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# TOWN ADMINISTRATOR'S REPORT

April 14, 2020



## ADMINISTRATION:

- Town Administrator (TA) Greg Johnson, Assistant Town Administrator (ATA) Megan Zammuto, Human Resources (HR) Coordinator Stephanie Duggan, Public Health Agent Kelly Pawluczzonek, and Public Health Nurse Katherine Castle continue to be in nearly constant communication regarding the conditions and communications surrounding the current public health crisis.
- Town Hall and other public facilities remain closed to the public, in keeping with the Governor's Order, until May 4, 2020. Town offices remain open and operational.
- Town offices will be closed for operations in observation of Patriots Day, April 20, 2020.
- Town Administrator's Office is hosting a Coffee Break remotely for all staff via Zoom meeting to help connect all offices as most employees work remotely.
- The Town Administrator's Office is greatly appreciative of the Fazheng Group's delivery of personnel protective equipment (PPE) to the town's public safety and public works departments.
- An Insurance Advisory Committee (IAC) meeting is scheduled amongst union and non-union town employees to consider health insurance plans and other benefits currently and proposed option for changes.

## LIBRARY:

- In the library department, we continue to perform traditional tasks such as submitting payroll, invoicing, selecting, ordering and processing library materials as per the state mandate. We have arranged times for UPS to drop off materials so that they may be physically prepared for patron use.
- We have decorated the library in order to participate in Maynard's weekly scavenger hunt.
- We have completed a LSTA Grant application. If the grant is awarded, it will begin in October, 2020.
- We have attended professional meetings and held some library programs via ZOOM.
- Planning for the Summer Reading Program continues.
- We continue to expand our electronic services. This includes online story times, reading lists and other activities for families, local updates, fun pages, and links to COVID information. These are posted on the library's web page, on Facebook, on Instagram, and on Twitter. In addition, we have temporarily added new resources for our patrons to use. These include: Tumble Book Library (K-6 Children's eBook resource),

Tumble Math (K-6 Math E-resource), Teen Book Cloud (Grade 7-12 eBook resource), Romance Book Cloud (collection of romance novels), Audio Book Cloud (All ages downloadable audiobooks).

- The town's Head Custodian Kyle Brainard continues to oversee some work on the HVAC units.

## **PUBLIC SAFETY:**

### Fire Department:

- We have had 26 emergency requests for services between March 30th, and April 9th, 2020.
- We have issued permits and reviewed plans for fire prevention, but we are still not conducting inspections to maintain social distancing recommendations.
- We have had 24 in-house training events since March 30th, 2020. Training has shifted from less hands-on to more remote learning and ZOOM classes.
- We have had 43 maintenance related activities since March 30th, 2020. Your firefighters have been diligently working to keep the building and vehicles disinfected to reduce the risk.
- We appear to be in good supply of personal protective equipment (PPE) after a gift of masks and gloves from Beijing Royal School, a private resident, Tom King Jr., and an order of PPE from MEMA was received. We have shared masks and gloves with the Police Department and masks with the Department of Public Works

## **COUNCIL ON AGING:**

- The Council on Aging continues to work remotely during our normal hours, Monday through Friday, 9:00 to 3:00. Voicemail messages can be left and will be responded to as soon as possible. The Council on Aging phone number is: (978) 897-1009. Amy Loveless, Council on Aging Director, can be reach at: [aloveless@townofmaynard.net](mailto:aloveless@townofmaynard.net)
- The Council on Aging continues to provide outreach via direct phone calls to participants in the COA's programs to determine needs and if the senior has ongoing supports such as family, friends, etc. in place. Our outreach calls have provided an opportunity for socialization as well.
- The Council on Aging continues to encourage seniors to note if there are other seniors in their neighborhood who might be of need of services and to have them contact the COA or provided us their information so we can reach out.
- The Council on Aging van is continuing to operate. Grocery store transportation is being provided to Stop and Shop and Shaw's primarily during senior hours. If a senior feels it's not in their best interest to leave their home, the COA van driver is able to shop for and drop off groceries. We are diligently following precautions to keep the van surfaces disinfected. To make a reservation contact the Council on Aging at (978) 897-1009 or CrossTown Connect at (978) 844-6809.

- Minuteman Senior Services is encouraging senior residents to contact their information and referral department for support in accessing resources. They can be reached at: (781) 272-7177 or (888) 222-6171 (toll free).
- Minuteman Senior Services is continuing to accept referrals to the Meals on Wheels program and Home Care services. They can be reached at: (781) 272-7177 or (888) 222-6171 (toll free).
- Protective Services (elder abuse/exploitation investigations) can be reached at the Elder Abuse Hotline (800) 922-2275.

## **MUNICIPAL SERVICES:**

### Planning and Zoning:

- The Town was awarded funding from to prepare our 5 year update to the Maynard Housing Production Plan. The initial estimated allocation of \$10,000. The grant assumes that the municipality will pursue additional available grants for this project, however if the efforts to secure grant funding are unsuccessful, MAPC will consider providing additional Technical Assistance.
- The Zagster bike share reopening will be delayed until May to coincide with the Governor's directive.

### Public Health:

- Town staff is posting positive COVID-19 case numbers daily on the town website.
- The Massachusetts Department of Public Health confirmed that the Maynard Crossing construction project is considered essential under the Governor's COVID-19 Order No. 13. Health Agent Kelly Pawluczzonek has been in communication with Capital Group to discuss employee health protection, guidance and prevention guidelines.
- Health Agent Kelly Pawluczzonek and ATA Megan Zammuto participated in two virtual meetings with the MA COVID-19 Academic Public Health Volunteer Corps. This program will connect public health graduate students with municipal public health departments to assist with COVID-19 contact tracing. Volunteers will work closely with Maynard's Public Health nursing team, Kathryn Castle and Tricia McGean who are contracted through Emerson Hospital.

### Economic Development:

- The Economic Development Committee (EDC) met Thursday, April 9th to discuss strategies surrounding sharing information and what we can do to help businesses in town. Members discussed the creation of a survey or poll to find out how we can help vulnerable business owners, and using a postcard mail campaign to reach out to businesses that may not be connected to the Town via our website and social media presence.
- Cannabis Update:
  - GreenStar Herbal – retailer will apply for a BOS License.

- Mass WellSpring – the owner indicated the application was processed by the Cannabis Control Commission (CCC) but the Town has not yet received correspondence from the CCC asking us to confirm appropriate zoning.
- NewCann – has been in a holding pattern due to the pandemic for the last several weeks. They are working on location leads and will request time on a future BOS agenda when they have more information.

## **PUBLIC WORKS:**

- As each department and the community continues to adjust to life within this pandemic, Public Works continues to address any and all concerns with respect to safety and our mandate to the community. Every week is a new adjustment to the way in which all of us adapt to the recommendations and mandates being echoed by many in the community.
- We have had to adjust our procedures and protocols with respect to funeral services within Glenwood Cemetery:
  - The Town of Maynard will be issuing the following procedural changes with respect to any and all funerals held at the Glenwood Cemetery within the timeline that the State of Massachusetts issued declarations and recommendations in response to the COVID – 19 pandemic as they are in effect.

### Glenwood Cemetery

Hours of access: Residents will continue to be able to access the grounds from the hours of dawn to dusk, we ask that all residents visiting the cemetery adhere to the Governors social distancing order of a minimum of 6 feet.

Services and Ceremonies: Public works will be continuing all funeral services. We recommend that only immediate family attend and no more than 10 people can gather at one time per the Governors order. If someone is coughing excessively or displaying symptoms of any type of illness, they may be asked to return to their vehicle. We ask that the ceremonies are held to an acceptable timetable, and that we hold the right to ask the funeral directors to dispatch all attendees if gatherings are in excessive timetables. The safety of our staff is of utmost importance, we are asking for cooperation in this unprecedented time.

Pictures and video are encouraged for sharing with loved ones who could not attend.

Social distancing – We will be asking Funeral directors to limit the number of chairs at each service. If there will be more than four people who need to sit for the duration of the service, Directors will need to provide Public works with adequate notice. We expect all attendees to adhere to the Governor’s request on social distancing with respect to the Public works staff, as well as the funeral home staff during and after services.

- We have posted all entrances to parks including sports playing courts throughout town informing any that these facilities are temporary closed during the COVID-19 pandemic.
- We have replaced the American Flag at Alumni stadium with a new American flag thanks to the support of Edward Sokolowski and the American Legion Trust.

- We are continuing to work on street sweeping to adhere to our MS4 mandated action plans. This is a vital function of our permit. We please ask that all residents try to park their vehicles in their driveways while they are quarantined to allow for an efficient and effective job.
- E.L Harvey has suspended “bulk item” pickup due to safety concerns for their drivers.
  - Bulk Item’s include but are not limited to sofas, mattresses, doors, etc.
  - We ask that all residents take this time to review the E.L Harvey flyers that have been recently mailed, as well as the DPW website to refresh or update their understanding of the rules and regulations that pertain to solid waste within Maynard.