



## AGENDA

### Maynard Board of Selectmen's Meeting October 16, 2012

**Town Building—Michael J. Gianotis Meeting Room (No. 201)  
Regular Meeting Time: 7:30 pm ~ after STM**

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

1. Call to order (8:00) Note , time will be after the Special Town Meeting in Room 101 Lower level

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2. Pledge of Allegiance
3. Public Discussion
4. Acceptance of Minutes – October 2, 2012
5. Correspondence
  - a.) Maynard Rotary Club letter dated Oct 1, 2012 Theme for Parade, Forest Friends.
  - b.) DPW, monthly report September 2012
  - c.) Fire Department, monthly September 2012
  - d.) DPW Monthly Report
  - e.) RE: oath of Office, list from Town Clerk dated 10/2/12
  - f.) Town Clerk, monthly report September 2012
  - g.) Planning Board posting dated 10/2/12
  - h.) Art Exhibit, at Star Custom Framers 10/18 ~ 11/17
  - i.) List of Unaccepted Roadways
  - j.) Downtown Trick or Treat, 10/25/12 4:00 ~ 6:00 pm

- k.) Email, Michael Chambers, Veteran's Housing Proposal
  - l.) Town School Building Committee (Draft ) minutes for 9/12.2012
  - m.) Letter, Peter Morgan, dated October 9, 2012
  - n.) Letter, Angela Marrama, dated July 1 2012 (MCCRET)
  - o.) Planner, Bi-Monthly Report May/June 2012
  - p.) Warrant , STM October 16, 2012
6. Consent Agenda (8:10 )

~~a.) Re-appointment, Leslie Bryant Board of Appeals~~

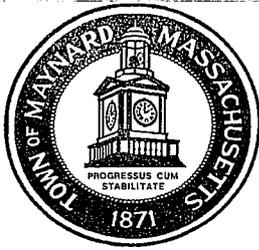
b.) Special permit: Maynard Veterans Council, Parade Nov 11, 2012

7. Appointment, Request for CPC BOS opening.
8. License, application Junk Dealer, Pickers Pocket.
9. Public Hearing 8:30 PM – Change of Manager, dba, Siam Village
10. Open Position
- a.) DPW Superintendent
11. Town Administrator's Report
12. Old/New Business
13. Chairman's Report
14. Adjourn

Submitted

Michael J. Sullivan

Town Administrator, Maynard



Draft minutes for October 2, 2012

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, October 2, 2012**

**Room 201, Town Hall**

**Time: 7:00 pm**

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**Present: Chairman Dawn Capello, Selectman Brendon Chetwynd, Selectman David Gavin, Selectman Mick Hurrey, Selectman James Buscemi, Town Administrator, Michael Sullivan and Becky Mosca.**

**Pledge of Allegiance**

**Public Discussion**

Maynard resident, Vic Tomyl, commented on the colorful and pristine landscaping at McDonald's Restaurant; it is a real asset and a bright spot in the Town.

**Motion** made by Selectman Gavin to approve the minute for the September 18, 2012 meeting. Second by Selectman Chetwynd. Vote 5 – 0. **Motion approved.**

List of Correspondences

- a) Chelmsford Alcoholic Beverages Commission Seminar dated Sept. 27, 2012
- b) Maynard Fest 2012 Flyer.
- c) Municipal Services, monthly report, September 2012
- d) DPW Monthly report, Sept. 2012
- e) Facilities Monthly report Sept. 2012
- f) Maynard Business Alliance Meeting minutes Sept. 2012
- g) MSBA Grant Payment 8/30/12

Draft minutes for October 2, 2012

- h) Letter from Jim Fulton re: Maynard Road Race.
- i) Richard Bottino retiring notification letter
- j) Community Innovative Challenge Grant Reports
- k) Lowell Regional Transit Authority Meeting Notice

**Motion** made by Selectman Chetwynd to approve the list of correspondences as shown. Second by Selectman Gavin. Vote 5 - 0. **Motion approved.**

**Motion** made by Selectman Chetwynd to accept the MBA Memorandum of Agreement. Second by Selectman Gavin. Vote 5 – 0. **Motion approved**

**Motion** made by Selectman Chetwynd to accept the CPC Applications as submitted. Second by Selectman Gavin. Vote 5 – 0. **Motion approved.**

**Public Hearing - Layout Hearing Shore Ave.**

**Motion** made by Selectman Chetwynd to close the Public Hearing on the Layout Plan for Shore Ave. Second by Selectman Gavan. Vote 5 – 0. **Motion approved.**

**Motion** made by Selectman Chetwynd to accept the Layout Plan for Shore Ave. Second by Selectman Buscemi. Vote 5 – 0. **Motion approved.**

**Discuss Software for Municipal Services, Kevin Sweet, ATA**

ATA, Kevin Sweet presented extensive and pertinent information on Point Software, a software service system used in the issuing and tracking of Town permits and licenses.

**Special Town Meeting Warrant, October 16, 2012**

**Motion** made by Selectman Gavin to accept the Special Town Meeting Warrant, October 16, 2012. Second by Selectmen Hurrey. Vote 4 – 0. (Selectmen Chetwynd stepped out of meeting). **Motion approved.**

**Updates on Job Postings**

Lori Blanchard will join the Town as Town Accountant on October 20, 2012

DPW Superintendent Position to be posted the week of October 9, 2012

### **Town Administrator's Report**

- Chief of Police Contract
- Finance Committee Budget Hearing
- Community Preservation Commission Submittals
- LEPC
- Thanks to John DeMars, Mike Abbondanzio and Tim Mullally for their extra efforts in resolving the water issue at Well #4.
- TA, Mike Sullivan attended Co-op Study Group Meeting
- Request money for a market study (\$10,000.00) for Downtown
- AECOM, Dennis Flynn (Traffic Study)

### **Old/New Business**

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Selectmen Buscemi raised issues regarding the safety of children walking to school and crossing at various unattended crossings. Traffic reports and more observations might help to get some answers with this issue. TA will follow up with information.

Selectman Hurrey, none  
Selectman Chetwynd, none  
Selectman Gavin, none

Chair Capello comments;  
Budget step forward = FinCom As drivers for this year's budget/sub-budget. Contact Jim Coleman to get his opinion and thoughts to work the budget for FY14.  
Committee make up for this year. BOS members for this year. Selectman Hurrey, Selectman Gavin and Chair Capello for back up.

Committees – each BOS member to take on roll and go to one of the other boards meetings.

Black Board Connect, do we have a Town Policy, work with Kevin Sweet

Media issue we need to develop policy for employees

Maynard Fest this Saturday

TA Communication Policy

Executive Session

Draft minutes for October 2, 2012

Motion made by Selectman Chetwynd to move into executive session, personnel contract and will not reconvene in open session. Second by Selectman Gavin.

Roll Call,

Selectman Buscemi	Yea
Selectman Chetwynd	Yea
Selectman Gavin	Yea
Selectman Hurrey	Yea
Selectman Capello	Yea.

**Adjourn**

**Motion** to adjourn made by Selection Chetwynd. Second by Selectman Buscemi.  
Vote 5 - 0. **Motion approved.**

Time: 9:20 pm

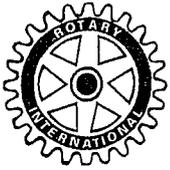
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Approved: \_\_\_\_\_

Date:

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

Initials: BJM



# MAYNARD ROTARY CLUB

P.O. Box 464, Maynard, MA 01754

October 1, 2012

Dear Friend,

The annual Maynard Christmas Parade is scheduled for 2:00 p.m. Sunday, December 2, 2012 and the theme is 'Forest Friends'. The parade is sponsored by the Maynard Rotary Club and it is the committee's goal is to make this year's parade bigger and better than ever as we continue this longstanding tradition.

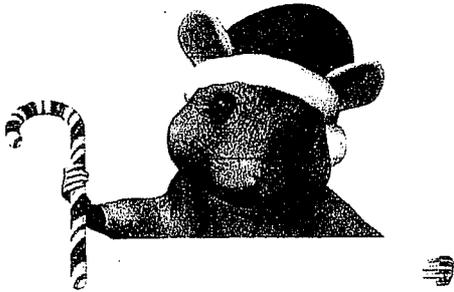
We are looking for both participants and sponsors, and hope you will consider entering a float, band, or walking unit in our 46th annual parade. Over the years, the event has become a favorite community tradition. We are also asking that the Maynard business merchants decorate their holiday windows prior to the parade.

Enclosed please find a parade registration and sponsorship form that needs to be returned if you wish to participate. For additional information, please contact either Nancy Quinn (978)897-2781 email [nledgard@neppi.com](mailto:nledgard@neppi.com), or Ann Heinonen at (978)897-7906.

Sincerely,

*Nancy*

Nancy Ledgard Quinn,  
Parade Chairperson



**Maynard's 46<sup>th</sup> Annual Olde  
Fashioned  
CHRISTMAS PARADE  
Sunday, December 2, 2012  
'Forest Friends'**

**REGISTRATION FORM**

**PARTICIPANT/GROUP NAME:** \_\_\_\_\_

**APPROXIMATE # PEOPLE IN ENTRY:** \_\_\_\_\_

**CONTACT PERSON NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**PARADE ENTRANTS - PLEASE NOTE THE FOLLOWING:**

- No replication of Santa Claus, his elves or reindeer
- No Mrs. Santa Claus
- No throwing or passing out literature, or other gimmicks
- The parade will form at the Clock Tower parking lot on Sudbury Street and will step off at 2:00 p.m.

**If you would like to be a sponsor for this year's parade, please complete the following information:**

**NAME & ADDRESS:** \_\_\_\_\_

**DONATION AMOUNT ENCLOSED: \$** \_\_\_\_\_

**PLEASE COMPLETE & RETURN THIS FORM TO:**

Nancy Quinn  
c/o Prudential Prime Properties  
58 Main Street, Maynard, MA 01754  
[nledgard@neppi.com](mailto:nledgard@neppi.com) (978)897-2781

## DEPARTMENT OF PUBLIC WORKS

SEPTEMBER 2012

Dorothy Portnoy, Tim Mullally, Joe Foster, Dave Simmons  
Activity Report

### Administration:

- Lead and Copper Sampling sent to Lab
- Water Sewer Bills Sent out
- Sidewalk Project – Great Rd., Waltham St., Concord Street 95% complete
- Budget Review shows that the Department is within Budget for the 1<sup>st</sup> quarter.
- There has been a rise in calls about older trees in Town that are dead or starting to drop limbs, there is not enough funds in FY2013 budget for all the work that will need to be done.

### Highway Department:

- Primary focus this month – Working with contractor installing new sidewalks and curb on Concord, Great Rd and Waltham St.
- 2-3 days a week mowing Cemetery, 1 day a week mowing all town parks,
- 2<sup>nd</sup> Town Wide Sweeping
- 2 Internments
- Repaired a broken subsurface drain line on Glendale St.

### Water/Sewer Department:

- Lead and Copper samples for DEP
- Well 4 filter media replaced and is now up and running .
- Shut off water for demolition of the old junior high gym.
- Shut off water for the demolition of 129 Parker St.
- Continue to work with the mass d.o.t. on the Waltham St Bridge.
- 2 new hydrants installed one at 8 Taylor rd and one at 22 Crane Ave.
- 2 sewer blocks
- Mark outs, final reads, sewer lift station maintenance.
- Daily operation of the water treatment plants.>

### WWTP

- Co-Mag System has been operating properly since it was restarted on March 19, 2012, the average total PO<sub>4</sub> has been less than 0.07/mg/l and our permit limit is 0.0 mg/l
- The new SCADA computer node II has been installed and formatting for the new monthly report is being worked on.
- The contract for Clarifier #1 has been signed and Clarifier has been ordered with a scheduled shipment of January 2013.
- Scheduling has begun for the installation of Clarifier #2.
- New Operator Zachary Donahue was hired and began work 9/10/2012
- Total rainfall for the month of August 2.1 inches.



# MAYNARD FIRE DEPARTMENT

Fire Chief  
Anthony Stowers

## Monthly Report

### SEPTEMBER 2012

#### FIRE RESPONSE ACTIVITIES

Number of requests for service break down for the month break down as follows:

Vehicle fire	0
Basic life support ambulance	21
Advanced life support ambulance	30
Mutual aid ambulance	5
Motor vehicle accident	1
Pedestrian hit by motor vehicle	0
Flammable gas leak	1
Flammable liquid/Hazardous Material spill	1
Fire Drill	0
Carbon monoxide detector activation	2
Medical assist with no patient care	3
Lock-out	2
Mutual aid building fire/Automatic aid	2
Good intent/assist police/investigation	2
Well-being check	2
Rescue with no medical emergency	5
No incident found	0
System malfunction	0
Smoke detector activation with no fire	5
LP gas inspection/Tank Truck	1
Investigation of citizens complaint	1
Smoke detector inspection	19
Arcing electrical/wires down/overheat	1
Cooking Fire/barbeque fire/Brush/Vegetation	4
Unintentional false/canceled/unauthorized burning/other	11
Total	119

#### TRAINING ACTIVITIES

All shifts have been involved with the training of our new probationary firefighters. All together members completed over 292 hours of on-shift training in September in a variety of topics such as driver/operator, dispatch operations, and hydrant and drafting operations, vehicle extrication, building familiarity with walks through multiple buildings among other topics. Training also continued for our probationary firefighters as they become familiar with Maynard Fire Department procedures and methods. This month also included a class by Chief Stowers on Hazardous Materials recognition techniques. Pro-EMS also taught a class on EMS documentation.

## SHIFT PROJECTS AND ACTIVITIES

In-house repairs were completed on Engine 2 by firefighter Tim Gray.

Tim installed a new door handle, new batteries and worked on the electrical charging system. This type of work saves the department a considerable amount of money and down time to the apparatus, thanks Tim! It should be noted that in the past year we have seen a spike in the vehicle maintenance, much of this is due to work done on the ladder truck last year, but we have had a few unforeseen items already this fiscal year. Our hope is that this flattens out over the rest of the year. Much of this is due to the fact that our fleet is aging and parts have just worn out.

Our new vehicle extrication tool has arrived and been placed in service. The vendor also provided training for each group on the ins and outs of the tool. We bought a new circular saw to replace the one we had which we found is older than some of our firefighters!

We have continued working closely with a software company called GovCentric. We have been chosen to help develop a prototype fire department records management program to be marketed nationally. This program should be up and running by late fall and will increase efficiency in fire department operations.

We have continued developing and reviewing standard operating guidelines and general orders. Most notably we have updated our dispatch policy and implemented a social media policy.

### ACTIONS OF NOTE:

The Maynard Fire Department has hired and would like to welcome aboard Angela Lawless. Angela will work as a firefighter/emergency medical technician and she was sworn in at the Board of Selectman's meeting on September 18, 2012.

Mark Tomyl was presented with a 20 year pin in recognition of his years of service as both an on-call firefighter and a career firefighter.

All members have been fit tested; a process whereby the fit of an SCBA mask is checked to ensure it fits properly so that firefighters are offered the maximum respiratory protection when needed.

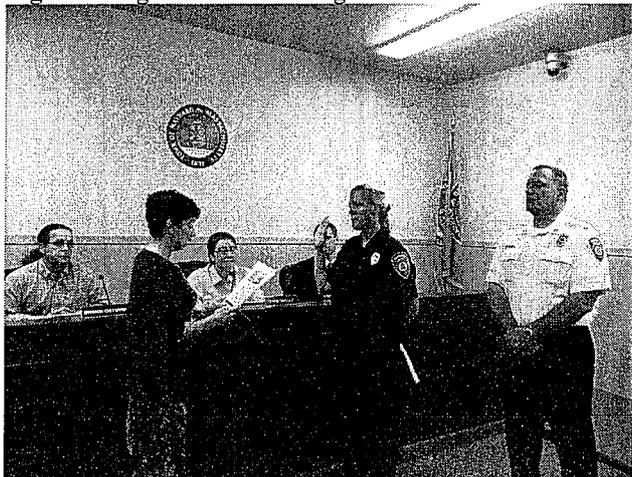
In cooperation with the Environmental Protection Agency, work was completed at a local residence where chemicals were found and ultimately removed.

We are continuing to prepare to launch a new program next month whereby residents can have a voluntary home inspection conducted by firefighters. The program is aimed at educating residents on the dangers they face in their homes and how to protect themselves and their families from those dangers.

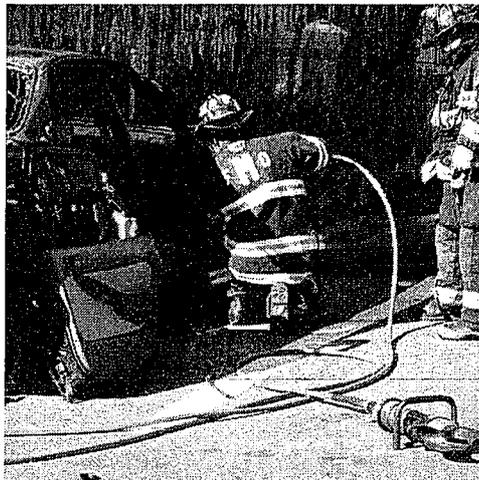
Our public education campaign has continued and we have added some very important safety information to both the Fire Department website and our Maynard Fire Department Facebook Page. Look for more going forward. We had multiple tours this month including a tour by local Girl Scouts.

Respectfully Submitted,  
Anthony Stowers

**Figure 1**Angela Lawless being sworn in!



**Figure 3** Group 3 training with the new extrication tool



**Figure 4** Group 3 training with the new extrication tool!

**Figure 2** Mark Tomyl celebrating 20 years with MFD



**Figure 5** Girl Scout touring the firehouse!



# TOWN OF MAYNARD TOWN CLERK

MUNICIPAL BUILDING  
195 MAIN STREET  
MAYNARD, MASSACHUSETTS 01754  
Tel: 978-897-1300 Fax: 978-897-8553

October 2, 2012

To: Boards and Committees  
From: Michelle Sokolowski, Town Clerk  
Re: Oath of Office

Dear Officer:

My records indicate you have been appointed to a board, committee or other Town function.  
Prior to taking your position, *you must come to the Town Clerks Office to be sworn in.*

- |                      |   |
|----------------------|---|
| ▪ Rose Bathalon      | Maynard Citize Corps/Medical Reserve Corps  |
| ▪ Marina Colakovic   | ADA Commission                              |
| ▪ James Downing      | Alternate Wiring Inspector                  |
| ▪ Ellen Duggan       | Community Preservation Committee            |
| ▪ Maura Flynn        | Maynard Citizen Corps/Medical Reserve Corps |
| ▪ Mary Hilli         | Maynard Citizen Corps/Medical Reserve Corps |
| ▪ Ben Iannarelli     | Council on Aging                            |
| ▪ Michael P. Manning | Board of Assessors                          |
| ▪ Craig D. Martin    | Alternate Building Inspector                |
| ▪ Kathy McMillan     | Maynard Citizen Corps/Medical Reserve Corps |
| ▪ Derek Michaels     | Maynard Citizen Corps/Medical Reserve Corps |
| ▪ Peter Morrison     | Wire Inspector                              |
| ▪ Jeremy Pierce      | Assistant Plumbing Inspector                |
| ▪ Rosalie Poitrast   | Council on Aging                            |
| ▪ Dorothy Portnoy    | Maynard Green Communities Committee         |
| ▪ Bill Primiano      | Maynard Charter Revision Committee          |
| ▪ Eric Reinhard      | Maynard Green Communities Committee         |
| ▪ Deb Rousell        | Maynard Citizen Corps/Medical Reserve Corps |
| ▪ Lucille Stonis     | Maynard Citizen Corps/Medical Reserve Corps |

**Report of the Town Clerk's Office  
For the month of September, 2012  
Submitted by Michelle Sokolowski**

**Activity Report**

The State Primary was held 9/6/2012 at all four precincts with a 9% turnout.

2012 Dog Licenses are being processed as they arrive. Late fees and fines are in effect. 1093 dogs have been licensed as of September 30.

Money taken in reported and turned over to Treasurer-Collector's Office

All birth, death & marriage records reported to the Registry of Vital Records and Statistics

The following documents were issued:

10 – Business Certificates

11 – Birth Certificates

16 – Death Certificates

16– Marriage Certificates

6– Marriage Intentions

43 – Citation (Dogs)

Four Board & Committee members were sworn into office and one newly appointed Firefighter and a new Chief of Police.



POSTED: OCTOBER 2, 2012

PLANNING BOARD  
TOWN BUILDING  
195 MAIN STREET  
MAYNARD, MA 01754

The Planning Board at its last public hearing cancelled their regular scheduled hearing on Tuesday, October 9, 2012. The next public hearing is scheduled for Tuesday, October 23, 2012, agenda will follow.

Chairperson: Max Lamson  
Posted by: Marie Morando, Planner Assistant

Date: October 2, 2012

PRESS RELEASE

October 3, 2012

For immediate release

Contact: Steve Ziegler  
978-461-2155  
[info@starcustomframers.com](mailto:info@starcustomframers.com)  
[www.starcustomframers.com](http://www.starcustomframers.com)

Art Exhibit: Star Custom Framers and Gallery presents

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*Iris Lee Marcus: The Acanthus Series*

Star Custom Framers and Gallery proudly presents an exhibit of prints by Stow, MA artist **Iris Lee Marcus**. The exhibit opens October 18 and runs through November 17, 2012 with an opening reception and gallery talk by the artists on Thursday, October 18, 6:00 – 8:00 pm. Star Custom Framers and Gallery is located in the Stow Shopping Center, 117 Great Road, Stow, MA 01775. Hours are Tues, Wed, Fri 10 – 6, Thurs 10 – 8, Sat 10 – 4 and by appointment at 978-461-2155.

**Iris Lee Marcus'** Acanthus Series was conceived for the home of Joseph Aboud, the well-known men's clothing designer. The original oil paintings of acanthus leaves rendered in sepia tones are set into 10 recessed panels in a spectacular coffered ceiling in Aboud's grand foyer. The museum quality giclee prints were captured by the print master Richard Klahne of Bolton, MA. Available sizes range from 12 x 12 to the 55 x 55 inch originals.

**Iris** has had a love of making things since she was a child. When asked what she wanted to be when she grew up, her answer always involved art and making things. Even today, when asked, her answer is, "I am an artist; I make things." Her energy and intensity are focused on her art making, the result being her wonderful *Acanthus Series*.

Star Custom Framers and Gallery offers a diverse collection of original work by local artists, as well as limited edition prints. All are enhanced by expertly designed, archival, museum quality, custom framing. Framing projects are hand-crafted on the premises with care, using highest quality materials.

For more information contact Star Custom Framers at [info@starcustomframers.com](mailto:info@starcustomframers.com) or visit our website [www.starcustomframers.com](http://www.starcustomframers.com).

## UNACCEPTED ROADWAYS

Acton Court  
Allan Drive  
Bellevue Terrace  
Birch Terrace  
Brian Way  
Burns Court  
Church Court  
Cindy Lane  
Dartmouth Court  
Dineen Circle  
Elaine Avenue  
Elmhurst Road  
Everett Street  
Field Street  
First Street  
Fletcher Street  
Florida Court  
Garfield Avenue  
Glenview Terrace  
Heights Terrace  
Little Road  
Lovell Court  
Maybury Road  
Nick Lane  
Noble Park Avenue  
Old Mill Street  
Orchard Terrace  
Parker Place  
Patti Lane  
Pine Hill Road  
Pinecrest Terrace  
Powder Mill Circle  
Ricky Drive  
Riverside Park  
Riverview Avenue  
Rockland Avenue  
Russell Avenue  
Second Street  
Shore Avenue  
Silver Hill Road  
Sudbury Court  
Tower Road  
Turner Road  
Virginia Road  
Wall Court  
White Avenue  
Wood Lane  
Woodbine Terrace

**From:** Assabet Valley Chamber of Commerce [<mailto:sarahcressy@assabetvalleychamber.org>]  
**Sent:** Monday, September 24, 2012 6:31 AM  
**To:** [info@designingwomenhairstudio.com](mailto:info@designingwomenhairstudio.com)  
**Subject:** Downtown Trick or Treats

## Downtown Trick or Treats

*The Assabet Valley Chamber invites your organization to participate in this year's Downtown Trick or Treats, scheduled for Thursday, October 25th, 4 to 6 pm, in both downtown Hudson and Maynard. Weather permitting, we expect 1500 children in Maynard and 2000 in Hudson.*

*Members interested in participating should contact the Chamber no later than October 9th. Want to participate, but not located in either downtown? Not to worry, we'll find room for you! Last year over a dozen businesses joined us at either Hudson's Town Hall (and surrounding areas) or in Maynard's Memorial Park.*

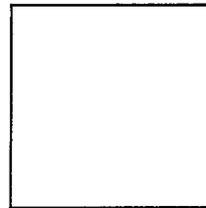
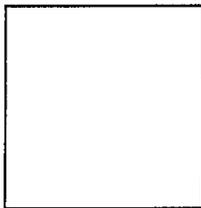
*Interested in being an advertising sponsor? Cost is \$65 for a business card size ad. Space is limited, so if interested, get back to us ASAP.*

*Questions or need more info? Call or email the Chamber Office.*

Assabet Valley Chamber of Commerce  
Bridging the Communities of Berlin, Bolton, Hudson, Maynard and Stow

email: [info@assabetvalleychamber.org](mailto:info@assabetvalleychamber.org)  
phone: 978.568.0360  
web: <http://www.assabetvalleychamber.org>

### **Forward email**



This email was sent to [info@designingwomenhairstudio.com](mailto:info@designingwomenhairstudio.com) by [sarahcressy@assabetvalleychamber.org](mailto:sarahcressy@assabetvalleychamber.org)

[Update Profile/Email Address](#) | Instant removal with [SafeUnsubscribe™](#) | [Privacy Policy](#).

Assabet Valley Chamber of Commerce | 18 Church St., 2nd Floor | Hudson | MA | 01749

## Becky Mosca

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**From:** Michael.Chambers@gdc4s.com  
**Sent:** Thursday, October 04, 2012 10:35 AM  
**To:** Michael Sullivan  
**Cc:** Becky Mosca  
**Subject:** Veteran's Housing Proposal

Mike,  
The CPC Board reviewed the Veteran's Housing Proposal that you submitted at our meeting on September 26. The proposal is eligible for CPC funding and you will need to submit a final proposal to our board by November 17. I will be the CPC liaison for this proposal so please contact me if you should have any questions regarding the final application. Thank you for submitting this worthy proposal and I wish you nothing but good luck as the proposal goes through the various stages.

Thanks,  
Mike Chambers  
Information Systems Security Specialist  
General Dynamics C4S  
77 A Street  
Needham, MA 02494  
781-455-2577

This message and/or attachments may include information subject to GDC4S O.M. 1.8.6 and GD Corporate Policy 07-706 and is intended to be accessed only by authorized personnel of General Dynamics and approved service providers. Use, storage and transmission are governed by General Dynamics and its policies. Contractual restrictions apply to third parties. Recipients should refer to the policies or contract to determine proper handling. Unauthorized review, use, disclosure or distribution is prohibited. If you are not an intended recipient, please contact the sender and destroy all copies of the original message.



**MAYNARD  
TOWN SCHOOL BUILDING COMMITTEE**

**MEETING MINUTES  
Meeting # 65-10  
September 12, 2012**

**DRAFT**

PRESENT	NAME	AFFILIATION	E- MAIL DISTRIBUTION
No	Robert Gerardi	Superintendent Maynard	✓
No	Pete DiCicco	Business Advisor Maynard	✓
x	Mike Sullivan	Town Administrator	✓
x	Chuck Caragianes	Principal, MHS	✓
x	Jerry Culbert	Committee	✓
x	Matt Briggs	Committee	✓
x	Philip Berry	Committee (School Committee)	✓
x	Anthony Midey	Committee	✓
x	Ken Neuhauser	Committee	✓
x	Jen Gaudet	Committee (FinCom)	✓
x	Bonnie Winokar	Committee	✓
x	Ed Mullin	Committee	✓
No	David Gavin	Committee (Selectman)	✓
x	Gregg Lefter	Town Facility Manager	✓
No	Marie Morando	Secretary	✓

Additional attendees: Chuck Adam and Peter Cox, Municipal Building Consultants and Brooke Trivas, Tappé Associates

August 8, 2012

**Meeting opened at 6:30 PM (Construction Trailer, Construction Site)**

• **Safety:**

○ **Safety issues highlighted in the schools.**

- The committee would like to set up a tour of the Green Meadow School in order to review floor replacement work. Greg will arrange

• **Finance:**

○ **Review and approve project change orders (If applicable)**

MBC presented change order #8 in the amount of (\$7,024.00) which includes the following items:

**PCO#38R1:** Credit associated with providing marker boards in lieu of interactive white boards, requested by the owner. Credit (\$35,057.00)

**PCO#41R1:** Cost associated with roof davits to be provided by misc. metals in lieu of HVAC contractor, requested by the general contractor. Cost \$5,152.00

**PCO#046:** Credit associated with RCP 026 which revises the fire protection scope per responses to RFIs #273, #275, #276 and #277, requested by the design team. Changes reflect field and submittal reviews Credit (\$2,997.00)

**PCO#049R1:** Cost associated with the catwalk revisions includes credit noted in PCO 48, requested by the general contractor. Changes reflect field and submittal reviews. Cost \$23,520.00

**PCO#054:** Credit associated with the deletion of metal extruded dart at the curtain wall assembly and substituted by ETA per RCP 016 requested by the general contractor. Proposed substitution meets design criteria. Credit (\$4,485.00)

**PCO#056:** Cost associated RCP 030 Wireless Access Points Revisions, requested by the design team. Changes reflect field and submittal reviews. Cost \$3,483.00

**PCO#057:** Cost associated with RFI #150 clarifications that the door at opening XD138 was to be a coiling overhead door with galvanized frame (Formerly PCO 21), requested by the general contractor. Changes reflect field and submittal reviews. Cost \$3,360.00

A motion was made by Bonnie and seconded by Anthony to approve change order #8 as presented, all present voted approval.

○ **Review and approve any project bills presented to the committee.**

Jerry presented the following invoices for the committee's approval:

- Tappé Associates - \$30,072.00
- Municipal - \$31,540.00
- CTA Construction monthly requisition in the amount of \$2,359,104.00, for the work completed through August.

A motion was made by Bonnie and seconded by Ken, all present voted approval.

- **Full Committee:**
  - **Approve minutes:**
    - Motion made by Anthony and seconded by Bonnie to approve the August 8th meeting minutes as submitted. All present voted approval.
  - **Overall progress:**
    - Municipal - Construction update / General schedule update:
      - MBC provided a general update on the progress of the project.
      - Progress in all areas is going well.
      - The corrective steel work in "A" classroom wing is complete. All other trades have started.
      - Project is roughly 45% complete at this requisition
      - The contractor, MBC and Tappé are monitoring the schedule closely. CTA has set a milestone of Thanksgiving to have the entire building enclosed. This is being monitored closely.
- **Open issues/New Business:**
  - Each of the committee members had the opportunity to provide comments/observations on the tour and the project. All comments were positive.
  - There were a few members who felt that the field discussion should be elevated again. It was agreed that the school committee would have to take this discussion up first and provide direction to the building committee
  - There was some concern as to the buildings proximity to the baseball field. There was concern with 3<sup>rd</sup> base side foul balls. Tappé will review with the landscape architect.
  - A motion was made by Ed and seconded by Bonnie to accept the appointments of Chuck Caragianes and David Gavin as members of the building committee, all present voted approval.
  - Bob Nadeau informed all that he had taken an assignment out of state and although he would have loved to be a citizen appointee to the committee that he now would be unable to serve. There was unanimous praise and support for Bob's participation on the committee.
- **Next Meeting: October 10, 2012 at the school department offices**



OFFICE OF THE  
**DEPARTMENT OF PUBLIC WORKS**  
MUNICIPAL BUILDING, 195 MAIN STREET  
**MAYNARD, MASSACHUSETTS 01754**

TELEPHONE: 978-897-1317

FAX: 978-897-7290

October 9, 2012

Mr. & Mrs. Peter Morgan  
3 Sheridan Ave  
Maynard, MA 01754

RE: Obstruction of Sidewalk

Dear Mr. & Mrs. Morgan:

It has been brought to the attention of the Department of Public Works the sidewalk in front of your residence is being obstructed with rocks, pallets and/or decorations. This is in violation of Chapter IX section 22.1 of the Maynard By-laws and Chapter 19 of Massachusetts General Law.

Please take note that the sidewalk in front of 3 Sheridan Street is a public way and must be clear for public access. We ask that you remove said obstructions and comply with the intent of this letter fourteen within (14) days.

Thank you for your cooperation and please call me if you have any further questions 978.897.1375. Thank you in advance for your consideration and cooperation.

Respectfully,

Mike Sullivan  
Town Administrator, Maynard

cc. Board of Selectmen  
DPW



OFFICE OF THE  
**BOARD OF SELECTMEN**  
**TOWN OF MAYNARD**  
MUNICIPAL BUILDING  
195 MAIN STREET  
MAYNARD, MASSACHUSETTS 01754

July 1, 2012

Via Hand Delivery

Angela Marrama  
Assessor  
195 Main Street  
Maynard, MA 01754

RE: Maynard Country Club Real Estate Taxes

Dear Ms. Marrama;

Reference is made to the above-captioned matter. In that connection, I am writing on behalf of the Maynard Board of Selectmen to request an abatement of any and all real estate taxes, current and future, due on the Maynard Country Club property.

Under G.L. c. 59, § 72A, municipal property, other than that acquired by eminent domain, which is located within the boundaries of the municipality is expressly exempt from property taxes. Any unpaid real estate taxes on such property are entitled to an abatement as of the date the municipality took title to the property. The Town of Maynard took title to the Maynard Country Club property on February 29, 2012. In accordance with G.L. c. 59, § 72A, please accept this request for an abatement of any real estate taxes assessed for Fiscal Year 2012 and those which will be assessed for Fiscal Year 2013.

Please contact the Maynard Board of Selectmen with any questions or concerns regarding this request.

Sincerely,

David Gavin, Chairman  
Maynard Board of Selectmen

cc: Michael Sullivan  
Town Clerk

# COMMUNITY INVESTMENT ASSOCIATES

P.O. Box 235  
Ipswich, MA 01938

978/356-2164  
978/356-9881 (f)

## Bi-Monthly Report – May/June 2012

	Hours/Activity
<b>Assabet River Rail Trail</b>	
Project coordination w/ Conservation staff on acquisition	4
Phone discussion with parcel owner and follow-up	5
Prepare revised letter to MDOT ROW Division regarding acquisition	2
Prepare information for MDOT/AECOM on ROW parcels	8
Review of DOT comments on 25% design, set up review meeting	5
<b>TOTAL</b>	<b>24</b>
<b>Community Development Block Grant Program Income</b>	
Work with AECOM and DPW regarding contracting for intersection feasibility work	4
Site visit to monitor BGCAV and prepare quarterly report	5
Finish contracting with AECOM	1
<b>TOTAL</b>	<b>10</b>
<b>Massachusetts Smart Growth Alliance TA</b>	
Work with MAPC to revise workplan for County Club visioning, review site	6
<b>TOTAL</b>	<b>6</b>
<b>Community Preservation Funding</b>	
<b>TOTAL</b>	
<b>Other</b>	
Work with potential consultant for Mass Cultural Council grant to develop work scope for Town match	6
Review MassWORKS application and prepare memo describing relevance to Maynard projects	5
Prepare office and materials for moving downstairs and move	10
Consider proposal for downtown food co-op	1
Report on work activities, meet or communicate with TA re work activities	4
Internal staff meetings and coordination	7
<b>TOTAL</b>	<b>33</b>
<b>TOTAL ALL</b>	<b>73</b>



OFFICE OF THE  
**DEPARTMENT OF PUBLIC WORKS**  
MUNICIPAL BUILDING, 195 MAIN STREET  
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Respectfully,

Mike Sullivan  
Town Administrator, Maynard

cc. Board of Selectmen  
DPW

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

# TOWN OF MAYNARD

## MEETING NOTICE

POSTED IN ACCORDANCE WITH THE PROVISIONS OF MGL 30A §§18-25

Finance Committee

\_\_\_\_\_  
Name of Board/Committee

Address of Meeting: \_\_\_\_\_ Town Hall \_\_\_\_\_ Room: \_\_\_\_\_ 201 \_\_\_\_\_

Monday \_\_\_\_\_ Oct \_\_\_\_\_ 15 \_\_\_\_\_ 2012 \_\_\_\_\_ 7:00 \_\_\_\_\_ PM  
Day of week                      Month                      Date                      Year                      Time                      Circle One  
(Circle One)

**Agenda or Topics to be discussed listed below** (That the chair reasonably anticipates will be discussed)

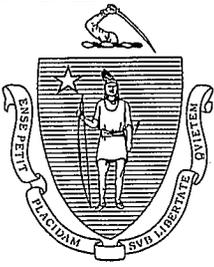
- 1. Approve Minutes of previous Meeting(s): \_\_\_\_\_  
(Meeting Dates)
- 2. Old Business Topics: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3. New Business Topics: \_\_\_\_\_  
  
Public Hearing on STM warrant  
Review FY13 reports  
Review FY11 town audit
- 4. Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THIS AGENDA IS SUBJECT TO CHANGE**

Chairperson Peter Campbell \_\_\_\_\_

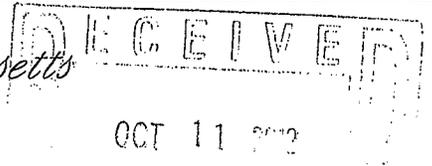
Posted by: \_\_\_\_\_

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



The Commonwealth of Massachusetts

HOUSE OF REPRESENTATIVES  
STATE HOUSE, BOSTON 02133-1054



KATE HOGAN

STATE REPRESENTATIVE  
3RD MIDDLESEX DISTRICT

Committees:

Telecommunications, Utilities & Energy, Vice Chair  
Community Development & Small Business  
State Administration & Regulatory Oversight

October 5, 2012

ROOM 544, STATE HOUSE  
TEL: (617) 722-2637

Michael Sullivan  
Maynard Town Administrator  
195 Main Street  
Maynard, MA 01754

Dear Michael,

As you know, Small Businesses are the lifeblood of our economy here in Massachusetts and across the country- nearly half of all employed people in the Commonwealth work for a small businesses. I am proud to represent a district that is home to many successful and unique small businesses.

I would like to take this opportunity to invite you to the **Third Middlesex Small Business Forum** that I will be hosting with the Executive Office for Housing and Economic Development. The forum will be held on Thursday November 1st at 10am in the Gianotis Room at the Maynard Town Hall. April Anderson Lamoureux, the Assistant Secretary for Economic Development will be joining me to highlight the administrations current programs and accomplishments and to listen to your concerns for the future. Please find the forum details below:

**Third Middlesex Small Business Forum**  
Thursday, November 1st, 2012- 10am-12pm  
Gianotis Room, Maynard Town Hall, 195 Main Street, Maynard

As part of the Patrick-Murray Administrations push to help small businesses, the Executive Office for Housing and Economic Development has been visiting regions in the Commonwealth to listen to small business owners. They want to hear about your successes but they also want to know about current rules and regulations that may be obsolete or hurting small businesses. We are hoping to review at least 1,000 regulations by the end of this year and would really appreciate your input going forward. For more information, please visit the Regulation Reform page here:

<http://www.mass.gov/hed/economic/initiatives/regulation-reform/regulation-reform.html>

I look forward to seeing you in Maynard on November 1st. Please RSVP to Scott in my office at (617) 722-2637 or [Scott.Kjellberg@MAHouse.gov](mailto:Scott.Kjellberg@MAHouse.gov) before **Friday, October 26th**.

Sincerely,

Kate Hogan  
State Representative  
Third Middlesex District

September 30, 2012

Diane Dahill

8 Dix Road

Good Evening,

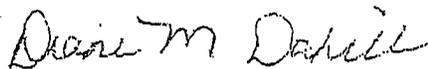
I am writing to express my interest in applying for one of the open positions on the Maynard Community Preservation Committee. I have been a resident of Maynard since 1960 and have a deep appreciation for the history of Maynard and its people. I am a home owner in the town which means I have a vested interest in the town and a desire to develop Maynard while preserving the charm of the town.

My professional experience includes healthcare, managing and developing departments from the ground up, contract review and departmental budgeting. I previously volunteered for the Maynard Finance Committee where I served for 3 years. I was the group leader on the health insurance sub-committee for which I outlined a significant savings for the town while preserving the health benefits of the employees. I am a current member of the MRC where I serve as a pharmacist for the team and I am a board member for a local non-profit fund that financially supports Maynard High School students in paying their activity fees.

I believe my personal and professional experiences coupled with my prior and current volunteerism in Maynard provides me with insight into the needs and desires of the Citizens of Maynard. This experience and insight would be beneficial and complimentary to the individuals that are currently serving on the committee.

If you have any questions or would like any additional information, please don't hesitate to contact me.

Sincerely,



Diane Dahill

(978) 461-0627

FACSIMILE TRANSMITTAL SHEET

TO:

FROM:

Becky Mosca

Mike Chambers

COMPANY:

DATE:

10/2/2012

FAX NUMBER:

TOTAL NO. OF PAGES, INCLUDING COVER:

978-897-8457

2

PHONE NUMBER:

SENDER'S REFERENCE NUMBER:

978-430-6905

RE:

YOUR REFERENCE NUMBER:

Candidate for CPC Board

URGENT     FOR REVIEW     PLEASE COMMENT     PLEASE REPLY     PLEASE RECYCLE

NOTES/COMMENTS:

Hi Becky,

I have enclosed a letter from Diane Dahill who has expressed interest for an open seat with the CPC Board. The position is "at large" and is a replacement for Bob Moore who resigned a year ago. I feel that Diane would be a great asset to our board and I am looking forward to working with her. Please let me know if you need anything else from me.

Thanks,

Mike

September 30, 2012

Diane Dahill

8 Dix Road

Good Evening,

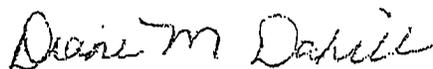
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(978) 461-0627

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Mike Chambers

COMPANY:

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Thanks,

Mike



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

**POSTPONED LEGAL NOTICE**

Notice is hereby given, in accordance with Massachusetts General Laws Chapter 138, as amended, that a Postponed Public Hearing will be held on Tuesday, October 16, 2012 at 8:30 p.m. in the Meeting Room (No. 201) of Maynard Town Building on an application for a Change of Manager from Nakorn Thai, Inc. dba Siam Village at 98 Main Street Maynard. A copy of the application is on file in the Municipal Services Licenses Division.

Selectman Dawn Capello  
Selectman Jim Buscemi  
Selectman Mick Hurrey  
Selectman David Gavin  
Selectman Brendon Chetwynd



**TOWN OF MAYNARD**  
**Office of Municipal Services**  
 MUNICIPAL BUILDING  
 195 Main Street  
 Maynard, MA 01754  
 Tel: 978-897-1302 Fax: 978-897-8489  
 www.townofmaynard-ma.gov

Kevin A. Sweet  
 Assistant Town Administrator  
 Executive Director

Board of Health  
 Conservation Commission

Building & Inspections  
 Licensing

Board of Appeals  
 Planning Board

**APPLICATION FOR  
 JUNK DEALER'S LICENSE**

TO BE A DEALER IN OR KEEPER OF A SHOP FOR THE PURPOSE, SALE OR BARTER IN  
 JUNK, OLD METALS AND SECOND-HAND ARTICLES

Date: 10/1/2012 Fee: \$10.00  
 Place of Business: 20 Main St, Maynard Phone: 857-266-0180  
 Name of Business: Pickers Pocket  
 Owner's Name: Deise Boucher  
 Is Business Incorporated? No If not, Business Certificate #: \_\_\_\_\_  
 Nature of Principal Articles Dealt In (i.e. Clothing, Jewelry, Furniture, etc.): \_\_\_\_\_  
2nd Hand items - Furniture, jewelry, collectables  
 Do you use a Weighing/Measuring Device?: No  
 NOTE: If Weighing/Measuring Device is used, please contact this office so that we may inform the Sealer of Weights and Measures for calibration.  
 Hours of Operation Requested: M-S 10am - 8pm  
 Tax ID Number (if available): 46-1095103  
 Is Merchandise taken on Consignment?: Yes

*pd 10/1/12*

[Signature]  
 Signature of Applicant

139 Prospect St, Acton  
 Home Address

857-266-0180  
 Phone

## Becky Mosca

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**From:** PlanningBoard  
**Sent:** Monday, October 01, 2012 4:50 PM  
**To:** Becky Mosca  
**Cc:** Michael Sullivan (MSullivan@TownofMaynard.net)  
**Subject:** Appointment

Hi Becky,

Leslie Bryant's term expired June 30, 2012 from the Board of Appeals after 18 years of service. After conversation with Leslie she is requesting an appointment to Board of Appeals as an alternate member. The BOA is extremely busy and it is harder and harder to get a full board to attend and since we are a 5 member board operating with 4 members, it would be greatly appreciated if the BOS will appoint Leslie as soon as their schedule permits.

Thank you.  
Marie

---



Date: October 16, 2012

**Leslie Bryant**  
27 O'Moore Ave

*You are hereby appointed to the*

**Alternate Member Board of Appeals**

*Term expires June 30, 2015*

FOR THE

**TOWN OF MAYNARD**

To hold office during our pleasure, or our term.

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

**BOARD OF SELECTMEN**

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

\_\_\_\_\_

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

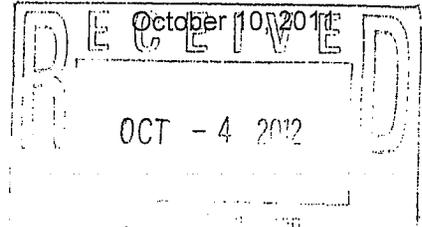
\_\_\_\_\_  
Town Clerk



**Maynard Veterans Council**  
51 Summer Street Maynard, MA 01754



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



Dear-Sirs:

The Maynard Veterans Council is holding their annual Veterans Day Parade on Sunday, November 11, 2012, and would like a permit for this purpose.

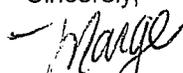
The Council also extends a cordial invitation to the Maynard Selectmen to join us in our commemoration. We would like one of the Selectmen to speak at the Memorial Park services. Please let me know by email, which Selectman will join our services.

The parade route is as follows:

- Form at the American Legion Post 235, 51 Summer Street, at **10:30 AM**.
- Step off at **10:45 PM**. March down Summer Street and turn right onto Nason Street. Continue to Main Street, turn left, follow Main Street and turn left onto Summer Street.
- Continue on Summer Street, stopping at Memorial Park. The Veterans Day ceremonies are held at Memorial Park.
- When the ceremonies are complete, the parade reforms, and continues up Summer Street to the American Legion. A short closing ceremony is held in front of the American Legion.

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

Sincerely,

  
Marge Iannuzzo

Marge Iannuzzo, Past Commander  
Maynard Veterans Council  
978.897.9091 / miann46@gmail.com



## OFFICE OF THE SELECTMEN

Maynard, Massachusetts

### PERMIT One Day

*This permit is issued to*

**MAYNARD VETERANS COUNCIL**  
**Marge Iannuzzo, 978-897-9091**

*For the following purpose:*

**Annual Veterans Day Parade on**  
**Sunday, November 11, 2012**  
**At 10:30 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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**Report of the Library Dept  
For the Month of October, 2012  
Submitted by Steve Weiner**

**Activity Report**

**(List bullets of month highlights)**

24 meetings were held in the library during September.

The FY 13 State aid compliance form was prepared (due Oct 12).

The library circulated 10,116 items.

1957 items went out through the self check out program.

We discharged 8,020 items belonging to other libraries, and registered 35 new cards.

There were 2159 computer log-ons and 230 items went out through the audio downloadable program.

615 items were added to the collection and 1072 items were withdrawn, bringing our collection to 73,150 items.

The library was used as a voting place Thursday, Sept 6<sup>th</sup>.

I began writing a monthly library column for the Beacon-Villager in September. It will appear on the second Thursday of the month.

**Comments**

**(List in narrative form any comments, concerns or events you want to share with the Selectmen)**

\*If your department typically provided statistical analysis of work performed please attach to this form.

October 11, 2012

Board of Selectmen  
195 Main Street  
Maynard, Massachusetts  
01754



Re; Town Administrator Report

Honorable Board of Selectmen,

Please accept this report as an abridged version of Town Hall activities for the past two weeks;

**129 Parker Street;** Although we have no finalized plans from Capital Development Company, who has partnered with Lone Star Financial, they have offered some concepts to permit and construct a mixed use facility at this long underdeveloped site. The need in Maynard for all land to produce maximized revenues is becoming more acute. Given that there have been few suitors and an economy that is limping along, it is safe to say that it may be a long time before we see another well funded investor.

The preliminary concept suggests approximately four hundred thousand square feet of retail and nearly three hundred square feet of some yet to be determined type (i.e. condo, village style, garden apartments) of residential. Although it is very early in the process, a conservative estimate in taxes based on construction costs could conservatively yield at least six hundred thousand in new tax revenues alone. We have made it clear to the developer that no tax incremental finance or TIF discount on taxes will be considered, offered or accepted. We must demand full taxation.

I am aware that the BOS is keen on maximizing any possible development mitigation and working with Capital Group to agree on what types of joint ventures make sense for the Town of Maynard. Capital Group has been quite amenable to renovating and making available the building on the 129 Parker campuses known as "PK 2" for municipal purposes. This would make an excellent home for the Maynard School Administrative Offices given the adjacency to the school campus. Discussions about other mitigated needs I am sure will be coordinated by the BOS through the Chair and at appropriate meetings.

Capital Group has retained the services of Atty. Myron Fox and is discussing impact study work with Mullin Associates. They would like to have a Special Town meeting held in January or February to get approval of a development plan. There will be ample time and opportunity for a robust public discussion on this proposed development.

**Bartholomew Trust;** As is the case with most portfolios our performance was dismal last year. With a current annual yield of 1.38% we will not be breaking any records. Of course this is the flipside of borrowing at extraordinary low rates. It should be stated that all our investments are in the most conservative investments and all within state and federal restrictions.

The Town of Maynard's total portfolio including trusts and funds stands at \$5,279,062 with a gain in principal of \$74,884. This portfolio includes OPEB, Scholarships, Conservation, Perpetual Care and various other funds. Many of these funds are kept by the town, but overseen and/or expended by other groups (i.e. High School Scholarship Committee, Library Trustees, and Conservation Commission).

**Clock Tower Place;** I recently met with Bob Denardo and Joe Mullin two of the principals of Wellesley-Rosewood. CTP continues to weather this difficult climate and are working hard to send their plans from the drawing board to reality. The office and commercial market still is less than vigorous and they see their housing product as being a catalyst not only for their property, but for all of Maynard.

They are looking at a spring kick-off for their residential concept. I think this will be one of the most unique economic developments and business power boosts in Massachusetts. The reinvention of worker's housing at Clock Tower will make the property a desired address for great work, if you can get it and cool-living, if you want it.

It has not been easy in a down economy but the partners continue to be bullish on Maynard and aggressive in promoting the town as a whole. These projects are much more complex than one can imagine and given the size they are may seem like they are moving slow, but I can say they are moving quite fast. I will be working with them on some innovative grant opportunities which may help them and some of their tenants grow.

**Maynard Lights;** Last Thursday morning Highway Superintendent Joe Foster and I met with Kelli and Nick Costa from the Maynard Business Alliance to discuss the holiday light project. We clearly defined each of our respective roles and expectations. The target to have all the lights up and working is November 16<sup>th</sup> and we will work our side to make that happen. The MBA is going to work with the BOS Chair to coordinate a lighting ceremony in downtown at date to be announced. More to come...great project!

**Telephone Lines;** I would like to thank Becky Mosca and Gregg Lefter for the incredible job they are doing unraveling the telephone lines. They have already saved us thousands of dollars in future costs as they found telephone line after telephone line that had been added, but never subtracted when sent to disuse. Even with a voice over IP system there are still ways to reduce the line charge, we are discovering.

As you know we are working with TCS a telephone consulting group to reduce our telecommunication cost and TCS is good, but Gregg and Becky are incredible. I believe we will reduce the number of lines throughout the municipality by twenty and will be taking a hard look at long distance and facsimile policies as they seem to be unexpected cost centers.

Unfortunately there have been some ruffled feathers when we have asked about practices, but these two have been true to the taxpayer. I thank them both for their efforts. We called one line and Lilly Tomlin answered, that line has been disconnected.

**Signalized Intersections;** The AECOM study of our signalized intersections is nearly complete. Dennis Flynn the project engineer will be ready to present his findings before you at the October 30 meeting of the BOS. He will include some traffic calming ideas for the Nason/Brown area that are very interesting and will be able to speak to the "crash stats" for the various nodes.

There has been a good deal of time spent discussing how we may balance the traffic and look for cost effective solutions. The Concord and Brown intersection will reveal a need for a signal light and may pave the way for this project being placed on the state TIP. These are the critical first steps and this will be a good exercise to discuss traffic with an expert in the room. I would suggest that we have representatives from the PD in attendance that evening.

**Health Insurance;** It is interesting that the start of the "flu season" and the start of discussions about Health Insurance seem to coincide. I met with Jill Shaw out Risk Manager from MIAA and we discussed our trends, which are again very favorable. We also decided that we would get the Insurance Advisory Committee together for a meeting and ask for their cooperation in some adjustments to the plan which may lower premium costs for the town and employee members.

I hope to set up the required meeting with union leaders in the next four weeks and Jill will attend the session to give her valuable and expert opinion on some strengths and shortfalls in Maynard's plan. I am hopeful we will be able to see another zero this year.

**Reo/Coolidge Parks;** The final designs are on their way. I met with Leslie Fanger from BSC Group who has had the pleasure of working with both our park advocacy groups. I can tell you with the final tweaks being incorporated into the design documents and the bid documents coming forward it will be soon be too late to turn back on this project. Not that anyone would even want to; I cannot wait to see people in the park enjoying the improved amenities.

I would respectfully suggest that given this major transformation, it may be appropriate for the BOS to consider if the parks should be renamed. While there are a number of people who may come to mind who have been historically important to the Town (i.e. Amory Park, Robert's Field) you may want to also consider other approaches (i.e. Community Park, Youth Park) or symbolic names (i.e. Peace Park, Friendship Place). My only suggestion is if you think it makes sense get ready to do it when you rededicate the land (Spring 2013), it signals a new beginning. Parker Park does not work well, in case that was one of the ideas and Sullivan Field is not an option.

**Chief Dubois;** Is settling in nicely to Maynard life he was in attendance at Maynardfest and got to meet some of the wonderful citizens. The first week on the job he held an all hands on deck meeting which was welcomed by the officers.

He has reported to me how impressed he has been with the personnel and is excited about the opportunity to lead such a fine organization. There is no question in my mind that he will be seen as a great leader for the department and the community.

**Maynardfest/Octoberfest;** So who ordered up the perfect day? The weather was great, the food was outstanding (the food is always outstanding) and the atmosphere was incredible. My hat is of to your community, congratulations on a wonderful celebration of community. The only criticisms I received was we need more trash receptacles and ...as a dog lover something I hated to hear ...too many dogs! I heard it from people whose children are scared of dogs and I think I heard it from some dogs that are afraid of children. It is just something that hearing it so often needs to be part of the discussion.

**LED Lighting;** We have taken the first steps towards the re-lamping project with the trimming of trees in the Presidential Neighborhood. There have been a number of calls about the progress in this project and we do wish it was faster. We hope to procure the LED Cobrahead streetlights in the next few weeks and will install weather permitting throughout the winter. I thank everyone for their fortitude on this project and ask that all residents turn an extra light on for Halloween.

Tax rate setting is scheduled for the November 13 meeting, the Chief Assessor said that she will be ready and I am excited as it will help us to lower or error rate for the third quarter (actual) billing.

I respectfully thank you for all your support,

Michael J. Sullivan

Town Administrator, Maynard