



OFFICE OF THE
BOARD OF SELECTMEN
TOWN OF MAYNARD

MUNICIPAL BUILDING
195 MAIN STREET

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**Selectmen's
Meeting Minutes
Wednesday, November 5, 2014
Room 201, Town Hall
Time: 7:00 pm**

Board of Selectmen

Present: Chair William Cranshaw, Selectman David Gavin, Selectman Jason Kreil, Selectman Chris DiSilva, Selectman Tim Egan, Town Administrator Kevin Sweet, Assistant Town Administrator Andrew Scribner-MacLean and Admin. Assistant Becky Mosca.

(This public meeting was recorded).

Pledge of Allegiance

Introduction of new Selectmen: Sel. Cranshaw welcomed Chris DiSilva and Tim Egan, both of whom were elected the previous day. They both spoke of their appreciation to the voters and their readiness to get to work.

Public Comments – Vic Tomyl resident welcomed new Selectmen. Commented that a contractor in town had a development agreement with town and not holding up to the agreement.

Acceptance of Minutes of October 7, 21 and 27th 2014

A motion was made by Selectman Gavin to accept and approve the minutes of October 7, 2014. Second by Selectman Kreil. Vote 5-0. Motion approved.

Hold minutes of October 21, 2014 for a couple more edits.

A motion was made by Selectman Gavin to accept and approve the minutes of October 27, 2014. Second by Selectman Kreil. Vote 5-0. Motion approved.

List of Correspondences (mail to the Selectmen's Office for November 5, 2014).

- a) Copy of letter dated 10/27/14 from Denise Walsh to Chris Okafor, DPW leak issue.
- b) Letter from PERAC RE: Appropriation for Fiscal Year 2016, \$1,954,700.00
- c) Letter from Maynard Rotary Club, 10/20/14, update on theme and schedule
- d) Legal Notice, BOS, Fiscal year 2015 Tax Classification hearing 11/18/14 at 7:30 pm
- e) Resignation, Elizabeth Milligan, Maynard Cultural Council, 10/25/14.

- f) Meeting Notice, CPC, 11/5/14
- g) Meeting notice, BOH, 10/28/14
- h) Chapter 90 Local Road funding survey, dated 10/20/14
- i) Notice, 10/17/14 Assabet Valley H.S. excess and deficiency calculation 10/17/14
- j) Kate's 2014 FALL E- newsletter
- k) Information, from MIIA wellness updates
- l) Maynard's Senior Scene, 10/2014

A motion was made by Selectman Cranshaw to accept the list of correspondences a-l as listed in the agenda. Second by Selectman Gavin. Vote 5-0. Motion approved.

Appointment with interviews

Council on Aging interview with Lee Acker, Lee commented he moved to Maynard last March and wanted to get involved with the town. He is retired and has the time and energy, and experience from past work with community service, exercise, and therapy dog program.

A motion was made by Selectman Cranshaw to accept and appoint Lee Acker to the Council on Aging with a term until June 30, 2015. Second by Selectman Kreil. Vote 5-0. Motion Approved.

Appointment of Maynard Police Officer

Police Officer Thomas Palmerino, a recent graduate of Western Massachusetts Police Academy 49th ROC. 11/17/14. Currently working at University of Massachusetts Medical School Worcester, MA. As Police Officer. Also working as Auxiliary Police Officer with Southbridge and Charlton MA.

A motion was made by Selectman Cranshaw to appoint Thomas Palmerino with a start date of December 1, 2014, with a term of indefinite. Second by Selectman Egan. Vote 5-0. Motion approved.

Chief DuBois requested we add the Notice for the Winter Parking Ban from December 1 until March 15, 2015

A motion was made by Selectman Cranshaw to accept and approve the Winter Parking Ban, December 1, 2014 thru March 15, 2015 roadways, sidewalks and Municipal Parking Lots – 2:00 am – 6:00 am). Second by Selectman Gavin. Vote 5-0. Motion approved.

COA Director Position to Full Time

ATA, Andrew Scribner-MacLean- Power point presentation.

- Maynard Council on Aging
- Current Facility, at 2 Clock Tower Place, Maynard
- Dark, hand-me-down, furniture
- Rest rooms are 100-200' away
- Maximum capacity about 50 people.
- * COA to move to the Maynard Golf Course (short term- couple of years)

- Bright open spaces
- Beautiful outdoor views
- New furniture and equipment
- Facilities in building
- Maximum capacity 120 people
- Next Steps
- Board is choosing furniture and features
- Cautious approach – easier to add than remove
- Re-using good items from CTP
- Avoiding permanent structural changes
- COA will also use other spaces, Town Library & School spaces
- Congregation church for drops-ins
- Boys & Girls club for exercise programs
- Concord Street Circle space
- Revenue Funds and facts FY15 & FY16 (expenses and budgets)

Andrew commented that these changes to the added programs for the COA would benefit the Town Seniors from the start and the cost to the budget would be justified with results.

A motion was made by Selectman Cranshaw to accept and approve a Council on Aging Director to a full time position. Second by Selectman Gavin. Vote 5-0. Motion approved.

Updates for new Selectmen

TA, Kevin Sweet commented on the following items:

- Staff at the Business Office, Coolidge moving to the Fowler School (8th grade wing) in January. Coolidge will be maintained until the spring from the school budget.
- Looking at the deeds for the area where the skate park (Crowe Park) to see if we can make a change for parking option. No issues with conservation for this area.
- Regional options opening up with Stow in talks for Joint maybe shared (COA/BOH)
- CPC articles in process for Town Hall main hall way, show case for Town's time capsule and our historical items. CPC – Rail Trail project, costs design. Easements, GPI/DOT it is moving for spring with fall of 2015 for build out.
- STM, article for Home Rule petition working the next steps
- GOLF course contract in the works
- Update on the current liquor licenses (change of hours for Sunday opens to 10:00 am)
- Paving projects on going.

Status of Past Meeting Articles

TA, Kevin Sweet presented the Board with spreadsheets showing balances of funds still available. Accounting is working with TA and Department Heads to get updates on going for the articles-projects to be complete.

Sel. Cranshaw asked if we could have added column to show the original amount requested. Accounting will add that column for all articles going forward.

FY16 Budget and Capital Planning Process

TA, Sweet indicated per Town Charter that his budget message is in process and is in the works as follows:

- Used, FY 15 budget message and will carry forward that into FY16. This information per the Charter will go out to all Staff on November 15, 2014.
- Look at COA budget, salary increase investment for Town.
- Completed (4) Union contracts with that we will now will have those increases to add at this budget season.
- At the next leadership meeting, Nov. 18, 2014 all department heads will be required to add their budgets into the software by Jan 2, 2015 Due Date for All budgets.
- Town Accountant and I met weekly to update all budget relative information as it changes.
- Contract factors – Salary increases.” Level Funded” Budget over outliers.
- Revenue should be in ok to cover this plan with budget.
- Revenue at 1.1 to 1.2% of new growth (3.1%) but it is early in the process.
- Continued growth to help met our Capital needs.
- Cost Centers will meet with TA and then pass information to Board. Budget meeting Feb. 14, 2015. Note it is the start of the school vacation week.
- Line item change, consolidation of cost center (Solar Park) town now has solid numbers to cut out those costs from budgets.
- Gavin questions, are we still talking to school about the custodians? TA, yes and we will need to work within the rights of the Union contract.

BOS Policy and Regulation Sub-Committee Assignments

Subcommittee had been previously established by the Board, but members had not yet been appointed. Members to serve for remainder of fiscal year.

A motion was made by Selectman Cranshaw to appoint the following members to the BOS Policy and Regulation Sub-committee, Kreil, Cranshaw, DiSilva. Second by Selectman Gavin. Vote 5-0. Motion approved.

Economic Development updates

- Fine Arts Theatre, soft opening tonight, Nov. 5, 2014, Full opening on Friday, Nov. 7, 2014
- Chamber will do a ribbon cutting for the official opening of Advanced Auto, Friday, 11/7/14 New Business for Maynard.
- EDC committee meeting regular, next 11/19 working on rant
- MBC/CTP working data to present to committee
- Monitor CTP news and direction to come soon.
- Fallout from STM votes, comments from residents we are not business friendly. We need to think about this going forward. Cranshaw commented that he thought someone from Planning Board would ask developers to speak, but it did not happen. The Board of Selectmen appoints the Planning Board and thus the Board of Selectmen is ultimately responsible for the

miscommunication and lack of preparedness of the zoning articles. Gavin commented that Maynard Residents are smart and we need to slow down and get all the answer for this process to work. It was too rushed and we need to be better prepared. TA, we need to move forward. Kreil we did not move forward with this in 5 years. ATA Scribner-MacLean mentioned that he pushed Planning Department to move quickly on Acton Street rezoning, but it apparently turned out to be too quickly.

TA, Kevin Sweet;

- COA, Maynard Cultural Council Hearing, Nov. 12, 2014, Town need to do a resolution and have Board sign at the meeting on Nov. 18, 2014
- Shine program meeting at MGC Nov. 6, 2014.
- Work on RFP for contract with regard to Maynard Golf Course. ATA, feedback is welcome this needs a lot of input to get it right. DiSilva can we go beyond the Dec. 31, 2014 with current Management in place. TA, Yes per legal we can work with them under agreement.
- Boston Globe is doing a profile on Maynard; this should be in the newspaper on Sunday, Nov. 9, 2014.
- Police received a grant to purchase a trailer message board. It works via solar and backup battery.
- Water main breaks on Sunday Nov 2nd and fixed on Tuesday, Nov. 4, 2014 by 5:30. It effected 170 Main up to Stow and Mill Street some of Great Road.
- Statement of roles and expectation for Board of Selectmen

Chair Report:

Events coming up for a representative from the Board to attend.

- Nov. 7th, Ribbon Cutting at Advanced Auto - Kreil
- Nov. 11, 2014 Veterans Day Parade – Gavin All BOS can march in parade.
- Nov. 13, 2014 Boys & Girls Club Youth of the Year – DiSilva
- Nov. 21, 2014 Coffee Connection here at Town Hall 7:30 am until 9:00 am
- Nov. 29, 2014 Eagle Scout – (4) new members to receive Proclamations
- Dec 6, 2014 Sip and Stroll – All BOS can attend downtown starts at Memorial Park.
- Dec 7, 2014 Christmas Parade – ALL BOS can march in Parade.

Provided some general instruction to new members:

- Members should be cognizant of Town Administrator's time, now that there are five members coordinating with him. The Charter directs that Board members should not act individually. Specifically, Board members should coordinate with the Town Administrator before engaging Department Heads, and should not be directly involved with hourly staff without coordinating with Department Heads.
- If any Board members want item added to agenda, contact the Chair.

Items for next meeting

- Tax Classification Hearing at 7:30 pm. Cranshaw requested that presentation include information on impacts on specific commercial properties (like prior years), clarification of

difference between tax rate and tax bill, and that there be an analysis of increasing local receipt assumption by \$250,000.00 to lower amount of real estate taxes needed to be raised.

- Interim Report Card for Board of Selectmen goals (Seniors, Economic Development and Communication).
- Beacon Santa collection from BOS members

TA, Kevin Sweet commented that the Chief will need to come to upcoming meeting soon. He has Lt Retirement and some other department changes he needs to make. Gavin, comment that the hiring process is for the BOS to make the hires. When and why was this process changed? Cranshaw will add to BOS to make this policy and process.

New/Old Business:

Selectman Gavin:

- My condolences to the School on the loss of their long time employee David Herlihy. The community showed support at wake.
- Our Planner gave some number on his STM presentation but a member of the School Committee disagreed with the numbers. Next time we need to ask school committee for the numbers and not come up with our own.
- Ron Calibra commented that when we a department for information we should put request in writing. Sel. DiSilva agreed and had commented that when staff does not answer questions a price should be paid. Gavin agreed. ATA, Andrew commented that he asked the planner to add this article in the fall STM because he did not want to wait until the Spring Town meeting. Planner has now revised his details for zoning articles to have another 2 weeks built into the plans. This should help with new articles going forward.

TA – added comment

- Town / School Leadership meetings starting on Wednesday, November 12, 2014, members from Town; Kevin Sweet, BOS, Jason Kreil from School; Dr. Gerardi and SC, William Kohlman
- Vision session from the 129 Parker Street Ad-Hoc committee, move ball forward, group wanted Health Care, recreation and some other items and we want to make sure that the Planning department has this information.

Selectman Kreil:

- Thanked Elizabeth Milligan for her work with Maynard Cultural Council.
- The first water tank work is completed thinks the Town should push out the next tank into the next fiscal budget for budgeting reason. TA, town signed a contract. Chair requested BOS member Kreil to write that proposal to Board and have for the next agenda.
- Request staff to forward the BOS liaisons to the new Selectmen so they can fill in the slots.

Selectman Egan

- Requests to be the liaison for CPC. BC said he would give that roll up.

Selectman DiSilva

- None

Selectman Cranshaw

- From Correspondence: regarding letter about Retirement Board. Does BOS have any role in the retirement? TA, Sweet indicated no TA.
- From Correspondence: regarding letter about water issue on Acton Street? What is status? TA Sweet commented that the Town and resident are working that issue out.
- Reminded members that electronic communication, such as IM and email, during meetings may be subject to open meeting requirements and added to meeting minutes.

Executive Session – Strategy with Respect to Litigation

Roll Call:

Selectman Gavin	YEA
Selectman Kreil	YEA
Selectman DiSilva	YEA
Selectman Cranshaw	YEA
Selectman Egan	YEA

A motion to adjourn the meeting was made by Selectman Gavin. Second by Selectman DiSilva. Vote 5-0. Motion approved.

Time: 10:37 pm

Approved: at BOS meeting 11/18/14

Date: 11/19/14

Jason Kreil

Selectman, Jason Kreil, Clerk

Initials: BJM