



TOWN ADMINISTRATOR'S REPORT

June 15, 2021



ADMINISTRATION:

- Town Administrator (TA) Greg Johnson, Assistant Town Administrator (ATA) Megan Zammuto, Human Resources (HR) Manager Stephanie Duggan and Public Health Agent Kelly Pawluczzonek are anticipating the re-opening of the community, town hall, and the Commonwealth as we transition out of the restrictions imposed by the COVID-19 pandemic. Discussions amongst staff help inform how town offices will re-open. For Tuesday, June 15, 2021, Town Hall will open to public, without requiring appointments. However, appointments are still highly encouraged, and staff may prefer on outdoor conduct of business. The public is advised to wear face-coverings, especially if not vaccinated, and practice social distancing and personnel hygiene. Access to Town Hall by the public will be as follows:
 - Upstairs: Keep public contained to central hallway and meeting room, unless by appointment or escorted by staff.
 - Downstairs: Keep public distanced using counters and meeting room, unless by appointment or escorted by staff.

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

- Town staff, including the Office of Municipal Services and Health Agent Kelly Pawluczzonek and Public Nurse Kathy Castle, conducted a COVID-19 vaccination clinic on Friday, June 11, 2021, with the intentions of using all remains doses on-hand. Any remaining doses are expected to be returned to the state's Department of Public Health. A report on the outcome of the June 11, 2021 clinic can be available.
- TA Greg Johnson and HR Manager Stephanie Duggan continue negotiations with NEPBA Dispatchers Union, as well as AFSCME Clerical Union.
- TA Greg Johnson is planning to take Personal Time Off (PTO) on Friday, June 25 and Monday June 28, 2021, as well as July 6-9, 2021.
- Credit rating agency Moody's Investors Service has assigned a Aa3 rating to the Town of Maynard, following discussions with TA Greg Johnson, Treasurer/Collector Jenn Welch and Town Accountant Lauri Plourde, with input from Chief Assessor Angie Marrama and consultation Hill Top Securities for bonding

support. The rating is consistent with past scores, and town staff will take Moody's recommendations for ratings improvements into consideration for budget development and long-range planning.

- Town offices will be closed Friday, June 18, 2021 in observance of the Juneteenth holiday, and Town offices will be closed on Monday, July 5, 2021 in observance of the Independence Day holiday.
- TA Greg Johnson and ATA Megan Zammuto recently attended the annual meeting of the participating towns of an intermunicipal agreement in support of a Regional Housing Services Office (RHSO). Town Administrators/Managers/staff reviewed the status of affordable housing in the region and the activities of the RHSO towards managing affordable housing administration.
- TA Greg Johnson was present for a webinar hosted by the Massachusetts Municipal Association (MMA), the state's Department of Revenue's Division of Local Services (DLS) and the state's Executive Office of Administration and Finance (A&F) in review of the guidelines presented for the use of the federal American Rescue Plan Act (ARPA) funds. A budget request form was provided to departments to submit budget requests which will be used by the TA office to provide a recommendation to the town's Budget Sub Committee and Select Board.
- Town Clerk Joanna Bilotta-Simeone attended the Massachusetts Town Clerks' Association annual conference (virtually), which is significant to her new role as the Town Clerk and following a year of COVID-19 quarantine.
- Andy Moerlein, Erik Hansen and others are preparing the retaining wall abutting Veterans Memorial Park within the Naylor Court parking area for a mural painting, sponsored by the Cultural Council/District.

On the same wall, ArtSpace Maynard and members of the Cultural Council and others recently filmed a production, as shown below:



- Thank you to the Maynard/Clinton Lodge of Elks for their hosting of the annual Flag Day observance at the Veterans Memorial Park on June 13, 2021. And special thanks to the American Legion Post for partnering with the Elks in combining the previously cancelled Memorial Day observance. Ed Sokolowski of the Legion and Marc Currier of the town's Department of Public Works (DPW) placed the American Flags and prepared the park and downtown.



LIBRARY:

- The library building reopens to the public on June 1.
 - **Schedule for June** is as follows:
 - Building open: Tuesday 10-4, Thursday 1-7, Friday 10-4, and Saturday 10-1
 - Curbside pickup: Monday 2-5, Wednesday 2-5
 - Visitors are required to wear face coverings, maintain 6' distance from others, and try to limit visits to 45 minutes or less.
 - Computers will be available.
 - Study rooms for 1-2 people will be available (no reservation required), but meeting rooms will not.
 - Group programs will continue to be outdoors and online.
 - There will probably be some changes to hours and procedures for July.



-
- The Friends of the Maynard Public Library provided funding for two WiFi hotspots for patrons to borrow. We also expect to receive additional hotspots in coming months from the Mass. Board of Library Commissioners, thanks to the American Rescue Plan Act, which would fund them through the end of September 2022.

- The library received a donation of a small statue of Digital Equipment Corporation founder Ken Olsen from DEC Connection, an organization of former DEC employees. It can be viewed in our local-history area on the 2nd floor.
- Staff continues to work on the redesign of the library website and creation of a library logo.
- The library sign on Glendale Street, which is in very poor condition, will be replaced with a new sign in a few weeks, thanks to donations from community members.
- Two online adult programs in June are [Digital Equipment Corporation](#) (part of the Maynard Sesquicentennial Series by local historian David Mark) on June 14 and [Discovering Cousins Using DNA: Exploring Your Autosomal DNA Matches](#) (part of our Exploring Family History series) on June 21.
- The Summer Reading Program for children and young adults begins June 20. There will be a Readathon on June 24.

COUNCIL ON AGING:

- The Council on Aging 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 services, fuel assistance, SHINE (health insurance) counseling, food resources, public assistance programs and housing issues. The Council on Aging's Durable Equipment Loan program provides an important resource for necessary medical devices.
- The Council on Aging van is continuing to provide transportation to essential services such as grocery stores, pharmacies, banks, and medical appointments. Ridership has increased and the COA is now transporting two-three riders a time on the COA's 12-seater van.
- Council on Aging Director Amy Loveless attended the weekly area Councils on Aging directors' meeting. Discussion included phased in reopening plans for individual COA's.
- Council on Aging Director Amy Loveless attended the Maynard ADA Commission's monthly meeting as well as the Recreation Commission's monthly meeting as the liaison from the Master Plan Implementation Committee.
- Council on Aging Director Amy Loveless attended Artspace's Maynard Public Program Session II.
- Council on Aging Director Amy Loveless met with CrossTown Connects Executive Director, Karen Dumaine, to discuss how CTC can partner with the COA by providing dispatch services for the Go Maynard! Taxi Program. The discussion also how CrossTown Connect's transportation pilot with Lyft services might support a potential Maynard evening/weekend transportation pilot.
- The Council on Aging Board met and discussed preliminary reopening plans and the senior center space search.

- The Council on Aging produced a June newsletter promoting Artspace and 6 Bridges Gallery exhibitions, the Maynard Sesquicentennial events, Maynard Library programs, the upcoming Farmers Market and included a column written by the library's director, Jean McGuire, with information about the Maynard Library's reopening.
- The COAs offers an iPad 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.

FIRE:

- Captain Angela Lawless just completed her Master of Science in Public Administration through Anna Maria College. She did it over two-years. She just returned from her first session of the Executive Fire Officer Program at the National Fire Academy. That is the premier training program for chief fire officers in the country. There are only about 3,000 worldwide!
- Fire Station construction status (full report attached): The project is on schedule. The first footings along the east side along Sudbury Street were poured on June 4, 2021. The north wall will be poured by the end of the week of June 7. Compaction of the sub-base and rebar were inspected by the Town's third party company hired to perform testing. Samples of the concrete were taken to confirm the strength of the concrete poured. The electricity has been connected to the construction trailers. The domestic water and fire sprinkler lines will be rough in the building from the street next week. These pipe installation will be reviewed by the Town. No Potential Change Orders has been submitted this month.

ON-SITE REPRESENTATIVE WEEKLY UPDATE

PROJECT: 15-0717	Maynard Fire Station			Report No:	2
-------------------------	-----------------------------	--	--	-------------------	---

Contract Time:	500	Days	Date:	June 04, 2021
Days Elapsed:	53	Days	Day:	
Extensions:	0	Days	Weather:	Cloudy
Days Remaining:	448	Days	Temperature Cycle at 7 AM:	60

Contractor		Workforce	
LD Russo		1 Site Supervisor; 2 operators 1 laborer	4
Hakala Foundations Inc.		1 Forman 5 Laborers	6
		Total Workforce	3
Site Condition:	dry		

Miscellaneous Others		
CHA Projects	David Tanner Alicia Monks	1
John Turner Consulting	2 Technicians	2
Dore and Whittier		
	Total Misc. Workforce	3

Construction Activity: It has been a very productive work week for LDR.

The site has been excavated and ready to start Forming of Footers on column Line A.

JTC did compaction testing on Tuesday. HML Looked at bottom of Footer and gave us the go ahead to proceed.

Hakala Foundations started on Wednesday. Concrete got scheduled for Today.

JTC came this morning and did a rebar inspection and cylinders.

50 yards of concrete was placed.

Everything looked good.

Hakala Foundations will be back on Monday to continue with Footers in areas between lines 1-5

Clerk Comments: The Building site is starting to take shape. The GC is doing a good job. Looking forward to the next few weeks of construction.

Another load of Rebar came today.





