



# TOWN ADMINISTRATOR REPORT

**December 17, 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.
- TA Johnson joined town and state officials well as town staff in the ribbon cutting of Felixology Book Store on Walnut Street, on Friday, December 6, 2024.



*(Felixology opening/ ribbon cutting, December 2024)*

- TA Johnson (with children in tow) joined town and state officials and town staff at the Maynard downtown Holiday Stroll and the Holiday Parade on Saturday and Sunday, December 7 and 8, 2024.



*(Holiday Parade 2024)*

- TA Johnson attended the Massachusetts Municipal Managers Association (MMMA) annual holiday meeting on Thursday, December 12, 2024, and TA Johnson and ATA Duggan expecting to attend the MMA Annual Meeting on January 23-25, 2025.



*(TA Johnson with fellow municipal managers)*

- TA Johnson participated in the annual WAVM Beacon Santa Telethon at Maynard High School, on Friday, December 13, 2024.
- TA Johnson joined town officials and Congresswoman Clark, as well as state Senator Eldridge and state Representative Hogan, at the Friends of the Maynard Seniors annual holiday brunch at the Maynard Elks Lodge on December 13, 2024.





*(Deb Rousell as master of ceremony for the brunch at the Elks)*



*(Congresswoman Clark joined the Friends of the Maynard Seniors to welcome everyone to the brunch)*

- TA Johnson and ATA Duggan closed town offices and hosted town staff to a semi-traditional “Cookies and Cocoa Holiday Treat” on the afternoon of Tuesday, December 17, 2024.
- In observance of the Christmas and New Years holidays, town offices will be closing:

- at noon on Tuesday, December 24, 2024 through Wednesday, December 25, 2024, re-opening for regular hours Thursday, December 26, 2024, and Friday, December 27, 2024;
- at noon on Tuesday, December 31, 2024, through Wednesday, January 1, 2025, and regular hours starting Thursday January 2, 2025 and Friday, January 3, 2025.
- TA Johnson is planning to take vacation from December 23-27, 2024.
- Contributions from departments and committees for the Annual Town Report to reflect Calendar Year 2024 (CY24) are to be submitted to TA Office Executive Assistant Greg Wilson by February 7, 2025.
- For the Annual Town Meeting scheduled for May 19, 2025, “placeholder” (conceptual, rough draft) articles due to the TA Office via Greg Wilson by February 14, 2025, and fully drafted articles are due February 28, 2025.

## **MUNICIPAL SERVICES**

- Health Director Ivan Kwagala accepted a new position with the Town of Oxford, MA. Board of Health Chair Kathy MacMillan was consulted in the development of advertising to fill the position.
  - In the interim, MetroWest Shared Services will conduct health inspections; food inspections will remain conducted by our independent part-time food inspector.
- Conservation Agent/Asst. Town Planner Julia Flanary accepted a new position as Maynard’s Water Enterprise’s Environmental Compliance Officer. Conservation Commission Chair Susan Erickson was consulted in the development of advertising to fill the position.