



OFFICE OF THE
BOARD OF SELECTMEN
TOWN OF MAYNARD

MUNICIPAL BUILDING
195 MAIN STREET

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**Selectmen's
Meeting Minutes
Tuesday, August 18, 2015
Room 201, Town Hall
Time: 7:00 pm**

**Present: Chairman, Chris DiSilva, Clerk, Jason Kreil, Selectman David Gavin,
Selectman Terrence Donovan, Selectman Tim Egan, Town Administrator Kevin Sweet,
Assistant Town Administrator Andrew Scribner-MacLean and Administrative
Assistant Becky Mosca.**

(This public meeting was recorded).

Public Comments:

Acceptance of Minutes, July 21, and 29, and August 4, 2015

Request from Selectman Gavin to make a couple of corrections for the July 21, 2015 minutes.

A motion was made by Selectman DiSilva to approve the minutes of July 29, 2015 as shown. Second by Selectman Donovan. Vote 4-0-1 (Egan Abstained). Motion approved.

A motion was made by Selectman DiSilva to approve the minutes of August 4, 2015 as shown. Second by Selectman Kreil. Vote 5-0. Motion approved.

List of Correspondences (mail to the Selectmen's Office for August 18, 2015).

- a) Fire Department monthly report July 2015
- b) Police Department monthly report July 2015
- c) Council on Aging monthly report July 2015
- d) Library monthly report July 2015
- e) OMS monthly report July 2015
- f) Facilities Manager monthly reports June & July 2015
- g) Meeting notice, BOH, Aug.18, 2015
- h) Meeting notice, CC, Aug. 18, 2015
- i) Meeting notice, PB, Aug.18, 2015
- j) Letter from AG, RE: Approval of STM Art. 7 May 18, 2015
- k) Copy of Coolidge School roof bid notice Facilities
- l) Letter dated Aug. 3, 2015 Cardinal Office notice of special mass

m) Assabet Valley Chamber looking for sponsors, Maynard Fest 9/3/15

A motion was made by Selectman DiSilva to accept the list of correspondences A- M as shown. Second by Selectman Donovan. Vote 5-0. Motion approved.

Consent Agenda;

- a) Request for Special Permit – One Day Block Party – Estabrook Family
- b) Request for Special Permit – One Day Liquor license / Entertainment Pleasant Café
- c) Reappointments: Maynard Police Department Specials

A motion was made by Selectman DiSilva to approve the consent items as shown. Second by Selectman Donovan. Vote 5-0. Motion approved.

Request for Special One-Day Permit at Crowe Park: Softball Game, Fundraiser for Assabet Valley Boys & Girls Club – Maynard Police vs Maynard Fire Department

Comments: Paul Maria from the Maynard Police Department spoke about this request for a special one-day permit for a charity softball game to benefit the Assabet Valley Boys & Girls Club, on Saturday, Sept. 12, 2015 starting at 11:00 a.m. Tickets for the game will be \$5.00.

A motion was made by Selectman DiSilva to accept and approve the request for special one-day permit at Crowe Park, fundraiser to support the Assabet Valley Boys & Girls Club, Softball game, Maynard Police vs Maynard Fire at Crowe Park on September 12, 2015. Second by Selectman Kreil. Vote 5-0. Motion approved.

Question from resident Vic Tomyl, Asked if they would be selling alcohol at this event. PM, no alcohol. Caterer will be coming forward to apply for applications to sell food.

129 Parker Street Update

TA provide any status updates since last meeting. K Sweet said since our last meeting the Attorney's had scheduled vacations, back today and are back working through the details on zoning changes, which will be forwarded to the planning board and BOS.

A motion was made by Selectman DiSilva to approve and move that the Board of Selectmen require and request the payment of initial funds in the amount of twenty thousand dollars (\$20,000.00 pursuant to G.L. c.44, s.53G for the completion of peer review and related consulting activities for the project known as 129 Parker Street, said fees to be for, at this point in time, legal services for the work of Huggins and Witten, LLC as special town counsel. The Board reserves the right to require and request additional funds pursuant to G.L. c.44, s.53G for engineering and legal services, as well as for additional consulting services related to the 129 Parker Street project, should the need arise. Second by Selectman Gavin Vote 5-0. Motion approved.

TA, Sweet commented that we had \$6,000.00 from the remaining balance in this account.

7:15 p.m. Public Hearing – Liquor License: 5 Maynard LLC d/b/a Battle Road Brew Pub

Notice is hereby given, in accordance with Massachusetts General Laws Chapter 138, as amended, that a Public Hearing will be held on Tuesday, August 18 at 7:15 p.m. in the Michael J. Gianotis Meeting Room (No. 201) at the Maynard Town Building on the application for a New License on premise for All Alcohol as a Common Victualler license for 5 Maynard LLC d/b/a Battle Road Brew Pub, 5 Clock Tower Place Maynard, MA. Copy of application is on file in the Office of the Selectmen.

Comments from applicant: Dan DiPietro Counsel for Whole House Group. Chris Stephens, Partner for Whole House Group. If Board has any questions about the applications, we are here to answer.

Comments from the public: Resident Vic Tomyl said he went to the Post Office to check and see if they delivered mail to 5 Clock Tower Place. Post Office said yes. Vic also comments on the Assessors map and the list of abutters notified. He did not think enough residents and businesses notified.

Question from Board if Chris would be the manager of recorded. No, Ashley Hanson would be the general manager until they hired a new manager for this restaurant.

DG: Floor plan of area looks small, CS, said the map needed to be looked at from stair area. CS will drop off another set of plans to the office. Owners of property are working the plan for the pond area.

TE; This business will need a second liquor license for the brewery. CS; yes, we need a section 19 license from the State.

TD: Want to see the additional map of the floor plan and outdoor area. Will you be hiring locate staff? CS, yes once this gets close to open we will begin the hiring process. Then Battle Road will have about month for soft opening.

A motion was made by Selectman DiSilva to accept and approve the request for this liquor license at 4 Clock Tower Place for 5 Maynard LLC d/b/a Battle Road Brew Pub with Manager, Ashley Hanson. Second by Selectman Donovan. Vote 5-0 Motion approved.

A motion was made by Selectman DiSilva to close the hearing at 7:36 pm. Second by Selectman Kreil. Vote 5-0.

Rail Trail Easement Acceptances

Comments

A motion was made by Selectman DiSilva I hereby move, pursuant to Article 5 of the October 27, 2014 Special Town Meeting, to accept the temporary and permanent easements from AS Clock Tower Owner LLC, for the purpose establishing the Assabet River Rail Trail through Maynard. Second by Selectman Gavin. Vote 5-0. Motion approved.

A motion was made by Selectman DiSilva I hereby move, pursuant to Article 5 of the October 27, 2014 Special Town Meeting, to accept the temporary easements from Cheryl and John Moncousky, for the purpose establishing the Assabet River Rail Trail through Maynard. **And** Further, the Board moves to pay to Cheryl and John Moncousky, eight hundred sixty five Dollars (\$865.00), in accordance with the just compensation of the Temporary Easement Areas established by William LaChance, Boston, Massachusetts, on July 11, 2015. Second by Selectman Egan. Vote 5-0. Motion approved.

A motion was made by Selectman DiSilva I hereby move, pursuant to Article 5 of the October 27, 2014 Special Town Meeting, to accept the temporary and permanent easements from Dimopoulos Family Trust, for the purpose establishing the Assabet River Rail Trail through Maynard.

And Further, the Board moves to pay to Dimopoulos Family Trust, fifty two thousand thirty-five Dollars (\$52,035.00), in accordance with the just compensation of the Temporary and Permanent Easement Areas established by William LaChance, Boston, Massachusetts, on July 15, 2015. Second by Selectman Gavin. Vote 5-0. Motion approved.

A motion was made by Selectman DiSilva I hereby move, pursuant to Article 5 of the October 27, 2014 Special Town Meeting, to accept the temporary easement from 151 Main Street Parking LLC, for the purpose establishing the Assabet River Rail Trail through Maynard.

And Further, the Board moves to pay to 151 Main Street Parking LLC, five thousand two hundred Dollars (\$5,200.00), in accordance with the just compensation of the Temporary Easement Area prepared by William LaChance, Boston, Massachusetts, on July 15, 2015. Second by Selectman Kreil. Vote 5-0. Motion approved.

A motion was made by Selectman DiSilva I hereby move, pursuant to Article 5 of the October 27, 2014 Special Town Meeting, to accept the temporary and permanent easements from Landoil Realty Trust, for the purpose establishing the Assabet River Rail Trail through Maynard.

Further, the Board moves to pay to Landoil Realty Trust, thirteen thousand six hundred eighty Dollars (\$13,680.00), in accordance with the just compensation of the Temporary and Permanent Easement Areas established by William LaChance, Boston, Massachusetts, on July 11 and 14, 2015. Second by Selectman Donovan. Vote 5-0. Motion approved.

A motion was made by Selectman DiSilva I hereby move, pursuant to Article 5 of the October 27, 2014 Special Town Meeting, to accept the temporary and permanent easements from 42 Summer Street LLC, for the purpose establishing the Assabet River Rail Trail through Maynard.

And Further, the Board moves to pay to 42 Summer Street LLC, one thousand seven hundred forty five Dollars (\$1,745.00), in accordance with the just compensation of the Temporary and Permanent Easement Areas established by William LaChance, Boston, Massachusetts, on July 9 and 10, 2015. Second by Selectman Gavin. Vote 5-0. Motion approved.

A motion was made by Selectman DiSilva I hereby move, pursuant to Article 5 of the October 27, 2014 Special Town Meeting, to accept the temporary and permanent easements from The Knights of Columbus Building Association, for the purpose establishing the Assabet River Rail Trail through Maynard. Second by Selectman Donovan. Vote 5-0. Motion approved.

A motion was made by Selectman DiSilva I hereby move, pursuant to Article 5 of the October 27, 2014 Special Town Meeting, to accept the temporary and permanent easements from Daemco, LLC, for the purpose establishing the Assabet River Rail Trail through Maynard. Second by Selectman Donovan. Vote 5-0. Motion approved.

A motion was made by Selectman DiSilva I hereby move, pursuant to Article 5 of the October 27, 2014 Special Town Meeting, to accept the temporary and permanent easements from Distinctive Acton Homes, Inc., for the purpose establishing the Assabet River Rail Trail through Maynard. Second by Selectman Donovan. Vote 5-0. Motion approved.

A motion was made by Selectman DiSilva I hereby move, pursuant to Article 5 of the October 27, 2014 Special Town Meeting, to accept the temporary and permanent easements from Town of Maynard, for the purpose establishing the Assabet River Rail Trail through Maynard. Second by Selectman Gavin. Vote 5-0. Motion approved.

TD requested to see map of the Town's pieces of land for the easements that we are donating to the Rail Trail.

Set, Date, Time and Place for Winter Special Town Meeting

January 11, 2016 at 7:00 pm Fowler School Auditorium with snow/ weather date of January 12, 2016 at 7:00 pm Fowler School Auditorium.

A motion was made by Selectman DiSilva to accept and approve the Special Town Meeting on January 11, 2016 at 7:00 pm in the Auditorium at Fowler School with a snow / weather date of January 12, 2016 same time and place. Second by Selectman Kreil. Vote 5-0. Motion approved.

Review of FY16 BOS Goals & Initiatives

Chair – asked for comments for the Goals & Initiatives for the year.

TA, Sweet, in past year we gave a mid-year update to Board.

TD – thinks quarterly review of Goals & Initiatives would give board a better view.

TA, agreed to report and update quarterly

CD, Thinks some of the Goals fall under other Board / Departments who handles and drives this workflow.

TA, agreed and will break down those areas of workflow

TE, agreed with quarterly reviews

JK, thinks this might tie up staff – frankly, BOS is responsible for all of the Goals & Initiatives

TD, If Board needs to do more work to keep on track – Staff needs to share the work also.

We do not need things and time to slip by.

TA. We have School Dude / Capital Plan that will help with work. Add to the Nov. 17 BOS meeting updates on Goals and Initiatives.

Town Administrator Review Acceptance

Chair DiSilva read the review into the minutes for TA. K. Sweet

This Performance Review for Kevin Sweet is for his second full year as Town Administrator. The performance review was conducted by Selectmen Bill Cranshaw, Chris DiSilva, Tim Egan, David Gavin, and Jason Kreil.

The Board members rated Town Administrator Kevin Sweet on Personal Characteristics, Professionalism, Communication and Public Relations, Board of

Selectmen Support/Relations, Community Leadership, Organizational Leadership, Personnel Management, Financial Management, Town Operations & Infrastructure, and Planning and Organization. The Board finds that Kevin met or exceeded job standards for each of the ten categories.

His pride of work, commitment to Maynard, and overall professionalism were recognized in his first year's review, and continue to be particularly well regarded. Kevin is honest and effective. He consistently seeks both well-trying and inventive solutions to the Town's challenges.

Kevin's greatest strengths this year are found to be his professionalism and his skills with town operations & infrastructure. Kevin has a strong base of knowledge in regards to local government management, and he is fully committed to educating himself and those around him through professional training. Kevin has made considerable progress towards improving the Town's infrastructure, and the Board notes his particular success with overseeing the maintenance, repair and use of Town buildings.

Kevin has built upon the initiatives he made during his first year and continues to try new and innovative methods of providing information to the residents of the Town. The Board is appreciative of his superior performance with media communications and keeping the citizenry informed of current issues in Town government.

Community leadership and personnel management is among Kevin's other strengths. The Board is pleased of his successes maintaining effective communication with the business community and his continued efforts to enhance the Town's position among other communities, state agencies and municipal organizations. Kevin frequently exceeds job standards with regard to achieving the Town's goals when negotiating labor contracts and maintaining positive employee relations. General management of personnel and team building of professional staff has been very good, as is his skill in finding employee strengths and matching them to the Town's need.

Other areas where Kevin exceeds job standards are his organizational leadership and support of Department Heads and members of the organization, his financial management skills in providing future vision and direction, and his ability to create and facilitate an environment for long-range and strategic planning.

One area most in need of effort is ensuring that the Board of Selectmen are provided with timely and accurate information required for preparation for meetings. This issue was also cited in last year's review. There is no doubt that circumstances sometimes require seemingly last-minute action by the Board, but there should be fewer of such instances. In addition, the Board notes some concerns with the timeliness and quality of analysis of policy issues and proposals that were requested by the Board. When this occurs, the cause most often appears to be due to a lack of responsiveness or detail by the town staff or committees responsible for the needed technical analyses.

The Board of Selectmen goals for FY2015 were seniors, Economic Development, and Communication. During periodic reviews during the year on the progress of those goals, the Board recognized the efforts Kevin made with them. He helped the Board provide enhanced facilities and expanded services for seniors, he worked tirelessly in achieving progress in economic development, and he strove to improve communication.

Kevin continues to grow in his position and Maynard continues to reap the rewards of that progress. He is enjoyable to work with and the Board looks forward to an exciting year of new opportunities and continuation of the initiatives underway. We thank Kevin for his efforts and all he does for Maynard.

Respectfully Submitted on August 4,

2015 Bill Cranshaw,
Chair (FY 2015), Maynard Board of Selectmen

Economic Development updates

- Andrew met with local property developer interested in multiple parcels downtown
- Meeting with Mill & Main and Downtown business and property owners on Sept. 10th
- Staff attended a meeting on Aug. 13 with the 495 MetroWest partnership to discuss the expansion of the Fitchburg commuter line. Representatives from Mill and Maine also attended. The purpose of the meeting was to lay groundwork so that communities on the Fitchburg line can coordinate for schedules, shuttles and other future plans etc.
- Secretary of Energy and Environmental Affairs Matt Beaton addresses the 495 MetroWest Partnership's Board of Directors meeting on August 11, and provided several updates from the Baker/Polito Cabinet's energy policies. The cabinet has set goal of roughly doubling the Commonwealth's solar generation over the next decade.
- Staff is preparing to issues an RFQ for the redesign on Veteran's memorial Park. The purpose of the proposed redesign would be to increase the park's viability as a pedestrian conduit between town destinations.

Town Administrator Report.

- Maynard providing Van service to Open Table's new temporary location in Sudbury at the United Methodist Church. Open table is paying for the added cost of the van driver, etc. Tonight – August 18th is the first dinner since leaving the Mill.
- Eighteen (18) contractors picked up bid documents for the Coolidge School roof project, five were submitted, and one has been selected. D.P. Carney Construction, Inc. \$67,000.00
- Collective Bargaining: Custodial group contract going to School Committee at end of August, Public Safety Dispatch still on-going, Fire Union wrapping up with next meeting scheduled for Sept. 1
- Fire Station Designer selection: 10 firms submitted three finalists were interviewed; Dore & Whittier has been selected. Cost is \$70,000.00 Approx. a ten-twelve week process, should have solid estimated project costs by early November.

Chair Report –

Board Member Reports

Selectman Egan:

- CPC is short members, Question regarding the Charter can non-elected committee members vote. (CPC) We need someone to step up and fill these rolls on boards and committees.
- TA, K. Sweet said no but we follow up with the why non-elected member from voting

Selectman Gavin: none

Selectman Kreil:

- Received emails about trash, cigarette butts and general cleanup of downtown area. TA. K. Sweet commented that DPW does the cleaning as needed, it is a manpower issue and the cleaning is scheduled for 8/19/15.

- Enforcement – Have patrons go behind businesses to smoke and not out on the front streets.
Litter policy – Fine violation

Selectman Donovan:

- Cumberland Farms – the fuel trucks the drop off fuel come at early or late times and some neighbors don't like the times and noise from the truck can we look into this TA, K.Sweet said he would look into this issue.

Executive Session – land purchase

Motion: to convene an executive session in the matter of real property Selectman DiSilva Second Selectman Gavin

Roll Call

Selectman Gavin	Yea
Selectman Egan	Yea
Selectman Kreil	Yea
Selectman DiSilva	Yea
Selectman Donovan	Yea

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

Time: 9:00 pm

Approved: _____

Date:

Initials: BJM


 _____, Clerk