
TOWN ADMINISTRATOR'S REPORT

June 9, 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 staff and Town Moderator Dick Downey continue 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.
- HR Coordinator Stephanie Duggan hosted an all-hands “Coffee Break” for town employees via Zoom.
- TA Johnson and ATA Zammuto participated in a “lunch meeting” of the Massachusetts Municipal Managers Association (MMMA) to discuss recent conditions and planning considerations related to COVID-19, including Town Meetings, elections, re-opening procedures, and public services.
- TA Johnson issued instructions to departments to develop FY21 budget scenarios with varying levels of expense reductions in preparation for a revised FY21 general fund operating budget to contribute to addressing projected shortfalls due to decrease revenue from local receipts, taxes, and state aid.
- TA Johnson and Finance Director Mike Guzzo attended both the June 1 and June 8 public hearings hosted by the Finance Committee in review of the Town Meeting warrant and proposed FY21 budget article.

MUNICIPAL SERVICES:

- ATA and Office of Municipal Services (OMS) Director Megan Zammuto rapidly developed and drafted concept plans and derivative regulations and applications for downtown business support following the anticipated announcement of the Governor’s Phase 2 of his re-opening strategy. Ms. Zammuto collected input from local businesses, residents, community stakeholders, town staff, and external models, in a remarkably expeditious and efficient manner.
- TA and ATA/OMS staff met with Open Table Inc. Director Jeanine Calabria to consider strategies to continue operations of the private, non-profit’s outdoors distribution of groceries to customers.

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's Facebook page was launched and is receiving response to the activities and information being shared.