



**AGENDA**  
**Maynard Board of Selectmen's Meeting**  
**July 16, 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 Comment
4. Acceptance of Minutes
  - a) July 2, 2013
5. Correspondence
  - a) Assessing Department May and June Monthly Report
  - b) Police Department Monthly Report for June 2013
  - c) Department of Public Works Monthly Report for June 2013
  - d) AllOne Health Resources Information
  - e) OARS Information – Invasive Water Chestnut
  - f) Memo Sarah Cressy re: Gates Pond Walk
  - g) Correspondence from Lynne Marie Porrazzo re: aggressive dog
  - h) Correspondence from Daniel Stuart (Community Gardeners) re: Assabet River Rail Trail
  - i) Correspondence from Rebecca Chafel, DVM re: Assabet River Rail Trail
  - j) Correspondence from Jim Fulton re: Maynard 5k Road Race
  - k) Meeting Notice – Maynard Citizens MCC/MRC
  - l) Meeting Notice - Maynard Golf Course Re-Use Committee

- m) MAGIC Fiscal Year 2014 Work Plan
  - n) Licensing Fee Schedule
  - o) Plumbing/Gas Permit Schedules
6. Consent Agenda
- a) Maynard Rotary Club - Oktoberfest One Day Wine and Beer Permit
  - b) Maynard Rotary Club - Christmas Parade One Day Permit
  - c) Block Party Permit – Ricky Drive
  - d) Assabet Valley Chamber of Commerce – Maynard Fest One Day Special Permit
7. Police Interviews: 7:30, 8:00, 8:30
8. Deliberate on Police Interviews
9. 129 Parker Street
- a.) Timeline
  - b.) A.G. Jennings, LLC Proposal for Process Facilitation Services
  - c.) ZBA Hearing Discussion
10. Town Administrator's Report
11. Chairman's Report
12. Old/New Business
13. Executive Session
14. Adjourn (10:00)

Respectfully submitted

Kevin Sweet, Acting Town Administrator

Next meeting date: August 6, 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, July 2, 2013**

**Room 201, Town Hall**

**Time: 7:00 pm**

**Present: Selectman Brendon Chetwynd, Selectman David Gavin, Selectman James Buscemi, Selectman Dawn Capello, Selectman William Cranshaw, Acting Town Administrator, Kevin Sweet. Absent Becky Mosca.**

**Pledge of Allegiance**

**Public Comments:** Mary Brannelly, a Vose Hill resident, had comments about 129 Parker Street; specifically asking if the selectmen have any new information. Selectmen Chetwynd commented that he attended a meeting, about 2 weeks earlier, along with Maynard citizen, Mary Brannelly. The BOS agreed to the need to work up new time line as Draft Plan. The next meeting's date will be advertised and should take place in August.

**Fiscal Year 2014 Organization Discussion and Vote**

**Motion** made by Selectman Cranshaw to nominate Brendon Chetwynd as the Chairman for the Board of Selectmen. Second by Selectman Capello. Vote 5-0. **Motion approved.**

**Motion** made by Selectman Cranshaw to nominate David Gavin as the Clerk for the Board of Selectmen. Second by Selectman Capello. Vote 5-0. **Motion approved.**

**Award, Volunteer, 2013 Presented by Selectman Capello to Jerry Culbert.**

Selectmen Capello sincerely thanked Jerry Culbert, who has served on the School Building Committee and Community Life Center Committee, for his amazing dedication and the many hours of hard work, he has contributed to the Town of Maynard. She presented him with Maynard's 2013 Volunteer Award.

### Acceptance of Minutes

**Motion** made by Selectman Capello to approve the minute for the June 18, 2013 meeting. Second by Selectman Gavin. Vote 4 - 0. William Cranshaw abstained. **Motion approved.**

### List of Correspondences:

- a) Maynard Recreation meeting minutes, May 15, 2013
- b) Fire Department Monthly report for June 2013
- c) Town Hall Hours for 6/24 – 6/28 and 7/1 – 7/5
- d) Maynard Golf Course report for June 2013
- e) Monthly report for DPW, Engineer, Wayne Amico
- f) Resignation letter, ADA, Paul Giunta
- g) Group response letter regarding, Building Commissioner, 129 Parker Street
- h) Group letter to Attorney General's Office RE: STM Oct. 26, 2011
- i) Letter, D L P N , REQUEST for hearing, 129 Parker Street
- j) Letter from resident regarding location on Waltham Street
- k) MAGIC update 2
- l) Letter from Maynard Elks, manager resignation
- m) MPO, public notice
- n) OARS, Water Wise Workshops and Innovation Workshops
- o) Added, letter from Vic Tomy
- p) Email, from resident about water ban miss information.

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

### Consent Agenda

- a) **Re-appointments**
- b) **16<sup>th</sup> Annual Road Race, Boys & Girls Club, date, Saturday, September 21, 2013**

**Motion** made by Selectman Gavin to approve the consent agenda with the following re-appointments: Second by Selectman Capello. Vote 5 - 0. **Motion approved.**

### **Appointments to Board and Committees**

- Gregory Tuzzolo, Jason Kreil, Charles Shea, Stephen Jones.

**Motion** made by Selectman Gavin to approve the following appointments:

- Gregory Tuzzolo new appointment to the Planning Board, term to expire June 30, 2016.
- Jason Kreil new appointment as the Alternate Member of Planning Board, term to expire June 30 2016.
- Charles Shea new appointment to the Planning Board, term to expire June. 30, 2016.
- Stephen Jones, new appointment to the Recreation Board, term to expire June 30, 2016.

Second by Selectman Capello. Vote 5 - 0. **Motion approved.**

### **Public Hearing 7:15 pm Manager Change at Maynard Elks**

Notice is hereby given, in accordance with Massachusetts General Laws Chapter 138, as amended, that a Public Hearing will be held on Tuesday, July 2, 2013 at 7:15 p.m. in the Michael J. Gianotis Meeting Room (No. 201) of the Maynard Town Building on the application for a transfer of Change of Manager on Club All Alcohol as a Common Victualler license for Maynard Lodge # 1568 of B.P.O.E. of USA/ INC. d/b/a Maynard Lodge of Elks #1568. Copy of the application is on file in the Office of the Selectmen.

**Motion** made by Selectman Chetwynd to approve the manager change at the Maynard Lodge # 1568 Lodge of Elks. Second by Selectman Gavin. Vote 5 - 0. **Motion approved.**

### **Public Hearing 7:25 pm Manager Change at Thai Chilli**

Notice is hereby given, in accordance with Massachusetts General Laws Chapter 138, as amended, that a Public Hearing will be held on Tuesday, July 2, 2013 at 7:25 p.m. in the Michael J. Gianotis Meeting Room (No. 201) of the Maynard Town Building on the application for a transfer of Change of Manager on Wine & Malt Alcohol as a Common Victualler license for Thai Chilli House, LLC d/b/a Thai Chilli Copy of application is on file in the Office of the Selectmen.

**Motion** made by Selectman Chetwynd to approve the manager change at Thai Chilli House, LLC d/b/a Thai Chilli located at 43 Main Street. Second by Selectman Buscemi. Vote 5 - 0. **Motion approved.**

### **Maynard Golf Re-Use Committee Report.**

Chair, Bill Freeman gave Board a presentation of the review and reports.

**Maynard Community Life Center Final Report.**

Chair, Jerry Culbert gave Board a presentation of the final report for the Community Life Center.

**Special Request for Water Ban Waiver, Alumni Field.**

**Motion** made by selectman David Gavin to suspend present water restrictions and reinstate prior restrictions. Second by selectman Bill Cranshaw. Vote 5 – 0.

**Motion passed.**

**Town Hall, Summer Hours request Note; on BOS 6/18/13 agenda**

**Motion** made by selectmen David Gavin to end the Town Hall employees' current summer work hours and return to regular working hours on Tuesday after Labor Day, September 3, 2013. Second by selectman Bill Cranshaw. Vote 5 – 0. **Motion approved.**

**HOURS for SUMMER 2013**

**Mondays** 8:00 am to 4:00 pm  
**Tuesdays** 8:00 am to 7:00 pm  
**Wednesdays** 8:00 am to 4:00 pm  
**Thursdays** 8:00 am to 4:00 pm  
**Fridays** 8:00 am to 12:00 noon

**2013 – 2014 Maynard Board of Selectmen Goals & Initiatives update**  
**Tabled to another meeting.**

**Audit Report Result**

**Motion** made by selectman David Gavin to instruct the acting Town Manager to seek out/acquire a new auditor for the 2014 audit. Second by selectmen Bill Cranshaw. Vote 5 – 0. **Motion passed.**

**Request: Union, Local 1156 to Amend Contract.**

**Motion** made by David Gavin to extend the current contract of the Town of Maynard's MA Local 1156 for 1 year with a 1.5 percent salary increase. Second by selectman Bill Cranshaw. Vote 5 – 0. **Motion passed.**

**Town Administrator's Report**

Update: Reo Park, our Engineer, W. Amico checked out Reo, (boring holes) and all other issues at park, at this point with the design and plans we need to move in a different direction to complete.

Coolidge Park we have worked up punch list and that needs to be addressed.

**Old/New Business**

Selectman Gavin

- School Building Committee Rpt. New school is close to a “turnkey” open.
- Property on Waltham Street
- Rail Trail Rpt. – no formal report.

Selectman Cranshaw

- AG letter in BOS packet, can we ask the TA to check into this matter and see if anyone has looked into this.
- Letter in correspondence, parking lot issue on Waltham St? , TA said this property just sold should be a nonissue soon.

Selectman Chetwynd

- New Boards and Committees, we will need to work on this for another meeting.
- Acting Town Administrator needs to be reassigned for another 90 days.

**Motion** made by Selectman Gavin to reappoint Kevin Sweet at the Acting Town Administrator from July 1<sup>st</sup>, 2013 and not to excide 90 days. Second Selectman Cranshaw. Vote 4-0. **Motion approved.**

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

Time: 10:30 pm

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

Date: July 16, 2013

\_\_\_\_\_  
Selectman, David Gavin, Clerk

Initials: BJM

**Assessing Department  
May and June 2013  
Submitted by Angela Marrama**

**Activity Report**

- **Continuing to review all sales for calendar year 2012 for valuation analysis. This is a very important step in determining valuation and I spend lots of time on this.**
- **Began the updates to the data base for the July billing. This is the first quarter bill and I have to have all accounts to be bill in the system and any that are not billed out of the system. Also any address changes and ownership (per the deeds) changes have to be in. We are using new software for the collection side so I will have to learn how to pull my data and create the file for this billing.**
- **Will be reviewing all 3ABC forms, Income and Expense forms and Form of Lists for Personal Property and updating the data base accordingly.**
- **Preparing all map updates for Fiscal Year 2014.**
- **Preparing all property records that will be inspected this year either for having a building permit or for cyclical purposes or by request. Will begin inspections in July.**
- **Documented the work I needed to be completed by Patriot Property Inc and will be working with them to get this work done in time for the revaluation submission to**

**the DOR for certification.**

### **Comments**

- **During the month of April I spend a lot of time with sales (all the deeds) this is a very important task as it denotes current ownership and changes in use like new condos, and lot splits that I have to make sure are reflected accurately in my records. Also the valid sales need to be analyzed to determine where value is headed up or down for all classes of property. I will also be reviewing all Form of List to determine the current business in town and their accurate valuation. We have over three hundred Form of List so this task is quite time consuming, but also very important. This is where most of the money comes from to run the town and I am always aware of this when completing these tasks.**
- **June is when I create the first file for billing for the fiscal year. I have to make sure that I have the most current owner information and any accounts that need to be closed, closed and any accounts that need to be added, added. This year will be using Softright to create the bills which is new software so there is a bit of a learning curve to learn the new system. All went well the file was created and bills were mailed on time.**



## **Maynard Police Department**

Chief Mark W. Dubois

To: Board of Selectmen

### Monthly Report – JUNE 2013

On June 21<sup>st</sup> and 22<sup>nd</sup> the Maynard Police Department trained with the Massachusetts State Police S.T.O.P (Special Tactics and Operations) Team on Active Shooter training. This training was offered by the Massachusetts State Police at no cost to the community. It consisted of members from the S.T.O.P. team providing a two phase approach. Starting with a one hour block of instruction on critical incidents, response tactics, and new philosophies to engage and stopping active shooter incidents. The second phase consists of walk thru scenario's building up to a full scale active response utilizing as all available officers. The training involved half the department on Friday evening and the other half on Saturday.

In order to maximize the training opportunity we contacted Stow PD and offered to include all members of their department, which they eagerly accepted. This joint effort afforded officers from both agencies to work together just as a critical incident would require. We trained a total of twenty five officers from both departments.

In June we spent significant time conducting background investigations and interviews on potential candidates for anticipated Police Officer positions. We will present candidates at the July 16<sup>th</sup> meeting for the Boards interviews and ultimate hiring decision. We have some very good candidates to present to the Board and look forward to the July 16<sup>th</sup> meeting.

Attached are the police department statistics for MAY 2013.

Respectfully submitted,

Mark W. Dubois

<u>Call Reason</u>	<u>Self</u>	<u>Disp</u>	<u>Total</u>
911 Hang Up	0	4	4
911 Abandoned	0	7	7
911 Accidental	0	8	8
Alarm Fire/Smoke	0	7	7
Alarm - Medical	0	1	1
Alarm, Burglar	0	12	12
Animal Complaint	0	10	10
Area check	90	1	91
Assist Citizen	2	6	8
Assist Fire Dept.	0	4	4
Assist Other Agency	0	5	5
B & E (Past)	0	2	2
Prisoner Cell Checks	0	15	15
Building Check	139	0	139
Chemical Spill/Leak	0	1	1
Civil Dispute	0	2	2
Disturbance	0	16	16
Disabled MV	0	1	1
Domestic Disturbance	0	3	3
Escort / Transport	1	0	1
Environmental	0	1	1
Fire, Other	0	1	1
Field Interview	1	0	1
Follow Up Investigation	1	2	3
Fraud	0	2	2
General Service	0	15	15
Hazard	0	11	11
ID Check	0	4	4
Investigation	1	0	1
Juvenile Offenses	0	1	1
Larceny of a Motor Vehicle	0	1	1
Larceny	0	10	10
Liquor Law Violation	1	0	1
Loud Music	0	1	1
Medical Emergency	0	43	43
Missing Person	0	3	3
M/V Accident w/ no injuries	1	13	14
M/V Accident, w/Injuries	0	3	3
M/V Acc.; Property Damage Only	0	1	1
M/V Accident; Hit & Run	0	1	1
Motor Vehicle Stop	69	14	83
Motor Vehicle Violation	1	12	13
Notification	0	3	3
Nuisance	0	3	3
Open door	3	4	7
Serve Paperwork	1	1	2
Parking Complaint	4	4	8
Property Damage	0	2	2
Found / Lost Property	0	6	6
Radar Enforcement	43	0	43
Serve Restraining Order	1	3	4
Soliciting	0	4	4
Suicide / Threat	0	1	1
Suspicious Activity	4	24	28
Threatening to Commit a Crime	0	1	1
Traffic Enforcement	4	1	5
Traffic Control	1	0	1
Trespassing	1	2	3
Traffic Hazard	0	2	2
Unwanted Party	0	3	3
Vandalism	0	5	5

**Maynard Police Department  
Dispatch Analysis**

Serve Warrant	0	2	2	< 1
Well Being Check	0	10	10	1.4
Wire Down	1	1	2	< 1
<b>TOTAL</b>	<b>370</b>	<b>326</b>	<b>696</b>	<b>100</b>



**TOWN OF MAYNARD**  
**Department of Public Works**

MUNICIPAL BUILDING  
195 Main Street  
Maynard, MA 01754  
Tel: 978-897-1317 Fax: 978-897-7290  
www.townofmaynard-ma.gov

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*Administration*

*Highway Department*  
*WWTP*

*Water Department*

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To: Board of Selectmen

From: Christopher Okafor, Operations Manager

Date: July 10, 2013

Re: Monthly Report – June 2013

**Administration Submitted by Christopher Okafor, Operations Manager**

- Analysis of DPW – ongoing
- Implementation of Facility Dude Work Order Program
- Attending to various public complaints and requests
- Reviewing overtime cost
- Working on various fees structures
- Reviewing trench and street excavation procedures
- Prepared and advertised Annual Materials bids for FY 2013/2014
- Accepting bids for the Mockingbird Lane Sewer Pump Station Replacement Project
- Working with the on call Engineer (VHB) in evaluating accepted and unaccepted streets
- Reviewing current streets paving lists
- Shore Avenue and Summer Hill Road paving and road restoration
- Training Programs
- Monitoring Trash/Recycling programs contract – monthly meeting with contractor

**Highway /Forestry and Cemetery Submitted by Joe Foster, Foreman**

- Primary focus this month was maintaining cemetery – mowing, weed whacking, trimming bushes
- Cold planned and repaved trench – Powder Mill Road – 6 tons asphalt
- Spent four plus days removing asphalt from Third Street, buckled from water break
- Worked with contractor on Shore Avenue – reclaiming, Summer Hill Road – cold planning
- New drainage installed on Shore Avenue
- Four internments
- Two days removing cemetery fence and regarding area

- Continued to assist other departments as needed with manpower or equipment as requested, i.e. HHWD, Assisting Water Department, with water leak at First and Third Streets and driving the tanker for WWTP.

**Water/Sewer Department**

**Submitted by Tim Mullally, Foreman**

- Brush was cut around both water storage tanks per order of DEP
- Well 4 was cleaned and now back on line
- Water main break at 5 Third Street
- Six inch valve leaking was replaced at the corner of First and Third Streets
- Mark out and locate all water gate valves and sewer covers on Summer Hill Road for Lazaro to pave
- Continued testing of water quality as mandated by DEP
- Check sewer lift stations daily and weekly for proper operation and maintain as needed.
- This department continues to respond daily to customer request for final reads, water and sewer markouts, high water, use concerns and sewer blocks
- Continue to rotate water supply from treatment plants- this allows us to shut down a well field for several days, allowing for adequate recharge and routine maintenance of plants.

**Wastewater Treatment Plant**

**Weston and Sampson Services**

- DMR – QA/QC study completed and submitted
- Routine maintenance and rounds
- Pride Construction installing new motor drive gear box on #1 secondary clarifier and adjusting weirs down 2”.

## Becky Mosca

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**From:** AllOne Health Resources <clientsolutions@allonehealth.ccsend.com> on behalf of AllOne Health Resources <clientsolutions@allonehealth.com>  
**Sent:** Tuesday, July 09, 2013 1:56 PM  
**To:** Becky Mosca  
**Subject:** OSHA Investigates Possible Heat-Related Death of Boston Postal Worker



### News You Can Use: *OSHA Investigates Possible Heat-Related Death of Boston Postal Worker*

July 9, 2013

The Occupational Safety and Health Administration (OSHA) are investigating the death of a Massachusetts postal worker who collapsed while on the job on Friday, July 5. [\(Click to view full article\)](#) Although direct cause of death is unknown at this time, OSHA is looking into the possibility of a heat-related collapse as the Independence Day holiday week marked the second heat wave of the summer for Boston.

Approximately 150 to 250 people die in the United States from heat related illness each year. Although people with risk factors such as being older (over 65), taking certain medications, and suffering from specific diseases (i.e. diabetes or cardiovascular disease) are at a greater risk, heat stress or illness can afflict anyone. Even those in peak physical condition are not immune to heat-related conditions, which is evident by the 42 football players who have died of heat stroke since 1995.

Football players are an example of healthy individuals who must physically exert themselves in hot and humid environments while carrying additional load on their bodies. However, there are several industries that require employees to work under these same conditions - much like the aforementioned postal worker, who worked outside while carrying an extra load of mail. As a result, heat illness has become an increasing concern for employees and employers.

So, what can be done to prevent heat stress? Below are a few recommendations for dealing with heat stress from Dr. Fred Kohanna, M.D., MBA, Corporate Medical Director at AllOne Health Resources:

#### **For Employees:**

1. Begin physical activity in a well-hydrated, rested state

2. Take frequent rest periods and rehydration breaks during physical activity in the heat
3. Wear lightweight and light colored clothing whenever possible

**For Employers:**

1. Reduce physical demands for workers whenever possible
2. Assign extra workers for strenuous tasks
3. Provide cool areas for rest breaks

In July of 2010, Dr. Kohanna presented the following webinar on this topic, "**Heat Stress: Protecting Employees Who Work in Hot Environments**". For a complete list of recommendations for dealing with heat-related stress, please click on the following link to view this webinar in its entirety:

[Preventing Heat Related Injuries Webinar](#)

*For over forty years, AllOne Health has been a leader in the occupational health, wellness, and compliance categories. In addition to providing occupational health services, AllOne Health also offers employee and student assistance programs, personal health, safety and wellness programs, and population health management.*

For more information on the services provided by AllOne Health Resources, please contact Michael Collette at:  
[Michael.collette@allonehealth.com](mailto:Michael.collette@allonehealth.com)

[Forward email](#)



This email was sent to bmosca@townofmaynard.net by [clientsolutions@allonehealth.com](mailto:clientsolutions@allonehealth.com)  
[Update Profile/Email Address](#) Instant removal with [SafeUnsubscribe™](#) [Privacy Policy](#).  
AllOne Health 600 West Cummings Blvd Suite 3400 Woburn MA 01801

**From:** OARS <office@oars3rivers.org>  
**Sent:** Wednesday, July 10, 2013 1:30 PM  
**To:** Becky Mosca  
**Subject:** Help Remove Water Chestnut!



## Help Remove Invasive Water Chestnut

Saturday, July 20, 9 am - 1 pm  
Tuesday, July 30, 5 pm - 8 pm  
Saturday, August 3, 9 am - 1 pm

**Calling all volunteers!** Your help is needed to hand-pull invasive water chestnut from our rivers! [Register today](#) to reserve a space as there are a limited number of canoes available. Locations to be determined -- our mappers are out now! [More details.](#)

**Join us for a fun day on the river!**



**Wear:** Clothes and shoes that can get wet & dirty. Long sleeve shirts are recommended. Boaters are required to use life jackets (pdfs).

**Bring:** Sunscreen, a hat, gloves (if you have a pair), and a water bottle. A change of clothes in your car is recommended.

**Canoes** (with paddles and pdfs): If you can bring one, please let us know. We have limited boats available on a first come first serve basis.

[Read about water chestnut in our rivers and our work to remove them.](#) Download an [ID and reporting card.](#)

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**OARS**

23 Bradford Street

Concord, Massachusetts 01742

tel: 978-369-3956 fax: 978-318-0094

[www.oars3rivers.org](http://www.oars3rivers.org)



**Becky Mosca**

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**From:** Sarah Cressy <sarahcressy@assabetvalleychamber.org>  
**Sent:** Monday, July 08, 2013 4:17 PM  
**To:** Sarah Cressy

Please join the Womens' Business Network

### **Gates Pond Walk**

Perfect Your Double Tasking!  
Exercise & Network at the Same Time!

Friday, July 19<sup>th</sup>, 11:45 am. to 1 pm.

Free, but reservations strongly encouraged!

Meet at the chained entrance. GPS Address=95 Taylor Rd., Berlin.

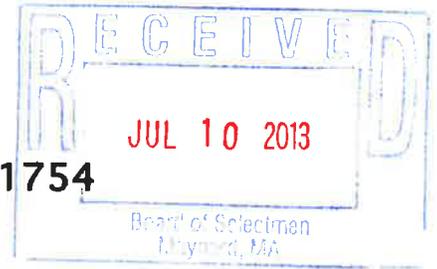
This moderate 2.37 mile walk around a reservoir is tree covered and dog friendly. However, beware that there are no restrooms. The walk will take approximately 50 minutes, and we recommend comfortable walking shoes and water.

Any questions, please contact [sarahcressy@assabetvalleychamber.org](mailto:sarahcressy@assabetvalleychamber.org).

This is a "rain or shine" program. Hope to see you there.



Lynne Marie Porrazzo  
27 Thompson Street, Maynard MA 01754  
(978)897-9399



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

July 9, 2013

RE: Suzanne Selig 29 Elmwood Street/Maynard dog Jolly

Board of Selectman,

I'm writing in the hope's that something can be done about a aggressive dog in my neighborhood. You folks are my last hope before I contact an Attorney regarding this matter.

It has been documented on several occasions and some not documented that Jolly has aggressively attacked my five year old German Shepherd Dundee. Jolly is loose, while in his yard with his owner Suzanne Selig, or on a couple occasions she was in her home and comes running out.

Dundee is a very sweet, laid back German Shepherd and will not fight back. Dundee is none aggressive in any manner. Jolly will charge us while loose and circle us, while snapping its jaw and barking profusely while lunging at us. Jolly has jumped on Dundee's back and bitten him on one occasion and has snapped at me while I was trying to get Jolly off or away from Dundee.

I'm in fear not only of Dundee being bitten (again) but of myself being bitten. I'm in my early 50's and have fear of falling while trying to avoid this aggressive dog. I don't heal as well as I use to and I certainly don't bounce back as quickly as I did in my 30's or 40's.

Just a few months ago, Jolly again attacked Dundee while Jolly was loose and unattended in his yard. I again called the MPD and they called the dog officer Jennifer. Jennifer was quite helpful and turned to the Police Chief for assistance. It was ordered that Jolly would have to wear a muzzle while out doors.

I did briefly talk to Police Chief Mark Duboise with regards to Jolly at the time the muzzle order took place. The chief did make the suggestion to me that I walk another way. However, that is not going to happen. Im a life long Maynard Resident and I walk Dundee three times a day and that way is convenient for the time frame in regards to my job as a Special Needs Bus Driver for the State of MA. After all I live on the corner of Thompson Street/Elmwood Street why should I not be able to walk Elmwood Street?

Maybe if Suzanne Selig would be a responsible dog owner and keep her dog leashed and now muzzled, especially seeing the dog is aggressive with Dundee and other dogs. There is a leash law?

Just yesterday July 8, Dundee and I and our friend Cathy Sweeney of 35 Fairfield Street, Maynard were walking on Elmwood Street and once again Jolly came charging after us same motto, REALLY AGGRESSIVE NOT LEASHED NO MUZZEL only this time Cathy helped intervene, knowing Dundee just had surgery. Cathy and I started SCREAMING and waving our hands and trying to stay close to Dundee so he wouldn't be bitten, knocked down or worse open up any of the several stitches from his recent surgery in the abdominal area. I immediately called MPD, whom intern called the dog officer Jennifer.

So now what? Do I have wait until I'm bitten, or take a horrific fall and injure myself or break a bone trying to avoid this loose aggressive dog, or Dundee possibly need stitches next time from this aggressive dog Jolly? When does this stop????

My good friend brought something to my attention tonight while on the phone. She said, Lynne what if it was your German Shepherd or a Pit Bull or a Rottweiler or Doberman Pinscher that was the aggressive dog, would this out come be the same?

My good friend gave me something to think about....

I would welcome any form of feed back regarding this aggressive mix breed, Jolly. Maybe something can be done to protect the safety and well being for myself, Dundee and other dogs innocently walking by 29 Elmwood Street.

Sincerely,



Lynne Marie Porrazzo

June 25, 2013

Thomas F. Broderick, P.E., Chief Engineer  
Massachusetts Department of Transportation  
10 Park Plaza, Boston, MA 02116  
Attention: Roadway Project Management, Project File No. 604531



RE: Assabet River Rail Trail Impact on Maplebrook Park

Thank you for the opportunity to provide comments on the Assabet River Rail Trail ("ARRT") at this early stage in the design process. On behalf of the Maynard Community Gardeners ("MCG"), I would like to express support for the ARRT. MCG has a long tradition of contributing to natural and recreational resource in Maynard. The ARRT will be an excellent addition to these resources and to the Town as a whole. MCG has participated in public hearings for the proposed ARRT over the past few years as well as the June 13, 2013 Public Hearing. MCG has contributed to the development process and identified potential impacts to Maplebrook Park from construction of the ARRT. MCG is concerned about this potential impact and offers the following information and comments.

#### Description of Maplebrook Park

Maplebrook Park is on a town owned parcel and is maintained by MCG. Maplebrook Park was created in the 90's by a joint community and Town effort lead by the Maple and Brooks Street neighborhoods. The Park is a perennial garden with walking trails and a sitting area that is open to the public. A plan of the Park is attached to this letter.

Maplebrook Park is a valuable resource to the community based on its prominent location adjacent to downtown and its natural beauty. Maplebrook Park serves all members of this community. Maplebrook Park is an educational resource, a playground and place for quiet contemplation.

#### Addition of Maplebrook Park to Design Plans, Project Narrative and Public Hearing Presentation

Maplebrook Park is not identified in the Design Plans, Project Narrative or in the Public Hearing Presentation. Maplebrook Park must be added to these public documents to allow full public comment that will ensure the MHD identifies all issues at this early stage of the design process.

#### Impacts to Maplebrook Park

Maplebrook Park is an approximately a 3,000 square foot park. Based on a review of the 25% design plans, approximately 1,000 square feet Maplebrook Park would be impacted by the ARRT. Several major trees and shrubs would be eliminated as well as dozens of small plants and ground cover. A plan of the park and the area that may be impacted outlined in blue is attached. Loss of one third of Maplebrook Park would be a significant impact that must be considered in the ongoing design process.

#### Design Alternatives

MCG requests that the MHD evaluate the following minor design alternatives to the ARRT in the vicinity of Maplebrook Park (approximately Station 76+00 to 77+00) to reduce the 10 foot disturbance of the Park:

- Reduce trail width from 12 feet to 8 feet
- Lower the final grade of the Trail
- Increase the side slopes from a 3:1 slope to a 2:1 slope
- A combination of these design alternatives

Public comments were made at the recent hearing on issues that were identified and resolved in the past. In an effort to avoid repeated discussion of these issues at future public hearings, MCG requests that MHD submit a letter to MCG that documents their analysis including descriptions, plans, methodology to assess impacts and conclusions.

Continued Collaboration

MCG's has been a responsible steward of Maplebrook Park for the benefit of this community for many years. MCG is available to meet with the MHD to provide any additional information on Maplebrook that may be require to address our concerns and to assist in the successful completion of the ARRT.

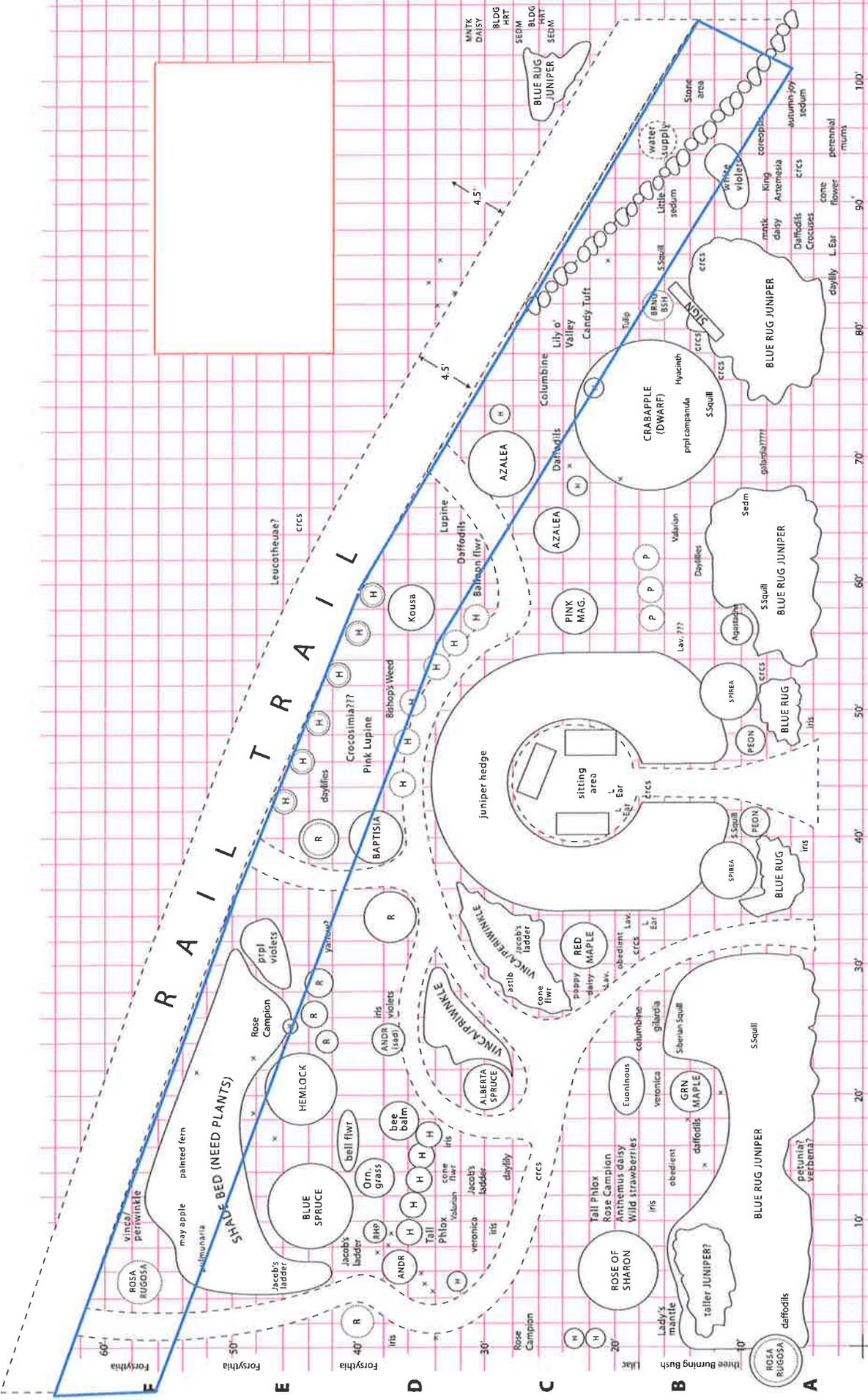
Sincerely,

A handwritten signature in cursive script, appearing to read "Daniel Stuart".

Daniel Stuart, President  
Maynard Community Gardeners

Attachments: Plan of Maplebrook Park

CC: Maynard Board of Selectmen  
Action Board of Selectmen  
Assabet River Rail Trail, Inc.



10' 20' 30' 40' 50' 60' 70' 80' 90' 100'

1 2 3 4 5 6 7 8 9 10 11

F E D C B A

Rebecca M. Chafel, D.V.M.  
47 Boeske Avenue  
Maynard, MA 01754  
(978) 461-2070  
rchafel@yahoo.com



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

June 30, 2013

Re: Project File No. 604531-Acton and Maynard Assabet River Rail Trail (ARRT)

Dear Board of Selectman:

Please find enclosed a letter that was sent to Thomas Broderick of MassDOT regarding my concerns for the ARRT proposal in Maynard. As stated in this letter, I request that the enclosed documents are read into the minutes of the Town of Maynard Board of Selectman meeting. Thank you for your attention to my concerns.

Sincerely,

Rebecca M. Chafel, DVM

Rebecca M. Chafel, D.V.M.  
47 Boeske Avenue  
Maynard, MA 01754  
(978) 461-2070  
rchafel@yahoo.com

Thomas F. Broderick  
Chief Engineer  
MassDOT-Highway Division  
10 Park Plaza  
Boston, MA 02116-3973

June 18, 2013

Re: Project File No. 604531-Acton and Maynard Assabet River Rail Trail (ARRT)

Dear Mr. Broderick:

On June 13, 2013, I attended the public hearing on the design proposal for the Acton and Maynard section of the ARRT. I am an avid bike rider and I support the Rail Trail mission of providing recreational opportunities for the public. I do however have concerns regarding this project especially as they relate to environmental and safety issues. In this letter, I will also restate some of the questions which were not answered at the hearing, in the hope that these questions can be answered in the near future. I have lived on Boeske Avenue, adjacent to the Maynard Department of Public Works for over twenty years and am very familiar with the area.

The following are my concerns:

- 1) Environmental impact of installing a 20 car parking lot on Winter Street at the entrance to Ice House Landing, Maynard, MA.

The parking lot is proposed for a heavily wooded area which is only 100-150 feet from the wetlands of the Assabet River. I do not understand how the installation of a parking lot and paving can occur within the 200 ft. wetland boundary. There is a downgrade slope from both Boeske Avenue and Winter Street, through to the River's edge. The runoff of water from the paved DPW/Winter Street area onto the dirt of Track Road is already evident now and will be increased bringing the runoff closer to the water's edge should this paving occur. The potential contamination with salt and other debris from the Maynard Department of Public Works (DPW) is a significant risk. In addition, the destruction of these woods which are a vital habitat to many species of animals, including Baltimore Orioles, is both unnecessary and environmentally unsound. One only has to look at the excessive amount of unnecessary destruction recently of the woodlands along Route 2 in Lincoln to be concerned about the potential problems which can occur with clearing for a paved parking lot along Winter Street.

Since the opening of Ice House Landing in 2002, there has been a steady stream of kayakers, canoeists, joggers, walkers, birders, and bike riders using this area. There are currently at least 10 parking spaces at the entrance to Ice House Landing, 4-5 spaces on

the wooded side, and another 5-6 spaces, including a posted handicapped space on the opposite side along an existing building. On busy weekends I have never seen more than 5-6 cars parked down at these spots. The majority of individuals parking here are boaters or walkers. Bike riders (road, touring, and mountain bikers) access this area by bike, not by driving their cars here. The current parking is sufficient and during my 2-3 trips a day down Track Road, I have never encountered anyone suggesting that parking was difficult or insufficient. There is also plenty of existing parking near the start of ARRT at the National Wildlife Refuge should people wish to bike or park and walk down the ARRT. The Maynard DPW is town owned land and there are multiple paved parking areas at the DPW that should be considered for use before destroying woodland habitats. It is perplexing why the proposal allows for 11 Parking spaces in an existing paved maintenance access road off Maple Street in Acton but for some reason 20 spaces are required in Maynard. At the public hearing, there was no answer to the question regarding who would be responsible for plowing this proposed paved parking lot in Maynard.

2) Environmental impact of installing a paved surface to Track Road.

Again, I fail to understand how Track Road can be paved with asphalt as it is within the 200 ft. exclusion zone for wetlands. The paving will greatly affect water runoff into the Assabet River. If the ARRT feels they must alter the dirt road, it must consider utilizing another substrate, such as stone dust, which is ADA compliant.

3) Safety concerns at Rt 117 and Winter Street crossing.

The direct Rail Trail road crossing over the Rt 117 highway with a mere flashing light to stop traffic is dangerous. At the Winter Street proposed crossing of Rt 117, there is a hill summit to the east of this proposed crossing which obscures the visibility of approaching cars heading west on Rt 117. From Winter Street it is difficult to turn left or go straight towards Pine Street because of the speed of the cars coming over that hill. I don't attempt this on a bike or walking and do so with trepidation in a car. The frequent presence of Maynard Police speed traps at Rt 117 near the Mobil Station and the several accidents occurring there are an indication of the problems with traffic, speed, and obeying signals in this area of Rt 117. Has a traffic study of this area of Rt 117 been conducted for this project?

At the public hearing, the reason given by MassDOT for not having a raised bridge or protected crossing of Rt 117 at this point was that it cost too much money. I do not think the State of Massachusetts should put public safety behind monetary concerns. One obvious plan the ARRT and the MassDOT should consider is using the money intended for installation of an unnecessary parking lot and paving, and instead, invest in solving this dangerous Rail Trail crossing at Rt 117 and Winter Street.

4) Safety concerns regarding a parking lot on Winter Street.

If the ARRT and Massachusetts Department of Transport feel that a 20 car parking lot is essential at Ice House Landing, then this would mean that they would expect a significant increase in traffic to use this parking lot, not just along Winter Street, but also along the following roads: Taylor, Sheridan, Driscoll, O'Moore, Espie, White, and Boeske. These

roads are frequently used by individuals in cars to access the DPW, Ice House Landing, and Track Road, instead of driving down Winter Street. These roads, including Winter Street, do not have sidewalks and many children, including my own, walk home from the Maynard Public Schools because they live too close to the schools to be bussed. These roads are also used heavily by bikers, joggers, and walkers with strollers and dogs. There is not sufficient room for two lane traffic on Boeske Avenue, a dirt road, and the added pedestrian or bike traffic makes it necessary for individuals to access lawns or driveways to avoid the cars. Increasing traffic on Boeske Avenue, which is a private dirt road in poor condition, is not in the best interest of public safety.

As pointed out at the public hearing, the speed of the traffic on Winter Street, is far in excess of the posted 20 mph. Trucks are also frequently traveling this road to access the DPW. The point at which the Rail Trail emerges onto Winter Street has a hill summit to the right of the trail exit. This is area is another safety concern due to the of poor visibility for both bikers and approaching traffic.

The placement of the parking lot is also problematic on Saturdays when the DPW is open for brush, metal, and hazardous waste drop off. The line of cars stopped on Winter Street waiting to access the DPW yard is well beyond Sheridan Avenue. On these Saturdays, Winter Street becomes a one lane road due to the line of cars which will block the proposed parking entrance and exit.

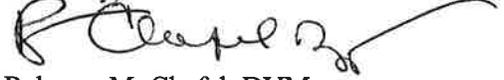
Finally, I am concerned with the lack of investment made into looking at the environmental impact of this project by MassDOT, ARRT, and AECOM Technical Services Inc. Instead of throwing out vague comments such as the following quoted from the public hearing handout-the Rail Trail will be “relieving the roadways of additional vehicles” and “reduced number of vehicles and reduced congestion which will provide an environmental benefit by reducing emissions from these vehicles” it would be beneficial to know facts. When asked how many bikers (or bike lockers) are now accessing the South Acton Station and what increase MassDOT and AECOM expected with this alternative transport via the Rail Trail, it was stated that no one had looked at these numbers. This question should be addressed as the Rail Trail will have environmental impact. Also, under the Environmental Impact Section of the public hearing handout, the only impact noted is minor grading impacts to upland slopes and culverts. There is no mention of the destruction of woodlands in Maynard for a proposed paved parking lot and paving so close to wetlands. Nor is there mention of the “aesthetic concrete boardwalk” that is actually placed in the wetlands in Acton. It is not clear to me from the public hearing comments, the handout, or the proposal itself that the environment is a major concern to the organizations involved in planning the Acton/Maynard Rail Trail.

As I mentioned previously, I do support the ARRT mission of providing a multi-use recreational Rail Trail for the general public. However, I am very concerned with lack of data gathering and environmental and safety consideration that has occurred when designing the Maynard section of the trail. It is imperative that this stunning section of trail from Rt 117 to the National Wildlife Refuge be preserved as close to its natural character as possible. The preservation of this area of trail will in turn serve to protect the Assabet River, something we all work hard to do. In addition, in the current ARRT proposal, the safety designs of the road crossings in Maynard, particularly the Winter Street/Rt 117 crossing, must be improved in order to ensure public safety.

Thank you for considering my comments. Should you need additional information, including photographs of the areas in question, please do not hesitate to contact me.

I also request that this document be read into the minutes of the June 13, 2013 MassDOT public hearing, the Town of Maynard Conservation Commission minutes, and the Town of Maynard Board of Selectman minutes.

Sincerely,

A handwritten signature in black ink, appearing to read "Rebecca M. Chafel". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Rebecca M. Chafel, DVM

Cc: Senator James Eldridge  
Representative Kate Hogan  
Congresswoman Niki Tsongas  
Town of Maynard, Conservation Commission  
Town of Maynard, Board of Selectman

## Becky Mosca

---

**From:** Jim Fulton <fulton@verizon.net>  
**Sent:** Monday, July 08, 2013 10:55 AM  
**To:** Kevin Sweet  
**Cc:** Becky Mosca  
**Subject:** road race  
**Attachments:** maynard 5K Road Race.doc

Kevin

As I mentioned to you I sent a letter to BOS and Boys Club the day after the road race last year protesting. It was received and stamped. I have not received a response from either recipient. Nor was I advised that the renewal would be on the past BOS agenda. That letter is attached.

I learn now that a new date for the road race was approved for this year by BOS with no change in venue. I wrote in that letter resolution will involve some effort, investment and respect on the part of the sponsoring organizations. It is apparent now that none of those attributes were applied and that sends an unfortunate message that there exists an interests disparity among residents and organizations within Maynard.

It was not my intent to harm the event. However, this is a commercial venture conducted within a residential zone.

Jim Fulton



Jim Fulton  
14 Brooks Street  
Maynard, MA 01754

September 16, 2012

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

Honorable Selectpersons:

A couple years ago I learned of objections extended by the Catholic Church over disruptions to their operation that were created by the Annual Maynard 5K Road Race. Subsequent to that development I learned that as an "experiment" the event would be recreated to run through different residential neighborhoods, mine being a primary component and located across town from the sponsoring organization.

The first year, last year, I found this event to be quaint. This year I find the charm has dissipated after not being able to access or egress my residential street from either end for the duration due to road closures. Absence a first responder emergency, not having access to or egress from my neighborhood for two or more hours on any day is a major inconvenience to me. Closing residential roads for two hours to cover a 5K road race is unreasonable.

I understand the event is a function of the local Boys and Girls Club, is having great community support and is also a very worthy cause. The key here is it is a 'community' event that has evolved beyond the traditional 5K race. Recognizing this I believe the joys and inconveniences associated to the event should be shared on a basis rotating to different neighborhoods and sections of Maynard so as not to subject to the same area and residents the impact created from this event frequently or annually.

I do believe this situation is resolvable. Resolution will involve some effort, investment and respect on the part of the sponsoring organizations and the event parties to perhaps include other neighborhoods within Maynard or other solutions they deem worthy to mitigate the specific issue.

I trust this Board will recognize and appreciate the expressed impact and then resolve to treat all taxpayers, residents and organizations in Maynard with equal burden and respect with regard to the annual event.

Respectfully,

Jim Fulton

Cc: Assabet Valley Boys and Girls Club  
Cc: Michael Sullivan, Town of Maynard Administrator

Date Posted 07/08/2013

TOWN OF MAYNARD

MEETING NOTICE

Posted in accordance with the Provisions of MGL 30A §§18-25

MAYNARD CITIZENS CORP/MEDICAL RESERVE CORPS

Address of Meeting: Town Hall

Room: Municipal Services Meeting Rm

M T W T H F July 11, 2013  
Day of Week      Month      Day      Year

Time: 6:30pm

**Agenda or topics to be discussed listed below (that the chair reasonably anticipates will be discussed)**

1. Approve Minutes of Previous Meeting(s): June 13, 2013

2. Region 4A updates: Supplies

3. Town Updates:

4. Newsletter: Next edition (Maura)

5. Old Business: Relay for Life recap

6. NEW BUSINESS TOPICS:

Truck Day  
August Meeting:  
New Membership

7. Adjourn

THIS AGENDA IS SUBJECT TO CHANGE

CHAIRPERSON(S)

Derek Michaels



## MAYNARD GOLF COURSE RE-USE COMMITTEE

**Monday, July 15th, 2013 @ 7:00 PM**

Town Hall  
Lower Level  
**Mtg. # 15-2**

- **Committee:**

- Open meeting, verify quorum
- Approve minutes from June 3, 2013 meeting

- **Full Committee:**

- Open Comments from Public
- Review Recent Updates (if any)
- Review Status of Drafts (working session)

- **Open issues/New Business:**

- Open Comments from Public
- Committee Round Table
- Proposed Meetings for Summer:
  - August 12<sup>th</sup>
  - September 16<sup>th</sup>

***Chairperson:*** B Freeman    ***Posted by:*** B Freeman    ***Posting date:*** July 8th, 2013

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

This agenda is subject to change.



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## **DRAFT MAGIC Fiscal Year 2014 Work Plan**

Effective July 1, 2013-June 30, 2014

*Effecting Positive Regional Change*

The Minuteman Advisory Group on Interlocal Coordination (MAGIC) is a subregion of the Metropolitan Area Planning Council (MAPC), the regional planning agency for the 101 cities and towns in Metropolitan Boston. MAGIC is comprised of representatives from thirteen municipalities: Acton, Bedford, Bolton, Boxborough, Carlisle, Concord, Hudson, Lexington, Lincoln, Littleton, Maynard, Stow, and Sudbury.

### **Purpose of the Work Plan**

The purpose of this document is to establish goals and objectives for the MAGIC Subregion, broadly, with regard to land use planning and municipal governance. In particular, this work plan will attempt to identify issues of subregional concern and priorities, outline potential planning projects for the Subregion to undertake and funding sources available, propose workshop/meeting topics and a schedule for meetings and events, establish an outreach strategy to encourage membership diversity, and provide active direction on a yearly basis.

**Mission Statement:** The primary function of MAGIC is to promote intermunicipal cooperation to solve common issues.

### **Goals**

1. Be an effective forum for the exchange of information on the focus areas and increase the knowledge and membership base of its participants.
2. Promote Smart Growth and sustainable development across the subregion, particularly in keeping with the MetroFuture Regional Plan.
3. Better engage its member communities in their capacity as part of the subregion to help carry out the stated goals of the MetroFuture Regional Plan and the State of Equity Plan regarding equity and diversity.

### **Objectives**

1. Garner greater participation from a wider group of people within our communities by offering additional and different programs targeted to relevant audiences.
2. Plan for dynamic workshops and training opportunities of interest to Subregional Members.
3. Develop standards for growth within Priority Development Areas while increasing land protection, creating working farms, and clustered homes to preserve traditional landscapes.
4. Provide a forum to discuss potential development projects in the Subregion and the incorporation of Smart Growth and Low Impact Development principles.
5. Improve and develop effective procedures and mechanisms for written decision-making in response to MEPA, TIP, developments of regional impact, legislative and other filings and comment letters.

### **Projects**

In FY 2014, MAGIC expects to pursue projects using the MAGIC special assessment (an annual support fee from member communities) as well as from other sources such as the District Local Technical Assistance (DLTA) program, the Unified Planning Work Program (UPWP, transportation planning monies from the Boston Region MPO), and various other grant, foundation, and technical assistance programs.

Potential projects to pursue include:

1. **Transportation:** Development of projects/initiatives looking at innovative ways to integrate existing transit services (school buses, Council on Aging vans, locally funded shuttles, private business shuttles, etc.) into a more coordinated public transportation system. Explore new active transportation movements such as walkways, potential such as the combination of rail trail and multimodal options (e.g. upgrades to existing transportation system).
2. **Agriculture:** Assistance from MAPC on implementation of the Action Plan developed for the MAGIC Agricultural Planning project. Completion of agriculture mapping (existing and potential), overlaid with open space areas.
3. **Smart Growth Projects:**
  - a. **Self Assessment Checklist** - Development of an efficient method of inventorying regulations/bylaws that may hinder Smart Growth development and achievement of MetroFuture goals and objectives.
  - b. **Planning Assistance** - Identification of regulations/bylaws related to smart growth and environmental sustainability (e.g. Wetlands, Stormwater, Site Plan Review, Zoning, etc.), as well as conflicting Master Plan guidance.

- c. Smart Growth Education Series – “Whether, Where, and How to Grow” (Consistency with MetroFuture) - Educating planners regarding growth implications such as costs, natural resource impacts, infrastructure constraints, etc.
4. Economic Development: MAGIC will facilitate meetings and provide planning assistance for member towns in preparing economic development plans. This will include coordination and information sharing with other regional economic development and transportation planning activities such as I-495 Development Compact and the I-495 Growth District Initiative (Boxborough, Littleton, Westford).
5. Renewable Energy Promotion: With MAPC’s assistance, MAGIC will explore policy and implementation issues around advancing alternative energy projects including, regional digesters, solar systems, geothermal, etc.
6. Climate Change: MAPC will provide technical assistance to implement specific action items from the Regional Climate Change Adaptation Strategy that are relevant to the Subregion.
7. Educational Materials: MAPC will assist with the development of public education materials that MAGIC communities can use regarding the following current issues:
  - a. Nonpoint source pollution: pollution from road run off/parking, fertilizer run off, other types of stormwater and public responsibility for stormwater management;
  - b. Recycling Practices: educational material - household hazardous waste & how to dispose; and
  - c. Water Conservation and Pollution: household chemical waste entering groundwater through septic systems.
8. Publicity: MAPC will work towards better publicizing what MAGIC is to the general public and stakeholders, and how our work is defined. Publicity and educational materials will be prepared. Town representatives will be requested to provide feedback regarding their feeling about the benefit of membership and participation. Discussions regarding branding for the subregion to highlight its unique quality will be prepared.
9. MAGIC Bylaw: Review for consistency with new procedures, practices, schedule, etc.
10. Legislative Action: MAGIC members will work with MAPC staff to alert legislators of important legislative issues to the Subregion and assist with campaigns such Zoning Reform, transportation financing and improvement, District Local Technical Assistance, and Water Infrastructure Planning and Finance.

These projects were generated as a direct result of discussions begun at MAGIC meetings, direct suggestions from MAGIC members, and feedback from MAPC staff. During FY 2014, additional

projects and uses for special assessment funds may be identified, at which time the MAGIC Executive Committee and MAGIC Representatives will work with the MAPC MAGIC Subregional Coordinator to assess funding and resource availability.

## **Meetings**

During the FY14 year, MAGIC will hold two distinct meeting types: subregional meetings and workshops/trainings. Subregional meetings are regular meetings held to conduct subregional business and address current and upcoming issues affecting communities within the subregion. Workshops/trainings will be held separately in an effort to ensure that there is adequate time to effectively provide education and information exchange between MAGIC members, MAPC, and all regional partners. Each meeting type is described below with a tentative meeting schedule included. All meetings will be announced by the Subregional Coordinator via email and posted to the MAGIC webpage (<http://mapc.org/magic>) and the MAPC Events Webpage (<http://www.mapc.org/events>).

### ***Subregional Meetings***

Subregional meetings are held to conduct regular Subregional business and to share information regarding particular issues. For example, each March a regular MAGIC meeting will focus on the Metropolitan Planning Organization's Transportation Improvement and Unified Planning Work Program due to funding deadlines. MAGIC meetings will be held on a bimonthly basis with workshops and trainings held on the alternate months when a regular meeting is not scheduled. The meetings will be held in a central location within the Subregion for maximum convenience for all attendees.

Accordingly, regular MAGIC meetings will be held on the FIRST THURSDAY of EVERY OTHER MONTH, in the AFTERNOON FROM 3:00 to 5:00 pm, as follows:

- July 11, 2013 (Note the change from the First Thursday to the Second Thursday due to the observance of Independence Day on July 4.)
- September 5, 2013
- November 7, 2013
- January 2, 2014
- March 6, 2014
- May 8, 2014

Subregional meeting topics will depend upon current and upcoming issues that communities are facing. However each regular subregional meeting agenda will include time to discuss pending legislation relevant to the MAGIC subregion and how communities/residents can engage with their legislators, and the traditional community exchange of information.

All subregional meetings will be held at the Concord Department of Planning and Land Management, 141 KEYES ROAD, CONCORD, MA 01742.

## ***Workshops/Trainings***

These meetings are offered to provide educational services to MAGIC members and ensure that there is an effective forum for information exchange. Presentations will be given by experts regarding the topic. Specific training sessions (e.g. GIS, Social Media) will be considered upon request (e.g. Massachusetts Citizen Planner Training Collaborative workshops). Workshops and trainings will be provided on the alternate months when a regular meeting is not scheduled, primarily in the evenings. Whenever possible, workshops will be held at a location where they can be televised on local cable.

Current presentation/workshop topics of interest for the FY14 Year include the following (may change based on members expressed interests as the fiscal year continues):

- **Climate Change:** Mitigation through the use of alternative energy and green building resources; connection with natural resources planning and conservation, and economic development; climate change adaptation.
- **Stormwater Management/Low Impact Development:** Critical tools needed to both fully implement regional and state sustainable communities/development goals such as keeping water local, protecting surface and drinking water sources, compliance with new EPA Permit requirements
- **Communication/Outreach:** How to effectively communicate between committees/boards and departments; and how to design a public participation program that effectively communicates important messages to stakeholders, residents, and property owners. Use of social media and the development of outreach tools for remote, communication (i.e. web-based, cable television, etc.).
- **Affordable Housing:** Developing housing production plans, challenges faced in housing planning and development review, regional services needed.
- **Healthy Communities Initiative:** planning-orientated projects.

## ***Special Meetings***

Occasionally, MAGIC will call special meetings in order to accommodate topics that are time-sensitive. In the interest of minimizing special meetings, MAGIC will do its best to address special unforeseen action items at the beginning of forums or other special events when a regular meeting is scheduled.

Three anticipated special meetings that will occur in the FY14 year include:

1. **Legislative Breakfast:** MAGIC will host a legislative breakfast in early February, 2014. MAGIC will reach out extensively to ensure full legislator participation in the meeting. MAGIC always strives to increase legislative and subregional participation; therefore, the format of the breakfasts will engage participants in the legislative process with the goal of learning:
  - What are each legislator's current priorities and what are the potential outcomes?
  - What specifically will our legislators do to address current challenges in our region?

- What can MAGIC do to assist our legislators?
  - How can MAPC help advance the interests of member communities on Beacon Hill?
2. Town Managers'/Administrators' Roundtable: October 2013.
  3. June Special Meeting (Officer Election/Work planning): June 5, 2014

### ***Open Meeting Law***

All MAGIC meetings are open to the general public. MAGIC meetings are subject to the Open Meeting Law, M.G.L. Chapter 30A, Sections 18-25. As such meeting notices with agenda items are posted on the MAPC website at <http://www.mapc.org/publicmeetings> at least 48 hours in advance of MAGIC meetings.

New MAGIC Representatives will receive and must certify receipt of a copy of the Open Meeting Law and any related regulation and educational materials prepared by the Attorney General. Meeting minutes will be kept on file at MAPC and made available upon request. Generally, meeting minutes will be posted on the MAGIC website although this is not a requirement of the Open Meeting Law.

### **Membership and Voting**

According to the Minuteman Advisory Group on Interlocal Coordination Committee Bylaws, each MAGIC community may have two representatives, one elected by that community's Board of Selectmen and one elected by that community's Planning Board. The one-year term for each representative begins with each fiscal year. MAGIC Representatives are strongly encouraged to attend monthly MAGIC meetings. If a decision at a MAGIC meeting requires a vote, each community has one vote. A quorum consists of MAGIC Representatives from one-third of the communities (5/13).

### ***MAGIC Representatives for FY14:***

#### Acton

- Appointed by Board of Selectmen: **Mike Gowing, Board of Selectmen**
- Appointed by Planning Board: **Ray Yacouby, Planning Board Clerk**

#### Bedford

- Appointed by Board of Selectmen: **Mark Siegenthaler, Board of Selectmen**
- Appointed by Planning Board: **Sandra Hackman, Planning Board**

#### Bolton

- Appointed by Board of Selectmen: **Don Lowe, Board of Selectmen**
- Appointed by Planning Board: **Jennifer Burney, Town Planner (MAGIC Vice Chair)**

#### Boxborough

- Appointed by Board of Selectmen: **Leslie Fox, Board of Selectmen (MAGIC Vice Chair)**
- Appointed by Planning Board: **James Faulkner, Planning Board**

#### Carlisle

- Appointed by Board of Selectmen: **Douglas Stevenson, Board of Selectmen Chair**
- Appointed by Planning Board: **Karen Andon, Planning Board**

#### Concord

- Appointed by Board of Selectmen: **K. C. Winslow, Resident**
- Appointed by Planning Board: **Marcia Rasmussen, Director of Planning**

#### Hudson

- Appointed by Board of Selectmen: **Michelle Ciccolo, Community Development Director (MAPC President)**
- Appointed by Planning Board: **Jennifer Burke, Planning Director**

#### Lexington

- Appointed by Board of Selectmen: **Hank Manz, Board of Selectmen**
- Appointed by Planning Board: **Richard Canale, Planning Board Chair**

#### Lincoln

- Appointed by Board of Selectmen: **Peter Braun, Board of Selectmen**
- Appointed by Planning Board: **Chris Reilly, Director of Planning and Land Use Permitting**

#### Littleton

- Appointed by Board of Selectmen: **Keith Bergman, Town Administrator (MAGIC Chairman)**
- Appointed by Planning Board: **Don MacIver, Planning Board**

#### Maynard

- Appointed by Board of Selectmen: **Dawn Capello, Board of Selectmen Chair**
- Appointed by Planning Board: **Max Lamson, Planning Board**

#### Stow

- Appointed by Board of Selectmen: **Don Hawkes, Board of Selectmen**
- Appointed by Planning Board: **Karen Kelleher, Planning Coordinator**

## Sudbury

- Appointed by Board of Selectmen: **Maureen G. Valente, Town Manager**
- Appointed by Planning Board: **Patricia Brown, Planning Board**

## ***MAPC Staff***

Professional staff assistance to MAGIC is provided by MAPC. For Fiscal Year 2014, the MAGIC Subregional Coordinator is Julie Ann Conroy, AICP; Senior Environmental Planner. The MAGIC Subregional Coordinator is responsible for working with the Executive Committee to ensure that the goals and objectives of the subregion are met. Generally, with the assistance from the Executive Committee, the Coordinator schedules meetings, prepares agendas, prepares workshops/trainings, maintains the subregional contact list, manages subregional accounting and budgets, provides technical assistance to communities, and implements subregional projects.

## ***MAGIC Officers***

The MAGIC Executive Committee assists the Subregional Coordinator in the activities described above. In addition, the Chairperson appoints committees and insures that members carry out Committee directives. The Vice Chair positions support the work of the Chairperson. Each year, MAGIC elects a Chair and two Vice-Chairs. **On July 11, 2013 MAGIC Officers for Fiscal Year 2014 were elected:**

- **Keith Bergman, Littleton Town Administrator: MAGIC Chair,**
- **Jennifer Burney, Bolton Town Planner: First Vice Chair, and**
- **Leslie Fox, Boxborough Selectman: Second Vice Chair.**

## ***Outreach and Participation***

It will be important to identify individuals and groups that can increase the diversity of those who participate in subregional meetings, programs and projects. In addition, coordination with nearby Regional Planning Agencies, such as the Montachusett Regional Planning Commission will occur regarding projects in bordering communities. Assistance from the Executive Committee and existing MAGIC members will be sought to identify these groups. A review of the existing MAGIC mailing list will be performed periodically to identify gaps in membership representation.

The MAGIC Representatives from each town are responsible for assisting in outreach and helping to identify individuals within their own community might want to attend MAGIC meetings, forums, and roundtables when the meeting topic is applicable to others. For example, when appropriate, MAGIC representatives may want to invite participation from municipal planners, public works and engineering departments, public health, public safety, municipal boards and committees, Town Administrators, nonprofits, concerned citizens, businesses, and additional Selectmen and Planning

Board members who are not official MAGIC Representatives. If possible, it is desired that more than one representative from each member municipality attend each MAGIC event. Meeting notices will be emailed to press contacts and legislators, and occasionally, will be announced with press releases.

### ***Communications***

Participants in MAGIC can stay informed about MAGIC activities including meeting notices and cancellations, as well as other opportunities and events of interest by emails sent through the MAGIC email distribution list. The list is open, anyone interested may email Julie Conroy, AICP, MAGIC Subregional Coordinator, by phone at 617-451-2770 ext. 749 or email at [jconroy@mapc.org](mailto:jconroy@mapc.org) to join. The MAGIC website: [www.mapc.org/subregions/magic](http://www.mapc.org/subregions/magic) will be updated regularly. Links to televised workshops will be included in the MAGIC website as available. MAGIC leadership has also created a LinkedIn group for MAGIC updates and encourages interested participants to join the group.

### ***MAGIC Bylaws***

The MAGIC Bylaws, adopted June 11, 2009, include additional details regarding the purpose of the committee, membership, officers and elections, meetings, and subcommittees. MAGIC Bylaws are available on the MAGIC website and upon request.

# LICENSING FEE SCHEDULE

Effective 07/01/13

## LIQUOR:

Package Store - All Alcohol	\$2,200.00
Package Store - Beer & Wine	\$1,650.00
Club	\$ 650.00
Restaurant - All Alcohol	\$2,200.00
Restaurant - Beer & Wine	\$1,650.00
Special One-Day Permit	\$ 85.00
Carry-In Alcohol	\$ 25.00

## OTHER:

Second-Hand Motor Vehicles Class I & II / Taxicab / Livery	\$ 200.00
Common Victualler	\$ 85.00
Junk Dealer	\$ 50.00
Inn Holder	\$ 200.00
Entertainment	\$ 40.00
Automatic Amusement (per estab.)	\$ 40.00
Billiard/Pool Tables (per estab.)	\$ 40.00
Rooming Houses	\$ 100.00

# PLUMBING PERMIT FEE SCHEDULE

*Effective 07/01/13*

## RESIDENTIAL

Single Fixture/Minimum Fee (per unit for multifamily)	\$ 75.00
Each additional fixture	\$ 15.00
Re-Inspection of incomplete work, defective work, or inaccessibility	\$ 50.00

## COMMERCIAL

All Plumbing Work:

\$1.00 per \$100.00 of Plumbing Value

<u>Minimum Fee:</u>	<u>\$ 95.00</u>
Re-Inspection of incomplete or defective work	\$ 50.00

# GAS PERMIT FEE SCHEDULE

*Effective 07/01/13*

## RESIDENTIAL & COMMERCIAL

Single Fixture/Minimum Fee (per unit for multifamily)	\$ 75.00
Each Additional Fixture	\$ 25.00
Re-Inspection of incomplete work defective work, or inaccessibility	\$ 50.00

**PERMITS WILL NOT BE ISSUED  
WITHOUT THE FOLLOWING:**

- 1)Certificate of Insurance Liability
- 2)Photocopy of Mass License Registration Card
- 3)Payment for permit at time of issue



**OFFICE OF THE SELECTMEN**

Maynard, Massachusetts

**PERMIT**  
**One Day Wine & Malt with Entertainment**

*This permit is issued to*

**MAYNARD ROTARY CLUB**  
Robert Larkin

*For the following purpose:*

**One-Day Beer & Wine License**  
**October 12, 2013, Rain date of October 13, 2013**  
**3:00 p.m. to ½ hour before 8:00 pm fireworks display**

*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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*Service Above Self ~ He Profits Most Who Serves Best*

## MAYNARD ROTARY CLUB

P.O. Box 464, Maynard, MA 01754



July 10, 2013

Maynard Board of Selectmen  
195 Main Street  
Maynard, MA 01754

Dear Board Members;

The Maynard Rotary Club requests a one-day Beer and Wine License for Saturday, October 12, 2013 in conjunction with this year's Oktoberfest to be held in the Main Street parking lot of Clock Tower Place. The event is co-sponsored by the Maynard Rotary Club and Clock Tower Place who will provide the use of the property. Due to the continuing economic climate, Clocktower Place will not be providing the fireworks display this year. The Rotary Club will put out an appeal to the rest of the business community to help fund the display and will use club funds for the remaining costs. Considering this set of circumstances, the club would like the Board's permission to work with the Town Administrator on items that the Town might provide toward this town wide event for the club. Children's activities will begin at 3:00 and alcohol will be served beginning at 4:00 p.m. until ½ hour before the fireworks display. Alcohol consumption will be limited to an enclosed area, as it was last year, with police details as required by the Chief of Police.

In the event of inclement weather, we would request that a one day Beer and Wine License and an Entertainment License be issued for Sunday, October 13, 2013 for the event and hours as stated above.

This event is our largest fundraiser annually and, in turn, supports many community financial requests. Your approval of our request is gratefully appreciated and allows us to continue to help others.

Sincerely,

A handwritten signature in cursive script, appearing to read "Robert W. Larkin".

Robert W. Larkin  
Event Coordinator



## OFFICE OF THE SELECTMEN

Maynard, Massachusetts

### PERMIT

*This permit is issued to*

***Maynard Rotary Club,  
Nancy Quinn***

*For the following purpose:*

***Maynard's 47th Annual Old Fashioned Christmas Parade  
Sunday December 1, 2013  
2:00 p.m.***

***No Parking on Parade Route Main Street and Nason Street from 12:00 until 3:00 PM***

*Subject to the conditions as herein stated:*

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

### **Board of Selectmen:**

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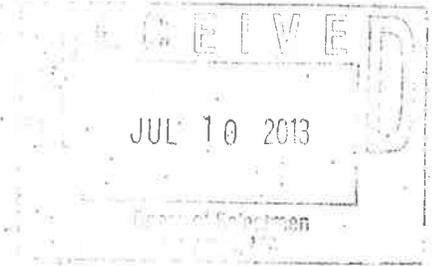
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*Service Above Self ~ He Profits Most Who Serves Best*

## MAYNARD ROTARY CLUB

P.O. Box 464, Maynard, MA 01754



July 10, 2013

Maynard Board of Selectmen  
195 Main Street  
Maynard, MA 01754

Dear Board Members;

The Maynard Rotary Club requests a permit to hold the annual Maynard Christmas Parade on Sunday December 1, 2013 at 2:00 p.m. The Rotary Club will coordinate with the Chiefs for all necessary details. The club also would like the Board to authorize the Police Department to post No Parking signs along the parade route of Main Street and Nason Street from 12:00p.m – 3:00p.m. Last year vehicles were parked along the route and pulled out into the parade as it passed. The signs will help insure the safety of parade participants and spectators.

Your approval of this request is gratefully appreciated.

Sincerely,

A handwritten signature in cursive script that reads "Nancy Quinn".

Nancy Quinn  
Parade Coordinator



**OFFICE OF THE SELECTMEN**

Maynard, Massachusetts

**PERMIT- BLOCK PARTY  
RICKY DRIVE**

*This permit is issued to*

***Janet Boucher***

*For the following purpose:*

**Ricky Drive Annual Block Party, August 17, 2013  
from 10:30 AM – 2:00 PM  
with Rain date of August 18, 2013**

*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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## Becky Mosca

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**From:** djboucher1@verizon.net  
**Sent:** Tuesday, July 09, 2013 9:34 PM  
**To:** Becky Mosca  
**Subject:** Block party

Hi,

I spoke with you regarding our block party. Hopefully this e-mail will include all the details you will need.

We would like to request part of Rickey Drive blocked off from house number 1 through 10 ( the intersection of Nick Lane), on August 17th with a rain date of August 18th (details remain the same for the rain date) Starting at 10:30am and ending at 2:00pm.

Thank you,

Janet Boucher  
7 Rickey Drive  
Maynard, MA 01754  
978-897-4927  
978-793-1607 (cell)



**FREE Animations for your email** [Click Here!](#)



## **OFFICE OF THE SELECTMEN**

Maynard, Massachusetts

### **ONE-DAY SPECIAL PERMIT**

*This permit is issued to*

**Assabet Valley Chamber of Commerce**

*For the following purpose:*

**Maynard Fest: October 5, 2013**

**In addition to closing Nason Street, to also close down Main Street from in front of to the exit from municipal parking lot at Naylor Court during the Maynard Fest on Saturday, October 5, 2013 from 8:00 A.M. to 4:00 P.M. Also to make River Street two way during the same period of time to allow a flow of traffic to that end of town and that every effort is made to place all vendor carts so that they are not within 100 feet of a directly competing businesses permanently located within the downtown.**

*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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July 10, 2013

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

Dear Board Members,

On behalf of the Assabet Valley Chamber of Commerce I submit the following request for consideration of the Board:

To close Nason Street and Main Street from the corner of Walnut Street to Main Street during the Maynard Fest on Saturday, October 5, 2013 from 8:00 A.M. to 4:00 P.M. Also to make River Street two way traffic, local only. The detour will let traffic up Walnut Street to Hillside Street and Waltham Street for eastbound traffic.

This proposal has been discussed with both the Police and Fire Chiefs for their concerns. They have requested that I present it to the Board for approval.

Thank you for your consideration of this matter.

On Behalf of the Chamber

Robert W. Larkin  
Board Member

## Project Timeline

### 129 Parker Street Development Project

Tasks	Timeframe
1) Hudson Advisors / Capital Group Properties meet with appropriate community officials and engaged citizens to gather information about the project, development ideas, approaches, and overall lessons learned.	June 2013 – Kickoff
2) Through facilitated discussion engage the citizens of the Town of Maynard in a visioning/planning charrette(s), to identify key elements of ideas and document the outcomes of the charrette(s). (Propose 2 meetings given summer)	30 Days
3) Based on comments received, prepare proposed Zoning By-Law changes and Concept Plan for submittal. Draft Development Agreement framework or outline for public consumption.	15 to 30 Days
4a) Engage consultants to conduct independent studies on (1) traffic, (2) economic impacts (including downtown impact study), and (3) legal/zoning implications and present recommendations using existing reports as a starting point.  4b) Appropriate Town Officials and Boards/Commissions to review and provide comment on proposal.  4c) Conduct Planning Board public hearing and subsequent deliberations.  4d) Finalize list of deliverables required for calling of Special Town Meeting and/or sponsoring of articles.	45 Days
5) Finalize potential zoning bylaw amendments, Concept Plan and Development Agreement.	15 to 30 Days
6) Call Special Town Meeting. Prepare and distribute Special Town Meeting Warrant. Developer and Town Boards to continue to provide opportunity for questions and answers prior to Meeting.	45 days

# A.G. JENNINGS, LLC

128 BELKNAP STREET CONCORD MA 01742

Telephone  
617-719-1019

Email  
[agjennings@icloud.com](mailto:agjennings@icloud.com)

July 6, 2013

Town of Maynard  
Kevin Sweet, Acting Town Administrator  
Maynard Town Hall  
195 Main Street  
Maynard, MA 01754



**RE: Proposal for process facilitation services, 129 Parker Street**

Dear Mr. Sweet,

Thank you for your time on the phone earlier this week. As we discussed, I had limited involvement with the public process regarding the 129 Parker Street site back in 2005, and have periodically tracked the process since then. Your insight was helpful in understanding the current dynamics, and in preparing an appropriate scope of services to advance the process.

In response to your request, this is a proposal for A.G. Jennings, LLC (Tax ID #46-2439111) to provide public process facilitation services to the Town of Maynard, including leading two public workshops including Town officials, residents, the property owner and prospective developer regarding arriving at a site reuse scenario that gains public support and is economically feasible.

This proposal includes a proposed scope of services, timeline and statement of project deliverables, along with background information regarding my consulting practice and comparable prior experience.

I am pleased for the opportunity to be helpful to the Town on this important matter, and I appreciate your consideration.

## **Description of Proposer**

The proposer holds extensive education and experience in the following core areas of the Maynard work scope:

- ▶ Multi-party facilitation of complex land use negotiations in the context of project permitting, zoning amendments, design guidelines, and negotiation of development agreements. Successfully completed 30-hour training in mediation and facilitation provided by the Massachusetts Office of Dispute Resolution.
- ▶ Broad knowledge base and experience in zoning for business parks, mixed use districts, downtowns and other targeted economic development areas, including zoning overlays, form-based codes, and design regulation.
- ▶ Broad knowledge base and experience in infrastructure financing and economic development strategies including DIF, TIF, I-Cubed, Local Infrastructure Development Program, and bylaws providing a framework for public/private infrastructure cost sharing.

A resume and project samples are enclosed in addition to the narrative below.

### **Angus Jennings, AICP, Principal**



Angus is principal of a single-member LLC providing planning and real estate consulting services to public and private sector clients. Until earlier this year he was the director of land use management for the Town of Westford, where he was responsible for oversight of the zoning, planning, permitting, conservation and building departments. He managed permitting and construction oversight including for a 129 unit historic mill renovation, a 100,000 sf expansion of the Fortune 500 company Red Hat, the relocation of the Fortune 500 company Goodrich ISR to Westford, the 4.5 MW "Westford Solar," and several mixed-income housing projects. He had a lead role in public policy, infrastructure and community and economic development initiatives.

Angus served as the President of the Massachusetts Association of Planning Directors from 2012-13 and the Vice President from 2010-12, and continues to serve on the Board of this Massachusetts 501(c)(3) organization.

Angus previously served as Principal Planner for Concord Square Planning & Development, Inc., a Boston-based consulting firm which played a major role in the adoption of 40R Smart Growth Zoning legislation in Massachusetts and similar "Incentive Housing Zones" legislation in Connecticut. At Concord Square, he served as project manager for nearly thirty public- and private-sector contracts, including leading zoning amendments in ten communities and serving as lead consultant to Federal Realty Investment Trust in securing the first "I-Cubed" infrastructure financing district in Massachusetts.

Angus has also served as the Town Planner in Marshfield, Massachusetts (2001-05), during which time he worked on 31 zoning and general bylaw amendments adopted by Town Meeting, and a Planning Assistant for the City of Baltimore, MD. He holds a Master's Degree in City & Regional Planning from Cornell University, where he received the AICP Student Award from promise of success as a professional planner.

### **Proposed Scope of Services and Deliverables**

The proposed Scope of Services includes the following tasks:

- I. Review background materials regarding the 129 Parker Street site, as provided by the Town, including any official statements (such as policy or planning documents) outlining public objectives for the property.
- II. Participate in one or more meetings and conversations with stakeholders in the potential redevelopment of the property at 129 Parker Street, said meetings to be organized by the Town of Maynard. Stakeholders to be determined by the Town, but may include Town officials, residents, the property owner and/or the prospective redeveloper. The intent of the meetings and conversations will be to assist me in understanding the positions and objectives of the various parties prior to the public workshops to assist in organizing the workshops in a productive manner.

- III. Upon agreement to dates for the two public workshops, prepare an 11"x17" outreach poster and provide to the Town in PDF format for printing and dissemination as appropriate.
- IV. Organize and facilitate two public workshops at approx. 3 hours apiece, to be scheduled based on mutual availability but anticipated to occur sometime between August 5 and September 6, give or take, with such workshops occurring between two to three weeks' apart. The specific content and format of the workshops will be determined based on the information gathered during the early stages of my work, but will generally be intended to provide a public forum for meaningful discussion of the property reuse and redevelopment options taking into account physical site opportunities and constraints, market conditions (as known), public policy objectives (both for the site, and as relates to Town-wide objectives such as the health of Downtown Maynard), the property owner's and potential redeveloper's objectives, and the financial feasibility of various redevelopment scenarios (as known).
- V. Following the first public workshop, prepare a concise memorandum summarizing the outcome and recommended next steps resulting from the workshop. Provide to the Town for public circulation as appropriate.
- VI. Following the second public workshop, prepare a report summarizing the overall process, outcomes and recommended next steps toward arriving at an agreed plan for property reuse and redevelopment. Provide to the Town for public circulation as appropriate.

All work will be completed in coordination with the Town Administrator's office, and my work will include participation in periodic conversations with the Town Administrator, Town Planner and others, as appropriate, to facilitate coordination and information sharing throughout the process.

### **Project Deliverables**

The following deliverables are proposed:

- a. Participation in stakeholder meetings prior to public workshops.

- b. Public outreach poster.
- c. Facilitation of first public workshop, followed by summary memorandum.
- d. Facilitation of second public workshop, followed by summary report.

### **Fee Proposal**

The work scope and deliverable proposed herein can be completed for a fixed fee of \$4,995.00 based on the following assumptions:

- ▶ Early in the process, the property owner and/or proposed redeveloper would provide me information needed to understand the site, infrastructure, market dynamics, and design considerations, including providing me an opportunity to discuss the site with the project designer (if any).
- ▶ The Town would coordinate the initial meetings with stakeholders (meeting invitations, meeting room, etc). If more than one meeting is held, the Town will strive to schedule the meetings on the same day, timed one after the other, to the extent feasible.
- ▶ The Town would be responsible for coordinating meeting logistics for the public workshops (reserving meeting space, A/V setup, outreach to/ through local media, etc); and would prepare copies of print materials.
- ▶ It is anticipated that Town officials and/or staff would be present at the public workshops and would be available as needed to assist with carrying out the workshops, such as signing in attendees, facilitating discussions at break-out tables, and assisting with meeting logistics (i.e. note taking). (I would provide standard materials such as session objectives and sample discussion questions to those facilitating breakout discussions).
- ▶ The Town would be responsible for any and all actions necessary for compliance with the Open Meeting Law, including without limitation posting of meeting notice and agenda and preparation of minutes, if necessary.

It is proposed that the Town provide an initial payment of \$1,750 upon notice to proceed; an additional \$1,250 upon completion of the first public workshop; and the remaining \$1,995 upon receipt of the final agreed deliverables. I track my time using Timeslips and would provide the Town with a detailed breakdown of time spent and tasks completed per day of work.

If additional services are requested within or subsequent to this phase of the project, I would recommend that we agree to a specific scope and budget prior to initiating the work. I would bill such additional services on a time and materials basis at my standard billing rate of \$155/hr.

### **Project Timeline**

I am leaving next week for vacation but can be available to begin work on Thursday, July 18 (with some availability for phone and email correspondence prior to that date). All project deliverables would be complete within one week of the second public workshop, with an anticipated project completion date estimated at no later than September 12, 2013.

### **Conclusion**

In sum, I would be pleased for the opportunity to work with the Town of Maynard and believe I could be helpful in facilitating a productive public process to advance this initiative toward satisfactory resolution.

I appreciate your consideration, and would be glad to meet with you in support of your review.

Sincerely,

A handwritten signature in black ink, appearing to read "Angus Jennings". The signature is fluid and cursive, with a large initial "A" and "J".

Angus Jennings, AICP  
Principal

# A.G. JENNINGS, LLC



A.G. Jennings, LLC facilitated in a classic transit-oriented neighborhood.

## PLANNING ♦ FACILITATION ♦ IMPLEMENTATION

### ABOUT THE COMPANY

Firm was established in 2013 to provide top notch consulting services to public- and private-sector clients. Drawing from Angus Jennings' nearly fourteen years as a professional planner and project manager in government and business, the firm's practice areas include zoning and regulation reform, public visioning and consensus building, public / private infrastructure finance, and master plan implementation. The firm's organizing objectives include:

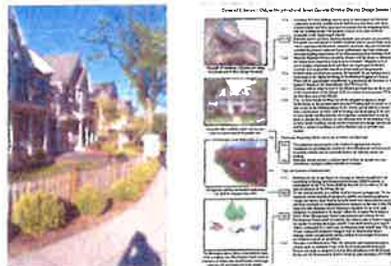
- ♦ working with prospective clients prior to contract execution to ensure alignment of objectives and clarity of purpose.
- ♦ matching the number and scale of projects to available staff capacity to ensure that each project benefits from the ongoing dedicated attention needed for success.
- ♦ embracing technology to advance project objectives while organizing business relationships based primarily on conversations and face-to-face meetings.

The practice is focused on achieving tangible results in the realms of public policy, land management and the built environment.



### ZONING & DESIGN GUIDELINES

Angus has been the lead author of zoning amendments adopted in twelve Massachusetts cities and towns, ranging from minor housekeeping revisions to major land use decisions of community-wide interest. Public engagement and attention to detail have characterized his work.



**Belmont Oakley Neighborhood Smart Growth Zoning**  
Church property deemed surplus; neighborhood approached Town Hall to initiate 40R District. Infill project on three non-contiguous parcels totaling 1.5 ac. By-law incorporates four distinct sub-districts to reflect pro bono architectural design by neighborhood association and ensure design compatibility. Post development condition (2012) fully compatible with bylaw and design standards enacted in 2007.



City of Fitchburg  
308 Smart Growth Overlay District Study  
Proposed Area

**Fitchburg River Street Smart Growth Zoning**  
Over 1 million sq. ft. of vacant and underutilized industrial properties just west of city center, several identified as historic properties. Zoning included six sub-districts with densities and design standards calibrated to each site, providing for adaptive reuse and selective redevelopment. Public process included conceptual planning for streetscape improvements to enhance amenities as mixed-use district. Recognized with 2010 MA-APA Outstanding Planning Project Award.

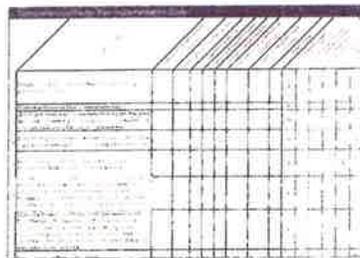
# A.G. JENNINGS, LLC



## PLANNING ♦ FACILITATION ♦ IMPLEMENTATION

### MASTER PLAN IMPLEMENTATION

In the 21st Century, the key questions regarding today's planning challenges are less often "what could be done" than "how to get it done" - in the context of competing priorities, unfunded mandates and limited budgets. Successful plan implementation requires broad-based prioritization and coordinated inter-departmental staffing plans.



#### Town of Westford Master Plan Implementation

In five years, the Town of Westford adopted a Town-wide Comprehensive Plan and other plans totaling nearly five hundred recommended action items, many within Angus Jennings' responsibility overseeing the town's planning, building, zoning, conservation and permitting departments.



As recommended in the Master Plan, a town-wide strategic planning retreats were held in 2011 and 2012 to prioritize actions among the town's many Boards, Committees and departments, and to report progress on actions complete or underway. As DLUM, Angus played a central role in organizing and facilitating the retreats, and implemented an inter-departmental project management process to coordinate the town's implementation activities.

### INFRASTRUCTURE FINANCE

Angus' work on project implementation often relies on negotiation of multi-party infrastructure financing agreements, including using local regulations and application of state policy strategies such as I-Cubed, including 40Q District Improvement Financing, 43D Expedited Permitting, and use of the Economic Development Incentive Program.

#### Assembly Row, Somerville

Led application for \$50 million for public infrastructure financing from innovative "I-Cubed" (Infrastructure Investment Incentive) policy enacted by statute in 2008. Approved by Massachusetts Administration & Finance, Department of Revenue and MassDevelopment, and Somerville Board of Aldermen. First approved I-Cubed District in Massachusetts. Project under construction.

#### Red Hat Exceptional Economic Opportunity Designation and TIF

- ♦ Fortune 500 Linux company approached town in June 2011 with interest in expanding existing 75,000 sf building; company exploring competing sites in North Carolina and Silicon Valley.
- ♦ TIF was material to project financing. Without Economic Target Area, town needed Exceptional Economic Opportunity designation under EDIP program in order to offer TIF. Angus led local process including extensive town-wide analysis required to satisfy MOBD review.
- ♦ Town Meeting approved town's first-ever TIF in October 2011, EACC approved in December 2011, and 100,000 sf expansion set to open Spring 2013.

As a small firm, our capacity is supplemented as needed for certain assignments. Angus is presently working with the nationally recognized development advisory firm W-ZHA on assignments in New York and Minnesota, and is about to begin a form-based code project in Simsbury, Connecticut with the Cambridge-based firm Carr, Lynch and Sandell. Looking ahead, the firm's portfolio is expected to include assignments completed in collaboration with partnering organizations and others undertaken independently.

# A.G. JENNINGS, LLC

128 BELKNAP STREET CONCORD, MA 01742

Telephone  
617-719-1019

Email  
[agjennings@icloud.com](mailto:agjennings@icloud.com)

## ANGUS JENNINGS, AICP, PRINCIPAL

Angus Jennings, AICP, is the Principal of A.G. Jennings, LLC, and specializes in government affairs, regulatory and permitting strategies, infrastructure finance and public process management. Mr. Jennings has experience in public and private sector settings, and is recognized for his leadership capacity and record of innovation and accomplishment.



Having served public, private sector and institutional clients and worked for municipal, state and federal agencies, Mr. Jennings has a broad perspective on the impact of public policy as a catalyst or impediment to growth. Several of his client projects have been among the first to successfully apply new regulatory policies in both infrastructure finance and smart growth zoning. Where reforms were needed to attain an objective, he has drafted policies on behalf of urban, suburban and rural municipalities to facilitate reuse of historic mill buildings, downtown and transit-oriented development, and context sensitive infill development.

During his 14 year career in city and regional planning, Mr. Jennings has secured for clients tens of millions of dollars in infrastructure, incentive and grant funding, served on a state regulation advisory committee, and written more than seventy adopted land use regulations. He has scoped and managed the disposition process for redevelopment of public land and buildings. He is trained in mediation and dispute resolution and has often served as the honest broker in complex multi-party negotiations. His projects were recognized with six statewide planning awards from 2005 to 2012.

Prior to starting his own practice, Mr. Jennings served as director of land use management for Westford, MA, principal planner for Boston-based Concord Square Planning & Development, Inc. (CSPD), town planner for coastal Marshfield, MA, planning assistant for the City of Baltimore, and a planning fellow for the Federal Emergency Management Agency. He is an accomplished public speaker with hundreds of appearances before town

meetings, city councils, local regulatory boards and commissions. Consensus building has been a hallmark of his work.

Mr. Jennings has been a guest speaker at Boston University, Northeastern University, the Suffolk University Law School Center for Advanced Legal Studies, and the Boston Architectural College, and has spoken for such associations as the American Planning Association, Urban Land Institute, New Jersey Future, the New England Chapter of the Congress for New Urbanism, the Northeast Association of Realtors®, and the Boston Bar Association Land Use and Development Committee.

Mr. Jennings is president of the Massachusetts Association of Planning Directors and is routinely engaged in discussions of public policy. He holds a Masters degree in City and Regional Planning from Cornell University, where he received the AICP student award, and a bachelors degree in philosophy and sociology from Trinity College in Hartford, CT.

<u>Representative Projects Managed</u>	<u>Employer</u>	<u>Dates</u>
Red Hat Exceptional Opportunity TIF (100,000 sf expansion)	Westford	2011
Assembly Row I-Cubed, \$50 M Infrastructure Financing	CSPD	2009-10
40R Smart Growth Zoning	CSPD	
City of Fitchburg (676 housing units, mixed-use)		2009
Town of Marblehead (45 housing units)		2009
City of Brockton (1,100 housing units, mixed-use)		2008
City of Pittsfield (217 housing units, mixed-use)		2008
Town of Reading (202 housing units)		2007
Town of Kingston (730 housing units; 300,000 sf comm)		2007
Town of Lynnfield (180 housing units, 500,000 sf comm)		2007
Town of Belmont (19 housing units)		2007
Town of Plymouth (675 housing units, 300,000 sf comm)		2006
Attleboro Redevelopment Authority, DIF Infra. Financing	CSPD	2007-08
40A Zoning: Marshfield, Cohasset, Fitchburg, Westford	CSPD, Towns	2002-12