

TOWN ADMINISTRATOR'S REPORT

October 20, 2020



ADMINISTRATION:

- Town Administrator (TA) Greg Johnson, Assistant Town Administrator (ATA) Megan Zammuto, Human Resources (HR) Coordinator Stephanie Duggan, Public Health Agent Kelly Pawluczonek, 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](#):

- TA Greg Johnson and HR Coordinator Stephanie Duggan are developing transition plans, including recruitment, hiring, and turnover, for multiple positions: Town Clerk, Library Director, Treasurer/Collector, Town Accountant, and OMS Department Assistant.
- Early Voting for the Presidential Election of November 3, 2020, commenced at Town Hall, 195 Main Street, on Saturday, October 17, 2020, and will continue through October 30, 2020. For more information, please visit the Voting webpage: <https://www.townofmaynard-ma.gov/2020/09/01/early-voting-and-voting-by-mail/>
- Town Hall held an impromptu, socially distanced, "good-bye" party for outgoing Town Clerk Michelle Jenkins on her last day of October 8, 2020.



FIRE DEPARTMENT:

- We have had 160 emergency requests for service since September 15th. We have seen a 26.5% increase in call volume from the previous point last year through the first quarter of this fiscal year, and an 18.5% increase from the period of 2018! We had anticipated a rise of anywhere between 12 and 15% from the 129 Parker Street project alone. While this is only a snapshot of the year, three months is a strong indicator.
- We have continued issuing permits and reviewed plans for fire prevention. We have had 75 fire prevention-related activities since September 15th. Multiple permits have been issued for the 129 Parker Street project, as well as others in the community.
- We have had two building fires this past week, both going to second alarm fires. The first was at 79 Main Street on Sunday, October 4th, and the second was at 10 Orchard Terrace on October 7th. Damage to both buildings was limited to the area of origin, and no significant injuries were reported.
- We have had 61 in-house training events since September 15th, 2020. We have continued our EMS training, which will run into March of 2021 for this year.
- We have had 97 maintenance related activities since September 15th, 2020. This week, Captain Lawless and Chief Stowers met with a Greenwood Specialty Vehicle representative to finalize a few small changes to the ambulance.
- We still have an adequate supply of personal protective equipment (PPE) for the ongoing COVID-19 pandemic. We have *received* a supplemental PPE Grant as part of the Assistance to Firefighters Program.
- Chief Stowers is overseeing the FEMA and CARESAct reimbursements for the community. Paperwork and submittals remain ongoing. The FEMA process is extremely time-consuming, but it will get done.
- We have completed a process to fill firefighter vacancies. We had 57 people apply to the Maynard Fire Department. Better than 50% of the applicants have been moved on to a skills review session on September 16, with oral boards taking place on September 23rd and 30th. We have made two conditional offers pending the outcome of background checks and physicals. The two new firefighters are scheduled to start the week of November 9, 2020.



Figure 1 Firefighters checking for extension on Orchard Drive.



Figure 2 Firefighters operating at 79 Main Street.

PUBLIC WORKS:

Administration & Engineering:

- Continue to improve our remote working capabilities and capacity.
- Call volume and email inquiries continue to exceed our daily average.
- Conducted utility meter read. Drastic increase in water consumption due to COVID-19 “stay in place” guidelines. Two million gallons of treated water utilized by customers compared to the utilities average use during this quarter over the previous three years.
- Prepared contract for street line painting bid award
- Prepared contract for crack sealing bid award
- Preparing sign improvement, parking regulation plan for Downtown
- Finalized DEP required Lead and Cooper sampling and reporting
- Reviewing, editing and preparing 5-year capital improvement plan (CIP)
- Preparing FY22 capital improvement request forms
- Reviewing and preparing FY22 operating budgets, General fund, Water & Sewer enterprise fund
- Review and Prepare utility rate proposal for FY22
- Inspect, assist, and Review plans for several applications for water and sewer connections in town.
- Inspect dozens of Tree inquiries for ownership and tree risk assessments
- Conducting dozens of final water and sewer reads, and submit to applicants.
- Assist emergency manager with Cares act, FEMA, and MEMA reimbursement
- Continue to review, and assist Florida road bridge replacement “MassDOT”
- Prepared bid documentation for FY21 right-of-way paving to be executed in the spring of 2021
- Review and evaluate solid waste revenues in comparison to expenditures including department offered Recycle center services
- Research, review, edit, and develop snow and ice contracts and conditions for external services
- Prepared And submitted MS4 Year 2 annual report (Stormwater reporting)
- Review and develop FY21 Green Communities yearly report for the Department of Energy Resources (DOER)
- Assisting several Community Preservation Committee projects

- Procured vendor to install speed feedback sign on Summer Street, and Advanced RRFB pedestrian crossing warning signal on Great Road traveling west prior to Rail trail crossing

Facilities

- Assist and organize early voting and election setup
- Continue to acquire PPE, cleaning and disinfecting products
- Assisted recent “Drive in movie” for the sesquicentennial committee
- Review, edit and assess Town facilities for short, mid, and long term system improvements
- Acquiring vendors to repair boiler, and circulation pumps at Waste water treatment facility
- Acquiring vendors to repair boiler, expansion tanks, and relief valve failures Rockland Water treatment facility
- Acquiring vendors to repair boiler Fire station
- Conducting necessary Periodic maintenance to Town wide HVAC systems
- Conducting fence replacement process at Police station
- Assist and Review recent awarded Green communities grant project of an electrical transformer upgrade at the Fowler Middle school
- Assist and guide School facilities operational manager in transition of responsibility

Highway

- Completed 80% of town wide catch basin cleaning per MS4 requirements
- Conducted Recycle center services with paper shredding
- Asses and remove storm debris from recent major weather event that damaged a large portion of the community
- Initiate snow and ice equipment transformation process
- Completed 50% roadside vegetation management process
- Continue to replace and install speed limit and regulatory signage across town
- Installed new berm and asphalt on Summer Hill road to address storm water runoff issues
- Installed new berm and asphalt on Chandler street to address storm water runoff issues
- Repaired several catch collapsing storm water catch basin structures at various locations around the community
- Regraded Boeske Avenue to repair major erosion issues to “dirt” roadway surface

- We continue to provide the town vehicle maintenance program.
- Installed storage container at Green Meadow school to assist district with storage needs related to COVID-19

Starting Tuesday, October 20th and then again on Thursday, October 22nd: A town-contracted vendor “Indus” will be conducting preventive road maintenance commonly referred to as “Crack Sealing” on the following roadways throughout Maynard. We request that all residents please refrain from parking on the road at the locations provided over the next couple days. This will allow the process to be completed in an efficient manner.

Streets to be crack sealed include:

Acton Street – from Waltham Street to Silver Hill Road (8,670 SY)

Glen Drive (2,200 SY)

Main Street – from bridge to Summer Street (5,900 SY)

Nick Lane – from Glen Drive to Durant Avenue (2,030 SY)

Old Mill Road (2,160 SY)

Parker Street – from Waltham Street to Old Marlboro Road (25,630 SY)

Sudbury Road – from Acton Town Line to Sudbury Town Line (2,780 SY)

Waltham Street – from Main Street to Parker Street (1,050 SY)

Forestry, Parks, Cemetery

- Continue to provide seasonal mowing, trimming, landscaping and grounds trash removal for all Town owned facilities, School owned Facilities, parks, Athletic fields and Cemetery
- Initiate fall leaf clean-up process
- Repair and adjust irrigation at Fowler field, Crow Park, and Alumni Field
- Assist and monitor athletic field fertilization services
- Develop and install all field markings for town athletic leagues
- Initiate winterization process for town wide irrigation systems
- Continue to maintain seasonal equipment
- Provide increased funeral services

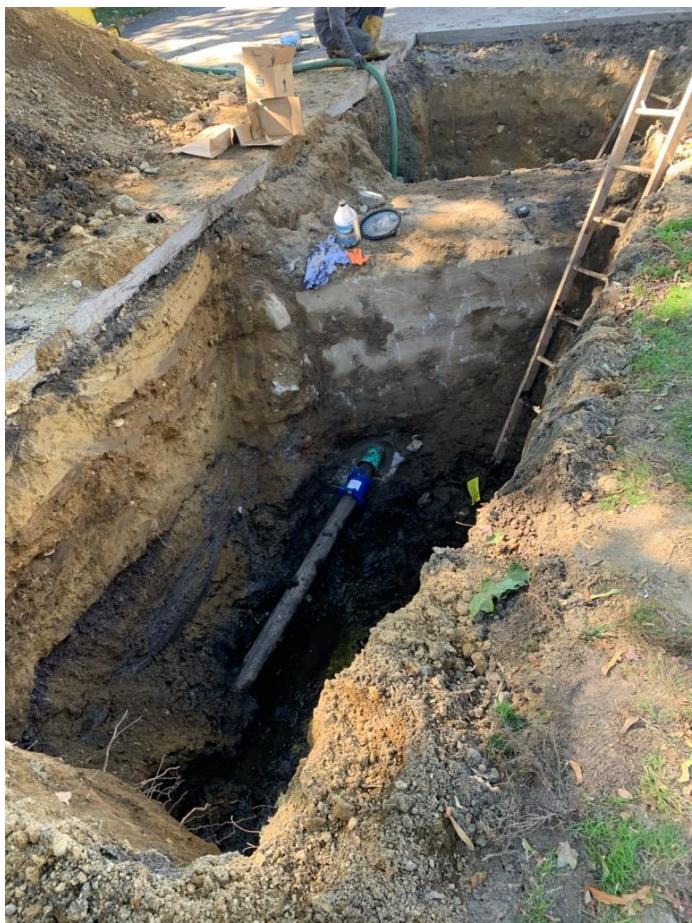
Water and sewer

- Continue to pursue final approval of water management withdrawal permit from DEP. We have had some recent success finalizing an agreement with Natural heritage on the expected impact of the water withdrawal on

habitat adjacent to the new ground well source 4A. We will be finalizing remaining punch list items with DEP to achieve final acceptance and permit.

- Continue to operate all three water treatment plants at peak water use levels due to COVID-19 “stay in place” recommendation.
- Continue to repair outdated IT systems related to the our automated systems “SCADDA” Rockland avenue treatment facility
- Continue to maintain and repair mechanical systems related to several sewer lift stations. Several emergency failures related to recent weather events
- Completed yearly water distribution gate turning maintenance program, 200 gates exercised
- Initiate fall hydrant flushing to continue progress from spring flushing program
- Conduct town wide water and sewer meter read
- Assist and inspect with in-town service connections of several developments in town
- Repair two dozen fire hydrant issue
- Conducted leak detection services, four leaks found
- Repaired water distribution leaks on Butler, Fairfield and Mckinley Streets.
- Repaired sewer collection system failure on O’Moore Avenue.
- Preparing to replace 300’ of failing water main and installed fire hydrant on Martin Street
- Conducted quarterly and monthly water quality samplings across town and submitted to regulatory authority” MassDEP”
- Continue to track and report water and sewer deficiencies to assist department in the development of our comprehensive capital improvement plan
- Monitor beaver activity adjacent to the three water treatment plants.







OFFICE OF MUNICIPAL SERVICES:

- OMS is seeking a temporary Department Assistant. [Click here for the full job description.](#)

Conservation Commission

- The Conservation Commission (ConsCom) approved an Order of Conditions for work within the 100 foot wetland buffer related to part of the subdivision on 0 Parker Street. We anticipate a submission for the other half of the project next week.
- Due to continued reports of illegal alteration and dumping on conservation land, the Commission will be purchasing and installing more signage to make the public aware of restrictions on conservation owned-land.
- The ConsCom will be applying for Community Preservation Committee (CPC) funds for the land purchase fund, and possibly for improvements to [the Blue/Green Assabet River Walk](#).
- Per the National Flood Insurance Program, Maynard will be required to update its zoning by-laws involving flooding at the next Town Meeting. There is a chance that these will be removed from the Zoning By-laws and added to the general by-laws.
- The Town will be applying for Tree City status, as well as a Growth Award related to the Tree Survey conducted this past fiscal year.

Planning/Zoning and Economic Development

- Planning Board, Town Council and staff have held executive sessions to discuss resolution of the 115 Main St. mixed use project denial. A disposition meeting with the court for all parties is scheduled for October 21.
- The Powder Mill Corridor study has been undertaking interviews with key stakeholders throughout the area. The Metropolitan Area Planning Council (MAPC), Acton and Maynard staff have been working to schedule these valuable exchanges. A public meeting is going to be scheduled for November.
- Wisteria Lane (a.k.a. Old Bay subdivision, O Parker Street) is working through the subdivision approval process with the Planning Board the next meeting is scheduled for November 10. The Project is subject to the Town's Inclusionary Zoning By-law.

- The Housing Production Plan update advisory committee meeting is scheduled for Wednesday, October 21 at 6:30 PM. The meeting is open to the public. MAPC and the Town will co-host.
- M. Zammuto applied for a preliminary application for funding to the CPC for FY22 membership to the Regional Housing Services Office.
- The Economic Development Committee is seeking new members – please contact Megan Zammuto mzammuto@townofmaynard.net if you are interested in learning more.

Public Health

- The Board of Health and Board of Selectmen shared Halloween tips and guidance that were provided by the Massachusetts Department of Public Health and Center of Disease Control regarding Halloween celebrations.
- Maynard COVID-19 current cases are updated weekdays on our website.

POLICE DEPARTMENT:

Personnel:

- On September 2nd, 2020 the Honorable Board of Selectmen appointed Alyssa King, Allison McCann and Shannon Dawson as new entry level officer to begin on September 14, 2020. They will be completing field training for eight (8) weeks.
- Lt. Stephen Jones retired after exactly 32 years of service for the Town of Maynard Police Department, he will stay on as a special officer. I want to thank him for his exemplary service and commitment to the Department.
- We also held promotional exams for the open Lieutenant position and the open Sergeants position. Congratulations to new Lt. Brian Cushing who will begin as the lieutenant in early October and new Sergeant Trista Manchuso who will begin in that role in early November.

Incidents:

- On September 3rd, 2020 an individual reported their elderly parent was missing from the residence. Officers from the Maynard and Acton Police Departments responded to search the area, and the individual was located and transported to the hospital for an evaluation.
- On September 12th during the overnight hours Officers located a ladder propped against the Green Meadow School. There was no entry made into the school, incident was documented, and the facilities department was contacted. It was determined it may have been left by a company working on the building.
- On September 30th, a motor vehicle was reported as stolen to the Maynard Police Department after it was not returned to a rental agency. The vehicle was entered as stolen into the database, and later recovered by a New York agency.

Statistics and Activities:

- Statistics and activities have basically returned to pre-covid numbers, except for alcohol related offenses.
 - Overall Calls for service 2,484
 - 91 Incident Reports

- 12 Arrest
- 9 Accidents
- 222 MV Stops

Training:

The Department held their annual training day on September 23, 2020. The training covered officer wellness, critical incident management, and public and human relations.

Due to COVID restrictions we held the training outside at the Rod and Gun Club, which turned out to be a great idea as it was a nice day and the fresh air made the training more enjoyable. I would like to thank the Rod and Gun Club for their graciously letting us use their facility.

