
TOWN ADMINISTRATOR'S REPORT

June 18, 2019



ADMINISTRATION:

- Town Administrator (TA) Johnson attended a recent meeting of the town's Recreation Commission to hear their concerns regarding: field maintenance; facility availability and usage; input within town business; future vision and goals, and more.
- TA Greg Johnson attended the recent naming of the new queen bee at the town's beehive meadow behind Art Space. The meadow is also a monarch butterfly waystation.
- TA Greg Johnson and staff have invited the awardee of the recent bid for the old Stratus property on Powder Mill Road to meet with town staff and community leaders to hear Mr. Wang's vision for the property.
- TA Greg Johnson is developing the procedure for the Order of Taking for Rockland Avenue following the Town Meeting's acceptance of the street.
- TA Greg Johnson emphasized to town staff the existing "Buy Recycled" policy. Referencing this policy allows the town to be eligible for related grant opportunities.
- TA Greg Johnson is planning on personal-time-off from June 28 to July 1 for overseas travel. Assistant Town Administrator Megan Zammuto is expected to be available for emergency coordination.
- The Economic Development Committee welcomed representation from Lincoln Property Group and Artemis, the property management firm and owner, respectively, of Mill & Main. The meeting reviewed the status and vision for the property, and the EDC encouraged the representatives "to help us help you" be successful and prosperous for our mutual success.

Council on Aging:

- Maynard seniors enjoyed a visit to the American Heritage Museum on Friday, June 7. The American Heritage Museum features over twenty captivating exhibits from the Revolutionary War up to current times, including the WWI Trench Experience and Clash of Steel exhibitions. It holds one of the world's largest collections of armored vehicles, tanks, and military artifacts, all displayed in unique dioramas and exhibits. Lunch at a community restaurant followed.
 - In accordance with the COA's Patriotic Themed Friday series, *Arlington: Call to Honor*, was shown on June 7. The documentary focused on a visit to Arlington National Cemetery. This week *A Star-Spangled Story: Battle for America* tells the story of the battle that inspired the anthem A Star Spangled Banner. The series concludes with *American Pastime*, a heartfelt family drama set against the true story of a community in crisis
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in a World War II Japanese-American internment camp where baseball became a diversion from the reality of the internees' lives.

Department of Public Works:

- 129 Parker Street Downstream Project – Sewer line installation and sewer lining activities will be completed within the next weeks. Remaining remedial work such as road paving, etc. will be done in late August or early September.
- Installation of Kiosk on the rail trail will be completed by mid-July.
- Highway Division is scheduled to grade Rockland Ave.
- Inspection and cleaning on the water storage tank, steel water storage tank, underground concrete at Rockland Avenue and the water treatment plant clear well.
- Town wide water reads completed for the July 1, 2019 invoicing.
- Town staff is developing the MS4 program with VHB's Lori Kennedy in order to be compliant with DEP and EPA permit requirements.

Fire:

- We have had 41 emergency requests for services since May 29, 2019.
- We have had 26 documented fire prevention activities since May 29, 2019, including inspections.
- We have had 28 in-house training events since May 29, 2019. Training remains focused on Firefighter on Probation Training.
- We have had 48 maintenance related activities since May 29, 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.
- Our Comprehensive Emergency Management Plan has been re-written, and it was accepted by MEMA and is now in effect should the need to deal with a disaster or crisis arise!
- I would like to send a big thank you to Stephanie Duggan for her excellent work in procuring grant-funded equipment through our regional medical agency!
- At our last Senior Staff Meeting, Chief Stowers presented a program on roles and responsibilities for town employees who may be called upon to staff the Emergency Operations Center in a disaster or crisis situation.
- On June 4th, we had the privilege of pinning badges on three of our newer firefighters who recently completed probation, Alex Martinec, Ed Wasiuk, and Brian Kramer, as well as Captains Parr and King who also completed their probationary period. Representative Hogan was also on-hand to issue proclamations on behalf of the legislature. Thank you to Mark Tomyl for the photos.
- As we approach the end of the fiscal year we have noticed a tremendous increase in our buildings and grounds costs this year. We have needed extensive plumbing, electrical and mechanical room repairs this year and unfortunately, that trend will continue in the future until a new facility is constructed.

Human Resources:

Human Resources Web Page

- The Human Resources web page is live and under construction on the Town's website.

Recruitment & Staffing

- Congratulations to Collector's Assistant Sandra Baltazar who has been internally promoted to the Assistant Treasurer/Collector position, effective June 14, 2019, in accordance with the AFSCME Clerical Union Collective Bargaining Agreement (CBA). All the best to previous Assistant Treasurer/Collector Cheri St. Louis, who has moved on after more than 15 year of service to the Town of Maynard, to serve as Treasurer Collector of her home town of West Boylston.
- A 5-day internal posting of the Collector's Assistant position vacancy will commence next week as required in accordance with the AFSCME CBA.
- Congratulations to Sergeant Greg Balzotti as he retires from the Maynard Police Department after 30 years of service! A farewell gathering is planned for June 19th from noon to 2pm at MPD.
- Congratulations to Water Operator Charlie Dismuke as he retires from almost 16 years of service on June 28th. Shortly after retiring, he will be relocating with his wife to Texas.
- The DPW Director interview process will begin once the Selectmen authorize the Town Administrator to recruit and negotiate a contract agreement for the position, in accordance with Article 5, section 5.6 of the Town Charter.

Salary & Compensation

- Collective bargaining negotiations for both Laborers' International Union of North America unions (DPW Laborers and Town Professionals) continue.

Staff Relations

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

Staff Development & Training

- The HR Coordinator took part in MIIA's webinar on Workers Compensation Return to Work: Best Practices on June 11th, designed to assist towns in developing their own return to work procedures after workplace injury or illness.

Benefits

- The HR Coordinator and Benefits Administrator are working with Boston Mutual Insurance Company on a complete re-enrollment.

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:
 - Ergonomic Evaluations Days being scheduled for July
 - Walking Tall, a 10-day self-directed activity incentive program open to all employees begins June 17 and ends June 26
- A comprehensive staff survey on wellness and staff events is in the planning stages
- The annual Town Hall Staff Cookout will take place on July 30th.

Volunteer Coordination

- The Maynard Citizens' Corp/Medical Reserve Corp (MRC) is reaching out to the new Emerson Hospital family practice on Main Street to acquire standing vaccination orders for this year's Residential Flu Clinic/EDS Drill.

Library:

- **Building Issues:** Rug in Roosevelt Room has been installed. The lawn has been mowed by the Town Grounds crew. A new fence should be going up in the parking lot by the end of the month.
- **Meeting Room Use:** 61 meetings were held in May.
- **Reference Report: Reference Transactions: 344 One-on-One Tech Help Sessions: 5 Programs:** Using the E-Resources of Boston Public Library (15 attendees) **Reference News:** As our Kanopy subscription includes public viewing rights, I would like to take advantage and show a monthly film or documentary beginning in August or September. Not wanting to conflict with my technology classes or Book Mill, it will likely be the first Tuesdays of the month. My goal is to string together 3 or 4 films into a theme and see how it goes.
- **Young Adult Librarian Report:** In May, I answered 19 reference questions upstairs and had about 12 kids at Star Wars Day, plus several adults. I also had 8 attendees at May's Family STEM Night and 30 attendees at 3 sessions of Baby Storytime. I had 11 Teens stop by to paint book ends over 2 days.
- **Children's Report:** 218 children attended regular programs such as Story time, etc. The children's librarian visited each class in the Green Meadow/ Fowler schools, speaking to approximately 340 children about the library's Summer Reading Program.
- **Circulation:** The library circulated 9,241 items in May. In May, 2018, the library circulated 9,235. 850 items went out through the self-check program. 6,099 items were discharged. 32 new cards were registered. The wireless was accessed 900 times. There were 802 computer log-ins. Ancestry.Com was accessed 170 times. 344 new books were purchased 338 were withdrawn, making our collection size 80,621.

Office of Municipal Services

- Greenstar Herbals (24 Main Street – behind Pleasant Café). Special Permit - PB hearing continued to 06.25.19. Anticipate hearing will close.
- Emerson Hospital Special Permit for Sign; approved by PB.
- 42 Summer Street hearing continued to 06.25.19. Site Plan + Special Permit. Anticipate hearing will close. Development Agreement in Legal Review.
- Megan Zammuto attended the New Officials Finance Forum hosted by the Division of Local Services on June 6th at Holy Cross.
- The Town is in discussion with Capitol Group regarding the police detail invoices for offsite improvements as part of the 129 Parker Street project: To date, the police detail invoices have been paid by the developer but the developer is maintaining that the town is responsible for reimbursement of these funds. This perceived obligation was not outlined in either the Memorandum of Agreement or the Planning Board decision. Town Counsel is in contact with the developer's counsel and we hope to come to a mutual understanding soon.

Police:

- The Maynard Police Department investigated anti-Semitic language that was allegedly shouted at political campaign canvassers. On Tuesday, May 7, 2019, a Maynard Police Officer was met in the lobby of the police station by a resident who is running for local political office. The resident stated that they have been actively campaigning and canvassing in Maynard with a group of supports. On the morning of Saturday, May 4, 2019 a group of supports was canvassing on Nason Street near Summer Street when a vehicle drove past them and a passenger yelled an anti-Semitic statement at the group. The candidate was not present at the time, but three

supporters were canvassing when a car drove past. Maynard Police have spoken with the supports and are seeking the public's assistance in identifying the vehicle and individual suspected in this incident.

- On May 27th, the Maynard Police Department received numerous calls in regards to low flying aircraft in Maynard. This was in relation to a search for a female in Acton, Maynard Police Officers assisted.
- James McGrath, a former Maynard Public Safety Dispatcher and Jordan Blackington a former Maynard Police Department Special Officer were sworn in as Police Officers. They have entered the Lowell Police Academy, and will begin their Field Training upon completion of the academy. Congratulations!
- On May 3rd the Maynard Police Department and Maynard Fire Department along with the Maynard High School students participated in a Mock OUI crash. This demonstration is meant to highlight the importance of making smart decisions, most especially as prom season approached.
- Maynard Police Department Officers and Special Officers lead the Memorial Day parade and lined the parade route. The Maynard Police Department celebrates those who made the ultimate sacrifice for our freedom.
- Det. Manchuso, Officer. Petersen and the Maynard Fire Department were at the Assabet Valley Boys and Girls Club this weekend for a race car derby event. The event was sponsored by the Concord Rotary in conjunction with the Assabet Valley Boys & Girls Club.
- Chief DuBois and Lieutenant Noble assisted with the Senior Project at the Maynard High School.
- Chief DuBois and Sergeant Jones attended Firearms Legal Updates on May 22nd at the Milford Police Department.
- Student Officer McGrath, and Student Officer Blackington have begun their intensive training at the Lowell Police Academy, best of luck recruits!
- During the month of May, over a two day period, all Maynard Police Officers participated in firearms qualifications. The course was instructed by Sergeant Duggan.

Town Clerk:

- Number of dogs licensed to date is 1,085
- Results of the Town Meeting are complete. General and Zoning bylaw articles have been filed with the Attorney General's Office. Their review will be completed by September 4, 2019.