the Special Town Meeting. Special thanks is due to Anita Dolan and Joanne Sheehan for their hard work in preparing for the voter registration and ballot procedures.
- Town staff were thrilled to host Jack-O-Lanterns in front of town hall for a second year. Thanks to everyone who participated, and congratulations to everyone who received special ribbons.
- Town Hall and offices (except for public safety emergency staff) will be closed in recognition of Veterans Day, November 11, 2019.
- TA Greg Johnson is reviewing the submissions to a Request for Qualifications (RFQ) to perform an envelope study on the Green Meadow Elementary School. Pending negotiations with the top-ranked submitter, a contract will be presented to the Board of Selectmen for consideration of approval and commitment of funds for the project.
- Town and school Superintendent's staff will work to prepare for a "Roundtable" joint public meeting amongst the Board of Selectmen, School Committee and Finance Committee, scheduled for the evening of November 12th at the Maynard Golf Course. The agenda topic will be broad to allow for a discussion of "All Things Maynard".
- Congratulations to new Town Clerk Michelle Jenkins, with a start date of November 6th, and in turn, thank you to James Mullen for serving as Temporary Town Clerk during the search to fill the position permanently.
- On November 1st, TA Greg Johnson attended a Labor Relations Seminar at Devens, Massachusetts, as part of his professional development.
- TA Greg Johnson and COA Director Amy Loveless supported the School Committee's Superintendent Search process to provide considerations for character traits in Superintendent candidates.
- Department and committee budget requests are being reviewed by Finance Director Mike Guzzo. Requests will be reviewed by the TA and Finance Director at a future date. Progress of the TA's budget recommendation will be shared with the Board of Selectmen in the coming weeks.



- To echo the Board of Selectmen's sentiment announced at the Special Town Meeting on October 28th, the TA's office and all of town staff wish to thank resident and long-time volunteer Ron Calabria for all his work on behalf of his town and neighbors.



Council on Aging:

The Council on Aging sponsored a Fox Tours trip to New Hampshire on October 17. The group boarded a train for a ride along Lake Winnepesaukee while enjoying a delicious turkey dinner. The return trip included stops for sightseeing, foliage viewing and visits to local country stores. Many reported the best part of the trip being the new friendships that were begun while sharing the scenic view.



Maynard seniors took a leaf peeping tour of the environs of Wachusett Mountain and Reservoir followed by lunch at the Old Mill Restaurant in Westminster. The annual pilgrimage was piloted by the COA's substitute van driver, Mark Tomyl, complete with a narrative of the history of monuments, farms and why a heart was moved in a field of grass on Rt. 62.

Department of Public Works:

Engineering

- Roadway milling and paving is fully underway on Acton, Brown, Great Road, Mockingbird, Nason and Mill Streets. We are currently still scheduled for completion by the middle of November.
- Pedestrian cross walk improvements on Summer Street are ongoing and have been staying on schedule.
- Great Road's sidewalk and safety improvements are ongoing with an expected finish date still to be determined, as "change orders" have slowed some progress. The current expected finish date is for the middle of November. DPW is considering requests for extra lighted crosswalk signage and others.
- Rockland Avenue has been graded with asphalt millings from other projects already under contract, thereby re-using of our already purchased materials.
- DPW is working with Capital Group, the developer for Maynard Crossing at 129 Parker Street, in the course of closing out contract payments related to the development's impacts. Cooperation between both parties (the Town and the developer) is crucial to identify aspects of the Downstream Sewer Improvement Project that is considering applicable to funding through the MassWorks state grant, or to be invoiced to Capital Group, or budgeted by the Town. We are still waiting on final change order invoices to finalize a cost associated with the project.
- Eversource is currently milling and paving trenches as it relates to gas work a couple of years ago on Warren, Main, Arthur, Deane, and Forest Streets. Expected completion by the end of the week, or the beginning of November.
- DPW is working with Lorne Bell and the Maynard Business Alliance in planning for the winter's holidays by finalizing the installation plans for the donated Menorah in Memorial Park, as well as an in-house upgrade of the electrical system that feeds both the holiday tree and Menorah. Expected to be complete within a few weeks.
- Paving finished at the town's cemetery, with the only remaining process to grade the sides of roadways.

Administration

- Continue to inform residents of on-going construction as it relates to the engineering projects listed above, as well as DPW in-house operation of "seasonal street sweeping".
- Progressing administration of Green Community grant program project of LED light replacement at both Fowler Middle and Green Meadow Elementary Schools.
- Reviewing all contracts with consultants, while working diligently to stream line consultant questions and concerns back through the DPW:
 - Meeting with Stantec to incorporate long term realistic planning concerns for the next 5 years
 - Meeting with Veola to incorporate long term realistic planning concerns for the next 5 years
 - Meeting with VHB to incorporate long term realistic planning concerns for the next 5 years
 - Meeting with Doug Gardner, water enterprise fund consultant, on long term steady fiscally sound plan
 - Meeting with Tod Perkins to finish the contract for department Standard operating procedures related to Safety
 - Meeting with Kelly Green from green communities to keep town in compliance with program
 - All meeting include grant options to align with projects in the long term plan
- Continuing to meet and participate in many town committee's to garner historical knowledge as well as residential goals for the department.
- Finished and submitted trash sticker research and recommendation to town's Budget Sub-Committee
- Finalizing purchase of bulk-item waste storage container as it relates to the reception of the grant from DEP for \$3,600.
- Finalizing submission of the MIIA grant for safety equipment as it relates to trench safety.
- Continue to gather information on how many condo units in town are on shared water meters to finalize a memo to BOS.

- Working with Home town hero's banner committee to secure a more fiscal responsible vendor to acquire banners for the town.
- Working with Stephanie on facility MOA with schools and town, as well as providing assistance on collective bargaining process at it relates to the DPW personnel.

Highway

- Assisting in filling the gaps between the construction and resident's concerns with on-going projects.
- Assisted in completing the menorah footing and electrical trench at Memorial Park.
- Finished participating in Fowler school field rehab "Electrical conduit".
- Starting street sweeping operations.
- Continue to prepare for winter operations truck and machines operationally ready.

Water/Sewer

- Fixing water gates in various locations due to the nature of the construction/paving processes that are ongoing.
- Fixed water main break on Sudbury street, as well as small residential leak on Old Marlborough Road.
- Replacing dehumidifier unit at old Marlborough water treatment facility.
- Continuing to finalize operational upgrade at old Marlborough road water treatment facility "Chem feed system".

Parks/Cemetery/forestry

- Assist in finalizing paving project at cemetery.
- Working on removing low hanging tree branches that impact safety on great road crosswalks and sidewalks.
- Continue fall clean-up leaves and debris.
- Continue to assist schools with sport field preparations for several locations.
- Setting-up meeting with committee for Fowler School field restoration project follow-up.
- Assabet Tree vendor is pruning trees at Memorial Park prior to the Veterans Day Parade, and will continue to address the tree removal list in several locations across town.

Facilities/custodian

- Continue to diagnose and resolve a boiler issue at the Fire Station.
- Met with vendors regarding RFQ request for roof study at Green meadow.
- Coordinate with "Guardian", vendor to administer Green Communities facility upgrade grant.
- Coordinated with DPW personnel to resolve grounds issues at Green Meadow School.
- Supported the community pumpkin initiative at town hall.
- Coordinated HVAC issues at Green meadow school with vendor "Martel."

Fire Department:

- We have had 83 emergency requests for services since October 8, 2019.
- We have had 75 documented fire prevention activities since October 8, 2019, including inspections.
- We have had 57 in-house training events since October 8, 2019. Training remains focused on Firefighter on Probation Training.
- We have had 73 maintenance related activities since October 8, 2019.
- We have completed acceptance tests for 8 Digital Way and 12 Digital Way over the course of three separate days.
- We have had multiple issues with our electricity delivery, our diesel exhaust removal system, and our boiler in recent weeks.
- Work is continuing on the fire/police communications upgrades.
- Joshua Schrader started at the Massachusetts Fire Academy's Career Recruit Program this week. We wish him luck as he embarks on a 10-week program involving both classroom and hands-on training in basic firefighting skills.

- Captain Parr and his team of SAFE trainers have been very active in all of Maynard's schools this month providing all ages of students with fire safety tips.

Library:

- Building Issues: Maintenance done on the Heat/AC control units.
- Meeting Room Use: 60 meetings were held in September 2019. 55 meetings were held in September 2018.
- Reference Report:
Reference Transactions: 288.
One-on-One Tech Help Sessions: 6.
Kanopy Plays: 123.
Programs: Get Started with Microsoft Excel (10 attendees).
Reference News: Book cases and a sign for the Foreign Language Collection have been purchased. I've begun purchasing items for the Foreign Language collection, mostly Spanish and Portuguese books.
Deric and I have finished ordering items for the Laura Rome fund. I believe those items should be arriving soon. Parts of the website have been redone including the Reference page, E-Resources page, Friends page, and Library Info page.
- Young Adult Librarian Report: had 7 attendees at 2 Teen programs, 38 attendees between 2 sessions of Baby Storytime and September's Family STEM Night, and approximately 5 teens made the craft in the YA Room. I also had 18 reference questions.
- Children's Report: With school vying for the library's attention, kids were not yet focused on activities here. But we emerged from that state of flux and finally got launched in the concluding week of the month: Bedtime Storytime - 9 kids, 6 adults Toy Time - 2 kids, 2 adults LEGO Club - 4 kids, 1 adult.
- Circulation Statistics: During the month of September, the library circulated 9,099 items, remaining essentially flat (9,012 items circulated in September 2018). 5,708 items were discharged. 27 new cards were registered. The wireless was accessed 731 times. There were 795 computer log-ins. Newsbank was accessed 37 times and Ancestry.Com 837 times. According to a quarterly report, 5,208 items were routed in for patrons to borrow and 5,568 were routed out for patrons from other communities to use. This is a slight (6.47%) increase over 2018. 282 items were added to the library collection and 126 withdrawn, making the collection size 78,310.

Human Resources

Recruitment & Staffing

- After a thoughtful and extensive search process, we are thrilled to announce the appointment of Ms. Michelle Jenkins as **Maynard's next Town Clerk!** We thank Michelle for accompanying the Temporary Town Clerk at Special Town Meeting, even though it was before her November 6th start date – she jumped right in to assist! Michelle comes to us from the Town of Southborough where she has served as Assistant Town Clerk for an elected Town Clerk since 2010. Prior to her Assistant work, she served as the Election Services Coordinator in the Town of Framingham for 7 years, and assisted the Milton Town Clerk as an Election Consultant in the 2008 Presidential Election.

She says she is “thrilled to be involved in a team effort to fulfill our responsibility to the community in administering State/Town Elections and ensuring that all



statutory requirements of the Town Clerk's Office are met” and she looks forward to “deepening the trust and commitment that the Town Clerk's Office maintains with the Town of Maynard's residents”.

Michelle is very proud to have completed her 3rd year in the New England Municipal Clerks' Institute and Academy at Plymouth State University in New Hampshire, whereby she is now a Certified Municipal Clerk!

She resides in Whitinsville with her husband Joe... “Growing up in a close-knit family and being so family-oriented, my father and I decided to move out of our life-long home in Framingham and we both moved to Whitinsville, MA. It was then that I met my real-estate agent, which unbeknownst to me, would soon become my husband and best friend – we were soon married in December of 2007. And, in 2011 we were blessed with our most special gift, our daughter Morgan Taylor. She is my everything!!! Aside from spending time with my family and friends, the most important time is my week away at the Cape where I can relax with family and friends. I LOVE cooking, especially dips – there is not a Pats game without a dip.”

Many thanks to everyone for your patience and cooperation throughout the hiring process. Special appreciation and thanks go out to Marianne Harrold for her thoughtfulness and impeccable customer service in the absence of Town Clerk's office staff, as well as the staff of the Treasurer-Collector's office, especially to Assistant Collector, Diane Donovan for assisting Temporary Town Clerk Jim Mullen in finding his way around the office until he was acclimated to his surroundings – everyone's cooperation and willingness to assist where needed are a testament to your strong work ethics, team approach, and commitment to Town Hall.

- The HR Coordinator is preparing the **Assistant Town Clerk** hiring process in anticipation of the new Town Clerk's arrival.

Salary & Compensation

- We are drafting a **Memorandum of Agreement** with the Laborers' International Union of North America (LIUNA) Professionals union for their review prior to presentation to the BOS.
- **Collective bargaining negotiations** for the Laborers' International Union of North America (LIUNA) union (DPW Laborers) continue – our next meetings are the afternoon of November 5th.
- Management continues to work with school administration on a **Facilities MOA**.

Staff Relations/Milestones

- The Human Resources Coordinator continues to assist Department Heads with managing **staff relations**.

Staff Development & Training

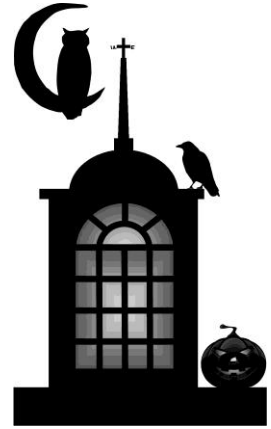
- **All-staff Fall Training Day** is scheduled for November 22nd. Town Hall will be closed and lunch will be provided. Topics being explored are: Holiday Health and Stress Relief, Cyber Security, Internal/External Customer Service, and Understanding Your Retirement System.

Benefits/Insurance

- We are reconvening the Insurance **Advisory Committee (AIC)** in November to begin to gather feedback as to how our programs are working for employees and retirees, as well as to introduce a few new union stewards to the group.
- Our October 31st annual MIIA Rewards Program/Grant Opportunity Review supplied us with an overview of loss trends as well as suggestions for policy changes and rewards options. The HR Coordinator will work with department heads to identify and document rewards percentage point options.

Wellness & Staff Events

- A comprehensive **staff survey** on wellness and staff activities/events is under development. Topics being explored include staff satisfaction with employment, benefits, communication, activities/wellness, and training/professional development.
- **Staff and Senior Flu Clinics** were held on Tuesday, October 29th. Emerson Hospital Home Care Nurses vaccinated a total of 80 town and school employees
- **Town Hall Jack-o-Lantern Nights** was well-received again this year! Our winners will be announced on Facebook and the web shortly. Next year we will initiate a full-blown advertising campaign, complete with a newspaper article and Facebook Event page. One lesson learned – the suggestion to hold drop off the same day as downtown Trick-or-Treat to save parents' time did not work, so we will return to a separate event next year. Many thanks to the BOS and staff for their continued support and participation in this event!



Emergency Management Communications/Volunteer Management

- The new **HyperReach reverse 911** messaging system, intended to replace the current Blackboard Connect CTY system, will be going live on November 1st. The new system will run simultaneously with the current Blackboard system for 30 days during the training and transition period.
- The Maynard Citizens' Corp/Medical Reserve Corp (MRC) continues to work to secure standing vaccination orders from the Emerson Hospital family practice on Main Street in an attempt to revive the Residential Flu Clinic/EDS Drill.

Office of Municipal Services:

- 115 Main St. (former Gruber Bros.) Site Plan/Special Permit request continued to the November 12 Planning Board hearing.
- Maynard Crossing (129 Parker St) has requested a Special Permit for a drive-thru for a Dunkin Donuts. November 12 Planning Board hearing.
- Beijing Royal School (BRS) met with staff to introduce new BRS team members. Still anticipate a fall 2020 opening.
- MassDevelopment has awarded Maynard a sponsorship for a "Technical Assistance Panel" from The Urban Land Institute (ULI). The panel will assess the municipal parking lot and surrounding area at Naylor Court (The Basin) to analyze and explore ways to enhance the area aesthetically, create new economic opportunities and improve its overall functionality as a core of the Town. ULI experts will conduct a daylong session on December 11 including visiting various locations and meeting with residents, businesses and town officials. The day will conclude at the Maynard Library with a 6PM public presentation by the ULI panel to the Planning Board. The panel will review their findings, review potential strategies and present recommendations to improve the Basin Area.
- The Parking Authority has worked with Chief Dubois and Officer Nyholm to replace the protective screens in 100 parking meters. Meter readability has increased significantly.
- Assistant Town Planner/Conservation Agent Kaitlin Young attended the Merrimack Valley Smart Growth Summit in Lowell on October 29th. Panelists discussed water access, rivers, and managing for climate change.

- Master Plan Steering Committee held their final public input meeting on October 30th.

