



# TOWN ADMINISTRATOR'S REPORT

**February 20,  
2024**



## ADMINISTRATION

- The Town Charter defined Joint Budget Review meeting was held Saturday, February 10, 2024 at the Maynard Fire Station on Sudbury Street.
- Town Administrator (TA) Johnson attended the Finance Committee on Monday, February 12, 2024.
- TA Johnson and Assistant Town Administrator (ATA) Stephanie Duggan are conducting regular collective bargaining agreement negotiations with the AFSCME Clerical Union, and have commenced negotiations with the IAFF Fire Fighters Local 1947 union. We are expecting to commence negotiations with Public Safety Tele-Communicators NEPBA Local 114 dispatchers union. Individual personnel employment agreements to be negotiated include the Planning Director.
- TA Johnson reviewed the recent audit report draft for the Lowell Regional Transit Authority (LRTA) as Mr. Johnson accepted the invitation to serve on the Audit and Finance Sub Committee of the LRTA board.
- TA Johnson and ATA Duggan will be meeting with health insurance and benefits consultant NFP and the town's MIIA Health representative in consideration of recently reported MIIA Health premium for FY25.

- **The Maynard Police Department is celebrating its 100<sup>th</sup> anniversary:**

On October 3, 1902, it was voted that the chairman of the board of selectmen was to act as chief of police, and John Connors of Marlborough and Samuel G. King were appointed as Full-time patrolmen.

**On February 13, 1924** the police department was made a separate department under the direction of the board of selectmen and Deputy Connors was named Chief of Police.

- Upcoming elections information:
  - The Town Clerk's Office hosted on-site voter and absentee ballot registration at Camila Gardens in Maynard Crossing on February 6, 2024.
  - The Clerk's Office also hosted election worker training on February 15, 2024.

- The Town Clerk's Office distributed approximately 1,300 "mail-in ballots" to voters for the **upcoming Presidential Primaries (aka "Super Tuesday") election scheduled for March 5, 2024.**
- Early voting begins February 24, 2024, until March 1, 2024, including Saturdays, but does not include Sundays, as not required for primaries.
- Go to the Town Clerk's page for Elections for more information: <https://www.townofmaynard-ma.gov/170/Elections>
- Dog license registration is due at the end of February. The Town Clerk's Office can be contacted for more information.
- TA Johnson, ATA Duggan and a number of department heads attended webinars focused on Empathy and Emotional Intelligence, hosted by the Massachusetts Municipal Association (MMA)'s Virtual Municipal Leadership Academy to help promote professional development among municipal officials.
- Assistant Town Administrator Duggan secured \$1,200 in Massachusetts Interlocal Insurance Association (MIIA) Fiscal Year 2024 (FY24) Wellness Grant funds to populate a Staff Wellness Library Project, establishing a library of books for staff to borrow and set aside uninterrupted time during their workweek for health and wellbeing centered learning. The list covers information that coincides with many of the topics, classes and webinars offered through MIIA Well Aware in an effort to continue making this type of learning individually available throughout the year. If employees take part in a MIIA program, this library will give us additional tools to continue progress long after the program ends, and conversely, if an employee shows interest in one of the books, we can also direct them to available MIIA programs on the same topic when they are offered. We are hopeful that this library will be a tool for us to gauge topics of interest, boost participation in the MIIA Wellness/Well Aware programs and provide continued interest in successful, enjoyed programs. We have carefully curated our collection to reflect a broad range of wellness topics - from leadership and self-improvement at work to mindfulness, health, cooking, and exercise - and we will soon begin a book club to shine light on all we have to offer and foster gathered learning. Book ordering is underway, and the online library catalog and borrowing process should be in place by the end of February. MIIA also donated several titles they had on hand to our project, and we will expand the collection each year as part of our wellness/training budget. We are also committed to gathering individual feedback on popular/desired topics to incorporate into our annual wellness and training plans.
- The Economic Development Committee (EDC) will be hosting a Business Awards and Recognition Brunch on Sunday March 10, 2024 from 10am-1pm at the Sanctuary on Main Street. The award categories include: Most Philanthropic; Distinguished Service; Non-profit of the Year; Rising Star; and, Business of the Year.

## COUNCIL ON AGING

- The Council on Aging is open Monday through Friday from 9:00 a.m. to 3:00 p.m. The COA provides information and referral for supportive services including home care, health insurance counseling, fuel assistance, food resources, housing, legal issues, public assistance programs and transportation. The Council on Aging accepts and lends durable medical equipment.
- The Council on Aging van service provides transportation Monday through Friday from 7:00 a.m. to 3:00 p.m. Destinations include medical appointments, grocery shopping, banks, and salons.
- Researchers from the Center for Social & Demographic Research on Aging at the Gerontology Institute of UMASS Boston, will be conducting a study focusing on the needs and interests of Maynard's current and future older adult population (age 50 and over). The study will inform the Town of Maynard's planning for programs and services meant to address the evolving needs and interests of Maynard's older residents. Distribution of the survey will occur in March, followed by key informant interviews and focus groups. Final results of the study will be released in October.
- The Council on Aging is offering a wide assortment of great programs for February. Maynard firefighter Jenn Hureau came to the Council on Aging on February 12 and provided a presentation on Emergency Preparedness planning. Chief Angela Lawlass provided updates on town and statewide preparedness. The event was followed by a light lunch.



- Public Health Nurse Moira Carter is facilitating our blood pressure clinic on February 13. Assabet Valley Regional Vocational Technical High School's tech savvy students are back on February 16 to answer all your pesky laptop and phone questions.
- Mexican Train Dominos started up in earnest!







- The Council on Aging is very excited to be co-sponsoring with the Maynard Library “Albert Einstein: Relatively Speaking” on February 22 and a visit to Panama with Bill Gette on February 15.
- The February newsletter provided information on the new Town of Maynard customer water portal, upcoming voter registration deadlines and voting schedule, food and fuel resources and the Town tax exemption programs. Rep. Hogan’s monthly article also focused on tax programs for seniors.

## **MUNICIPAL SERVICES**

- The Office of Municipal Services (OMS) has been making strides towards determining how to best dispose of the municipal properties at 1 Summer Street (“old Firehouse”) and 61-63 Summer Street (“old Fowler School”). Working in concert with the re-use committees assigned to advise on the future use of the properties, the Office has also been working diligently to cultivate interest among both local and non-local developers, offering tours of the facilities alongside colleagues in the Department of Public Works’ (DPW) Facilities Management team.
- OMS met with State Representative Kate Hogan and State Senator Jamie Eldridge on February 12, 2024 to kickstart the process of applying for a multimillion-dollar MassWorks infrastructure grant.

OMS and DPW are working together to explore the pathways most likely to win this extremely competitive statewide grant for Maynard.

- Thanks to the diligent work of Planning Director Bill Nemser, OMS was awarded a \$20,000 technical assistance grant from the Massachusetts Housing Partnership (MHP) to cover costs of compliance modeling, economic feasibility analysis, and drafting of zoning districts, all of which are required to ensure compliance with M.G.L. Chapter 40A, Section 3A, also known as the "MBTA Communities Law."
- The forward-thinking environmental work of Town Conservation Agent/Assistant Town Planner Julia Flanary was highlighted in a recent newsletter of the Organization for the Assabet, Sudbury, and Concord Rivers (OARS). Julia's innovative, humane, and cost-effective wetlands management practice deters beavers from felling trees along Town riverbanks by painting the "beaver bite zone" on trunks of vulnerable trees with a mixture of sand and latex paint.

## **FIRE DEPARTMENT**

- Fire Chief Angela Lawless was notified that we were granted \$19,000 in equipment by the Executive Office of Public Safety and Security (EOPSS) through the Department of Fire Services' (DFS) FY24 Firefighter Safety Equipment Grant program for the purchase of firefighter safety equipment in accordance with the Acts of 2020 chapter 151 2D, the Department of Fire Services Earmark and Grants policy and procedures, and CMR 815, 2.00 State Grant Regulations.

The grant was written to include the purchase of:

- 2 gas meters
- 1 Fire Blanket for Electric Vehicle (EV) fires
- 1 Nozzle required for EV fires.
- 1 set of Firefighter structural gear
- All the ropes and safety items needed for our new training mezzanine.