



OFFICE OF THE
BOARD OF SELECTMEN
TOWN OF MAYNARD

MUNICIPAL BUILDING
195 MAIN STREET

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**Selectmen's
Meeting Minutes
Tuesday, June 7, 2016
Room 201, Town Hall
Time: 7:00 pm**

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

(This public meeting was recorded).

Public Comments: Tom Heshbach resident, Noise at Saracen wanted to know if the Town had, any new updates or meetings scheduled with Saracen, as they have not had any new feedback. TA, Sweet had no news from Saracen; Town did have a call from Stratus.

B. Cranshaw resident, commented on article regarding lead testing water – lead testing and wanted our DPW to review. “Thinks some cheating might be going on”.

Acceptance of Minutes May 24 and 31, 2016

A motion was made by Selectman DiSilva to approve the minutes of May 24, 2016 as corrected. Second by Selectman Egan. Vote 5-0. Motion approved.

A motion was made by Selectman DiSilva to approve the minutes of May 31, 2016 as corrected. Second by Selectman Donovan. Vote 5-0. Motion approved.

List of Correspondences (mail to the Selectmen's Office for May 31, 2016). A-E

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

Consent Agenda

- a) Renewal appointments to Board and Committees
- b) Repeat, Special Permit, Maynard Community Band

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

Farmer Winery License to Sell at Maynard Farmer's Market: Turtle Creek Winery

Kipton Kumler comment that he has been in the business and helped write the legislation for the Farmer – Winery licenses with the state. He makes about a 1000 barrels a year.

A motion was made by Selectman DiSilva to accept and approved the request for application for a Farmer Winery License to sell at the Maynard Farmers Market located at the Mill and Main lot from June until October of 2016 on Saturday mornings. Second by Selectman Gavin. Vote 5-0. Motion approved.

7:15 pm Public Hearing: Set FY17 Water & Sewer Rates

LEGAL NOTICE

The Maynard Board of Selectmen will hold a Public Hearing on Tuesday June 7, 2016 at 7:15 P.M. in Room 201 of the Maynard Town Building for the purposes of amending the Town Water Use By-Laws specifically, Water and Sewer Rates. The Public is invited to attend.

Chair commented that after the review of the report from Woodard & Curran dated April 29, 2016 Their recommendation over the following items:

1. The revenue requirements for both water and sewer services, inclusive of all budget costs associated with operating and maintaining the Town's infrastructure, specifically:
 - a. Salaries and other direct expenses;
 - b. The cost of DPW benefits, non-DPW municipal departmental, and other indirect expenses;
 - c. The costs associated with meeting the 2014 Draft NPDES MS4 Permit; and
 - d. The increase in the cost of debt service associated with ongoing sewerage upgrades.
2. Four years of historical consumption data, and;
3. The rates required to meet the water and sewer system financial needs.

DiSilva; agreed with the no change to our water rate.

If we over charge in in the sewer rate can, we plan to make a rebate or bill into the Town Budget? Budget is based on water sold. Per TA.

Gavin; not for Board to raise the rates for water and sewer.

Egan; Question to table the rates and ok with the fees in services used.

Donovan; Rate fees – if we have revenue at the end of the year – It's not a problem.

Gavin; Can we commit to giving back the funds to residents – Then we would be in violation.

Kreil; Will Board commit to override if we are not carrying the load we need – we need another employee in the department and that comes with a cost.

Gavin; we are meeting our budget.

DiSilva; raising rates – we have a senior discount and it's a rolling number of new members and we either need to change that policy plan or raise rates

Gavin; sited that he did the article at town meeting and now we are changing.

Board makes that discussion and we need to plan to have the rate discussion before town meeting in the future

R. Calabria; enterprise funds tie together the rates and revenues – no profit and no loss budget rate – expenses – then we should amend this budget. If we need more money as we need to match.

DiSilva; So if we raise the fees – but we don’t know if we are going to collect any new fees if they don’t get used then we haven’t collect any new monies – we will be in the red.
 Budget – we can go back and make change to budget at Special Town meeting.
 Cranshaw; Points – it makes sense that you raise rates and fees – we don’t know if we will collect any of those fees. These fees are from other town requirements – if used by residents
 Tomyl; Town Meeting Enterprise (Water & Sewer) Definitions of funds
 Thinks we should check and see how much money should be kept in each fund – ask FinCom about funds – it’s not a good accounting practice. Water system services water surplus We can’t raise rates – As town has set budget.
 Guzzo – DOR closes out this account every year – this process is to set rates before the town meeting.

A motion was made by Selectman DiSilva to accept and approve the water and sewer rates as shown. Second by Selectman Egan. Vote 5-0. Motion approved.

BLOCK #	1	2	3	4
Consumption (cf/quarter)	0-500	501-1000	1001-2500	>2501
WATER - in Town	\$4.36	\$5.62	\$6.03	\$6.88
SEWER - in Town	\$10.13	\$10.13	\$10.13	\$10.13
Water - non - resident	\$6.10	\$7.86	\$8.45	\$9.69
SEWER - non- resident	\$14.10	\$14.10	\$14.10	\$14.10

A motion was made by Selectman DiSilva to close hearing at 8:05. Second by Selectman Egan. Vote 5-0. Motion approved.

Continued hearing from May 31, 2016
 7:15 pm Liquor License Alteration Request: El Huipil

LEGAL NOTICE

Notice is hereby given, in accordance with MGL Chapter 138 as amended, that a Public Hearing will be held on Tuesday May 31, 2016 at 7:15 P.M. in Room 201 of the Town Building on application for Alteration of Premises at El Huipil Restaurant, Inc adding additional 720 sq. feet of outdoor patio to 51R Main St. Maynard. Manager; Sergio A. Moreno. Copy of plan is on file in the Office of the Selectmen.

Discussion Sergio and Alma Moreno along with Tim Hess, AIA, Design Director InSitu
 Questions and comments from Board;

Once again, the request from Chair to continue this hearing after Town Planner, Bill Nemser, Chris and Tim Hess can review the design plan.

A motion was made by Selectman Kreil to continue the Alteration of premise at El Huipil Restaurant for adding patio on Town Land until July 5, 2016. Second by Selectman DiSilva. Vote 5-0. Motion approved.

Set Water/Sewer Fees & Charges

A motion was made by Selectman DiSilva to accept and approve the water and sewer fees as amended and discussed. Second by Selectman Donovan. Vote 5-0 Motion approved.

Cranshaw had questions regarding the inspectional service fee (Surcharge) connection fees Kreil commented we could not remember what the inspectional service fee relate too.

Egan; Do you remember everything that was said at the last 4- past meetings

Donovan; that's the problem – we don't remember so we will hold those items until a later meeting when we have the that information

Maynard Department of Public Works Current vs Proposed Rates & Charges Water Fees & Charges		Current Fee		Proposed Fee
Minimum Charge - Quarterly		\$21.80		\$21.80
All Sizes - includes) CF				
IN TOWN USAGE				
Metered Water Charges - Quarterly - per 100 CF				
1st Step: 0-500 CF		\$4.36		\$4.36
2nd Step: 501- 1,000 CF		\$5.62		\$5.62
3rd Step: 1001 - 2500 CF		\$6.03		\$6.03
4th Step: Over 2500 CF		\$6.88		\$6.88
OUT OF TOWN USAGE				
Metered Water Charges - Quarterly - per 100 CF				
1st Step: 0-500 CF		\$6.10		\$6.10
2nd Step: 501- 1,000 CF		\$7.86		\$7.86
3rd Step: 1001 - 2500 CF		\$8.45		\$8.45
4th Step: Over 2500 CF		\$9.69		\$9.69
PRIVATE FIRE PROTECTION - Annual Charge				
4"		\$0.00		\$200.00
6"		\$0.00		\$300.00
8"		\$0.00		\$400.00
10"		\$0.00		\$500.00
Cross Connection Testing (Added to the cost of private tester)		\$0.00		\$35.00
Other Charges				

Meter Testing, Customer's Request (Refund if meter registers too high)		\$75.00		\$200.00
New Meter, Customer's Request		\$0.00		\$225.00
Water Meter Inspection		\$75.00		\$75.00
Final Reading by Water Department		\$0.00		\$75.00
Turn on/off - regular hours - Per man (Each Service)		\$75.00		\$75.00
Turn on/off - after hours - Per man (Each service)		\$75.00		\$300.00
Turn on/off nonpayment - regular hours, per hour		\$75.00		\$75.00
Service call - regular hours, per hour		\$75.00		\$75.00
Service call - after hours, per man, per hour		\$75.00		\$300.00
Reseal Tampered Meter (plus cost of new meter, if necessary)		\$0.00		\$75.00
meter Tampering Charge - (plus the cost of water & meter)		\$0.00		\$250.00
Frozen Meter		\$0.00		\$250.00
Meter Damage		\$0.00		\$250.00
Flow Test (Conducted at night) (Per hour, plus cost of water)		\$150.00		\$300.00
Unauthorized Hydrant Use (MGL, Chapter 65) up to				\$1,000.00
Maynard Department of Public Works Current vs Proposed Rates & Changes Departmental Fees		Current Fee		Proposed Fee
Water Service Application		\$0.00		\$250.00
Sewer Service Application		\$0.00		\$250.00
Water Service Inspection		\$75.00		\$150.00
Sewer Service Inspection		\$75.00		\$150.00
Trench Permit (first 30ft, \$2.00/ft. thereafter)		\$100.00		\$150.00
Street Opening Permit		\$100.00		\$150.00
Inspection Services Fee (Surcharge)		\$0.00		5%
Excavation - Inspectional Fee (Surcharge) ++		\$0.00		5%
Application for plan Review		\$0.00		**
Cost to Separate a Service		\$0.00		\$250.00
Reconnection Fee		\$0.00		\$250.00

Drain Layer License (Annually)		\$0.00	\$150.00
Utility Contractor License (Annually)		\$0.00	\$250.00
Driveway Curb Permit		\$100.00	\$150.00
Demand Charge		\$0.00	\$0.00
Water Lien Notice		\$0.00	\$0.00
Lien Recording Charge		\$0.00	\$0.00
Interest on past due bills		14%	14%
Return Check Fee		\$25.00	\$25.00
\$100.00 per 11" x 17" sheet			
\$150.00 per 18" x 24" sheet			
\$200.00 per 24" x 36" sheet			
Sewer Fees & Charges			
Minimum Charges - Quarterly			
All Sizes - including 0 CF		\$48.95	\$68.10
IN TOWN USAGE			
Metered Water Charges Quarterly - per 100 CF			
All Consumption		\$9.79	\$9.79
OUT OF TOWN USAGE			
Metered Water Charges Quarterly - per 100 CF			
All Consumption		\$13.62	\$13.62
OTHER CHARGES			
Service Call - regular hours, per hour		\$75.00	\$75.00
Service call - after hours, per man, per hour		\$75.00	\$300.00
Maynard Department of Public Works Current vs Proposed Rates & Changes Departmental Fees		Current Fee	Proposed Fee
Water Service Application		\$0.00	\$250.00
Sewer Service Application		\$0.00	\$250.00
Water Service Inspection		\$75.00	\$150.00
Sewer Service Inspection		\$75.00	\$150.00
Trench Permit (first 30ft, \$2.00/ft. thereafter)		\$100.00	\$150.00
Street Opening Permit		\$100.00	\$150.00
Inspection Services Fee (Surcharge) HOLD		\$0.00	5%

Excavation - Inspectional Fee (Surcharge) ++ HOLD		\$0.00		5%
Application for plan Review		\$0.00		**
Cost to Separate a Service		\$0.00		\$250.00
Reconnection Fee		\$0.00		\$250.00
Drain Layer License (Annually)		\$0.00		\$150.00
Utility Contractor License (Annually)		\$0.00		\$250.00
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Demand Charge		\$0.00		\$0.00
Water Lien Notice		\$0.00		\$0.00
Lien Recording Charge		\$0.00		\$0.00
Interest on past due bills		14%		14%
Return Check Fee		\$25.00		\$25.00
\$100.00 per 11" x 17" sheet				
\$150.00 per 18" x 24" sheet				
\$200.00 per 24" x 36" sheet				

Water/Sewer – Senior Discount Policy Discussion

Gavin; Rates for senior discount – doesn’t believe we should pull back on this program
 Kreil; if we enact a policy then as – residents you should come and get it. – revamp our user fees
 This policy was enacted with a 3-man board in round table – it was not on the agenda for May 7, 2014. It was motioned and approved.

DiSilva; program has merit but a great many do not need this program.

Donovan; Brookline has a need base fairness – burden to others you must show a need.

Egan; Clarify the policy or change it.

DiSilva; so do we look to change the policy or keep the same and what do we change it to or we work thru to make a change. Yes to change then when to work and gather information.

Gavin; if we do not change until a later date

DiSilva; we need to be consistent

A – to change

B – no change

Donovan – (A) change

Egan – (A) change

Gavin – (B) no change

Kreil – (A) change

DiSilva – (A) change

A motion was made by Selectman DiSilva to approve making a change to the Senior Discount as discussed. Second by Selectman Donovan. Vote 4-1 (Selectman Gavin) Motion approved.

Complete Streets Policy Adoption

TA, Sweet; gave a brief update about the recommended Complete Streets that we started ago 2-years ago. A Complete Streets Policy makes us eligible for grants including \$450,000.00 beginning in July 2016. These grants are for street improvements that align with the Complete Street philosophy. Our street planning is already focusing on multi-modal / multi-user needs so this policy is not changing current practice. Town had a meeting a couple of weeks back, held over at the Library.

This policy does not obligate us to specific spending / improvements.

Gavin; Make sure that the Planning Board will move ahead on all new plans to make improvements. Hopes this will work like the Town Community Development Principle's

DiSilva; who take responsibility on this – TA, Sweet, everyone has some responsibility. Its lead by DPW but it is a team effort. It is a Board of Selectmen Policy.

A motion was made by Selectman DiSilva to accept and approve the Complete Streets Policy as shown and discussed. Second by Selectman Gavin. Vote 5-0. Motion approved.

Ratification of Director of Public Works Contract

A motion was made by Selectman DiSilva to accept and approve the ratification of the Director of Public Works contract as of July 1, 2016 thru June 30, 2019. Second by Selectman Egan. Vote 5-0. Motion approved.

Ratification of Town Administrator Contract

A motion was made by Selectman DiSilva to accept and approve the ratification of the Town Administrator contract as of July 1, 2016 thru June 30, 2019. Second by Selectman Gavin. Vote 5-0. Motion approved.

Gavin; with Kevin here in this job his ability for growth; he is committed to the Town. Good Luck. Donovan; will continue to work with Kevin.

DiSilva; Thanks Kevin Sweet for his willingness to continue on here in Maynard.

Town Administrator Review Process

DiSilva; had the forms sent to all Board members. Request for each Board member to meet with Kevin Sweet. Return forms to DiSilva on or before July 19 and DiSilva will have on the agenda for August 2, 2016

Town Administrator Report;

Sweet; Thanked Board on his contract ratification for another 3-year term with Town of Maynard. MassDOT meeting last Friday in Worcester, MA. K. Sweet, A. Miklosko, W. Amico all Attended. For the ARRT Pre-Construction - Ground breaking for ARRT to be scheduled.

Community Preservation Committee soliciting input from administration on priorities for funds on projects – affordable housing – we will look to get this information to John Dwyer.

TA, Sweet will be out of office for week of June 20th.

Chair Report;

With the on-going issue at the Mill – It is getting worse by the day. No one is hearing from the Mill regarding a plan. What is the next step for the Town, to get a lawyer, get a cease, and desist order at the property? TA, Sweet – no update. Meeting with Michelle Dellemere from MASSDEP. VP from Stratus had a meeting today, explained the need to have that type of motor /fan on roof for the type of work they perform. Issue stems with who pays – It is Stratus or Mill & Main? This is what needs to be resolved so we can all move forward with the noise issue. Stratus had offers to move to other Towns, Westford in turn key buildings. Saracen said they would have a turnkey building for them.

Board Member Reports

Selectman Egan;

Glad we had so many appointment renewals to Boards & Committees tonight. We still have many opening to our Boards and Committees so if we have anyone that might be interested place come forward. We now have a part time Community Preservation Clerk Thank you.

Selectmen Donovan;

Congratulations to K. Sweet and A. Miklosko on completed contracts.
Coolidge School, can we add this on upcoming BOS agenda to move this forward.
Need advice on the right nuisance or By-Laws to point residents too regarding some trash issues. TA will send information your way.

Selectman Gavin;

As the Boards’ term ends, wanted to Thank Chris DiSilva and Jason Kreil for their rolls on this years’ board.
Congratulations to Zach our senior camera man for BOS meetings’ and thank you. Also, Congrats to the Class of 2016.

Selectman Kreil; none

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

Time: 10:00 pm

Approved: _____

Date:

Selectman, Jason Kreil, Clerk

Initials: BJM