



TOWN ADMINISTRATOR'S REPORT

October 15, 2019



ADMINISTRATION:

- Assistant Town Administrator (ATA) Megan Zammuto attended the Massachusetts Municipal Managers Association (MMMA) Managers Boot Camp on October 2nd.
- HR Coordinator Stephanie Duggan, Chief Assessor Angela Marrama and ATA Megan Zammuto participated in four first-round interviews for the Town Clerk position.
- Town Administrator (TA) Greg Johnson, ATA Megan Zammuto and Board of Selectmen member Justine St. John attended the 2019 State Conference for Municipal Officials and Staff at Holy Cross on October 8th. Workshop topics included best practices in shared services, intergenerational opportunities and adapting to 21st century challenges.
- Staff distributed a pilot email newsletter through a Constant Contact free trial. Newsletter highlights included advertising Maynard Fest, paving updates, and a call for volunteers on Maynard boards and committees.
- Maynard Golf Course's main space is reserved for a "Roundtable" to discuss "All Things Maynard" on November 12, 2019 from 6-9pm. Participants are expected to include the Board of Selectmen, School Committee, Finance Committee and School Superintendent's Office and Town Administration. Agenda for this public meeting and specific timing will be developed.
- The Assabet Valley Chamber of Commerce is hosting the annual [Downtown Trick or Treat](#) on October 24 from 4-6pm. Public safety and DPW are preparing for support.
- Drivetech, the town's contracted information technology vendor, is assessing the recent phone outage in town hall to determine its causes and propose recommendations for prevention. The Town Administrator's Office will review their report when available. It is currently unclear as to the exact cause of the outage.
- Town Administration is preparing for a town employee training day on Friday, November 22, 2019, and plans to close Town Hall to host this event.
- Town staff produced a "white paper" to provide state and federal delegation the status and anticipated impacts of hosting a branch in Maynard of the Beijing Royal School (BRS). Representatives toured Maynard High School with school administration recently. BRS has not provided actionable plans for their building's renovation or tax-classification or infrastructure impact at 111 Powdermill Road.
- Town Administration is developing a proposal for a hiring process and department succession plan in anticipation of Police Chief Mark Dubois' resignation if his contract is ratified by the Town Council.
- Per the request of the Board of Selectmen, a "snapshot" of the town's fiscal status is being developed to reflect the fiscal year's first quarter. The report is anticipated for the first Board of Selectmen meeting in November.

Council on Aging:

- Robin Putnam, from the Massachusetts Office of Consumer Affairs & Business Regulation, provided a presentation on shopping rights, warranties, return policies and defective merchandise with online, mail and television purchases.
- Nashoba Nursing Service & Hospice sponsored a healthy lunch go with a presentation on cardio health. Participants learned about the anatomy of the heart, risk factors, lifestyle changes and warning signs of heart attacks and strokes.
- “Seniors Stretching & Flexing with Rebecca Reber at the COA” was a success:



Office of Municipal Services:

- Staff has received a site plan application for 86 Powdermill Rd (Victory Plaza). The application proposes a drive-through coffee shop to be located in an out parcel on the property that will occupy the space currently occupied by a defunct ATM. There is not yet a tenant secured for the site so some design features have not been determined.
- The Economic Development Committee is scheduling semi-regular meetings of the EDC to include members of the Cultural Council, the Maynard Business Alliance and ArtSpace with the intention of ensuring coordination and communication with all efforts undertaken by the groups.
- 115 Main St. (former Gruber Bros.) Site Plan/Special Permit request scheduled for the October 22nd Planning Board hearing is expected to be continued until November to complete engineering analysis.
- The Master Plan Steering Committee will hold its final public meeting on October 30, 6:30PM at Town Hall. It is expected that final input will be received and incorporated into the master plan draft before the New Year and then presented to the Board of Selectmen and the Planning Board. An implementation committee will likely be the next step after the plan is adopted by the Planning Board.
- Some members of the Conservation Commission will be attending the Massachusetts Association of Conservation Commissioners Fall Conference on Saturday, October 19th.
- As part of the MS4 (stormwater) permitting requirements, a septic tank care guide was sent out in the mail. Since we do not currently have an active list of properties with septic tanks, a list was generated of all properties that receive a water bill, but no sewer bill. Knowing that this list would also include those with irrigation systems, a letter was attached to the guide requesting that residents contact Conservation if they received the mailing unnecessarily.
- Plans for Market Basket were submitted to the Building Commissioner on October 8th.

Fire Department:

- We have had 83 emergency requests for services since September 16, 2019.
- We have had 95 documented fire prevention activities since September 16, 2019, including inspections.
- We have had 57 in-house training events since September 16, 2019. Training remains focused on Firefighter on Probation Training.
- We have had 70 maintenance related activities since September 16, 2019.
- We have begun the first round of acceptance testing for the 129 Parker Street projects.
- The ambulance has been out of service twice this past month.
- Work is continuing on the fire/police communications upgrades.
- This past Saturday marked another successful Maynardfest participation by the Maynard Fire Department. We were able to reach dozens of local families and spread our fire safety message!

Police:

- On Sunday, Sept. 15, police responded to the Corner Store on Walnut Street at approximately 9 p.m. for a report of an armed robbery. Upon arrival, police learned that a man had entered the store, pointed a handgun at the clerk and demanded money. The suspect then left the store with an undetermined quantity of cash. No one was injured in the incident. The suspect is described as a white male, approximately 5'5" tall, with a slender build. He was wearing a black hooded sweatshirt at the time of the robbery. The Maynard Police Department is making video surveillance footage from the robbery available, with the hope that someone will recognize the suspect and provide information leading to his identification and capture. [Click here for the footage.](#) Anyone with any information on this incident is asked to call the Maynard Police Department at 978-897-1011.
- On September 8th, 2019 Officers responded to Brown Street for a report of a motor home that had been vandalized. Officers located a bag inside of the camper containing identifying items. It appeared as though someone had been sleeping inside of the camper. The damage caused to the motor home will be repaired.
- On September 19th, 2019 Officers responded to a Dawn Road residence after a report that someone was attempting to gain entry into the residence through a rear sliding door. Upon arrival Officers observed a small amount of damage to the screen door. Officers spoke with residents who had been outside, and conducted a search of the area with negative results.
- On September 27th, Chief Dubois and Lieutenant Noble had the pleasure of giving Garrett and his family a tour for the Police Department for his birthday. Thank you for sharing your special day with us Garrett. Come see us again soon!

Department of Public Works

- Great Road Sidewalk reconstruction expected to be completed around the end of October.
- Annual town-wide paving to start near the end of October and should be completed within 3-4 weeks.
- Cemetery paving should be starting in October and completed before December.
- Downtown Wayfindings Sign installation should begin this fall.
- Fowler Field reconstruction is nearly complete.
- Bike racks (8 remaining) to be installed downtown.
- Complete Streets sidewalk and pedestrian improvements occurring October -November on Summer Street in front of the Theater and at Summer/Main/Waltham intersection.
- DPW Director Justin DeMarco met with School Superintendent's Office to familiarize himself with the relationship and needs of the School District.