



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, November 03, 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:** none

**Acceptance of Minutes, October 20, 2015**

**A motion was made by** Selectman DiSilva to approve the minutes of October 20, 2015 as shown. Second by Selectman Egan. Vote 5-0. Motion approved.

**List of Correspondences (mail to the Selectmen's Office for November 3, 2015). A-T**

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

**129 Parker Street NBOD Zoning Articles:** Attorney Jon Witten, Special Town Counsel  
Discussion with Attorney Jon Witten / Capital Group Properties  
At hand the 3-issues red -lined 129 Parker Street NBOD

1. Units – number of units at BOS 11/3/15 had option of 180, 176, 175 – up dwelling units  
Special permit for Drive thru businesses  
1 – Bank  
1 – Pharmacy  
2 to 3 Restaurants

Applicant does not want to exclude certain language of say Business A over Business B Option; Deed restriction on certain types can be added into PB language  
Chair took straw poll of BOS for vote to move forward:  
Vote; 4-1 Sel. Kreil – no

Applicant and Special Town Counsel will move forward to fashion MOA.

Applicant – Zoning Amendment Concept Plan – move with zoning only for the January 2016 STM. Request as of Nov. 3, 2015 to add another STM period in March – Note it is the first time BOS members heard this request.

2. Resident Height of buildings with maximum height of 50 feet. – Request from Applicant. Option - added buffers – balloon test at 50 feet 11/7/15 landscape site new change

3. 3<sup>rd</sup> item is the change in the units – this is another new issue – first time to BOS members for this request change.

Housing units for the 10% affordable is an unknown amount – MAPC will try to chime in on this amount at the joint meeting on Dec 10, 2015

Chair took another straw vote on housing. Vote 4-1 Sel. Gavin

JW spoke about the safe harbor to 10% housing number for affordable.

Chair took vote Straw. 5-0 All approved to move forward.

### **DRAFT STM Articles**

Discussion with TA, K. Sweet

**A motion was made by** Selectman DiSilva to accept and approve the draft articles for Reuse of Fire Capital Outlay Original authorization was for replacement of self Contained Breathing Apparatus (SCBA) KS – Town received grant for SCBA. Small percentage of authorization was used as match to the grant. Remainder of authorization will be used for Fire Capital items. Second by Selectman Gavin. Vote 5-0. Motion approved.

**A motion was made by** Selectman DiSilva to accept and approve the draft article for Amendment to Zoning By-Law – HCI as submitted by the Planning Board. Second by Selectman Donovan. Vote 5-0. Motion approved.

**A motion was made by** Selectman DiSilva to accept and approve the Amendment to Town By-Law Headings and Table as submitted by By-Law Committee. Second by Selectman Gavin. Vote 5-0. Motion approved.

**A motion was made by** Selectman DiSilva to accept and approve the draft article Peg Access and Cable Related Fund. Second by Selectman Gavin. Vote 5-0. Motion approved.

**A motion was made by** Selectman DiSilva to accept and approve the draft article Peg Access and Cable Related Fund. Recently, the MDOR legal division determined that this type of accounting to be inappropriate as these revenues are fees and therefore are required to be reported in the Town's General fund. After a number of legal challenges, the MASS. Legislature passed a law effective 01/15/15, that permits municipalities to maintain these funds in a receipts reserved for appropriate fund upon successful local option vote at Town Meeting authorizing such a receipts reserved for appropriation fund. If Town Meeting does not authorize the legislation by the end of FY2016, the Town will be forced to transfer all of these funds into the general fund at the fiscal year 2016. Second by Selectman Gavin. Vote 5-0. Motion approved.

**Code Enforcement Discussion**

Discussion by ATM

Presentation attached with posted minutes.

**Downtown Parking Discussion****Discussion Tabled for Future Meeting****FY16 BOS Goals Status Update**

Comments made by TA, K Sweet;

**Economic Development**

- Negotiating an NBOD and MOA for Shoppes at Maynard Crossing and estimated \$40 mil. Project set to generate \$1.75M+ in annual taxes and water revenues
- Working with Mill & Main on zoning changes for the downtown changes they are proposing
- Presented phase II of Housing Production Plan
- EDC, unveiled the BEEP program
- Continue to work with groups like Chamber of Commerce, 495/Metro West Partnership, MAPC, etc. to promote Maynard in the region
- Regional transportation initiatives: Maynard is recipient of ICMA 2015 Program Excellence Award for Community partnerships in recognition of the Crosstown Connect Program
- Holistic approach and focus on the entire community
- Distributed Business Ambassador cards for people in Town to refer to Town Hall

**Comprehensive Facilities Management Property/Facilities**

- Fire Station Feasibility study underway
- Town/School preventive maintenance and work order system being established and rolled out
- Coolidge school roof repair bid and work completed
- HVAC maintenance contract created/executed
- Town Hall and MGC/COA have new or improved heat and HVAC systems
- Fowler Playground installed, Green Meadow being planned
- Memorial Park design study underway
- Artspace interior and exterior improvements being coordinated with lessees and Town
- Rockland Avenue Fields have water access

**Fiscal Policies**

- Held joint BOS/TA/FinCom sub-committee meeting to discuss overall finances and direction
- In the process of drafting polices for Capital & debt, OBEB, Reserves, use of Free Cash, Tax Rate/Growth Cap all being considered

**Communications**

- Internal / External / Transparency
- New signs installed at Town Hall and coming soon to Library, Fire Station sign may not get moved to Memorial park in redesign proposal
- Increased use of medial and town-wide news pushed out
- Creation of more press releases for traditional media
- Distributed Business Ambassador cards for people in Town to refer to Town Hall
- Increased and effective use of digital sign board

- Increase frequency of staff meetings to improve internal communication and discuss expectations:
- Monthly Leadership Team Meeting
- Monthly Finance Team Meeting
- Monthly Town/School Administration Meeting
- Monthly Town/School Leadership Meeting
- Attend Misc. Board/Committee Meetings as needed

### **FY17 Budget Discussion and Direction**

TA, K. Sweet updated BOS with the following;

2- Unions in negotiations in FY 16 – Completed four Unions in FY-15 and the impacts of those negotiations will be felt in the next fiscal year.

Anticipate significant increase in Health Insurance costs potentially up to 10% and the Assabet School building project debt will hit in FY17 at an approximate increase of \$320K within the operating budget.

We will begin the process with departmental requests within the next few weeks. I will hold a meeting for all departments at Leadership Meeting Nov. 17<sup>th</sup> and discuss the process going forward. I expect that all departments by Jan. 4<sup>th</sup> 2016 for FY17 will make submissions

FY16 appropriation authorized by the May 2015 Annual Town Meeting, increased by the amount of salary and salary – driven categories, which are mandated by contracts. Although this expense budget is level-funded, it should include appropriate increases for all contractual obligations.

I would hope we would be able to continue our investments in town properties, facilities and public works in FY17 and work with Capital Advisory Group to identify Priorities. Again, this balanced approach to capital needs and personnel commitments is important to strengthen this community.

### **Economic Development updates**

Updates from TA, K. Sweet;

- New Hair salon opened this week on Main Street
- Mill & Main have announced two “Town meeting” style events (Nov. 16<sup>th</sup> and Dec. 14<sup>th</sup>) @ 7pm Amory’s Café in the Mill and ten “open houses” dates and times to be posted but all in advance of the Jan. 11. (STM).
- The EDC has released Ambassador Cards for people who make regular referrals to the Town.

### **Town Administrator Report.**

Submitted by TA K. Sweet;

- MAPC presented the housing production plan phase 2 report
- AVRTHS, was rededicated on 10/24/15
- Senior Health and Safety Expo on 10/24/15
- TA/ATA/CBOS visited Market 32 – Sutton off Route 146 Pre-Opening – This would be style for Maynard if approved.
- TA/ATA/Exec. Sec attended an MMPA Labor Relations Seminar – Friday, Oct. 30, 2015
- Both the Liq. Lic bill and Civil Ser. Bill are in the Third reading at the Senate. I have copied Michael Carr on this email hoping that they may be able to get in touch with their Senate colleagues to see what else may need to come from any of our offices to help move these bills along.

### **Chair Report –**

- Dec. 10, 15, Thursday - Joint – MAPC/BOS/PB meeting regarding the housing numbers.
- Request to have the Budget on all agendas from Jan. 2016 thru May (ATM).
- Rep Kate Hogan hosted Opioid Crisis at MHS tonight with State members – Well attended.

**Board Member Reports**

**Selectman Kreil**

- Follow – Up- Received comments that BOS meetings are again not being shown on Comcast. KS noted Comcast continues to show the meetings delayed. Working on live feed for Comcast. ASM will check with MM.

**Selectman Gavin:**

- Event; Downtown Trick or Treat (10/29/15) Business owner commented that the Main Street was supposed to be opened and at the last minute, it was closed to thru traffic. The weather helped to have an increase in the attended for the event.

**Selectman Egan**

- CPC, applications have doubled, Green Meadow Playground is one of the projects and a land acquisitions. Note; did not have quorum to hold meeting.

**Selectman Donovan:**

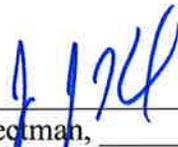
- Maynard Boys & Girls (Soccer) both won Div. now enter in playoffs.

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

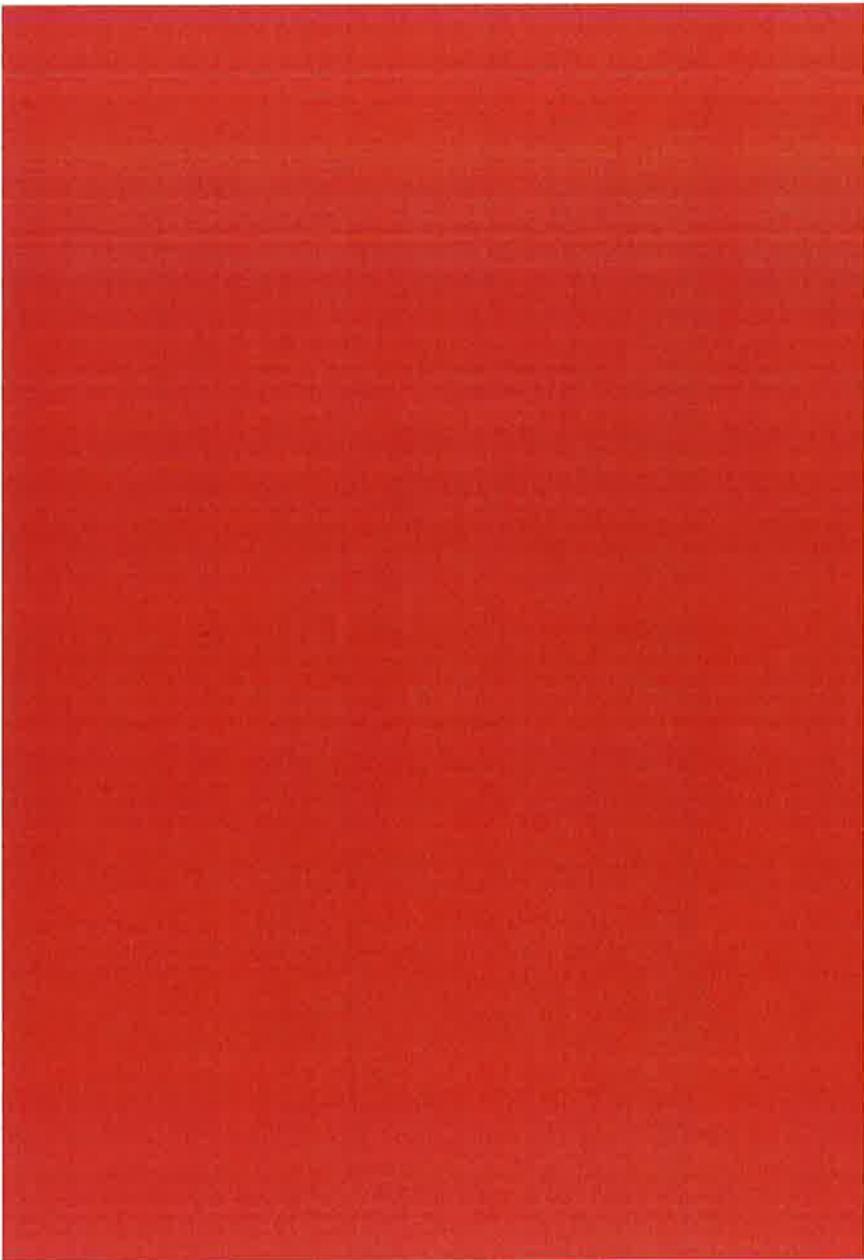
Time: 9:49 pm

Approved: 5-0

Date: 11-17-2015

  
 \_\_\_\_\_, Clerk

Initials: BJM



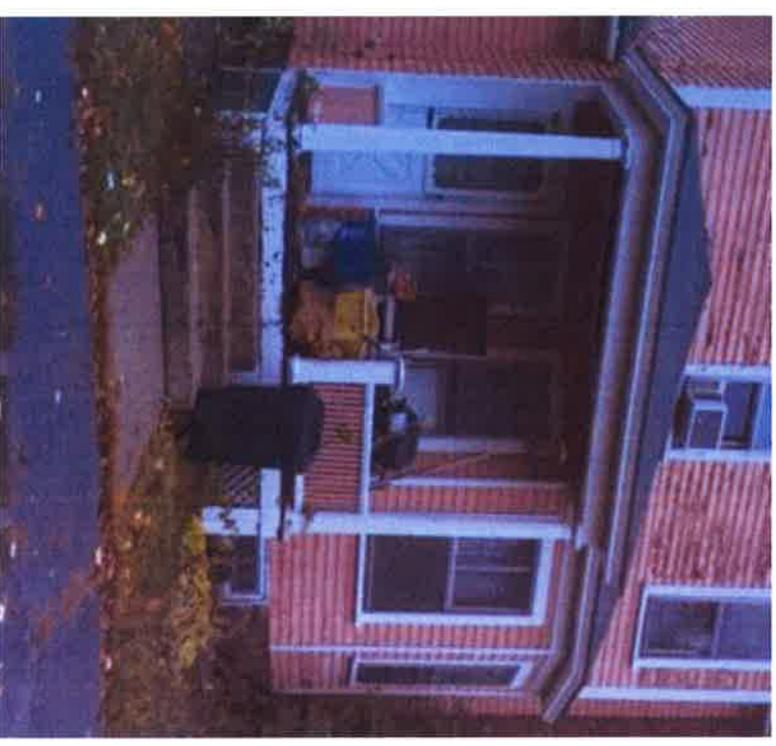
# Code Enforcement

Making Maynard beautiful on the outside, too.

## Code Enforcement

# What we can do

- Building Commissioner
  - Enforces General By-law Chapter 22.1. 'Nuisances'
- Health Agent
  - Enforces General By-Laws Chapter IX and State Housing Code 105 CMR 410, & Regulations Relative to Nuisances MGL Ch. 111 B 122

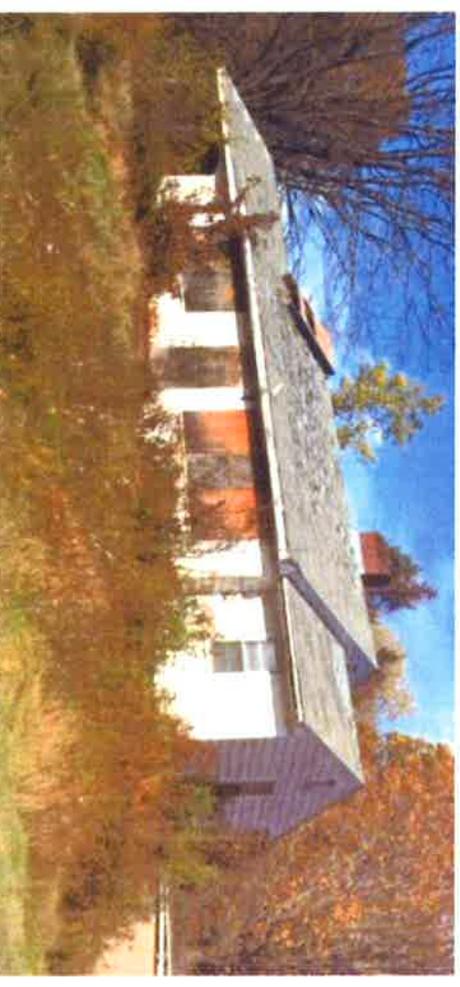


## Code Enforcement

# What we do

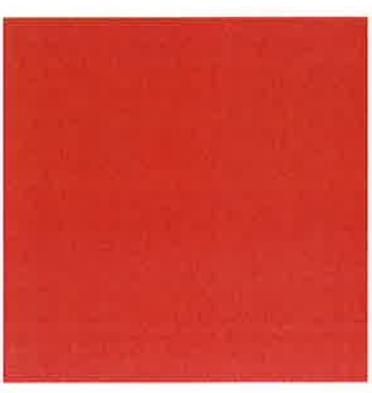


- Part-time Health Agent spends about 50% of time on reactive enforcement
- Building Commissioner also conducts reactive enforcement several hours each week
- Fire and Police, Electrical, Gas, Plumbing & Food inspectors also enforce codes, etc.
- Conservation Agent has some enforcement powers

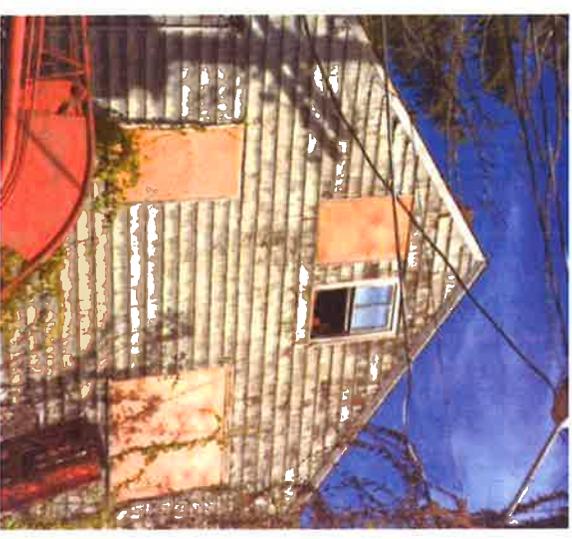


## Code Enforcement

# What we should do

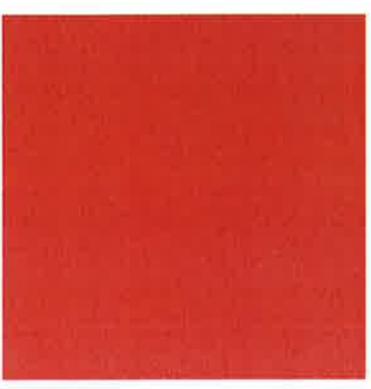


- Determine threshold of enforcement
- Instruct staff to enforce to threshold
- Secure additional staff resources for added enforcement efforts (pro-active)



## Code Enforcement

# What we could do



- General By-Law Chapter IX, 22.1, 'Nuisances'
  - Re-write to add more enforcement depth and breadth
  - Add noise, define blight in more detail
- Create a 'beautify Maynard' campaign to encourage compliance with these expectations
- Begin 22.3.1 'Removal Order' immediately
- Streamline citation and appeal processes



## Code Enforcement

# Consequences

- Increased level of enforcement may cost up to \$10,000 per year (likely offset by fines)
- Cited residents and business owners may react negatively
- Successful 'beautify' campaign could enhance property values town-wide

