



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, February 21, 2017
Room 201, Town Hall
Time: 6:30 pm

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

(This public meeting was recorded).

Executive Session – for the purpose to deliberate upon strategy with respect to non-union personnel.
Reconvene in open session

Roll Call

<u>Selectmen</u>	YEA	NAY	ABSTAIN	ABSENT
Selectman Gavin	X			
Selectman Egan				X
Selectman Kreil	X			
Selectman DiSilva	X			
Selectman Donovan	X			

Close Executive Session 7:00 pm.

Public Comments: none

Acceptance of Minutes, January 31, 2017

A motion was made by Selectman DiSilva to accept and approve the minutes of January 31, 2017 as shown. Second made by Selectman Kreil. Vote 4-0. Motion approved.

Acceptance of Minutes, February 7, 2017

A motion was made by Selectman DiSilva to accept and approve the minutes of February 07, 2017 as shown. Second made by Selectman Gavin. Vote 3-1 (Selectman Kreil Abstained). Motion approved.

Selectman Kreil commented that he did not get to review.

List of Correspondence (mail to the Selectmen's Office for February 21, 2017). A- D.

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

Consent Agenda

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

Public Hearing 7:05 pm

The Board of Selectmen will hold a public hearing on February 21, 2017 at 7:15 PM in the Michael Gianotis Room of Town Hall, 195 Main Street, Maynard, MA. The Town is applying to the Department of Housing and Community Development (DHCD) for Community Development Block Grant (CDBG) funding. Staff will request the Board of Selectmen review and approve the Town's CDBG application. The application includes funding for the improvement of Veterans' Memorial Park, design work for rebuilding the "Basin" parking lot and support for the Boys and Girls Club. Board approval is also requested for the Community Development Strategy, which is part of the application. All interested persons are encouraged to provide input or comments regarding community renewal and these topics at this meeting time. For more information about these topics or the block grant program, please call the office of the Town Planner at 978-897-1302. The location of this meeting is accessible to people with disabilities and reasonable accommodations will be provided to person's requiring assistance. If you have a special accommodation need, please contact the Town Clerk's Office at 978-897-1300.

Consultants Dan Cahill and Bill Scanlon presented the Maynard Community Development application, including the Community Development Strategy. Basin parking lot design work costs around \$89,000 and another \$30,000 in-kind work and design. Question from resident, B. Cranshaw, for the block grant monies town currently is holding; that money can be used for another project in Town – say, the football stands at Alumni Field. Assistant TA, A. Scribner-MacLean that project could be funded if it falls under application rules. To date no one has come forward to request that project.

Vic Tomyl commented that years ago the local Chamber donated money for the basin parking lot in Downtown Maynard and the when that project took place they had rules and polices – where are those records? Town was not to have parking meters in that area. ATA, A. Scribner-MacLean will have a study for the basin parking started in March of 2017, which ideally will understand all considerations for downtown parking.

Selectman Gavin all in favor of this project to improve the Veteran's Park. Also, commented on the idea that the football stand project might even fall under a safety issue and Town should look at this.

A motion was made by Selectman DiSilva resolved that the Board of Selectmen approve the Community Development Strategy as presented. Second by Selectman Kreil. Vote 4-0. Motion approved.

A motion was made by Selectman DiSilva resolved that the Board of Selectmen approve the Community Development Block Grant application as presented and authorizes the chairman to sign said application. Second by Selectman Gavin. Vote 4-0. Motion approved.

A motion was made by Selectman DiSilva to close hearing at 7:30 pm. Second by Selectman Gavin. Vote 4-0. Motion approved.

Water/Sewer Rate Discussion

Toby Fedder, P.E. – Woodard & Curran, provided the Board a guide of his management letter with recommendations dated February 14, 2017. The items that are inclusive of all budgeted costs associated with operating and maintaining the Town's infrastructure, specifically:

- a) Salaries and other direct expenses;
- b) The direct cost of employee benefits, non-DPW municipal interdepartmental, and other indirect expenses;
- c) The costs associated with meeting the 2014 Draft NPDES MS4 Permit;
- d) The cost of debt service associated with previous sewerage upgrades.
- e) Budgeted Capital investment – ongoing upgrades.

Revenue requirements FY2018 Operating Budgets

The following are considered in determining future rate recommendations:

- Direct and indirect costs – salaries, benefits, Non-DPW Municipal Departments
- Enterprise Stabilization Fund Balances
- Capital Outlays in accordance with 5-year plan
- Total Revenue requirements for water and sewer –
 - Non-rate based revenue
 - current practices
 - modification of discount practices

These culminate in rate recommendations for FY2018 – water and sewer rate structure of 4.1% and 4.6%, respectively.

Selectman Gavin questioned the 5-year plan and would like to review.

He questioned that if the Management letter shows 8% growth – wouldn't that mean the costs should go down? T. Fedder – not if the amount of water is not used. After looking at last year's submission – on the non-rate base it is the same. T. Fedder agreed.

Additional question was asked about our fees and fines; T. Fedder will review and get back to K. Sweet.

TA, K. Sweet reminded Board about the ongoing 5-year Inflow and Infiltration (I and I) investigation plan and continued work.

Selectman Kreil asked about some budget numbers he had requested they had the same under runs shown – T.A. K. Sweet reminded him that at that time we did not have all the details put into that information. The town had done some estimating on the direct and indirect costs. Numbers not official until the town receives rate recommendation from Consultant.

Selectman Donovan commented that with the change in the senior discount policy he wondered what the budget short fall might be. Note the town will not realize until July 1, 2017.

Selectman DiSilva also had a couple of questions that he would like answered – Capital Plan would like that to be reviewed. In addition, would like to know any big projects for this coming year.

TA. K. Sweet thinks that this is a standard year for capital work issues – no big rate changes.

T. Fedder commented again on the short fall of money (\$160,000.00) the town is not a for profit business but also not to run the town into deficit. The rule of thumb is to have a reserve of 20 to 30% available for short falls and emergencies.

Public Hearing – 7:55 pm Water and Sewer Rate Setting

The Maynard Board of Selectmen will hold a Public Hearing on Tuesday February 21, 2017 at 7:55 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.

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

BLOCK #	1	2	3	4
Consumption (cf/quarter)	0-500	501-1000	1001-2500	>2501
WATER - in Town	\$4.54	\$5.85	\$6.28	\$7.16
SEWER - in Town	\$10.60	\$10.60	\$10.60	\$10.60
Water - non - resident	\$6.35	\$8.18	\$8.80	\$10.09
SEWER - non- resident	\$14.75	\$14.75	\$14.75	\$14.75

A motion was made by Selectman DiSilva to close hearing at 8:40 pm. Second by Selectman Donovan. Vote 4-0. Motion approved.

FY17 Snow and Ice Budget Deficit Notification

Information and Notification as of 2/8/17

TA, K. Sweet commented with the past couple of big storms and not all invoices are in the budget is now over \$70,000.00 – this is labor and chemicals. We also have more winter ahead of us.

Selectman Gavin; Thanked DPW Superintendent Aaron Miklosko and his staff. The roads in Maynard have never been this good compared to prior years. Aaron thinks with the pretreatment of the liquid salt it is a benefit to all.

FY18 Budget

Discussion – TA. K. Sweet, Town Health Insurance the specific number is still unknown with a range of 4.5 – 15.3% increase. The employees (Unions) all agreed to make plan design changes, which will create savings, but we will not know until we get the final number from MIIA the actual costs will be.

Selectman Donovan commented on some emails he received after the joint budget meeting, “that the town is once again shorting the school budget.”

TA, K. Sweet well the school was a lot more open at the joint budget meeting. We have (2) more meetings in March.

Selectman DiSilva asked if we should set up another meeting with school – TA. K. Sweet agreed and would get a meeting lined up. Does the school plan to have any added articles for the warrant in May? We do not know but need to ask.

Town Administrator Report: attached

Chair Report: none

Board Member Reports

Selectman Egan: absent

Selectmen Donovan: Asked the TA, K. Sweet to reiterate the town policy on snow removal on sidewalks in residential areas. TA, Sweet said we should review this policy and maybe amend or start some enforcement.

Selectman Gavin; Comment on Selectman Egan’s resignation from the board. Dog Park comments people are making that are not all true. MayDog set most of the park rules and regulations and added them into the contract that MayDog set before the Board to review and sign.

Selectman Kreil: none

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

Meeting ended at 9:20 pm

Approved: _____

Date:



Selectman, Jason Kreil, Clerk

Initials: BJM