



# TOWN ADMINISTRATOR REPORT

**September 16,  
2025**



## ADMINISTRATION

- Town Administrator Johnson and Town Accountant Kevin Petersen met with Maynard Public Schools Superintendent and Business Manager to mark the beginning of the budget cycle towards Fiscal Year 2027.
- TA Johnson joined the Town Accountant, Treasurer/Collector and School Business Manager in meeting with the town's contracted auditor to review preparation activities for this year's audit procedure.
- TA Johnson and Assistant Town Administrator Stephanie Duggan continue recruitment efforts to fill the Chief Assessor position. In the meantime, the TA office is communicating with the Chair of the Board of Assessors to identify needed tasks to solicit quotes from contracted vendors.
- TA Johnson and Director of Public Works (DPW) Justin DeMarco met with agents of GZA who is contracted by the state to monitor, assess and provide recommendations relative to the evidence of PFAS in vicinity of Whites Pond and the state's Department of Fire Services (DFS) training facility in Stow. GZA is finalizing a public report that includes recommendations of measures to block further contamination of the pond.
- TA Johnson is engaged with Town Counsel and owners of 141 Parker Street in development of a lease agreement for a senior center at the property.
- TA Johnson and ATA Duggan continue negotiations with LIUNA Professionals and Laborers unions.
- TA Johnson and Town Accountant Kevin Petersen met with agents of town-contracted budget development platform Clear Gov to initiate the FY27 budget cycle.
- TA Johnson is expected to attend a meeting of advocates for "dark sky" policies to address concerns of light pollution and exposure to neighborhoods.
- TA Johnson and Director of the Office of Municipal Services (OMS) Steve Silverstein are invited to attend a meeting with officials from the Town of Acton to discuss regional transportation opportunities.
- Town Clerk Melissa Pelletier will be attending the annual Clerk's Conference on Wednesday and Thursday, September 24 and 25, 2025, and therefore the Town Clerk's Office will be closed in her absence.

- TA Johnson swung by the Volunteer Appreciation Day event at Crow Park on Sunday, September 7, 2025, hosted by the Maynard Select Board. Thanks to Mike Stevens, Lindsay McConchie, and all their family and friends and neighbors who supported this initiative and turnout!



*Wheel of government, hand-made by Select Board member Mike Stevens for the Volunteer Appreciation Day event held September 7, 2025.*





- Town Clerk Melissa Pelletier received endorsement from TA Johnson to update a number of fees pertaining to actions of her office. The updated fees correspond to comparable communities' fee levels and levels of work by the Town Clerk staff.
- Public Health Nurse Moira Carter has accepted a position in another town and her last day with Maynard (and Concord, as it's a shared position), is expected to be September 19, 2025. We will communicate with Concord in pursuit of a new nurse.
- New personnel are expected to start soon in the offices of the Treasurer/Collector, Town Clerk, and the new Municipal Energy Manager position.

## **FIRE**

- The Maynard Fire Department held a brief but meaningful ceremony to honor the lives lost on September 11, 2001, and pay tribute to the courage of first responders and service members. The ceremony included remarks from the Maynard Fire Department and Deacon John Pepi.



## PUBLIC WORKS

- DPW oversaw hazardous tree removals being performed by the town's contracted vendor within the Coolidge Park area adjacent to the playground.



- The Maynard Water Department has responded to two separate water main leak issues located at Florida Road, and Great Road. These repairs have been completed, and we remind our residents to sign up for the town's hyper-reach, and news flash on the town's website for more updated information as it relates to water/sewer utility emergencies.







- The Water and Sewer Division is conducting the Fall town-wide hydrant flushing of the water distribution system. This process is conducted during the day and in the evening hours. Flushing will be conducted over the next several weeks, or until weather permits.

While flushing hydrants in your neighborhood, you may experience temporary discoloration of water in your home. High velocity flows during flushing scour sediment from inside the water pipes. While most of the sediment is flushed from the pipes, a small amount will remain suspended in the water and may cause the temporary discoloration.

We are conducting this process earlier than our normal operation due to the increase in discoloration issues in our historical affected zone. Those areas will be targeted as the first aspect of this flushing operation. These areas include Old Marlboro Road and Great Road near Thompson Street. We understand this issue is continuing to progress, and many residents are frustrated with the degradation of Maynards water infrastructure. We are committed and focused on this issue and continue to advance the large and dynamic upgrades that must take place in order to address this historical issue.

- The Town of Maynard received a grant award from the Massachusetts Department of Environmental Protection (MassDEP) in the amount of \$200,000.00. on May 25th, 2023, to perform and establish a formal inventory of existing water service lines and material, including water service record review and database creation, field work to identify service line materials, verification of unknown service line materials, desktop inventory database reconciliation and field verification data population, and LCR inventory memorandum.

During the department's asset development process, we identified the need for additional funding to support the inventories development. Public Works applied for an additional \$113,610.00 in supplemental grant funding to continue progress towards a complete lead line inventory. Those funds have been received, and have been directed to the continued development of the towns requirements to meet the EPA's Lead and Copper Rule Revisions (LCCR).

On September 2nd, 2025. Maynard received approval for our initial lead line inventory submission to stay in compliance with LCCR. Our team is continuing to develop a fully comprehensive asset list, which will require additional funding. We will continue to pursue grants, and localized funding to meet these requirements.



- DPW supported the Maynard Tree Corps in planting 12 native trees and shrubs in the municipal parking lot along the Assabet Rail Trail in downtown Maynard.

