



# TOWN ADMINISTRATOR REPORT

**June 4,  
2024**



## ADMINISTRATION

- Town Administrator (TA) Johnson and Assistant Town Administrator (ATA) Stephanie Duggan are conducting regular collective bargaining agreement negotiations with the IAFF Fire Fighters Local 1947 union, and have commenced negotiations with the Public Safety Tele-Communicators NEPBA Local 114 dispatchers union.
- Thanks to Kim Lalli and Brenda Sullivan, all volunteers, town officials and dignitaries, and the people of Maynard who supported the observance of Memorial Day this year on May 27, 2024.



- TA Johnson and OMS Executive Director Steve Silverstein hosted an evaluation on the submitted proposals to the Request for Proposals (RFP) for the disposition of 1 Summer Street (old Fire Station).
- ATA Duggan hosted an Insurance Advisory Committee (IAC) meeting on Tuesday, May 28, 2024.
- Congratulations to the graduating seniors from Maynard High School. The ceremony is scheduled for Friday, June 7, 2024.
- The first Pride Festival is scheduled at Memorial Park in Maynard on Sunday, June 9, 2024.

- A joint meeting of the Select Board, Finance Committee, School Committee and Capital Planning Committee is scheduled for June 11, 2024.
- A celebration in recognition of Sally Bubier's long-service to the town, recently on the Library Board of Trustees, is scheduled for Wednesday, June 12, 2024, to be hosted at the Sanctuary.
- Flag Day is scheduled to be recognized on Memorial Park on Friday, June 14, 2024.
- Jazz Fest is scheduled in Naylor Court on Saturday, June 15, 2024.
- TA Johnson is planning to take Personal Time Off from June 24-28, 2024.
- Town Clerk Dianne Reardon submitted the town by-law changes approved at the recent Town Meeting to the state's Attorney General Office for review and approval.

TA Johnson hosted a post-Town Meeting meeting with other town officials to review the execution and takeaways from the recent Annual Town Meeting.

- Assistant Facilities Manager Kyle Brainard is coordinating with the town's Cultural Council to hang local art in Town Hall. The unveiling and reception of the installation will be scheduled in the upcoming weeks.
- Town Offices will be closed on Wednesday, June 19, 2024 in observance of the Juneteenth holiday.
- TA Johnson and ATA Duggan attended the annual Spring Conference of the Massachusetts Municipal Managers Association (MMA) on May 29-31, 2024. (it was cold and rainy, but we still networked and enjoyed the professional development)



- The Route 27 Acton/Concord/Brown Street intersection improvement project is expected to get underway this summer. Towards the end of June, town staff will coordinate schedules and plans with the contractor, IW Harding. The town's website has a devoted project page: <https://www.townofmaynard-ma.gov/510/Project-Page>

- Wayne Stanely, long-serving Veterans Service Officer for the town of Maynard for over 13 years, announced his retirement starting July 1, 2024. The community is indebted to Wayne for his selfless service to the veterans and their families and loved-ones, and he will be missed.
- We'd like to extend a warm welcome to our new Assistant Treasurer/Collector, Diane Montanez!

Diane is joining us on Thursday (5/30) from the town of Franklin where she has recently served as the Benefits Coordinator. With 28 years of experience in HR/Payroll, and 17 of those years in municipal roles, she's seen and done a great deal. "My responsibilities have ranged from clarifying billing details to assisting residents, processing payments, reconciling checks, and handling payroll tasks for town/city employees. I pride myself in my customer service skills, especially when it comes to deescalating situations with a calm demeanor." Prior to Franklin, she worked at the Sheriff's Office as the Assistant HR Director and at the City of Marlborough as an HR Administrator, assisting in various departments.



She is fluent in Portuguese and conversational in Spanish. She lives in Hudson, MA and is proud of her Portuguese descent from the [Acores/Azores](#). She is married to her high school sweetheart (pictured left), and they have two young adult sons and an 8-year-old Pit mix named Zina! Diane's ideal vacation is anywhere near the ocean, and she also enjoys cooking and sharing meals with family and loved ones, "although baking is not my forte!"