



# TOWN ADMINISTRATOR'S REPORT

**December 17, 2019**



## **ADMINISTRATION:**

Congratulations to members of Maynard High School's WAVM for another successful Beacon Santa Telethon!

Thanks to all participants in the recent Technical Assistance Panel (TAP) study of the central parking area, to be rebranded as Naylor Court. The initial presentation from the day-long study will be made available on the town's website. The full study is expected within 12 weeks.

Town Administrator (TA) Greg Johnson is scheduling the closure of Town Hall for an employee training day on Friday, December 20, 2019. The training will take place at the Maynard Golf Course, and topics will include: Retirement planning with the town's Benefits Coordinator; Cyber Security with the town's information technology (IT) firm DriveTech; and, Work Place Changes and Stress Management from the town's health insurance provider, MIIA Wellness.

The First Annual Maynard Menorah Lighting is scheduled for December 22, 2019 at 5:15pm at Memorial Park.

Town Hall will be closed in recognition of the Christmas Holiday on December 25, 2019.

Town Hall will be closed in recognition of the New Year's Holiday on January 1, 2020.

TA Greg Johnson attended the recent Council on Aging Luncheon hosted at the Elks on Powder Mill Road, along with members of the Maynard Fire Department and State Rep. Kate Hogan.

TA Greg Johnson and Finance Director Mike Guzzo attended the Finance Committee (FinCom) meeting on December 9<sup>th</sup> to participate in their discussion on financial planning and report on the status of the TA Recommended Budget for Fiscal Year (FY) 2021 (FY21).

TA Greg Johnson and Finance Director Mike Guzzo attended the Budget Sub-Committee (BSC) meeting on December 12<sup>th</sup> to participate in their discussion on financial planning and report on the status of the TA Recommended Budget for Fiscal Year (FY) 2021 (FY21).

TA Greg Johnson and Finance Director Mike Guzzo are incorporating all the budget requests from departments, boards, and committees and comparing the expenses adjustments from current FY20 budget to anticipated revenue for FY21.

Town Counsel provide TA Greg Johnson a draft Code of Conduct of town officials and enforcement policy for the consideration of the Board of Selectmen, per their request.

TA Greg Johnson recommends the Board of Selectmen consider scheduling a date for a summer-time "Round-table" of the Board, the School Committee, the Finance Committee, the Capital Planning Committee (CapCom) and others, in July, 2020, to allow for inclusion of newly elected officials and provide direction to the town and Superintendent's Staff for the new Fiscal Year and formulation of the budgets for FY22. Topics may include:

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regionalization, tax stabilization, local receipt adjustments (permit rate changes), capital item considerations (School building, senior center, civics center, White Pond water supply, infrastructure, etc), growth potential, private-public partnerships.

Town Clerk Michelle Jenkins provided boards and committees and all town officials with memorandums for guidance to abide by Open Meeting Law requirements and Conflict of Interest regulations.

Fire Chief Anthony Stowers and HR Coordinator Stephanie Duggan are implementing a transition of the town's mass-notification system to a new platform called "Hyper-Reach", from the old system "Black Board". The transition plan is currently starting at town staff to identify challenges before public messaging, which is expected soon.

TA Greg Johnson is planning to use Personal Time Off (PTO) to travel out of state from December 27, 2019 to January 2, 2020. Assistant Town Administrator (ATA) Megan Zammuto is expected to be present during this time for emergencies.

### **Council on Aging:**



Council on Aging Board Chair, Anita Dolan, decorates the COA!

- The Massachusetts Senior Medicare Patrol gave a presentation on how to prevent, detect, and report (Medicare) healthcare errors, fraud and abuse.
- To celebrate the holiday season the Council on Aging sponsored trips to the Commonwealth Ballet's Nutcracker in Weston, the Festival of Trees in Wellesley and the Holiday Boston Pops.

## **Department of Public Works:**

### *Engineering*

- Closing out contracts for prior construction season
- Finalizing upcoming fiscal year capital plan/prioritization
- Finalizing cost estimates for capital requests

### *Administration*

- Finalized publication and distributing notice of Trash sticker price increase
- Finalizing audit and agreement with Eversource on energy efficient upgrades to all town facilities through MASS illuminate

### *Highway*

- Assist in Holiday decorations D/T
- Conducted and Finished Snow and Ice operations
- Receipt of Recycle storage container, through Grant receipt from Mass DEP

### *Water/Sewer*

- Continue to Finalize upgrades to Old Marlborough Road water treatment facility
- Conducted and Finished Snow and Ice operations

### *Parks/Cemetery/Forestry*

- Assist in Holiday decorations D/T
- Repair and conduct end of season Maintenance to seasonal equipment

### *Facilities*

- Continue to develop minor punch list repairs for all town facilities, examples Fire Station, Police, Town Hall, etc.
- Continue Assisting in developing long term capital facility plan
- Continue Soliciting vendors for capital improvements to Maynard Country club
- Conducting Facility audits of Loss prevention initiatives with Service Master in conjunction with Town insurance MIIA

## **Fire Department:**

- We have had 65 emergency requests for services since November 26, 2019.
- We have had 17 documented fire prevention activities since November 26, 2019, including inspections.
- We have had 23 in-house training events since November 26, 2019. Training remains focused on Firefighter on Probation Training.
- We have had 49 maintenance related activities since November 26, 2019.
- We are working with the owner of 3-10, and 11-22 Railroad Street to ensure they are in compliance after an early morning fire in two gas burners in 3-10.
- We more maintenance issues with both Car 9 and Engine 2.
- Work is continuing on the fire/police communications upgrades.
- The diesel exhaust evacuation system was out of service last week, it needs a new motor. More signs of our aging infrastructure here at the fire station.

- Work has begun and will be completed shortly on a new fire alarm system for the fire station. Most of this is being paid for from a federal grant.
- Kyle Brainard is working on repairing more small maintenance items around the fire station.

## Library:

- Meeting Room Use: 68 meetings were held in November, 2019. Note that between the Veteran's Day and Thanksgiving holidays the library was closed for 4 days.
- Reference Report: Reference Transactions: 275
- One-on-One Tech Help Sessions: 5
- Kanopy Plays: 91
- Programs: Selling Online with Craigslist - 10 attendees Film Series: (Garry Winogrand: All Things Are Photographable) - 12 attendees
- Young Adult Librarian's Report: In November I answered 18 reference questions on the 3rd floor. I had 11 teens at an Early Dismissal Drop-in program, 68 people over 3 sessions of Baby Storytime, and 7 attendees at the November Family STEM Night.
- Children's Report: Two terrific author story times were the centerpiece of this month's festivities at the Maynard Library. Famed author Brian Lies made an appearance at the first session and he got the kids excited right off the "bat." Known for his "Bat" books, he also read a few others including my favorite, "The Rough Patch." The second session featured Julie Berry making another triumphant return to Maynard and bringing with her three new picture books (20 kids, 17 adults). One of them was entitled "Happy Right Now" which I'm sure aptly described her demeanor with the publishing success she's enjoying. We also had one other Bedtime Storytime (7 kids, 6 adults). Three tip-top Toy Times took place this month, bringing in 53 participants. 2 meetings of the LEGO Club were held, We also "put together" two LEGO Club meetings, totaling 14 people. The Young Artist and the Newspaper Clubs also met.
- Circulation: The library circulated 8,474 items in November, a drop from November 2018(9,260). 5,508 items were discharged. 726 items went out through the self-check module. The wireless was accessed 769 times. Newsbank was logged on 65 times and Ancestry.Com 1,250 times. 377 items were added to the collection and 31 withdrawn, making the collection size 79,454.
- Library Attendance: 5,906 for November.
- Miscellaneous: The update for the Library's Long Range plan was accepted by the MBLC on November 27<sup>th</sup>, enabling the Maynard Public Library to apply for MBLC sponsored grants.

## Office of Municipal Services:

OMS staff (Building Commissioner, Plumbing Inspector, Assistant Town Administrator/Director of OMS, Health Agent and more) are addressing recent public health risks and code violations discovered at residential units on Rail Road Street.

## Police:

First, I want to thank former Chief Mark Dubois for his leadership these past seven years. I believe he brought this Department forward and made it an enviable Department to be a part of. I was honored and humbled to be appointed the Police Chief in Maynard on November 19, 2019 at the Selectmen's Meeting. As a longtime resident of Maynard, I believe we all strive for the same goals for our Town and our Police Department. That the Police Department keep Maynard safe and a place where all want to live. That the Department must be approachable to all members of the community, and that we understand the needs and wants of the community.

We will always strive to meet and exceed these goals. I look forward to working with the Board in continuing and advancing the great work done by the officers of the Maynard Police Department. –*Chief Mike Noble*

#### *Incidents:*

On the evening of November 5th, the Maynard High School custodians reported a vehicle on a field and was observed doing donuts. The damage to the field was approximately \$5,000-\$7,500 in damage. A DPW employee was provided information on an individual possibly involved, and through further investigation this person was identified.

On November 7th, Officers responded to Great Road for a report of damage caused to a vehicle due to the construction on Great Road.

On November 9th, Officer Comeau responded to a residence to take a report of identity fraud. This individual had been scammed over the telephone and had provided her Medicare information to someone. This individual was advised to contact the Federal Trade Commission, and Medicare to flag suspicious activity.

On November 16th, Officers responded to the Maynard Lodge of Elks for a report of a fight. Prior to their arrival the individuals dispersed, and according to witnesses had not been throwing punches, but shoving each other. One individual was issued a no trespass order.

There have been countless sightings of an injured fox in Maynard, ACO Condon and her team are aware of the injured fox. They have evaluated his injury, and he is healthy enough to continue living in the wild.

#### *Community Outreach:*

On November 10th, Green Meadow students invited our local Veterans to show their appreciation. The Maynard Police Department was invited to join in this celebration. A special thank you to the students and staff for celebrating our Veterans!

We would like to thank our Veterans that work here at the Maynard Police Department: Sergeant William Duggan, Sergeant Michael Sutherland, Sergeant Daniel Bodwell, Officer Lucien Comeau and Officer Richard Seeley. Our sincerest thank you for your service

On November 15th, we wished Chief Mark Dubois farewell, and onto his next journey at the Braintree Police Department. We wish him the best and will be forever grateful for the support, guidance and years of service here at the Maynard Police Department. Wishing you many years of success, and don't forget to come for a visit.

On November 19th, Lieutenant Noble was sworn in as the next Chief of Police for the Maynard Police Department. Chief Noble has served the Maynard community since 1994.

As a reminder, the Winter Parking Pan will go into effect on December 1st. There is no on-street parking from 2:00am to 6:00am.

#### *Trainings:*

Communications Supervisor Finnerty attended a Domestic Violence Advocate training program at the Concord Police Department. The course was three sessions per week for three weeks.

Sergeant Duggan AND Trista Manchuso attended the monthly NEMLEC SWAT training.

Officers Ruggiero and Maskalenko attended the Middlesex District Attorneys training on preparing search warrants.

Sgt. Sutherland and Off Ruggiero attended their annual in-service training.

Chief Noble attended the Massachusetts Police Accreditation Conference.

#### *Motor Vehicle Activity:*

- ❖ Civil Citation 19
- ❖ Written Warning 55
- ❖ Verbal Warning 287
- ❖ Arrests (Motor Vehicle Related) 6
- ❖ Criminal Complaint 20



Total Motor Vehicle Stops 387

Location & Number of Motor Vehicle Accidents

- Acton Street 1
- Burnside Street 1
- Dawn Road 1
- Great Road 2
- Main Street 1
- Parker Street 1
- Waltham Street 2

Total Accidents 9

*Arrests:*

1. Lisa Marie Adams Maynard, MA - Op MV With License Suspended for OUI, Registration Not in Possession
2. Chelsey A Kearns Natick, MA - OUI Liquor, Negligent Operation of Motor Vehicle, Improper Operation of Motor Vehicle, Marked Lanes Violation
3. Vilmar Machado De Castro Maynard, MA - Unlicensed Operation of MV, MV Lights Violation
4. Jose Gabriel Guaman Lowell, MA - Warrant Arrest
5. Wanderson DC Bicalho Maynard, MA - Warrant Arrest
6. Charissa M Pawlowski Maynard, MA - OUI Liquor, Negligent Operation of Motor Vehicle
7. Mackenzie L Schultzberg Uxbridge, MA - OUI Liquor, Negligent Operation of Motor Vehicle, Fail to Drive in Right Lane
8. Monique A Campbell Maynard, MA - Warrant Arrest
9. Andrew Hampson Rindge, NH - Warrant Arrest
10. Mehki Anthony Downing Lowell, MA - OP MV With License Suspended, OP MV With Registration Suspended, Uninsured Motor Vehicle, Number Plate Violation to Conceal ID, No Inspection/Sticker, Unregistered Motor Vehicle
11. Charissa M Pawlowski Maynard, MA - Warrant Arrest

Total Arrests: 12

It is important to note that subjects are placed under arrest based upon probable cause and the arrest, in and of itself, is not a determination of guilt. Arrests that are not listed may represent juvenile or domestic violence arrests, or those placed into protective custody.

*Animal Control Report:*

- Total Number of Calls: 26 Complaints: 1 Lost Dogs: 1 Lost Cats: Cat Related (Other): Animal/Wildlife Calls: 8 Miscellaneous: 14
- Total Number of Animals Picked Up: 0 Unlicensed Dogs: Unclaimed Dogs: Still in Animal Control Custody: Surrendered to Humane Shelter:
- Total Number of Citations Issued:0 Unlicensed: Leash Law/Not Under Owner Control: Other Offenses: Court Summons Processed:
- Total Number of Human Bites: 0
- Total Number of Animal to Animal Bites: 0
- 10 Day Quarantine Orders (Human Bite):0 Issued: Released:
- 10 Day Quarantine Orders (Animal Bite): 0 Issued: Released:

- 45 Day and 6 Month Quarantine Orders: Issued: 0 Released: 2
- Animals Sent to State Lab for Testing: 0 Bats

*Submitted By: Jennifer Condon Animal Control Inspector/Officer*