
TOWN ADMINISTRATOR'S REPORT

May 5, 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.

Please visit the [town's webpage devoted to COVID-19 information](#):

https://www.cleargov.com/massachusetts/middlesex/town/maynard/projects/734/covid_19-updates

- In keeping with the Governor's announcement to extend all non-essential businesses closures to May 18, the current policy for restricting public access to town buildings will also be extended to May 18.

Here is a link to the press release from the Governor's Office:

<https://www.mass.gov/news/baker-polito-administration-extends-non-essential-business-closures-to-may-18th-announces>

- The TA Office is beginning planning of a future "Tri-Board" Meeting/Continued Joint Budget Hearing. The possible dates include July 14 or July 28, 2020. The meeting may be held remotely, or at Fowler School auditorium, or elsewhere depending on the public health concerns.
- TA Greg Johnson met with representatives from Open Table on Main Street regarding their current operations distributing food and meals to guests through a drive-up pick-up system behind their building within Naylor Court central parking area. TA Greg Johnson notes that operations are not causing disturbance to the community, and encourages the non-profits work to support the growing needs of the community. The representatives also wished to convey their gratitude towards the town's Council on Aging (COA) van driver servicing an increasing amount of deliveries to clients.
- ATA Megan Zammuto spoke with the Foundation for Metro West on Thursday, April 30th. The purpose of the call was for the Foundation to better understand how they can support communities during this public health crisis.
- Proposed recreational marijuana retailer GreenStar Herbal Submitted their Application for License for Retail Cannabis Sale. Staff is reviewing the application and working with the applicant to schedule a public hearing.
- Town staff finalized a Community Compact Agreement with the Division of Local Services and the Edward J. Collins Center for Public Management to work on financial policies and long-range forecasting. This project will be funded through a \$20,000 grant from the Division of Local Services.

- Town Administrator Greg Johnson, DPW Director Justin Demarco and Select Board members Chris DiSilva and Melissa Levine-Piro met with representatives of Sterling Golf Management to discuss a request to defer lease payments to the town.
- An Insurance Advisory Committee (IAC) meeting was held for the representatives of the employees of the town (including school department) to consider proposals for health benefits plan design changes, prior to submission of renewal agreement with MIA Blue Cross Blue Shield's plan. The IAC voted to approve the renewal of the current plan. The IAC agreed to meet regularly going forward to review the status of the claims, costs and savings and other service options.

LIBRARY:

- Thanks to Justin DeMarco and the DPW for the quick fix on the library fence.
- Over the past weeks library staff continues to update and expand opportunities on our website to include expanded Reference centers, legal information, home improvement, and small business information. In addition, we continue to add to lists of museums, zoos, etc., offering online tours and live streams while collection development practices continued. Also, staff responded to online Reference questions, and participated in training sessions offered by the Minuteman Library Network.
- Staff made progress on updating Facebook, Twitter, and Instagram accounts several times daily.
- Ordering (and in some cases) re-ordering library materials. Staff also arranged for delivery of library materials to be catalogued, attended meetings sponsored by the state in preparation for building opening.
- Staff continued to create online programs for children and adults.
- We continue to perform routine tasks such as responding to mail, processing payroll, invoices, updating employee records, and processing magazines.

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
- 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 is providing assistance to seniors with questions about completing their 2020 Census. Seniors are asked to call the COA and leave a message.
- The Council on Aging has produced a Facebook page to provide information regarding scams related to the 2020 Census and COVID 19, as well as online fitness class, virtual activities and resources. The Council on Aging is also exploring options to be able to offer virtual classes and activities to seniors community wide.

- The Council on Aging continues to encourage residents 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.
- The Council on Aging has been the grateful recipient of homemade cloth masks from residents and local community group to provide to seniors in need.



OFFICE OF MUNICIPAL SERVICES (OMS):

Public Health

- Staff secured telephonic translation services to assist with COVID-19 contact tracing efforts. The DPH will pay the translation vendor directly for coronavirus follow-up services through June 2020.
- Maynard's public health nursing team, contracted through Emerson Hospital, are now able to request contact tracing assistance through Partners In Health Contact Tracing Collaborative.
- Staff continues to post daily COVID-19 positive cases on the COVID-19 page of the town website.
- Aerial Application to Control Mosquito Larvae, Weather conditions have pushed this application from April 21 – 29 to April 29 – May 8. The East Middlesex Mosquito Control Project will be conducting a helicopter

application of the biological larvicide, Bti, to control mosquito larvae over large wetland areas in Maynard. Wetlands currently being evaluated for this application are located near George Rd., Old Marlboro Rd. and Rockland Ave.

Planning, Zoning and Economic Development

- At their meeting of April 28, the Planning Board decided they feel by May 19, they will be able to sufficiently conduct a public hearing that will both allow adequate public participation and ensure the ability for all to examine technical materials in detail enough to provide informed analysis and decision making. If an applicant chooses not to utilize a virtual hearing, the Board understands and will grant a continuance if requested. At this time the chair is scheduling pending applications for hearing dates on May 19 and 26th and will be in touch with the board's public hearing schedule.
- The Planning Board determined a proposed signage change at Market Basket is consistent with concept plan. All store signage will be located in front of the building.
- Town staff released a newsletter on April 27th that included business support opportunities, educational resources and virtual cultural events. We currently have 632 subscribers and a 62% average open rate. [Click here to subscribe.](#)

Conservation

- The Conservation Commission has been coordinating with the owners of 63 Great Road regarding work on site, including re-pavement of the site.
- The Conservation Commission has preliminarily scheduled the hearing for 115 Main Street's Notice of Intent for June 9th.
- The Commission once again reviewed the Baseline Report for 129 Parker Street's Conservation Restriction and determined that more images are required. The Commission aims to capture its own images to be submitted with the Baseline Report.
- U.S. Fish and Wildlife has extended the comment period on the proposal to expand hunting at the Refuge. The Commission held a meeting on 4/22 and discussed the proposal. The Commission is writing a letter in response to the proposal, and will finalize its opinion at the May meeting.
- The Commission posted public education material on yard care and fertilizer as part of the MS4 Stormwater Permit requirements.
- The Commission has received many permitting inquiries for small residential projects near resource areas (such as fences, sheds, tree removal, decks, etc.). The Agent is still scheduling inspections to guide residents through the permitting process.
- The Agent conducted an inspection on 4/29 of 129 Parker Street to inspect the siltation and erosion controls and stormwater management. Overall, the controls were in good condition. Furthermore, the contractors on site are responding quickly and efficiently to any issues.

FIRE DEPARTMENT:

- We have had 101 emergency requests for services since April 9th. This is slightly below the average for this time of year, but we are seeing an increasing number of suspected COVID-19 related issues.
- We have continued issuing permits and reviewed plans for fire prevention, but we are still not conducting inspections to maintain social distancing recommendations. We have had contractors submit plans electronically so they can still be reviewed. We have had 22 fire prevention related activities since April 9th.
- We have had 42 in-house training events since April 9th, 2020. Training has shifted from less hands-on to more remote learning and ZOOM classes.
- We have had 42 maintenance related activities since April 9th, 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). We received an order of masks through MEMA, but they were tested and not effective as N-95 so we consider them surgical masks. We have received a case of masks we ordered before we went into lockdown so it appears vendors are finally able to start shipping items. We are awaiting an order of gloves, and had some gloves donated by Arlene Finns, a local artist and sculptor. Arlene has also volunteered to make September 11, memorial sculpture in the new fire station with the tile we received from the World Trade Center site.
- We continue having maintenance issues at the fire station with the most recent being a failure of another boiler section. In the last few months we have need to remove two of the four sections of our boiler that had essentially disintegrated from the inside out.

PUBLIC WORKS:

Administration

- We as a department continue to adjust to the current and ever changing protocols from state government, while continuing to concentrate our operations to adhere to our regulatory obligation and needs for the community.
- We continue to adjust our operations for safety, while efficiently accomplish seasonal operations.
- Our administrative staff is continue to work remotely, answering voicemail concerns as well as a larger than normal amount of email inquiries and requests. Handling invoices, payroll, water and sewer reads / billing, state Department of Environmental Protection (DEP) reporting, etc.

Highway

- We continue to operate our seasonally regulatory obligation of street sweeping activities.
- We continue to address emergency pavement deficiencies.
- We will be starting our crosswalk painting program of May 5th.

- We have been responding to emergency situations, such as weather damaging wind storm events.
- We continue to provide the town vehicle maintenance program.

Forestry, Parks & Cemetery

- We have completed preparation of all playing fields, such as baseball, football, and soccer fields. We have fertilized and over-seeded for the spring season. With non-use of these fields, we are taking advantage of regrowth and turf infill.
- We have continued to finish spring clean-up of leaf debris, trash, mowing of department maintained facilities throughout town.
- We have started our spring clean-up in conjunction to our memorial day presentation of Glenwood cemetery. This includes general clean-up, mowing, trimming. Addressing any grave sites with issues, seeding shoulders from fall pavement, including fertilization of the more visible locations. We have finished addressing snow and ice damage to the area of the Cemetery on Powder Mill Road.
- We have continued to monitor all parks for use, cleaned trash as necessary.
- Our plan is to address the ARRT rail trail post cemetery preparations for the Glenwood Cemetery.

Water and Sewer

- We continue to service the water and sewer utility per our regulatory requirements, such as, water sampling, treatment chemical analysis, water production monitoring, exercising pumping equipment, continuing all necessary maintenance of treatment facility equipment.
- Repairing mechanical failures as needed, monitoring vendors who provide services to the utility through regular maintenance and service agreements agreement's.
- We are repairing remote equipment associated with our treatment operations "SCADDA" to continue to allow the staff to operate multiple facilities from centralized locations.
- We continue to provide monthly services related to the sewer distribution system.
- We are addressing emergency beaver mitigation at our Rockland Ave. water treatment facility.

Recycle Center

- We have canceled the first two dates of the town's recycle center's services, and may cancel future dates based on the COVI-19 orders. We are considering options for making up these dates, this is subject to funding. Facilities

Facilities

- We are continuing to monitor all closed facilities for potential mechanical failures for insurance purposes.
- We are cleaning and sanitizing all facilities that are subject to the department's care of maintaining, such as schools, town hall, police station, treatment plants, highway garage, council on aging.

- We continue to work with our emergency service and maintenance vendors to perform repairs on essential equipment throughout our facilities.
- We continue to have our staff not work in conjunction with outside contractors for healthy and safety, we follow all necessary safety protocols when dealing with outside contractors.
- We are taking advantage of school closings. We secured over the winter an agreement with Eversource our utility provider a full town wide replacement and retro-fit of all lighting to LED's within our facilities, including schools. This is a monumental "Green Initiative" that will have lasting energy reduction and cost savings for many town facilities. Those processes are having in the schools during this time.

POLICE DEPARTMENT:

First, I (Police Chief Noble) wish to thank the Board of Selectmen for accepting my command restructure plan at the April 14, 2020 Board of Selectmen meeting. I am confident you will see how the new command structure will create a more efficient department without a cost.

CORONAVIRUS (COVID -19) On April 28, 2020, Governor Charlie Baker continued his previous closings of non-essential businesses until May 18, 2020. The police department is consistently reviewing and conversing with other agencies as to what the best practices are throughout this pandemic.

COMMUNITY OUTREACH: The Maynard Police Department continue to offer a pick-up and delivery service for seniors and high-risk residents during the coronavirus pandemic. The police and fire departments have assisted numerous residents with the escorting of birthday drive-by parades. These are great for the community and have no cost to the town as the cruisers used are on shift. We have received many thanks for brightening up the children's day in an otherwise difficult time.

POLICY CHANGES: Policy changes for personnel of the police department outlined in Chief Noble's Special Order 20-1 has been extended at least until May 18, 2020.

STATISTICS & ACTIVITIES: As a result of the non-essential businesses closings, stay at home requests, and social distancing guidelines our statistics are significantly down.

- 350 Call for Service – Down 46% from April 2019
- 50 Incident Reports - Down 21% from April 2019
- 1 Arrest – Down 93% from April 2019
- 2 Citations – Down 98% from April 2019
- 5 Accidents – Down 38% from April 2019

TRAINING: Since COVID 19 restrictions were put in place the police department has not been able to attend mandatory trainings required by statute and accreditation. Currently there has been more than 300 hours of missed training due to COVID 19, and the department is anticipating another 200-300 hours of missed training over the next month. The MPTC has extended the deadlines of these trainings and most of these mandatory trainings will need to be completed in FY 2021.

PERSONNEL: The department has had two officers quarantined over the last month, both tested negative and are back to work. Officer Maskalenko resigned so he could realize a lifelong dream to work with his father who is a sergeant with the Pepperell police department. We wish him well, he will be working his last shift on May 1, 2020.

We are currently down five (5) positions not related to COVID 19. Two (2) Military leave, one (1) injured on duty, two open positions (Officer & Deputy Chief).

HIRING: We are in the process of taking resumes for the aforementioned two open positions.

PPE SUPPLIES: We currently have enough personal protection equipment (PPE's) to provide our essential services.

FACE COVERINGS: With the governor's new mandatory face mask policy to begin May 6, 2020, the police department and board of health will work together regarding information and enforcement of the new order. I will also be issuing a special order for all police employees regarding mandatory masks to be worn.