



Sept. 10, 2013

1

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, September 10, 2013
Police Station, Training Room
Time: 7:06 pm

Present: Chairman Brendon Chetwynd, Selectman David Gavin, Selectman William Cranshaw, and Selectman Dawn Capello, Town Administrator Kevin Sweet and Admin. Assistant Becky Mosca. Absent; Selectman James Buscemi

(This public meeting was recorded).

Set date and time Special Town Meeting

A motion was made by Selectman Cranshaw to set the date, time and place for the Special Town Meeting, Monday, November 4, 2013 at 7:00 pm at Fowler School Auditorium. Second by Selectman Gavin. **Vote 4 -0. Motion approved.**

TA, Kevin Sweet, said that the preliminary estimate of articles is nine, mostly zoning by-laws and dog licensing by-laws. All articles will be due 30 days prior to the town meeting (October 4th)

Discussion of Procedures. Goals, Objectives and Initiatives

The remainder of the meeting was a broad discussion of Board administrative policies and procedures, and the Board members' overall goals, objectives and initiatives for the town.

1. Communication topics:

- (a) Board and TA agreed that it is best for the TA to coordinate the lines of communication for the Town. Dr. Gerardi (in attendance) agreed, as he keeps the lines of communication going with his board, teachers, staff, students and parents. TA coordination will allow Board members to refer social media inquiries to single source, definitive information about issues/events. In addition, Board would like to review either

another town's policy or a business policy for social media, and TA will explore options for restarting "Board Bits" or similar.

- (b) Regarding open meeting communication issues, Board members will not use email or IM during meetings except for special circumstances. TA will research options for a blind-copy email address for all Board related email communications.
- (c) Sel. Cranshaw is looking for an agenda report with a summary of detail for each agenda item. It would serve as the outline and context description for the meeting minutes. Comment from Dr. Gerardi – he writes a report for his board, he can send example report.
- (d) Discussion of how does Board communicates its vision? Web, TA Blog, Beacon Villager, WAVM? Dr. Gerardi is planning a vision session with the School Committee to quantify there mission statement.

2. Economic Development topics:

There was consensus of need for advocacy and facilitation of economic development, and recognition that economic development needs extends beyond downtown core and retail base. Several options for organization were presented, including the inactive Industrial Development Finance Agency committee. Discussion to be continued with new town planner joining the BOS at next meeting for a planning session.

3. Capital / Town Needs topics:

- (a) Future building needs mentioned were the DPW building at Winter Street, fire Station, Green Meadow School, the parking deck, recreation facilities, school administrative space, and senior center. None has been prioritized. The Board did not support subsidizing investments at the old Fowler (Art Space) building.
- (b) It was noted that there can be many ways of achieving goals and multiple options for each facility should be kept open so that the Town can take advantage of unanticipated opportunities should they arise. The school administrative needs are flexible enough that they can be accommodated within the vacant commercial office space in town. A potential opportunity for a senior center that has recently come up is incorporating those functions into a proposed housing development.
- (c) TA, Kevin Sweet noted that there is no lifecycle maintenance/replacement schedule for critical building components. The Facilities Manager is working on it.

4. Financial topics:

- (a) The Board wants to have a joint meeting with the School Committee to discuss upcoming contract negotiations.
- (b) Sel. Gavin suggested that a group from the BOS/FinCom/School Committee work on multiyear financial planning. He will coordinate

with TA and others to gather forecasting and budgeting spreadsheets previously developed.

- (c) Sel. Cranshaw advocated for eliminating split tax rate and implementing CPA surcharge on commercial properties. He noted best time to consider this was well before tax rate hearings, particularly when growth revenues are anticipated. Sel. Capello noted that she thinks commercial real estate tax surcharge is not significant for property/business owners, and that she is concerned any savings would not be realized by lessees.

5. Senior Services/Needs:

- (a) The Board discussed the need for better senior services and programs, as well as facilities. Services and programs are the highest priority.

6. Project Specific topics:

- (a) TA, Kevin Sweet provided an update on the efforts to complete the playground projects. They will be opened this fall, but work will be required in the spring.
- (b) There was no discussion at this meeting on the topic of the possible development of 109 Powdermill Road.
- (c) The Board discussed what the Town Planner would describe for next steps in the 129 Parker Street process at the end of the upcoming visioning session.

Some of the topics not discussed are to be added to the agenda for the next Board of Selectmen meeting, on September 17th.

- (1) Role of Town Administrator and BOS in regards to Counsel Communications
- (2) Naming of Town Property

Adjournment

A motion to adjourn the meeting was made by Selectmen Chetwynd. Second by Sel. Gavin Vote 4-0. Motion approved.

Time 11:20 pm

Approved: at BOS meeting on Oct. 15, 2013

Date:

David Gavin

Selectman, David Gavin, Clerk

Initials: BJM
Attachment: