



APPROVED MINUTES 7/16/13

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 16, 2013**

**Room 201, Town Hall**

**Time: 7:00 pm**

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

**(This public meeting is recorded and videotaped).**

**Pledge of Allegiance**

**Acceptance of Minutes for July 2, 2013 – tabled.**

**List of Correspondences:**

- a) Assessing Department May and June Monthly Report
- b) Police Department Monthly Report for June 2013
- c) Department of Public Works Monthly Report for June 2013
- d) AllOne Health Resources Information
- e) OARS Information – Invasive Water Chestnut
- f) Memo Sarah Cressy re: Gates Pond Walk
- g) Correspondence from Lynne Marie Porrazzo re: aggressive dog
- h) Correspondence from Daniel Stuart (Community Gardeners) re: Assabet RiverRail Trail
- i) Correspondence from Rebecca Chafel, DVM re: Assabet River Rail Trail
- j) Correspondence from Jim Fulton re: Maynard 5k Road Race
- k) Meeting Notice – Maynard Citizens MCC/MRC
- l) Meeting Notice - Maynard Golf Course Re-Use Committee

APPROVED MINUTES 7/16/13

- m) MAGIC Fiscal Year 2014 Work Plan
- n) Licensing Fee Schedule
- o) Plumbing/Gas Permit Schedules

**Motion** made by Selectman Gavin to approve the list of correspondences as shown. Second by Selectman Cranshaw. Vote 4 - 0. **Motion approved.**

**Consent Agenda**

- a) Maynard Rotary Club – Oktoberfest One-Day Wine and Beer Permit Date Oct 12, 2013.
- b) Maynard Rotary Club Christmas Parade One Day Permit Date Dec 2, 2013.
- c) Block Party Permit – Ricky Drive Date August 16, 2013, (mail permit resident).
- d) Assabet Valley Chamber of Commerce – Maynard Fest One Day Special Permit. Oct 5, 2013.

**Motion** made by Selectman Gavin to approve the consent agenda as shown above. Second by Selectman Buscemi. Vote 4 - 0. **Motion approved.**

**Police Interview:**

Chief Dubois, Anticipated vacancies:

- 1) Inspector Phil Craven worked his last shift on July 2, 2013. He is using his allotted leave time until his official retirement date on August 27, 2013.
- 2) Sgt. Brian Quinlan had a duty injury and now is waiting for the PERAC decision to receive retirement.
- 3) We have another Officer (AR) with a pending matter with anticipated date of resolution.

At this time the Police Department is requesting the Town of Maynard to hire (2) officers. Nicholas Latino and Andrew Patterson to be interviewed tonight. Both are recommended by Chief Dubois. Both will be ask to attend the Police Academy for an August 19<sup>th</sup> start date, graduation in January 2014.

**Motion** made by Selectman Gavin to approve the appointment of Nicholas Latino to a position in the Maynard Police Department upon graduation from the Police Academy. Second by Selectman Buscemi. Vote 4 - 0. **Motion approved.**

**Motion** made by Selectman Gavin to approve the appointment of Andrew Patterson to a position in the Maynard Police Department upon graduation from the Police Academy. Second by Selectman Buscemi. Vote 4 - 0. **Motion approved.**

**129 Parker Street**

- a) **Timeline.**  
Extensive discussion on expectations and goals, project timeline. New Planner, Eric Smith -- have him work with developer and come back with something to seriously

## APPROVED MINUTES 7/16/13

consider and then move to the next stage. Also, have Eric come back with his thoughts to the Town Administrator to get us moving “off the ground.” Developer agrees with the Timeline.

### b) **A. G. Jennings, LLC Proposal for Process Facilitation Services**

**Motion made** by Selectman Chetwynd to authorize the Acting Town Administrator to execute a contract with Angus Jennings, AICP for their services, upon receipt of payment from the developer to fund said services, in reference to 129 Parker Street Project. Second by Selectman Cranshaw. Vote 4 – 0. **Motion approved.**

### c) **ZBA Hearing Discussion**

In the future, we will have Eric Smith manage the ZBA hearings.

### **Acting Town Administrator’s Report**

- FY14 Budget: The Governor’s veto represents a 19% cut to Maynard, about \$250,000.00 local aid reduction.
- Financial Software Conversion: New system in place, staff is in training classes. Interim Town Accountant is working to close out FY13 Free Cash and Schedule A within the KVS system.
- Solar Array Update: Washington Gas in final stages of construction onsite. Needs final inspections. Then Nstar to schedule their electrical interconnection work. Town Counsel is currently drafting Town and May Dog contract with expectations. BOS to review and approve contract in August.
- Crosstown Connect (Regional Transportation) Actual service of dispatch and function to provide Transportation services to employees of the Town and Business of the Town.
- Reo/Coolidge: Reo alternative design for mound. PIP surfacing and completion of the fence has been rescheduled for July 17, 2013. Walkthrough of both parks for July 23, 2013. Walkthrough people from the Town will include Chris Okafor, Wayne Amico, Gregg Lefter and Kevin Sweet.
- Town Planner: Eric Smith started July 15, 2013 and is addressing existing issues to the Planning Board and Zoning Board of Appeals.

### **Chairman’s Report:**

- TA, Interviews start on July 22, 2013. The schedule is on the Town Web.
- Candidate, Peter Grazykowski withdrew. Town Administrator Search Committee screened the candidates and worked diligently over a 90-day period. BOS, do we want feedback from the Department Heads? BOS yes and from anyone else that would like to comment, open discussion.
- Indicated support for letter to MassDOT by Community Gardeners regarding narrowing ARRT trail to minimize impact on pack. Noted that narrowing trail at garden may enhance safety of approach to busy, complex intersection. After further discussion of some issues regarding rail trail design, the Board designated Sel. Gavin to work with ITA Sweet to prepare formal response letter to MassDOT.

### **Old/New Business**

## APPROVED MINUTES 7/16/13

- ATA, Kevin Sweet presented permit request from Sharon Wilson for a private party at her home on Howard Road. Board felt they did not need to grant a permit for a private party at a resident's home, however, it was suggested that she notify the Police only.

### **Selectman Cranshaw:**

- Correspondences from Rebecca Chafel DVM Assabet River; request to add as attachment to the minutes of July 16<sup>th</sup>.
- Lawn signs at the Maynard Golf course, short-term advertising. Note, we would not let other businesses display advertising signs. ATA, have Eric Smith work this issue.
- Do we have cooling centers available? Kevin Sweet and Bob Larkin confirmed that cooling centers are in place, Notice on the Town Web, Cooling Centers are located at the following:
  1. Powder Mill Circle, 15 Powder Mill Circle Cooling Center
  2. Town Hall, 195 Main Street Cooling Center
  3. Library, 77 Nason Street Cooling Center
- COA currently has information to pass out to all seniors.
- Letter from resident, Vic Tomyl handed out at last meeting, with request to name a recreational facility after this Veteran, his brother Stanley Tomyl. Note: Will ask Wayne Stanley our Veteran Agent to help work this idea.
- Watering Ban, The Assabet River is low and what is Maynard now doing to cover Maynard? Authorize the Acting Town Administrator and Operation Manager to set Watering Ban for a Level 1.

**Motion** made by Selectman Chetwynd to authorize the Acting Town Administrator to implement a watering ban with DEP compliance if necessary. Second Selectman Gavin. Vote 4-0. **Motion approved.**

- Request to have Chris Okafor at next BOS meeting to explain:
  - 1) Water Ban
  - 2) Other issues from the DPW.

### **Selectman Gavin:**

- School Building Update: Good news temporary worker OC permit due for Aug. 2 2013 -- finish work in process.
- Tour -- BOS would like a Tour of the New MHS. Request for Kevin Sweet to line this up with Gregg Lefter. **Note:** School will not be 100% complete even when school opens. Auditorium panels and seats are not in yet. Unclear about the gym -- seats and floor if/when they will be finished. There is a phone line issue; however, the school will open on time for students. The School Building Committee will finish by Dec. 2013.
- Request for Kevin Sweet to get in touch with Kevin Caruso regarding the MHS field issue.

### **Selectman Buscemi:**

APPROVED MINUTES 7/16/13

- Golf course, do they know we have By-Law for signage? Alternatively, home businesses that have signs on their lawns? Kevin Sweet will address this issue with Eric Smith and have him notify offenders.

**Motion** made by Selectman Chetwynd to adjourn. Second by Selectman Cranshaw. Vote 4 - 0. **Motion approved.**

Time: 11:00 pm

Approved: at BOS meeting on September 17, 2013

Date: July 16, 2013

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Selectman, David Gavin, Clerk

Initials: BJM

**Attachments:**

**Letter from Vic Tomyl and Rebecca Chafel**