



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, February 25, 2014**

**Room 201, Town Hall**

**Time: 7:00 pm**

**Present: Chair, Brendon Chetwynd, Selectman David Gavin, Selectman Dawn Capello, Town Administrator Kevin Sweet and Admin. Assistant Becky Mosca.**  
**Absent, Selectman Cranshaw**

**(This public meeting was recorded).**

**Pledge of Allegiance**

**Public Comments –**

Vic Tomyl resident commented about Street Lights Downtown area, lights out since October 2013. TA, Kevin Sweet will work with DPW to get the work orders written up. Once again, the weather we have had this winter is keeping us from some of the basic work.

**Minutes of January 28, 2014 and February 4, 2014**

**A motion was made** by Selectman Capello to approve the minutes for January 28, 2014. Second by Selectman Gavin. Vote 3-0 Motion Approved.

**A motion was made** by Selectman Capello to approve the minutes for February 4, 2014. Second by Selectman Gavin. Vote 3-0. Motion approved.

**List of Correspondences (mail to the Selectmen's Office for February 25, 2014).**

- Town Clerk monthly report January 2014
- Police monthly report January 2014
- Facilities monthly report 2014
- Fire Depart monthly report 2014

- Treasurer/Collector monthly report 2014
- DPW monthly report 2014
- WAVM, Community Radio Broadcast invitation March 10-13, 2014
- Meeting notice, Citizens Corp/Medical Reserve Corp, 2/13/14
- Meeting notice, Golf Course Re-Use Committee, 2/10/14
- Meeting notice, Finance Committee, 2/10/14
- Meeting Notice, 129 Parker Street Ad-Hoc, 2/12/14
- Notice from PERAC to Retirement Board FY 2015 appropriation, \$1,844,100.00
- Notice from Verizon, Annual Complaint Filing dated 1/31/2014
- Notice, Discharge after Completion of Chapter 13 Plan. 2/3/14
- Meeting Notice, Finance Committee, Feb. 26, 2014.
- Meeting Notice, Planning Board, Feb 25, 2014
- Meeting Notice, Zoning Board of Appeals, Feb 24, 2014
- Meeting Notice, Conservation Commission, Feb 18, 2014
- Notice, Boy Scouts, Electronic Recycling & Bottle Drive, March 15, 2014
- Meeting notice, CPC, Feb 19, 2014
- Meeting notice, Cultural Council, Feb 20, 2014
- Added Email from Selectman Cranshaw per BOS.

**A motion was made** by Selectman Capello to approve the list of correspondences as shown. Second by Selectman Gavin. Vote 3-0. Motion approved.

### **Consent**

**Appointments for Full time Police Officers as the LLA Agents for Town,  
New Police officer, Municipal Hearing Officer, MAGIC Representative**

**Appointment Slip, New Police Officer, Nicholas Latino, dated 1/20/14.**

**Appointment Slip, All Full Time MPD, expiration date per Maynard rules  
& regs. 12/31/14.**

**Appointment Slip, MAGIC Rep, Kevin A. Sweet, per contract.**

**Appointment Slip, Municipal Hearing Officer, Andrew Scribner-MacLean,  
per contract.**

**Proclamation, Boy Scout, Benjamin Vitale, March 2, 2014**

**A motion was made** by Selectman Gavin to approve the appointments and proclamation as shown. Second by Selectman Capello. Vote 3-0. Motion approved.

### **Cultural Council update**

**Chair, Elizabeth Milligan**, request support from the Board of Selectmen with application to add Maynard as one of the Cultural District in the Commonwealth of Massachusetts. This is a rolling application process. First, we will review the CDD, guidelines and FAQ's. Then complete the CDRW. Meri Jenkins is the Program Manager.

What types of activity take place in a cultural district, the following:

- Art classes and educational offerings.
- Art Sales
- Concerts
- Demonstrations (artists at work)
- Art-related street vendors
- Art creation and rehearsal
- Exhibitions
- Literary readings
- Performing arts events
- Public art
- Festivals
- Farmers Markets
- Restaurant Week
- Open Studios
- Gallery Nights
- Walking Tours
- Signature Events

A motion was made by Selectman Chetwynd to indorse the Cultural Council, Elizabeth Milligan and Town Planner Eric Smith with support to start the application process to make Maynard a Cultural District. Second by Selectman Gavin. Vote 3-0. Motion approved.

### **129 Parker Street Ad-Hoc Committee update:**

Town Planner, Eric Smith along with Angus Jennings, Consultant (Planning and Facilitation).

Next meeting: 3/5/14. Goal is to take a vote regarding the recommendations made clear to them for the 129 Parker Street Property and make a final report to the Board of Selectmen on March 18, 2014.

### **Town Planner, Eric Smith, PDF Grant**

(Priority Development Funding) = we think if the Town applies for this grant, we have a good chance to receive. They know we have a Development in the works and this grant is at the end of its life. Therefore, we should put in for this

grant with value of \$15,000.00 it would cover the cost to have a consultant work on this project with the Town's limited sources of staff and funds. We could here back in a couple of weeks.

**A motion was made** by Selectman Chetwynd to support Town Planner, Eric Smith to file for the application for the PDF grant. Second by Selectman Gavin. Vote 3-0. Motion approved.

**Town Planner, Eric Smith, RE: Revised Adams Arts Grant Scope of Work, dated 1/15/14**

Request to shift the original scope for this grant money to focus on consultant to assist on the following strategy:

- The marketing and branding of Downtown Maynard as an arts and cultural destination to be a Regional draw. The marketing and branding would include elements of Downtown Maynard being a "cool" place to go for various arts and cultural activities, including places to eat and drink.
- Artspace Maynard has recently established a Second Saturday's event with a monthly art opening reception and open studios. As part of the marketing recommendations for Downtown Maynard as a destination, there will be the exploring the possibilities of expanding the Second Saturdays event into a Downtown-wide event.

We would give this project a scope of work with a list of task and final development of things to implement.

**A motion was made** by Selectman Chetwynd to support Town Planner, Eric Smith to change the original plan for this grant to new focus of marketing Maynard. Second by Selectman Gavin. Vote 3-0. Motion approved.

**Town Planner, Eric Smith RE: Maynard Economic Development Committee Recommendations**

Request for (2) items as follow:

- Add, Ad-Hoc Committee for a Maynard Economic Development Committee.
- Have use of the \$100,000.00 from May 21, 2012 Town Meeting article for Downtown Enhancement Funds.

The recommendations were to include a committee membership comprising of 5-7 members, along with a statement of work that includes a set of deliverables for the Committee. Recommendation the Rep. Kate Hogan be appointed as an Ex-Officio non-voting Committee member. She has expressed interest and given her knowledge of state and regional activities would be an invaluable member.

- Membership 5~ 7
- Statement of Work.
- Set of Deliverables.

**A motion was made** by Selectman Chetwynd to approve the request for a Maynard Economic Development Committee (Ad-Hoc) and have the Town Administrator Kevin Sweet approve the appointments. Second by Selectman Capello. Vote 3-0. Motion approved.

**Keene Avenue, Town Owned Property Discussion**

Assistant Andrew Scribner-MacLean had a handout of map of the property. Town owned by default back taxes, tax title (Keene Avenue lot 52) Right beside a paper road. Request to sell this piece of property. Developer called and asked to purchase property. Size of property is 31, 000 square feet. ATA, said developer is willing to put in road. Process would be to add on the central registrar for the 30-day period. Then see who puts in bid for property. ATA will send out to all abutters.

**A motion was made by** Selectman Capello to approve the Assistant Town Admin, Andrew Scribner-MacLean to move forward and take action with selling this piece of town owned property. Second by Selectman Gavin. Vote 3-0. Motion approved.

**Fiscal Year 2015 Budget**

Town Administrator Kevin Sweet updated Board that the latest numbers show we have freed up some small items on the expenses. We have a final assessment number with AVRHS, down another \$42,000.00, retirement down, Police is down, and removed money as it was budgeted in another account, Facilities. What is still unknown is the final numbers for the Town Health Insurance. Currently in the FY14 water/sewer budget, we have increased costs and will be in a deficit due to MA DEP compliance order for increased staffing in the plant as well as significant costs associated with sludge disposal. Free Cash recommendations and discussion will take place at our March 18<sup>th</sup> meeting after the parking deck hearing and some other items are looked at closer.

**Town Administrator's Report:****Waste Water Treatment Plant:**

Panel is reviewing the RFP for the WWTP; we should have more details at our next meeting.

**CrossTown Connect:**

Things are moving forward with CTC the start up for Maynard is scheduled for May 1, 2014. CrossTown Connect has received grant funding and they are anticipating additional funding to come.

**Public Safety Dispatch:**

Our new Public Safety Dispatch Supervisor is on the job, Anne Camaro, she is a great addition to our staff. Work is moving forward and will keep you updated as her training is completed.

**Staff Updates:**

Staff change, Cathy Berard in the Town Clerks office resigned. Diane Donovan from OMS has moved into the Town Clerks office. We have advertised for the

newly vacated position of Clerk, in OMS. We should have update by March 18, 2014 BOS meeting.

**Misc.:**

- Held monthly Leadership Team Meeting
- CrossTown Connect Status Meeting
- Meeting with Wellesley Management / CTP

**Old/New Business:**

**Selectman Cranshaw: Absent**

**Selectman Capello: no comments**

**Selectman Gavin:**

- Event at Serendipity Café Saturday, February 22, 2014. Fund raiser for Relay for Life at the Open Mic night. MHS Students had fun and gave the entire cafe a night they will not soon forget.
- Pot Holes around town ~ I know it is in every town but can we have a hot line to report the potholes we see or hit? TA, said he is meeting with OM, Chris Okafor on Wednesday and would express the pot hole concerns. Note on the Town website for DPW we do have an area for residents to email there concerns in directly to DPW.
- Meeting with School Building Committee on 2/26/14, things are wrapping up. One issue left is in the GYM, group thinks we need to add a second scoreboard. Cost is \$4,000.00

A motion to adjourn the meeting was made by Selectman Capello. Second by Selectman Gavin. Vote 3-0. Motion approved.

Time: 9:40 pm

Approved: \_\_\_\_\_

Date:

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Selectman, David Gavin, Clerk

Initials: BJM