



OFFICE OF THE
BOARD OF SELECTMEN
TOWN OF MAYNARD

MUNICIPAL BUILDING
195 MAIN STREET

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**Selectmen's
Meeting Minutes
Tuesday, April 15, 2014
Room 201, Town Hall
Time: 7:00 pm**

Present: Acting Chair, Selectman David Gavin, Selectman William Cranshaw, Selectman Dawn Capello, Town Administrator Kevin Sweet, Assistant Town Administrator Andrew Scribner-MacLean and Admin. Assistant Becky Mosca. Absent, Selectman Chetwynd.

(This public meeting was recorded).

Pledge of Allegiance

Request by Selectman Gavin to have a moment of silence for the 1st year anniversary of the Boston Marathon Bombing.

Public Comments – none

Minutes of April 1, 2014

A motion was made by Selectman Capello to approve the minutes of March 4, 2014. Second by Selectman Cranshaw. Vote 3-0. Motion approved.

List of Correspondences (mail to the Selectmen's Office for April 15, 2014).

- Fire Department monthly report for March 2014
- DPW, monthly report for March 2014
- Town's Web site notices as of April 7, 2014
- Thank you email from resident, Jenn Mikkola
- Spring ArtWalk 2014 notice.
- Maynard Business Alliance Highlights and March meeting.

- Notice from ATA, Andrew Scribner-MacLean, new employee
- Notice from Cultural Council to save the date, May 13, 2014, event
- Notice, meeting MCC/MRC, April 10, 2014
- Notice, Meeting Planning Board, April 8, 2014
- Notice, meeting Finance Committee, April 14, 2014
- Assabet Valley Little League Parade, invitation to BOS, April 27, 2014
- Pleasant Café, incident report, non-issue, March 30, 2014, Police notified

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

Consent

- Special permit, request from Aimee Ledwell for 2nd Annual Farmer's Market Costume Parade, Saturday, June 28, 2014 at 9:00 AM

A motion was made by Selectman Capello to approve the consent agenda as shown. Second by Selectman Cranshaw. Vote 3-0. Motion approved.

Special Permit, (Relay for Life) add Purple Ribbons to Downtown Parking Meters, Patty Chambers spoke of the Relay for Life efforts, including lighting CTP clock face purple, the island will have purple lights and ribbons, businesses will add the color purple to store fronts.

A motion was made by Selectman Cranshaw to approve the special permit to add purple ribbons to the Downtown parking meters from May 1st thru May 30, 2014. Second by Selectman Capello. Vote 3-0 Motion approved.

Appointment, Ron Labbe requests to be added to Cultural Council, and he was present to speak with the members of the Board. His appointment is recommended by the committee.

A motion was made by Selectman Capello to approve and appoint Ron Labbe to the Cultural Council, term June 30, 2016. Second by Selectman Cranshaw. Vote 3-0. Motion approved.

Junk Dealer License, Collectors Paradise, 35 Nason Street, Owner Bernard Novitch. Spoke about his plans to open the new business. He has operated similar businesses elsewhere.

A motion was made by Selectman Capello to approve the Junk Dealer License for Collectors Paradise at 35 Nason Street, owner Bernard Novitch, term until May 1, 2015. Second by Selectman Cranshaw. Vote 3-0. Motion Approved.

Junk Dealer License, This & That Consignment, 15 Nason Street. Owner Anthony Aldrich spoke about his plans to open the new business. This will be his first time as the business owner.

A motion was made by Selectman Capello to approve the Junk Dealer License for This & That Consignment at 15 Nason Street, owner Anthony Aldrich term until May 1, 2015. Second by Selectman Cranshaw. Vote 3-0. Motion Approved.

Request water abatement John and Leontine Dunn, 8 Euclid Avenue.

Pam and John Dunn, attended meeting, they explained from there point that the water bill was caused by a broken hose. They requested abatement of the sewer portion of the bill since none of the leak ended up in the sewer system.

A motion was made by Selectman Cranshaw to abate \$225.11 from the sewer portion of Bill # 1413. Second by Selectman Capello. Vote 3-0. Motion approved.

Request water/sewer abatement, Joseph Elder, 8 Lindberg Street

The resident had an irrigation meter added several years ago, but DPW had no record of it. The issue was uncovered and a second outside reader added in June 2013. The property has a sprinkler system. The Board directed that the DPW review record of usage at other single-family properties with sprinkler systems and irrigation meters to provide guidance on typical usage.

Water/ Sewer Rate Setting (Toby Fedder, W & C).

Town Water and Sewer Budgets:

In setting rates, the primary goal is to match revenue to expenses, allowing for any desired adjustments or non-expense line items, which need to be raised through the utility rates. The FY2015 Water Enterprises budget includes overall water salary and expense data, as well as straight-funded line items for debt for FY2015.

The overall value of water and sewer sold in FY2014 was 5 to 15% higher than projected when the rates were calculated. This was likely due to the dry summer last year and heavy irrigation and outside water consumption, which pushed an increased percentage of water into higher rate tiers.

No rate change.

Update Water/Sewer regulation review

Chris Okafor, Operation Manager:

Draft and discussion with Board:

- Water Rules and Regulations
- Maynard Sewer Rules and Regulation
- Maynard Application for Water Service
- Maynard Drain Layer Application Form
- Maynard Driveway permit Application
- Department Fees.

- Maynard Application Review
- Maynard Inspectional Services
- Maynard Licensed Utility Layer Application 2014
- Maynard Street opening per 2014
- Maynard Trench permit
- Maynard Trench Safety Memo

Board had many questions for Chris Okafor and Kevin Sweet. All documents will be reviewed and cleaned up then to legal and back to Board for detailed discussion.

DPW Reorganization Discussion

All agreed without funding source this would be best to have season help for short term. Cemetery work, scope of work, insurance, liability insurance bond, all concerns for contracts with the prevailing wages.

Can we share staff with region?

Approve final articles for warrant

A motion was made by Selectman Cranshaw to accept article #9 (CPC) of the Annual Town Meeting, May 19, 2014. Second by Selectman Capello. Vote 3-0. Motion approved.

A motion was made by Selectman Cranshaw to accept article # S-6 (CPC) of the Special Town Meeting, May 19, 2014. Second by Selectman Capello. Vote 3-0. Motion approved.

Review warrant; Note, correction on STM, articles, S-3, S-4, S-5, change signature page, change date to April 22, 2014.

All corrections will be amended and a new final warrant will sent out to Board to accept and approve.

Approval: ATM/STM Final Warrant Articles and Signature

A motion was made by Selectman Capello to approve the Annual Town Meeting Warrant, May 19, 2014 as amended. Second Selectman Cranshaw. Vote 3-0. Motion approved.

A motion was made by Selectman Capello to approve the Special Town Meeting Warrant, May 19, 2014 with a signature date of April 22, 2014, as amended. Second Selectman Gavin. Vote 3-0. Motion approved.

Update Downtown Parking Deck

TA, K. Sweet, dates of mobilization of contractor on April 17 & 18th and work to start on April 22, 2014 and clean by May 5, 2014. Full down time is 30 days. The next contractor to come in is Lazaro Paving.

Board asked that we notify the Downtown businesses of this work plan.

Town Administrator Report

TA, Kevin Sweet:

- Town Planner Position has closed out. We received 25 applications; we have a process in place and will work up to the reviews with Andrew and Dawn then on to you the Board.
- Health insurance update, BC/BS – PPO _ Q & A _ direct impact.
- Waltham Bridge, final work to being at the end of April, should be finished by end of June.
- NStar, Streetlights we are trying to get a commitment and time frame for work to begin.
- Meeting with Minuteman/CrossTown Connect.
- Email, M. Carr, \$300,000.00 redesign of the Acton Street intersection.
- Senator Eldridge work to keep pushing on the ARRT.

Old/New Business

We received a request for a One-Day Special permit at Coolidge Park.

A motion was made by Sel. Cranshaw to issue a One Day Special Permit to Sarah Donnelly, for Birthday Party at Coolidge Park, Sunday, May 4, 2014 from 10:30 am thru 1:00 pm. Second Selectman Capello. Vote 3-0. Motion approved.

Selectman Gavin

- I wish to Thank both Senator Eldridge and Representative Hogan for their efforts to pass the Transportation Bill that included funding for the study of the Acton St. / Concord St. intersection.as well as thank both of them for their efforts and support of the ARRT.
- Our next BOS May 6th meeting should be changed as the date is on the Election date. Board agreed and moved the meeting date to May 7, 2014.

Selectman Capello:

- Chief Stowers sent email about moving forward on a public safety building.
- We need to form a Fire Station Committee to keep working on this process.

Selectman Cranshaw

- Do we have a target for the Water & Sewer Regulations? TA. K. Sweet thinks, this will be back at the May 20, 2013 BOS meeting. He wants regulations in effect by July 1st.
- Do we have update on the McDonald sidewalk timing? No.
- Any update on the 40B for 129 Parker Street site. TA, K. Sweet. No news from State or Capital Property Group.
- Do we have an action plan if 40B application is approved? TA, K.Sweet not at this time.
- Regards to the Robo call last week for the Drop off/ Recycle Center on Winter St. and the requirements that no cash, only checks or money orders be accepted, it seems odd that the first reaction to the poor management practices that enabled the theft of

trash sticker money was to transactions more difficult for residents. Why not first allow credit or debit cards? TA. K. Sweet, we are working on that process, to have better customer service. Sel. Capello reports widespread support from residents for a check-only requirement for all transactions.

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

Time: 10:06 pm

Approved: _____

Date:

Selectman, David Gavin, Clerk

Initials: BJM