



HAPPY  
THANKSGIVING

# TOWN ADMINISTRATOR'S REPORT

November 19, 2019



## ADMINISTRATION:

- Town Administrator (TA) Greg Johnson wished out-going Police Chief Mark Dubois farewell and best of luck in his new position of Police Chief in Braintree.
- TA Greg Johnson, Human Resources (HR) Coordinator Stephanie Duggan and Town Counsel Kate Feederoff continued collective bargaining with LIUNA DPW Laborers union.
- TA Greg Johnson and Department of Public Works (DPW) Director Justin Demarco met with staff of Sterling Golf Management at the Maynard Golf Course to review current capital project planning and business status of the operation.
- TA Greg Johnson and Assistant Town Administrator (ATA) Megan Zammuto met with Executive Director of ArtSpace Jerry Beck to facilitate support of ArtSpace's mission and activities.
- TA Greg Johnson and HR Coordinator hosted an Insurance Advisory Committee (IAC) meeting for town employees and union representatives that reviewed current health and benefits conditions, presented by the town's benefits advisory firm NFP.
- TA Greg Johnson, ATA Megan Zammuto, Town Planner Bill Nemser and Assistant Town Planner/Conservation Agent Kaitlin Young met with the principal of the Education Alliance to receive his proposal to hire his firm as a consultant in implementing a "College Town" approach to planning, marketing and community development.
- TA Greg Johnson thanks all the participants, attendees and town staff that supported the recent Veterans Day parade. It was a well attended event, and I'm proud of the community for its consistent support and recognition of military service members.
- TA Greg Johnson attended a meeting at the Department of Fire Services (DFS) at the Stow Fire Academy to receive a report from the State Fire Marshall on the potential presence and testing of the chemical contaminant "PFAS" in the White Pond area. Testing will commence shortly.
- TA Greg Johnson and Finance Director Mike Guzzo have begun reviewing department and committee budget request submissions and will be scheduling meetings shortly to review individually.
- Fowler Middle School will host a Safe Routes to School conference on November 20<sup>th</sup>, for which Town Staff will support.
- TA Greg Johnson will attend the Massachusetts Municipal Managers Association (MMMA) Fall Conference in Gloucester on November 21.
- TA Greg Johnson will be using Personal Time Off (PTO) for the week of Nov. 25 and will be out of state. Town Hall is scheduled to be closed for the Thanksgiving Holiday on Thursday and Friday, Nov 28 and 29.

## Council on Aging:

On November 6<sup>th</sup> Town Administrator Greg Johnson and Council on Aging Director Amy Loveless attended Minuteman Senior Services' 45<sup>th</sup> Annual Meeting of the Board of Directors. Robin Lipson, Deputy Director of the Executive Office of Elder Affairs, gave the opening remarks. Of note is that over the next 15 years it's

projected that 1 in 5 Massachusetts residents will be over the age of 65. Ms. Lipson led the effort that resulted in Massachusetts becoming the second state in the nation to commit becoming an age-friendly state. A panel presentation on “Community-Focused: Addressing Social Health Needs” followed.

## **Department of Public Works:**

### Engineering

- All paving contracts have been completed at this time, all roads listed have been paved:
  - Acton Street
  - Brown Street
  - Great Road
  - Mockingbird
  - Nason Street
  - Mill street
- Our in-house staff will be finishing minor work as it relates to the paving, painting of crosswalks, parking spaces, etc.
- Our “Complete Streets” project on Summer Street involving pedestrian and ADA improvements has been completed.
- Glenwood Cemetery “upper section” paving has been completed.
- Town Engineer Wayne Amico is working on estimates for capital construction projects for FY21, included but not limited to Complete Streets projects, sign inventory, unaccepted roads list, etc.

### Administration

- DPW staff is preparing a solid waste transition plan for increases in sticker cost to residents. This includes purchasing of \$4.00 stickers, posting description of changes on website and Facebook, and meeting with E.L Harvey to discuss residents’ concerns “illegal bags being removed”.
- Continuing to prepare operating and capital budget.
- Finalizing contracts with energy consulting firm, Guardian, on the town’s “Green Communities” program to retrofit the Green Meadow & Fowler Schools with LED lighting upgrades.

### Highway

- Transforming department equipment to handle winter weather, preparing sanders, plows, etc.
- Finished installing concrete base for Menorah at memorial park.
- Continuing fall street sweeping program.
- Installed asphalt berm for sidewalk on Mill Street Bridge.

### Water/Sewer

- Finalizing upgrades to Chemical feed system at Old Marlborough road Water treatment facility.
- Initiated first Phase of water gate turning program per DEP requests.
- Researching potential well upgrade to Rockland Water treatment facility.

### Parks/Cemetery/Forestry

- Finished removals of two large trees on Shore Avenue and Acton Street.
- Removed and rimmed tree branches interfering with signs, lights and pedestrian warning signals on Great Road.
- Cleaned and prepared Memorial Park for Veterans Day celebration.
- Serviced several burials at Glenwood Cemetery.

### Facilities

- Assisted Eversource on auditing all town buildings, including schools for LED lighting upgrades through a program called “Mass-Illuminate”.

- Addressing small roof leaks at Green Meadow School.
- Organize Green Communities grant contractor “Guardian” to execute LED light upgrades at Fowler & Green Meadow Schools.
- Organizing contractors to fix a punch list of minor problems at Fire Station.

## **Office of Municipal Services:**

- Megan Zammuto (ATA) attended the Massachusetts Certified Public Purchasing Official (MCPPO) training Public Contracting Overview in Boston November 5-7<sup>th</sup>.
- Town staff applied for Community Preservation Funds to join the Regional Housing Services Office, to help manage our existing and future affordable housing inventory.
- The Town of Maynard received the municipal notification of a marijuana establishment for GreenStar Herbals. This letter requests that we confirm compliance with municipal bylaws or ordinances. When this is completed and approved by the Cannabis Control Commission (CCC), GreenStar Herbals will receive a provisional license, and will then be eligible to apply for a town license.
- Megan Zammuto and Town Engineer Wayne Amico met with Robin Giando at the Department of Transportation to discuss next steps for the Florida Road bridge project, including potential temporary takings and permanent easements.
- The Municipal Parking Permit Program is now available – please visit the OMS page on the town website for more information.

## **Conservation**

- The Conservation Commission voted to issue a Certificate of Compliance relative to DEP# 213-280, on Great Road, thus releasing the property from the Order of Conditions issued in August of 2018 and approving of the work. The project included repairing and replacement failed stormwater infrastructure on the property.
- The applicant representing 129 Parker Street (Maynard Crossing) requested that the Conservation Commission make a determination whether the changes to the drainage plans constituted either a major or minor alteration of the Order of Conditions for DEP# 213-273. The Commission voted to accept the proposed changes as minor and accept the provided amended plans as part of the official record.
- The Conservation Commission applied for Community Preservation Funds for its Conservation Land Fund account, which is dedicated to buying land and improving upon those lands.
- Two enforcement orders issued to properties on Florida Court and Hayes Street have been resolved. The properties are being monitored to ensure more violations do not occur.
- The Commission voted to issue two new enforcement orders.
- The Commission has received reports and evidence of illegal dumping by landscapers in town, and is considering purchasing trail cameras to help monitor these problem areas.

## **Planning and Zoning**

- 115 Main St. (former Gruber Bros.) Site Plan/Special Permit request continued to the December 10 Planning Board hearing. Awaiting traffic circulation information.
- Maynard Crossing (129 Parker St) has requested a Special Permit for a drive-thru for a Dunkin Donuts. Continued to November 26 Planning Board hearing.
- Powder Mill Road corridor study with the Metropolitan Area Planning Council (MAPC) and the Town of Acton is underway. First analysis will look at traffic and pedestrian conditions. Upon study completion, we hope to have a better understanding of how to develop a more cohesive and economically viable corridor. By developing recommendations through analysis, improvements and

strategies the study will provide guidance for future development, provide a rationale for decision-making and solidify Maynard's grant/funding opportunities.

- Mass Development 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.

## **Town Clerk:**

It was a very busy first few days in the Town Clerk's Office. Starting a new job is never easy, but with very limited training as to where things are and how things operate, proved to be a bit challenging. But, as we say in the "Clerk's World", "We are Clerk's and we can handle ANYTHING". After a very quick tour of where the Election equipment is stored and where the Vitals records are in the vault, I was assisting residents at the counter.

As with any new job, new emails, new programs, new permissions from State Entities, etc. have to be set up. As of today I am happy to say that all are working correctly and I am able to assist the residents in full capacity, after all that is why we are here!

So, aside from the day to day operations in the Clerk's Office, there was also a State Mandated deadline to accept Nomination and Petition papers, which ultimately required the Clerk's Office to remain open until 5pm on Friday, November 8, 2019. One person showed up to submit papers.

I do want to thank all of the Department Heads and Staff for stopping by to say hello and welcoming me, and apologize for not getting a chance to go around to meet them all on my own. Everyone has been extremely welcoming!!! I also want to thank those Department Heads and Staff, for being patient with me and assisting me with how things operate in the Town of Maynard.

My most appreciation at this moment has to be for James G. Mullen. He is more than a Veteran Clerk, Mentor, he is a lifelong friend. This man knows more about the "Clerk World" than anyone I know. He is a plethora of information. He quickly showed me the most important aspects of the Office and let me run with it. I will sorely miss him when he is gone!!!!

Lastly, I want to thank Greg, for entrusting me with me this position. It's not easy to turn over a Clerk's Office to just anyone, after all it's known as the "Core of Town". I will not only respect the position and honor it, but I will uphold my neutral duties as the Town Clerk.