
TOWN ADMINISTRATOR'S REPORT

September 17, 2019



ADMINISTRATION:

- Town Administrator (TA) Greg Johnson attended a tour of the Federal Emergency Management Agency's (FEMA) Region 1 facility and adjoining Maynard Mobile Emergency Response Support Facility (MERS) on Old Marlborough Road and met with staff.
- TA Greg Johnson attended the monthly senior luncheon hosted at the Elks Lodge.
- TA Greg Johnson, Assistant Town Administrator (ATA) Megan Zammuto and town staff, along with State Rep. Kate Hogan and Board of Selectmen member Justine St. John, welcomed Dr. Wang of the Beijing Royal School to an Economic Development Meeting.
- TA Greg Johnson and Finance Director Mike Guzzo met with attorney William Solomon to review the recent Federal Communications Commission (FCC) ruling that allows for providers to charge in-kind contributions as payment for public access contributions (PEG grants). Attorney Solomon will research the town's contractual language and service agreement with Verizon and Comcast, but does not believe Maynard will be impacted at this time.
- TA Greg Johnson and town staff will be attending the scheduled "ground breaking" for the proposed Market Basket grocery store at 129 Parker on September 17.
- TA Greg Johnson will work with Paula Copley from the 150th Anniversary Committee to develop a plan to "clean up" and beautify the central parking area (proposed to be re-branded "Nason Court") in preparation for Maynard Fest. The proposed "clean up" by volunteers is currently scheduled for Saturday September 28th at 9:00am. Mulch, flowers, and barrels are proposed to be purchased through the Downtown Enhancement Fund for this task.
- TA Greg Johnson will attend the Massachusetts Municipal Manager Association monthly meeting on Thursday September 19th.
- TA Greg Johnson is developing the Request for Qualifications to procure a firm to perform a roofing assessment of the Green Meadow Elementary School's oldest roofing sections in order to develop a plan for repairs/reinforcement/replacement and allow for re-occupancy of the pre-kindergarten classrooms.

Department of Public Works:

• *Public Works Department*

129 Parker Street Downstream Project – Sewer line installation and sewer lining activities have been completed. All paving and stripping has been completed. Old Marlboro Road lift station project is progressing and Weston and Sampson are about three quarters completed with the Old Marlboro Road Water Plant upgrades. Lead and Copper annual sampling has been completed for approved sites from DEP, waiting results. Town wide water and sewer reads were completed this week. The PFAS sampling was completed and the results were good. The PFAS/PFOA sampling is completed and results show that they are below the limit of 20 parts per trillion and based on these results our current drinking water sources are not a concern at this time.

We also want to welcome John DeMars back to the water/sewer division after his recent surgery.

- **Highway Division:**

Cross walks will continue to be painted town wide, they have finished all stripping and painting of crosswalks town wide. The loaming has been completed on Summer Street. We continue to fill pot holes on a weekly basis and maintain the rail trail also.

- **Cemetery, Parks and Forestry Division:**

Cemetery, Parks and Forestry continues to maintain a weekly routine of all parks and grounds in town. The parks division has started to paint the lines for fall sports at the schools when needed. The forestry division continues to work with Assabet Tree to maintain all trees in town.

- **Projects:**

The sidewalk project on Great Road is continuing and on schedule. The Complete Street Grant for downtown crosswalks and handicap ramps will start the week of September 16, 2019. Please check the website for updates on these projects; we will update the website as needed.

We would like to thank all summer help for their work during this hot summer.

LIBRARY:

- **Building and Grounds:** Thanks to the DPW the break in the pavement on the Glendale St parking lot entrance has been repaired.

- **Meeting Room Use:** 50 meetings were held in the library during August. 38 meetings were held in August 2018.

- **Reference Report: Reference Transactions:** 330 **One-on-One Tech Help Sessions:** 8 **Kanopy Plays:** 197.

- **Reference News:** English Conversation Groups will starting again in September with a beginner level group on Wednesday nights and an intermediate level group on Thursday nights. I will be starting a film series in October using Kanopy films. The theme for the first three films will be photography documentaries. More details are on the library website.

The library participated in the 3rd Annual Minuteman Library Network Library Crawl. A total of 18 participants visited the library to take pictures with the historic balance scale and/or the TARDIS.

- **Young Adult Librarian Report:** This August was a success! I had 29 reference questions on the 3rd floor.

- **Children's programs:** There were 68 attendees at 4 sessions of Baby Storytime and 11 attendees at the August Family STEM Night. **Teen Programs:** I had 25 people at 2 events, and passive activities in the YA Room were used 66 times.

- **Children's Report:** 270 kids participated in the Summer Reading Program. 52 kids (a record number) qualified for the final raffle by reading for at least 24 hours over the six weeks of the program. We went out in style as reading participants gathered for our summer-ending pool party at yes, the Thoreau Club (47 kids, 35 adults). . Not one but two bikes were awarded in the raffle this year.

We also enjoyed some other interesting programs including Flamenco Yoga (13 kids, 11 adults). Consisting mainly of toddlers, this activity enabled the little ones to dance and stomp around to their heart's content.

They might have done that anyway but still, I'm in no "position" to complain. We had a diversified assortment of story times this month, highlighted by our "chicken story time" where two live chickens facilitated the festivities (32 kids, 23 adults). I also hosted my annual Farmer's Market Storytime (21 kids, 14 adults). I'm happy to report that the stories turned out just as crisp and fresh as the produce they were selling. Other programs included Bedtime Story Time (30 attendees, 2 sessions) Toy Time (9 attendees, 1 session) and Young Artist Club (1 session, 9 attendants).

- **Special Programs:** Summer Concert featuring David Bromberg, approximately 350 attendees.
- **Circulation:** Circulation for July, 2019 10,696, down slightly from July 2018 (11001). Other categories such as Discharges, Registration, and Wireless access remained essentially flat, with an increase in Overdrive use(1270 in 2019, 1128 in 2018) and Museum Passes(104 in 2018 and 129 in 2019). For August, the library circulated 10,377 as opposed to 10,779 in August 2018. 859 items went out through the self-check module. 37 new cards were registered. The wireless was accessed 837 times. There were 710 computer log-ins. Ancestry.Com was used 46 times.

Office of Municipal Services:

- Beijing Royal School (BRS) Chairman and President Guangfa Wang attended the Economic Development Committee of September 12 from 8-9AM in Town Hall. Rep Kate Hogan was also in attendance and indicated she is ready to work with the Town and BRS to research funding options.



- ATA Megan Zammuto met with the Executive Director of the Greater Merrimack Valley Convention and Visitors Bureau on 9/12 to discuss regional partnership and marketing.
- The Economic Development Committee hosted a public meeting to discuss the minimum maintenance property on September 5th. Several local property owners attended.
- The Conservation Commission issued enforcement orders for various violations including illegal dumping of yard debris and construction materials on the bank of the Assabet River.

Police Department:

- Maynard Police Department officers visited and toured the FEMA Region 1 and MERS facility to begin to strategize active-shooter and other scenario training.