



AGENDA
Maynard Board of Selectmen's Meeting
March 19, 2013
Town Building—Michael J. Gianotis Meeting Room
(No. 201)
Regular Meeting Time: 7:00pm

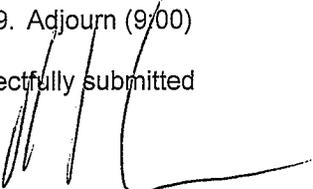
(All public meetings may be recorded, broadcast and or videotaped)

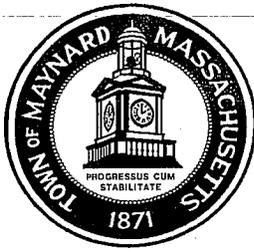
1. Call to order (7:00)
2. Pledge of Allegiance
3. Public Comments
4. Acceptance of Minutes
 - a) March 12, 2013
5. Correspondence
 - a) Letter from Town Accountant, regarding software
 - b) Letter from Treasurer/Collector Software Upgrade
 - c) Letter from Legal Counsel, D'Ambrosio Brown, Software
 - d) List of TIPS training participants from Jan. 29, 2013 session here at Town Hall
 - e) Notice for Upcoming Pub Crawl, 300/100 raffle RMO
 - f) Letter of interest for the TASC, B. Cranshaw
 - g) Posting for BOS meeting 3/25/13
 - h) Letter, notice to withdraw applicant for the change of manger, Halfway Café
 - i) Posting Version of Articles for the 5/20/13 ATM
 - j) STM article to cover Snow & Ice Deficit
 - k) MBC, letter dated 3/14/13
 - l) Letter from Weston & Sampson, regarding Town Employee
 - m) Mass State Lottery Commission, Merai Liquors applied for Keno to Go

- n) Letter to China Ruby from MPD, inspection/compliance
- o) Letter to Maynard Rod & Gun Club from MPD, inspection/compliance
- p) Letter to Pleasant Café from MPD, inspection/compliance
- q) Letter to Maynard Lodge of Elks from MPD, inspection/compliance
- r) Letter to Blue Coyote Grille from MPD, inspection/compliance
- s) Letter to Bud's Variety from MPD, inspection/compliance
- t) Letter to Peyton's River Edge from MPD, inspection/compliance
- u) Letter to Morey's Tavern from MPD, inspection/compliance
- v) Letter to Russell's Convenience Store from MPD, inspection/compliance
- w) Letter to Savoring Indian Cuisine from MPD, inspection/compliance

6. **Public Hearing 7:15 pm** Manager Change, Halfway Cafe
7. **Public Hearing 7:30 pm** Liquor License Transfer, to El Huipil Restaurant
8. Appointment interview, Alternate Planning Board, Gregory Tuzzolo
9. Software Presentation, Softright
10. Budget, Revenue and Free Cash
11. List of ATM draft control items
12. DPW, Operations Manager Contract and appointments
13. Town Administrator Search Committee.
14. Town Administrator Job Description
15. Town Administrator's Report
16. Old/New Business
17. Chairman's Report
18. Executive Session
19. Adjourn (9:00)

Respectfully submitted


Michael Sullivan, Town Administrator



Draft minutes for March 12, 2013

OFFICE OF THE
BOARD OF SELECTMEN
TOWN OF MAYNARD

MUNICIPAL BUILDING
195 MAIN STREET

MAYNARD, MASSACHUSETTS 01754

Tel: 978-897-1301 Fax: 978-897-8457

Selectmen's Meeting Minutes

Tuesday, March 12, 2013

Room 201, Town Hall

Time: 7:00 pm

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

Pledge of Allegiance

Public Comments: Board commended DPW for snow cleanup after the storm on Friday, March 8, 2013. Board thanked TA for his years of service and the impact he has had on our community.

Vic Tomyl commented he wished more could have been done to keep TA as continuity Ben Clark commented about traffic conditions on Old Marlboro Road and asked if Board could look into mitigation strategies. TA to ask Chief Dubois to do a speed test. Ben also asked for clarification on by-law for removal of Selectmen due to excessive absence.

Motion made by Selectman Chetwynd to approve the minute for the February 26, 2013 meeting. Second by Selectman Gavin. Vote 4-0. **Motion approved.**

List of Correspondences

- a) Washington Gas Energy Systems dated 2/14/13
- b) Town of Maynard ABCC Annual Report information submitted for 2012
- c) Treasurer/Collector report for Jan 2013
- d) Tetra Tech letter dated March 4 2013
- e) Finance meeting notice

Draft minutes for March 12, 2013

- f) Email from Lynda Thayer request for info 129 Parker Street
- g) Boys & Girls Club Program Jan 2013
- h) Planning Board meeting notice Feb 26, 2013
- i) Board of Health meeting minutes 12/11/2012
- j) Facilities monthly report Feb 2013
- k) Email request for Chair to attend Girl Scout Gold Award Ceremony
- l) Town Clerk monthly report Feb 2013
- m) Planning Board notice meeting room change 3/5/13
- n) PB Legal notice dated 3/19/13
- o) Regular BOS meeting notice cancelled 3/5/13
- p) Letter AVRV School, 2/25/13 check for \$7687.40 via DOR (E & D)
- q) Email from Chris Okafor, Thank you for interview
- r) ConsCom meeting notice 3/5/13
- s) Town Accountant monthly report Feb 2013
- t) Assessors monthly report Jan 2013
- u) 495/Metrowest Partnership updates for Feb 2013
- v) Letter of interest to the Cultural Council
- w) Letter of interest to the Planning Board
- x) Meeting notice MCC/MRC
- y) Fire Department monthly report Feb 2013
- z) DPW monthly report Feb 2013
- aa) Letter from MRC Feb 2013 Blizzard
- bb) WAVM Annual Broadcast week march 18-21

- cc) Maynard Historical Comm meeting notice 3/12/13
- dd) MBA meeting minutes Feb 26, 2013
- ee) FinCom meeting notice March 11, 2013

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

Consent Agenda

Proclamation Girl Scout, Emily Doucette
Proclamation Girl Scout, Stephanie Wasiuk

Motion made by Selectman Capello to approve the consent agenda as shown. Second by Selectman Gavin. Vote 4-0. **Motion approved.**

MassDOT Community Transit Grant Program – GrantsPlus+”

Update FROM ta, Mike Sullivan, grant for \$6000.00 fee to be used with other communities. On call demand dispatch.

Contract for DPW Operations Manager, and Appointments

All Board members had correction requests on the new contract from Legal for the Operations Manager.

Request TA to set some goals for the Operations Manager for the next meeting.

Have on the agenda for March 19, 2013.

Appointment: Maynard Cultural Council

Motion made by Selectman Hurrey to appoint Joyce McJilton Dwyer to the Maynard Cultural Council term expires on June 30, 2016. Second by Selectman Gavin. Vote 4-0. Motion approved.

Budget

TA, Mike Sullivan gave an update for the budget \$40,000.00

Intra transfer for Town Accountant

Motion made by Selectman Chetwynd to approve the Intra budget transfer for the Town Accountant in the amount of \$33,000.00 acc# 0001.0135.530006 to acc# 0001.01955.530006. Second by Selectman Hurrey. Vote 4-0. Motion approved.

Budget for FY2014 very close with less revenue. At 3/19 BOS bring the free cash amount to meeting. We are still watching and waiting for the Governor's budget. TA does not think it will affect Maynard via the Chapter 70

Selectman Hurrey pointed out that the school budget request assumed a reduction in Chapter 70 funds from FY13 and the current budget assumes a small increase, dependent on whether the Governor's budget is accepted.

TA, MIIA insurance still pending, BCBS one of the plans has a 12.8% decrease the other plan has 1.1% increase. One set of claims is up by 91% for Town Employees.
Police Department starting in July will take over the Crosswalk Guards.
Schedule extra meeting on Monday, March 25, 2013 let the Capital Planning Committee know. Have the allocations for free cash on that agenda.
Proposal: To put away some of the free cash for big projects down the road for Maynard.

List of ATM draft control items

TA, Mike Sullivan went over the controls that are new for this year.
Request to add control for Rockland Ave, zone change S1 Parcel 2 & 3
Add control: DO NOT SELL MARG, AMMO, GUNS near schools ZONING CHANGE.

Town Administrator Search Committee

Update: Request have notice sent to web, and other sites for advertisement.

Chetwynd read the Charter session for a Town Administrator Search committee. BOS discussed points and asked to have this back on the agenda for the March 19, 2013.

Town Administrator's Report

TA, Mike Sullivan said he would start the transition with ATA.
Update with Metatrol, will bring the contract to the Board on the 19th.

Old/New Business

Selectman Hurrey

- Dates for groundbreaking for Reo Rd and Coolidge Parks and Solar Array.
- Potential job opportunity would cause relocation out of town. Once final decision made, official letter of resignation with date of departure will be presented to Chairman Capello.
- Letter from Carp. Union, presented to TA to give to Gregg Lefter for consideration as our representative for Assabet Valley Building Committee.
- Asked TA to ensure that DPW assess underground infrastructure during a repair as part of long term planning.

Selectman Gavin

- Thank you for working with BI on having the sign removed from the Paper store
- Congrats to MHS for the fine work they did with the play, Anne of Green Gables

Selectman Chetwynd

- Acting ATA appointment, roll

Chair, Dawn Capello

- Deadline near for scholarships to MHS graduates.
- Fund (1) from Selectmen, personal money (Leader)
- Fund (1) from Peg Access (Tech)

Motion made by Selectman Chetwynd to approve the scholarship from Peg Access for \$200.00. Second made by Selectman Hurrey. Vote 4 -0. Motion approved.

- Meeting on March 13, 2013 with Town Hall staff, update regarding TA and transition

Executive Session ~ Personnel

Motion to convene an executive session was made by Selectman Chetwynd and duly seconded by Selectman Gavin. Vote 4-0. **Motion approved.**

Roll Call	Yea	Nay	Abstain	Absent
Selectman David Gavin	X			
Selectman James Buscemi				X
Selectman Dawn Capello	X			
Selectman Mick Hurrey	X			
Selectman Brendon Chetwynd	X			

Board will not reconvene into open session.

Motion made by Selectman Chetwynd to adjourn. Second by Selectman Gavin. Vote 4-0. **Motion approved.**

Time: 11:00 pm

Approved: _____

Date:

Selectman, Chetwynd, Clerk

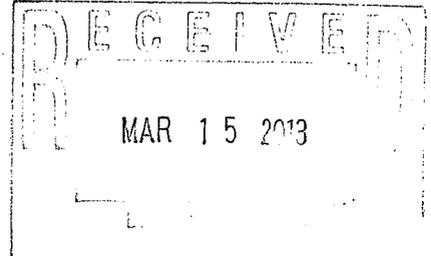
Initials: BJM



TOWN OF MAYNARD

Town Accountant – Lori Blanchard

TOWN BUILDING
195 MAIN STREET
MAYNARD, MASSACHUSETTS 01754
Tel: 978-897-1352
Fax: 978-897-1013
lblanchard@townofmaynard.net



TO: Board of Selectmen

FROM: Lori Blanchard, Town Accountant *LB*

DATE: March 15, 2013

SUBJECT: SOFTWARE CONVERSION - SOFTRIGHT

I have participated in discussions with the 3 accounting software vendors (KVS, Vadar & Softright) and I understand the difficulties the Town is experiencing with the current KVS software.

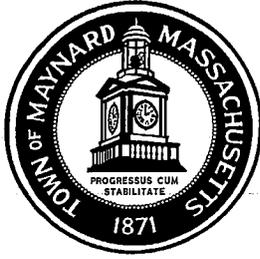
The Softright system seemed to be the most "user-friendly" and appeared to be easy to use, with much of the needed information on one screen. My assistant, Kevin Petersen, contacted several other towns currently using Softright and received very positive feedback.

As a result of the discussions, I have come to realize the extent of the troubles others are experiencing with KVS, and how time consuming and frustrating tasks can be for them, which could otherwise be accomplished with simplicity and ease in Softright.

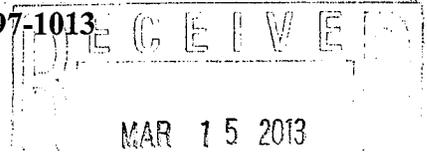
While no accounting software is perfect, and there is a learning curve involved with each one, they all basically operate the same, and so I do not foresee any major problems in the Town Accountant's office, if the Town changed software systems.

I do believe that in the long run the change would be an overall benefit to the Town.

cc: Mike Sullivan, Town Administrator



Town of Maynard
Treasurer/Collector's Office
195 Main Street, Maynard, MA 01754
(978)-897-1327 fax (978)-897-1013



March 18, 2013

Memo To: Board of Selectmen
From: Treasurer/Collector

Re: Software Upgrade

On behalf of the Treasurer/Collector's Office I would like to respectfully request a software upgrade to solve the many problems we are currently experiencing on KVS. A sampling of our issues are listed here:

- Tax bill and utility bill history reports cannot easily be understood by residents.
- To compute an entire amount billed for the current year on an account, it must be added on a calculator, the system does not provide the total.
- Trial Balance, Commitment Book, Outstanding Balance Reports, to name a few, are far too long and cumbersome to print.
- The billing process relies too heavily on KVS support. The most recent billing took 10 days of back and forth questions to KVS. Bills were eventually generated on the last day legally possible. Bills also had an incorrect message regarding delinquency.
- We cannot print (or reprint) bills from our computers. A file must be sent out to 3rd party.
- Per diem is not available for overdue accounts. It must be figured manually.
- Municipal Lien Certificates are awkward to read and result in many questions from attorneys. Once an MLC has been created and mailed out we cannot recall the document on the system.
- Running any report involves multiple pages of choices/questions to answer. Generally it consists of approximately 6 pages of questions, 10 questions per page. It is very likely that a report does not generate the exact information desired due to the obscurity of the questions and the quantity of options.
- In order for a Tax Title report to have interest calculated through a specific date, the report can only be run on that date. The report cannot be run later and backdated.
- Some preliminary bills need to be based on value and not the prior year bill. KVS does not allow for this.
- Invoice Cloud does not interface well with KVS. Many times the bills have not been available online due to technical problems. The last time this happened in February it went on for 5 days. More than once Invoice Cloud zeroed out all the balances indicating that all accounts were paid in full. Apparently this is not a problem with Invoice Cloud, it is a problem with files provided by KVS.

After examining Softright, it is my understanding that all of the above painful problems will be solved. This will result in better and more reliable service for the residents.



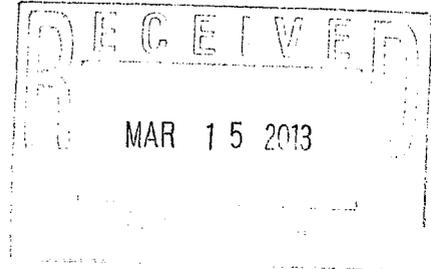
D'Ambrosio Brown LLP
Counselors at Law

185 Devonshire Street, 10th Floor
Boston, Massachusetts 02110
T: (617) 720-5657
F: (617) 723-4967
www.dambrosiobrown.com

GERRY D'AMBROSIO•
PETER A. BROWN*
MATTHEW A. SLATER*
DANIEL W. BUCKLEY
AMY O'NEAL
REBECCA A. BINDER*
ALEXANDRA J. WITTMANN
KATHRYN M. MARTIN
EMILIE L. GROSSMAN
CORY D. RHOADES
BENJAMIN S. KLEIN
ALEXIS L. CRISTO

OF COUNSEL
JOHN CATALDO*
THOMAS P. CAMPBELL

• ALSO ADMITTED IN NEW HAMPSHIRE
*ALSO ADMITTED IN NEW YORK
•ALSO ADMITTED IN WASHINGTON D.C. & FLORIDA
*ALSO ADMITTED IN WASHINGTON D.C.



March 14, 2013

Via First Class Mail

Town of Maynard
Attn: Michael Sullivan, Town Administrator
195 Main Street
Maynard, MA 01754

RE: Software Conversion to Softright

Dear Mr. Sullivan:

I am writing in response to your request that I comment on my law firm's experience with the Town of Maynard and its current tax title software system, KVS.

As we have discussed on numerous occasions, the KVS software system has not been able to support the rather simple and straight-forward needs that the Town's Treasurer's office requires on a daily basis in order for that office to perform its function properly and efficiently. The current software system has certainly impacted my firm's ability to prosecute the Town's tax title delinquencies.

Specifically, there are routine processes and reports that are needed to operate the Town's tax title procedures. Information and reports need to be available quickly with all information in

Michael Sullivan
March 14, 2013
Page 2

one place and easily discernible by the Town, its attorneys, the Town's property owners and the judiciary at the Land Court. That is not the case presently.

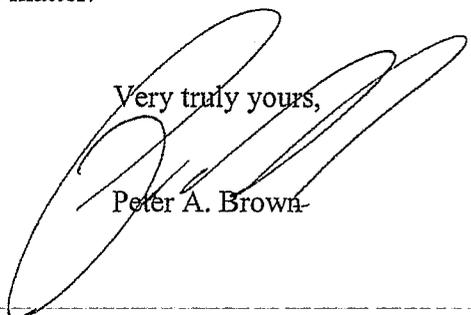
In contrast, a system like Softright is a known and modern software system utilized by my firm's municipal clients throughout Massachusetts. As examples, a few years ago, the City of Malden converted its entire system to Softright with excellent results. The City of Everett is presently undergoing such a conversion and the City of Chelsea recently converted its tax title system to Softright as well.

The Land Court is familiar with that software system and the reports it generates. If there are questions regarding the amounts owed, the Court can rely upon the integrity of the software system in analyzing any dispute.

I agree with your recommendation and that of the Town Treasurer that this change is in the Town's best interests and will dramatically improve the Town's current processes and procedures.

Thank you for your attention to this matter.

Very truly yours,


Peter A. Brown

PAB/lt

cc: Cheryl Kane, Treasurer

Trainer: Michael Marcantonio (64)
 Date Held: 01/29/2013
 Total: 17
 No. Retakes: 0 (N = New, R = Retake)
 Course: TIPS Participant On Premise
 Rush? N

For State: MA
 No. Passed: 17
 Session ID: 287873
 Invoice #: 0

Processed: 02/13/2013
 No. Failed: 0
 No. Printed: 17
 Received: 02/06/2013

3404910 N	Pass Expires: 1/29/2016	THOMAS NEWFELL 197 Main St	<i>Maynard PD</i> Maynard, MA 01754-2511
3404911 N	Pass Expires: 1/29/2016	RHONDA HANLEY 48 Main St	Main Street Liquors Maynard, MA 01754-2508
3404912 N	Pass Expires: 1/29/2016	SUZANNE SALHANY 48 Main St	Main Street Liquors Maynard, MA 01754-2508
3404913 N	Pass Expires: 1/29/2016	CIARAN ODYWER 48 Main St	Main Street Liquors Maynard, MA 01754-2508
3404914 N	Pass Expires: 1/29/2016	ALIDNA MATCOVSCHI 48 Main St	Main Street Liquors Maynard, MA 01754-2508
3404915 N	Pass Expires: 1/29/2016	APINYA PATHUMWAN 5 KRISTEN LN	<i>Merrill Lib</i> Maynard, MA 01754
3404916 N	Pass Expires: 1/29/2016	SOROS PROMNOK 40 Main St	Thai Chili Maynard, MA 01754-2508
3404917 N	Pass Expires: 1/29/2016	JAKKAWAD PATTRAPAKDEEKUL 40 Main St	Thai Chili Maynard, MA 01754-2508
3404918 N	Pass Expires: 1/29/2016	CASEY DOODY 65 Main St <i>Roadside Peppers</i> doody.casey@gmail.com	Maynard, MA 01754-2513
3404919 N	Pass Expires: 1/29/2016	LISA BLANCHETTE 65 Main St	Maynard, MA 01754-2513
3404920 N	Pass Expires: 1/29/2016	RAMCHANDRA PATEL 180 Main St	<i>Bud's Variety</i> Maynard, MA 01754-2512
3404921 N	Pass Expires: 1/29/2016	RODERICO LEMUS 42 Newton St <i>Post Road</i> roge20007@msn.com	Weston, MA 02493-2311
3404922 N	Pass Expires: 1/29/2016	JASON COHEN 42 Newton St	Weston, MA 02493-2311
3404923 N	Pass Expires: 1/29/2016	COLENE HALLIGAN 76 Main St <i>16 of 100 head</i>	<i>Birch Hill</i> Maynard, MA 01754-2516
3404924 N	Pass Expires: 1/29/2016	SULTAN SALAHUDDIN 76 Main St	Maynard, MA 01754-2516
3404925 N	Pass Expires: 1/29/2016	SOHAID AHMAD 76 Main St	Maynard, MA 01754-2516
3404926 N	Pass Expires: 1/29/2016	JULIA KHORANA 3 Birch Hill Rd <i>0425</i>	Stow, MA 01775-1308

Note: Due to state privacy restrictions, Social Security Number is now only listed when required by state law

From: Diane Dahill <ddahill@msn.com>
Sent: Sunday, March 10, 2013 7:18 PM
To: Diane Dahill
Subject: upcoming pub crawl, 300/100 raffle and old MHS send off

Hi Everyone,

I am writing to you all to update you on a few things happening around town! With any luck, we can all get together soon!

1. Imagine, sitting on the shores of your favorite beach, sipping a cool drink or paying off you last few car payments...well, this can all come true if you are the winner of the upcoming RMO raffle. Remembering Maynard's Own is holding a 300/100 raffle on Saturday May 18th at the Maynard Elks immediately after the second annual pub crawl. Tickets are \$100 each with a limit of 300 tickets being sold. First place is \$10,000 and Second place is \$5000. Proceeds of the raffle go to the Remembering Maynard's Own Scholarship fund, a 501c charity which pays partial or full activity fees for Maynard High School students who are having difficulty covering the fees. Contact Diane at 978-461-0627 or Mike 978-897-6363 if you are interested in purchasing a ticket or you may contact any one of our board members (Susan Carter, Pete Stades, Mark Yanchewski, Mary Pillivant Perkins, Bill Pozerycki or Mike Chambers). You can also send a check to Remembering Maynard's Own, PO Box 268 Maynard MA 01754. Tickets are selling out fast so don't delay!



2. The old high school will see its last days in June 2013 as the new high school (located directly behind it in the old smoking area and ball field) will open in August 2013. There is a group that is working on getting an MHS send off for prior Alumni in June. I will keep you all posted when I have a firm date.

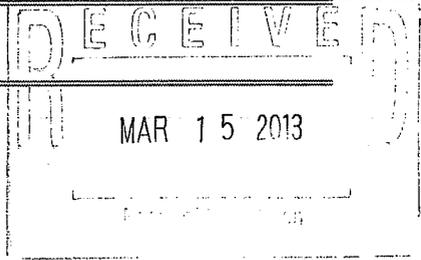
5. Lastly, we are having our annual RMO pub crawl on May 18th. If you missed last year's event, then talk to people who joined us. It was a blast! I have already got confirmation from 2 of the pubs/restuarants that supported us last year. Once again the China Ruby (best exotic cocktail) and the Blue Coyote (best nachos!) will join us in helping to raise money for the RMO scholarship fund. T shirts will go on sale next month at \$20 each. These are your tickets to the event!

I hope you are all doing well and I look forward to seeing you all at one of the upcoming events!

Love and Friendship,

Diane

MEMORANDUM



TO: BOARD OF SELECTMEN
FROM: BILL CRANSHAW
SUBJECT: TOWN ADMINISTRATOR SEARCH COMMITTEE
DATE: 3/10/2013

Attached is a summary of the Town Administer Search Committee work from 2009/2010. As chair of that committee I offer you and the new TASC members the following comments and suggestions.

- One of the most important things is for the BOS to provide the TASC with any mandatory requirements for the applicants. In 2009 the initial job notice posted by the BOS referenced some “must” have qualifications but later the BOS directed the TASC that those qualifications were highly desirable although not mandatory. As it was, one of the finalists did not technically meet a strict reading of the original job posting’s requirements. Similarly, there should be direction at the onset whether late applications can be considered. A person selected as a finalist by a previous TASC (2006) submitted a late application and after seeking approval by the BOS, the TASC considered that application (and then all late applications, of which there was one subsequent).
- The setup of the email account for the TASC chair was extremely useful and allowed that to be a secure place to store complete records of all emails, resumes, minutes, etc. I do not know if that account is still accessible.
- There should be clear instruction to the TASC members about the importance of maintaining the confidentiality of the applicants. Among the things done to protect their confidentiality were the following:
 - Distribution of resumes in hard copy only.
 - Use of reference IDs instead of names in any necessary email communications such as confirmation of interview times.
 - Return to the chair of resumes and notes about any applicant no longer under consideration.
- It would be useful to provide the TASC members with instruction about the legal “dos and don’ts” of hiring. One reason I chose to have all resumes simply ranked “A,B,C” was to limit any subjective discussion of why not to choose a candidate, instead focusing the discussion on why to choose certain candidates. I strongly believe this caution is merited for this new TASC, especially since all applicants will likely be “googled” and the information found may or may not be true.

Lastly, I would like to suggest that when the new TASC develops their procedures that they be considerate of the applicants. I may have been overly cautious in that I did not inform the applicants that others had been chosen until just before the recommended candidates were announced. For some this was almost 90 days after they had submitted their resumes. I did, however, use a standard reply to each resume received which outlined the general schedule of the preliminary and second interviews, with the hope that they understood if they hadn’t heard anything in the next 30 days they probably wouldn’t.

Best of luck to all.



TOWN OF MAYNARD TOWN ADMINISTRATOR SEARCH COMMITTEE

BOARD OF SELECTMEN OFFICE
195 MAIN STREET
MAYNARD, MASSACHUSETTS 01754

TASCchair@townofmaynard.net

Bill Cranshaw, Chair
Dick Downey, Vice-Chair
Hardy Royal, Secretary
Peter Campbell
Dawn Capello
Ellen Duggan
MaryEllen McCarthy
Mike Smith
Steve Weiner

SUMMARY OF SEARCH COMMITTEE PROCEDURE

The Town Administrator Search Committee received 45 applications. Of these, four were later withdrawn by the applicant. Preliminary interviews were held by phone or in person with 15 of the applicants. Second interviews, all in person, were held with 6 applicants. The TASC voted to submit three candidates to the Board of Selectmen for their consideration.

At each meeting, the TASC members were provided the resumes and cover letters of applicants that had been received since the prior meeting. Early in the process two applications were eliminated from further consideration due to a clear failure to meet the suggested qualifications outlined in the Board of Selectmen's advertisement for the position. This one-by-one review was soon determined to be impractical given the large number of applications and the projected timeline for interviews, background checks, etc. Instead, each application was rated by the individual committee members and then all ratings were reviewed by the full committee.

Applicants were rated in three categories – A, B, and C. Interviews were arranged for those for whom there was a clear consensus of "A" ratings. Those with neither a clear consensus "A" or "C" rating were discussed individually and a few became consensus choices for interviews. After some of the preliminary interviewees withdrew their applications, the "B" group was re-visited and it was decided to proffer interviews to two more applicants. The committee remained open to re-visiting the remaining applications if necessary, but there proved to be no need to do so.

The first interviews lasted about 45 minutes. There was a series of 6 standard questions asked of each interviewee, plus some additional questions that reflected specific elements of the applicant's resume. At the end of the interview the applicants were provided time for questions of the TASC.

The second interviews lasted about 90 minutes. There were 6 standard questions asked, and each had more in depth follow-up questions than during the preliminary interview. In addition, each committee member had the opportunity to ask additional questions to help clarify previous answers or to explore issues of particular interest to that committee member. At the end of the interview interviewees were provided time for a closing statement or additional questions of the committee.

At the start of the second interview, each interviewee participated in a short role playing session. They were to act as the Town Administrator providing information to the Board of Selectmen at a BOS meeting. The premise was that the "TA" was to report to the "Board" what s/he learned regarding the possibility of purchasing the streetlights from NSTAR. Prior to the meeting each interviewee was provided with the consultant report that was used during the actual process several years ago. None of the committee members, other than the Chair, had seen the report or knew anything about the purchase of streetlights. The interviewee provided a one or two page summary of the key issues, and then verbally presented background information and recommended next steps.

After completion of the second interviews, the committee conducted reference checks of those applicants. The reference checks included a set of questions developed by the committee. Those conducting the reference checks then reported the results to the other members of the committee.

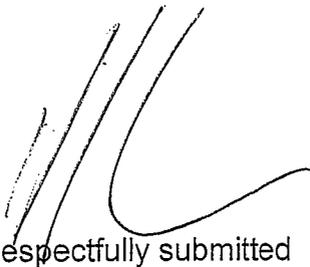
At the same meeting as the one at which the results of the reference checks were reported, the committee conducted votes on whether to recommend those applicants for consideration of the Board of Selectmen. Separate votes were taken for each of the applicants. Three of the candidates received majority votes and were recommended for submittal to the Board of Selectmen.



POSTING

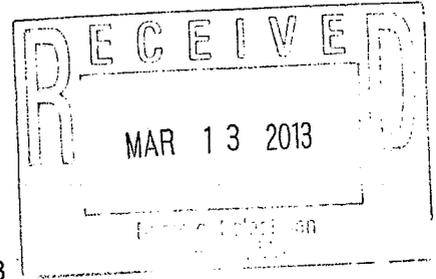
**Special Board of Selectmen Meeting
Monday, March 25, 2013
Town Building – Michael J. Gianotis Meeting Room
(No. 201)
Special Meeting Time: 7:00 pm**

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



Respectfully submitted

Michael Sullivan, Town Administrator



Corporate Office
30 Eastbrook Road, Suite 303
Dedham, MA 02026

781-329-9790

FAX: 781-320-9860

March 12, 2013

Town of Maynard
Becky Mosca
Administrative Secretary
193 Main St
Maynard, MA 01754

Re: Maynard Change of Manager

Please accept this letter as notice that the Halfway Café would like to withdraw its current application for Bryan Donahue as change of manager for our Maynard location pending future developments. Thank you for your consideration

Sincerely,

John Grasso
President

Restaurant Locations

174 Washington Street, Dedham, MA 02026
394 Main Street, Watertown, MA 02172
200 S. Franklin Street, Holbrook, MA 02343

820 Boston Post Road, Marlborough, MA 01752
95 Washington Street, Canton, MA 02021
51 Main Street, Maynard, MA 01754

www.thehalfwaycafe.com



TOWN OF MAYNARD

Town Accountant – Lori Blanchard

TOWN BUILDING
195 MAIN STREET
MAYNARD, MASSACHUSETTS 01754
Tel: 978-897-1352
Fax: 978-897-1013
lblanchard@townofmaynard.net

TO: Mike Sullivan, Town Administrator
FROM: Lori Blanchard, Town Accountant
DATE: March 13, 2013
SUBJECT: POSTING VERSION OF ARTICLES FOR THE 5/20/13 ANNUAL TOWN MEETING WARRANT

The balances of the Town's Stabilization Funds are as follows:

General Fund Stabilization	\$ 1,803,301
Water Enterprise Fund Stabilization	\$ 555,355
Sewer Enterprise Fund Stabilization	\$ 745,506
Community Enhancement Stabilization	\$ 39,203

The amounts of "Free Cash" as certified by the Director of Accounts are as follows:

General Fund	\$ 2,910,826
Water Enterprise Fund	\$ 161,929
Sewer Enterprise Fund	\$ 161,464

ARTICLE ##: TOWN GENERAL FUND BUDGET FISCAL YEAR 2014

To see if the Town will vote to transfer a sum of money from the Ambulance Receipts Reserved for Appropriation Fund, and to raise and appropriate such sums of money to meet the salaries and wages of Town Officers and employees, expense, and outlays of the Town Departments, and other sundry and miscellaneous, but regular, expenditures necessary for the operation of the Town for Fiscal Year 2014 (July 1, 2013 - June 30, 2014) and further, to accept and expend Federal and State funds to offset certain salaries or expenses or outlays. To do or act thereon.

ARTICLE ##: FINANCE COMMITTEE RESERVE FUND

To see if the Town will vote to raise and appropriate from taxation a sum of money to provide for any extraordinary or unforeseen expenditures of the various Town Departments, by a vote of the Finance Committee out of the Reserve Fund, as provided by MGL c40, s6. To do or act thereon.

ARTICLE ##: REVOLVING FUNDS - CHAPTER 44, SECTION 53E1/2

To see if the Town will vote to authorize the following revolving funds for certain town departments in accordance with MGL c44, s53E1/2 for Fiscal Year 2014. To do or act thereon.

ARTICLE ##: WATER ENTERPRISE FUND BUDGET FISCAL YEAR 2014

To see if the Town will vote to recommend that the following sums be appropriated to operate the Water Enterprise Fund, in accordance with the provisions of MGL c44, s53F1/2 such sums of money as may be necessary, together with revenue from the Water Enterprise Fund operations, to defray the expenses for Fiscal Year 2014 (July 1, 2013 - June 30, 2014)

ARTICLE ##: SEWER ENTERPRISE FUND BUDGET FISCAL YEAR 2014

To see if the Town will vote to recommend that the following sums be appropriated to operate the Sewer Enterprise Fund, in accordance with the provisions of MGL c44, s53F1/2 such sums of money as may be necessary, together with revenue from the Sewer Enterprise Fund operations, to defray the expenses for Fiscal Year 2014 (July 1, 2013 - June 30, 2014)

ARTICLE ##: COMMUNITY PRESERVATION FUND BUDGET FISCAL YEAR 2014

To see if the Town will vote to appropriate or reserve from FY2014 Community Preservation Fund revenues in the amounts recommended by the Community Preservation Committee (CPC), with each item to be considered a separate appropriation:

Becky Mosca

From: Lori J. Blanchard
Sent: Wednesday, March 13, 2013 12:41 PM
To: Michael Sullivan; Becky Mosca
Subject: ATM Warrant Articles for Posting
Attachments: ATM 5-20-13 Draft2 Articles for Posting.rtf

Mike and Becky,

Attached please find a copy of the memo I put in your mailbox for the Annual Town Meeting articles for posting.

The "sums of money" and detailed budgets will be finalized for the meeting night copy of the warrant.

Thank you,
Lori

Becky Mosca

From: Lori J. Blanchard
Sent: Wednesday, March 13, 2013 12:47 PM
To: Michael Sullivan
Cc: Becky Mosca
Subject: STM Article to Cover Snow & Ice Deficit

Mike,

You mentioned that you were doing an article to do appropriations from Free Cash – just checking to see if the Snow & Ice deficit is included in your wording?

At the moment, the Snow & Ice deficit is (112,879.42) – not sure how you were planning to cover it.....Free Cash, Overlay Surplus, next year's recap...?

I just don't want it to get overlooked.

Thank you,
Lori

March 14, 2013

Mr. Michael Sullivan
Town Administrator
Town of Maynard
Maynard, MA 01754

Re: Maynard High School Project, Request for Public Records from NE Carpenters

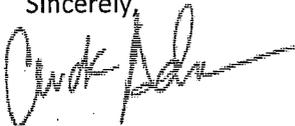
Dear Mr. Sullivan,

Please find attached a copy of the email request for Public Records from the NE Carpenters dated March 5, 2013. We have also attached the information in our possession for your use in responding to the request as noted below:

1. Awarding authority's preliminary (50%) performance evaluation submitted to CTA.
ATTACHED
2. The MBE/WBE "Schedule of Participation" for the project.
ATTACHED
3. A completed "Letter of Intent" for each MBE/WBE listed in item 1.
ATTACHED
4. Supplier Diversity Office (SDO) most recent certification letter for each MBE/WBE listed in item 1 which corresponds to the area of work referenced in item 1 above.
ATTACHED
5. Additionally: I am formally inquiring as to the identity of the individual Maynard has designated as the "Awarding Authority's Affirmative Marketing Construction Officer" (AMCO)
TO BE SUPPLIED BY TOWN OF MAYNARD
6. Tabulation sheets (bids submitted) for all filed sub-bidders on this project
ATTACHED

Please call if you have any questions.

Sincerely,



Chuck Adam
Project Manager

Cc: Pat Saitta, Municipal Building Consultants, Inc.
Attorney Lisa Mead, Blatman, Bobrowski & Mead, Inc.

Becky Mosca

From: Chuck Adam <chuck.adam@municipalbuildingconsultants.com>
Sent: Thursday, March 14, 2013 12:51 PM
To: Michael Sullivan
Cc: Lisa Mead; patrick.saitta@municipalbuildingconsultants.com; 'Peter DiCicco'; Becky Mosca; Gregg Lefter
Subject: Response to Public Records request from NE Carpenters of March 5, 2013
Attachments: Response letter to March 5th request.pdf

Mike,

Please find attached our response letter regarding the recent request from the NE Carpenters for Public Records. Greg is delivering the package of all of the information to your office today. There is only one piece missing that is noted on the letter and that is the name of the Towns AMCO. Once you identify that person this package is ready for you to send to the NE Carpenters.

Please call if you have any questions.

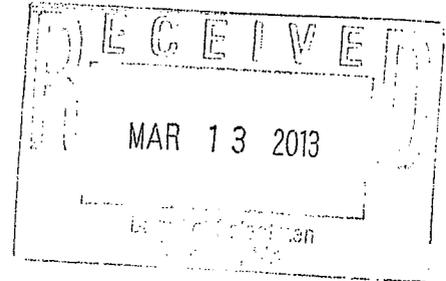
Chuck Adam
Project Manager
Municipal Building Consultants, Inc.
200 Sutton Street
North Andover, MA 01845
(978) 686-5766





Mr. Zachary Donahue
77 Jones Road
Berlin, MA. 01503

March 8, 2013



Dear Zach,

I would like to take this opportunity to commend you on your quick action and resourcefulness in dealing with a major problem at the Maynard WWTP last weekend. You called me last Saturday morning informing me, that when you were making rounds at the facility, you had discovered that the pvc piping on the sump pump located in the primary pump gallery had pulled apart and was spraying water all over the gallery, specifically, one of the primary sludge pumps and an electric motor. Due to the fact that there was in excess of two inches of water on the floor, your better judgement convinced you to not go down to that level and try to unplug the sump pump.

You immediately notified me of the situation and together we were able to determine where the local shut off was for that pump in the main MCC panel in the Primary Electrical room. This allowed you to shut off power to the entire lower vault, unplug the sump pump, make a temporary repair to the pvc piping and put the sump pump back in operation. This enabled you to pump all the water out of the vault, do a thorough cleanup of the area as well as dry off the water soaked primary sludge pump and place an electric heater near the motor to allow it to dry out over night allowing you to put the pump back in operation the very next day.

Your quick action and your ability to keep a level head about you prevented a lot of damage from occurring to the facility not to mention preventing any bodily harm to yourself.

Also, at this time, I would like to personally thank you for your dedication during the blizzard of 2013 that occurred during the weekend of February 8th, 9th and 10th. That was your scheduled weekend to work and with the forecast of blizzard conditions and the fact that the Governor was closing the roads, you made the unselfish decision to remain at the plant after your shift ended on Friday at 3:30 pm and remained at the facility until the end of the work day on Monday, February 11, 2013. Had you gone home after work on Friday afternoon, chances are very good that you would not have been able to get back to work during that weekend and it would have been very difficult if not impossible for me to get someone to cover the facility. So, I want you to know that your dedication and commitment to your profession and to this facility is very much appreciated.

Respectfully Submitted,



David A. Simmons
Plant Manager, WSS

cc: Michael Sullivan, Town Administrator, Town of Maynard
Christopher Okafor, DPW Operations Manager, Town of Maynard
Marie Morando, DPW Administrative Asst., Town of Maynard
John Bocchino, President, WSS
Peter Kolokithas, Operations Manager, WSS

Massachusetts State Lottery Commission

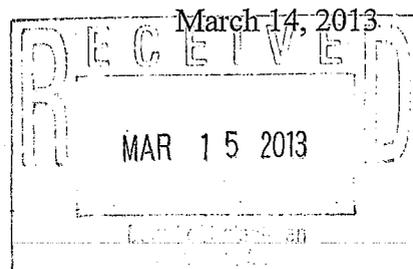
60 Columbian Street
Braintree, Massachusetts 02184-1738

Licensing Fax: (781) 849-5656

STEVEN GROSSMAN
Treasurer and Receiver General

PAUL R. STERNBURG
Executive Director

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



Dear Sir/Madam:

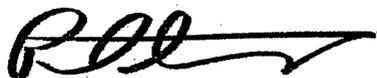
The Massachusetts State Lottery is offering existing, non-pouring agents our KENO To Go game, a transaction which is identical to the already existing on-line games, such as Megabucks and Mass Cash. At this time, the Lottery is not providing agents with a KENO monitor as part of this program.

In accordance with M.G.L. c 10, section 27A, as amended, you are hereby notified that the following existing agent(s) in your community will be sent an application and agreement to sell the KENO To Go product:

MERAI LIQUORS
129 MAIN ST
MAYNARD, MA 01754

If you object to these agent(s) selling KENO To Go, you must do so, in writing, within twenty-one (21) days of receipt of this letter. Please address your written objection to William J. Egan, Jr., General Counsel, Massachusetts State Lottery Commission, 60 Columbian Street, Braintree, MA 02184. Should you have any questions regarding this program or any other issue relative to the Lottery, please call me at 781-849-5555. I look forward to working with you as the Lottery continues its' efforts to support the 351 cities and towns of the Commonwealth.

Sincerely,



Paul R. Sternburg
Executive Director

Certified Mail – Return Receipt Requested:
7004 2510 0000 8415 0524



Maynard Police Department

Chief Mark W. Dubois
197 Main Street
Maynard, MA 01754

China Ruby
42 Nason Street
Maynard, MA 01754

Dear Sir/Madam:

On March 13, 2013, the Maynard Police Department conducted a Liquor Establishment Inspection and Compliance Check pursuant to M.G.L. c. 138 § 63. The following violations were found at said inspection:

1. Maynard Code Chapter 183 § 4: Failure to have all employees who serve alcohol TIP's certified.
2. Maynard Code Chapter 183 § 4: Failure to have all employees who serve alcohol TIP's certification on premises and available for inspection.
3. M.G.L. c. 138 § 34A: Failure to display ABCC warning signs of under 21 persons attempting to purchase alcohol.
4. M.G.L. c. 138 § 34D: Failure to display ABCC operating under the influence penalties signs.

This letter is to serve as a written warning for the aforementioned violation(s). You have thirty (30) days to correct the above mentioned violation(s) and be in compliance. The Maynard Police Department will conduct a follow-up inspection after the aforementioned thirty (30) days. If you correct the violation(s) no further action will be taken, however if you choose not to correct the violation(s) a report will be filed with the Board of Selectmen for the Town of Maynard.

Respectfully Yours,

A handwritten signature in black ink, appearing to read 'Michael A. Noble'.

Sgt. Michael A. Noble
Maynard Police Department

Tel: (978) 897-1011

Fax (978) 897-9315

Website: <http://web.maynard.ma.us/gov/mpd1>



Maynard Police Department

Chief Mark W. Dubois

197 Main Street

Maynard, MA 01754

Maynard Rod & Gun Club
45 Old Mill Road
Maynard, MA 01754

Dear Sir/Madam:

On March 13, 2013, the Maynard Police Department conducted a Liquor Establishment Inspection and Compliance Check pursuant to M.G.L. c. 138 § 63. The following violations were found at said inspection:

1. Maynard Code Chapter 183 § 4: Failure to have all employees who serve alcohol TIP's certification on premises and available for inspection.

This letter is to serve as a written warning for the aforementioned violation(s). You have thirty (30) days to correct the above mentioned violation(s) and be in compliance. The Maynard Police Department will conduct a follow-up inspection after the aforementioned thirty (30) days. If you correct the violation(s) no further action will be taken, however if you choose not to correct the violation(s) a report will be filed with the Board of Selectmen for the Town of Maynard.

Respectfully Yours,

A handwritten signature in black ink, appearing to read "M. A. Noble".

Sgt. Michael A. Noble

Maynard Police Department

Tel: (978) 897-1011

Fax (978) 897-9315

Website: <http://web.maynard.ma.us/gov/mpd1>



Maynard Police Department

Chief Mark W. Dubois

197 Main Street

Maynard, MA 01754

Pleasant Cafe
34 Main Street
Maynard, MA 01754

Dear Sir/Madam:

On March 13, 2013, the Maynard Police Department conducted a Liquor Establishment Inspection and Compliance Check pursuant to M.G.L. c. 138 § 63. The following violations were found at said inspection:

1. Maynard Code Chapter 183 § 4: Failure to have all employees who serve alcohol TIP's certification on premises and available for inspection.
2. M.G.L. c. 138 § 34A: Failure to display ABCC warning signs of under 21 persons attempting to purchase alcohol.
3. M.G.L. c. 138 § 34D: Failure to display ABCC operating under the influence penalties signs.

This letter is to serve as a written warning for the aforementioned violation(s). You have thirty (30) days to correct the above mentioned violation(s) and be in compliance. The Maynard Police Department will conduct a follow-up inspection after the aforementioned thirty (30) days. If you correct the violation(s) no further action will be taken, however if you choose not to correct the violation(s) a report will be filed with the Board of Selectmen for the Town of Maynard.

Respectfully Yours,

A handwritten signature in black ink, appearing to read 'Michael A. Noble'.

Sgt. Michael A. Noble

Maynard Police Department

Tel: (978) 897-1011

Fax (978) 897-9315

Website: <http://web.maynard.ma.us/gov/mpd1>



Maynard Police Department

Chief Mark W. Dubois

197 Main Street
Maynard, MA 01754

Maynard Lodge of Elks
34 Powder Mill Road
Maynard, MA 01754

Dear Sir/Madam:

On March 13, 2013, the Maynard Police Department conducted a Liquor Establishment Inspection and Compliance Check pursuant to M.G.L. c. 138 § 63. The following violations were found at said inspection:

1. M.G.L. c. 138 § 34A: Failure to display ABCC warning signs of under 21 persons attempting to purchase alcohol.

This letter is to serve as a written warning for the aforementioned violation(s). You have thirty (30) days to correct the above mentioned violation(s) and be in compliance. The Maynard Police Department will conduct a follow-up inspection after the aforementioned thirty (30) days. If you correct the violation(s) no further action will be taken, however if you choose not to correct the violation(s) a report will be filed with the Board of Selectmen for the Town of Maynard.

Respectfully Yours,

A handwritten signature in black ink, appearing to read "Michael A. Noble".

Sgt. Michael A. Noble
Maynard Police Department

Tel: (978) 897-1011

Fax (978) 897-9315

Website: <http://web.maynard.ma.us/gov/mpd1>



Maynard Police Department

Chief Mark W. Dubois

197 Main Street
Maynard, MA 01754

Blue Coyote Grille
137 Main Street
Maynard, MA 01754

Dear Sir/Madam:

On March 13, 2013, the Maynard Police Department conducted a Liquor Establishment Inspection and Compliance Check pursuant to M.G.L. c. 138 § 63. The following violations were found at said inspection:

1. Maynard Code Chapter 183 § 4: Failure to have all employees who serve alcohol TIP's certified.
2. Maynard Code Chapter 183 § 4: Failure to have all employees who serve alcohol TIP's certification on premises and available for inspection.
3. M.G.L. c. 138 § 34A: Failure to display ABCC warning signs of under 21 persons attempting to purchase alcohol.
4. M.G.L. c. 138 § 34D: Failure to display ABCC operating under the influence penalties signs.

This letter is to serve as a written warning for the aforementioned violation(s). You have thirty (30) days to correct the above mentioned violation(s) and be in compliance. The Maynard Police Department will conduct a follow-up inspection after the aforementioned thirty (30) days. If you correct the violation(s) no further action will be taken, however if you choose not to correct the violation(s) a report will be filed with the Board of Selectmen for the Town of Maynard.

Respectfully Yours,

A handwritten signature in black ink, appearing to read 'Michael A. Noble'.

Sgt. Michael A. Noble
Maynard Police Department

Tel: (978) 897-1011
Fax (978) 897-9315

Website: <http://web.maynard.ma.us/gov/mpd1>



Maynard Police Department

Chief Mark W. Dubois

197 Main Street

Maynard, MA 01754

Bud's Variety
180 Main Street
Maynard, MA 01754

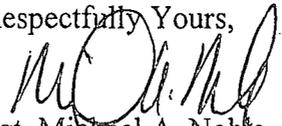
Dear Sir/Madam:

On March 13, 2013, the Maynard Police Department conducted a Liquor Establishment Inspection and Compliance Check pursuant to M.G.L. c. 138 § 63. The following violations were found at said inspection:

1. Maynard Code Chapter 183 § 4: Failure to have all employees who serve alcohol TIP's certified.
2. Maynard Code Chapter 183 § 4: Failure to have all employees who serve alcohol TIP's certification on premises and available for inspection.
3. M.G.L. c. 138 § 34A: Failure to display ABCC warning signs of under 21 persons attempting to purchase alcohol.
4. M.G.L. c. 138 § 34D: Failure to display ABCC operating under the influence penalties signs.

This letter is to serve as a written warning for the aforementioned violation(s). You have thirty (30) days to correct the above mentioned violation(s) and be in compliance. The Maynard Police Department will conduct a follow-up inspection after the aforementioned thirty (30) days. If you correct the violation(s) no further action will be taken, however if you choose not to correct the violation(s) a report will be filed with the Board of Selectmen for the Town of Maynard.

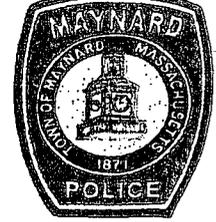
Respectfully Yours,


Sgt. Michael A. Noble
Maynard Police Department

Tel: (978) 897-1011

Fax (978) 897-9315

Website: <http://web.maynard.ma.us/gov/mpd1>



Maynard Police Department

Chief Mark W. Dubois

197 Main Street

Maynard, MA 01754

Peyton's River's Edge
86 Powder Mill Road
Maynard, MA 01754

Dear Sir/Madam:

On March 13, 2013, the Maynard Police Department conducted a Liquor Establishment Inspection and Compliance Check pursuant to M.G.L. c. 138 § 63. The following violations were found at said inspection:

1. Maynard Code Chapter 183 § 4: Failure to have all employees who serve alcohol TIP's certified.
2. Maynard Code Chapter 183 § 4: Failure to have all employees who serve alcohol TIP's certification on premises and available for inspection.

This letter is to serve as a written warning for the aforementioned violation(s). You have thirty (30) days to correct the above mentioned violation(s) and be in compliance. The Maynard Police Department will conduct a follow-up inspection after the aforementioned thirty (30) days. If you correct the violation(s) no further action will be taken, however if you choose not to correct the violation(s) a report will be filed with the Board of Selectmen for the Town of Maynard.

Respectfully Yours,

A handwritten signature in black ink, appearing to read "M. A. Noble".

Sgt. Michael A. Noble
Maynard Police Department

Tel: (978) 897-1011

Fax (978) 897-9315

Website: <http://web.maynard.ma.us/gov/mpd1>



Maynard Police Department

Chief Mark W. Dubois

197 Main Street

Maynard, MA 01754

Morey's Tavern
27 Main Street
Maynard, MA 01754

Dear Sir/Madam:

On March 13, 2013, the Maynard Police Department conducted a Liquor Establishment Inspection and Compliance Check pursuant to M.G.L. c. 138 § 63. The following violations were found at said inspection:

1. Maynard Code Chapter 183 § 4: Failure to have all employees who serve alcohol TIP's certified.
2. Maynard Code Chapter 183 § 4: Failure to have all employees who serve alcohol TIP's certification on premises and available for inspection.
3. M.G.L. c. 138 § 34D: Failure to display ABCC operating under the influence penalties signs.

This letter is to serve as a written warning for the aforementioned violation(s). You have thirty (30) days to correct the above mentioned violation(s) and be in compliance. The Maynard Police Department will conduct a follow-up inspection after the aforementioned thirty (30) days. If you correct the violation(s) no further action will be taken, however if you choose not to correct the violation(s) a report will be filed with the Board of Selectmen for the Town of Maynard.

Respectfully Yours,

A handwritten signature in black ink, appearing to read 'Michael A. Noble'.

Sgt. Michael A. Noble

Maynard Police Department

Tel: (978) 897-1011

Fax (978) 897-9315

Website: <http://web.maynard.ma.us/gov/mpd1>



Maynard Police Department

Chief Mark W. Dubois

197 Main Street

Maynard, MA 01754

Russell's Convenience Store
193 Main Street
Maynard, MA 01754

Dear Sir/Madam:

On March 13, 2013, the Maynard Police Department conducted a Liquor Establishment Inspection and Compliance Check pursuant to M.G.L. c. 138 § 63. The following violations were found at said inspection:

1. M.G.L. c. 138 § 34A: Failure to display ABCC warning signs of under 21 persons attempting to purchase alcohol.
2. M.G.L. c. 138 § 34D: Failure to display ABCC operating under the influence penalties signs.

This letter is to serve as a written warning for the aforementioned violation(s). You have thirty (30) days to correct the above mentioned violation(s) and be in compliance. The Maynard Police Department will conduct a follow-up inspection after the aforementioned thirty (30) days. If you correct the violation(s) no further action will be taken, however if you choose not to correct the violation(s) a report will be filed with the Board of Selectmen for the Town of Maynard.

Respectfully Yours,

A handwritten signature in black ink, appearing to read 'Michael A. Noble'.

Sgt. Michael A. Noble

Maynard Police Department

Tel: (978) 897-1011

Fax (978) 897-9315

Website: <http://web.maynard.ma.us/gov/mpd1>



Maynard Police Department

Chief Mark W. Dubois

197 Main Street

Maynard, MA 01754

Savoring Indian Cuisine

157 Main Street

Maynard, MA 01754

Dear Sir/Madam:

On March 13, 2013, the Maynard Police Department conducted a Liquor Establishment Inspection and Compliance Check pursuant to M.G.L. c. 138 § 63. The following violations were found at said inspection:

1. Maynard Code Chapter 183 § 4: Failure to have all employees who serve alcohol TIP's certified.
2. Maynard Code Chapter 183 § 4: Failure to have all employees who serve alcohol TIP's certification on premises and available for inspection.
3. M.G.L. c. 138 § 34A: Failure to display ABCC warning signs of under 21 persons attempting to purchase alcohol.
4. M.G.L. c. 138 § 34D: Failure to display ABCC operating under the influence penalties signs.

This letter is to serve as a written warning for the aforementioned violation(s). You have thirty (30) days to correct the above mentioned violation(s) and be in compliance. The Maynard Police Department will conduct a follow-up inspection after the aforementioned thirty (30) days. If you correct the violation(s) no further action will be taken, however if you choose not to correct the violation(s) a report will be filed with the Board of Selectmen for the Town of Maynard.

Respectfully Yours,

A handwritten signature in black ink, appearing to read 'Michael A. Noble'.

Sgt. Michael A. Noble

Maynard Police Department

Tel: (978) 897-1011

Fax (978) 897-9315

Website: <http://web.maynard.ma.us/gov/mpd1>



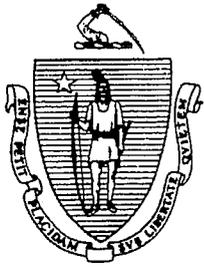
OFFICE OF THE
BOARD OF SELECTMEN
TOWN OF MAYNARD

MUNICIPAL BUILDING
195 MAIN STREET
MAYNARD, MASSACHUSETTS 01754
Tel: 978-897-1001 Fax: 978-897-8457

LEGAL NOTICE

Notice is hereby given, in accordance with Mass. General Laws, Chapter 138, as amended that a Public Hearing, originally scheduled to be held on Tuesday, March 5, 2013 at 7:30 p.m. in the Michael J. Gianotis Meeting Room (No. 201) of the Maynard Town Building on the application of transfer of a Wine & Malt Alcohol as a Common Victualler license from Neighborhood Brick Oven Pizza, Inc. to El Huipil Restaurant, Inc. at 51R Main Street, Maynard, MA has been **CANCELLED** and **RESCHEDULED** to be held on Tuesday, March 19, 2013 at 7:30 p.m. in the Michael J. Gianotis Meeting Room (No. 201) of the Maynard Town Building. A copy of the application is on file in the Municipal Services/Licensing Division office.

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



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
 www.mass.gov/abcc

For Reconsideration

FORM 43
 MUST BE SIGNED BY LOCAL LICENSING AUTHORITY

67600008 ABCC License Number
 Maynard City/Town
 03/19/2013 Local Approval Date

TRANSACTION TYPE (Please check all relevant transactions):

- New License
- Transfer of License
- Change of Manager
- Cordials/Liqueurs Permit
- 6-Day to 7-Day License
- New Officer/Director
- Change of Location
- Alteration of Licensed Premises
- Issuance of Stock
- Management/Operating Agreement
- Pledge of License
- Pledge of Stock
- Transfer of Stock
- New Stockholder
- Wine & Malt to All Alcohol
- Change Corporate Name
- Seasonal to Annual
- Change of License Type
- Other

Name of Licensee: El Huipil Restaurant, Inc. EIN of Licensee: 27-2963198
 D/B/A: El Huipil Restaurant, Inc. Manager: Sergio A. Moreno

ADDRESS: 51R Main Street CITY/TOWN: Maynard STATE: MA ZIP CODE: 01754

Annual Wine & Malt Restaurant
 Annual or Seasonal Category: (All Alcohol- Wine & Malt Wine, Malt & Cordials) Type: (Restaurant, Club, Package Store, General On Premises, Etc.)

Complete Description of Licensed Premises:
 Restaurant building of 2400 SF with 5 rooms: 1 kitchen, 1 rest room, 1 storage lock room, and 1 dining room with a seating capacity of 35.

Application Filed: Feb 12, 2013 Date & Time
 Advertised: 2/15/13 and 03/07/13 Date & Attach Publication
 Abutters Notified: Yes No

Licensee Contact Person for Transaction: Sergio A. Moreno Phone: 617-645-7522
 ADDRESS: 4 Whitney Avenue CITY/TOWN: Maynard STATE: MA ZIP CODE: 01754

Remarks:

The Local Licensing Authorities By: _____

 Alcoholic Beverages Control Commission
 Ralph Sacramone
 Executive Director

 ABCC Remarks: _____