



# TOWN ADMINISTRATOR'S REPORT

**January 16,  
2024**



## **ADMINISTRATION**

- Town offices scheduled to be closed:
  - Monday, February 19, 2024, in observance of Washington's Birthday.
- Town Administrator (TA) Johnson attended the Budget Sub Committee on Tuesday, January 9, 2024.
- TA Johnson and Assistant Town Administrator (ATA) Stephanie Duggan are conducting regular collective bargaining agreement negotiations with the AFSCME Clerical Union, and we are expecting to commence negotiations with the IAFF Fire Fighters Local 1947 union. Individual personnel employment agreements to be negotiated include the Planning Director.
- TA Johnson and ATA Duggan are planning to attend the Massachusetts Municipal Association (MMA) Annual Conference in Boston on Friday and Saturday, January 19 and 20, 2024.
- TA Johnson is planning to take Personal Time Off (PTO) on Friday, February 2, 2024.
- TA Johnson re-issued the "Buy Recycled" policy to department heads, encouraging the consideration of recycled materials in office supplies and other inventories.
- The Maynard Cultural Council was awarded \$15,000 for support of the Cultural District by the Mass. Cultural Council for Fiscal Year 2024 (FY24). The town's Council will deliberate on the use of those funds.
- Contracted auditors are scheduled to begin their regular, annual analysis of the town's finances beginning January 16, 2024.
- Initial notice of the deadline of February 9, 2024 was issued for submissions to the Annual Town Report.
- Town Administration facilitated the introduction of cyber-security training for town staff conducted by the town's information technology services vendor Drive Tech.

- 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.
- The Town Clerk Office reports that nomination papers for the Annual Town Election will be made available starting Monday, January 22, 2024.

Positions Available:

- (2) three year Select Board
- (2) three year School Committee
- (1) three year Library Trustee
- (1) three year Moderator

- Current openings to be voluntarily appointed to a Board/Committee/Commission:

<i>Committee:</i>	<i>Openings:</i>
Cultural Council	2
Recreation Commission	1
Bylaw Committee	1 (Moderator appointment)
Conservation Comm	1
Zoning Board of Appeals	1 (alternate member)
Americans with Disabilities Act Commission	1

If interested, you can [fill out an application on the town's website](#).

- The Town Clerk's Office provides the following flyer about early voting for upcoming elections:

# TOWN OF MAYNARD PRESIDENTIAL PRIMARY



## EARLY VOTING

SATURDAY, FEBRUARY 24TH	9:00 AM TO 5:00 PM
MONDAY, FEBRUARY 26TH	8:00 AM TO 4:00 PM
TUESDAY, FEBRUARY 27TH	8:00 AM TO 7:00 PM
WEDNESDAY, FEBRUARY 28TH	8:00 AM TO 4:00 PM
THURSDAY, FEBRUARY 29TH	8:00 AM TO 4:00 PM
FRIDAY, MARCH 1ST	8:00 AM TO 12:00 PM

**ALL EARLY VOTING SESSIONS WILL BE HELD IN THE LOWER LEVEL OF TOWN HALL, 195 MAIN STREET**

## DEADLINES

**LAST DAY TO REGISTER TO VOTE FOR PRESIDENTIAL PRIMARY:**  
**5PM - Saturday, February 24th**

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**LAST DAY to Apply for Ballot by Mail**  
**5PM - Tuesday, February 27th**

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**LAST DAY for In-Person Absentee**  
**NOON - Monday, March 4th**

**QUESTIONS?**

**Contact the Town Clerk's Office:  
978-897-1300  
or  
[clerk@townofmaynard.net](mailto:clerk@townofmaynard.net)**

**ELECTION DAY**

**TUESDAY,  
MARCH 5, 2024**

**POLLS OPEN  
7AM TO 8 PM**

- Long-time staff member Mark Malcolm is celebrating his 25<sup>th</sup> year of employment in the Maynard Public Library, Thursday, January 4, 2024.



