
TOWN ADMINISTRATOR'S REPORT

August 6, 2019



ADMINISTRATION:

- Town Administrator (TA) Greg Johnson partnered with Linde Ghere of the Coolidge School Re-Use Committee to post a Request for Proposals (RFP) to dispose of the historic Coolidge School.
 - Interested proposers can access the RFP online, but must contact Becky Mosca (bmosca@townofmaynard.net) or Greg Johnson to register their receipt in order to provide any needed addendums
 - <https://www.townofmaynard-ma.gov/wp-content/uploads/2019/08/maynard-coolidge-rfp-20190801.pdf>
 - TA Greg Johnson is planning to take Personal Time Off from August 12-16. Please notify Assistant Town Administrator Megan Zammuto of any emergencies or urgent matters. In the case of Megan's absence, please notify Stephanie Duggan, HR Coordinator, of emergencies or urgent matters for her support in communication.
 - The recently passed state budget law provides approximately \$172,000 less than anticipated and appropriated for in the town's FY20 budget. A revised budget appropriation is expected to be needed to address this issue at the fall Special Town Meeting on October 28th. Proposed Warrant Articles are due to the TA office by August 22nd. Therefore, please submit any proposed department budget adjustments to Finance Director Mike Guzzo by August 12th. The TA Office will review proposals, incorporate or decline the proposals, and may propose other adjustments, to the Board of Selectmen for their consideration.
 - DriveTech will be sending out an email to all users with login info for the Office 365 web portal. Users can access email, Thursday 8/8, the day of the transition using this information until DriveTech reconfigure users' Outlook profile. DriveTech will have engineers on-site, and also users can call the helpdesk to have Outlook reconfigured.
 - TA Greg Johnson and Finance Director Mike Guzzo attended the recent Town Budget Sub-Committee to review the FY20 budget situation (as noted above) and to review the status of commencing the FY21 budget development. Town staff have begun and will continue to partner with School Department staff to develop the town-wide budget for current and future fiscal years.
 - The TA Office, through HR Coordinator Stephanie Duggan, continue the recruitment process for a Director of Public Works. Secondary interviews are underway.
 - TA Greg Johnson, Acting DPW Director Tim Mullaney, DPW staff members and Stantec water engineering consultants conferred with the state's Department of Environmental Protection (DEP) on assessing the potential risk of PFAS contaminants in the town's water supply. DPW will coordinate testing with DEP and results will be communicated when available.
 - Town employees participated in an employee BBQ held behind town hall along the river as appreciation of their public service and comradery.
 - TA Greg Johnson continues to monitor the progress of the renovations underway at the Green Meadow Elementary School. The opening of the wing is anticipated to align with expected academic preparations.
 - Per the request made at the Board of Selectmen meeting held on July 16, 2019, below is the link to the town's roadway conditions assessment:
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Council on Aging:

- The Maynard Council on Aging sponsored a Cape Cod Canal Cruise trip on July 17. Over 50 seniors had the opportunity to visit the Sandwich Glass Museum and have lunch at the Daniel Webster Inn. A two hour cruise of the Cape Cod Canal followed. “Mystery Trips” have resumed with substitute driver, Mark Tomyl, surprising seniors with an undisclosed destination and lunch in the community.



Council on Aging Mystery Tour

Can you guess?



Fire:

- We have had 63 emergency requests for services since July 16, 2019.
- We have had 55 documented fire prevention activities since July 16, 2019, including inspections.
- We have had 34 in-house training events since July 16, 2019. Training remains focused on Firefighter on Probation Training.
- We have had 46 maintenance related activities since July 16, 2019.
- We are in the midst of conducting a process to establish a firefighter hiring list. I want to thank Stephanie Duggan and Megan Zammuto for assisting us with the firefighter interview process. With their help we were able to narrow down our field to three excellent candidates.
- Engine 2 has been out of service this past week for warranty related maintenance. We expect it to return on July 31.
- We received bids for fire sprinkler work at the fire station last week. This is the third time we have done a bid submittal process and the price to do the necessary work is far in excess of what our federal grant will cover. We are looking at other options.
- Last week we had the privilege of participating in the Maynard Youth Police Academy's "Good Choice" discussion with District Attorney Marian Ryan.

Office of Municipal Services:

- Economic Development Committee is circulating drafts of the proposed Property Maintenance By-law to boards, committees, businesses and property owners for final feedback. Expect to be on October 28 Special Town meeting warrant.
- 115 Main Street project has requested a continuance from the Planning Board to September 10.
- Greg Tuzzolo was re-elected Planning Board Chair and Andrew D'Amour as Vice Chair/Clerk during the July 23rd Planning Board Meeting
- The Conservation Commission issued a stormwater management permit to MacDonald Development for the development at 42 Summer Street.
- The Conservation Commission reviewed and provided feedback to MacDonald Development on preliminary plans for a proposed multi-family building located at 35 River Street.
- The Conservation Commission issued a Certificate of Compliance for 45 Wood Lane Ext, releasing the property from the DEP#213-0079 Order of Conditions
- The Agent issued an enforcement order for the removal of a garage and soil disturbance within 100 feet of a wetland without ConsCom approval. The enforcement order requires the contractor to install siltation barriers, fill the large hole, and regrade the area so it is consistent with the rest of the property so erosion does not occur.
- The Chair of the ConsCom issued an Emergency Certification for the replacement of a culvert on Burns Court. An Emergency Certification is an immediate permit allowing certain work in or near a wetland resource in order to prevent health or safety issues. In this case, upstream properties were experiencing major flooding due to the collapsed culvert.
- The ConsCom will be reviewing proposed changes to the 129 Parker Street plan during its next meeting to decide whether the Order of Conditions for the project will require amendment. The change includes minor changes to the stormwater plans.
- A flyer was created and distributed to remind people not to throw bags of dog waste into catch basins. DPW has reported a large number of dog waste bags in catch basins around town. The bags should be disposed of in the garbage, because the bags physically clog up the infrastructure and can cause flooding, and the high levels of nutrients can negatively affect Town water resources.
- Assistant Town Administrator (ATA) Megan Zammuto participated in an ICMA Webinar titled "Building Customer Service into Local Government".
- ATA Megan Zammuto interviewed residents for the at large member positions of the Maynard Parking Authority. There is one position available for a business owner to serve on the authority. Members of the authority will be sworn in this month with a goal to have their first meeting in September.
- ATA Megan Zammuto shared the Department of the Air Force Off Base Leasing opportunity letter with large commercial property owners in Maynard.
- TA Greg Johnson and ATA Megan Zammuto met with Joe Thibodeau, Community Development Director for Congresswoman Lori Trahan. We discussed Town infrastructure needs and Mr. Thibodeau asked for the Town's help in reminding citizens to fill out the 2020 census.
- ATA Megan Zammuto participated in interview panels for the DPW Director and Fire Fighter openings.
- ATA Megan Zammuto met with Rebecca Lynch, the Executive Director of the Assabet Valley Boys and Girls Club. The meeting included a tour of the facility, a discussion about upcoming renovation projects and plans for the future.