



TOWN ADMINISTRATOR'S REPORT

December 18, 2018

ADMINISTRATION:

- ***Town Hall's hours of operations*** will follow employees' contractual guidelines for the upcoming holiday period:
 - Regular hours on Friday, December 21st (closing at noon), a half day on December 24th (also closing at noon), and a full day on December 31st (8am to 4pm)
- TA Greg Johnson, town staff and town officials attended a breakfast and lunch hosted by the ***Minuteman Advisory Group on Interlocal Coordination (MAGIC)*** of the Metropolitan Area Planning Council (MAPC) regional planning agency. Attendance included representatives from many of the 13 member communities in MAGIC, and discussions emphasized the importance of regional collaboration to address current and future municipal challenges.
- TA Greg Johnson hosted a meeting of a ***capital plan working group*** to advise him on capital items requested to be funded in the fiscal year 2020 budget. Development of the plan will continue in consultation with finance staff members.
- Thank you to all town staff that supported the recent ***Jingle All the Way 5k road race and Christmas Parade*** this past weekend. There were great crowd and no incidents.
- Thank you to the public and town staff that supported the recent ***movie production*** downtown. I am glad to support economic endeavors in this capacity, and hope to welcome future productions to the benefit of the town.
- TA Greg Johnson recently attended a meeting of the ***Maynard Community Gardeners*** to thank them for all their volunteerism in beautifying the town.
- TA Greg Johnson and Finance Director Mike Guzzo continue to collaborate with the Finance Committee and Budget Subcommittee in development of the ***FY20 town budget***.



PLANNING AND ECONOMIC DEVELOPMENT:

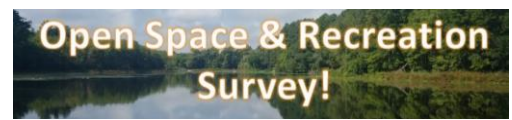
- The Planning Board approved a ***Special Permit modification for Maynard Crossing (129 Parker)***. The approval is expected to be the final hurdle for bringing in the grocery store that Capital Group has been negotiating with.
- ***115 Main Street (former Gruber's)*** is moving along with their Site Plan/Special Permit application for a mixed use project. Issues with drainage have resulted in some delays, but are expected to be worked through over the next few weeks. The next Planning Board hearing for the project is scheduled for January 22nd. The applicant is working with the town's design consultant on the project aesthetics.



- **Multifamily project at 42 Summer Street** is currently in the public hearing process and the Site Plan/Special Permit is taking shape. Input from abutters has reduced the scale of the project and resulted in significant aesthetic changes. The Planning Board's next hearing for the project will be January 22nd.
- Staff is working with the Economic Development Committee (EDC) to design a "**development handbook**" that will detail town processes necessary to file permits, open businesses and conduct other town business functions.

CONSERVATION:

- The Conservation Commission welcomes **Laura Mattei** as their newest member!
- Sunday, December 9th was the second field meeting of the **Trail Keeper volunteer trail workers group**. The group walked the school woods trails, and made a list of spring improvements. Overall, the trails were in good shape, but there is some need for invasive species removal at the entrances to the trails. Also, the Taylor Road entrance was littered with bags of dog excrement and other garbage, so signage may be necessary to remind people not to litter.
- The responses from the **Open Space and Recreation Plan survey** are in the process of being analyzed, and will be developed into goals and objectives for the next seven years.
- The Agent attended **courses** on Wetland Protection Act Enforcement and the Wetlands Protection Act through the Massachusetts Association of Conservation Commissions
- Currently there are **four applications** for projects before the Commission, including one Stormwater Permit, two Requests for Determination, and one Request for an Amended Order of Conditions
- The Commission has expressed interest in purchasing the property at **18 Winter Street**. The Commission has been in intermittent contact with the owner for years attempting to purchase the property. Currently, the Commission is waiting to hear back from the owner as to the asking price and other potential sale details.



PUBLIC WORKS

- We notified residents prior to construction via the Connect CTY system that the next phase of the **129 Parker Street Downstream project** between Walnut Street and Great Road began on Monday December 10th. We are replacing large sections of sewer main that are located at the centerline of the roadway and will work as quickly as possible through this area; however, due to the location of the pipe in the roadway, both lanes of traffic are closed during active construction from 7:00AM-3:00PM. Residents and patrons of local businesses, such as Butler Lumber & the Corner Store, are able to access their properties. We anticipate the construction to take three weeks, weather dependent.
- **Well 06G** had been reinstalled and a pump test was completed. Samples were sent in this week for water quality determination before the well is officially put back online. Currently, the well is pumping 150 gallons/minute, which is 100 gallons/minutes less than the previous capability.
- The **Sidewalks Project on Summer Street** is complete for the season and will continue in the spring.
- The Memorial Park **Bandstand Area** is complete and work on the park's access ramp continues as weather permits.

Census



TOWN CLERK:

- The **2019 Annual Town Census and Dog Licensing Program** will be mailed out the week of December 24, 2018.

- ***Nomination Papers*** for the Annual Town Election on May 7, 2019 will be available the week of January 7, 2019. The following seats are open:
 - **1 (one) School Committee member for a term of three years**
 - **1 (one) School Committee member for a term of one year (to fill a vacancy)**
 - **1 (one) Selectman for a term of three years**
 - **1 (one) Regional Vocational School Committee member for a term of four years**
 - **1 (one) Trustee of Public Library for a term of three years**

PUBLIC SAFETY:

- **MFD**
 - We have had 55 maintenance-related activities since November 27, 2018. Assistant Facilities Manager, Tim Goulding continued working on providing ***supplemental heating solutions*** to the temporary structure housing Ladder 1.
 - Work remains ongoing with the ***Fire Station Building Committee*** as the working group continues meeting with both the architect and owner's project manager.
- **MPD**
 - The ***Overnight parking ban*** is in effect until March 1st between the hours of 2:00am and 6:00am. The fine for violations is \$20.00. If a vehicle is disabled and unable to be moved, residents are urged to call MPD at 978-897-1011.
 - Police Chief Mark Dubois will serve as President of the ***Northeastern Massachusetts Law Enforcement Council (NEMLEC)*** next year. Members of town staff attended NEMLEC's recent Holiday Luncheon at Chief's invitation. NEMLEC is a consortium of police departments in Middlesex and Essex Counties, and two County Sheriff's Departments. Member agencies operate by sharing resources and personnel, collectively providing services to each other that might not be available to one. NEMLEC coordinates this sharing of personnel and resources to provide its member agencies with the ability to provide supplemental services to the 1.7 million people in the 925 square miles they serve. NEMLEC is a professional organization that is directed by the priorities and needs of its members. This means that officers from NEMLEC's agencies can be made available in other communities during an emergency or event that requires police services beyond what local police may have. NEMLEC coordinates the provision of mutual aid and the sharing of these officers between agencies, in accordance with Massachusetts General Laws, Section 40, Paragraphs 8G and 4J. Responding officers that report to provide mutual aid are under complete control of, and follow all commands given by, the local police chief of the department that requests services.



COUNCIL ON AGING:

- The Fowler and High School music students, along with their Director, Mr. Kevin Kozik, invited Maynard seniors to a ***special winter concert*** on December 7th. The Fowler band students performed "stolen gems" which included songs related to espionage as well as renditions of magnificent classical works.



CIVIC & STAFF NEWS:

- The **2018 WAVM Beacon-Santa Telethon** has raised \$37,100 and counting! The students wish to thank all the employees at Town Hall who donated to the Toy Auction!



- **52nd Annual Maynard Christmas Parade** was another successful event – many thanks to MPD and MFD for all their efforts in continuing this annual tradition!
- **Boys and Girls Club Milk & Cookies with Santa** is Saturday, December 15th from 3:00pm – 5:30pm. Admission is \$3.00, photos with Santa are \$8.00, and raffle tickets and crafts are \$1.00 each (cookie decorating, face painting, games, etc.).

