



OFFICE OF THE
BOARD OF SELECTMEN
TOWN OF MAYNARD

MUNICIPAL BUILDING
195 MAIN STREET

MAYNARD, MASSACHUSETTS 01754

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Selectmen's Meeting Minutes

Tuesday, November 5, 2013

Room 201, Town Hall

Time: 7:00 pm

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

(This public meeting was recorded).

Pledge of Allegiance

Fire Department; Badge pinning (3 new appointments),

Chief Anthony Stowers pinned two – fire fighters and Chaplain.

Angela Lawless

Mark Latti

Deacon John Pepi.

Public Comments: no comments from the public

Minutes from April 22, 2013 (special meeting), May 8, 2013 (special meeting) and regular meeting on October 15, 2013.

A request was made by Selectman Gavin to hold the minutes of the April 22, 2013 meeting for a correction.

A motion was made by Selectman Gavin to approve the minutes for May 8, 2013 special meeting. Second by Selectman Capello. Vote 4-0. Motion approved.

A request was made by Chairman Chetwynd to reexamine the minutes of the October 15, 2013 meeting for a correction.

List of Correspondences (mail to the Selectmen's Office for November 5, 2013).

- a) Monthly Report - Department of Public Works
- b) Monthly Report – Maynard Golf Course (Sterling Golf Management, Inc.)
- c) CPC Public Meeting Notice
- d) Community Preservation Commission Proposals
- e) Cheryl Kane Certification
- f) Maynard Retirement Board Meeting Notification
- g) Recreation Commission Meeting Minutes – 7/17/13, 8/21/13 and 9/25/13
- h) Agenda Board of Health Meeting
- i) Agenda Maynard Cultural Council Meeting
- j) Agendas Recreation Commission Meetings
- k) Agenda Charter Review Committee Meeting
- l) Planning Board Meeting Notice
- m) Zoning Board of Appeals Meeting Notice
- n) Finance Committee Meeting Notice
- o) Reserve Fund Transfer
- p) All Depts. Expenditure Report
- q) Property & Casualty Invoices
- r) Contract Changes
- s) Resignation of Richard Gross – Council on Aging
- t) Incident Report 10/12/13 – The Pleasant Café
- u) Annual Christmas Parade Scheduled – Sunday Dec. 1, 2013 at 2:00 pm
- v) Fowler Ext. Definitive Plan,
- w) A.B.C.C. CALENDAR FOR YEAR 2014
- x) Letter from Council on Aging, request change in the Charter for seven members down from eleven members.

A motion was made by Selectman Gavin to approve the list of correspondences as shown. Second by Selectman Capello. Vote 4-0. Motion approved.

Consent Agenda: Three (3) items to approve.

1. The Town gives back to the residents, Annual Holiday Parking for the Month of December -- 2 hours of free parking per time downtown.
2. A request from the Maynard Business Alliance for the 2nd Annual Sip & Stroll that will kick off at Memorial Park, (Holiday lights will be turned on in the park on Saturday, December 7, 2013.
3. A request from (MBA) to have Dave's Landscaping adds Holiday lights to the poles downtown and decorate the trees in Memorial Park.

A request was made by Selectman Cranshaw to withdraw item one out of the Consent Agenda.

A motion was made by Selectman Capello to approve the remainder of the Consent Agenda as amended. Second by Selectman Gavin. Vote 4-0. Motion approved.

A motion was made by Selectman Cranshaw to approve the Holiday Parking at the Downtown parking meters for 2 hours of free parking starting November 29th, 2013 thru December 31, 2013. Second by Selectman Gavin. Vote 4-0

Appointments, interviews:

- Terrance Donovan appointment to the Board of Assessor (new to this Board).
- Erik Hansen appointment to the Cultural Council (new to this Board). Note Erik will not be at the meeting, but Elizabeth Stein Mulligan will speak for Erik. Erik has a studio at Artspace and has been attending the cultural council meetings.
- Linda Hansen appointment to the ARRT Steering Committee.

A motion was made by Selectman Capello to appoint Terrance Donovan to the Board of Assessors with a term that expires June 30, 2016. Second by Selectman Gavin. Vote 4-0. Motion approved.

A motion was made by Selectman Capello to appoint Erik Hansen to the Cultural Council with a term that expires June 30, 2016. Second by Selectman Gavin. Vote 4-0. Motion approved.

A motion was made by Selectman Chetwynd to appoint Linda Hansen to the Assabet River Rail Trail Steering Committee with an indefinite term. Second by Selectman Capello. Vote 4-0. Motion approved.

Application for new business, Fine Arts Theatre Place, LLC. Request for Common Victualler and Entertainment licenses.

Application withdrawn -- application not signed by owner.

Complete Streets Resolution: FINAL

A motion was made by Selectman Chetwynd to approve the Complete Street Resolution dated November 5, 2013. Second by Selectman Capello. Vote 4-0. Motion approved.

Proclamation (Jonny Caso) Assabet Valley Boys & Girls Club Youth of the Year 2013.



OFFICIAL PROCLAMATION

**COMMONWEALTH OF MASSACHUSETTS
TOWN OF MAYNARD**

WHEREAS: **Jonny Caso** has been an active member at the Boys & Girls Club of Assabet Valley for the past 8 years and;

WHEREAS: **Jonny** has fulfilled many rolls at the club assisting with youth activities, boys programs, volunteering at youth dances, fund raisers and;

WHEREAS: **Jonny** has also been active at Assabet Valley Regional Technical High School in the plumbing department, Top 10 in the plumbing class, Math League.

NOW, THEREFORE, WE, the Maynard Board of Selectmen do proclaim Thursday, November 14, 2013 as:

“Jonny Caso Day”

in the Town of Maynard and do hereby congratulate **Jonny** on him being named **2013 Youth of the Year** by the Boys & Girls Club of Assabet Valley and offer our thanks for him community service.

Given in the Selectmen’s Chambers this Fifth day of November, in the year two thousand and thirteen

Maynard Board of Selectmen

A motion was made by Selectman **Gavin** to approve the proclamation for November 14, 2013 for Jonny Caso as the youth of year for Assabet Valley Boys & Girls Club. Second by Selectman Capello. Vote 4-0. Motion approved.

Request for use of DPW vehicle during the winter season.

Chris Okafor, Operation Manager, requests the use of his Town vehicle overnight during the winter. This will enhance his ability to respond to emergencies and supervise properly the snow and ice events, plus other emergencies that may occur.

Return with Chris Okafor request as an agenda item on the Board of Selectmen Meeting on November 19, 2013.

Request from School for funds from the PEG Access Account. Dr. Robert (Bob) Gerardi would like your approve of \$89,920.00 of PEG funds to support this programming. This covers the Director at \$59,145.00, Paraprofessional 1 at \$17,353.00, and Paraprofessional 2 at \$9,422.00 the staff at WAVM.

Board asked TA, Kevin Sweet to look into whether the Town could also pay these employees' town benefits from this fund.

A motion was made by Selectman Capello to approve funds from PEG Access for the **Director** at \$59,145.00, Paraprofessional 1 at \$17,353.00 and Paraprofessional 2 at \$9,422.00 the staff at WAVM totals of \$89,920.00. Second by Selectman Gavin. Vote 3-1 Selectman Cranshaw nay vote. Motion approved.

Request from Town Administrator Kevin Sweet to approve the selling of the steel rails from the rail trail, the Town of Acton is taking the lead to have a sale.

A motion was made by Selectman Chetwynd to declare the surplus items of the steel rails, spikes and bolts, and similar, and railroad ties from the abandon rail property on the town- owned land along the Assabet River Rail Trail. Second by Selectman Gavin. Vote 4-0. Motion approved.

Request from Artspace, Barbara O'Brien, to add temporary lawn signs (18 x 24) One at Maynard Country Club, Island between Nason and Main Street, Acton Street near Cumberland Farms and School entrance every month for the Second Saturday's Art Show at Artspace.

Board, no to the Island at Nason and Main Street per site line.
The school area, she would need to ask the schools permission.

A motion was made by Selectman Capello to approve temporary lawn signs at the Maynard Country Club and Acton Street for the Second Saturday's Art Show at Artspace until June 2014. Second by Selectman Gavin. Vote 4-0. Motion approved.

Discussion 129 Parker Street Ad-hoc Committee Update:

The members are Eric Smith, Bernie Cahill, Ron Calabria, Lynda Thayer, Amy Hart, Eugene Redner and Ken Estabrook. The first meeting is November 6 2013. Current information on the 129 Parker Street Project can be found on Town website.

Town Administrator's Report - Kevin Sweet:

- Reo Road Park, installation of new composite structure starting around Nov. 11th.
- Solar Array/Dog Park, opening delayed until spring, commitment from NStar late Nov. to start work.
- Waste Water Treatment Plant, we are in the process of finalizing an RFP for the Management, Operations and Maintenance of the WWTP.
- Engineering, working with Police Chief and Town Engineer we have requested a quote to replace all four school zone signs on rte. 117 with new LED style lights
- Department of Revenue, awaiting confirmation of our submissions and assumptions to the DOR for the Tax setting hearing on 19 Nov.
- Health Insurance, had meeting with MIIA to discuss and review our tends, which are favorable this year.
- Assistant Town Administrator Position, interviews are scheduled for the end of the week. It is my goal to have the new candidate start as soon as practical.
- Miscellaneous,
 - Attended StatNet – Performance Management Session
 - Attended MMPA Annual Labor Relations Seminar
 - Held monthly Finance Team Meeting

Chairman Report - Brendon Chetwynd:

- Charter Review Committee Update
- February Public Hearing for the new reviews for charter
- Long Term Financial Planning
- Debt Service
- Retirement

Old/New Business:

Town Administrator, Kevin Sweet, notified the BOS of his vacation schedule (PTO) – Dec. 2, 2013, Dec. 9-12, 2013 and Dec. 27, 2013.

Selectman Cranshaw:

- We have 1.7 million in free cash; can we use at least \$700,000.00 for tax relief to the residents. All other board members declined to have staff determine options for FY14, but did agree to work something up for FY15.
- WAVM request for folks in the community to have radio shows sounds like a good idea. No action by Board or TA
- Asked what data are being tracked to assess pilot of adjusted Town Hall hours. Suggested that staffing of all offices and services during Tuesday nights be confirmed. TA will bring this back this on December 3rd, 2013. BOS meeting
- Asked if it was time to approve winter parking ban. TA said it would be added next meeting.
- Asked what process is involved if special time limits were set for new Electric Charging station spaces, suggested a 3-hour limit per vehicle. TA to reach.
- Noted that the Town of Acton has put together a new senior center study committee and asked who is responsible for staying apprised of that effort to see

if any opportunities might arise for coordinating Maynard's senior programming or spaces needs. TA provided Acton's notice of committee implementation.

Selectman Gavin:

- The Stratus project, if they call sees if we can get this working, we would like this sooner than later.
- Positive feedback for the Connect CTY call to let residents know we had a special town meeting on Monday night. Other board members agree but the sign at the Fire Station did not have that message for STM.
- Cemetery fence project progress; coming along but hopes DPW will get the weeds out of the fence area that was put up first. At the circles are in the center, would like the flagpole move in center of the cemetery. Sel. Cranshaw has one wish that the new fence is not damaged by the snowplow.
- Representative Kate Hogan, old-fashioned pie event, spoke with State Treasurer about the MSBA rules with square footage of schools. State Treasurer has asked Selectman Gavin to send him email with his comments.
- Secret Ballots; Gavin asked Town Counsel if we can speed up our town meetings, Town Counsel said we would need to change our town by-law regarding our secret ballots. Selectman Chetwynd said he would work on this issue and will read the by-laws.
- Maynard Music; Casino Night, congratulation to the Music group, it was a lot of fun and for a good cause.

Selectman Capello: None

Executive Session

In the matter of: Collative Bargaining and Executive minutes, Motion to Convene an executive Session was made by: Selectman Cranshaw, and duly seconded by: Selectman Gavin

The following roll call vote was taken on the above motion.

David Gavin	yea
Dawn Capello	yea
Jim Buscemi	absent
William Cranshaw	yea
Brendon Chetwynd	yea

After the Executive Session, the meeting will not reconvene.

A motion to adjourn the meeting was made by Selectman Cranshaw. Second by Selectman Gavin. Vote 4-0. Motion approved.

Time: 9:45 pm

Approved: _____

Date:

Selectman, David Gavin, Clerk

Initials: BJM