



TOWN ADMINISTRATOR'S REPORT



March 21, 2023

ADMINISTRATION:

- The town's [new website](#) allows for residents to create a log in and register to receive notifications, alerts, and other information relative to their interests. Committee members can also request "Author" permissions to edit their specific body's webpage to be published by a town staff "Administrator".



- The Town Clerk's office has [information about elections](#), especially the upcoming local election scheduled for May 2, 2023.
- Town Administrator (TA) Greg Johnson and Human Resources (HR) Manager Stephanie Duggan are completing interviews for a new Assistant Town Administrator/Executive Director of Municipal Services.
- Town Administrator (TA) Greg Johnson and Human Resources (HR) Manager Stephanie Duggan are conducting a search for a new Finance Director (and Town Accountant). TA Johnson is considering an interim Town Accountant position during the transition period.
- TA Johnson is planning to take Personal Time Off (PTO) April 15-23, 2023.
- TA Johnson and Director of Public Works (DPW) Justin DeMarco attended the Green Meadow School Building Committee (GMSBC) meetings on March 17 and March 20, 2023.
- TA Johnson attended the Economic Development Committee (EDC) meeting held on March 15, 2023.

- TA Johnson is scheduled to attend a meeting with Town Counsel and the Regional Housing Services Office (RHSO) and representatives of Civico Development to plan for the application of a Regulatory Agreement pertinent to the closing of the sale of 12 Bancroft Street.
- TA Johnson and HR Manager Duggan are scheduled to host a meeting of the Insurance Advisory Committee (IAC) to review the Fiscal Year 2024 (FY24) health insurance premium with town employees.
- The Request For Proposals (RFP) is available for the disposition of 1 Summer Street, the old fire Station:
<https://www.townofmaynard-ma.gov/35/Doing-Business>

FIRE DEPARTMENT:

- Maynard Fire continues to train on all the features of the new Fire Station. The station build is getting close to being completed. The photo below shows firefighters learning about our new compressor that fills our SCOTT bottles for the firefighters to wear in Hazardous environments.
- The department has filled an Acting Captain position with FF. Mark Tomyl, the most senior member of the department with 25 years of service to Maynard.
- Our ladder responded to a 3-alarm incident in the Town of Concord, and a carbon monoxide leak in a nursing home. This was a very large incident with more than 15 communities providing aid.



PUBLIC WORKS:

- Through the work from contracted water engineering firm Stantec, the project to upgrade the water treatment plant (WTP) at Well 4 continues.
 - Wellfield site: Work was mostly suspended for the month of February while waiting on deliveries. Continued developing wells.
 - Water Treatment Plant site: Work was mostly suspended for the month of February while waiting on deliveries. Continued excavation and preparation for the backwash waste holding tank pour.

Developing wells:





Piping run from HDD launch pit to Meter Vault Location



Piping run from HDD launch pit to Meter Vault Location



•

Backwash Waste Holding Tank and Dewatering setup



Backwash Waste Holding Tank and Dewatering setup



Lagoon

