



TOWN ADMINISTRATOR'S REPORT

October 19, 2021



ADMINISTRATION:

- Town Administrator (TA) Greg Johnson and Human Resources (HR) Manager Stephanie Duggan continue negotiations with the AFSCME Clerical Union.
- Information related to the Park Street gas leak is consolidated [on the town's Clear Gov project page](#).
- The Treasurer/Collector's Office will be closed Wednesday, November 10, 2021 in order for the staff to attend the annual Massachusetts Collector Treasurer Association (MCTA) conference.
- Town staff are encouraged to decorate their offices and wear Halloween costumes on Thursday October 28, as well as drop off kid-friendly snacks in the Open Table Food Pantry donations box for their "Kids' Bags" program.
- Town Hall will be closed Monday, November 22, 2021 from 8am to 10am in support of a town staff Thanksgiving breakfast and development period. There will be a pie-contest and collection of food donations for the Maynard Food Pantry's Backpack Program that provides snacks for kids to take home through the school year.
- Proposals were submitted from interested parties for the management of the Maynard Golf Course and Country Club. Proposals will be evaluated and scored, and a contract will be negotiated with the lead proposer, and subject to approve by the Select Board.
- TA Johnson attended the Green Meadow Elementary School Building Committee and the Fire Station Building Committee meetings in support of those capital efforts.
- TA Johnson met with Assabet Valley Regional Technical High School Superintendent Ernie Houle and new Director of Business Operations Maria Silva for introductions and preparation of the forthcoming fiscal year budget.
- Town Accountant Lauri Plourde met with the team of Clear Gov to learn how to support the town's Budget Transparency platform and consider pursuit for next fiscal year the budget development via Clear Gov's online budget module.

PUBLIC WORKS:

- Public Works Director Justin DeMarco directly supported the Maynard Americans with Disability Act (ADA) Commission’s development and submission of a planning grant application for Maynard in the amount of \$110,500 to the Massachusetts Office on Disability (MOD). The proposal is to have assistance in preparing a comprehensive transition plan that can be applied to plans for town-wide accessibility improvements.
- The Department of Public Works’ Water and Sewer Department repaired a water leak on River Street, which was identified by the departments recent leak detection survey.



MUNICIPAL SERVICES:

Public Health

- The Board of Health will consider the appointment of John Robertson to the full time Health Agent position at their meeting on October 26th. J. Robertson is currently the Assistant Health Agent/Sanitarian in the Town of Foxborough.

Conservation/Planning

- The Office of Municipal Services is seeking an Assistant Town Planner/Conservation Agent. Resumes review will begin this week, but resumes are still being accepted. To learn more about this position, please [visit the town website.](#)

HUMAN RESOURCES:

Personnel Policies/Regulations

- COVID-19 Emergency Paid Sick Leave has been extended until April 1, 2022 or until the \$75M in program funds has been exhausted. Reimbursable from the state of up to \$850 per employee.
Requirements:
 - Employee are entitled to up to 40 hours of paid leave for employees who regularly work 40 hours and weekly average hours worked for less than 40. for the following reasons:
 - To take care of themselves or get medical treatment due to a COVID-19 diagnosis or symptoms, or to get or recover from a COVID-19 immunization
 - To quarantine as required by a local, state, or federal public official, a health authority having jurisdiction, the employee's employer, or a health care provider
 - Employees can also take leave to care for a family member in any of the above situations
 - Covered family members are an employee's spouse, domestic partner, child, parent, grandchild, grandparent, or sibling, a parent of the employee's spouse or domestic partner, or a person who stood in loco parentis to the employee when the employee was a minor child
- All personnel policies are under collaborative annual review for updates by the HR Manager and various department heads:
 - Remote Work (new)
 - Professional Appearance (new)
 - Reimbursement
 - Donating Accrued Sick Time

Recruitment & Staffing

- Health Agent Search – The Board of Health is scheduled to appoint their new Health Agent on October 26th.
- Several PT Pages have been hired at the Library
- There are currently Five (5) Job Openings posted on the Human Resources "Careers" Page:
 - Conservation Agent/Assistant Town Planner
 - Collection Services Librarian
 - Police Officer



- Skilled Laborer – We wish mason Craig Gonsalvez all the best as he leaves the town of Maynard to pursue his own business venture.
- Public Safety Tele-Communicator (dispatcher)
- The manager has developed an Exit Interview Survey (via Survey Monkey) currently being tested for use going forward.

Salary & Compensation

- Collective bargaining negotiations:
 - AFSCME Clerical – ongoing from FY21
 - Upcoming in Jan/Feb 2022:
 - Laborers’ International Union of North America unions (DPW Laborers and Town Professionals)
 - IAFF 1947 Firefighters (2-years)
- Upcoming Individual Employment Contract negotiations in early-spring 2022:
 - Assistant Town Administrator
 - DPW Director
 - Fire Chief

Staff Development & Training

- We are looking into grant funding through the Collins Center for Succession Planning for department heads.
- All-Staff Training
 - Planning is underway for December’s All-Staff Training Day & Holiday Luncheon
- Congratulations:
 - Assistant Town Accountant **Kevin Petersen** recently became a Certified Municipal Accountant through the Mass Municipal Accountants and Auditors Association (MMA&AA)
 - Treasurer/Collector **Jennifer Welch** recently became a Certified Massachusetts Municipal Collector through the Mass Collectors and Treasurers Association (MCTA)
- HR Manager:
 - Recent:
 - Mass Municipal Human Resources (MMHR) 2-day Virtual Fall Conference
 - Mass Municipal Managers Association (MMMA) Boot Camp
 - Upcoming
 - October 22 & November 4: MMHR Labor Relations Seminar Series
 - Jan 21-22: MMA Annual Meeting & Trade Show



Benefits

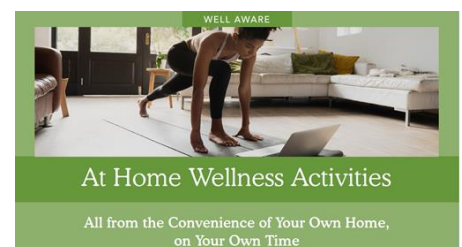
- We are working with the Insurance Advisory Committee (AIC) for the best days/times to reconvene and meet going forward.
- Retiree Health Insurance Renewal

MONTHLY CONTRIBUTION RATES				
PRODUCTS		CURRENT	RENEWAL	
		RATES	RATES	INCREASE
Medex 2	Medex 2	\$171.33	\$171.33	0.00%
	Blue Med Rx	\$166.11	\$170.61	2.71%
	Total	\$337.44	\$341.94	1.33%
Managed Blue for Seniors 2	Individual	\$160.70	\$166.97	3.90%
	Blue Med Rx	\$166.11	\$170.61	2.71%
	Total	\$326.81	\$337.58	3.30%

- No noteworthy changes to Medicare for 2022
- No substantive plan changes for Medex or Managed Blue for Seniors (MBS)
- All existing retirees will receive updated PDP materials directly from CVS Caremark as is federally required and any new retirees enrolling for Jan. 1st will receive the 21-Day-Notice mailing from MIIA with the notice, a Medex or MBS benefit summary and the corresponding PDP brochure.
- We have sent a disclosure to remind our Retirees that they should NOT enroll in any other direct market or group Part D plan as they have the PDP benefit directly with you as the former employer - this is open enrollment season and they tend to get inundated with ads.

Wellness & Staff Events

- MIIA Wellness Grant application for standing desks and mats has been submitted.
- Weekly all-staff emails continue to communicate the many At-Home Wellness program offerings available through MIIA, BCBS, and the EAP.
 - The MIIA 30 is a 30-day eating challenge that will have you eating some of the healthiest and most delicious foods in the world while decreasing inflammation, improving your gut microbiome and generally just making your whole body feel better.4-week Strength Training.
 - Self-Care Strategies for Parents & Caregivers of School-Age Children
 - “Express Spin” classes
 - 3-week Slow Flow Yoga
 - Seasons Change; So Can Your Weight
 - LIVE 30-minute Cardio Fitness Classes
 - Pre-Diabetes and Diabetes Weight Loss
 - Sleep Soundly
 - Free Meditation Resources
 - FREE Headspace for Teachers
- Town Hall Halloween for the staff is scheduled for Thursday October 28th – costumes, decorating, and donations for Open Table’s “Kids’ Bags” program.
- Town Hall Thanksgiving Breakfast for the staff is scheduled for Monday November 22nd from 9-10am. Pie baking contest and donations for Maynard Food Pantry’s “Backpack Fridays” program. Town Hall will be closed until 10am so staff can prepare and participate.



- Click the image to access a TEDx Video shared by MIIA: *The Happy Secret to Better Work*. We believe we should work hard in order to be happy, but could we be thinking about things backwards? In this fast-moving and very funny talk, psychologist Shawn Achor argues that, actually, happiness inspires us to be more productive. *This talk was presented to a local audience at TEDxBloomington, an independent event from MIIA.*



Emergency Communication & Volunteer Coordination

- Hyper-Reach
 - Special Town Meeting reminder message went out Wednesday evening – a second went out Friday
 - Initiated the annual campaign to update staff information within the internal system.
 - Working with Hyper-Reach rep on free marketing tools for a town-wide sign-up campaign
- Gathering project ideas to offer the MHS/AVRVHS Mentoring/Shadowing Program after the holidays.