



**AGENDA**  
**Maynard Board of Selectmen's Meeting**  
**Tuesday, May 1, 2012**  
**Town Building—Michael J. Gianotis Meeting Room**  
**(No. 201)**  
**Regular Meeting Time: 7:00pm**

(All public meetings may be recorded, broadcast and or videotaped)

1. Call to order (7:00)
2. Pledge of Allegiance
3. Public Discussion
4. Acceptance of Minutes
  - a) April 17, 2012
5. Correspondence
  - a) Alcoholic Commission Public Hearings (5) – Happy Hour Regs.
  - b) MaynardCAN upcoming events
  - c) Concervation Commission April, 2012 Minutes
  - d) DOR, Cherry Sheet
  - e) Incident report: April 19, 2012, non-issue at Blue Coyote Grill
6. Consent Agenda (7:05)
  - a.) Appointment – Kevin Sweet, Director of Emergency Management
  - b.) Permits:
    - a) Veterans Council Memorial Day parade, Monday, May 28, 2012
    - b) Maynard Community Gardeners plant sale, May 19, 2012

c) One Day Liquor License, Clock Works Café

7. Discussion Shared Regional Housing Service Officer

8. Town Warrant Article -- Motion

9. FY 2012 Budget Discussion

10. Discussion with Fire Chief

11. Executive Session

a) Contract negotiations

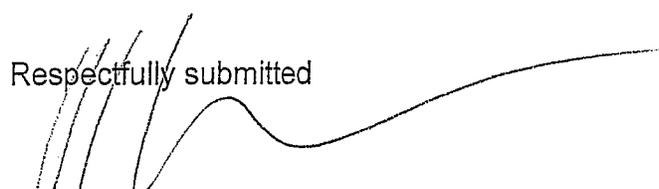
12. Town Administrator's Report

13. Old/New Business

14. Chairman's Report

15. Adjourn (9:00)

Respectfully submitted



Michael Sullivan, Town Administrator

Upcoming items: Motions for TM



Draft minutes for April 17, 2012

OFFICE OF THE  
**BOARD OF SELECTMEN**  
**TOWN OF MAYNARD**

MUNICIPAL BUILDING  
195 MAIN STREET

MAYNARD, MASSACHUSETTS 01754

Tel: 978-897-1001 Fax: 978-897-8457

**Selectmen's Meeting Minutes**  
**Tuesday, April 17, 2012**  
**Town Hall Building, Room 201**  
**Time: 7:00 pm**

**Present Chairman, David Gavin, Selectman Brendon Chetwynd, Selectman Robert Nadeau, Selectman, Selectman Dawn Capello and Town Administrator, Michael Sullivan and Becky Mosca. Selectman Buscemi absent.**

**Pledge of Allegiance**

**Motion** made by Selectman Dawn Capello to approve the minutes of April 3, 2012 meeting. Second by Selectman Brendon Chetwynd. Vote 4 - 0. **Motion approved.**

List of Correspondences

- a) Proclamation – Kenneth W. Roith Day May 6, 2012
- b) Facilities Depart, Monthly Report March 2012
- c) Fire Depart, Monthly Report March 2012
- d) DPW Monthly Report March 2012
- e) Town Clerk Monthly Report March 2012
- f) Police Depart, Monthly Report March 2012
- g) Charter 90 for Fiscal 2013, \$257,169.00
- h) Resignation letter, COA, Carol Ann Milioto
- i) Resignation letter, ADA, Jerry Culbert
- j) Email DOR, Local Option Meal Tax since FY10

Draft minutes for April 17, 2012

- k) Conservation Commission Meeting Minutes for March 20, 2012
- l) DPW: Water Restrictions for 2012
- m) Letter -- dated 4/9/12 Comcast Form 500 for complaint
- n) Public Hearing – modification of Special Permit for James McDonald, Maynard Place Realty Trust

**Motion** made by Selectman Bob Nadeau to approve the list of correspondences as shown. Second by Selectman Brendon Chetwynd. Vote 4 - 0. **Motion approved.**

**DPW Abatements**

Motion made by Selectman Chetwynd to approve I.D. 9100 and abate \$66.20. Second by Selectman Capello. Vote 4-0. **Motion approved.**

Motion made by Selectman Chetwynd to approve I.D. 9101 and abate \$66.20. Second by Selectman Capello. Vote 4-0. **Motion approved.**

Motion made by Selectman Chetwynd to approve I.D. 1874 and abate \$141.20. Second by Selectman Capello. Vote 4-0. **Motion approved.**

Approval Licenses: Bowling Billiards, Junk Dealer & Sunday Ice Cream

License Number	Licensee	Address	Type of License	Renewal Date	Fee
# 01-13	Maynard Lodge of Elks	34 Powdermill Road	Bowling & Billiards		\$20
# 02-13	Knights of Columbus	P.O. Box 38	Bowling & Billiards		\$10
# -3-13	American Legion	51 Summer Street	Bowling & Billiards		\$10
# 04-13	Maynard Rod & Gun	45 Old Mill Road	Bowling & Billiards		\$10
# 05-13	Pleasant Café	34-36 Main Street	Bowling & Billiards		\$20
# 06-13	Morey's Tavern	27 Main Street	Bowling & Billiards		\$10

**Motion** made by Selectman Brendon Chetwynd to approve the Bowling & Billiards licenses with term from May 1, 2012 thru April 30, 2013. Second by Selectman Dawn Capello. Vote 4 – 0. **Motion approved.**

Draft minutes for April 17, 2012

# 07-13	The Corner Closet	2 Walnut Street	Junk Dealer		\$10	978-897-1745
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**Motion** made by Selectman Brendon Chetwynd to approve the Junk Dealers License with term from May 1, 2012 thru April 30, 2013. Second by Selectman Bob Nadeau. Vote 4 - 0. **Motion approved.**

# 08-13	Halfway Café Inc.	51 Main Street	Sunday Ice Cream		\$5
# 09-13	Blue Coyote Grill	137 Main St.	Sunday Ice Cream		\$5
# 10-13	Boston Bean House	102 Main Street	Sunday Ice Cream		\$5
#11-13	Bud's Variety	180 Main Street	Sunday Ice Cream		\$5
# 12-13	Cast Iron Kitchen	177 Main Street	Sunday Ice Cream		\$5
# 13-13	Corner Store	49 Walnut Street	Sunday Ice Cream		\$5
# 14-13	Cumberland Farms	54 Acton Street	Sunday Ice Cream		\$5
# 15-13	Erickson's	Great Road	Sunday Ice Cream		\$5
# 16-13	Peyton's	86 Powdermill Road	Sunday Ice Cream		\$5
# 17-13	La Mattina's Café	1 Nason Street	Sunday Ice Cream		\$5
# 18-13	Maynard Village Pizza	86 Powdermill Road	Sunday Ice Cream		\$5
# 19-13	McDonalds	4 Main Street	Sunday Ice Cream		\$5
# 20-13	Millstream Liquors	86A Powdermill Road	Sunday Ice Cream		\$5
# 21-13	Oriental Delight	51 Waltham Street	Sunday Ice Cream		\$5
# 22-13	River Rock Grill	163 Main Street	Sunday Ice Cream		\$5
# 23-13	Tedeschi Food Shop	5 Waltham Street	Sunday Ice Cream		\$5
# 24-13	Russell's	193 Main Street	Sunday Ice Cream		\$5
# 25-13	Thai Chili	40 Main Street	Sunday Ice Cream		\$5
# 26-13	Wendy's	115 Powdermill Road	Sunday Ice Cream		\$5

**Motion** made by Selectman Brendon Chetwynd to approve the Sunday Ice Cream Licenses with term from May 1, 2012 thru April 30, 2013. Second by Selectman Dawn Capello. Vote 4 - 0. **Motion approved.**

**Reserve Fund Transfer:**

Chair Gavin signed RFT for Treasurer/Collector for \$20,000.00 for unemployment.

**Public Hearing 8:15 PM - Discuss the Reorganization of the Town Hall and the Employees.**

**LEGAL NOTICE**

Notice is hereby given that the Maynard Board of Selectmen will be holding a Public Hearing on Tuesday, April 17, 2012 at 8:15 p.m. in Room 201 of the Maynard Town Building 195 Main Street Maynard. The hearing will discuss the reorganization of Town Hall and the employees for Town Charter.

Board of Selectmen  
**In Beacon Villager 4/12/12**

**Approval Maynard Final Articles for Town Meeting. May 21, 2012**

**Motion** made by Selectman Chetwynd to approve the articles for the ATM as shown for the warrant. Second by Selectman Capello. Vote 4-0. Motion approved.

**Motion** made by Selectman Chetwynd to approve the articles for the STM as shown for the warrant. Second by Selectman Capello. Vote 4-0. Motion approved.

**FY 2012 Budget Discussion**

Per TA, it is still changing the budget will be added to the warrant before printing.

**Town Administrators Report (M. Sullivan)**

- **Annual Town Meeting, May 21, 2012**
- **Reo/Coolidge Renovations, with BSC Group design discussions**
- **GIS Mapping, enhance the system used state wide**
- **Pedal Pusher, new business, small truck with plants to sell**

**Old/New business**

DC, update summary from the CLCC, committee is still looking at other available space and need a bit more time but will have a brief update for ATM, May 21, 2012.

BC, update summary from the Charter review committee, they have another meeting on 4/18. They will be reviewing and matching up with by-laws as best they can.

Draft minutes for April 17, 2012

BN, update summary from TSBC, request for all to check out the web on the new school. They are on schedule and on budget. Note: as of June 30<sup>th</sup> Selectmen will need to replace Bob as the rep on that committee. DG has requested that opening.  
DG, AVLL parade on 4/22 All Selectmen are in invited to march in parade.

**Adjourn**

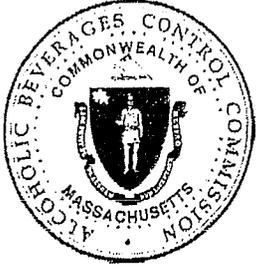
**Motion** to adjourn made by Selection Chetwynd Second by Selectman Capello. Vote 4-0.  
**Motion approved.** Time: 10:30 pm

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Selectman, Chetwynd, Clerk

Initials: BJM



*The Commonwealth of Massachusetts  
Department of the State Treasurer  
Alcoholic Beverages Control Commission  
Boston, MA 02114*

Steven Grossman  
*Treasurer and Receiver General*

Kim S. Gainsboro, Esq.  
*Chairman*

PUBLIC NOTICE

The Alcoholic Beverages Control Commission ("Commission") will hold five (5) public hearings for the purpose of comment and testimony concerning the Commission's study on whether the "Happy Hour Regulation" (204 CMR 4.00, et seq.) should be updated or amended in order to protect on-premises alcoholic beverages licensees from unfair competition with proposed gaming establishments. These hearings are being held pursuant to Massachusetts General Laws Chapter 10, §70, §71 and §72, Chapter 138, §1 and §24, Chapter 30A, and §106 of Chapter 194 of the Acts of 2011

The hearings will be held as follows:

1. Tuesday, May 15, 2012 at Bridgewater State College, Moakley Center in the Moakley Auditorium, 100 Burrill Ave., Bridgewater, MA from 10:00 a.m. to 12:00 p.m.;
2. Tuesday, June 19, 2012 at the Chelmsford Police Station, 2 Olde North Road, Chelmsford, MA from 10:00 a.m. to 12:00 p.m.;
3. Tuesday, July 17, 2012 at Worcester City Hall, 455 Main Street, Worcester, MA from 10:00 a.m. to 12:00 p.m.;
4. Tuesday, August 21, 2012 at the McCormick Building, One Ashburton Place (21st Floor Conference Room), Boston, MA from 10:00 a.m. to 12:00 p.m.; and
5. Tuesday, September 18, 2012 at the Northampton Senior Center, 67 Conz Street, Northampton, MA from 10:30 a.m. to 12:30 p.m.

The Commission must file a report of any recommendations with the Governor, the State Treasurer and the clerks of the Senate and House of Representatives no later than June 30, 2013.

Interested parties or their attorneys are welcome to attend and testify or submit written comments. Those who wish to testify are asked to notify Executive Director, Ralph Sacramone, at 617-727-3040 x 731, in advance of the hearing.

Dated at Boston Massachusetts this 19<sup>th</sup> day of April 2012.

Kim S. Gainsboro, Chairman  
Susan Corcoran, Commissioner  
Kathleen McNally, Commissioner

**Becky Mosca**

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**From:** Maynard CAN <maynardcan@gmail.com>  
**Sent:** Tuesday, April 24, 2012 8:39 PM  
**To:** Maynard CAN  
**Subject:** updates from MaynardCAN! April 24, 2012  
**Attachments:** MaynardCAN! resources - Water.doc

Here are some upcoming events and info from MaynardCAN! - attached is the resource list for our water event from last Thurs night. Thanks to Mike Sullivan, our town administator and Julia and Dottie from OARS! We'll be discussing food in May and June - more details to follow as the time comes closer. Be sure to check out our website, [maynardcan.org](http://maynardcan.org), for up-to-date info.

**Film Showing of “The Economics of Happiness” at First Parish of Concord on Friday, April 27, 7-9 PM.**

This powerful, award-winning documentary film speaks to the condition of the human spirit on our highly growth-oriented, economically globalized planet. It not only deals very effectively with environmental issues, but also places them within a larger context and contains an optimistic message about the path to greater human happiness.

The event will be hosted by the Environmental Leadership Team of First Parish Church, and co-sponsored by Tri-Con Church and ConcordCAN. It is offered free of charge to the community.

Volunteer opportunity:

**Earth Day parade 4/28 – help to carry our banner 11am to noon?** Who wants to be in the Concord Earth Day parade - we have a great banner that takes 2 people to carry, but obviously has more impact if others are behind it. There's a beautiful river ceremony from 10- 11 and a festival noon - 2 pm. Victoria, Sarah and I will be sharing a table at the festival and offering bike-powered smoothies.) Please reply to Sherry if interested. [sherry@sherryzitter.com](mailto:sherry@sherryzitter.com)

978-897-5692 (home/home office; please call before 9 pm)

### Rainbarrels and Compost Bins Available

MaynardCAN! and the Maynard Board of Health have made arrangements with the Great American Rainbarrel Company to offer recycled rainbarrels for sale at 40% off their regular price. The deadline to order your rainbarrels is April 28th and you must be able to pick them up on May 5th in downtown Maynard (location TBD).

You can order them on-line at [www.greatamericanrainbarrel.com](http://www.greatamericanrainbarrel.com) (click on 'Community Programs, then 'Maynard'), over the phone at 800-251-2352 or via email ([info@tgarb.com](mailto:info@tgarb.com)). You can see what they look like in person at the Maynard Town Hall or at the Library during the month of April. There are also pictures on the website. This year we're also offering the opportunity to pre-order and pick up a compost bin at the same time. The rodent-resistant "Earth Machine" home composting bin is only \$35.00, over 50% off the retail price. Reserve one at <http://bit.ly/MaynardCompost> and pay when you pick it up (cash or check only).

Volunteer opportunity:

**May 5th event at Artspace** - who is available to help for an hour, beforehand for publicity or on the day of for set-up or during the art project? It's 11:30 - 1:15. And if you would like to just attend, here's the info:

### **Maynard Envisions a Greener World on May 5th:**

**Local Rally Connects the Dots Between Extreme Weather and Climate Change**

Families and other concerned citizens - come add your pledge to our Earth banners and join the global movement to stop climate change! Tour Maynard's Zero Energy house and inspire your own! Our green-minded middle school students conceived the idea of 2 large banners, one with our polluted, carbon-heavy planet and the other with the healthier Earth we all want. We will add our pledges to each banner: to the first, what we pledge NOT to do and to the second, a positive step we will take.

Start touring Amy and Andrei Riddle's home on Florida St. (across from Carboni Park) and/or pledging from 11 am on. 12 noon - 12:45 pm will be small group activities for children and adults relating to climate change. At 1:30 pm we'll photograph all of us with the banners, to add to [350.org](http://350.org)'s global "Climate Impact Day" ([www.climatedots.org](http://www.climatedots.org)). Sponsored by MaynardCAN! (Climate Action Network); [maynardcan.org](http://maynardcan.org). For more information, please contact Sherry Zitter at [978-897-5692](tel:978-897-5692) or [sherry@sherryzitter.com](mailto:sherry@sherryzitter.com).

Here's an article on new lighting standards – the effect is that we'll have even better lighting options going forward.

To access this article, go to:

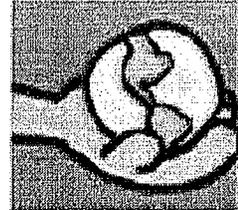
<http://www.elp.com/elp/en-us/index/display/elp-article-tool-template.articles.electric-light-power.volume-90.issue-1.columns.helping-embrace-new-lighting-standards.html>

Kelly and Robin (on behalf of the core MaynardCAN! group)

Kelly and Robin (on behalf of the core MaynardCAN! group)

# MaynardCAN!

Bringing the issues of the environment and sustainable living to the forefront of community discussion and action.



## Resources on Water

### Books

- ☞ *The Big Thirst: The Secret Life and Turbulent Future of Water* by Charles Fishman, 2011
- ☞ *Blue Revolution: Unmaking America's Water Crisis* by Cynthia Barnett, 2011
- ☞ *Elixir: A History of Water and Humankind* by Brian Fagan, 2011
- ☞ *The Ripple Effect: The Fate of Fresh Water in the 21<sup>st</sup> Century* by Alex Prud'homme, 2011
- ☞ *Water: The Epic Struggle for Wealth, Power, and Civilization* by Steven Solomon, 2010
- ☞ *The Atlas of Water, 2nd Edition: Mapping the World's Most Critical Resource* by Maggie Black, 2009
- ☞ *Unquenchable: America's Water Crisis and What to Do about It* by Robert Glennon, JD, PhD, 2009
- ☞ *Blue Covenant: The Global Water Crisis and the Coming Battle for the Right to Water* by Maude Barlow, 2008
- ☞ *When the Rivers Run Dry: Water—The Defining Crisis of the 21<sup>st</sup> Century* by Fred Pearce, 2006
- ☞ *Blue Gold: The Fight to Stop the Corporate Theft of the World's Water* by Maude Barlow and Tony Clarke, 2003
- ☞ *Cadillac Desert: The American West and Its Disappearing Water, Revised Ed.* by Marc Reisner, 1993

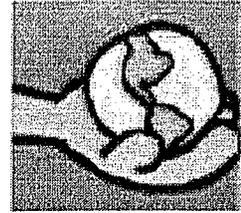
### Films

- ☞ *Blue Gold: World Water Wars*, 2009, 90 minutes, directed by Sam Bozzo
- ☞ *Tapped*, 2010, 79 minutes, directed by Stephanie Soechtig
- ☞ *Flow: How Did a Handful of Corporations Steal Our Water*, 2008, 84 minutes, directed by Irena Salina
- ☞ *Running Dry*, 2005, 81 minutes, directed by Jim Thebaut
- ☞ *Poisoned Waters*, 2009, 120 minutes, directed by Rick Young

### Local

- ☞ White's Pond Citizens' Study Committee, Town of Maynard, MA – ad hoc body appointment by the Maynard Board of Selectmen to investigate a possible need to expand the Town's water supply sources; [www.townofmaynard-ma.gov/gov/committees/wpcsc/](http://www.townofmaynard-ma.gov/gov/committees/wpcsc/)
- ☞ OARS - [www.oars3rivers.org](http://www.oars3rivers.org) - our local association to protect the Assabet, Concord, and Sudbury Rivers
- ☞ Water usage: Residential gallons per capita day (RGPCD) and unaccounted for water (UAW) - [www.mass.gov/dep/water/resources/rgpcd06.htm](http://www.mass.gov/dep/water/resources/rgpcd06.htm)
- ☞ Water restrictions: Municipalities restricting water use in 2010 - [www.mass.gov/dep/water/resources/wateruse.htm](http://www.mass.gov/dep/water/resources/wateruse.htm)

# MaynardCAN!



Bringing the issues of the environment and sustainable living to the forefront of community discussion and action.

## Web

- ✂ Water Crisis - World Water Council - [www.worldwatercouncil.org/index.php?id=25](http://www.worldwatercouncil.org/index.php?id=25)
- ✂ Facts about the Global Drinking Water Crisis - [blueplanetnetwork.org/water/facts](http://blueplanetnetwork.org/water/facts)
- ✂ A Global Crisis - [www.water.cc/water-crisis](http://www.water.cc/water-crisis)
- ✂ BBC News – World Water Crisis - [news.bbc.co.uk/1/hi/english/static/in\\_depth/world/2000/world\\_water\\_crisis/default.stm](http://news.bbc.co.uk/1/hi/english/static/in_depth/world/2000/world_water_crisis/default.stm)
- ✂ Guides to which plastics are safe for beverages and food - [www.greenguidenetwork.com/article-detail/May-17-2010---The-7-Types-of-Plastic--What-They-Mean-to-Your-Health.-202/and-trusted.md/blog/vreni\\_gurd/2007/03/29/plastic\\_water\\_bottles#axzz1sPOPRZkW](http://www.greenguidenetwork.com/article-detail/May-17-2010---The-7-Types-of-Plastic--What-They-Mean-to-Your-Health.-202/and-trusted.md/blog/vreni_gurd/2007/03/29/plastic_water_bottles#axzz1sPOPRZkW)
- ✂ Freshwater Crisis - National Geographic - [environment.nationalgeographic.com/environment/freshwater/freshwater-crisis/](http://environment.nationalgeographic.com/environment/freshwater/freshwater-crisis/)

## TOWN OF MAYNARD

### MAYNARD CONSERVATION COMMISSION

Minutes, March 20, 2012, 6:30 – 8:46

Conservation Commission Office, Town Hall

APR 18 2012

**PRESENT:** Commission Members: Fred King (chairman), John Dwyer, Doug Moore, Peter Keenan, and Jessica Pfeifer.  
Agent: Linda Hansen  
Visitors: none

#### ADMINISTRATIVE BUSINESS:

- Review minutes from 03/20/2012. A motion was made, seconded, and approved by all present (5-0) to approve the minutes of 03/20/12 as written.

#### FINANCIAL:

- L. Hansen's salary for 03/24/12 to 04/06/12 = \$971.20. Mr. King signed the payroll form.

#### PUBLIC HEARING:

- None

#### WETLANDS/STORMWATER ISSUES:

- Mrs. Marton, the representative for Summerhill Glen requested a modification to the Determination signed by the Commission on March 20, 2012. The Commission accepted the change to add the Town of Maynard Wetlands Administrative Bylaw to the header.
- Issue Stormwater Management Decision for Spring and Pine Street condo project. The Commission fine-tuned the decision form, including additional conditions and formatting and a numbering system. A motion was made, seconded, and approved by all present (5-0) to issue the determination with the conditions as discussed.
- Schedule site visit for 27 River Street (prior to RDA submittal). The Commission scheduled a site visit for Thursday, April 5, 2012.
- DPW plans to submit an RDA for Concord and Great Roads sidewalk project. A Notice of Intent will be filed for the sidewalk located on Route 27 adjacent to Vose Hill.

#### LAND MANAGEMENT:

- Property owner raised concerns regarding fallen trees in the wetlands at the end of Forest Street. The agent made a site visit to view the wetlands and noted large amounts of yard waste dumped into the wetlands. Water levels have risen that appear to impact the health of the trees, probably a result of beaver activity in this area.
- Support materials submitted for Legislation for the release of two-acre parcel of land. The agent sent the supporting material to Representative Hogan's office and EOEEA. The signed request for the General Court to act on the legislation will also be forwarded to Hogan's office.
- 4H club hosted an event called Fourth H Race at Ice House Landing on April 1 from 2-4.

#### BUSINESS:

- Review Open Space Plan Chapter 4. Mr. Dwyer updated the tables in Chapter 4. The agent will complete the air quality section and work on Chapter 5 for the next Commission meeting.
- Reminder for Mr. King and Ms. Pfeifer to complete ethics online training.
- Reminder that May Commission meetings were rescheduled to May 8<sup>th</sup> and 22<sup>nd</sup>.

#### Mail of note:

- 495/Metrowest Development Compact Plan was released and available on the website:  
<http://www.mass.gov/hed/economic/eohed/pro/planning/metrowest/495metrowestdevelopmentcompactplan.pdf>

#### Upcoming Meetings:

- Next Conservation Commission meeting, **Tuesday, April 17<sup>th</sup>**.
- MSMCP annual meeting, Assabet River NWF visitor's center, **Wednesday, April 25 @ 8:30 – 3:30**

## Becky Mosca

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**From:** DLS\_Alerts@dor.state.ma.us  
**Sent:** Tuesday, April 17, 2012 5:16 PM  
**To:** Becky Mosca  
**Subject:** FY2013 HWM Local Aid Estimates

The FY2013 local aid estimates based on the House Ways & Means Committee (HWM) budget proposal have been posted to the Division of Local Services' website at the link below:

<http://www.mass.gov/dor/local-officials/municipal-data-and-financial-management/cherry-sheets/>

The HWM budget proposal recommends funding FY2013 Chapter 70 at \$4.155 billion or \$163.8 million higher than FY2012 levels. It also includes minimum Chapter 70 aid increases of \$40 per pupil for all districts. The HWM's budget also recommends increasing Unrestricted General Government Aid by \$65 million restoring it to the FY2011 level of \$899 million. Most other cherry sheet accounts are funded at the House 2 level except for a small increase in the funding for Regional School Transportation and a small decrease to the funding for Veterans' Benefits.

Charter School assessments have been updated to reflect April 1 enrollment. However, final Charter School and School Choice assessments may change significantly when updated with final tuition rates.

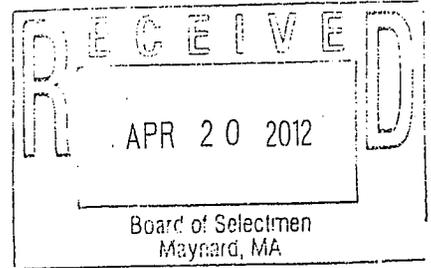
To review additional information about how the estimates were determined and what may cause them to change in the future, click on the link at the bottom for an index of the FY2013 programs and links to individual explanations.

If you have questions about these estimates please call Lisa Juskiewicz at (617) 626-2386.

**Massachusetts Department of Revenue**  
**Division of Local Services**  
**FY2013 Local Aid Estimates**

**MAYNARD**

	FY2012 Cherry Sheet Estimate	FY2013 Governor's Budget (H2)	FY2013 HWM Budget
<b>Education:</b>			
Chapter 70	3,534,280	3,890,960	3,890,960
School Transportation	0	0	0
Charter Tuition Reimbursement	59,516	19,576	27,322
Smart Growth School Reimbursement	0	0	0
<b>Offset Receipts:</b>			
School Lunch	6,571	6,381	6,381
School Choice Receiving Tuition	111,409	98,255	98,255
<b>Sub-Total, All Education Items</b>	<b>3,711,776</b>	<b>4,015,172</b>	<b>4,022,918</b>
<b>General Government:</b>			
Unrestricted General Government Aid	1,232,737	1,232,737	1,328,816
Local Share of Racing Taxes	0	0	0
Regional Public Libraries	0	0	0
Urban Renewal Projects	0	0	0
Veterans' Benefits	0	0	0
State Owned Land	11,754	11,564	11,105
Exemptions: Vets, Blind, Surviving Spouses & Elderly	0	0	0
<b>Offset Receipts:</b>			
Public Libraries	33,889	33,427	33,427
<b>Sub-Total, All General Government</b>	<b>11,316</b>	<b>10,960</b>	<b>10,960</b>
	<b>1,289,696</b>	<b>1,288,688</b>	<b>1,384,308</b>
<b>Total Estimated Receipts</b>	<b>5,001,472</b>	<b>5,303,860</b>	<b>5,407,226</b>



TOWN OF MAYNARD

To: The Maynard Board of Selectmen

- A. Name of Premises: Blue Coyote Grille\
- B. Name of Manager: Taek Kim
- C. Parties Involved by Name and Address (if known): Dave
- D. Time and Date of Altercation: 6:30PM April 19, 2012
- E. Action taken by Manager and what time: Took Dave's keys and escorted him out. Then called the Maynard PD.
- F. Description of the circumstances including damage and any apparent injuries:

A patron name Dave came to the restaurant around 6PM and ordered a pint of beer. He did not seem to have any signs of intoxication. After sitting and sipping on his beer he got up to go to the bathroom. He stumbled on his way to the bathroom. I walked into the bathroom and he had puked in the sink. He was attempting to clean up the puke in the sink and was very embarrassed and apologetic. I told him not to worry about the puke and I will have my employee clean it up. I then went back to his seat and grabbed the set of keys he left, threw away his beer, and grabbed my dishwasher to clean up the puke. As I escorted him out he really didn't know what to do or where to go. I offered to get him a taxi but he stated he lived near Cape Cod. I then asked if he had any family or friends nearby and he said no. I opened his vehicle for him and told him his best bet may be to just sleep in the car and grab the keys from me in the morning. He said thank you and walked off into town. I then called the Maynard PD and Officer Paul Maria came and got the description of the patron and was informed of the incident.

*Taek Kim*  
Signature of Person Making Report

4/20/12

Date of Report

(978)897 1998

Phone # of Signature Person



Date: May 1, 2012

**Kevin Sweet**

*You are hereby appointed as*

**Director of Emergency Management**

*Term expires: Indefinite*

FOR THE

**TOWN OF MAYNARD**

To hold office during our pleasure, or our term.

PLEASE BE SWORN IN AT THE TOWN CLERK'S OFFICE.

**Selectmen**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sworn: \_\_\_\_\_

\_\_\_\_\_  
Town Clerk

## Becky Mosca

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**From:** Kevin Sweet  
**Sent:** Tuesday, April 24, 2012 7:28 AM  
**To:** Becky Mosca  
**Subject:** RE: Re-appointments

Becky,

Can you do an appointment slip with all the others for July 1 with an indefinite appointment as:

“Director of Emergency Management”

My slip actually states December 31, 2012 but it shouldn't need to be a reappointment.

Thanks,  
Kevin

---

**From:** Kevin Sweet  
**Sent:** Monday, April 23, 2012 9:12 AM  
**To:** Becky Mosca  
**Cc:** Michelle Sokolowski; Cathy Berard  
**Subject:** Re-appointments

Hi Becky,

As a follow up to your letter regarding appointments and terms expiring June 20, 2012. Per Maynard By-Laws the following positions have indefinite terms and should not need to be reappointed or should be reappointed to reflect this:

*Board of Selectmen*  
**Emergency Management Director – Indefinite**

*Board of Health*  
**Health Agent (Officer) – Indefinite**

Please let me know if any action needs to be taken.

Thank you,  
Kevin

**Kevin A. Sweet, MS, RS, CHO**  
**Public Health Director | ISWM**  
**Emergency Management Director**

**TOWN OF MAYNARD**  
**195 Main Street**  
**Maynard, Massachusetts 01754**

**BOH: 978.897.1302**  
**EMA: 978.897.1350**  
**FAX: 978.897.8489**



## OFFICE OF THE SELECTMEN

Maynard, Massachusetts

### PERMIT

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*This permit is issued to*

#### **MAYNARD VETERANS COUNCIL**

Marge Iannuzzo, Past Commander

978-897-9091

*For the following purpose:*

**Annual Memorial Day Parade on  
Monday, May 28, 2012 at  
10:00 A.M. See Route details as parade forms at 9:30 a.m.**

*Subject to the conditions as herein stated:*

This permit is issued upon the specific condition that the Town of Maynard will not be held responsible or in any manner liable for and shall be indemnified by the Permit holder against any and all causes of action, damages, injuries/or other claims arising out of or relating to the issuance of this permit.

#### **Board of Selectmen:**

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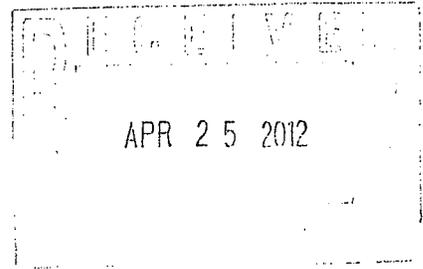
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## Maynard Veterans Council

51 Summer Street Maynard, MA 01754



Friday, April 20, 2012

Board of Selectmen  
Maynard Town Building  
195 Main Street  
Maynard, MA 01754

To Whom It May Concern:

The Maynard Veterans Council is holding the annual Memorial Day Parade on **Monday, May 28, 2012**. We cordially invite you and your members to join our parade. **Please note the change in the parade route (see steps 4 and 5).**

The Council also extends a cordial invitation to the Maynard Selectmen to join us in our commemoration. It would give us great pleasure to have a Selectperson speak at the Memorial Park services.

The parade route is as follows:

1. Form at the Maynard High School, Tiger Drive, at **9:30 AM**.
2. Step off at **10:00 AM**, proceed to St. Bridget's Cemetery, for our first service.
3. Reform, continue to Glenwood Cemetery for the next service.
4. Reform, continue down Parker Street, and turn left onto Walnut Street. Stop at bridge for a short service remembering those lost at sea.
5. Reform, continue on Walnut Street, turn right onto Main, then left onto Summer Street and proceed to Memorial Park for our main exercise.
6. Reform, proceed to the American Legion Vietnam Memorial for the closing ceremonies.

After parade dismissal, all marchers are invited for refreshments at the American Legion Patriot Hall. We sincerely hope that you will be able to join us.

Sincerely,

Marge Iannuzzo, *Past Commander*  
Maynard Veterans Council  
Phone 978 897-9091  
[miann46@gmail.com](mailto:miann46@gmail.com)





## OFFICE OF THE SELECTMEN

Maynard, Massachusetts

### ONE-DAY SPECIAL PERMIT

*This permit is issued to*

**Maynard Community Gardeners**

Joan Antognoni

978-897-8796

*For the following purpose:*

*Maynard Community Gardeners Plant Sale, Saturday, May 19, 2012*

*Time: 9:00 AM – 12:00 PM*

*At 3 Maple Street*

*Subject to the conditions as herein stated:*

This permit is issued upon the specific condition that the Town of Maynard will not be held responsible or in any manner liable for and shall be indemnified by the Permit holder against any and all causes of action, damages, injuries/or other claims arising out of or relating to the issuance of this permit.

**Board of Selectmen**

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Added to Agenda  
made Special Permit

4/24/12  
BJM

**Becky Mosca**

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**From:** Joan A. <hinokilover@msn.com>  
**Sent:** Monday, April 23, 2012 9:51 PM  
**To:** Becky Mosca  
**Subject:** Request for permit: Maynard Community Gardeners Annual Plant Sale: Maplebrook Park  
Sat May 19th, 9 am to Noon  
**Attachments:** ATT00001.txt

Becky,

Please advise as we spoke on this today.

**DATE:** Sat, May 19th, rain date May 20th

**TIME:** 9 am to 12:00 Noon.

**Location:** , Parking Lot at end of Maple street : next to Maplebrook Park. ( Corner of Maple & Brook Street)

Statkus family is allowing us indefinitely to use the lot til further notice.

p.s. If anyone else calls to donate, pls forward them my contact info.

thank you

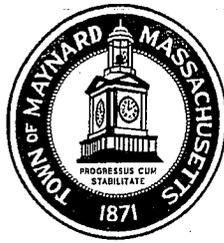
Joan Antognoni, [hinokilover@msn.com](mailto:hinokilover@msn.com)

978-897-8796

Maynard Community Gardeners: 2012 Sale Committee

*Best,*

*Joan*



## OFFICE OF THE SELECTMEN

Maynard, Massachusetts

### ONE-DAY Liquor License PERMIT

\$75.00

*This permit is issued to*

**Clock Works Cafe  
Mike Adams Cell # 508-309-0433**

*For the following purpose:*

*Subject to the conditions as herein stated:*

**Juvenile Diabetes Research Foundation (JDRF) fundraiser. The event will be held at the Clock Works Café at the Clock Tower Place on Saturday, May 5, 2012 from 7:00 ~ 11:00 PM. We will be serving beer, wine and sodas. Expecting ~100-150 guests.**

**TIPS bartender: Duarte Calveo, Shana Calveo**

This permit is issued upon the specific condition that the Town of Maynard will not be held responsible or in any manner liable for and shall be indemnified by the Permit holder against any and all causes of action, damages, injuries/or other claims arising out of or relating to the issuance of this permit.

### Board of Selectmen

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Maynard Board of Selectmen  
Maynard Town Hall  
195 Main Street  
Maynard, MA 01754

April 19, 2012

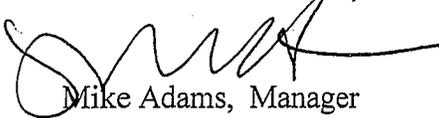
Dear Selectpeople:

On behalf of the Juvenile Diabetes Research Foundation (JDRF) and the operators of the ClockWorks Café in the Mill, I am requesting a one-day liquor license/permit for the fundraiser for the JDRF being held at the ClockWorks Café at the Clock Tower Place on Saturday May 5, 2012 from 7:00-11:00PM. We will be providing a Cash Bar of beer, wine and sodas and one "Specialty Drink" to go along with the Cinco de Mayo theme of the event.

NexDine at ClockWorks Café is a Food Management Service operating the cafeteria for the Wellesley Management Company, the managers of the Clock Tower Place. NexDine, through our General Liability Coverage has Host Liability for all size events. We are expecting 100-150 attendees and they will be having a Casino Night with hors d'oeuvres. We will have 2 TIPS approved bartenders (Shana Adams, Duarte Calveo) who have years of experience in both the catering and golf club industries.

We are excited to be holding this event at the Clock Tower and are looking forward to holding several of these kinds of events each year.

For NexDine and DEC,



Mike Adams, Manager  
ClockWorks Café  
8 Clock Tower Place  
Maynard, MA 01754  
978/897-2276  
508/309-0433 ©



Attn:  
Mike  
Adams

☺

**ServSafe** Alcohol  
 Card No. 4736968  
 Card No. 6115006  
**ServSafe Alcohol® CERTIFICATE**  
 SHANA ADAMS  
 Card expires three years from the date of the examination, if not laws apply.  
 DATE OF EXAMINATION  
 10/1/2008  
 NATIONAL RESTAURANT ASSOCIATION

**ServSafe**  
 Exam Form No. 4310  
 Cert. No. 6017243  
**ServSafe Certification**  
 SHANA ADAMS  
 for successfully completing the standards set forth by the National Restaurant Association Educational Foundation for the ServSafe® Food Protection Manager Certification Examination.  
 Date of Examination: 7/23/2008  
 Date of Expiration: 7/23/2013  
 National Restaurant Association EDUCATIONAL FOUNDATION  
 Local laws apply. Check with your local regulatory agency for registration requirements.  
 ©2008 National Restaurant Association Educational Foundation. All rights reserved.

Choke/Save Participant  
**SHANA ADAMS**  
 Has successfully completed a Choke/Save class for Adult/Child/Infant Conscious & Unconscious on  
 3/14/10  
 Beth D. Olsson  
 AHA Instructor Trainer  
 American Safety Health Institute Inst.  
 508-758-3188  
 boleson@prtners.org

American Heart Association  
 Learn and Live  
**Heartsaver® AED**  
 Shana Adams  
 This card certifies that the above individual has successfully completed the objectives and skills evaluations in accordance with the curriculum of the AHA for Heartsaver AED Program.  
 Modules Completed: (A) (B) (C)  
 03/16/2010  
 Issue Date  
 03/15/2012  
 Recommended Renewal Date



ID NO: 6028937

CARD NO: 7371378

**ServSafe Alcohol<sup>®</sup> CERTIFICATE**

Duarte Calvao

Card expires three years from the date of the examination. Local laws apply.

DATE OF EXAMINATION

10/20/2010

NATIONAL  
RESTAURANT  
ASSOCIATION

MINUTEMAN ADVISORY GROUP

Acton • Bedford • Bolton • Boxborough • Carlisle • Concord



ON INTERLOCAL COORDINATION

Hudson • Lexington • Lincoln • Littleton • Maynard • Stow • Sudbury

February 6, 2012

Mr. Marc Draisen  
Executive Director  
MAPC  
60 Temple Place  
Boston, MA 02111

Dear Mr. Draisen:

Please know that, at its meeting on February 2, 2012, the MAGIC (Minuteman Advisory Group on Interlocal Coordination) Committee unanimously voted to submit a District Local Technical Assistance (DLTA) application to explore a regional housing services office (RHSO) for the seven MAGIC towns of Bolton, Boxborough, Carlisle, Hudson, Littleton, Maynard, and Stow (“the Consortium”).

This DLTA application is filed under the category of Regional Collaboration Support and Delivery to help those communities, and possibly other neighboring towns, develop staff capacity for regional housing services. If this technical assistance application is favorably acted upon, the Town of Littleton has agreed to act as the lead community with MAPC. This project helps advance MetroFuture, the regional plan for Greater Boston, because the towns are working to coordinate housing activities and ensure the availability of affordable housing in suburban locations by monitoring and preserving housing that is affordable to low- and moderate-income households in our region.

Beginning in 2011, the Town Managers/Administrators and Planning Department staff from the seven-town Consortium began meeting to discuss a common issue of not having the staff capacity necessary to administer community/affordable housing in our towns. Jennifer Raitt made a presentation at a MAGIC meeting in October, providing highlights from MAPC’s recent efforts with the Regional Housing Services Office project with the communities of Sudbury, Bedford, Concord, Lexington, Lincoln, and Weston. The Town of Acton anticipates joining the Sudbury group. We are seeking assistance from MAPC because the existing RHSO may not be seeking other new communities to join in their effort.

The Consortium will work with MAPC to understand the options available to the Consortium to meet our community/affordable housing staffing needs. We will dedicate staff time to this analysis and provide information, reports, and data as needed. The Consortium will meet as needed throughout the project, but will specifically provide: a review of the data analysis; assistance with the development of a financial model and budget for the Consortium; a review of

organizational options for collaboration; and to decide next steps for regionalization. The Consortium needs assistance:

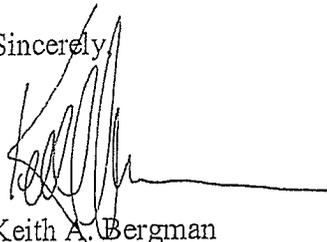
- Compiling an inventory of all affordable units in our seven towns,
- Determining the range of administrative staff support and expertise necessary to meet our municipal responsibilities including, but not limited to:
  - Administering local housing funding programs (including CPA);
  - Providing a Ready Renter/ Buyer list for the region;
  - Updating respective Subsidized Housing Inventories for DHCD; and
  - Monitoring of rental and ownership projects.

This work brings us to our request for DLTA support from the MAPC. The Consortium is looking for MAPC support to finalize a data analysis, develop a financial model and budget for the Consortium, and develop a small number of organizational models for this program. This work would begin as soon as funding is awarded and continue through December 2012. The Consortium will seek support from key affordable housing boards and commissions in the communities and, by the end of the project, the approval of Boards of Selectmen from each member community.

The MAGIC Committee and the Town Managers/Administrators from the seven-town Consortium fully support the DLTA proposal and look forward to working with MAPC staff on this important project.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Keith A. Bergman', with a long horizontal line extending to the right.

Keith A. Bergman  
MAGIC Committee Chair  
Littleton Town Administrator

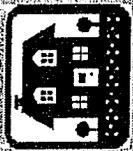
cc: MAGIC managers  
MAGIC representatives

RHSO April 2012 Update

# REGIONAL HOUSING SERVICES OFFICE

April 12, 2012 Update

*Beth Rust, Town of Sudbury*



Regional Agreement between Acton, Bedford, Concord,  
and Sudbury and Weston

# Meeting Agenda

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- FY13 Proposal
- FY12 Hours Recap
  - Budget and hours
  - IMA amendment
- HOME Program Update

# FY13 Service Model

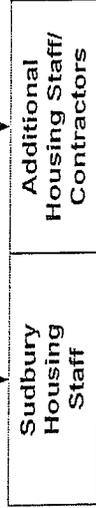
- Member communities receive administrative housing services for annual fee per Inter-Municipal Agreement, including:
- Monitoring
  - HOME Program
  - Program Administration
  - Local Support
  - Regional efforts




**Town of Sudbury**  
**Regional Housing Services Office and**  
**Regional Housing Services Revolving Fund**

Town of Sudbury delivers housing services through the Regional Housing Services Office and corresponding revolving fund

Membership Fees cover all staffing, and administrative expenses (audit, accounting, technology, office, ...)



- FY13 Changes:
1. Acton joining
  2. Sudbury receiving administrative services within the model
  3. Program administration added as a core service

# FY13 – IMA Amendment Required

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- Draft is available now
- Finalize by May 11
- Have Selectmen sign
- Effective 7/1

# FY13 – Focus Areas

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- Residents
  - Create Ready Buyer/Ready Renter lists
  - Sponsor Post-purchase training
  - Publish housing information on website for seekers
  - Implement assistance programs as planned: Down Payment Assistance, Buy-down, Small Grants, others...
- HOME Funds
  - Proactively spend the admin and program funds
- Compliance
  - Continue monitoring efforts, both ownership and rental
  - Focus on tenancy, Ensuring adherence with Fair Housing and local preference options
- Local Support – as directed
  - Project specific
  - Consistently support Housing staff, Partnership, and other Boards

# FY13 Overall Plan - FINAL

	FY12	FY13	Comments
Starting Balance	\$0	\$6,500	
Income			
Membership	\$88,000	\$145,500	
Acton	\$0	\$21,953	
Bedford	\$24,368	\$26,126	
Concord	\$17,474	\$23,268	
Lexington	\$23,289	\$23,698	
Lincoln	\$11,450	\$10,936	
Sudbury	\$0	\$29,146	
Weston	\$11,420	\$10,373	
HOME admin		\$0	Towns to receive HOME funds directly
Bedford		\$3,622	Available thru FY13
Concord		\$2,617	Available thru FY13
Lexington		\$15,523	Available thru FY13
Lincoln		\$2,152	Available thru FY13
Sudbury		\$654	Available thru FY13
Supplemental Services		Available as ALA Cante services	
Total Income	\$88,000	\$145,500	
Expenses			
Staffing	\$69,434	\$129,043	
Legal	\$0	\$1,500	FY12: \$0 in FY12
Accounting	\$1,500	\$1,500	FY12 carryover
Advertising	\$5,000	\$5,000	FY12 carryover
Administrative Cost	\$13,200	\$14,600	~10% of contract.
Supplemental Services		Technical Contracts	
Total Expenses	\$89,134	\$151,643	
Ending Balance	(\$1,134)	\$357	

Membership Fee Analysis							
	FY13 Hours	FY13 %	FY13 \$	FY12 Hours	FY12 %	Chg in Hrs	Chg in \$\$
Acton	409	15%	\$21,953	0	NA	409	\$21,953
Bedford	487	18%	\$26,126	411	28%	76	\$24,368
Concord	434	16%	\$23,268	296	20%	138	\$17,474
Lexington	442	16%	\$23,698	393	26%	49	\$23,289
Lincoln	204	8%	\$10,936	195	13%	9	\$11,450
Sudbury	543	20%	\$29,146	0	NA	543	\$29,146
Weston	193	7%	\$10,373	195	13%	-1	\$11,420
Total	2,711	100%	\$145,500	1,488	100%	1,223	\$88,000

Staffing Analysis				
	hrs/wk	hrs/year	FY13 Rate	Annual
Manager	23	1201	\$52	\$62,254
Specialist	19	1003	\$45	\$45,126
New Person	7	365	\$40	\$14,616
Assistant	2	104	\$25	\$2,610
Contract	1	52	\$85	\$4,437
Total	52	2725	\$47.35	\$129,043
		Fully loaded Rate	\$55.64	FY12 Rate
				\$59.57

Includes office, insurance, technology, paper, postage, accounting, phones, other Town staff indirect support

Supplemental Services will be separately contracted with specific scope and cost, and include RFP development, Proforma development, Feasibility analysis, Project work, resale services, other specialized services. Cost may include 15% administrative fee.

# FY13 - Core Service Breakdown

Methodology	SHI Units Hours per unit	Acton		Bedford		Concord		Lexington		Lincoln		Sudbury		Weston	
		#/year	Hours per year	#/year	Hours per year	#/year	Hours per year	#/year	Hours per year	#/year	Hours per year	#/year	Hours per year	#/year	Hours per year
<b>Monitoring</b>															
Ownership Units: Self-declarations One per ownership unit	1	45	45	34	34	61	61	13	13	59	59	23	23	25	25
Rental Units: Compliance report One per non-PHA project, from Monitoring Agent	6	3	18	9	54	3	18	13	78	0	0	2	12	4	24
Rental Units: Tenant Compliance One per unit where Town is Monitoring Agent	2	0	0	57	114	44	88	56	112	0	0	0	0	2	8
Create Monitoring Database One per project+owner	3	48	144	0	0	0	0	0	0	0	0	25	75	0	0
Maintain Monitoring Database One per project+owner	0.25	0	0	43	10.75	64	16	26	6.5	59	14.75	0	0	29	7.25
<b>SHI Administration</b>															
Resolve discrepancies 3 for year 1, 0 for year 2	5	3	15	0	0	0	0	0	0	0	0	0	0	0	0
Add new units, Other SHI New Projects	1	3	3	3	3	3	3	3	3	0	0	3	3	1	1
<b>HOME administration</b>															
Annual Administrative Planning Annual Action Plan, CAPER, Qtrly Meetings	4	0	0	3	12	1	4	3	12	3	12	3	12	0	0
Fair Housing Analysis of Impediments 5yr update	10	0	0	2	20	3	30	2	20	1	10	2	20	0	0
Project Consultation Allowance	15	0	0	1	15	0.5	7.5	1	15	2	30	2	30	0	0
<b>Program Administration</b>															
Program Development Develop Program materials and implement	20	1	20	1	20	1	20	0	0	0	0	0	0	0	0
Program Administration Administer applicants for approval	3	10	30	10	30	10	30	0	0	0	0	20	60	0	0
<b>Local Support</b>															
On Site meetings Staff, Trust, Partnership, Housing entities	3	16	48	24	52	18	54	20	60	2	6	40	120	8	24
Project Consultation/Review Allowance per Town, Includes resident contact	4	1	4	10	40	5	20	10	40	1	4	30	120	5.5	22
<b>Regional Activities</b>															
All participate equally															
Administration Advisory Status, Out of Office	4	12	48	12	48	12	48	12	48	12	48	12	48	12	48
Community Linkage Funding, Programs, etc	2.5	4	10	4	10	4	10	4	10	4	10	4	10	4	10
Ready-buyer List Create regional approach	70	0.14	10.0	0.14	10.0	0.14	10.0	0.14	10.0	0.14	10.0	0.14	10.0	0.14	10.0
Ready-renter List Create regional approach	70	0.2	14	0.2	14	0.2	14	0.2	14	0	0	0	0	0.2	14
Technology Development: Grant Monitoring DB, Resident portal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	2711	409	409	487	487	434	434	442	442	204	204	543	543	193	193
hours per week	52	8	8	9	9	8	8	8	8	4	4	10	10	2	2
Percent of total		15%	15%	18%	18%	16%	16%	16%	16%	8%	8%	20%	20%	7%	7%
Prorata share of Membership Fee	\$145,500	\$21,953	\$21,953	\$26,126	\$26,126	\$23,268	\$23,268	\$23,698	\$23,698	\$10,936	\$10,936	\$29,146	\$29,146	\$10,373	\$10,373



# And Finally...

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The RHSO is providing a valuable and innovative approach for municipalities and residents

- ☐ It is demonstrating how regionalization can work
- ☐ It is elevating the role of housing as a municipal function
- ☐ It is providing greater access for residents
- ☐ It is a credit to all participating communities

***Please provide feedback on how to continue being successful ...***



MINUTEMAN ADVISORY GROUP

Acton + Bedford + Bolton + Boxborough + Carlisle + Concord

ON INTERLOCAL COORDINATION

Hudson + Lexington + Lincoln + Littleton + Maynard + Stow + Sudbury

February 6, 2012

Mr. Marc Draisen  
Executive Director  
MAPC  
60 Temple Place  
Boston, MA 02111

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  - Monitoring of rental and ownership projects.

This work brings us to our request for DLTA support from the MAPC. The Consortium is looking for MAPC support to finalize a data analysis, develop a financial model and budget for the Consortium, and develop a small number of organizational models for this program. This work would begin as soon as funding is awarded and continue through December 2012. The Consortium will seek support from key affordable housing boards and commissions in the communities and, by the end of the project, the approval of Boards of Selectmen from each member community.

The MAGIC Committee and the Town Managers/Administrators from the seven-town Consortium fully support the DLTA proposal and look forward to working with MAPC staff on this important project.

Thank you for your consideration.

Sincerely,



Keith A. Bergman  
MAGIC Committee Chair  
Littleton Town Administrator

cc: MAGIC managers  
MAGIC representatives

RHSO April 2012 Update

# REGIONAL HOUSING SERVICES OFFICE

April 12, 2012 Update

Beth Rust, Town of Sudbury



Regional Agreement between Antioch, Bedford, Concord, Danvers,  
Essex, Sudbury and Weston

# Meeting Agenda

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- FY13 Proposal
- FY12 Hours Recap
  - Budget and hours
  - IMA amendment
- HOME Program Update

# FY13 Service Model

- Member communities receive administrative housing services for annual fee per Inter-Municipal Agreement, including:
- Monitoring
  - HOME Program
  - Program Administration
  - Local Support
  - Regional efforts



**Town of Sudbury**  
**Regional Housing Services Office and**  
**Regional Housing Services Revolving Fund**

Town of Sudbury delivers housing services through the Regional Housing Services Office and corresponding revolving fund

Membership Fees cover all staffing, and administrative expenses (audit, accounting, technology, office, ...)



- FY13 Changes:
1. Acton joining
  2. Sudbury receiving administrative services within the model
  3. Program administration added as a core service

RHHSO April 2012 Update

# FY13 – IMA Amendment Required

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- Draft is available now
- Finalize by May 11
- Have Selectmen sign
- Effective 7/1

# FY13 – Focus Areas

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- Residents
  - Create Ready Buyer/Ready Renter lists
  - Sponsor Post-purchase training
  - Publish housing information on website for seekers
  - Implement assistance programs as planned: Down Payment Assistance, Buy-down, Small Grants, others...
- HOME Funds
  - Proactively spend the admin and program funds
- Compliance
  - Continue monitoring efforts, both ownership and rental
  - Focus on tenancy, Ensuring adherence with Fair Housing and local preference options
- Local Support – as directed
  - Project specific
  - Consistently support Housing staff, Partnership, and other Boards

# FY13 Overall Plan - FINAL

	FY12	FY13	Comments
Starting Balance	\$0	\$6,500	
Income			
Membership	\$88,000	\$145,500	
Acton	\$0	\$21,953	
Bedford	\$24,368	\$26,126	
Concord	\$17,474	\$23,268	
Lexington	\$23,289	\$23,698	
Lincoln	\$11,450	\$10,936	
Sudbury	\$0	\$29,146	
Weston	\$11,420	\$10,373	
HOME admin		\$0	Towns to receive HOME funds directly
Bedford		\$3,622	Available thru FY13
Concord		\$2,617	Available thru FY13
Lexington		\$15,523	Available thru FY13
Lincoln		\$2,152	Available thru FY13
Sudbury		\$654	Available thru FY13
Supplemental Services			Available as ALA Carte services
Total Income	\$88,000	\$145,500	
Expenses			
Staffing	\$69,434	\$129,043	
Legal	\$0	\$1,500	FY12: \$0 in FY12
Accounting	\$1,500	\$1,500	FY12 carryover
Advertising	\$5,000	\$5,000	FY12 carryover
Administrative Cost	\$13,200	\$14,600	~10% of contract.
Supplemental Services			Technical Contracts
Total Expenses	\$89,134	\$151,643	
Ending Balance	(\$1,134)	\$357	

Membership Fee Analysis							
	FY13 Hours	FY13 %	FY13 \$	FY12 Hours	FY12 %	Chg in Hrs	Chg in \$\$
Acton	409	15%	\$21,953	0	NA	409	\$21,953
Bedford	487	18%	\$26,126	411	28%	76	\$1,758
Concord	434	16%	\$23,268	296	20%	138	\$5,794
Lexington	442	16%	\$23,698	393	26%	49	\$406
Lincoln	204	8%	\$10,936	195	13%	9	-\$514
Sudbury	543	20%	\$29,146	0	NA	543	\$29,146
Weston	193	7%	\$10,373	195	13%	-1	-\$1,047
total	2,711	100%	\$145,500	1,488	100%	1,223	\$57,999

Staffing Analysis				
	hrs/wk	hrs/year	FY13 Rate	Annual
Manager	23	1201	\$52	\$62,254
Specialist	19	1003	\$45	\$45,126
New Person	7	365	\$40	\$14,616
Assistant	2	104	\$25	\$2,610
Contract	1	52	\$85	\$4,437
Total	52	2725	\$47.35	\$129,043
		Fully loaded Rate	\$55.64	FY12 Rate
				\$59.57

Includes office, insurance, technology, paper, postage, accounting, phones, other Town staff indirect support

Supplemental Services will be separately contracted with specific scope and cost, and include RFP development, Proforma development, Feasibility analysis, Project work, retail services, other specialized services. Cost may include 15% administrative fee.

# FY13 - Core Service Breakdown

Methodology	SHI Units		Acton		Bedford		Concord		Lexington		Lincoln		Sudbury		Weston	
	Hours per unit	SHI Units	#/year	Hours per year	#/year	Hours per year	#/year	Hours per year	#/year	Hours per year	#/year	Hours per year	#/year	Hours per year	#/year	Hours per year
<b>Monitoring</b>																
Ownership Units: Self-declarations One per ownership unit	1	507	45	45	34	34	61	61	13	13	59	59	23	23	25	25
Rental Units: Compliance report One per non-PHA project, from Monitoring Agent	6	507	3	18	9	54	3	18	13	78	0	0	2	12	4	24
Rental Units: Tenant Compliance One per unit where Town is Monitoring Agent	2	507	0	0	57	114	44	88	56	112	0	0	0	0	4	8
Create Monitoring Database One per project/owner	3	507	48	144	0	0	0	0	0	0	0	0	25	75	0	0
Maintain Monitoring Database One per project-owner	0.25	507	0	0	43	10.75	64	16	26	6.5	59	14.75	0	0	29	7.25
<b>SHI Administration</b>																
Resolve discrepancies 3 for year 1, 0 for year 2	5	507	3	15	0	0	0	0	0	0	0	0	0	0	0	0
Add new units, Other SHI New Projects	1	507	3	3	3	3	3	3	3	3	0	0	3	3	1	1
<b>HOME administration</b>																
Annual Administrative Planning Annual Action Plan, CAPER, Qtrly Meetings	4	507	0	0	3	12	1	4	3	12	3	12	3	12	0	0
Fair Housing Analysis of Impediments 5yr update	10	507	0	0	2	20	3	30	2	20	1	10	2	20	0	0
Project Consultation Allowance	15	507	0	0	1	15	0.5	7.5	1	15	2	30	2	30	0	0
<b>Program Administration</b>																
Program Development Develop Program materials and implement	20	507	1	20	1	20	1	20	0	0	0	0	0	0	0	0
Program Administration Administer applicants for approval	3	507	10	30	10	30	10	30	0	0	0	0	20	60	0	0
<b>Local Support</b>																
On Site meetings Staff, Trust, Partnership, Housing entities	3	507	16	48	24	52	18	54	20	60	2	6	40	120	8	24
Project Consultation/Review Allowance per Town, Includes resident contact	4	507	1	4	10	40	5	20	10	40	1	4	30	120	5.5	22
<b>Regional Activities</b>																
All participate equally																
Administration Advisory, Status, Out of Office	4	507	12	48	12	48	12	48	12	48	12	48	12	48	12	48
Community Linkage Funding, Programs, etc	2.5	507	4	10	4	10	4	10	4	10	4	10	4	10	4	10
Ready-buyer List Create regional approach	70	507	0.14	10.0	0.14	10.0	0.14	10.0	0.14	10.0	0.14	10.0	0.14	10.0	0.14	10.0
Ready-renter List Create regional approach	70	507	0.2	14	0.2	14	0.2	14	0.2	14	0	0	0	0	0.2	14
Technology Development: Grant Monitoring DB, Resident portal	0	507	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>																
	2711	507	409	487	487	487	434	434	442	442	204	204	543	543	193	193
Hours per week	52		8	9	9	9	8	8	8	8	4	4	10	10	2	2
<b>Percent of total</b>																
Prorata share of Membership Fee	\$145,500	\$21,953	15%	\$26,126	18%	\$26,126	16%	\$23,268	16%	\$23,698	8%	\$10,936	20%	\$29,146	7%	\$10,373



# And Finally...

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The RHSO is providing a valuable and innovative approach for municipalities and residents

- It is demonstrating how regionalization can work
- It is elevating the role of housing as a municipal function
- It is providing greater access for residents
- It is a credit to all participating communities

***Please provide feedback on how to continue being successful ...***