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# TOWN ADMINISTRATOR'S REPORT

May 12, 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](https://www.cleargov.com/massachusetts/middlesex/town/maynard/projects/734/covid_19-updates)

- Per the inquiry of the Board of Selectmen meeting held May 5, 2020:

WUMB is the radio station that WAVM carries when not on the air. This signal was lost the day after March 12th. WAVM was still sending out a transmitter carrier without the audio from WUMB which is against FCC policies so the transmitter was shut-down until regular access to the High School resumes. The signal is received through an internet connection which needs to be reset at times.

- TA Greg Johnson participated in a remote meeting hosted by the Massachusetts Municipal Association's Small Town Administrator's Association with guest Sean Cronin of the Department of Revenue's Division of Local Services to review the status of information and guidance available to municipalities related to budgets and appropriation procedures during the uncertain impacts of COVID-19.
- TA Greg Johnson participated in a remote meeting hosted by the Massachusetts Municipal Association's Massachusetts Municipal Managers Association with guest labor attorneys of the firm Clifford and Kenney to review collective bargaining considerations during the uncertain impacts of COVID-19.
- TA Greg Johnson participated in a meeting of stakeholders in preparation to host the Annual Town Meeting at the Fowler School on June 13, 2020.
- TA Greg Johnson participated in an initial Eligibility Period meeting with the Massachusetts School Building Authority in consideration of the potential replacement or renovations to the Green Meadow Elementary School.

## OFFICE OF MUNICIPAL SERVICES (OMS):

- Assistant Town Administrator (ATA) Megan Zammuto spoke with an individual interested in starting a solvent-less cannabis extraction company. He was considering Maynard as a potential location. Zammuto discussed the HCA process in Maynard and answered questions about zoning.
- The GreenStar Public Hearing for retail cannabis will be held on June 2nd at the Fowler School.

- The Office of Municipal Services emailed several resources to all Maynard restaurants including education about the proper way to wear face masks, best practices for retail food establishments, food handling, and Board of Health reopening food establishment check list. Food Inspector Beth Grossman is following state guidelines and handling most complaints via phone or email at this point.
- Town Planner Bill Nemser and ATA Megan Zammuto met with Bob Depietri to discuss Capital Group's proposed changes to building R1 in the Maynard Crossing development. The change would include a conversion to smaller retail and the inclusion of self-storage. The approved building was approximately 69,000 ft.<sup>2</sup>. Proposed change approximately 110,000 ft.<sup>2</sup> which will exceed 730,000 maximum approved by the concept plan. This change would require an amendment of concept plan, special permit, development agreement and zoning by-laws.
- The Town's COVID-19 Project Page hosted on ClearGov has received 2,497 page-views since its creation on March 30, 2020. The average time spent on the page is over three minutes.
- MAPC along with staff from the Towns of Acton and Maynard met on May 7 to review the Zoning and Marketing Analyses of the draft Powder Mill Road Corridor. The meeting was very productive as it established the foundation for much of the study scope. It is hoped that the final product will help Maynard prepare proactively for redevelopment, new development and necessary infrastructure improvements to develop the Powder Mill economy for the future.
- Members of town staff, the Planning Board and the Board of Selectmen will meet on Monday, May 11th to discuss the draft development agreement for the 115 Main Street project.

## **PUBLIC WORKS:**

- Yard waste pickup will occur the week of May 18th - May 22nd as scheduled. Place leaves, grass, wood chips and all other easily raked material in paper yard waste bags at curbside by 7:00 a.m. on your normal trash collection day during the week of May 18 - May 22. Brush (3 feet x 3 feet or smaller) must be bundled in the appropriate size and no more than 35 pounds.

We encourage residents to be patient with this service, some residents put out more yard waste than others which can occasionally cause delays in scheduled pickup days.

- Recent emergency services on the fire station's boiler system cost \$1,823.50. A listing of all services costs for the boilers will be compiled from within the last 6 months.