



# TOWN ADMINISTRATOR'S REPORT

## December 5, 2023



### ADMINISTRATION

- Town offices will be closed:
  - Friday, December 22 through Monday, December 25, 2023 in observance of Christmas; and,
  - Monday, January 1, 2023 in observance of New Years.
- Town Administrator (TA) Johnson attended the Budget Sub Committee meeting held November 29, 2023.
- TA Johnson and staff are proud to have supported the annual Holiday Parade on Sunday, December 3, 2023.
- TA Johnson is expecting to attend the Finance Committee meeting on December 11, 2023.
- TA Johnson and Assistant Town Administrator (ATA) Stephanie Duggan are conducting regular collective bargaining agreement negotiations with the AFSCME Clerical Union. Individual personnel employment agreements to be negotiated include the Planning Director.
- 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".
- TA Johnson is planning to attend the annual "Beacon Santa Telethon" hosted by WAVM at the Maynard High School, Saturday December 9, 2023.
- TA Johnson and Planning Director Bill Nemser are planning to attend the American Planning Association of Massachusetts (APA-MA) in Concord on Friday, December 8, 2023, in which resident

David Mark is expected to be recognized for his volunteer work related to the Assabet River Rail Trail (ARRT).

- TA Johnson is planning to attend the Massachusetts Municipal Managers Association (MMA) annual holiday meeting on Thursday, December 14, 2023, in Salem.
- ATA Duggan is planning town staff's annual training and holiday luncheon at the Maynard Golf Course on Friday, December 15, 2023.
- TA Johnson continues to meet with departments in consideration of submitted operating budget requests in development of the Fiscal Year 2025 (FY25) general fund budget.
- TA Johnson is working with liaisons from the Sustainability Committee to evaluate submissions to the Request for Proposals (RFP) for a vendor to execute the Municipal Vulnerability Program (MVP) 2.0 grant program.
- Police Deputy Chief Chris Troiano and Fire Chief Angela Lawless provided emergency evacuation awareness training to town staff. A Thanksgiving breakfast for town staff preceded the training.



## PUBLIC WORKS

- Clean water is “in the bag” if you do your part to dispose of yard waste properly. Blowing leaves into the street can clog storm drains and cause flooding. Rotting leaves also add extra nutrients to stormwater and local waterways, causing algae blooms, bad odors, and fish-kills. Thank you for doing your part to protect Maynard’s wetlands and waterbodies!

- Please be advised that an instruction mailer will be going out to Maynard residents regarding an upcoming water service line review. To stay in compliance with the Environmental Protection Agency's (EPA) recent Lead and Copper Rule Revisions, we will be collecting data on the age of homes, water mains, and service lines in this water service inventory project. The mail notice will include detailed instructions for self-reporting information to assist the Town in this effort. It will also include information for scheduling a service line identification appointment. Thank you for your participation and supporting our Town and the community.