
TOWN ADMINISTRATOR'S REPORT

June 2, 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.

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

- Town offices were closed on Monday, May 25, in recognition of the Memorial Day holiday.
- Town staff and Town Moderator Dick Downey continued development of the June 13 Town Meeting planning. Plans now focus on outdoor setting, via “drive-in movie” approach and at the Mill & Main south lower parking lot. The Town Meeting is set to begin at 1:30pm.
- In accordance with the Governor’s re-opening phases, the town’s dog park is permitted to re-open, but only through adherence to federal, state and local public health and safety guidelines. Instructions for interested users of the dog park will be drafted by MayDOG, reviewed by the town’s Health Agent, and posted at the dog park and on the town’s website.
- Town staff and volunteer Bob McCarthy from the Finance Committee continue to collaborate with the UMass Boston Collins Center team on the development two projects: the town’s Financial Policies; and, forecasting models.

MUNICIPAL SERVICES:

- Staff had a virtual meeting with the state’s Department of Housing and Community Development (DHCD) Downtown Initiative Coordinator Emmy Hahn and the town’s consultant Emily Innes from “Harriman” in development of a Nason Street Community Refuse Collection Initiative Grant project. Staff will work with Ms. Innes on developing a scope of study which is expected to be completed early June. The project should begin early July and start with extensive outreach in the adjacent business community to gauge overall interest in participating in the initiative. The grant awarded was awarded to the Town by DHCD for \$15,000. One intention of the project is to propose a plan to consolidate refuse containers within Naylor Court (the “basin”).
- The Office of Municipal Services (OMS) staff, in conjunction with the Department of Public Works (DPS), has applied for a \$99,000 American Association of Retired Persons (AARP) community challenge grant to add accessible seating and walkways to veterans Memorial Park.

- Zagster bike-sharing firm announced they will be removing the bikes from the Maynard location, due to their need to reduce expenditures caused by the economic downturn. It is hoped that bike-sharing may be re-established in the future.
- Staff met with representatives of the Fazheng Group (operator of the Beijing Royal School), owner of 111 Powder Mill Road, to continue discussions in redevelopment of the site into an international grade school.

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
- Information and referrals to resources is being provided, including but limited to, fuel assistance, SHINE (health insurance) counseling, nutritional support and housing issues.
- Outreach for needs assessment and social support continues and has been expanded to include seniors who may not utilized the COA's services in the past.
- The Council on Aging van is continuing to provide transportation to essential services such as grocery stores, pharmacies, banks and medical appointments.
- Social services are being offered virtually. Four fitness class will be available via Zoom with more to be added shortly. Entertainment productions are being pursued with the potential to be offered via the WAVM Productions YouTube station. The COA is also working on options for seniors without internet access to participate in social and wellness activities.
- The Council on Aging published a May/June newsletter which included the Maynard Library's virtual programs and virtual opportunities for seniors in the theme of programs offered at the COA. Instruction on how to use Zoom was included. Rep. Kate Hogan's monthly newsletter article provided extensive resources for nutritional needs.
- The Council on Aging's Facebook page was launched and is receiving response to the activities and information being shared.

POLICE:

- **CORONAVIRUS (COVID -19):** The reopening of businesses in Governor Baker's phased approach has begun. This does not affect the police department as we have been working at full staff throughout. We are practicing social distancing when reasonable, however by the inherent nature of an officer's duties they must break guidelines from time to time and put themselves at risk. The policy changes below cover all requirements necessary in the re-opening guidelines set by the Governor's office.
- **COMMUNITY OUTREACH/EVENTS:** The Maynard Police Department is currently involved with the planning processes for both the High School graduation and the Town meeting.

- **POLICY CHANGES:** Policy changes for personnel of the police department outlined in Chief Noble's Special Order 20-1 has been extended. Policy additions in Special Order 20-2 and 20-3 regarding face coverings and enforcement were added on May 6, 2020.
- **STATISTICS & ACTIVITIES:** As a result of the non-essential businesses closings, stay at home requests, and social distancing guidelines our statistics are significantly down.
 - Overall Calls for service 1,404 Down – 2% from May 2019
 - 168 Non-Initiated Call for Service – Down 72% from May 2019
 - 52 Incident Reports – Up 17% from May 2019
 - 3 Arrest – Down 67% from May 2019
 - 5 Citations – Down 94% from May 2019
 - 4 Accidents – Down 75% from May 2019
- **TRAINING:** Since COVID 19 restrictions were put in place the police department has not been able to attend mandatory trainings required by statute and accreditation. Currently there has been more than 300 hours of missed training due to COVID 19, and the department is anticipating another 200-300 hours of missed training over the next month. The MPTC has extended the deadlines of these trainings and most of these mandatory trainings will need to be completed in FY 2021.
- **PERSONNEL:** The department has formed committees for the hiring process for both new officers and a deputy chief. Officer Karl Nyholm will retire on June 6, 2020, after over thirty-six (36) years of service.
- **HIRING:** We are in the process of taking resumes for the aforementioned two open positions and will be holding interviews in June. I anticipate a late June early July presentation to the Board for new hires.
- **PPE SUPPLIES:** We currently have enough personal protection equipment (PPE's) to provide our essential services and continue to receive more.
- **ENFORCEMENT OF GOVERNOR'S ORDERS:** We have not yet had any complaints of businesses openly defying and refusing to obey the governor's orders. We regularly receive complaints regarding people not wearing face coverings and continue to use voluntary compliance as part of our enforcement; however many of the complaints are not actually in violation of the order as people are outside and are not grouped together.

LIBRARY:

- The library staff has been preparing for our return to the building on May 26th. We have attended workshops, meetings, read memos from the Governor and the MBLC (the state organization that oversees the state library program), and coordinated with libraries from contiguous communities on resuming services.

- In addition, we continue to increase our online presence with Story Times, Cooking demos, films, trivia contests, and more.
- We have both our children's and teen Summer Reading programs to a virtual platform.
- As we have done in weeks past, we continue to order, receive, and catalog materials, pay out invoices, payroll, etc., and cooperate with the DPW on building projects.
- We are thrilled to offer increased library services now that the lockdown has lifted. Beginning on May 29th, patrons may return the library materials that they've been holding onto during the lockdown period. These may be returned to the book drop, which will be open each weekday morning from 9 AM-1PM.

Books and other materials returned will be quarantined and not be checked in for 4 days, so please don't be alarmed if materials remain on your card after you've dropped them off. Library staff will follow safety protocol in accordance with the Maynard Board of Health.

Please note that fines won't be charged on overdue items until July and that we cannot accept materials belonging to other libraries at this time because we cannot get them back to other libraries.

We're hoping to begin a curbside delivery program around June 3rd. We will be in touch with more details on Tuesday, June 2nd. Thank you for your patience and your support of the Maynard Public Library during the lockdown phase of the pandemic.

FIRE:

- We have had 105 emergency requests for services since April 30th. At the start of the pandemic we saw a drop in emergency response volume, but that has since changed, and our call volume has increased considerably. We have started seeing an impact from Digital Way/Maynard Crossing with multiple responses to the residential apartment buildings in recent months.
- We have continued issuing permits and reviewed plans for fire prevention. We have had 49 fire prevention-related activities since April 30th. On May 21st, three captains and I conducted inspections at Camellia Gardens Retirement Community. We will do a final test on the radio box and they will be approved for occupancy from the fire department perspective.
- Related to fire prevention, the developer for the Digital Way/Maynard Crossing project, despite our continued efforts to work with them has denied our request for a second Knox Box in some buildings. While overall this is not a big deal, it is frustrating given the fact we have worked with them on multiple occasions when they didn't or couldn't comply with conditions they previously agreed upon such as not having a base coat down in time, failure to have full hydrant service before construction, and violations of failing to secure a permit and conducting a fire watch for hot work.
- We have had 37 in-house training events since April 30th, 2020. Training has shifted from less hands-on to more remote learning and ZOOM classes.
- We have had 42 maintenance related activities since April 30th, 2020. Your firefighters have been diligently working to keep the building and vehicles disinfected to reduce the risk.

- We appear to be in good supply of personal protective equipment (PPE). We received another order of masks through MEMA. We have received another case of masks we ordered before we went into lockdown. We had more gloves donated by Arlene Finns and her husband Kent Issenberg. Arlene is a local artist and sculptor. Arlene has also volunteered to make a September 11, memorial sculpture in the new fire station with the tile we received from the World Trade Center site. Kent is the owner of New England Country Pies. Since their production has slowed, he decided to donate gloves to us. We received another donation of masks from the Fazheng Development Group/Beijing Royal School, more masks from Acacia Communications, and face shields from Robert Vinci. We are awaiting a donation of barriers and face shields from Michael Denault, a local woodworker and Makers Workshop owner recently featured in the Boston Globe for his donations to municipalities.
- We have received generous donations of food from Lexvest Group, the Fowler Junior National Honor Society, and Lombardo Loam and Gravel Inc. in Acton.