



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, July 5, 2016
Room 201, Town Hall
Time: 7:00 pm**

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

(This public meeting was recorded).

Board Reorganization: Elect a Chairperson / Elect a Clerk

A motion was made by Selectman Donovan to appoint Selectman DiSilva as chairman for the 2016 ~ 2017 Term. Second by Selectman Gavin. Vote 4-0. Motion approved.

A motion was made by Selectman DiSilva to appoint Selectman Kreil as clerk for the 2016 ~ 2017 Term. Second by Selectman Egan. Vote 4-0. Motion approved

Public Comments:

Vic Tomy, resident (1) project at Waltham and Parker Street, question is it complete. Seems to think it is missing the electrical outlets? TA, wire inspector will not approve to have at the pole – it is a safety issue.

(2) The hours at Jam Time, 86 Powder Mill Road. Seems to think they are open longer. 9:00 am – 5:30 pm S/S 9:30 – 1:30 pm

(3) Drainage on Hayes Street, any updates. TA, Stantec doing the primary work. We did not qualify for any grants.

(4) Annual Town Administrator review. BOS, it is in process.

Bill Cranshaw, resident, (1) Water & Sewer bills received July 1, 2016 noticed that the rate shown is incorrect. \$9.79 old rate but shows \$8.88

Nate Markley, resident, Water Quality Report. Question on the lead content it is not stated on the report. TA, some residents did not respond to requests and Town Hall had a phone problem. Will residents have to wait until 2017? Why did we have to wait until now to hear about this issue if it was known last September? TA does not have answer. It that annual average to get the correct numbers. TA does know when the next quarterly report is due out.

Lorne Bell, resident, TTHM's not notifying the public in a timely fashion. If the town doesn't have a plan in place when tests comes out hopes the town will come up with plan or ask to have a committee to help with plan.

Acceptance of Minute June 7, 2016 – HOLD until July 19, 2016

List of Correspondences (mail to the Selectmen's Office for July 5, 2016). A-U

A motion was made by Selectman DiSilva to accept the list of correspondences A-U as shown. Second by Selectman Egan. Vote 4-0. Motion approved.

Consent Agenda

- a) Repeat, 19th Annual Maynard Road Race, Assabet Valley Boys & Girls Club, 10/8/16
- b) Repeat, 24th Annual Maynard Fest, Assabet Valley Chamber, 10/1/16
- c) Repeat, October Fest, Maynard Rotary Club, 9/24/16
- d) Repeat, 50th Annual Christmas Parade, Maynard Rotary Club, 12/4/16
- e) Renewal; Art Signals at Video Signals, Carry-In Alcoholic Beverages License

Gavin asked about the route the Road Race if it is the same. TA, it is a little different; it has been worked out with Chief DuBois and Mary Brannelly.

Sarah Cressy, Director of Assabet Valley Chamber commented on the October fest and Maynard Fest.

A motion was made by Selectman DiSilva to accept and approve the consent as shown. Second by Selectman Gavin. Vote 4-0. Motion approved

Board Opening Interviews:

- . a) Cultural Council; John Houchin and Brent Mathison

Questions:

Chair; what will you bring to Cultural Council; Brent, no new ideas at this time but will keep open mind, likes Maynard

John wants to build up the Cultural District – Build a Committee of artist that lives in Maynard.

A motion was made by Selectman DiSilva to accept and approved both John Houchin and Brent Mathison for the Cultural Council with a term June 30, 2019. Second by Selectman Donovan. Vote 4-0. Motion approved.

Update and Request from Jim Fenton, 129 Acton Street

Jim Fenton, Thanked Board for seeing him, condition was set to build 9-3 bedrooms and 9-2 bedrooms. Want to request to all 3 bedrooms. All units are the same – same cost. It is a space issue for new buyers for the closet space. Gavin's concern is with changing the contract. Board agreed to continue August 2, 2016. Review with Building Commissioner and review contract.

Water/Sewer – Senior Discount Policy – Continued until July 19 2016

DiSilva commented about the article in the newspaper saying the article was wrong. Board did not say that we would eliminate the senior discount – Board might change the policy. Need assessment and some type of means. We are going to delay taking any action regarding the Senior Discount Policy until Jason Kreil is with us.

Continued hearing from May 31, 2016, June 7, 2016 and continued until July 19, 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.

Continue Hearing until July 19, 2016

BEEP Application – Maynard EDC: Downtown Hanging Flower Baskets

A motion was made by Selectman DiSilva to accept and approve the Maynard BEEP request for the Downtown Hanging Flowers Baskets. Second by Selectman Donovan. Vote 4-0. Motion approved.

Water/Sewer – Senior Discount Policy – Continued until July 19 2016**Set Water/Sewer Fees & Charges**

A motion was made by Selectman DiSilva to accept and approve the water and sewer fees as shown. Second by Selectman Gavin. Vote 4-0 Motion approved.

Maynard Department of Public Works		Exhibit 1
Current Rates & Charges		
Water Fees & Charges		Current
		Rates
Minimum Charge - Quarterly		
All Sizes - includes 0 CF		\$21.80
IN TOWN USAGE		

Metered Water Charges - Quarterly - per 100 CF		
1st Step: 0 - 500 CF		\$4.36
2nd Step: 501 - 1,000 CF		\$5.62
3rd Step: 1,001 - 2,500 CF		\$6.03
4th Step: Over 2,500 CF		\$6.88
OUT OF TOWN USAGE		
Metered Water Charges - Quarterly - per 100 CF		
1st Step: 0 - 500 CF		\$6.10
2nd Step: 501 - 1,000 CF		\$7.86
3rd Step: 1,001 - 2,500 CF		\$8.45
4th Step: Over 2,500 CF		\$9.69
Private Fire Protection - Annual Charge		
4"		\$200.00
6"		\$300.00
8"		\$400.00
10"		\$500.00
Cross Connection Testing (Added to the cost of private tester)		\$35.00
Other Charges		
Residential Water Service Connection (per dwelling unit)		\$2,500.00
Non-Residential Water Service Connection (per unit)		\$5,000.00
Meter Testing, Customer's Request (Refunded if meter registers too high)		\$200.00
New Meter, Customer's Request		\$225.00
Water Meter Inspection		\$75.00
Split Water Meter Service Connection (for each meter after split)		\$250.00
Final Reading by Water Department		\$75.00
Turn on/off - regular hours - Per man (Each service)		\$75.00
Turn on/off - after hours - Per man (Each service)		\$300.00
Turn on/off non-payment - regular hours, per hour		\$75.00
Turn on/off non-payment - after regular hours- per man, per hour		\$300.00
Service call - regular hours, per hour		\$75.00
Service call - after hours, per man, per hour		\$300.00
Reseal Tampered Meter (plus cost of new meter, if necessary)		\$75.00
Meter Tampering Charge - (plus the cost of water & meter)		\$250.00
Frozen Meter		\$250.00
Meter Damage		\$250.00
Flow Test (Conducted at night) (Per hour, plus cost of water)		\$300.00
Unauthorized Hydrant Use (MGL, Chapter 65) up to		\$1,000.00

Maynard Department of Public Works	Exhibit 2
Current Rates & Charges	

Sewer Fees & Charges	Current Rates
Minimum Charge - Quarterly	
All Sizes - includes 0 CF	\$68.10
IN TOWN USAGE	
Metered Water Charges - Quarterly - per 100 CF	
All Consumption	\$9.79
OUT OF TOWN USAGE	
Metered Water Charges - Quarterly - per 100 CF	
All Consumption	\$13.62
Other Charges	
Residential Sewer Service Connection (per dwelling unit)	\$3,500.00
Non-Residential Sewer Service Connection < 5,000 gallon per day (gpd)*	\$3,500.00
Non-Residential Sewer Service Connection > 5,000 gpd*	Determined by DPW Director with approval of the BOS
Service call - regular hours, per hour	\$75.00
Service call - after hours, per man, per hour	\$300.00
* if calculations show Non-Residential Sewer Service exceeds 1,000 gpd, then calculations shall be certified by a Massachusetts registered professional engineer.	

Maynard Department of Public Works		Exhibit 3
Current Rates & Charges		
Departmental Fees		Current Fee
Water Service Application		\$250.00
Sewer Service Application		\$250.00
Water Service Inspection		\$150.00
Sewer Service Inspection		\$150.00
Trench Permit (First 30ft, \$2.00/ft Thereafter)		\$150.00
Street Opening Permit		\$150.00
Inspectional Services Fee (Surcharge)		5% of estimated construction cost
Excavations - Inspectional Fees (Surcharge) ++		++
Application for Plan Review		**

Cost to Separate a Service		\$250.00
Reconnection Fee		\$250.00
Drain Layer License (Annually)		\$150.00
Utility Contractor License (Annually)		\$250.00
Driveway/Curb Permit		\$150.00
Interest on past due bills		14%
Return Check Fee		\$25.00
++		
\$175.00 for first 150 Sq Ft Plus \$50.00 for each 150 Sq Ft		
**		
\$100.00 per 11"x17" Sheet		
\$150.00 per 18"x24" Sheet		
\$200.00 per 24"x36" Sheet		

129 Parker Street Update

TA, will continue to July 19, 2016, Attorney Witten will send the draft MOA to TA on July 12, 2016 There was hope for a 9/12th STM but that does not look like it will happen per delay in the draft MOA.

Water and Sewer fees need to be worked out between the attorneys.

The payment schedule is another item to be worked out based on permits.

FY 2017 BOS Goal Setting Exercise – Set Special Meeting date, time and place.

A motion was made by Selectman DiSilva to set special meeting date time and place as the following Thursday, September 8, 2016 at COA, 50 Brown Street, 6:00 pm. Second by Selectman Donovan. Vote 4-0. Motion approved.

FY 2017 BOS draft meeting Calendar approval.

Tuesday	July 5, 2016	July 19, 2016	
	August 2, 2016	Aug 16, 2016	
	Sept. 6, 2016	Sept. 20, 2016	
	Oct. 4, 2016	Oct. 18, 2016	
	Nov. 2, 2016 (WED.)	Nov. 15, 2016	
	Dec. 6, 2016	Dec. 20, 2016	
	Jan. 3, 2017	Jan. 17, 2017	
	Feb. 7, 2017	Feb. 21, 2017	
	March 7, 2017	March 21, 2017	
	April 4, 2017	April 18, 2017	
	May 3, 2017 (Wed.)	May 16, 2017	* May 15, 2017 (ATM/STM)
	June 6, 2017	June 20, 2017	

A motion was made by Selectman DiSilva to accept and approve the meeting calendar for the Board of Selectmen 2016 – 2017 meeting dates. Second by Selectman Egan. Vote 4-0. Motion approved.

BOS Liaison Assignments

TA, K. Sweet

July 5, 2016

AA, B. Mosca

RE: Updated list of Liaison Selectmen to Boards and Committees review the 2015 - 2016

Board agreed to keep the same Board Liaison for the 2016-2017 terms

Selectman Gavin:

dgavin@townofmaynard.net

- Council on Aging
- Finance Committee
- Cultural Council
- Co-Maynard Housing Authority

Selectman Kreil:

jkreil@townofmaynard.net

- * Historical Committee
- * Board of Appeals
- * School Committee

Selectman Egan:

Tegan@townofmaynard.net

- Community Preservation Committee Committee
- Conservation Commission
- Recreation Commission

Selectman DiSilva:

cdisilva@townofmaynard.net

- * Maynard Green Communities
- * Planning Board

Selectman Donovan

tdonovan@townofmaynard.net

- Library
- Economic Development Committee
- Board of Assessors
- Co-Maynard Housing Authority

Town Administrator Report;

K. Sweet, Conservation Agent / Assistant Town Planner – Michele Fleur Grenier, started July 5, 2016. Unanimous selection of 8 interviews from 34 applicants. Has BS/MS in Biology from Cornell and BA in Public Administration from SNHU. Michele has extensive career in private and municipal environmental affairs/ conservation agent activities.

Cross Town Connect will begin offering additional service beginning July 11th. New service is door-to-door medical transportation to Boston area hospitals not currently being served by Maynard. (Lahey, and everything in Boston/Cambridge).

\$7 each way. Vans and drivers are coming from Littleton and Boxborough – already making these runs and will pick up riders in Acton and Maynard.

Cross Town connect dispatch call volume from Maynard is 38% year over year.

Now five towns and seven corporate members.

Just received \$125,000.00 in new operational grants (Maynard through Acton).

Administration/Planning Intern – with us in July 11 – August 24. Former Maynard High School international exchange student (2009) from Pakistan is living this summer in Maynard with host family. BA in Public Administration and entering graduate studies in Pakistan in the Fall. He is looking to gain experience in public administration / planning. Will be working (unpaid) on website updates, project information/ communication, by-law edits, other projects. Mumbashir Khawaja is his name.

Complete Streets temporary pilot program is scheduled to begin July 28 and is expected to last approximately a week. Final temporary improvements (Downtown), based on community workshop input, are being reviewed by Town to ensure services will not be impeded. Next step for complete streets will be prep for grant (from MDOT) to prepare "prioritization plan". VHB will assist with both grant application and plan working with VHB/DPW/MAPC on program including an application for the 2017 Technical Assistance (\$50,000.) and Capital funding grants (\$400,000) for construction projects we already have planned.

Green Communities Grant Maynard has received a second green competitive grant and our highest amount of funding to date at \$246,792.00

Staff is working with State Police Lab to remove signage on 27 and replace with two smaller signs. Because it is off premises signage, the BOS will be required to issue Special Permit when signage designs ready.

ARRT groundbreaking is on July 21st at 10am Main St. Sudbury Street.

Mill & Main, the fans do not work with the motors, now new units need to be purchased and installed.

Chair Report;

Board Member Reports

Selectman Egan; Question regarding the new Conservation agent and ATA, time. Big trucks still going up Summer Street. TA, will mention to Chief again.

Selectmen Donovan;

Selectman Gavin; Congratulation to Chris DiSilva in roll as chair for new term. Business downtown on Main Street. Location next to Serendipity, issue and complaints.

Wayfinding signs any updates. We still have a sign that is leaning and one pole with no sign on it still standing.

By-Law meeting, impact of the delay to demolish buildings.

Letter in packet from Apple Ridge request for sidewalk need of crosswalk. TA, Police and DPW are working with this.

Selectman Kreil; *ASSE NT*

A motion to adjourn the meeting was made by Selectman DiSilva. Second by Selectman Gavin. Vote 4-0. Motion approved

Executive Session: To deliberate with respect to collective Bargaining

Roll Call;

Gavin	Yea
Egan	Yes
DiSilva	Yea
Donovan	Yea
Kreil	Absent

After the Executive Session, the meeting will not reconvene.

Time: 10:00 pm

Approved: 4-0 (Kreil)

Date:



Selectman, Jason Kreil, Clerk

Initials: BJM