



# TOWN ADMINISTRATOR'S REPORT

## January 5, 2021



### ADMINISTRATION:

- Town Administrator (TA) Greg Johnson, Assistant Town Administrator (ATA) Megan Zammuto, Human Resources (HR) Coordinator Stephanie Duggan, Public Health Agent Kelly Pawluczzonek, and Public Health Nurse Katherine Castle continue to be in nearly constant communication regarding the conditions and communications surrounding the current public health crisis.

[Please visit the town's webpage devoted to COVID-19 information](#)

The Maynard Board of Selectmen and the Maynard Board of Health are asking for everyone's help in preventing the spread of COVID-19. To help in this cause, the below flyer is available to be used to extend the state's "Mask Up" campaign.

<https://www.mass.gov/news/mask-up-ma>

The town's departments and committee's are taking on this initiative, and I hope that the private sector can get on board too. Businesses, non-profits, education and religious institutions are already doing so much to help, and this flyer is meant as another tool towards the overall work against the spread of COVID-19.

Mask Up Maynard Campaign flyer:



Wear a mask or face covering in public  
to slow the spread of COVID-19.

[www.townofmaynard-ma.gov](http://www.townofmaynard-ma.gov)

- TA Greg Johnson continued meeting with Town Managers and Administrators and staff from Acton, Boxborough, Littleton and Westford to develop an application for Community Development Block Grant – COVID (CDBG-CV) micro-enterprise and public social services funding support. More information as to the application and eligibility requirements of the grant will be made public shortly.
- TA Greg Johnson and Finance Director Mike Guzzo attended Finance Committee and Budget Sub-Committee meetings providing reports on the development of the town’s FY22 budget, including updates from the FY21 State Budget.
- The Town Administrator’s Office and all of Town Hall thank Jack MacKeen for his many years of service while appointed to the town’s Economic Development Committee (EDC). Especially as the long-time chair of that body, Jack’s wise counsel steered the group’s work with strength and calm. His leadership built relationships between local government and private-enterprises that the town relies on for prosperity.
- TA Greg Johnson and all of Town Hall give fondest thanks and farewells to two retiring town staff members: Finance Director/Town Accountant Mike Guzzo and Library Director Steve Weiner. Both have had long public sector careers and have each contributed selflessly to the prosperity of the communities they’ve served and the success of their colleagues. They will both be dearly missed.
- Negotiations are underway for the employment of a new Treasurer/Collector, and resume reviews are underway from applicants for a new Town Accountant. The TA Office is assisting the Library Board of Trustees in finalizing the hiring process and negotiating for a new Library Director.

**FIRE DEPARTMENT:**

- First, on behalf of all fire department members, I would like to thank the Board for their support of funding a new fire station. While this building is for the entire community, it does make our firefighters feel like they are appreciated and supported!
- We have had 196 emergency requests for service since November 19. We have seen a 31.1% increase in emergency requests for assistance at this point in the fiscal year compared to last year. We had anticipated a rise of anywhere between 12 and 15% from the 129 Parker Street project alone, but these numbers are exceeding our predictions. We have closely tracked our call volume from July through now and compared it to 2018 and 2019.

2020	2019	2018
July 1-December 28	July 1-December 28	July 1-December 28
902	694	737
Average per day	Average per day	Average per day
5.011	3.83	4.072
Total for the year to date	Total for the year to date	Total for the year to date
1,612	1,328	1,495

- We have continued issuing permits and reviewed plans for fire prevention. We have had 126 fire prevention-related activities since November 19. Multiple permits have been issued for the 129 Parker Street project, as well as others in the community.
- We have had 84 in-house training events since November 19, 2020. We have continued our EMS training, which will run into March of 2021 for this year.
- We have had 167 maintenance related activities since November 19, 2020.
- Ford Motor Company has donated masks to the fire department. These masks will add to our existing cache.
- We still have an adequate supply of personal protective equipment (PPE) for the ongoing COVID-19 pandemic.
- Unfortunately, we did have a 2-alarm fire on Durant Ave Christmas Day. There were no injuries to firefighters or the occupants.
- We have seen multiple building issues with the current facility. We have plumbing leaks in the main stack, and a heating pipe is leaking, all above ceilings or in walls. We had a drain leak below the kitchen repaired the week of December 14. We have had an ongoing issue with the station compressor and the electrical power supplying it. On Saturday, December 19, a power disruption caused damage to the vehicle exhaust system. Last week a door spring on one of the bay doors needed to be replaced.
- Chief Stowers is overseeing the FEMA and CARES Act reimbursements for the community. Paperwork and submittals remain ongoing. In the last week, we have communicated with FEMA to get a better sense of what reimbursement we are entitled to. The amount we are reimbursed from FEMA will impact what we spend out of the CARES funds. We have stopped spending money directed to CARES as the Act ends December 30.

## **COUNCIL ON AGING:**

- The Council on Aging (COA) continues to operate remotely during our normal hours, Monday through Friday, 9:00 to 3:00.
- Information and referrals are being provided, including but not limited to, homecare, fuel assistance, SHINE (health insurance) counseling, food resources, public assistance programs and housing issues. The COA has responded to a significant increase in contacts for food resources and anew fuel assistance applications over last year.
- Outreach for needs assessment and social support continues and includes seniors who may not have utilized the COA's services in the past. The COA will be starting a neighborhood outreach pilot utilizing the Maynard street listings. Volunteers will be assigned seniors in their area to share a friendly conversation with and provide information on COA services and community resources.

- The Council on Aging continues its Durable Equipment Loan program by having a volunteer deliver and pickup equipment. The COA has notice an increase in requests for equipment in November.
- The Council on Aging van is continuing to provide transportation to essential services such as grocery stores, pharmacies, banks, and medical appointments. Riders are transported one at a time on the COA's 12-seater van.
- The Council on Aging Board elected new officers on November 19:
  - C. David Hull, Chair
  - Paula Copley, Vice-Chair
  - Secretary - TBA
- Fitness and art classes are available via Zoom technology. The COAs offers an iPads and Chromebooks lending program for those with limited financial resources to increase opportunities for Zoom classes, online activity, and the means to contact friends and family.
- The Council on Aging published a December/January newsletter which included the Maynard Library's virtual programs as well as internet and telephone programs especially for seniors to engage with other seniors. YouTube video instruction on how to use Zoom is included as well as low-income internet opportunities.
- Of special note, the Maynard High School students made 115 personalized holiday cards to be delivered to Maynard seniors. Many thanks to Jean Labelle for initiating the project!
- COA Director Amy Loveless participated in:
  - Massachusetts Council on Aging's Mental Health and COVID-19 presentation
  - Maynard ADA Commission monthly meetings
  - Executive Office of Elder Affairs quarterly update meeting
  - Maynard Housing Public Forum
- COA Director Amy Loveless, representing the Town of Maynard, participated in the application for the Taxi Livery and Hackney Transportation Partnership Grants Application.

## **POLICE DEPARTMENT:**

### **Incidents:**

- The Maynard Police Department continues to receive numerous calls for mental health during the month of November.

- The Maynard Police Department has received approximately 55 reports of unemployment fraud in the month of November. We urge our residents to report these instances to the Police Department.
- On November 6th, Officers responded to Walnut Street for a report of a person bitten by a dog. The individual was evaluated by the Fire Department, and the information was provided to the Animal Control Officer.
- On November 19th, Officers responded to a Mill and Main Street parking lot for a report of found syringes. The incident was documented, and the syringes were properly disposed of.
- On November 19th, Officers responded to a business for a report of several parking bollards that had been damaged.
- On November 28th, Officers responded to Sudbury Court for a report of someone attempting to gain entry to a vehicle. The reporting party stated the car alarm sounded, and he was able to see someone at the driver side. The reporting party was unable to provide a description, as it was dark. Extra checks were conducted in the area. Officers could not locate anyone.

### **Community Outreach:**

- An awards program was established and several employees received awards for their years of service to the Maynard Police Department.
- Did you know that Boardmans Animal Control, that services our community have a website and social media? They periodically share helpful information on lost/found pets, important facts about local wildlife and do community outreach. This is a great way to be stay informed. Consider following them along with us!

[www.boardmansanimalcontrol.com](http://www.boardmansanimalcontrol.com)

<https://www.facebook.com/MaynardPD>

- Throughout the month of November, we have been highlighting our employees that served in the Armed Forces. We are thankful for their service:

Deputy Chief Chris Troiano, United States Army National Guard

Sergeant Dan Bodwell, United States Marine Corps

Sergeant Mike Sutherland, United States Army

Detective Rick Seeley, United States Coast Guard

Officer Lucien Comeau, United States Army

Officer Shawn Corrigan, United States Air National Guard

- The winter parking Ban officially begins on December 1st. The winter parking ban prohibits parking on roadways, sidewalks, and municipal parking lots from 2AM-6AM until March 15th.

## **Training**

- Chief Noble, Deputy Chief Troiano, Lieutenant Cushing, Sergeant Bodwell, Sergeant Sutherland, Sergeant Petersen, Sergeant Manchuso. Officer Houle and Officer Davoll attended a course aimed at those in supervisory roles. The course called Polishing the Badge is taught by Connecticut State Trooper Eric Murray and was hosted by the Maynard Police Department.
- Deputy Chief Troiano attended a one-week leadership academy taught by Connecticut State Lieutenant Eric Murray that was held in New Bedford.
- We have also begun with all officers attending the annual in-service training which will all be on-line this year.

## **Animal Control:**

Submitted By Jennifer Condon, Animal Control Inspector/Officer

- Total Number of Calls: 9
  - Complaints: 4
  - Animal/Wildlife Calls: 2
  - Miscellaneous: 3
- Total Number of Animals Picked Up: 0
- Total Number of Citations Issued: 0
- Total Number of Human Bites: 0
- Total Number of Animal to Animal Bites: 0
- 10 Day Quarantine Orders (Human Bite): 0
- 10 Day Quarantine Orders (Animal Bite): 0
- 45 Day and 6 Month Quarantine Orders: 0
- Animals Sent to State Lab for Testing: 0

## **Motor Vehicle Stops**

Action Taken:

- Civil Citation 14
- Written Warning 45
- Verbal Warning 154

- Arrests (Motor Vehicle Related) 6
- Criminal Complaint 6
- Total Motor Vehicle Stops 225

**Motor Vehicle Accidents**

<i>Location</i>	<i>Number of Motor Vehicle Accidents</i>
Acton Street	1
Digital Way	1
Florida Road	1
Main Street	1
Nason Street	1
Naylor Court	1
Parker Street	1
Summer Street	3
<i>Total</i>	<i>10</i>

**TOWN CLERK:**

- Special Election December 16, 2020, Official Results:

PRECINCT #	1	2	3	4	TOTALS
VOTES	416	349	410	314	1489
QUESTION 1 - FIRE STATION CONSTRUCTION DEBT EXCLUSION					
YES	322	270	301	230	1123
NO	94	79	109	84	366
TOTAL	416	349	410	314	1489

Voter Turnout percentage = 18%

- Updated all appointed committees and members for 2021
- Deleted all inactive voters (any voter who has not voted for two consecutive federal elections)

- Emailed everyone who was on the 2020 annual ballot, and anyone currently holding an elected office to file the end of year campaign finance report.
- Began procedures for administering 2021 Census & Dog Licenses.
- Conducted training with vendor King Information Systems for archiving records and archived documents to be destroyed.

## **MUNICIPAL SERVICES:**

### **PLANNING/ZONING AND ECONOMIC DEVELOPMENT**

- 115 Main Street Litigation - Revised project plans were submitted to the Town on December 18th. The Planning Board is reviewing the material and will provide comments via Town Counsel. The Planning Board also would like to remind the Selectmen that the application proposes some work on public property in the municipal parking lot behind CVS. The Planning Board Decision is expected to require that the Applicant receive approval from the Selectman for the work on public property. Staff remains confident that consensus and an agreement will be reached.
- The owner of 31-33 River Street has corrected the zoning violation resulting from storage of construction debris. The condition was corrected prior to the deadline issued to begin fines. Staff will monitor the site to ensure it remains compliant.
- By direction of the Planning Board, Market Basket and Capital Group are working on a mitigation strategy for the noise generated by trash compactors that were placed in the rear of Market Basket. When mitigation is in place an audio analysis will be made. A compactor was not part of the original Maynard Crossing site plan. The Planning Board wants to ensure any noise is minimized and the Capital Group will be providing an update to the board at their January 10th meeting.
- At the January 12, 2021 Planning Board meeting, the consultants (Nitsch Engineering) for the Town Firehouse will be requesting approval for the proposed fencing on the south side of the Firehouse. This is a requirement of the original Planning Board decision.

### **CONSERVATION**

- The Conservation Commission will hold a public hearing at its January meeting in response to a Request for Determination of Applicability to the State and Local wetland laws for the proposed park at Marble Farms.
- The Commission will be reviewing the draft amendments to its land use policy, and its proposed trail stewardship program at its next meeting.
- The Commission voted to proceed with negotiations involving the land swap between property abutting 124 Acton Street and 18 Winter Street. The owner of 124 Acton Street is also interested in potentially increasing the total acreage of the swap, which the Commission may be favorable towards, depending on reviews of the site.



## **MORTGAGE ASSISTANCE**

- The program is supported through CARES Act reimbursements.
- We rolled the program out Friday 11/6, and closed applications Friday 12/18, for a total of 6 weeks.
- We received 8 applications, of which 4 were eligible for a total of \$8,085.
- Some applications were ineligible for the following reasons: Equity >50%; loan in forbearance and not paying premium and interest now; incomplete materials; and an application received days after deadline.
- The Cares Act has been extended until December 2021 thus we will begin accepting applications again.