



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 19, 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

State Purple Heart Recognition

State Representative, Kate Hogan, presented the Town of Maynard with a Commonwealth of Massachusetts House of Representative Plaque that recognizes and congratulates the Town of Maynard on becoming a Purple Heart Town. This recognition honors all veterans from Maynard who shed their blood in all wars defending our country.

Leo David Agnew, Commander of the Department of Massachusetts Combat Wounded Veterans Military Order of the Purple Heart, congratulated and presented the Town of Maynard with a Certificate of Acknowledgment for Maynard's selection as a Purple Heart Community.

Public Comments: None

A motion made by Selectman Gavin to approve the minutes for April 22, 2013 (special meeting), October 15, 2013 (regular meeting) and November 5, 2013, (regular meeting). Second by Selectman Capello. Vote 4 – 0. Motion approved.

List of Correspondences (mail to the Selectmen's Office for November 19, 2013).

- a) Monthly Report - Fire Department for Oct. 2013
- b) Police Department Monthly Report for Oct. 2013
- c) Library Monthly Report Oct. 2013
- d) School Building Committee October 9, 2013 meeting
- e) Meeting Notice Community Preservation Committee 11/6/13
- f) Meeting notice – Board of Assessors 11/18/13
- g) Maynard On-Call log 9/30/13 – 10/24/13
- h) Xfinity Notice dated 10/31/13 – update information G4 & G4 HD
- i) Xfinity Municipal Emergency Reporting Procedure Information – Government Affairs
- j) Meeting Notice, Maynard Retirement Board, 11/5/13
- k) Request, update equipment in Selectmen's Room memo – Mike Kutlowski
- l) Mass DOT – National Bridge Inspection Standards & Reports 10/31/13
- m) Cable TV Franchise fee payment
- n) DPW recognition and appreciation letter- Dayle and Janet MacGillivray
- o) Cemetery plot purchase issue letter – Charles T. Shea
- p) Incident Report – Pleasant Café Nov 11/10/13
- q) Meeting Notice ZBA 11/18/13
- r) Meeting Notice FinCom 11/18/13
- s) Meeting Notice Golf Course Re-Use Committee 11/18/13
- t) MBA, Holiday Sip & Stroll 12/7/13

Comment made regarding a letter from Charles Shea for a cemetery plot. TA, Kevin Sweet and Chris Okafor said that the Town has a policy. Board requested the town to revisit the policy. What is the ratio of unused plot to unsell?

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

Consent Agenda:

Winter Overnight Parking Ban/Restrictions: From December 1, 2013 to March 15, 2014, there is **NO** parking on the streets overnight. Time restrictions are from 2:00 am to

6:00 am. The fine for violations is \$20.00. If a vehicle is disabled and unable to be moved, please call the station (978-897-1011).

A motion made by Selectman Dawn Capello to approve the Consent Agenda. Second by Selectman David Gavin. Vote 4 - 0. Motion approved.

Local 1156 LIUNA Memorandum of Understanding.

Waste Water Treatment Plant, the Town has a contract with Weston and Sampson, Inc. they are currently running the plant. The town is sending out an RFP to put this out to bid. The town union of local 1156 agrees to this move for the change.

A motion made by Selectman David Gavin to approve the Local 1156 LIUNA memorandum of understanding with the Town dated November 19, 2013. Second by Selectman Dawn Capello. Vote 4 – 0. Motion approved.

PUBLIC HEARING: 7:30 PM FY 14 TAX LEVY HEARING

As required by Massachusetts General law Chapter 40, Section 56, the Maynard Board of Selectmen held their annual fiscal year 2014 Tax Classification Hearings.. The purpose of the hearing is to determine the percentages of the local tax levy to be borne by each class of real property.

The Assistant Assessor Angela Marrama, and the Board of Assessor Chair, Steve Pomfret, made a presentation of the history of property valuations and tax rates, and presented and evaluation of FY14 tax levy options. The Board of Assessors recommended (1) that there be no Residential Exemption, (2) that there be no Small Commercial Exemption, and (3) that the CIP shift be 1.37. Maynard has never had the Residential or Small Commercial exemptions, and the CIP shift for FY13 was 1.39.

Motion:

RESIDENTIAL EXEMPTION

A Motion made by Selectman Gavin to vote no to reject the residential exemption. Second by Selectman Capello. Vote 4 – 0. Motion approved.

SMALL COMMERCIAL EXEMPTION

A Motion made by Selectman Capello to vote no to reject the small commercial exemption. **Second** by Selectman Gavin. Vote 4 - 0. Motion approved.

CLASSIFICATION SHIFTS

It was noted that the new growth realized was higher than assumed when setting the FY14 budget. The Board of Selectmen directed that the extra revenue be used to offset the proposed tax levy.

The Board discussed the merits of reducing the tax shift on businesses. Sel. Cranshaw advocated for significant decrease of the CIP surcharge. Other members of the Board

advocated no or a slight decrease due to their concerns with the impacts on residential tax bills. During questions from the audience, Vic Tomyl advocated for a single tax rate.

A motion was made by Selectman Capello to approve the recommendation of the Board of Assessors for tax rates with a CIP shift of 1.37. Second by Selectman Gavin Vote 3 – 1 (Selectman Cranshaw). Motion approved.

Vehicle Use

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.

A motion was made by Selectmen Chetwynd to authorize the Town Administrator in emergencies that are in compliance with contract in times of emergencies to grant DPW OM to take home Town vehicle. Second by Selectmen Capello.

A motion was made by Selectman Cranshaw to amend that motion to include a notice to the Board of Selectmen when Town Administrator gives this authority to the DPW OM. Vote 4-0 for the second motion. . Vote 3 – 1 (Cranshaw) on the first motion. Both motions approved.

Discussion 129 Parker Street Ad-Hoc Committee Update

Ken Estabrook was voted in as the chair to this committee. This committee does want to recreate the wheel. They are compiling the past data and will review.

Fiscal Year 2015 Budget Discussion

TA, Kevin Sweet emailed Board a draft budget message for their review. If this budget message is approved, message will go out to all staff, boards and committees.

Town Administrator's Report - Kevin Sweet:

Reo Road Park; The new composite structure completed this week at Reo Park. I would like to thank Chris Okafor, Wayne Amico and Joe Foster, as well as staff of the DPW who have been a tremendous asset with getting this project completed. Coolidge Park still has the issue with the slide. Board asked to keep the Coolidge Playground Committee up to date with any decision made for the slide and any other changes. Keep in mind Good Faith effort and the safety hazard

Waste Water Treatment Plant: This week we will be releasing an RFP for the Management, Operation and Maintenance of the WWTP.

DPW/Engineering: I am anticipating Chris Okafor attending a December meeting with the Board of Selectmen to present an assessment of the Department and reorganization

recommendations. He has been preparing for the winter storm season and has held several staff meetings to discuss operations for the upcoming season. He has prepared a Department Snow Operations Resource binder with plow routes, sander routes and a general operations guide for winter events.

Budget/Financials: Attorney P. Brown continues to represent us in all tax title matters.

We continue to take an aggressive approach and be tough on tax collection; currently we are doing really well with collections.

In preparation of the FY15 Budget Directive, I have working on revenue and expenditure forecasts for the next fiscal year. It is my intention to maintain a solid 5-year revenue & expenditure forecast moving forward. On Nov. 14 th SoftRight held a training session for all Department heads relative to the new Budget Module. The FY15 Budget will all be submitted and captured within this module.

Assistant Town Administrator Position: Andrew Scribner-MacLean will serve as the new ATA, Andrew will start in December.

Thanksgiving Holiday Schedule:

Monday, 11/25 8AM-4PM

Tuesday, 11/26 8AM-7PM

Wednesday, 11/27 8AM-12PM

Thursday, 11/28 Closed

Friday, 11/29 Closed

Miscellaneous:

-Participated in Interest Based Bargaining training through the School Department

-Attended Maynard Education Foundation Annual

-Attended boys & Girls Club of Assabet Valley Annual Awards Ceremony

Chairman Report - Brendon Chetwynd: none

Old/New Business:

TA, Kevin Sweet, has application for a 3rd round of grant money, \$40,000.00 (model By-law & Cross Town Connect for fees and technology).

A motion was made by Selectman Cranshaw to approve and support the CIC grant the TA, Kevin Sweet has application for \$40,000.00. Second by Selectman Capello. Vote 4-0. Motion approved.

Selectman Cranshaw:

- TA confirmed that the sewer leak noted on the Bridge Inspection reports in the correspondence was repaired.
- Thanked, Town for the extra leaf pick up on Monday Nov. 18, 2013
- Noted that the 129 Parker Street web project listed old information and new and asked if we clean that up. TA will work with Webmaster to review.
- Discussion on the MacDonald sidewalks, is that all agreed upon? TA, we are still working with legal on that agreement. Town is looking for Bond. Question from Sel. Gavin, does that agreement includes the new property? TA, K. Sweet, no they are 2 separate issues.
- Extra new growth. TA will see what we can do and have that answer for Board.

- Budget message, next year’s tax discussion, when does that happen. TA said we are looking at a 5-year plan / tax levy and balancing the budget.
- Free Cash – New Growth some point debt increase Explore / proposed budget when should we talk about the next tax rate?
TA, Kevin Sweet commented on some Big-ticket items – Parking Deck, Engine. Sel. Chetwynd, long-term plan efforts maybe go to a single rate within the next 5-years. Need plan.

Selectman Gavin:

- Thanked the TA and Staff on the Playground work.
- Reminder, Thanksgiving next week with the Christmas Parade on Dec 1, 2013
- Reminder, Sip & Stroll on December 7, 2013 7PM Downtown.
- Thanks to Nichole Karlon for the Pub Crawl fund raiser in Maynard, over \$13,000.00 raised for the Veterans, Honor Flight
- High School update, at 98% completion

Selectman Capello: none

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

Time: 10:50 pm

Approved: _____

Date:

Selectman, David Gavin, Clerk

Initials: BJM