
TOWN ADMINISTRATOR'S REPORT

April 21, 2020



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.
- TA Greg Johnson continues to check in with and communicate remotely with department heads and senior staff, and is proud of the dedication of employees to do their best in maintaining an operational tempo as high as they are able.
- In response to the proposal at the Board of Selectmen's meeting held April 14, 2020, to consider changing the schedule of surcharges on the tax bills in contribution to the Community Preservation Act fund, the town's Finance Director Mike Guzzo and Treasurer/Collector Cheryl Kane advises that this action is likely authorized as the fund pays off debt incurred and therefore it would not be legal to cease payments to investors from which funds were borrowed.

COUNCIL ON AGING:

- The Council on Aging continues to work remotely during our normal hours, Monday through Friday, 9:00 to 3:00. Voicemail messages can be left and will be responded to as soon as possible. The Council on Aging phone number is: (978) 897-1009. Amy Loveless, Council on Aging Director, can be reach at: aloveless@townofmaynard.net
- The Council on Aging continues to provide outreach via direct phone calls to participants in the COA's programs to determine needs and if the senior has ongoing supports such as family, friends, etc. in place. Our outreach calls have provided an opportunity for socialization as well.
- The Council on Aging is providing assistance to seniors with questions about completing their 2020 Census. Seniors are asked to call the COA and leave a message. The COA's Director, Amy Loveless, will contact them.
- The Council on Aging is developing a Facebook page to provide information regarding scams related to the 2020 Census and COVID 19, as well as online fitness class, virtual activities and resources. The Council on Aging is also exploring other options to be able to offer virtual classes and activities to seniors community wide.

- The Council on Aging continues to encourage seniors to note if there are other seniors in their neighborhood who might be of need of services and to have them contact the COA or provided us their information so we can reach out.
- The Council on Aging van is continuing to operate. Grocery store transportation is being provided to Stop and Shop and Shaw's primarily during senior hours. If a senior feels it's not in their best interest to leave their home, the COA van driver is able to shop for and drop off groceries. We are diligently following precautions to keep the van surfaces disinfected. To make a reservation contact the Council on Aging at (978) 897-1009 or CrossTown Connect at (978) 844-6809.
- Minuteman Senior Services is encouraging senior residents to contact their information and referral department for support in accessing resources. They can be reached at: (781) 272-7177 or (888) 222-6171 (toll free).
- Minuteman Senior Services is continuing to accept referrals to the Meals on Wheels program and Home Care services. They can be reached at: (781) 272-7177 or (888) 222-6171 (toll free).
- Protective Services (elder abuse/exploitation investigations) can be reached at the Elder Abuse Hotline (800) 922-2275.

MUNICIPAL SERVICES:

Conservation

- Due to the COVID-19 pandemic, the Chairs of the Conservation Commission and the Planning Board have determined all public hearings would be continued until the first scheduled Board/Committee meeting after the Governor's State of Emergency, declared on March 10, 2020, is lifted. The Chairs have concluded that due to the inability to ensure members of the public would be able to participate in "virtually hosted" public hearings, continuances are warranted. This is consistent with the provisions of Chapter 53 of the Acts of 2020 §17 and time periods applicable to applications will be tolled in accordance with the provisions of the Act.
- The Conservation Commission (ConsCom) granted a 3 year extension to the Stormwater Management Permit for 170 Main Street. The expiration for the permit is now April 2023. The original Stormwater Management Permit was issued in April of 2017.
- An amended Enforcement Order was issued to the owner of 94, 96, 100 Powder Mill Road (John Deere Properties) to August 31st, 2020. The clean up of the properties has been coming along in 2020, but the pandemic has halted certain portions of the clean up, such as the removal of the barrels on site.
- The ConsCom will be holding another meeting on April 22nd at 6:30 via Zoom to discuss a federal proposal to expand hunting at the National Wildlife Refuge. This proposed expansion includes the hunting of bears, coyotes, and foxes and expands the area where hunting is allowed. The ConsCom will discuss their opposition of certain portions of the plan, which will be expressed through a letter to the Refuge.

- The consultant for 129 Parker Street has resubmitted the Baseline Conditions Report for the Conservation Restriction, which will be reviewed at the next meeting.
- The Conservation Commission will be following legal counsel's advice and not schedule public hearings until after the State of Emergency is lifted.

Planning, Zoning, and Economic Development

- The Urban Land Institute (ULI) presented their completed report of the municipal parking lot by a “Technical Assistance Panel” (TAP) consisting of ULI experts at “Naylor Court” (locally known to many as “the basin”). The report focused on development of potential options to make the area safer for pedestrians, improve the aesthetics and develop new business opportunities. The report will be widely distributed and posted online over the next two weeks. The study was funded by a grant from MassDevelopment.
- The Town has been awarded a \$15,000 grant from the Department of Housing and Community Development’s (DHCD) Massachusetts Downtown Initiative (MDI) program to develop a plan for a centralized refuse collection area in the Naylor Court (AKA “the Basin”) municipal parking area. Several studies, including the ULI Naylor Court, have suggested that by improving the aesthetics of Naylor Court it will increase the commercial viability of the area properties, contribute to creating a community destination to attract customers into the downtown shopping area and develop a safe and effective pedestrian circulation network throughout Naylor Court.
- Market Basket is in the process of pouring slabs and spraying insulation. The work is being completed after normal construction hours. This has been authorized by the Planning Board for a series of requested dates. Abutters have been notified and Planning Board members have been visiting the project at various hours to gauge any disturbance. To date, there has been none noted.
- Market Basket is requesting a minor modification of their signage from the Planning Board. The request, if granted, would remove signage facing Parker Street and the building rear. The signage would be limited to the front of the building. No increase in cumulative square footage is proposed.
- ATA Megan Zammuto participated in a virtual community conversation with the Maynard Business Alliance (MBA) on April 13th. Business owners discussed tools they are using to generate revenue such as selling products through social media and offering virtual classes. Participants also discussed their experiences apply for federal loan programs.

Public Health

- The Office of Municipal Services (OMS) received a grant in the amount of \$6,747.00 from the Massachusetts Health Officers Association (MHOA) to support local COVID-19 related efforts.
- Maynard public health staff continues to work with the COVID-19 Community Tracing Collaborative, a program staffed by public health graduate students to support public health nurse’s manage the caseload of COVID-19 patients.

- The East Middlesex Mosquito Control Project will be conducting a helicopter application of the biological larvicide, Bti, to control mosquito larvae over large wetland areas in Maynard. Wetlands currently being evaluated for this application are located near George Rd., Old Marlboro Rd. and Rockland Ave. The Bti will be applied in a granular formulation by a helicopter flying low directly over the wetlands. The application will be conducted between April 21 and April 29. Residents do not need to take any special precautions for this application.
- On April 3, the Baker-Polito Administration announced an initiative to mitigate the spread of COVID-19 in Massachusetts through contact tracing. Working with Partners in Health, Massachusetts was the first state in the nation to develop a program to trace individuals who have tested positive for COVID-19 as well as their immediate contacts who may have been exposed to the virus. Through a team of leading medical experts working with the Department of Public Health, this program has already hired 176 employees to do contact tracing by phone, and hundreds of additional staff will be trained and on boarded in the coming weeks. Residents who receive a phone call from the Contact Tracing Collaborative are urged to take the call and provide the relevant information.

Housing

- Information from Rick Lefferts, Chair of the Maynard Affordable Housing Trust Committee (MAHT) regarding rental assistance through Community Preservation Act (CPA) funds:

“Previous funding provided to the Maynard Affordable Housing Trust was conditioned on use for creating or preserving housing that would count towards the Subsidized Housing Inventory. The rental assistance program does not meet that requirement. The housing trust has indicated to the Coolidge School reuse task force that we would consider use of those funds to extend the affordability at Coolidge. We are awaiting a final application from the developer for those funds.

Part of this year's allocation of CPA funds is targeted to the rental assistance program. It is the \$45,000 component of the warrant article. Unfortunately the rental assistance program will not be operational until after the annual Town Meeting. We can not use our existing funds for administration either so when the town joins the Regional Housing Services Office, another component of the CPA funding, we will ask RHSO to develop the final guidelines and applications.

If there were a way for town funds or a private donation to be made available ahead of town meeting we could jump start the process with RHSO, assuming they had the capacity on short notice.”

LIBRARY:

- The Library Department continues to perform traditional tasks such as submitting payroll, invoicing, selecting, ordering and processing library materials as per the state mandate. We have arranged times for UPS to drop off materials so that they may be physically prepared for patron use.
- We are attending more and more instructional programs relating to electronic services, as going forward, this will be an increasingly important component of our program.
- We have completed a LSTA Grant application. If the grant is awarded, it will begin in October, 2020. The grant has been submitted to the Mass. Board of Library Commissioners.

- We have attended professional meetings and held some library programs via ZOOM.
- Planning for the Summer Reading Program continues.
- We continue to expand our electronic services. This includes online story times, reading lists and other activities for families, local updates, fun pages, and links to COVID information. These are posted on the library's web page, on Facebook, on Instagram, and on Twitter. In addition, we have temporarily added new resources for our patrons to use. These include: Tumble Book Library (K-6 Children's eBook resource), Tumble Math (K-6 Math E-resource), Teen Book Cloud (Grade 7-12 eBook resource), Romance Book Cloud (collection of romance novels), Audio Book Cloud (All ages downloadable audiobooks). This week we added a film showing via our web site.
- In addition to overseeing some work on the HVAC units, Kyle Brainard is involved in routine maintenance issues.
- Library Director Steve Weiner has begun to strategize about ways we might reopen the building to the public safely.