



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, March 21, 2017**  
**Room 201, Town Hall**  
**Time: 6:30 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).**

**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			

Executive Session closed at 7:00 pm return to Open Session.

**Public Comments:** Elizabeth Mulligan thanked board for attending the cultural council event on Monday night 3/20/17. Also, to support item on the agenda, March for Science.

**Acceptance of Minutes, March 7, 2017**

**A motion was made** by Selectman DiSilva to accept and approve the minutes of March 7, 2017 as shown. Seconded by Selectman Egan. Vote 5-0. Motion approved.

**List of Correspondence (mail to the Selectmen’s Office for March 21, 2017). A- G.**

**A motion was made** by Selectman DiSilva to accept the list of correspondences as shown A thru G. Seconded by Selectman Kreil. Vote 5-0. Motion approved.

Selectman Gavin asked question regarding parking tickets issued after extension of the overnight parking ban for anticipated snowy weather. KS indicated tickets issued after extension of the ban have been waived.

Selectman Kreil asked if the waterways license for Ice House Landing was recorded in accordance with the correspondence. KS indicated that it has been recorded at the registry of deeds.

Selectman Donovan asked a question regarding special election for seat to be vacated by Selectman Egan. KS will discuss under agenda item.

### **Consent Agenda**

Permit Request; Maynard Business Alliance 5<sup>th</sup> Annual Spring Art Walk – May 6, 2017

**A motion was made** by Selectman DiSilva to accept and approve the consent item A as shown. Seconded by Selectman Donovan. Vote 5-0. Motion approved.

### **License Request: Junk Dealer**

Isabel Castellanos owner, Isabel Collectors Boutique at 35 Summer Street Maynard.

**A motion was made** by Selectman DiSilva to accept and approve the request for a Junk Dealer License for Label Collectors Boutique at 35 Summer Street, owner is Isabel Castellanos. Seconded by Selectman Donovan. Vote 5-0. Motion approved.

### **Special One-Day Permit Request:**

March for Science; Lawrence Schultz, Member, All are Welcome in Maynard Group is hoping to have support for this event.

Board members wanted to know the plans at the field for this event. What is the funding source for this event? Answer: It is still in the works. Board suggested an option to keep costs down for the March – walk down the sidewalk as opposed to the street, no cost on sidewalk.

**A motion was made** by Selectman DiSilva to accept and approve the special one-day parade permit, March for Science, Saturday, April 29, 2017 with route to be approved by Chief DuBois and copy of Certificate of Liability Insurance left with Board of Selectmen's Office.

**Selectman Donovan clarified voting the motion be for the sidewalk parade only.**

Seconded by Selectman Gavin. Vote 5-0. Motion approved.

### **Special Election**

Letter from Tim Egan – Resignation from BOS

Letter from Town Clerk, Michelle Sokolowski, process

Letter from Bill Cranshaw to Attorney General

TA. K. Sweet informed the Board per information from Town Clerk's Office and the Massachusetts Attorney General, that the BOS must set a date for a special election at least 64 days after voting to hold such an election and that the election may not occur before the vacancy occurs.

**Board to take vote at next board meeting.****Aid to Elderly and Disabled Taxation Fund; Voluntary Donation**

**Discussion; Selectman Gavin**, read into records the following;

Part 1                   ADMINISTRATION OF THE GOVERNMENT  
 TITLE IX                TAXATION  
 CHAPTER 60            COLLECTION OF LOCAL TAXES  
 SECTION 3D            CITY OR TOWN AID TO ELDERLY AND DISABLED TAXATION  
   FUND; VOLUNTARY CHECK OFF DONATIONS

Section 3D. A city or town which accepts the provision of this section is hereby authorized, subject to the approval of the commissioner, to design and designate a place on its municipal tax bills, or the motor vehicle excise tax bills, or to mail with such tax bills a separate form, whereby the taxpayers of said city or town may voluntarily check off, donate and pledge an amount not less than \$1 or such other designated amount which shall increase the amount otherwise due, and to establish a city or town aid to the elderly and disabled taxation fund for the purpose of defraying the real estate taxes of elderly and disabled persons of low income.

Any amounts donated to said fund shall be deposited into a special account in the general treasury and shall be in the custody of the treasurer. The treasurer shall invest said funds at the direction of the officer, board, commission, committee or other agency of the city or town who or which is otherwise authorized and required to invest trust funds of the city or town and subject to the same limitations applicable to trust fund investments, except as otherwise specified herein. The fund, together with the interest earned thereon shall be used for the purpose specified in this section without further appropriation.

In any city or town establishing an aid to the elderly and disabled taxation fund, there shall be a taxation aid committee to consist of the chairman of the board of assessors, the city or town treasurer and three residents of the city or town to be appointed by the mayor or board of selectmen as the case may be. Said board shall adopt rules and regulations to carry out the provisions of this section and to identify the recipients of such aid.

Sel. Gavin asked if Town could add \$25,000.00 in seed money to start the fund. Town would need to check and see if seed money is legal. (4) Other Towns in Massachusetts have adopted this Chapter 60. Selectman Donovan supported measure but without any support for seeding the fund with Taxpayer money from town as Selectman Gavin asked to be included.

Board asked TA, Kevin Sweet to provide more details from the treasurer and other towns that have adopted Chapter 60, Collection of Local Taxes.

Board asked to have back on the next agenda to consider adoption.

**Free Cash Recommendations**

Discussion – TA Sweet, recommendations to board. Per list shown in BOS agenda packet.

FY17 Snow & Ice Deficit: \$380,000.00 (approx.).

OPEB Trust \$200,000.00

Community Master Plan Project – Consultant \$150,000.00

Sel. Donovan commented on the fact we have a Town Planner and Assist Planner why are they not working on the master plan for the town why a consultant is needed to do this work. Selectman Kreil responded that this undertaking was attempted by volunteer member and attempted by planning staff over the years, however, the amount of work would require staff's full attention. Master Plans are good for 18 years for which we are well beyond that period. KS added that the Town is disadvantaged for grants and funding that require an updated master plan.

Selectman Donovan argued that if the case is for the town being out of compliance for any Grants because of the lack of a Master Plan, than that is how the measure should be drafted and how it should be positioned when asking for support of BOS and residents. He also indicated that if this was a goal of the BOS than the Planning Department should have started on this already.

Capital Planning FY18 General Fund Priorities \$345,000.00

Board asked about what else was on the list of items that we are not moving on for this year. KS commented that list is in the capital plan we have 7 folks that work on this plan for us all year. This is the recommendations for this year.

A Motion was made by Selectman Gavin to approve the Free Cash Appropriation as recommended by TA, K. Sweet. Seconded by Selectman DiSilva. Vote 4-1 (Donovan). Motion approved.

#### **ATM/STM Article Update**

Articles for Acceptance and Approval

#### **Control C**

##### **Authorize Revolving Funds Chapter 44, Section 53E 1/2**

**A motion was made by** Selectman DiSilva to approve and accept Control C. Seconded by Selectman Gavin. Vote 5-0. Motion approved.

#### **Control F**

##### **Sewer Enterprise Fund Budget Fiscal Year 2018**

**A motion was made by** Selectman DiSilva to approve and accept Control F. Seconded by Selectman Egan. Vote 5-0. Motion approved.

#### **Control G**

##### **Water Enterprise Fund Budget Fiscal 2018**

**A motion was made by** Selectman DiSilva to approve and accept Control G. Seconded by Selectman Gavin. Vote 5-0. Motion approved.

#### **Control I**

##### **Community Preservation Fund Budget Fiscal 2018 (Community Preservation Committee Article)**

**A motion was made by** Selectman DiSilva to accept Control I. Seconded by Selectman Kreil. Vote 5-0. Motion approved.

#### **Control J**

##### **Declaration of Affordable Housing Trust**

**A motion was made by** Selectman DiSilva to approve and accept Control J. Seconded by Selectman Kreil. Vote 5-0. Motion approved.

**Control K**

**Amend By-Law Chapter VIII Junk Dealers (By-Law Committee-Article)**

**A motion was made by** Selectman DiSilva to accept Control K. Seconded by Selectman Kreil. Vote 5-0. Motion approved.

**Control L**

**Amend By-Law Chapter VIII Junk Dealers (By-Law Committee-Article)**

**A motion was made by** Selectman DiSilva to accept Control L. Seconded by Selectman Donovan. Vote 5-0. Motion approved.

**Control M**

**Amend By-Law Format (By-Law Committee-Article)**

**A motion was made by** Selectman DiSilva to approve and accept Control M. Seconded by Selectman Donovan. Vote 5-0. Motion approved.

**Control N**

**Application of Bond Premium**

**A motion was made by** Selectman DiSilva to approve and accept Control N. Seconded by Selectman Kreil. Vote 5-0. Motion approved.

**Control S-B**

**Sewer Stabilization Fund Appropriation – WWTP Chlorine Residual Monitoring Upgrades**

**A motion was made by** Selectman DiSilva to accept Control S-B. Seconded by Selectman Kreil. Vote 5-0. Motion approved.

**Control S-D**

**Community Preservation Fund Reserve Appropriation (Community Preservation Committee Article)**

**A motion was made by** Selectman DiSilva to accept Control S-D. Seconded by Selectman Donovan. Vote 4-1 (Egan). Motion approved.

**Control S-I**

**Citizens Petition To Allow Firefighters to Purchase Previous Service Time (Citizens Petition)**

**A motion was made by** Selectman DiSilva to accept Control S-I. Seconded by Selectman Gavin. Vote 4-1 (Donovan). Motion approved.

Sel. Gavin, we have to accept citizen petitions per town charter. Other members agree but we need answers for town meeting regarding the background.

Selectman Donovan's response, if we are required by town charter to approve, then we should not need to be voting on it as a motion and in addition if we do not understand a petition or a motion than how can a selectman be encouraged to vote or support it.

**Control S-J****Wastewater Treatment Facility Contract**

**A motion was made by** Selectman DiSilva to accept Control S-J. Seconded by Selectman Gavin. Vote 5-0 Motion approved.

**Control S-H – Hold until next BOS meeting.****TRANSFER FROM CAPITAL STABILIZATION – FIRE STATION BUILDING PROJECT**

Board members want Chair of the Fire Station Building Committee to come in front of BOS and FinCom to update the plan going forward for the Project Manager Service, Schematic designs, land surveys and soil test, for the Maynard Fire Station project.

**Control S-K****Transfer from Capital Stabilization Fire Department Vehicle Storage Facility**

**A motion was made by** Selectman DiSilva to approve and accept Control S-K. Seconded by Selectman Egan. Vote 5-0. Motion approved.

Board asked TA, K. Sweet to have the Chair of the Fire Station Building Committee to attend a Finance Committee meeting and Board of Selectmen's meeting regarding the need and cost for this article.

**Reserve Fund Transfer Notice****TA, K. Sweet**

Request – 2/28/17 – request received from the Maynard Fire Department, amount \$31,000.00, to cover increases FY2016 and FY2017 Salary increases. – Union contract.

Comments; from TA. K. Sweet that Finance Committee approved on March 20, 2017. In addition, this was the first item put in for reserve funds this year. Town will do some interoffice transfers to balance accounts but other than that, we are in good shape for most of the department accounts.

**FY18 Budget**

Discussion – TA Sweet

Rev 10 with Financial Summary FY2018 Budget Rev 10 sheets and full General Fund Budget.

Board members had comments

Sel. Gavin; Savings are from Health Care plan change that both school and town are benefitting from the savings so it would be fair that both should receive benefits from this cost savings.

Sel. Kreil noted that all employees are sharing the saving with premium holidays. Savings should be applied where needed.

**Town General Fund Budget Fiscal Year 2018**

**A motion was made by** Selectman Egan to approve and accept TA recommended Free Cash Allocation. Seconded by Selectman Donovan. Vote 4-1 (Gavin). Motion approved.

**Town Administrator Report:**

Town Administrator Report

Board comments on the TA Report, Mary Ellen McCarthy notified my office, Community School needs to move from their space. They are looking at options. They wondered if temporary space at Coolidge School would be available, would the Board explore this use for short term.

Comments; Biggest issue with the building, the second floor at off limits. Building has limited bathroom space. Noted, the building is not ADA compliant. They would be limited to the number of adults and students in building because of space and bathrooms.

### **Chair Report;**

Chairman Report; Project on 62 Acton Maynard lines that will be coming our way. Location 110 Powder Mill Road. A 40B project will benefit both towns. Residential living, housing development on its way. Request for use of water-sewer from Maynard. Acton will want agreement from the town of Maynard to provide this service. Group to meet jointly with project owners, town of Acton and Maynard Board of Selectmen. Maynard Boys Basketball Team won state championship  
Last night, Cultural Council event 3/20/17 Tim Hess and Council did a great job with that event- note it was a joint effort with Stow, MA. Cultural Council. Grants handed out to recipients that applied for the FY2017 grants.

Housing for Acton if approved that the friendly 40B Maynard will get credit for the housing in Maynard and Acton. Along with the 40B proponent may seek water from Acton and sewer from Maynard.

### **Board Member Reports**

**Selectman Egan:** Asked for confirmation on the candidate night and time.

**Selectman Kreil:** Wanted everyone to know about the great event he attended on Monday night with the Maynard and Stow Cultural Council. It was eye opening the variety on people that attended. Maynard High School Senior, Brian Henderson, article in the Beacon about his Senior Capstone project, good job.

**Selectman Gavin;** Do we have the executive session minutes, are they available to approve. TA. K. Sweet said yes and will get them out to the board.

Asked for the balances of the CDBG funds. Chair; commented that the balances are shown in attachment. Wishes to echo congratulations to the basketball game, that he attended the Maynard High School Basketball games and finals. Another great story to win the state championship title. Also, the great kids, parents and coaches in our community for support in going to these events. Also, attended the Cultural Council event, it was outstanding. It is a showcase to the arts in this area. New beginning for the effort with the cultural event.

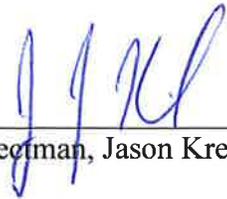
**Selectmen Donovan:** Also, attended the fantastic Cultural Council event – it was wonderful. Most fun for a Monday night event. Is there a new Auto garage on Acton Street, has a new business moved in there? It does not have a sign but looks like a new business moved into that building. I can see activity going on like cars being worked on and cars parked in the lot.

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

Meeting ended at 10:40 pm

Next Meeting; April 4, 2017

Approved: 4-0  
Date:



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Selectman, Jason Kreil, Clerk

Initials: BJM