



## APPROVED MINUTES

### OFFICE OF THE BOARD OF SELECTMEN TOWN OF MAYNARD

MUNICIPAL BUILDING  
195 MAIN STREET

MAYNARD, MASSACHUSETTS 01754

Tel: 978-897-1301 Fax: 978-897-8457

#### **Selectmen's Meeting Minutes**

**Tuesday, July 2, 2013**

**Room 201, Town Hall**

**Time: 7:00 pm**

**Present: Selectman Brendon Chetwynd, Selectman David Gavin, Selectman James Buscemi, Selectman Dawn Capello, Selectman William Cranshaw, Acting Town Administrator, Kevin Sweet. Absent Becky Mosca.**

**(This BOS meeting is taped and videotaped).**

#### **Pledge of Allegiance**

**Public Comments:** Mary Brannelly, a Vose Hill resident, had comments about 129 Parker Street; specifically asking if the selectmen have any new information. Selectmen Chetwynd commented that he attended a meeting, about 2 weeks earlier, along with Maynard citizen, Mary Brannelly. The BOS agreed to work up new time line as Draft Plan for 129 Parker Street Development. The next meeting's date will be advertised and should take place in August.

#### **Fiscal Year 2014 Organization Discussion and Vote**

**First meeting of the new term at which the board needs to pick a new chair and clerk to run the board meetings.**

**Motion** made by Selectman Cranshaw to nominate Brendon Chetwynd as the Chairman for the Board of Selectmen. Second by Selectman Capello. Vote 5-0. **Motion** approved.

**Motion** made by Selectman Cranshaw to nominate David Gavin as the Clerk for the Board of Selectmen. Second by Selectman Capello. Vote 5-0. **Motion** approved.

#### **Award, Volunteer, 2013 Presented by Selectman Capello to Jerry Culbert.**

Selectmen Capello sincerely thanked Jerry Culbert, who has served on the School Building Committee and Community Life Center Committee, for his amazing dedication and the many hours of hard work he has contributed to the Town of Maynard. She presented him with Maynard's 2013 Volunteer Award.

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### Acceptance of Minutes

**Motion** made by Selectman Capello to approve the minute for the June 18, 2013 meeting. Second by Selectman Gavin. Vote 4 - 0. William Cranshaw abstained. **Motion approved.**

### List of Correspondences:

- a) Maynard Recreation meeting minutes, May 15, 2013
- b) Fire Department Monthly report for June 2013
- c) Town Hall Hours for 6/24 – 6/28 and 7/1 – 7/5
- d) Maynard Golf Course report for June 2013
- e) Monthly report for DPW, Engineer, Wayne Amico
- f) Resignation letter, ADA, Paul Giunta
- g) Group response letter regarding, Building Commissioner, 129 Parker Street
- h) Group letter to Attorney General's Office RE: STM Oct. 26, 2011
- i) Letter, D L P N , REQUEST for hearing, 129 Parker Street
- j) Letter from resident regarding location on Waltham Street
- k) MAGIC update 2
- l) Letter from Maynard Elks, manager resignation
- m) MPO, public notice
- n) OARS, Water Wise Workshops and Innovation Workshops

**Motion** made by Selectman Gavin to approve the list of correspondences as shown. Second by Selectman Capello. Vote 5 - 0. **Motion approved.**

### Consent Agenda

- a) Re-appointment: Ron Cassidy to Board of Health,
- b) 16<sup>th</sup> Annual Road Race, Boys & Girls Club, date, Saturday, September 21, 2013

**Motion** made by Selectman Gavin to approve the consent agenda as shown. Second by Selectman Capello. Vote 5 - 0. **Motion approved.**

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### **Appointments to Board and Committees**

- Gregory Tuzzolo, Jason Kreil, Charles Shea, Stephen Jones.

**Motion** made by Selectman Gavin to approve the following appointments:

- Gregory Tuzzolo new appointment to the Planning Board, term to expire June 30, 2016.
- Jason Kreil new appointment as the Alternate Member of Planning Board, term to expire June 30 2016.
- Charles Shea new appointment to the Planning Board, term to expire June. 30, 2016.
- Stephen Jones new appointment to the Recreation Board, term to expire June 30, 2016.

Second by Selectman Capello. Vote 5 - 0. **Motion approved.**

### **7:15 pm Manager Change at Maynard Elks Request from the Maynard Lodge of Elks to change the Manager from Doug MacGlashing to Florine Huminik.**

**Motion** made by Selectman Chetwynd to approve the manager change to Florine Humink at the Maynard Lodge # 1568 Lodge of Elks. Second by Selectman Gavin. Vote 5 - 0. **Motion approved. Application received on June 17, 2013.**

### **7:25 pm Manager Change at Thai Chilli Request from Thai Chilli House to change the manager from Apinya Pathumwan to Tanakon Mongkontavy. Application received on June 17, 2013.**

**Motion** made by Selectman Chetwynd to approve the manager change to Tanakon Mongkontavy at Thai Chilli House, LLC d/b/a Thai Chilli located at 43 Main Street. Second by Selectman Buscemi. Vote 5 - 0. **Motion approved.**

**Maynard Golf Re-Use Committee Report.  
Selectman Capello Board liaison to this committee**  
Chair, Bill Freeman gave the Board a presentation of the review and reports.  
**Note: Report on the Town Web site for your reviewing.**

**Maynard Community Life Center Report.  
Selectman Capello Board liaison to this committee**  
Chair, Jerry Culbert gave Board a presentation of the final report for the Community Life Center.  
**Note; Report on the Town Web site**

**Special Request for Water Ban Waiver, Alumni Field.**

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**Request: Dated June 26, 2013 from** Kevin Caruso, C.A.G.S. In short, we kindly ask that the school department receive a water ban waiver for the purpose of watering alumni to protect the investment already made by the school and town youth groups.

**Motion** made by selectman David Gavin to suspend present water restrictions and reinstate prior restrictions. Second by selectman Bill Cranshaw. Vote 5 – 0.

**Motion approved.**

**Town Hall, Summer Hours request Note; received BOS 6/18/13 agenda Notice received from Nancy Brooks, Union Steward A.F.S.C.M.E. Local 1703 dated June 26, 2013. Request: If employees could re-visit a summer hours schedule on a trial basis with the potential of making it permanent, should this be found to be beneficial.**

**Motion** made by selectmen David Gavin to approve the request for summers hours and then return to regular working hours on Tuesday after Labor Day, September 3, 2013. Second by selectman Bill Cranshaw. Vote 4 – 0. **Motion approved.**

### **HOURS for SUMMER 2013**

**Mondays 8:00 am to 4:00 pm**  
**Tuesdays 8:00 am to 7:00 pm**  
**Wednesdays 8:00 am to 4:00 pm**  
**Thursdays 8:00 am to 4:00 pm**  
**Fridays 8:00 am to 12:00 noon**

**2013 – 2014 Maynard Board of Selectmen Goals & Initiatives update**  
**Tabled to another meeting.**

### **Audit Report Result**

**Audit received from Melanson Heath & Company, PC Certified Public Accountants Management Advisors: Town of Maynard received Audit result on May 3, 2013**

- 1) Annual Financial Statements for the Year ended June 30, 2012**
- 2) Independent Auditors' Reports Pursuant to Governmental Auditing Standards and The Single Audit Act Amendments of 1996 for the Year Ended June 30, 2012**
- 3) Management Letter for the Year Ended June 30, 2012**

**Motion** made by selectman David Gavin to instruct the acting Town Administrator to seek out/acquire a new auditor for the 2013 audit. Second by selectmen Bill Cranshaw. Vote 4 – 0. **Motion approved.**

### **Request: Union, Local 1156 to Amend Contract.**

**Request from Joe Foster Union Stewart, Local 1156 DPW, received June 18, 2013 Contract expires on June 30, 2013, with all the unforeseen personnel changes, the contract negotiations were put on hold until further notice. Request to extend the contract by one year with 1.5% increase. The Town would not have to incur any**

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**retroactive salaries in the future and the union members would not have any difficulties compensating for any cost of living increases that may occur.**

**Motion** made by David Gavin to extend the current contract of the Town of Maynard's MA Local 1156 for 1 year with a 1.5 percent salary increase. Second by selectman Bill Cranshaw. Vote 4 – 0. **Motion approved.**

**Note: Selectman Capello left meeting around 8:30 pm,  
Selectman Buscemi left meeting after 9:00 pm.**

### **Town Administrator's Report**

Softright conversion, Town Accounts office to close the schedule A they are still using KVS. Training is ongoing with staff. Softright folks in the building working with us. Happy to report it is going smoothly with conversion.

Chiefs and Kevin start to put together a dispatch plan and process.

DPW, paving projects, Shore Road and Summer Hill Road prepped and getting ready, along with Euclid Ave for paving. Weekly meetings with Chris Okafor in the DPW with all needs.

Update: Reo Park, our Engineer, W. Amico checked out Reo, (boring holes) and all other issues at park, at this point with the design and plans we need to move in a different direction to complete.

Coolidge Park we have worked up punch list and that needs to be addressed.

### **Old/New Business**

Selectman Gavin

- School Building Committee Rpt. New school is close to a "turnkey" open.
- Property on (54 Waltham Street) pictures in corr. Do we need to do something?
- Rail Trail Rpt. – no formal report.

Selectman Cranshaw

- Medical Marijuana, is this on schedule with Zoning and planning to have article ready for Fall STM?
- AG letter in BOS packet, can we ask the TA to check into this matter and see if anyone has looked into this.
- Letter in correspondence, parking lot issue on Waltham St? , TA said this property just sold should be a nonissue soon.

Selectman Chetwynd

- New Boards and Committees, we will need to work on this for another meeting.
- Acting Town Administrator needs to be reassigned for another 90 days.

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**Motion** made by Selectman Gavin to reappoint Kevin Sweet at the Acting Town Administrator from July 1, 2013 and not to exceed 90 days. Second Selectman Cranshaw. Vote 3-0. **Motion approved.**

**Motion** made by Selectman Chetwynd to adjourn. Second by Selectman Cranshaw. Vote 3-0. **Motion approved.**

Time: 10:30 pm

Approved: September 3, 2013

Date: July 16, 2013

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Selectman, David Gavin, Clerk

Initials: BJM