



AGENDA
Maynard Board of Selectmen's Meeting
November 5, 2013
Town Building – Michael J. Gianotis Meeting Room
(No. 201)
Regular Meeting Time: 7:00 pm

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

1. Call to order (7:00)
2. Pledge of Allegiance
3. FIRE DEPARTMENT, Badge pinning
 - Angela Lawless
 - Mark Latta
 - Deacon John Pepi
4. Public Comment
5. Acceptance of Minutes
 - April 22, 2013, & May 8, 2013 Joint meetings with Planning Board.
 - October 15, 2013,
6. Correspondence
 - Monthly Report - Department of Public Works
 - Monthly Report – Maynard Golf Course (Sterling Golf Management, Inc.)
 - CPC Public Meeting Notice
 - Community Preservation Commission Proposals
 - Cheryl Kane Certification
 - Maynard Retirement Board Meeting Notification
 - Recreation Commission Meeting Minutes – 7/17/13, 8/21/13 and 9/25/13

- Agenda Board of Health Meeting
- Agenda Maynard Cultural Council Meeting
- Agendas Recreation Commission Meetings
- Agenda Charter Review Committee Meeting
- Planning Board Meeting Notice
- Zoning Board of Appeals Meeting Notice
- Finance Committee Meeting Notice
- Reserve Fund Transfer
- All Depts. Expenditure Report
- Property & Casualty Invoices
- Contract Changes
- Resignation of Richard Gross – Council on Aging
- Incident Report 10/12/13 – The Pleasant Café
- Annual Christmas Parade Scheduled – Sunday Dec. 1, 2013 at 2:00 pm
- Fowler Ext. Definitive Plan,
- A.B.C.C. CALENDAR FOR YEAR 2014
- Letter from Council on Aging, request change in the Charter for seven members down from eleven members.

7. Consent Agenda

- Annual, HOLIDAY PARKING MONTH OF DECEMBER 2013
- 2nd Annual Holiday Sip and Stroll
- 2nd Annual request for lighting the Downtown, Dave's Landscaping

8. Appointments:

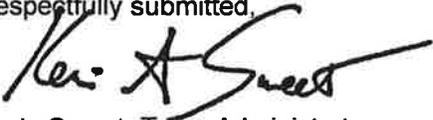
- a.) Terrance Donovan Board of Assessors
- b.) Erik Hansen, Cultural Council
- c.) Linda Hansen, ARRT Steering Committee

9. New Licenses: Entertainment and Common Victualler ;Fine Arts Theatre Place, LLC

10. Complete Streets Resolution, final

11. Proclamation: Jonny Caso, Boys & Girls Club Youth of the Year. (November 14, 2013)
12. Request: DPW employee request use of official vehicle during the winter season.
13. Request: School is asking the BOS to approve \$85,920.00 of PEG FUNDS.
14. Request: TA / ARRT are asking the BOS to approve the sale of Steel Rails from Rail Trail.
15. Request: Artspace, to add lawn signs around town, temporary 18 x 24.
16. 129 Parker Street Ad-hoc Committee Update
17. Town Administrator's Report
18. Chairman's Report
19. Old/New Business
20. Executive Session
21. Adjourn (9:30)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kevin Sweet", written over a horizontal line.

Kevin Sweet, Town Administrator

Next meeting date: November 19, 2013 (Regular Meeting)

THIS AGENDA IS SUBJECT TO CHANGE

Becky Mosca

From: Anthony Stowers
Sent: Monday, October 28, 2013 9:33 AM
To: Angela Lawless; Mark Latta; deajohn.pepi@comcast.net
Cc: firedepartment; Becky Mosca; Brendon Chetwynd
Subject: Badge Pinning

Good morning,

We are on the agenda to have 3 badges pinned on November 5th, 1845 hours at the Board of Selectman's Meeting at the Town Hall. We will be pinning Angela Lawless, Mark Latta, both recent graduates from the Massachusetts Firer Academy Recruit Program and Deacon John Pepi, our newly appoint Chaplain. All are encouraged to attend. Please choose someone to pin your badge on you for that evening.

Thanks,

Anthony Stowers

Anthony Stowers/Fire Chief
Maynard Fire Department
Maynard, Massachusetts
(978) 897-1014
(979) 897-3389 fax



Item 3

"Losers assemble in little groups, and co
Wii

n other little groups.



Draft April 22 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 Special Meeting Minutes

Monday, April 22, 2013

Police Station, MPD Emergency Operations Center 197 Main Street

Time: 7:00 pm

Present: Selectman Brendon Chetwynd, Selectman David Gavin, Selectman James Buscemi, Selectman, (Chair) Dawn Capello, and Town Administrator Kevin Sweet.

Absent; Admin. Assistant Becky Mosca.

Pledge of Allegiance

Discussion regarding the STM (May 19, 2013), (May 20, 2013) Selectman Mick Hurrey moved and Board needed to change the presenter articles Sel. Hurrey had assigned.

All articles reassigned.

Vote for election date, replacement to fill balance of Selectman Mick Hurrey's term.

A motion was made by Selectman Chetwynd to hold the special election date as the same date of the State election for cost reasons, June 25, 2013. Second made by Selectman Gavin. Vote 3-0. Motion approved.

Old/New Business

129 Parker Street

Executive Session: purpose of discussing the value of land the public discussion of which may have a detrimental effect on the bargaining position of the public bodies.

In the Matter of (E) to consider the exchange, lease or value of real property, as open discussion would have a detrimental effect on the negotiation position of this governmental body.

Motion to convene an executive session was made by Selectman Capello and duly seconded by Selectman Chetwynd. Meeting will not reconvene in open session.

Draft April 22 2013

The following roll call was taken on the above motion.

Selectman Gavin	NAY, recused himself.
Selectman Buscemi	Yea
Selectman Capello	Yea
Selectman Hurrey	Absent
Selectman Chetwynd	Yea

Selectman David Gavin recused himself and left meeting.

Time 8:00 pm

Approved:

Date:

Selectman, Brendon Chetwynd, Clerk

Initials: BJM



May 8, 2013

OFFICE OF THE
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Selectmen's Meeting Minutes

Wednesday, May 8, 2013

Room 201, Town Hall

Time: 7:00 pm

Present: Chairman Dawn Capello, Selectman Brendon Chetwynd, Selectman James Buscemi, Selectman David Gavin and Acting Town Administrator, Kevin Sweet. Absent; Admin Assistant Becky Mosca.

Present: Legal, Lisa Mead, Blatman, Bobrowski & Mead, LLC

JOINT MEETING WITH PLANNING BOARD

Present: Chair Max Lamson, Bernie Cahill, Greg Price, Jason Kreil, Kevin Calzia, Greg Tuzzolo, and Steve Wood Interim Plan Assist.

7:00 p.m. Chair Lamson opened meeting and made motion to close Continued Public Hearing NBOD Amendments advertised February 14 and Feb 21, 2013. Second by PB, Greg Price. Vote 5-0. Motion carries to close hearing for Planning Board.

Continued Public Hearing NBOD Amendments advertised April 16 and 23, 2013 to amend protective zoning By-Laws 9.3 NBOS

Selectman Gavin recused himself after the open discussion for NBOD amendments and left the meeting. 8:00 pm

Presentation by Developer.

- a) New information from Developer (Capital Group) includes an update of Concept Plan. This new plan now includes a clearer presentation of Crosswalks, Bike Racks, Walking Trails, and Sidewalks.
- b) Comments by (PB) members; this centered on reduction of parking spaces. Reduction is due to reduced size of largest buildings.
- c) Public Comments; Rick Maida from Lincoln Street, expressed concern about cost of renovations to bring PK2 up to code. Raised concerns about who would pay for these renovation cost. Lisa Mead, Town Counsel noted this is not a matter for this hearing. Cathy Gannon from South Street asked if there has been a Peer Review of the building size reduction (Plan B) Mitigation required by Peer

May 8, 2013

Review has been incorporated in Development Agreement. Ellen Duggan, Parker Street, expressed concern that Town Public Safety officials have not been consulted regarding this development Max Lamson thought they had been consulted. Residents of Field Street want a definition of what Emerging Energy Technology is. Also a concern about Wind Turbines that might be built on site. Max Lamson said it was part of the Green Communities Act. Legal, Lisa Mead read definition from Protective Zoning By-Laws. Terry Short, Brook Street, said there were two different plans on Town 129 Parker Street website. She does not know which plan she is voting for. (Needs clarity). Developer said she is voting for a plan with two buildings that may be no greater than 85,000 square feet. Sally Bubier, Butler Street claimed that the discussion of Development Agreement should be a part of the Planning Board hearing. Beverly, Crane Ave. concerned about the wetlands. ConsCom had written a letter back on March 15th stating that development is not in compliance. Lamson stated that whenever the development plan is filed, it would have to comply with State Regulations. Sandra Liu, Maple Court submitted a personal study of a comparison of 129 Parker with other existing shopping centers. Copy is entered into record at Planning Board. Ken Estabrook, McKinley Street stated the confusion between Concept Plan and the Site Plan. Site Plan will consist of more detail. The Development Agreement will also allow for mitigation until a finalized Development Agreement is submitted for Town vote. Marie Gunnerson, Parker Street submitted her letter to Planning Board expressing concern about buffer area and her driveway. Ms. Grimes, had concern about truck traffic, housing site and additional schoolchildren. Sally Bubier questioned if the Planning Board feels it had enough information to make an informed decision on this project. Does this proposal meet the needs of Maynard? Calzia noted we must have trust in the process. Kulik, Field Street pointed out the inadequacies of the project. Vic Tomyl, Powdermill Road, has concerns about Item 1, section 9.3.2 (He believes we are giving away zoning control to suit developers.

No action taken

Motion made by Selectman Capello to adjourn. Second by Selectman Buscemi. Vote 3-0. **Motion approved.**

Time: 10:47 PM

Approved:

Date:

Selectman, Chetwynd, Clerk

Initials: BJM



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Selectmen's Meeting Minutes
Tuesday, October 15, 2013
Room 201, Town Hall
Time: 6:00 pm

Present: Chairman Brendon Chetwynd, Selectman David Gavin, Selectman William Cranshaw, Town Administrator Kevin Sweet and Admin. Assistant Becky Mosca. Absent: Selectman James Buscemi and Selectman Dawn Capello

(This public meeting was recorded).

Pledge of Allegiance

Interviews, Reserve Police Officer:

Chief Mark Dubois requests the BOS to Interviews, Reserve Police Officer: The appointment of three officers to the Reserve list will expedite the hiring process with future openings. Once a reserve list is established, the individuals on the list have to be offered the full time position if one becomes available. They have the option to deny the offer and after the third offer, they are taken off the list. Essentially, once an individual is on our reserve list, they will eventually be a full time police officer.

Michael Sutherland: At the age of 28, is married and lives in Lowell. Michael is a US Army veteran earning the rank of Sergeant (E5) and served two combat tours in Iraq. He was honorable discharged in March 2012. Michael is currently a Manager at Supper Stop and Shop running the day operations. Michael has a Bachelor of Science degree from the University of Massachusetts in Criminal Justice. Michael Thanked the Board for the opportunity to interview in Maynard and thinks his customer services would be a benefit for Maynard.

Lucien Comeau: At the age of 32, is married and lives in Westborough. Is the new parent to twins. Lucien is an US Army veteran and was a squad leader while deployed to Iraq prior to being honorably discharged in 2010. Lucien was a corrections officer in New Hampshire. Currently works as a police officer for the Beth Israel Deaconess Medical Center, which has provided a lot of relevant experience. Lucien Thanked the Board for the interview.

Todd Fletcher: At the age of 25, is single and resides in Hopedale. Todd is an enlisted Soldier in the US Army Reserve and a combat veteran serving in Afghanistan in 2010. Todd is currently employed as a Unit technician for the US Army Reserve unit that he is a member of, the 3rd Legal Operations Detachment in Boston. Todd has a Bachelor of Science from Westfield State College in Criminal Justice. Todd Thanked Board for the interview.

The Board Members regarding their experiences and their interest in being a police officer questioned each candidate. Each candidate also offered opening and closing remarks as to why they believed that they would be a good candidate for a position as a Police Officer in Maynard.

A motion was made by Selectman Gavin to approve the appointment of Michael Sutherland, as Reserve Police Offices for the Town of Maynard. Second by Selectman Cranshaw. Vote 3-0. Motion approved.

A motion was made by Selectman Gavin to approve the appointment of Lucien Comeau as Reserve Police Offices for the Town of Maynard. Second by Selectman Cranshaw. Vote 3-0. Motion approved.

A motion was made by Selectman Gavin to approve the appointment of Todd Fletcher as Reserve Police Offices for the Town of Maynard. Second by Selectman Cranshaw. Vote 3-0. Motion approved.

Public Comments: Resident, Marc DeCastro, Cutting Drive Maynard, Had a petition requesting that his Vose Hill Subdivision be accepted as a public way. Board of Selectmen and TA, Kevin Sweet let resident know that the petition would be given to the Town Clerk the next day. In addition, that the process would be followed. TA, K. Sweet noted that the Operation Manager Chris Okafor is in the process of working out a new paving policy for the Town of Maynard.

Acceptance of Minutes for September 10, 2013 and October 8, 2013

A motion was made by Selectman Gavin to approve the minutes for September 10, 2013 meeting. Second by Selectman Cranshaw. Vote 3-0. Motion approved.

A motion was made by Selectman Gavin to approve the minutes for October 8, 2013 meeting. Second by Selectman Cranshaw. Vote 3-0. Motion approved.

List of Correspondences:

- a) Fire Department monthly report for Sept. 2013
- b) Police Depart. Monthly report for Sept. 2013
- c) School Building Comm. Agenda Oct. 9th and meeting minutes Sept. 11, 2013

- d) Town Clerk monthly report for Sept. 2013
- e) Mass Collectors and Treasurers Association, certification for T/C Cheryl Kane.
- f) Maynard Golf Course monthly report for Sept. 2013
- g) Notice, Planning Board meeting, Oct. 8, 2013
- h) Notice from Department of Utilities for Petition, NStar Electric
- i) Notice, Golf Course Reuse Committee, Oct. 7, 2013
- j) Notice, Comcast, will continue to provide service free to schools and local library.
- k) Notice, Safety Drill & Training at Maynard High School, Sept. 27, 2013
- l) Legal Notice, Planning Board, Oct. 22, 2013
- m) Notice, Rabies Clinic, Nov. 2, 2013
- n) MBA, meeting minutes for October 1, 2013
- o) Capital Group Properties, The Residences at Maynard, dated October 7, 2013
- p) Final Warrant for Special Town Meeting on Nov. 4, 2013
- q) Copy of RFP, for Maynard Retirement System, Audit Service.
- r) AVRTHS, Town Officials Meeting, October 2013

A motion was made by Selectman Gavin to approve the list of correspondences as shown. Second by Selectman Cranshaw. Vote 3-0. Motion approved.

Consent Agenda

This is the annual Maynard Veterans Council, Veterans Day Parade on Monday, November 11, 2013 and would like a permit for this purpose.

- a) Veterans Day Parade, Monday, November 11, 2013

A motion was made by Selectman Gavin to approve the consent agenda as shown. Second by Selectman Cranshaw. Vote 3-0. Motion approved.

Proclamation, to Make Maynard a Purple Heart Town, The Department of MA Military Order of the Purple Heart U.S.A. Would like to present to the Town of Maynard a proposal and opportunity to become a Purple Heart Town. Joining Clinton, Lancaster, Berlin, Westborough, Leominster and others in the process. Honoring all who made the ultimate sacrifice and shed their blood in all ward from Stow. In addition, honoring August 7th each year as Purple Heart Day.

A motion was made by Selectman Gavin to approve Maynard as a Purple Heart Town and honoring this date each August 7th. Second by Selectman Cranshaw. Vote 3-0. Motion approved.

Reserve Fund Transfer request, Account # 0001.0945.574000, Liability Insurance. This is one of the Board of Selectmen's' accounts, The Liability Insurance account is short to pay the difference for the new high school and a couple of added vehicles to this years' insurance in account # 0001.0945.574000.

Board took no action; Reserve Fund Transfer now goes to the Finance Committee for approval.

Complete Streets Overview and Draft Resolution

Complete Streets Resolution: TA, Kevin Sweet introduced the new Complete Street Resolution to the Board for the first time.

(The Town Planner, Eric Smith and Chris Kuschel from MAPC will be at the October 1, 2013) meeting to discuss this overview and draft resolution to our streets, with assessment to potential obstacles to implement Complete Streets in the Town. The Town needs to develop proposed revisions to all appropriate plans, zoning and subdivision codes, laws procedures, rules, regulations, guidelines, programs, templates, and design manuals in order to integrate, accommodate, and balance the needs of all users in all projects.

Selectman Cranshaw questioned whether additional regulations and another committee is necessary to achieve Complete Street goals appropriate for Maynard, and asked whether Community Development Principles already provide such guidance. TA, K. Sweet indicated this resolution has some grant money available and has some tradeoffs. He will review last two large projects to evaluate how proposal would have affected them.

129 Parker Street Discussion/Next Steps

Discussion with Angus Jennings, Eric Smith next steps for 129 Parker Street What the make-up of the committee should be, when to get started, yesterday.

Capital Group Properties, Bill Depietri and Oliver Robinson from Lone Star Bank, Texas Discussion with Board regarding (The Residences at Maynard – A Capital Group Properties Development Site Eligibility & Acceptance Application Filing this is for 317 apartments (40B) 152 one bedroom & 165 two bedroom; 79 of which will be MGL CH. 40B will comprise of 21.55 acres of the 58 acres at 129 Parker Street.

A motion was made by Selectman Cranshaw to approve a working group for 129 Parker Street (Ad-Hoc Committee), members: one from Planning Board appointed by chair of planning Board, one from Finance appointed by chair of Finance, Town Planner, Eric Smith, one by Selectman Gavin, one by Selectman Chetwynd, one by Selectman Capello, one by Selectman Cranshaw. Second by Selectman Gavin. Vote 3-0. Motion approved.

Board requests TA, Kevin Sweet to reach out for legal services outside of the legal counsel that the town has at this time.

Special Town Meeting Discussion, presenters for STM

- Prior Year Bill, Sel. Chetwynd
- Section 8 Dog Owners', Sel. Cranshaw
- Section 1 Dog Owners', Sel. Cranshaw
- Section 7 Dog Owners', Sel. Cranshaw
- Section 9 Dog Owners' Sel. Cranshaw
- Registered Marijuana. Planning Board
- Medical Marijuana. Planning Board
- Replace Existing Def. Planning Board
- Section 3 Planning Board
- Section 4.1.4 Planning Board
- Section 4.1.5 Planning Board

MayDog, Memorandum of Agreement

Draft MOU for MayDog in the BOS drop box license agreement will be followed to MayDog attorney. Terms and how long. Maybe a yearly agreement so this can be reviewed after each year. Is there a commitment from MayDOG? With understanding, this lease may grow to a multi-year if all goes well within the first year. Liability questions, how many dogs at any given time, age of people, parking at any given time. Request feedback back from the Chief.

NStar still has some ongoing work in the area of the dog park. This may hold up the opening of the dog park. TA will keep the Board up dated.

Town Administrator Report

Solar Array / Dog Park, update; Official ribbon cutting date of Monday, November 4, 2013 has been set. Working with WGES with regards to logistics and they have retained a PR firm that will be sending out official invites for ceremony.

Meeting with Town, Solar & MayDog regarding the concerns raised with the NStar utility poles in the Dog park area. Will keep board updated.

AVRTHS Met with Supt. Pat Collins and other Town Officials at the Assabet Valley Regional Tech High School on Oct. 9, 2013. Discussions covered the status of the District, the renovation project, FT15 budget development and an opportunity to provide input and feedback. Building tour of their renovation project.

NEMLEC, Went with Chief Dubois to a managers meeting, presentations made by team unit commanders and their personnel.

ASSISTANT TOWN ADMINISTRATOR POSITION,

The position has been advertised. The posting will close on Oct. 16th. As of today, we have received 55 resumes for the position.

MISCELLANEOUS, meeting with Rep. Kate Hogan, Guest speaker at this month's Council on Aging meeting, Held monthly Leadership Team Meeting

GREEN COMMUNICATION, new equipment added at the Green Meadow School should see savings around \$22,000.00. In process of completing the downtown parking charging stations, which consist of two charging heads. The units are located across from the Fine Arts Theatre.

Chairman Report; Charter update, feedback from Town Counsel and charter group will discuss other discussions, management of who hirers, TA hires some positions, Board of Health, TA has day to day.

The Board has final termination rights of employee from certain positions. TA has right for suspension of employee from certain positions. Hearings and other options are applied.

Old/New Business:

Selectman Cranshaw; Community Gardeners want to know if we can come up with \$20,000.00 or \$30,000.00 for some funding plans.

Clarification on Reserve Fund Transfers that board of selectmen does not control any more departments' control. Yes, The Board is made a where of each (RFT) before they go to Finance Committee.

129 Parker Street Price on the property has a changed, did we made the Assessors a where of this?

40B Counsel dates. Can we set dates to meet with counsel? Wants to have meeting before the next BOS meeting on November 5th. TA to find Town other Counsel to work on this for the Town.

Selectman Capello, absent

Selectman Buscemi; absent

Selectman Gavin, Past week went to SBCM, they are planning a Grand Opening, and new date is December 7, 2013. Invitation will be mailed out. At the Thanksgiving Day game, tours of the new high school will be available.

Executive Session none needed.

A motion to adjourn the meeting was made by Selectman Gavin. Second by Selectman Cranshaw. Vote 3-0. Motion approved.

Time: 10:30 pm

Approved: _____

Date:

Selectman, David Gavin, Clerk

Initials: BJM



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

Administration

Highway

Water & Sewer

WWTP

To: Board of Selectmen

From: Christopher Okafor, Operations Manager

Date: October 16, 2013

Re; Monthly Report – September 2013

Administration: Submitted by Christopher Okafor, Operations Manager

Administration: Submitted by Christopher Okafor, Operations Manager

Some of the major issues worked on in the month of September 2013 include:

- Analysis of DPW - ongoing
- Continue implementation of Facility Dude Work Order Program
- Attending to various public complaints and requests
- Reviewing Cemetery duties – ongoing
- Mockingbird Lane Sewer Pump Station Replacement Project Contract
- Prepared bids specifications and advertised for Bituminous Concrete Sidewalk and driveways
- Prepared bids specifications and advertised for Concrete Sidewalk and driveways
- Prepared bid specifications and advertised for Contract for Snow Plowing and Removal
- Prepared an RFP and advertised for Municipal Pavement Management System
- Prepared an RFP for Wastewater Facility Operation and Maintenance Services
- WWTP - Sludge handling/hauling
- Working with the on call Engineer (VHB) in evaluating various projects (Reo & Coolidge Parks, WWTP, etc.)
- Working with consultants on Water & Sewer I/I programs
- Monitoring Trash/Recycling programs Contract - monthly meeting with contractor
- Analysis of DEP staffing requirement at WWTP – ongoing
- Reo and Coolidge Parks Open for public use

- Manholes Inspections – Powder Mill Road
- Tree Works – various locations

Water and Sewer Division: Submitted by Tim Mullally, Foreman

- Completed UAW report for DEP
- Service leak at 13 Pine Street – lead goose neck was leaking
- 29 Nick Lane service leak in foundation. Homeowners problem we shut off water and hooked the homeowner to neighbor's house, plumber repaired
- Sewer block at 15 Durant Avenue
- Water quality sampling as mandated by DEP
- Daily response to dig safe mark outs, high water use concerns, final reads, lift station and water treatment plant alarms
- 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 water plants.

Highway Division: Submitted by Joe Foster, Foreman

- Our primary focus's this month was maintaining the Cemetery
- We spent several days mowing weed whacking and maintaining the Cemetery
- We sent 1 Man to WWTP for 15 Days to drive tanker truck
- We spent 6 days working at either Reo or Coolidge parks, IE putting up fence, removing items and cleaning for opening day
- We spent 3 Days repairing or installing new Street lights
- We had 3 Internments
- We spent 1 Day finishing painting crosswalks off Parker St
- We spent 2 days cleaning and organizing area at the end of the Highway garage
- We continued to assist other Departments as needed with manpower or equipment as requested. IE: 15 days driving WWTP tanker, assist Water Dept. – Pine St, and assisting and preparing for the Maynard Road Race

Waste Water Treatment Plant: Submitted by Mark Votto, Plant Manager, Weston and Sampson

- During the month of July, Steve Reichenbacker, Weston and Sampson started work as the 4th operator at the plant
- New sump pump and system installed in Co-Mag building to reduce the amount of water being sent to sludge holding
- Plant water yard hydrant repaired to stop leaking
- Repairs to sludge truck tractor performed by town mechanic
- Sludge holding tank cleaned out due to pumping difficulties, found wood block partially covering pump inlet
- Trucked 241,500 gallons of sludge with Town truck and Wind River

- Returned to Greater Lawrence Sanitary District for sludge disposal on August 30, 2013, limited to one load daily

Maynard On-Call Contract 2013

Invoice Summary

Log of Activity by Date for Wayne Amico

Town Hall Attendance 9/3/13 – 10 hours

- Reviewed Old Marlborough Paving efforts performed by Lazarro on 8/30/13.
- Reviewed proposed work on Oak Ridge drive with Joe Foster. Allied paving to pave this apron on 9/4/13.
- Reviewed sinkhole on Florida Court with Chris Okafor and discussed with Joe Foster
- Reviewed Fowler Street for newly proposed subdivision.
- Prepared NOI package for Euclid Ave paving and Stormwater Improvements and filed NOI with Con Com and DEP.
- Attended weekly Town DPW staffing meeting with Chris Okafor, Marie Morando, Tim Mullally and Joe Foster.
- Met with Chris Okafor and Marie Morando to discuss staffing issues over the past few days.
- Reviewed paving and drainage issues that need to be addressed with Chris Okafor and Joe Foster relative to a Catch basin located in front of 83 Brooks Street.
- Discussed Field Street Water patch with Tim Mullally and he contacted the contractor relative to fixing trench.
- Started to prepared DEP response letter to DEP's visit to the WWTP on August 1, 2013.
- Discussed Reo Road and Coolidge Street Playgrounds– reviewed punch list items with Chris Okafor.
- Discussed ARRT easements briefly with Eric Smith and reached out to MassDOT to discuss process for ROW acquisitions and accurate record keeping.
- Reviewed and commented on unaccounted for Water use letter to be sent to DEP by Stantec on the Town Water Department's behalf.

Town Hall Attendance 9/5/13 – 6 hours

- Prepared NOI package for Euclid Ave paving and Stormwater Improvements and filed NOI with Con Com and DEP.
- Started to prepared DEP response letter to DEP's visit to the WWTP on August 1, 2013.
- Discussed Reo Road and Coolidge Street Playgrounds– reviewed punch list items with Chris Okafor.
- Reviewed and commented on unaccounted for Water use letter to be sent to DEP by Stantec on the Town Water Department's behalf.
- Met with Stantec to discuss I/I for sewer plant.
- Met with Chris Okafor to discuss staffing issues over the past few days.
- Discussed downtown parking deck evaluation by VHB with Chris Okafor.

Town Hall Attendance 9/10/13 – 10 hours

- Reviewed Reo Road and Coolidge Street Playgrounds– reviewed punch list items and visited site
- Reviewed Reo Road and Coolidge Street Playgrounds with BSC and Town Administrator and DPW.
- Met with W&C to discuss Whites Pond and other emergency water sources
- Met with Stantec to discuss I/I for sewer plant.
- Attended Field review of Fowler Street with Planning Board DPW Director and Project Applicant.

- Reviewed Summer Hill Road Asphalt Berm based on customer complaint.
- Attended weekly Town DPW staffing meeting with Chris Okafor, Marie Morando, Tim Mullally, Mark Votto and Joe Foster.
- Met with Chris Okafor to discuss staffing issues over the past few days.
- Discussed downtown parking deck evaluation by VHB with Chris Okafor.

Town Hall Attendance 9/13/13 – 6 hours

- Reviewed the condition of several roadways in the field
 - Parker Street potential paving area
 - Shore Ave driveway apron repaving
 - Oak Ridge driveway apron repaving
 - Old Marlborough Road apron repaving
 - 88 Acton Street potential tree removal
 - Downtown garage – performed parking space inventory
- Reviewed status of Reo and Coolidge with Kevin sweet and Chirrs Okafor
- Performed field measurements at Reo Park to confirm equipment specifications.

Town Hall Attendance 9/17/13 – 10 hours

- Reviewed the condition of several roadways in the field
 - 88 Acton Street potential tree removal
 - MassDOT limits of paving for bridge project
 - Cemetery shed vaults and records
 - Mill Street Sewer leak on bridge
 - Euclid Ave Drainage
 - Paul Street drainage and driveway repairs
 - Summer Hill Berm Repair
 - Reo and Coolidge Street park repairs
- Attended weekly Town DPW staffing meeting with Chris Okafor, Marie Morando, Tim Mullally, Dave Simmons and Joe Foster.
- Met with MassDOT construction rep and negotiated additional limits of paving or the final bridge paving project.
- Discussed Reo and Coolidge park punch list with Leslie Fanger from BSC
- Discussed Reo and Coolidge park punch list with Cindy Maak from Miracle
- Prepared Parking Garage Parking Inventory graphic for Joe Foster to inventory Garage parking use for the next 2 weeks.

Town Hall Attendance 9/18/13 – 5 hours

- Prepared Parking Garage Parking Inventory graphic and summary spreadsheet for Joe Foster to inventory Garage parking use for the next 2 weeks.
- Attended meeting with Town insurance rep at Reo and Coolidge parks
- Discussed status of Reo and Coolidge parks with Leslie Fanger from BSC, Kevin Sweet and Chris Okafor

Town Hall Attendance 9/19/13 – 5 hours

- Reviewed play structures at Coolidge Park with Miracle rep, Cindy Maak
- Toured DEP identified safety items at WWTP with Mark Votto and Chris Okafor
- Discussed Reo and Coolidge parks with Kevin Sweet, Chris Okafor and Gregg Lefter

- Discussed Goric Play structure with Goric Representative
- Discussed Taylor Street Subdivision with Eric Smith and Marie Morando

Town Hall Attendance 9/24/13 – 10 hours

- Reviewed play structures at Coolidge Park with Miracle rep, Cindy Maak
- Reviewed play structures at Coolidge Park with Leslie Fanger from BSC
- Reviewed play structures at Coolidge Park with Rick from Goric
- Discussed Reo and Coolidge parks with Kevin Sweet, Chris Okafor and Gregg Lefter
- Attended weekly Town DPW staffing meeting with Chris Okafor, Marie Morando, Tim Mullally, Dave Simmons and Joe Foster.
- Discussed Goric Play structure with Goric Representative
- Met with Residents on Shore Ave and O'Moore street to discuss driveway Apron Paving
- Prepared project summary of Reo and Coolidge Parks for the Town Administrator
- Met Eric Smith and discussed Assabet River Rail Trail and MassDOT ROW meeting on 9/25/13

Town Hall Attendance 9/25/13 – 8 hours

- Reviewed play structures at Coolidge Park with Miracle rep, Cindy Maak
- Reviewed play structures at Coolidge Park with Leslie Fanger from BSC
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50 Brown Street, Maynard, MA 01754
Tel: (978) 637-2268 – Fax: (978) 637-2269

**Report for Maynard Board of Selectman
October 15th, 2013**

Revenue Update – YTD thru September 30th.

- Season Passes 2013 = \$91,370 vs 2012 \$113,920 = down \$22,550 (20%)
- Greens fees 2013 = \$151,522 vs 2012 \$134,777 = up \$16,745 +12%
- Golf Carts 2013 = \$39,860 vs 2012 \$ 38,047 = up \$ 1,813 + 4%

Complete revenue report is attached. Lease fee due year to date on October 15th is \$33,836.43 \$36,598.36 has been paid by SGM year to date in Capital repairs.

Capital Repairs paid since last report - in lieu of Lease fee payment YTD.

None paid

Total Paid by SGM year to date \$36,598.36

Business – September 2013 greens fees were up 28% , and carts were up 15% versus 2012. We have now had two great months of business growth. It was another beautiful month for golf with very nice fall weather.

News – We had a Maynard Town Appreciation Day at the golf course on Saturday October 12th, offering Maynard Residents and Town Employees a free round of golf at the course. The day was a success, and we had about 40 Maynard residents come out and enjoy the course, and we sold two new season passes that day.

Lessons and Clinics – other than private lessons everything is done for the season.

Grounds – Under the temporary direction of David Stowe, Sterling Golf Director of Maintenance, along with myself and staff from MGC and our other clubs the course conditions continue to excel and overall the course is looking very good.

We have completed a second additional core aeration of greens just two week ago, using small ¼ inch hollow times, and aggressive sand topdressing was done. Last week greens #6,7,8 were spike overseeding to get them back into the perfect condition that we strive for. Last week we also completed a second aggressive aeration and overseeding of tees. We are working on fairway and have completed all fairways as of this date except numbers 7 and 8 fairways.

We continue to make good progress on irrigation system repairs with SGM's Irrigation crew. We continue to analyze the system in order to better prepare a plan of what is needed for additional repairs, but do not have a report on that at this time.



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Irrigation, Wells and Water: - The pump motor has been replaced on the “new” well field on the 2nd hole, and is back in full operation. We have enough water to properly irrigate the golf course when this field is running along with the two deep rock wells. But, we also learned that this gravel well field has the ability to pump a higher volume of water if needed in the future, but it would require replacing a run of about 700-800 feet of #8 wire, that is currently used. Heavier wire would be needed to run a larger capacity pump to draw out higher volumes of water. I have not received a final invoice as work was completed yesterday. We did run short on irrigation water over the last few weeks with the dry weather and had to limit our fairway irrigation water. The past weekend rainfall of about 1.2 inches over a four day stretch was well received.

Building –The gas insert in the fireplace is on order and should be replaced in about two weeks.

Capital – No Forward Progress. *The doors have been boarded up again and are secure at this time. (The garage doors on the backside of the clubhouse that allow access to the area used as the maintenance building are in desperate need of replacement. The doors are rotten and panels are falling apart and the doors are falling off the hinges. The building cannot be adequately secured. This is a recommendation only by us, and all we are doing at this time is collecting quotes for future direction on replacement by the Town.)*

Hazardous weather shelters – No Forward Progress. *(Shelters are falling apart and are in need of replacement, photos attached. I have one quote for \$7,500, and we are in the process of collecting two more quotes for rebuilding them. This is a recommendation only by us, and all we are doing at this time is collecting quotes for future direction on replacement by the Town.)*

Sterling Golf Management, Inc.

Maynard Golf Course

Statement of Revenues for September 2012

<u>Revenue Category</u>	<u>Amount</u>	<u>Y-T-D</u>
Season Passes	-	113,920.00
Locker Rentals	-	780.00
Greens Fee	22,855.00	134,777.00
Golf Carts	6,214.44	38,047.86
Total Golf Revenue	<u>29,069.44</u>	<u>287,524.86</u>
Lease Fee Due on Golf Revenue (10%)	2,906.94	28,752.49
Food Sales	2,888.96	14,699.66
Liquor Sales	5,526.61	29,614.05
Hall Rentals	-	3,000.00
Total Food Service Revenue	<u>8,415.57</u>	<u>47,313.71</u>
Lease Fee Due on Food Service Revenue (5%)	420.78	
Lease Fee Due - September 2012	3,327.72	
Amount paid with this statement	<u> </u>	
Total amount towards 2012 Lease Fee	<u>27,793.55</u>	
(Total Year-to-Date Lease Fee)	31,118.17	3,324.62

Sterling Golf Management, Inc.

Maynard Golf Course

Statement of Revenues for September 2013

<u>Revenue Category</u>	<u>Amount</u>	<u>Y-T-D</u>
Season Passes		91,370.00
Locker Rentals		500.00
Greens Fee	27,963.00	151,522.00
Golf Carts	6,707.89	39,860.66
Total Golf Revenue	<u>34,670.89</u>	<u>283,252.66</u>
Lease Fee Due on Golf Revenue (10%)	3,467.09	28,325.27
Food Sales	6,893.91	45,904.62
Liquor Sales	7,010.58	52,519.73
Hall Rentals	1,200.00	11,799.00
Total Food Service Revenue	<u>15,104.49</u>	<u>110,223.35</u>
Lease Fee Due on Food Service Revenue (5%)	755.22	
Lease Fee Due - September	4,222.31	
Amount paid with this statement	<u> </u>	
Total amount towards Lease Fee	<u> </u>	
(Total Year-to-Date Lease Fee)	33,836.43	33,836.43

TOWN OF MAYNARD
MEETING NOTICE

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

Maynard Community Preservation Committee
PUBLIC MEETING NOTICE

Maynard Town Hall
Wednesday, October 16, 2013 at 7:00 PM

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

CALL TO ORDER:

PUBLIC COMMENTS:

ADMINISTRATIVE BUSINESS:

- Review minutes from previous meeting.

CORRESPONDENCE:

- Mail received

BUSINESS:

- Discuss process to recoup unexpended funds a Town Meeting
- Discuss timeline for new proposal cycle
- Review CPC documents and update recent CPC changes
- Vote on updated CPC document changes
- New Business

Upcoming Meetings:

- Determine next regularly scheduled meeting.

THIS AGENDA IS SUBJECT TO CHANGE

Posted by: Michael Chambers, CPC Chair

Becky Mosca

From: Michael.Chambers@gdc4s.com
Sent: Friday, October 18, 2013 9:36 AM
To: Kevin Sweet; Becky Mosca
Subject: CPC Proposals

Kevin,

Just an FYI. The CPC is currently taking proposals for FY14. The application deadline is November 1st and the applications can be found on the Town website. I have booklets being printed with the new changes for CPC proposals and hopefully I will have them early next week and will distribute to the Town Hall and the Maynard Library. Please forward this on to the BOS in case they want to put in a proposal.

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

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

Becky Mosca

From: Mike Chambers <chambersm@oscie.com>
Sent: Sunday, October 13, 2013 8:53 PM
To: Becky Mosca
Cc: Mike Chambers
Subject: Town Website
Attachments: Newspaper insert CPC 101313.doc; Section two_print_ver 2013 Draft 100913.pdf;
Section two_print_ver 2013 Draft 100913.doc

Becky,

I need to get two things posted on the town website under the CPC committee and do not know who to reach out to. We need to get these two items posted ASAP as we are behind on the CPC proposal cycle because we have not been able to meet because of quorum issues. We do have Section 2 on the CPC web page but it is outdated and this is the replacement document. I also have enclosed section 2 in both word and pdf forms as I do not know which version is required. I would really appreciate it if you can pass these two documents on to the town webmaster.

Thanks,
Mike Chambers

Maynard CPC Invites Proposals

The Maynard Community Preservation Committee is inviting Maynard residents to submit proposals for CPA funding. The deadline for submitting applications for Community Preservation Act (CPA) funds is November 1, 2013. CPA funds can be used for four kinds of projects.

1. Community Housing projects that, for example, promote affordable housing, or modify existing homes to allow disabled and elderly persons to continue living in their home.
2. Historic Preservation projects that, for example, protect, preserve, or restore historic structures, sites, or artifacts.
3. Open Space projects that, for example, acquire land for open space, remove invasive plant species, or purchase conservation restrictions.
4. Recreation projects that, for example, acquire land for recreational use, preserve existing athletic fields, or convert existing non-recreational structures and land to recreational use. New changes to the Community Preservation Act (CPA) have passed legislature and now funds can also be used for improving existing outdoors recreation facilities.

To date CPA funds have been used to restore Veteran's Memorial Park, provide sprinkler systems to Crowe Park and to Alumni Field, preserve historic artifacts, and support design and acquisition for the Assabet River Rail trail, acquire the Maynard Country Club property, and other projects.

Informational booklets and application forms are available at the Town Clerk's office, Town of Maynard website (<http://www.townofmaynard-ma.gov/gov/committees/cpc/>) and at the library.

**TOWN OF MAYNARD
COMMUNITY PRESERVATION PLAN**

SECTION TWO

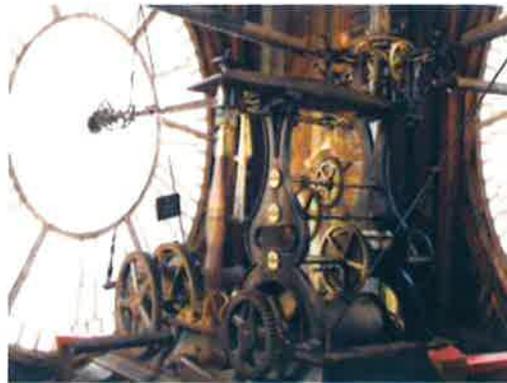


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Final Application for Funding form	page 24



COMMUNITY PRESERVATION ACT

To Prospective Community Preservation Act Funding Applicants:

This handbook contains the following information and forms:

- Overview of the CPA Application Process
- Proposal Guidelines and checklists for each category of CPA funding
- **Preliminary Application for Funding** – form required for each CPA proposal
- **Final Application for Funding** – form required for each CPA proposal

Application submission deadlines for proposals seeking recommendation for the next May Town Meeting warrant:

- **Late September/Early October:** submission of Preliminary Application for Funding
- **Mid-Late November:** submission of Final Application for Funding

The Maynard CPC usually meets at 7:00pm on the first and third Wednesday of each month at the Town Hall, Room 101. Meeting dates are posted at the Town Hall. You are welcome to attend a meeting to ask questions or receive advice about the application process.

APPLICATION PROCESS

The Community Preservation Committee looks forward to working with individuals and groups in the development of projects – small and large – that will enhance the Town of Maynard using Community Preservation Act funds. If you have an idea for a project, be sure to inform yourself about the legal requirements as well as the inspiring possibilities of the CPA by reading **Section One** of the *Community Preservation Plan*. Additional information and links are available at www.communitypreservation.org. Be advised that CPA funds cannot be used for maintenance and upkeep of real and personal property, nor can CPA funds replace existing operating funds. The application process requires two submissions, a Preliminary Funding Application and, if solicited by the CPC, a Final Application for Funding.

The CPC requests proposals for projects that qualify for CPA funding. The Committee will review proposals and select projects to propose for CPA funding via the next Annual Town Meeting. Proposals may be submitted under one or more topic categories:

- Acquisition, creation, and preservation of open space
- Acquisition, preservation, rehabilitation, and restoration of historic resources
- Creation, preservation, and support of community housing
- Acquisition, creation, preservation, rehabilitation, improvement, or restoration of land or facilities for recreation, with limitations (see CPA regulations)

Project proposals will be evaluated according to the following applicable criteria:

- Is consistent with Maynard's Master Plan, Open Space Plan, Freedom's Way Heritage Landscape Survey, and other planning documents that have been adopted by the Town
- Demonstrates practicality and feasibility; demonstrates the ability to be implemented expeditiously and within budget
- Demonstrates urgency
- Exhibits affordability
- Serves a currently under-served population
- Serves multiple needs or populations
- Preserves or utilizes current Town-owned assets; preserves the essential character of the Town
- Promotes acquisition of threatened resources
- Makes use of multiple sources of funding (the ability to leverage additional public and/or private funding)
- Produces an advantageous cost/benefit value
- Receives endorsement from other municipal boards or departments

PRELIMINARY APPLICATION FOR FUNDING FORM

This document will introduce your funding proposal to the CPC for determination of project eligibility. **Submit 10 copies** in person or by mail to: Community Preservation Committee, Maynard Town Hall, 195 Main St., Maynard, MA 01754. The **application deadline is Late September/Early October. The exact date is posted on the Town of Maynard web site.** Although Preliminary Applications may be submitted at any time, proposals received by the September deadline will have the best chance of being evaluated and processed in time to meet the deadline for the next Spring Town Meeting Warrant. Other timelines may be created in order to bring special or timely proposals to a Special Town Meeting, when applicable.

FINAL APPLICATION FOR FUNDING FORM

If the Committee determines that your proposal is beneficial to the Town and meets CPA guidelines and requirements, you will be asked to submit a Final Application for Funding. Final Applications require more detailed information and supporting documentation for your proposal. These documents will enable the CPC to determine which proposals to recommend for CPA funding at the next Maynard Town Meeting. The CPC will review your Final Application according to guidelines developed for community housing, open space, historic preservation, or recreation categories. **Submit 10 copies** in person or by mail to: Community Preservation Committee, Maynard Town Hall, 195 Main St., Maynard, MA 01754. The **application deadline is Mid-Late November. The exact date is posted on the Town of Maynard web site.**

The CPC will review all preliminary applications and may schedule meetings or public hearings beginning in November to assess each proposal. The CPC will select from submitted applications those CPA projects it recommends for the warrant at the next Town Meeting. The Committee anticipates that this process will be completed by early February. Creation of the CPA warrant article(s) and review of the warrant article with the Finance Committee are then completed.

GUIDELINES FOR SUBMISSION

1. Proposal guidelines and criteria checklists are offered in this section of the CPA Plan handbook. They will guide you in the preparation of both the Preliminary Application for Funding and the Final Application for Funding forms. While not all of the criteria checklist questions may apply to your specific proposal, they provide a good cross-section of selection criteria that the CPC will consider during the review and evaluation of each project. If your proposal covers more than one category of CPA funding, include information for each applicable category in your Preliminary Application and Final Application for Funding forms.
2. Preliminary Applications and Final Applications for Funding must be submitted using the standard forms included at the end of this section of the CPA Plan.
3. Preliminary Applications for Funding should include a summary of the project stating the funding category/categories, project goals, key steps to be taken to reach this goal, and an estimated project budget.
4. Applicants should obtain professionally prepared estimates for project costs whenever possible. This information will be required as part of the Final Application for Funding. Project budgets should include any administrative expenses (appraisals, copying, closing costs, legal notices, etc.) associated with the project. Such administrative expenses may account for up to 10% of the total budget.
5. If the proposal is a multi-year project, the applicant should include estimated allocations of the total project cost for each fiscal year as part of the Final Application for Funding.
6. Applicants with multiple applications should prioritize projects.

SPECIAL APPLICATION PROCESS

For any use eligible for CPA funding, under special circumstances as determined by the CPC, the CPC will consider a special application outside the standard application process as described above. These circumstances might include the imminent placing of real property on the market, time-sensitive stabilization of historic resources, or other emergency situations. The principle special consideration outside of a standard application is that a unique opportunity is presented that, if missed, is likely to remove or make unavailable to the Town and its citizens a valuable resource within the Town.

In such cases, the CPC will adhere to the procedures applicable under the standard application process, except for the submission deadlines in that process. The CPC may hold a public hearing to review such an application. If the timing of the application is such that the CPC cannot meet the deadline for Annual Town Meeting, the CPC will consider such an application only if the applicant or the Selectmen have committed to calling a Special Town Meeting, one of the purposes of which will be to consider the appropriation of CPA funds for the project described in the special application. The proponents of such an application may petition the Selectmen and will be responsible for calling a Special Town Meeting or securing other necessary changes in the Town's calendar, at the expense of the proponent.

The CPC will consider an application for funding under the Special Application Process only if the project meets the general and specific criteria for the proposal. The project must also meet the following criteria:

- The proponents were unaware of the opportunity to undertake the project, or the proponents did not have authority to identify such opportunity prior to the standard application deadlines.
- The proponents have either: (a) a letter of intent by the current owner of the real property expressing an interest in selling to the applicant; or (b) legal control (an option, signed purchase and sale agreement or legal title) of the real property.
- The project is supported by one or more Town Boards with responsibility for projects of a similar nature.
- Failure to secure CPA funding will create a high likelihood that the project will not be able to be carried out for the benefit of the Town because the opportunity is of very short duration.
- Receipt of CPA funds will contribute materially to the likelihood of success for the project.
- The project holds a high priority in the Open Space Plan or in other planning documents currently accepted and utilized by the Town.

CPA EXPENDITURE CONDITIONS

- **Incidental Project Costs.** CPA funds may be used for site surveys, environmental assessments, engineering fees, permit processing fees, construction consultants, financing consultants, legal and accounting fees, and similar costs associated with and incidental to the development of a CPA project. Such expenditures should be made from the appropriation for the particular project. As project costs, they do not constitute administration expenses of the CPC (which are subject to a 5% annual revenue limitation).
- **Availability of Funds.** Funding for each recommended project must be approved by a majority vote at the May Town Meeting. Town Meeting can approve, reduce, or reject recommended funding amounts for each project. Funds for projects approved at Special Town Meeting may be available immediately following certification of the vote. Other funds may not be available until the beginning of the next fiscal year. Payment of funds is subject to the satisfaction of all conditions and procedures established by the CPC. A Letter of Conditions and invoice submission procedures will be provided to project recipients within 30 days following Town Meeting approval. As a condition of funding, the Letter of Conditions must be signed and returned to the CPC prior to the start of the project. **A signed contract from all involved firms or contractors must also be received, reviewed, and approved by the CPC before work on a project may begin.**
- **State Procurement Requirements.** Enacted in 1990, Chapter 30B of the Massachusetts General Laws, the Uniform Procurement Act, establishes uniform procedures for local governments to use when contracting for supplies, services, and real property. In general, Chapter 30B applies to the procurement of supplies and services, dispositions of surplus supplies, and the acquisition and disposition of real property. For supplies and services, with certain exceptions, Chapter 30B provides for: use of sound business practices for contracts under \$5,000; solicitation of three quotes for contracts in the amount of \$5,000 up to \$24,999; and competitive sealed bids or proposals for contracts in the amount of \$25,000 or more. Contracts for the procurement of goods and services for the improvement or enhancement of town property may be entered into only by a Town entity.

- **Projects in Other Communities.** CPA funds may be spent anywhere in Massachusetts, meaning communities are not confined to expending funds only within their jurisdiction. For example, this flexible provision allows a community to purchase land surrounding its water supply even if located in another city or town. CPA funding also may support intercommunity cooperation on regional housing needs, allowing a development that spans town borders or a shared development in one community that serves several towns. Another example is the coordinated efforts of several communities to establish a "heritage corridor" that celebrates the shared history of a region.

- **Leveraging CPA Funds.** CPA funds may be used as a municipality's matching monies for state and federal grant programs that require a local match, such as the Massachusetts Housing Partnerships' Soft Second Program, State Department of Housing and Community Development (DHCD) Self-Help program, Massachusetts Preservation Program Fund (MPPF), the Executive Office of Environmental Affairs (EOEA) Massachusetts Forest Legacy program, or Self-Help and Urban Self-Help programs. Applications for Self-Help and Urban Self-Help matching funds through EOEA receive significantly higher weight if the applying community has already adopted the CPA.

- **Borrowing.** Communities may borrow against the local CPA surcharge revenue they expect to receive in subsequent years (but not against the state matching funds). Such borrowings may be useful to aggregate sufficient funds to undertake a more costly undertaking than would be possible by applying for funds on an annual basis. Any bonds issued under the CPA are payable from future revenues and such expenditures will count toward the 10% minimum expenditure required for the core category for which the bond proceeds were spent. Future revenues will not be available to pay debt service, however, to the extent that such revenues are needed to satisfy the 10% minimum expenditure requirements for other core categories. However, bonds issued under the CPA are general obligation bonds of the town, and to the extent that CPA revenues are insufficient to pay off the principal and interest, these obligations must be met with other funds of the town.

- **Partnerships.** A town may partner with other public entities and, in certain circumstances, with private entities, including for-profit and non-profit entities, to undertake allowable uses.

- **Multiple Purpose Projects.** Communities are encouraged to consider the creative combination of allowable uses in their expenditure of CPA funds. For example, a large tract of land can be acquired for open space protection while reserving part of the parcel for the development of community housing. Another example is adaptive re-use of a historic structure to convert the building to a residential or a non-residential CPA-related use.

- **Deed Restrictions.** Section 12(a) of the Act requires that a permanent deed restriction be placed on any "real property interest" acquired using CPA funds to ensure that the property continues to be used for the applicable CPA purpose. If a deed-restricted real property interest acquired using CPA funds is subsequently sold, any proceeds from the sale must be deposited in the local CPA fund. Also, the sale of property acquired under the CPA for open space or recreational purposes may require a two-thirds vote of the Legislature. However, real property interests, as defined by the CPA, do not include those interests with a term of less than 30 years or which represent only a security interest arising under a loan agreement. In any case, the Community Preservation Coalition strongly recommends that use restrictions consistent with the

amount and duration of any CPA support be placed on property receiving CPA assistance in order to preserve the public purposes for which the real property was supported with CPA funds and as consistent with the amount and duration of support.

- **Ownership and Management Requirements.** Section 12(b) of the Act further requires that any "real property interest" (e.g. land or buildings) acquired with CPA funds must be owned and managed by the municipality (although management may be delegated to certain municipal agencies and to certain types of non-profit organizations). However, this limitation only applies to real property interests with a term greater than 30 years, excluding security interests in loan agreements. Therefore, CPA funds may be structured to allow an acquisition in the name of a third party provided there is a short-term holding period and/or the form of the funding is a loan.

HISTORIC PRESERVATION PROPOSAL GUIDELINES

All participating communities must either spend or reserve not less than 10% of annual CPA revenues for “... *the acquisition, preservation, rehabilitation and restoration of historic resources*”.

Maynard has a rich diversity of historic resources dating back many years before the incorporation of the Town in 1871. Historic preservation goals include:

- To recognize, restore, and preserve the historic heritage of the Town of Maynard through preservation of our historical resources
- To optimize the use and enjoyment of the Town’s historic resources for residents and visitors
- To enhance the Town’s character and heritage through preservation programs and projects

“Historic resources”, a building, structure, vessel real property, document or artifact that is listed on the state register of historic places or has been determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of a city or town. CPA funds may be used for the preservation, restoration, and rehabilitation of historic resources (including town-owned resources) but not for routine maintenance. CPA funds invested in the preservation of historic property require the property to be protected by a permanent preservation restriction. A proposal for the historic preservation any type of resource must also provide evidence of public benefit.

The CPC supports projects that further these goals. While the Committee welcomes a variety of projects, an understanding of the statutory guidelines will help guide applicants through the process. The CPA sets a preliminary standard for historic preservation projects. In order for a historic resource to be eligible for CPA funding, it must first be determined to be not just historic (i.e., old) but to be of historic significance.

In order to be historically significant, a property must have maintained its historic integrity and also must have gained significance beyond age through association with noteworthy people, through architectural significance, or through the potential to yield important historical or archaeological information.

There are three ways a resource can qualify as historically significant:

- Listing on the State or National Register of Historic Places;
- A written determination by the Massachusetts Historical Commission that a resource is eligible for listing on the State Register of Historic Places; or
- A written determination by the Maynard Historical Commission that a resource is significant in the history, archaeology, architecture, or culture of Maynard.

If the property is not already listed on the State Register of Historic Places or if there is no written determination of eligibility by the Massachusetts Historical Commission, you may request a written determination of historical significance through the Maynard Historical Commission. Once a resource has been officially determined to be of historical significance, it is eligible for funding consideration by the CPC.

The first step for securing CPA funding is to present a preliminary proposal to the CPC. The initial application will not only introduce the project to the Committee but will help the applicant to refine a future formal presentation. A final application for funding may be requested by the CPC if your proposal has merit and meets all CPA eligibility standards. You are encouraged to combine historic preservation projects with affordable housing or with open space projects wherever possible.

In deciding whether to recommend funding for specific historic resource projects, the CPC will consider:

- Level of historical significance to the town.
- Public benefit and public support.
- Appropriateness and professionalism of the proposed project (rehabilitation work is expected to comply with Standards for Rehabilitation stated in the United States Secretary of the Interior's Standards for the Treatment of Historic Properties).
- Level of additional financial or in-kind services beyond CPA funds that may be committed to the project
- Administrative and financial management capabilities of the applicant in order to ensure that the project is carried out in a timely manner and that the historic resource will be maintained for continued public benefit.
- Potential loss or destruction of the resource if the proposed funding is not obtained.

PLEASE NOTE: The CPA specifically excludes funding for maintenance. The CPA does allow for the remodeling, reconstruction, and the undertaking of extraordinary repairs to historic resources for the purpose of making such resources functional for their intended use, including but not limited to improvements to comply with the Americans with Disabilities Act and other federal, state, or local building or access codes.

Historic proposals that address as many of the following criteria as possible will receive preference:

- Protect, preserve, enhance, restore, and/or rehabilitate historical, cultural, architectural, or archaeological resources of significance, especially those that are threatened.
- Protect, preserve, enhance, restore and/or rehabilitate town-owned properties, features, artifacts, documents, or resources of historical significance.
- Protect, preserve, enhance, restore and/or rehabilitate the historical function of a property or site.

Historic resources contribute to our understanding of the historical development of the community's heritage, culture, and/or character. They contain or may contain artifacts of cultural or historical importance. Heritage landscapes can include buildings, vistas, objects, structures, or sites. One factor in considering classification as a historic resource, landscape, or structure may include previous recognition such as an award or inclusion in a historic survey or publication.

Integrity of the historic resource or property includes location on original site, location in original historic context, retention of elements of historic design or style, retention of original materials, retention of elements of historic workmanship, and retention of association with the history of town.

HISTORIC PRESERVATION CRITERIA CHECKLIST

1. Does the project demonstrate public benefit? Does the project have community support and provide a positive impact to the community?
2. Does the project preserve a threatened resource or address an urgent need?
3. Has the historic resource been noted in published histories of the town or county?
4. Is there an opportunity for additional matching funds from other sources to assist in preservation costs of the property or historic resource? Explain.
5. Does the project have a means of support for future maintenance and upkeep?
6. Does the project involve currently owned municipal assets?
7. Does the project have support from other Maynard Town Boards or Committees?
8. Does the project have sufficient supporting documentation? (This documentation will be required along with the Final Application for Funding.)
- *9. Is the historic resource eligible for or listed on the State or National Register of Historic Places?
- *10. Are there potential archaeological artifacts at the site?
- *11. Is there a realistic chance of restoring the property? If so, will the Town or owner preserve the historic appearance and value of the property by placing it under permanent protection (e.g. a deed restriction)?
- *12. Are there other potential uses for the resource that could benefit the town such as open space use or community housing, while still retaining the historic integrity of the property? Explain.
- *13. Is the resource part of a historic area or district in the town or is it mentioned in existing Town planning, development, or survey documents?
- *14. Does the project fit within current or proposed zoning regulations or does it require special permitting?
- *15. Does the project have the support of the majority of immediate abutters?

*** NOTE: Questions are only applicable to historic resources such as buildings, scenic vistas, and real property.**

OPEN SPACE PROPOSAL GUIDELINES

All participating communities must either spend or reserve not less than 10% of annual CPA revenues for *"...the acquisition, creation, and preservation of open space...or for the rehabilitation or restoration of such open space...that is acquired under the CPA."*

Open space", shall include, but not be limited to, land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh water marshes and other wetlands, river, stream, lake and pond frontage, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use.

Potential allowable uses for open space projects using CPA Funds:

Acquisition

- Purchase land to protect water supplies such as well fields, aquifers, recharge areas, lake or reservoir frontage, and other watershed lands
- Acquire land for scenic vistas, habitat preservation, nature preserves, or passive recreational use

Creation

- Raze aging, vacant, municipally-owned building to create an open field
- Reconstruct a road to create a median strip with grass and trees
- Rehabilitate and/or redevelop brownfields such as capping a landfill to convert the site to open space

Preservation

- Purchase permanent conservation or agricultural preservation restrictions to protect open space or farmland from future development
- Remove invasive plant species to protect existing open space environment and wildlife habitats from harm or injury
- Purchase easements to protect water supplies such as well fields, aquifers, recharge areas, lake or reservoir frontage, and other watershed lands

Rehabilitation and Restoration

- Restore to their original state any natural areas previously acquired with CPA funds
- Seed and plant trees or otherwise landscape an open space created by the removal of buildings on the site.

Open Space Criteria

Open space proposals which address as many of the following criteria as possible will receive preference:

- Protect drinking water quantity and quality
- Provide flood control/storage
- Preserve important surface water bodies, including wetlands, vernal pools, or riparian zones
- Permanently protect important wildlife habitat, including areas that are of local significance for biodiversity, contain a variety of habitats with a diversity of geologic features and types of vegetation, contain a habitat type that is in danger of vanishing, or preserve habitats for threatened or endangered species of plants or animals.

- Provide connections with existing trails or potential trail linkages
- Preserve scenic views or order a scenic road
- Contribute to open space in parts of the town where open space is limited or non-existent

CPA Definitions related to Open Space Projects

Preservation - protection of personal or real property from injury, harm or destruction.

Real property interest - a present or future legal or equitable interest in or to real property, including easements and restrictions, and any beneficial interest therein, including the interest of a beneficiary in a trust which holds a legal or equitable interest in real property, but shall not include an interest which is limited to the following: an estate at will or at sufferance and any estate for years having a term of less than 30 years; the reversionary right, condition or right of entry for condition broken; the interest of a mortgagee or other secured party in a mortgage or security agreement.

Recreational use – active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field. “Recreational use” shall not include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.

Rehabilitation - capital improvements or the making of extraordinary repairs, to historic resources, open spaces, lands for recreational use and community housing for the purpose of making such historic resources, open spaces, lands for recreational use and community housing functional for their intended uses, including, but not limited to, improvements to comply with the Americans with Disabilities Act and other federal, state or local building 13 or access codes; provided, that with respect to historic resources, “rehabilitation” shall comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior’s Standards for the Treatment of Historic Properties codified in 36 C.F.R. Part 68; and provided further, that with respect to land for recreational use, “rehabilitation” shall include the replacement of playground equipment and other capital improvements to the land or the facilities thereon which make the land or the related facilities more functional for the intended recreational use.

Further resources and information are available at the Community Preservation Coalition web site at: www.communitypreservation.org/

CPA application forms may be downloaded from our web site at:
<http://www.townofmaynard-ma.gov/gov/committees/cpc/>

OPEN SPACE CRITERIA CHECKLIST

1. Does the project require urgent attention or preserve a threatened resource?
2. Is the project consistent with existing Town planning, development, or survey documents? such as the Master Plan or the Open Space Plan?
3. Is the parcel within a delineated wellhead protection area or aquifer and would the parcel enhance protection of a wellhead area?
4. Is wetland or vernal pool protection a consideration?
5. Is stream or riverbank protection an issue?
6. Would this proposal contribute to a greenway or forested parcel?
7. Would this proposal enhance protection of any FEMA-designated floodway?
8. Is this parcel at risk for development or has it been part of a past proposal for development?
9. Is this parcel currently listed for sale?
10. Are additional funds or grants available and if so, have any applications been made?
11. Does the project have other sources of funding and if so, list the sources and percentages.
12. Are any active or passive recreation activities suitable for this parcel?
13. Is this parcel suitable for a community garden or farm?
14. Is this parcel suitable for nature observation and educational programs?
15. Does the project have a means of support for future maintenance requirements?
16. Does the project involve currently owned municipal assets or is it privately owned?
17. Does the project have community support and will it provide a visible and positive impact to the community? Will it fill an underserved need in the town?
18. Does the project have the support of the majority of immediate abutters?
19. Does the project reclaim abandoned or previously developed lands?
20. Does the project have support from other Maynard town boards or committees?
21. Does the project require any special permitting?
22. Does the project proposal have sufficient supporting documentation?

COMMUNITY HOUSING PROPOSAL GUIDELINES

All participating communities must either spend or reserve not less than 10% of annual CPA revenues for “...*the acquisition, creation, preservation and support of community housing... or for the rehabilitation or restoration of community housing that is acquired or created as provided in this section. With respect to community housing, the community preservation committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites*”.

Preference will be given to the adaptive reuse or rehabilitation of existing buildings, replacement of existing housing, or construction of new buildings on previously developed or disturbed sites. Community housing refers to housing for low and moderate income individuals and families, including seniors.

Preference will be given to project applications based on the degree to which they address the following criteria:

- Promotes the goal of having 10 percent of Maynard’s housing stock considered affordable
- Ensures long-term affordability
- Promotes the use of existing buildings or construction on town-owned land
- Attracts matching funds or grant opportunities to partially fund construction
- Converts market-rate housing to affordable housing
- Intermingles affordable housing and market-rate housing
- Requires limited management by the Town of Maynard
- Does not create a significantly greater impact on Town or natural resources than market-rate housing on the same site
- Provides housing that is harmonious in design and style with the surrounding neighborhood
- Promotes a socioeconomic environment that encourages a diversity of income, ethnicity, religion and age
- Gives priority to local residents, Town employees, and employees of local businesses to the extent permitted by law

Potential allowable uses for community housing projects using CPA funds:

Creation

- Convert existing non-residential properties to community housing (schools, mills, churches office buildings, warehouses, etc)
- Create in-law apartments and other ancillary housing
- Acquire real property (land and/or buildings) for a new housing development, either rental or homeownership
- Grant or loan funds for the creation of community housing to non-profit or for-profit parties (provided that the funds are not used by the private party to acquire a real estate interest, that the municipality establishes sufficient safeguards to ensure that the funds are used primarily for the creation of community housing, and that any benefit to the private entity is merely incidental). It is anticipated that many local CPA housing initiatives will

utilize private non-profit or for-profit intermediaries for the creation of community housing.

- Restore "brown fields" sites for housing; mitigation of other contaminated sites in preparation for housing development

Preservation

- Refinance "expiring use" properties which are at risk of going to market rate
- Acquire a preservation restriction to limit the occupancy of certain units in a privately owned rental building to persons of low or moderate income housing

Support

- Modify existing homes, including accessibility improvements that allow the disabled or senior citizens to continue to live in their homes
- Provide a match for state Home Modifications funds to adapt the homes of elderly and disabled town residents, including the installation of such safety measures as ramps and bars
- Assist the local housing authority to support its low income rental properties
- Use as a subsidy to write down interest rates for first-time homebuyer programs such as the Massachusetts Housing Partnership's Soft Second Program or the state's Self Help Program that has specific matching requirements; this subsidy makes the Soft Second Program the most affordable mortgage in the state
- Fund a housing trust or a housing authority to support a particular community housing initiative. Income from an endowment for local affordable housing can be applied directly or matched with state or federal funding
- Provide matching funds under the Housing Innovations Fund which helps to build limited equity coops, housing for people with AIDS, etc

Rehabilitation and Restoration of Community Housing Created Using CPA Funds

- Make site improvements such as water/sewer connections, well installation, septic installation or repair, or other underground utilities associated with the creation of affordable housing
- Rehabilitate or restore existing public or private property being converted to affordable housing units in a mixed income residential environment

As noted above, if a CPA assisted community housing project serves individuals and families earning less than 80% of HUD area median income, any newly created units may count toward the town's Chapter 40B affordable housing inventory. If CPA funds are used in conjunction with established rental or homeownership programs, the eligibility of this housing under 40B is generally assured. However, innovative new programs using CPA will require a determination by DHCD as to whether the amount or form of funding will qualify the housing.

Housing proposals will be reviewed and evaluated by the CPC. Existing housing that has the following attributes, in order of priority, will be viewed as a more desirable proposal:

- Rehabilitation costs are not prohibitive
- Is structurally sound
- Is free of lead paint, asbestos, pollutants, and other hazards
- Septic system complies with Title 5 and passes inspection or has an existing town sewer connection

- Complies with relevant building and sanitary codes

When choosing between two or more community housing proposals:

- Multi-unit is preferable to single unit
- Three or more bedrooms is preferable to two bedrooms, and one-bedroom units are likely to be appropriate only in a multi-unit building
- Units with handicapped accessibility are desirable
- Age and style of the building, and probable future maintenance costs and requirements, will be considered (e.g., post-WWII ranch or cape may be preferable to historic Victorian, except when the desire to take advantage of multiple-goal opportunities—such as combining housing and historic preservation—may overcome this consideration)

Location of the proposed housing unit is not critical. However, the following characteristics are favored:

- Located on a site not prone to flooding or burdened with cumbersome restrictions
- Located near conveniences (e.g., shopping) for handicapped and/or elder units
- Not located on a major road

While undeveloped and developed parcels should be considered for multiple uses, the privacy of persons residing in community housing should be respected by ensuring adequate living space (indoors and out) and restricting intrusion into that space by public access and related easements.

Finally, because of the scarcity of housing opportunities in Maynard, any site or structure that does not score favorably according to the above criteria should be reconsidered to determine whether use for community housing is feasible and practical.

Affordable Housing Qualifications

General Requirements

1. The units must serve households at or below 80% of the area median household income (refer to DHCD/HUD tables).
2. The units must be subject to Use Restrictions of a substantial duration to ensure that the units remain available exclusively to persons with qualifying incomes.
3. The units must be rented or sold on a fair and open basis.

Determining Rental/Sales Prices

Affordable units must be priced at levels affordable to buyers with a range of incomes of at least 10% below the maximum listed income. Rent must include heat and utilities or include a utility allowance. Sale prices are based upon principal, interest, and insurance payments assuming a 5% down payment and the low or moderate families spending no more than 30% of their income on housing costs.

Marketing

All units must have a marketing plan approved by DHCD. The three elements of the plan are as follows:

1. Affirmative marketing to minority households whereby the percentage of minority ownership is equal to the greater of the percentage of income eligible minority

households in the community *and* the percentage of income eligible minority households in the regional planning area.

2. 70% local preference as freely determined by the community.
3. Buyer/tenant selection process must be fair and equitable (such as a lottery). Preference may be given to single handicapped individuals.

Section 12

Section 12 (a) of the Act requires that **real property interest** that is purchased with monies from the Community Preservation Fund shall be bound by a **permanent deed restriction** that meets the requirements of MGL Chapter 184, limiting the use of the interest to the purpose for which it was acquired. The deed restriction shall **run with the land and shall be enforceable** by the city or town or the commonwealth. The deed restriction may also run to the benefit of a nonprofit, charitable corporation or foundation selected by the city or town with the right to enforce the restriction.

Section 12 (b) of the Act requires that if real property interests are acquired using CPA funds, the property must be **owned and managed by the municipality** (unless the interest has a term of less than 30 years or involves only a security interest such as a mortgage). Direct municipal ownership may constrain the development of community housing by limiting the availability of financing from certain federal and state housing assistance programs and by limiting the potential for private investment. Therefore, municipalities should consider creative ways to acquire and improve real property for community housing under the CPA that do not involve municipal ownership. The legislative body **may also delegate** management of such property to a nonprofit organization created under MGL Chapter 180 or MGL Chapter 203.

CPA Definitions

Acquire: obtain by gift, purchase, devise, grant, rental, rental purchase, lease or otherwise. "Acquire" shall not include a taking by eminent domain, except as provided in this chapter.

Assets: the cash, savings, and valuable things you own that you can use to pay for the things you need.

Annual income: a family or person's gross annual income less such reasonable allowances for dependents, other than a spouse, and for medical expenses as the housing authority or, in the event that there is no housing authority, the department of housing and community development, determines.

Community housing: low and moderate income housing for individuals and families, including low or moderate income senior housing.

Low income housing: housing for those persons and families whose annual income is less than 80 per cent of the area wide median income. The area wide median income shall be the area wide median income as determined by the United States Department of Housing and Urban Development.

Low or moderate income senior housing: housing for those persons having reached the age of 60 or over who would qualify for low or moderate income housing.

Maintenance: incidental repairs which neither materially add to the value of the property nor appreciably prolong the property's life, but keep the property in a condition of fitness, efficiency or readiness

Moderate income housing: housing for those persons and families whose annual income is less than 100 per cent of the area wide median income. The area wide median income shall be the area wide median income as determined by the United States Department of Housing and Urban Development.

Qualifying Families: Families qualify for affordable housing if they are at or below 80% of the current area median income. The passbook values of any assets are included as income. An applicant may not own any residential property unless, in the case of elderly units, it will be sold to create income to provide a down payment or monthly housing expenses. Allowable assets shall not exceed \$50,000. Affordable unit applicants must meet the program income limits in effect at the time they apply for a unit and must continue to meet the program income limits in effect at the time of all subsequent reviews.

Real property: land, buildings, appurtenant structures and fixtures attached to buildings or land, including, where applicable, real property interests.

Real property interest: a present or future legal or equitable interest in or to real property, including easements and restrictions, and any beneficial interest therein, including the interest of a beneficiary in a trust which holds a legal or equitable interest in real property, but shall not include an interest which is limited to the following: an estate at will or at sufferance and any estate for years having a term of less than 30 years; the reversionary right, condition or right of entry for condition broken; the interest of a mortgagee or other secured party in a mortgage or security agreement.

Rehabilitation: capital improvements, or the making of extraordinary repairs, to historic resources, open spaces, lands for recreational use and community housing for the purpose of making such historic resources, open spaces, lands for recreational use and community housing functional for their intended uses, including, but not limited to, improvements to comply with the Americans with Disabilities Act and other federal, state or local building codes or access codes; provided, that with respect to historic resources, "rehabilitation" shall comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior's Standards for the Treatment of Historic Properties codified in 36 C.F.R. Part 68; and provided further, that with respect to land for recreational use, "rehabilitation" shall include the replacement of playground equipment and other capital improvements to the land or the facilities thereon which make the land or the related facilities more functional for the intended recreational use.

COMMUNITY HOUSING CRITERIA CHECKLIST

1. What is the address of the property if address specific?
2. Will this involve the renovation of an existing building? If so,
 - Is the building structurally sound?
 - Is it free of lead paint? (This would be necessary if children are to live there.)
 - Is it free of asbestos, pollutants, and other hazards?
 - Is there Town sewerage?
 - Is the septic system in compliance with Title 5?
 - Does the building comply with building and sanitary codes?
 - Is it handicap accessible?
 - Is this a conversion of market rate to affordable housing?
3. Does this project involve the building of a new structure? If so, what is the status of the property?
 - Will the project be built on a previously developed site?
 - Will the structure be built on private property?
 - Will the structure be built on tax title land?
 - Will the structure be built on Town owned land?
 - Will the structure be built on donated land?
4. Is this infill development?
5. Will it be located near conveniences (grocery, town services, etc.)?
6. Does the project provide housing that is similar in design and scale with the surrounding community?
7. How will CPA funds be used in the project? Explain.
8. What is the financing of the project? Explain.
 - Are there other grants available to help fund the project?
 - Are there other programs involved, such as Habitat for Humanity?
9. Is this rental housing for for-sale housing?
10. How many housing units are involved? Number of bedrooms per unit:
 - 0 or 1 bedroom Number of units
 - 2 bedrooms Number of units
 - 3 bedrooms Number of units
 - 4 or more bedrooms Number of units
11. Will this be restricted to a specific age group or special needs population? Explain.
12. Is long term affordability assured? Length of affordability? In perpetuity?
13. What level of affordability will be provided?
 - 60% income level population? Number of unit's

80% income level population? Number of units ____
Other? List _____ Number of units ____

14. Will priority be given to local residents or Town employees?

RECREATION PROPOSAL GUIDELINES

If a community desires to acquire or create recreational facilities, those projects must be funded from the remaining 70% balance of CPA annual revenues (after the requisite 10% is spent or reserved for each of three categories - open space, community housing, and historic resources. Proposals addressing preservation, rehabilitation, improvement or restoration of recreational facilities or land areas may be considered for funding.

Recreation proposals which address as many of the following criteria as possible will receive preference:

- Support multiple active and passive recreation uses
- Serve a significant number of residents
- Expand the range of recreational opportunities available to Maynard residents of all ages
- Jointly benefit town conservation and recreation initiatives by promoting a variety of recreational activities
- Maximize the utility of land already owned by the Town
- Further broaden the diversity of Recreation Department-administered programs to include activities beyond traditional “sports and games”.

Potential Uses of CPA Funds for Recreation

Active or passive recreational use facilities may include community gardens, playgrounds, trails, noncommercial youth and adult sports, parks, and athletic fields. Some examples of the types of recreational use projects that may be carried out with CPA funds are:

Acquisition

- Purchase of land to create new athletic fields for noncommercial youth and adult sports
- Purchase of existing, privately owned recreational facilities for municipal use, such as a tennis court or swimming pool

Creation

- Convert existing structures to a recreational use, such as a railroad bed to a biking trail
- Convert an underutilized municipal lot to community gardens
- Clean up a contaminated industrial site to create a playground

Preservation

- Install an irrigation system at a public park to prevent the property from harm or destruction
- Install new drainage at an existing athletic field to mitigate flooding, water damage, or deterioration of the grounds.

Rehabilitation and Restoration

- Create recreational opportunities through brownfields rehabilitation
- Cap and develop a landfill to establish a new outdoor park, tennis court or other athletic facility on the site
- Restore to usable condition old walking trails on forest land acquired with CPA funds

Improvement and Development

- Make improvements or additions to existing recreational facilities or land areas
- Expand existing recreational facilities or land areas

Note: CPA funds cannot be used for routine maintenance or capital improvement of resources or facilities for which municipal funding has already been committed. Projects may add improvements or recreational resources to active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field.

Establishment of a recreational facility or improvements to land already owned by a municipality is both allowable uses of CPA funds.

RECREATION CRITERIA CHECKLIST

1. Will the project be used by more than one age group?
2. Can the project be used for more than one activity (multi-use)?
3. Does the project require maintenance costs per year? If so, what is the approximate cost?
4. Is this project the only facility of its kind in the town or in neighboring communities?
5. Are other grants available to help pay for this project? If so, has application been made for other funding?
6. Can any of the cost be offset by in-kind services (or “non-cash” contributions), including but not limited to labor and materials or equipment?
7. Does the project include considerations for additional parking?
8. Can the project be used more than one season per year?
9. Does the project blend in to the surrounding neighborhood?
10. Does the project include all normal safety considerations?
12. Does the project meet all safety considerations and building codes?
13. Is the project accessible by pedestrians? ___ Cars? ___
14. Does the project take advantage of connections to other resources?

4. Budget: What is the total budget for the project and how will CPA funds be spent? Provide written estimates to substantiate proposed costs. Include a 2- to 5-year budget, if appropriate. (NOTE: CPA funds may NOT be used for general maintenance purposes.)

5. Funding: What other funding sources are committed or under consideration? Include any commitment letters or describes other efforts to secure funding for this project. Is there revenue potential for this project?

6. Timeline: What is the schedule for project implementation? Include a timeline for critical elements, expenditures, and receipt of other funds, if any.

7. Implementation: Who will be responsible for implementing the project? Who will manage the project? Does the proposed project manager have relevant experience? Who else will be involved in project implementation and what arrangements have been made with them?

8. Maintenance: If ongoing maintenance is required, who will be responsible and how will it be funded? Please include a 5-year budget and documentation of commitment.

ADDITIONAL INFORMATION Provide the following additional information, if applicable:

9. Further Documentation: Show documentation that indicates your control over the site, such as a Purchase and Sale Agreement, option, or deed. Provide evidence of long-term deed restrictions where required for CPA funding.

10. Feasibility Reports: Provide feasibility reports, renderings, assessor's maps, or other relevant studies and materials. Photos, detailed design renderings, and supporting documents such as historic structural and existing conditions reports, also will be helpful in defining the parameters of your project.

11. Zoning Compliance: Provide evidence that the project does not violate any zoning by-laws or any other laws or regulations, including environmental concerns. Include a list of permits or approvals that may be needed.

12. Other Information: Include any additional information that might benefit the Community Preservation Committee in the evaluation of this project.

13. Applicants with multiple requests: Please prioritize your proposals.

Conflict of Interest: The CPC is governed by Massachusetts General Law Chapter 268A Conflict of Interest Law, which regulates the standards of conduct of all state, county and municipal employees and volunteers, whether paid or unpaid, full or part-time, intermittent or temporary.

- The proponents were unaware of the opportunity to undertake the project, or the proponents did not have authority to identify such opportunity prior to the standard application deadlines.
- The proponents have either: (a) a letter of intent by the current owner of the real property expressing an interest in selling to the applicant; or (b) legal control (an option, signed purchase and sale agreement or legal title) of the real property.
- The project is supported by one or more Town Boards with responsibility for projects of a similar nature.
- Failure to secure CPA funding will create a high likelihood that the project will not be able to be carried out for the benefit of the Town because the opportunity is of very short duration.
- Receipt of CPA funds will contribute materially to the likelihood of success for the project.
- The project holds a high priority in the Open Space Plan or in other planning documents currently accepted and utilized by the Town.

CPA EXPENDITURE CONDITIONS

- **Incidental Project Costs.** CPA funds may be used for site surveys, environmental assessments, engineering fees, permit processing fees, construction consultants, financing consultants, legal and accounting fees, and similar costs associated with and incidental to the development of a CPA project. Such expenditures should be made from the appropriation for the particular project. As project costs, they do not constitute administration expenses of the CPC (which are subject to a 5% annual revenue limitation).

- **Availability of Funds.** Funding for each recommended project must be approved by a majority vote at the May Town Meeting. Town Meeting can approve, reduce, or reject recommended funding amounts for each project. Funds for projects approved at Special Town Meeting may be available immediately following certification of the vote. Other funds may not be available until the beginning of the next fiscal year. Payment of funds is subject to the satisfaction of all conditions and procedures established by the CPC. A Letter of Conditions and invoice submission procedures will be provided to project recipients within 30 days following Town Meeting approval. As a condition of funding, the Letter of Conditions must be signed and returned to the CPC prior to the start of the project. **A signed contract from all involved firms or contractors must also be received, reviewed, and approved by the CPC before work on a project may begin.**

- **State Procurement Requirements.** Enacted in 1990, Chapter 30B of the Massachusetts General Laws, the Uniform Procurement Act, establishes uniform procedures for local governments to use when contracting for supplies, services, and real property. In general, Chapter 30B applies to the procurement of supplies and services, dispositions of surplus supplies, and the acquisition and disposition of real property. For supplies and services, with certain exceptions, Chapter 30B provides for: use of sound business practices for contracts under \$5,000; solicitation of three quotes for contracts in the amount of \$5,000 up to \$24,999; and competitive sealed bids or proposals for contracts in the amount of \$25,000 or more. Contracts for the procurement of goods and services for the improvement or enhancement of town property may be entered into only by a Town entity.

amount and duration of any CPA support be placed on property receiving CPA assistance in order to preserve the public purposes for which the real property was supported with CPA funds and as consistent with the amount and duration of support.

- **Ownership and Management Requirements.** Section 12(b) of the Act further requires that any "real property interest" (e.g. land or buildings) acquired with CPA funds must be owned and managed by the municipality (although management may be delegated to certain municipal agencies and to certain types of non-profit organizations). However, this limitation only applies to real property interests with a term greater than 30 years, excluding security interests in loan agreements. Therefore, CPA funds may be structured to allow an acquisition in the name of a third party provided there is a short-term holding period and/or the form of the funding is a loan.

The first step for securing CPA funding is to present a preliminary proposal to the CPC. The initial application will not only introduce the project to the Committee but will help the applicant to refine a future formal presentation. A final application for funding may be requested by the CPC if your proposal has merit and meets all CPA eligibility standards. You are encouraged to combine historic preservation projects with affordable housing or with open space projects wherever possible.

In deciding whether to recommend funding for specific historic resource projects, the CPC will consider:

- Level of historical significance to the town.
- Public benefit and public support.
- Appropriateness and professionalism of the proposed project (rehabilitation work is expected to comply with Standards for Rehabilitation stated in the United States Secretary of the Interior's Standards for the Treatment of Historic Properties).
- Level of additional financial or in-kind services beyond CPA funds that may be committed to the project
- Administrative and financial management capabilities of the applicant in order to ensure that the project is carried out in a timely manner and that the historic resource will be maintained for continued public benefit.
- Potential loss or destruction of the resource if the proposed funding is not obtained.

PLEASE NOTE: The CPA specifically excludes funding for maintenance. The CPA does allow for the remodeling, reconstruction, and the undertaking of extraordinary repairs to historic resources for the purpose of making such resources functional for their intended use, including but not limited to improvements to comply with the Americans with Disabilities Act and other federal, state, or local building or access codes.

Historic proposals that address as many of the following criteria as possible will receive preference:

- Protect, preserve, enhance, restore, and/or rehabilitate historical, cultural, architectural, or archaeological resources of significance, especially those that are threatened.
- Protect, preserve, enhance, restore and/or rehabilitate town-owned properties, features, artifacts, documents, or resources of historical significance.
- Protect, preserve, enhance, restore and/or rehabilitate the historical function of a property or site.

Historic resources contribute to our understanding of the historical development of the community's heritage, culture, and/or character. They contain or may contain artifacts of cultural or historical importance. Heritage landscapes can include buildings, vistas, objects, structures, or sites. One factor in considering classification as a historic resource, landscape, or structure may include previous recognition such as an award or inclusion in a historic survey or publication.

Integrity of the historic resource or property includes location on original site, location in original historic context, retention of elements of historic design or style, retention of original materials, retention of elements of historic workmanship, and retention of association with the history of town.

OPEN SPACE PROPOSAL GUIDELINES

All participating communities must either spend or reserve not less than 10% of annual CPA revenues for *"...the acquisition, creation, and preservation of open space...or for the rehabilitation or restoration of such open space...that is acquired under the CPA."*

Open space", shall include, but not be limited to, land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh water marshes and other wetlands, river, stream, lake and pond frontage, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use.

Potential allowable uses for open space projects using CPA Funds:

Acquisition

- Purchase land to protect water supplies such as well fields, aquifers, recharge areas, lake or reservoir frontage, and other watershed lands
- Acquire land for scenic vistas, habitat preservation, nature preserves, or passive recreational use

Creation

- Raze aging, vacant, municipally-owned building to create an open field
- Reconstruct a road to create a median strip with grass and trees
- Rehabilitate and/or redevelop brownfields such as capping a landfill to convert the site to open space

Preservation

- Purchase permanent conservation or agricultural preservation restrictions to protect open space or farmland from future development
- Remove invasive plant species to protect existing open space environment and wildlife habitats from harm or injury
- Purchase easements to protect water supplies such as well fields, aquifers, recharge areas, lake or reservoir frontage, and other watershed lands

Rehabilitation and Restoration

- Restore to their original state any natural areas previously acquired with CPA funds
- Seed and plant trees or otherwise landscape an open space created by the removal of buildings on the site.

Open Space Criteria

Open space proposals which address as many of the following criteria as possible will receive preference:

- Protect drinking water quantity and quality
- Provide flood control/storage
- Preserve important surface water bodies, including wetlands, vernal pools, or riparian zones
- Permanently protect important wildlife habitat, including areas that are of local significance for biodiversity, contain a variety of habitats with a diversity of geologic features and types of vegetation, contain a habitat type that is in danger of vanishing, or preserve habitats for threatened or endangered species of plants or animals.

OPEN SPACE CRITERIA CHECKLIST

1. Does the project require urgent attention or preserve a threatened resource?
2. Is the project consistent with existing Town planning, development, or survey documents? such as the Master Plan or the Open Space Plan?
3. Is the parcel within a delineated wellhead protection area or aquifer and would the parcel enhance protection of a wellhead area?
4. Is wetland or vernal pool protection a consideration?
5. Is stream or riverbank protection an issue?
6. Would this proposal contribute to a greenway or forested parcel?
7. Would this proposal enhance protection of any FEMA-designated floodway?
8. Is this parcel at risk for development or has it been part of a past proposal for development?
9. Is this parcel currently listed for sale?
10. Are additional funds or grants available and if so, have any applications been made?
11. Does the project have other sources of funding and if so, list the sources and percentages.
12. Are any active or passive recreation activities suitable for this parcel?
13. Is this parcel suitable for a community garden or farm?
14. Is this parcel suitable for nature observation and educational programs?
15. Does the project have a means of support for future maintenance requirements?
16. Does the project involve currently owned municipal assets or is it privately owned?
17. Does the project have community support and will it provide a visible and positive impact to the community? Will it fill an underserved need in the town?
18. Does the project have the support of the majority of immediate abutters?
19. Does the project reclaim abandoned or previously developed lands?
20. Does the project have support from other Maynard town boards or committees?
21. Does the project require any special permitting?
22. Does the project proposal have sufficient supporting documentation?

utilize private non-profit or for-profit intermediaries for the creation of community housing.

- Restore "brown fields" sites for housing; mitigation of other contaminated sites in preparation for housing development

Preservation

- Refinance "expiring use" properties which are at risk of going to market rate
- Acquire a preservation restriction to limit the occupancy of certain units in a privately owned rental building to persons of low or moderate income housing

Support

- Modify existing homes, including accessibility improvements that allow the disabled or senior citizens to continue to live in their homes
- Provide a match for state Home Modifications funds to adapt the homes of elderly and disabled town residents, including the installation of such safety measures as ramps and bars
- Assist the local housing authority to support its low income rental properties
- Use as a subsidy to write down interest rates for first-time homebuyer programs such as the Massachusetts Housing Partnership's Soft Second Program or the state's Self Help Program that has specific matching requirements; this subsidy makes the Soft Second Program the most affordable mortgage in the state
- Fund a housing trust or a housing authority to support a particular community housing initiative. Income from an endowment for local affordable housing can be applied directly or matched with state or federal funding
- Provide matching funds under the Housing Innovations Fund which helps to build limited equity coops, housing for people with AIDS, etc

Rehabilitation and Restoration of Community Housing Created Using CPA Funds

- Make site improvements such as water/sewer connections, well installation, septic installation or repair, or other underground utilities associated with the creation of affordable housing
- Rehabilitate or restore existing public or private property being converted to affordable housing units in a mixed income residential environment

As noted above, if a CPA assisted community housing project serves individuals and families earning less than 80% of HUD area median income, any newly created units may count toward the town's Chapter 40B affordable housing inventory. If CPA funds are used in conjunction with established rental or homeownership programs, the eligibility of this housing under 40B is generally assured. However, innovative new programs using CPA will require a determination by DHCD as to whether the amount or form of funding will qualify the housing.

Housing proposals will be reviewed and evaluated by the CPC. Existing housing that has the following attributes, in order of priority, will be viewed as a more desirable proposal:

- Rehabilitation costs are not prohibitive
- Is structurally sound
- Is free of lead paint, asbestos, pollutants, and other hazards
- Septic system complies with Title 5 and passes inspection or has an existing town sewer connection

households in the community *and* the percentage of income eligible minority households in the regional planning area.

2. 70% local preference as freely determined by the community.
3. Buyer/tenant selection process must be fair and equitable (such as a lottery). Preference may be given to single handicapped individuals.

Section 12

Section 12 (a) of the Act requires that **real property interest** that is purchased with monies from the Community Preservation Fund shall be bound by a **permanent deed restriction** that meets the requirements of MGL Chapter 184, limiting the use of the interest to the purpose for which it was acquired. The deed restriction shall **run with the land and shall be enforceable** by the city or town or the commonwealth. The deed restriction may also run to the benefit of a nonprofit, charitable corporation or foundation selected by the city or town with the right to enforce the restriction.

Section 12 (b) of the Act requires that if real property interests are acquired using CPA funds, the property must be **owned and managed by the municipality** (unless the interest has a term of less than 30 years or involves only a security interest such as a mortgage). Direct municipal ownership may constrain the development of community housing by limiting the availability of financing from certain federal and state housing assistance programs and by limiting the potential for private investment. Therefore, municipalities should consider creative ways to acquire and improve real property for community housing under the CPA that do not involve municipal ownership. The legislative body **may also delegate** management of such property to a nonprofit organization created under MGL Chapter 180 or MGL Chapter 203.

CPA Definitions

Acquire: obtain by gift, purchase, devise, grant, rental, rental purchase, lease or otherwise. "Acquire" shall not include a taking by eminent domain, except as provided in this chapter.

Assets: the cash, savings, and valuable things you own that you can use to pay for the things you need.

Annual income: a family or person's gross annual income less such reasonable allowances for dependents, other than a spouse, and for medical expenses as the housing authority or, in the event that there is no housing authority, the department of housing and community development, determines.

Community housing: low and moderate income housing for individuals and families, including low or moderate income senior housing.

COMMUNITY HOUSING CRITERIA CHECKLIST

1. What is the address of the property if address specific?
2. Will this involve the renovation of an existing building? If so,
 - Is the building structurally sound?
 - Is it free of lead paint? (This would be necessary if children are to live there.)
 - Is it free of asbestos, pollutants, and other hazards?
 - Is there Town sewerage?
 - Is the septic system in compliance with Title 5?
 - Does the building comply with building and sanitary codes?
 - Is it handicap accessible?
 - Is this a conversion of market rate to affordable housing?
3. Does this project involve the building of a new structure? If so, what is the status of the property?
 - Will the project be built on a previously developed site?
 - Will the structure be built on private property?
 - Will the structure be built on tax title land?
 - Will the structure be built on Town owned land?
 - Will the structure be built on donated land?
4. Is this infill development?
5. Will it be located near conveniences (grocery, town services, etc.)?
6. Does the project provide housing that is similar in design and scale with the surrounding community?
7. How will CPA funds be used in the project? Explain.
8. What is the financing of the project? Explain.
 - Are there other grants available to help fund the project?
 - Are there other programs involved, such as Habitat for Humanity?
9. Is this rental housing for for-sale housing?
10. How many housing units are involved? Number of bedrooms per unit:
 - 0 or 1 bedroom Number of units
 - 2 bedrooms Number of units
 - 3 bedrooms Number of units
 - 4 or more bedrooms Number of units
11. Will this be restricted to a specific age group or special needs population? Explain.
12. Is long term affordability assured? Length of affordability? In perpetuity?
13. What level of affordability will be provided?
 - 60% income level population? Number of unit's

RECREATION PROPOSAL GUIDELINES

If a community desires to acquire or create recreational facilities, those projects must be funded from the remaining 70% balance of CPA annual revenues (after the requisite 10% is spent or reserved for each of three categories - open space, community housing, and historic resources. Proposals addressing preservation, rehabilitation, improvement or restoration of recreational facilities or land areas may be considered for funding.

Recreation proposals which address as many of the following criteria as possible will receive preference:

- Support multiple active and passive recreation uses
- Serve a significant number of residents
- Expand the range of recreational opportunities available to Maynard residents of all ages
- Jointly benefit town conservation and recreation initiatives by promoting a variety of recreational activities
- Maximize the utility of land already owned by the Town
- Further broaden the diversity of Recreation Department-administered programs to include activities beyond traditional “sports and games”.

Potential Uses of CPA Funds for Recreation

Active or passive recreational use facilities may include community gardens, playgrounds, trails, noncommercial youth and adult sports, parks, and athletic fields. Some examples of the types of recreational use projects that may be carried out with CPA funds are:

Acquisition

- Purchase of land to create new athletic fields for noncommercial youth and adult sports
- Purchase of existing, privately owned recreational facilities for municipal use, such as a tennis court or swimming pool

Creation

- Convert existing structures to a recreational use, such as a railroad bed to a biking trail
- Convert an underutilized municipal lot to community gardens
- Clean up a contaminated industrial site to create a playground

Preservation

- Install an irrigation system at a public park to prevent the property from harm or destruction
- Install new drainage at an existing athletic field to mitigate flooding, water damage, or deterioration of the grounds.

Rehabilitation and Restoration

- Create recreational opportunities through brownfields rehabilitation
- Cap and develop a landfill to establish a new outdoor park, tennis court or other athletic facility on the site
- Restore to usable condition old walking trails on forest land acquired with CPA funds

4. Budget: What is the total budget for the project and how will CPA funds be spent? Provide written estimates to substantiate proposed costs. Include a 2- to 5-year budget, if appropriate. (NOTE: CPA funds may NOT be used for general maintenance purposes.)

5. Funding: What other funding sources are committed or under consideration? Include any commitment letters or describes other efforts to secure funding for this project. Is there revenue potential for this project?

6. Timeline: What is the schedule for project implementation? Include a timeline for critical elements, expenditures, and receipt of other funds, if any.

7. Implementation: Who will be responsible for implementing the project? Who will manage the project? Does the proposed project manager have relevant experience? Who else will be involved in project implementation and what arrangements have been made with them?

8. Maintenance: If ongoing maintenance is required, who will be responsible and how will it be funded? Please include a 5-year budget and documentation of commitment.

ADDITIONAL INFORMATION Provide the following additional information, if applicable:

9. Further Documentation: Show documentation that indicates your control over the site, such as a Purchase and Sale Agreement, option, or deed. Provide evidence of long-term deed restrictions where required for CPA funding.

10. Feasibility Reports: Provide feasibility reports, renderings, assessor's maps, or other relevant studies and materials. Photos, detailed design renderings, and supporting documents such as historic structural and existing conditions reports, also will be helpful in defining the parameters of your project.

11. Zoning Compliance: Provide evidence that the project does not violate any zoning by-laws or any other laws or regulations, including environmental concerns. Include a list of permits or approvals that may be needed.

12. Other Information: Include any additional information that might benefit the Community Preservation Committee in the evaluation of this project.

13. Applicants with multiple requests: Please prioritize your proposals.

Conflict of Interest: The CPC is governed by Massachusetts General Law Chapter 268A Conflict of Interest Law, which regulates the standards of conduct of all state, county and municipal employees and volunteers, whether paid or unpaid, full or part-time, intermittent or temporary.

Maynard CPC Invites Proposals

The Maynard Community Preservation Committee is inviting Maynard residents to submit proposals for CPA funding. The deadline for submitting applications for Community Preservation Act (CPA) funds is November 1, 2013. CPA funds can be used for four kinds of projects.

1. Community Housing projects that, for example, promote affordable housing, or modify existing homes to allow disabled and elderly persons to continue living in their home.
2. Historic Preservation projects that, for example, protect, preserve, or restore historic structures, sites, or artifacts.
3. Open Space projects that, for example, acquire land for open space, remove invasive plant species, or purchase conservation restrictions.
4. Recreation projects that, for example, acquire land for recreational use, preserve existing athletic fields, or convert existing non-recreational structures and land to recreational use. New changes to the Community Preservation Act (CPA) have passed legislature and now funds can also be used for improving existing outdoors recreation facilities.

To date CPA funds have been used to restore Veteran's Memorial Park, provide sprinkler systems to Crowe Park and to Alumni Field, preserve historic artifacts, and support design and acquisition for the Assabet River Rail trail, acquire the Maynard Country Club property, and other projects.

Informational booklets and application forms are available at the Town Clerk's office, Town of Maynard website (<http://www.townofmaynard-ma.gov/gov/committees/cpc/>) and at the library.

*Massachusetts
Collectors and Treasurers
Association*



Michael J. Hanlon, Jr. - Executive Director
510 King Street
Littleton, MA 01460

Phone: (978) 952-6644
Fax: (978) 952-6655
E-mail: masscta@gmail.com



October 7, 2013

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

Dear Members of the Board:

We are pleased to advise you that the Treasurer/Collector of your town, Cheryl Kane, by virtue of Certification by this Association has earned the designation of Certified Massachusetts Municipal Treasurer. A certificate attesting to that fact will be awarded her on November 13th at our Holiday Meeting at the Pleasant Valley Country Club in Sutton.

Certification was achieved by having satisfactorily met the testing requirements promulgated by this Association as to experience and schooling, including successful completion of an arduous four-day course at the Association's Annual School at the University of Massachusetts, Amherst, during each of the past three years.

Courses at the School are taught by senior officials from the Massachusetts Department of Revenue, by attorneys and financial managers who specialize in municipal finance, and by senior Treasurers and Collectors who have previously earned their own certification. Courses included such subjects as municipal finance law, cash management, investing and borrowing techniques, trust funds, municipal accounting and several other courses designed to increase the expertise of your Treasurer/Collector.

We want to extend our congratulations to you and the citizens of your town for the support given your Treasurer/Collector, which culminated in this great honor. It is our hope this support will be maintained to permit continued attendance at our Annual School.

Certification is subject to renewal every five years and is dependent on successful participation in the continuing education program conducted by this Association. We are confident you agree that the better informed and more knowledgeable the public official, the better the community is served.

Should you or a senior administrator from your town wish to attend the awards luncheon, please call the MCTA office for details.

Sincerely

Michael J. Hanlon, Jr., Executive Director
Massachusetts Collectors and Treasurers Association

MJH/dfo



MAYNARD RETIREMENT BOARD

TOWN BUILDING
195 MAIN STREET
MAYNARD, MASSACHUSETTS 01754

October 17, 2013

Michelle Sokolowski
Town Clerk
Town of Maynard
195 Main Street
Maynard, MA 01754

The Maynard Retirement Board will meet on Thursday, October 24, 2013 at 12:15pm in Room 201 of the Maynard Town Building to discuss items included on the attached agenda and any other business that may duly come before the Board.

All are welcome to attend.

Kenneth R. DeMars
Executive Director

Date Posted: _____

MAYNARD RETIREMENT BOARD

MEETING NOTICE

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

Address of Meeting: __ Maynard Town Building 195 Main Street, Maynard, MA_ Room: __ 201__

THURSDAY __ October __ 24 __ 2013 __ 12:15 __ PM
Day of week Month Date Year Time

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

1. Approve Minutes of previous Meetings: Regular Meeting, September 26, 2013

Old Business Topics:

2. New Business Topics:

Approve Superannuation Retirement for Robert Sczerzen effective August 10, 2013.

Approve Superannuation Retirement for Philip Craven effective August 26, 2013.

Approve Accidental Disability for Brian Quinlan effective July 27, 2013.

Approve Recalculation Superannuation Retirement for Gerald Collins effective July 4, 2009.

Approve Transfer of Accumulated Total Deductions for Joseph Landry to Middlesex County Retirement Sys.

Approve Transfer of Accumulated Total Deductions for Judith Baron to Middlesex County Retirement Sys.

Approve retiree payroll.

Approve regular vendor warrant.

Cash requirements forecast.

Bank Reconciliations

Accept new members: Monica Galdamez, School Spanish Immersion Professional, Ellen Lewis,

SPED Paraprofessional, Caitlin Erickson, SPED Paraprofessional.

November Board Meeting

3. Other:

PERAC Memo #24/2013 Mandatory Board Member Training – 4th Quarter 2013

PERAC Memo #25/2013 Appropriation Data

PERAC Memo #26/2013 New Fraud Prevention Poster

PERAC Memo #27/2013 Determination Letter Filing Trainings

THIS AGENDA IS SUBJECT TO CHANGE

Executive Director _____

Posted by: _____ Date: _____



MEETING MINUTES
Maynard Recreation Commission
Wednesday, July 17, 2013
Town Hall – Room 202
Time: 7:00pm

1. Call to Order – 7:20 p.m. In attendance: Steve Jones, Christine Bell, Kevin Feehily
2. Public Comment – No comments
3. Old Business
 - a. Review and approve Meeting Minutes from June 19th – Approved 3-0
 - b. Dog policy at town athletic fields, do town by-laws state no dogs allowed. (Mike Chambers was to look into.)
 - c. MOU with BGCAV Review/Update to prepare to put out to bid. – agreed to schedule for August meeting as 1st agenda item.
 - d. Rockland CPA turf project update. Kevin updated, Difficult time getting calls returned by DPW. Next steps: need DPW help for hose sections and water source hookup for irrigation. This is holding up project.
 - e. Tennis Court Rental. Confirm Payment received from Fenn school. Still unknown if check has been deposited into Recreation account.
4. New Business
 - a. New program ideas.
 1. Discussion about raising the profile of the Recreation Commission and programs. Ideas to host a Family Field day, float in Christmas parade, leading hikes at conservation areas, sponsoring ski trip with bus transport. Advertise with banner across Main Street.
 2. Survey citizens on what programs are needed.
 - b. Tennis Courts condition. Debris/leaves were cleaned up. Question on surface and net condition. (Kevin will check).
 - c. Open
 1. Condition of town athletic fields. Question raised on how to communicate this topic to BOS to advocate for budget to hire 3rd party to maintain/improve turf grass playing surface with an annual plan for aeration, seeding, fertilization. Fowler school field may need total renovation, currently poor condition of turf grass, poor drainage, no irrigation. (Kevin will check).
 2. Question about finances for Recreation Commission raised by Chris Bell. Role is currently unfilled.
5. BGCAV
 - a. Program updates – none provided
 - b. Enrollment reports – none provided
6. Announcements – Next meeting is Wednesday August 21st @7pm
7. Adjourn – 8:40 p.m.



MEETING MINUTES
Maynard Recreation Commission
Wednesday, August 21, 2013
Town Hall – Room 202
Time: 7:00pm

1. Call to Order – 7:10 p.m. In attendance: **Steve Jones, Christine Bell, Mike Chambers, Peter Falzone.** Guests: **Pat Bishop, Wendy Allegrone-Leslie (BGCAV), Dawn Capello (Board of Selectmen).**
2. Public Comment – **No comments**
3. Old Business
 - a. Review and approve Meeting Minutes from July 17th – **Approved 4-0.**
 - b. Discuss/modify MOU for recreation programs to be put out to bid. **Some discussion, but detailed discussion delayed to September meeting.**
 - c. Dog policy at town athletic fields, do town by-laws state no dogs allowed? **No update.**
 - d. Rockland CPA turf project update - Kevin in touch with Tim Mullally from DPW Water Dept who will work to setup irrigation from hydrant by end of August. **Report from Kevin is that the work is progressing, but slow. Should be able to seed in the fall.**
 - e. Tennis court rental. Confirm Payment deposited in Rec account (\$1,200) from Fenn school for use of tennis courts. **Peter to stop by Club next week to collect check.**
 - f. Tennis Courts condition, is maintenance needed. Update: Kevin noticed that there are long cracks in surface with weeds growing through. **Pat had inspected as the school did some minimal maintenance. It was agreed that the maintenance done was not a great job. It was acknowledged that tennis court renovations can be pricey. Dawn agreed to contact the town to see if further renovation could be done.**
 - g. Condition of Town athletic fields. Options to have fields maintained by 3rd party and funded through town budget. **Several examples of the town not following through on maintenance were shared –for example, the preponderance of poison ivy at Crowe Park that was not addressed. Dawn stated that the BOS is looking into maintenance options for town fields. This issue will be revisited.**
 - h. Finance/Treasurer's role on RecComm currently unfilled. **Steve agreed to take on this role. Wendy will provide data on 2012 programs (programs, # of players, revenue, etc.).**

4. New Business

- a. New program ideas:
 - i. **Several new ideas discussed.**
 - ii. **Question raised as to if there are options for the ski program, such as reinstating the bus or going to a different mountain. Nashoba has many pros with respect to location.**
 - iii. **It was suggested that an ice rink in Maynard would be great. Dawn to look into with Kevin.**
- b. **It was suggested that the Rec commission should do a survey to see how well we are meeting the needs of the community. The Club does this for each program, so we should be able to get some information from this.**
- c. **It was suggested that the Rec Commission could become involved in the Maynard Road Race as an inexpensive way to increase the public profile of the Rec programs. Wendy to get back to us with a suggestion.**

5. BGCAV

- a. Program updates; **Wendy to provide.**
- b. Enrollment reports: **Wendy to provide.**
- c. **There was a robust discussion on how to lower cost, as we are just barely breaking even each year and do not have any funds for new programs or to cover continuing expenses, such as the website.**

6. Announcements. **None.**

7. **Adjourn: 8:30.**

Submitted to Town Clerk September 24, 2013



MEETING MINUTES
Maynard Recreation Commission
Wednesday, September 25, 2013
Town Hall – Room 202
Time: 7:00pm

1. Call to Order – 7:06 p.m. In attendance: Steve Jones, Christine Bell, Kevin Feehily, Peter Falzone. Guests: Pat Bishop, Wendy Allegrone-Leslie (BGCAV).
2. Public Comment – No comments
3. Old Business
 - a. Review and approve Meeting Minutes from August 21st – **Approved 4-0.**
 - b. Discuss/modify MOU for recreation programs to be put out to bid. **Some discussion, Peter to check with Becky Mosca about publishing request for bid for recreation program provider. Edits to MOU to be done once provider is chosen.**
 - c. Dog policy at town athletic fields, do town by-laws state no dogs allowed? **Agreed that signs need to be posted. Kevin to look into “No Dogs Allowed” signs made at Parker Hardware.**
 - d. Rockland CPA turf project update - Kevin in touch with Tim Mullally from DPW Water Dept who does not have enough hose to reach the 320 feet from hydrant to water cannon. Project is on hold until hose is purchased. Kevin to notify CPC and ask to use funds to purchase hose. Running out of time to seed in the Fall. Highlights how the Town is not setting aside funds for ongoing maintenance of athletic fields, citing fields at Rockland and Fowler with deteriorating conditions amid heavy use.
 - e. Tennis Courts maintenance needed. Update: Wendy noted that both courts need to be resurfaced and water pools in certain spots. It was acknowledged that tennis court renovations can be pricey. Wendy offered that grants are available through USTA and will get info.
 - f. Condition of Town athletic fields. Options to have fields maintained by 3rd party and funded through town budget. Discussed how to proceed with having field maintenance recognized and budgeted in town budget. Proposed writing a letter to BOS to raise awareness and advocate for ongoing maintenance. Kevin to draft letter.
4. New Business
 - a. New program ideas: None offered
 - b. Athletic Field at High School. **Question about what type of field to be installed at site of former high school. Learned that it will be a grass field with no irrigation. Discussion about the need and benefit of a artificial turf field.**
5. BGCAV

- a. Program updates: **Wendy talked about Maynard Road Race was well attended success, \$10k raised. The slush machine sponsored by Maynard Recreation worked well. Will use again at Maynard Fest.**
- b. Enrollment reports: **Pat provided list of Summer and Fall program enrollment numbers.**

6. Announcements. None.

7. Adjourn: 8:40pm

2013 Summer & Fall Program Numbers

Program	Total Participants
Summer	
Golf Program	37
Tennis	28
Skyhawks Camp	Canceled
Challenger Camp	Canceled
Soccer Stars	Canceled
Girls Lax Clinics	30
Fall	
Toddler Gymnastics	10
Toddler Playgroup	8
FAST Rollerblading	Canceled
Youth Golf	Canceled
Youth Track and Field	6
Youth Gymnastics	Post Poned
Girls LAX	Post Poned
Basketball Clinics	2 (begins October)
Mens Basketball League	6 Teams <i>Fowler</i>
Pick up Mens Bball	15 Drop In
Adult Soccer	16 Drop In
Adult Zumba	15 Drop In
Adult Volleyball	12 Drop In

Adult Tennis Spring during Little League

AGENDA: Board of Health Meeting

Tuesday – October 22, 2013 – 6:30pm
Municipal Services Conference Room of Town Hall (195 Main Street)

- I. CALL TO ORDER**
- II. MINUTES REVIEW & APPROVAL**
 - a. September 24, 2013 Meeting Minutes
 - b. Region 4A Representative Appointment – Stephanie Duggan
- III. HEALTH AGENT REPORT**
 - a. Housing/Nuisance Complaints
 - b. Miscellaneous
- IV. EXECUTIVE DIRECTOR REPORT**
 - a. Landfill Solar Project Update
 - b. Landfill Monitoring
 - c. Food Inspection Program
 - d. Region 4A/MRC
 - e. Miscellaneous
- V. OLD BUSINESS**
 - a. Flu Clinics/EDS Drill
 - b. Medical Marijuana
 - c. Miscellaneous
- VI. NEW BUSINESS**
 - a. Miscellaneous
- VII. ADJOURNMENT** – *next meeting Tuesday, November 26, 2013*

THIS AGENDA IS SUBJECT TO CHANGE

CHAIRPERSON: RON CASSIDY
POSTED BY: KELLY PAWLUCZONEK

DATE: OCTOBER 18, 2013

Agenda for Maynard Cultural Council
24 October 2013



Welcome

Accept Minutes from last meeting

Membership –

including a review of what we are
how many voting members and ex-officio
process of membership

Report on MCC Finances –

Review submitted Summary Annual Report to State
Discussion of revenue and reimbursements
Accounting for Adams Grant funds

Treasurer position -

Open position (Treasurer)

Looking ahead – when they come in this spring and summer, reimbursement requests to town accountant.

Alternatively, we could have co-chairs with one of them having Treasurer duties.

Grant Applications –discuss and begin rating

Cultural District Designation

- Attended MBA and Historical Commission's meetings,
- Met with Eric Smith (Town Planner) and Jero Nesson (Director of Artspace) who has offered to work with Eric on applying for an NEA grant and with Maynard CC on working with the Massachusetts CC, and State Representative Kate Hogan.
- E-mailed with the BOS and with RMC whose next meeting is October 30th.
- Attended a recent program of Thoreau's Footsteps and met with organizers.
- Spoke with Cultural District contact at MCC who is very helpful, has worked with Eric before, and referred me to Chairs of a couple towns who have already received the designation.

Encourage writing down ideas and talking and reading about Cultural Districts on the web site.

Solicit thoughts about forming a subcommittee on Maynard's application for a cultural district designation, a subcommittee probably best to establish after December.

Old & New Business –

Status and description of the town's Adams Grant, possible filing by town for the NEA's Our Town Grant

Other-

Maynard Fine Arts Cinema, MCC Facilities Grant and Radar



AGENDA
Maynard Recreation Commission Meeting
Wednesday, October 23, 2013
Town Hall – Room 202
Time: 7:00pm

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

1. Call to Order
2. Public Comment
3. Old Business
 - a. Review and approve Meeting Minutes from September 25.
 - b. MOU for recreation programs: status update
 - c. Rockland CPA turf project update -
 - d. Town athletic fields maintenance
 - a. New athletic field at high school
4. New Business
 - a. New program ideas
 - b. Town Appreciation Day Oct 12th at Maynard CC
 - c. Open
5. BGCAV
 - a. Program updates
 - b. Enrollment reports

1. Finance Report

2. Announcements

3. Adjourn

Submitted to Town Clerk October 21st, 2013



AGENDA
Maynard Recreation Commission Meeting
Wednesday, October 16, 2013
Town Hall – Room 202
Time: 7:00pm

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

1. Call to Order
2. Public Comment
3. Old Business
 - a. Review and approve Meeting Minutes from September 25.
 - b. MOU for recreation programs: status update
 - c. Rockland CPA turf project update -
 - d. Town athletic fields maintenance
 - a. New athletic field at high school
4. New Business
 - a. New program ideas
 - b. Town Appreciation Day Oct 12th at Maynard CC
 - c. Open
5. BGCVAV
 - a. Program updates
 - b. Enrollment reports

1. Finance Report
2. Announcements
3. Adjourn

Submitted to Town Clerk October 14th, 2013

Becky Mosca

From: Kevin Feehily <kevin.feehily@verizon.net>
Sent: Monday, October 14, 2013 10:37 AM
To: Posting
Cc: Falzone1; Kevin Feehily; Chambers@gdc4s.com>; Steve Jones; Wendy Allegrone-Leslie; Bishop Bishop; Chris Bell; Kevin Sweet; Michelle Sokolowski; D Capello; David Griffin
Subject: Recreation Commission: Agenda for next meeting on October 16th, 2013
Attachments: Agenda_16OCT 2013 RecCommMtg.doc; ATT09063.htm

Hi,

Attached is the agenda for the next Recreation Commission meeting scheduled for Wednesday, October 16 at 7:00pm.

Please post at your earliest convenience at town hall and on the Recreation Commission page of the town website.

I have listed Room 202 as the meeting room, please advise if we need to change rooms.

Thank you,

Kevin Feehily



AGENDA

Maynard Charter Review Committee's Meeting

October 29th, 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. Review of Minutes | (7:01) |
| 3. Public Comments | (7:05) |
| 4. Review / Discussion of current draft from Counsel | (7:10) |
| 5. New/Old Business | (8:30) |
| 6. Adjourn | (9:00) |

Respectfully submitted,

Brendon Chetwynd
Chair, Maynard Charter Review Committee

Date Posted October 17, 2013

TOWN OF MAYNARD

MEETING NOTICE

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

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

PLANNING BOARD

Address of Meeting: 195 Main Street, Maynard Room: 101

Tuesday, October 22, 2013

7:00 p.m.

M T W T H F

Month

Date

Year

Time

AM/PM

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

1. 7:05 p.m. Public Hearing: Fowler Street Extension Definitive Plan, filed by Acton Survey & Engineering, Inc. on behalf of the owners, David L. and Rosemary L. Lent, 10 Fowler Street, Maynard, MA, Map 20, Parcel 197, for approval of a Definitive Plan Subdivision entitled "Fowler Street Extension Definitive Subdivision, Maynard, Massachusetts" dated June 19, 2013, located at the end of the existing Fowler Street and showing five (5) lots. (Continued from September 24, 2013)
2. 7:30 p.m. Public Hearing: Proposed Changes to the Maynard Protective Zoning Bylaws related to changing the allowed use of Supermarket in the Business, Central Business, Industrial and Health Care/Industrial zoning districts.
3. Approval of Minutes of previous meeting(s): **September 24, 2013 and October 8, 2013; (if available)**
4. Old/New Business:
 - Submittal of 4-Lot Preliminary Plan, 129 Parker Street: Applicant, Holden Engineering; Decision Deadline: November 25, 2013
 - Discussion of 129 Parker Street Next Steps in Planning Process and Selection of Planning Board Representative for Ad Hoc 129 Parker Working Group
 - Discussion of Preparing for Presentation of Proposed Zoning Bylaw Amendments at the November 4th Special Town Meeting
 - Planning Board vacancy on Maynard Community Preservation Committee

Date Posted: October 17, 2013

TOWN OF MAYNARD

MEETING NOTICE

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

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

ZONING BOARD OF APPEALS

Address of Meeting: 195 Main Street, Maynard

Room: 101

Monday, October 21, 2013

7:00 p.m.

M T W T H F

Month

Date

Year

Time

AM/PM

Agenda or Topics to be discussed listed below

1. Approval Minutes of previous meeting (s): **July 15, 2013 and September 16, 2013**
2. 7:00 p.m. Petition of Seawitch, Inc., 175 Main Street, Maynard, Map 14-Parcel 187 for a Variance from the Dimensional Regulations within Section 4.1.1. of the Maynard Zoning Bylaw related to minimum lot area, minimum yard area and maximum coverage for said lot located in the Business District. (Continued from Monday, September, 16, 2013)
3. 7:15 p.m. Petition of Nilesh Chohan, 57 Butler Avenue, Maynard, Map 15-Parcel 102, for a Special Permit pursuant to Maynard Zoning Bylaw, Section 5.1.5., for a proposed addition of a new five-foot wide covered and enclosed porch to the side of the existing residential dwelling. Said relief is required as a portion of the proposed porch addition is located within the required front-yard setback for said lot located in the General Residential (GR) District.

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson: Paul Scheiner

Posted by: Eric R. Smith, AICP, Town Planner

Date: October 17, 2013

Date Posted: _____

TOWN OF MAYNARD

MEETING NOTICE

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

Finance Committee

Name of Board/Committee

Address of Meeting: _____ Town Hall _____ Room: ___ 201 _____

Monday ___ Oct ___ 21 ___ 2013 ___ 7:00 ___ PM
Day of week Month Date Year Time Circle One
(Circle One)

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

1. Approve Minutes of previous Meeting(s): _____
(Meeting Dates)

2. Old Business Topics: _____

3. New Business Topics: _____

Review of STM articles and voting on FinCom recommendations
Reserve Fund Transfer Insurance

4. Other: _____

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson ___ Peter Campbell _____

Posted by: _____

Date: _____

TO THE BOARD SELECTMAN



I RICHARD W. GROSS SUBMITTED
A LETTER OF RESIGNATION AS OF
OCT 11, 2013

SIGN

RICHARD W. GROSS

THANK YOU

OCT 11 2013



TOWN OF MAYNARD

To: The Maynard Board of Selectmen

In all instances where the Police are called to the premises regardless of the intent or severity of any incident, battery or physical altercation committed on the premises, the Manager shall submit a complete and accurate written report (on a form provided by the Selectmen) of the same to the Selectmen within 24 hours.

A. Name of Premises: THE PLEASANT CAFE

B. Name of Manager: FRANK DZERNALCZ

C. Parties Involved by Name and Address (if known):
RICK LALLI / TIMMY LALLI / SAL ALBANESE

C. Time and Date of Altercation: Sat 10/12/13 @ 10:15PM

D. Action taken by Manager and what time: ~~SEPARATED~~ SEPARATED

RICK LALLI and TIM LALLI FROM SAL ALBANESE and CALLED POLICE.

E. Description of the circumstances including damage and any apparent injuries:

WITNESSED ALTERCATION ON MAIN ST. SEPARATED THE TWO PARTIES. CALLED POLICE. NO APPARENT INJURIES TO EITHER PARTY.

Frank Dzerkacz

Signature of Person Making Report

10/13/13 3:30AM

Date of Report

978.793.1512

Phone # of Signature Person



October 16, 2013

Dear Friend,

The annual Maynard Christmas Parade is scheduled for 2:00 p.m. Sunday, December 1, 2013 and the theme is 'A Storybook Christmas'. The parade is sponsored by the Maynard Rotary Club and it is the committee's goal is to make this year's parade bigger and better than ever as we continue this longstanding tradition.

We are looking for both participants and sponsors, and hope you will consider entering a float, band, or walking unit in our 47th annual parade. Over the years, the event has become a favorite community tradition. We are also asking that the Maynard business merchants decorate their holiday windows prior to the parade.

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

Sincerely,

Nancy Ledgard Quinn,
Parade Chairperson
Maynard Rotary Club



October 16, 2013

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The annual Maynard Christmas Parade is scheduled for 2:00 p.m. Sunday, December 1, 2013 and the theme is 'A Storybook Christmas'. The longstanding tradition is sponsored by the Maynard Rotary Club.

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Sincerely,

Nancy Ledgard Quinn
Nancy Ledgard Quinn,
Parade Chairperson
Maynard Rotary Club

**Maynard's 47th Annual Olde
Fashioned**

CHRISTMAS PARADE

Sunday, December 1, 2013

'A Storybook Christmas'

REGISTRATION FORM

PARTICIPANT/GROUP NAME: _____

APPROXIMATE # PEOPLE IN ENTRY: _____

CONTACT PERSON NAME: _____

ADDRESS: _____

PHONE: _____ **EMAIL:** _____

PARADE ENTRANTS - PLEASE NOTE THE FOLLOWING:

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

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

NAME & ADDRESS: _____

DONATION AMOUNT ENCLOSED: \$ _____

PLEASE COMPLETE & RETURN THIS FORM TO:

Nancy Quinn
c/o Prudential Prime Properties
58 Main Street, Maynard, MA 01754
nquinn@ownnewengland.com (978)897-2781

Becky Mosca

From: Eric Smith
Sent: Wednesday, October 23, 2013 9:46 AM
To: Anthony Stowers; Christopher Okafor (cokafor@TownofMaynard.net); Richard Asmann; Kelly Pawluczzonek; conscom; police@maynardpolice.com; Becky Mosca; Angela Marrama; Kevin Sweet (ksweet@TownofMaynard.net)
Cc: mdonohoe@actonsurvey.com; Amico, Wayne (WAmico@VHB.com); Wayne Amico; Bernard Cahill (cahill.maynardpb@yahoo.com); Charles Shea; Max Lamson (maxmaynardpb@gmail.com); Greg Tuzzolo (greg@tuzzolo.com); Greg Tuzzolo (gtuzzolo@gmail.com); Kevin Calzia (kcalzia@yahoo.com) (kcalzia@yahoo.com); 'Jason Kreil'
Subject: Electronic Distribution of Fowler Ext Definitive Plan Memo, Submittal Letter and Plans
Attachments: Memorandum for Comments on the revised Fowler St Ext Definitive Plan.pdf; Fowler Ext Oct 18th Plan Submittal.pdf; Fowler Oct 18th Submittal Letter.pdf

To all,

This morning I submitted hard copies of the following attachments to each of you:

1. Cover Memo regarding Revised Fowler Street Extension Definitive Plans Submitted for Your Review and Comment
2. Revised Fowler Street Extension Definitive Plans Submittal Letter from Mark Donohoe, Acton Surveying and Engineering
3. Electronic set of 11"x17" of Revised Fowler Street Extension Definitive Plans

Just wanted to provide the same information electronically.

Thank you,
Eric

Eric R. Smith, AICP
Maynard Town Planner
Maynard Town Building
195 Main Street
Maynard, MA 01754
esmith@townofmaynard.net
(978) 897-1302 telephone



Memorandum

To: Fire Department; Police Department; Department of Public Works; Board of Health;
Building Inspector; Conservation Commission; Assessor; and, Board of Selectmen

CC: Mark T. Donohoe, P.E., Acton Survey & Engineering, Inc.; Wayne Amico, VHB, Town
Engineer; Maynard Planning Board

From: Eric R. Smith, AICP, Town Planner

Date: October 23, 2013

Re: Revised Fowler Street Extension Definitive Plans Submitted for Your Review and Comment

On October 21, 2013 the Maynard Planning Board received a revised Fowler Street Extension Definitive Plan submission by the Applicant, Mark Donohoe of Acton Surveying and Engineering. Given that this plan is a significant revision from the original plans received by the Town back in June, I am submitting a copy of Mr. Donohoe's letter and a 11"x17" set of plans for your review. The Fowler Street Extension Definitive Plan will be the subject of a continued Public Hearing on Tuesday, November 12 @ 7:05p.m. In order to facilitate any comments each of you may have into the Planning Board meeting packet for the November 12th meeting, I would ask that any comment be received 14 days from the date of this memo, which would be Wednesday, November 6th.

I do have a few sets of large (24"x36") plan copies on file with the Maynard Planning Board Office if that would help with your review. Also please feel free to contact me if you have any questions or would like to discuss with me in person.



PO Box 666, 97 Great Road, Suite 6
Acton, MA 01720
Phone: 978-263-3666 Fax: 978-635-0218
actonsurvey@actonsurvey.com

ASE 7096

October 18, 2013

Maynard Planning Board
195 Main Street
Maynard, MA 01754

RE: Fowler Street Extension

Dear Board Members:

Please find enclosed four (4) full-size and twelve (12) reduced-scale copies of revised Definitive Subdivision plans for the proposed extension of Fowler Street, which have been revised in response to our last meeting with the Board and to address the review by your consultant.

The Plans should not be considered as final drawings, as certain details are not completed and additional revisions may be required in response to next week's hearing.

The significant changes to our filing are summarized below:

Road Layout

The proposed road is not to be proposed as a "private way" in whole or in part. As discussed, the perpendicular leg of the turnaround is to be located in an easement to insure that the proposed house on Lot 1 can be located away from the ice-contact slope. The easement includes sufficient area for snow storage at its end and extends westerly along the right-of-way to include the area around the proposed treebox filters.

After meeting with the Zoning Enforcement Officer we decided to provide a circular ending to the road to avoid any conflict with a possible interpretation of the Zoning Bylaw's definition of Lot Frontage. The widening of the right of way in this area allows for ample snow storage at the end of the road, provides an area for street trees removed from the pavement, and precludes the construction of a structure on Lot 2 in this area.

The length of Fowler Street is 553 feet to the end of the right-of-way and 528 feet to the end of the pavement.

Pavement

The proposed pavement width is 18 feet, and the pavement is offset to the south side of the right-of-way and cross-sloped to the north side of the road.

Stormwater Management

A Stormwater Management Report is being prepared and will be submitted to the Board and the Conservation Commission.

On lot stormwater management systems are proposed to recharge runoff from roofs and driveways. The details of these systems were included in the original submission and will be included in plans to be submitted after we receive comments from the Board and its consultant during next week's hearing.

Four soil evaluations, substantiating soil conditions for the design of the stormwater management system, have been added to the plans. The location of the holes was constrained by the presence of materials stored on the ground surface. As expected, fine and medium sands that are well suited for recharge were encountered.

House Location and Landscape Plan

We have added a plan showing probable house shapes and locations along with three street trees to be planted near the end of the road.

We have not located the existing trees on the property with the exception of those shown on the Existing Conditions plan. All trees within the right-of-way will be required to be removed along with trees on lots, except along lot lines, and we ask that the cost of locating and depicting the trees on the plans not be required.

Improvements to Fowler Street

We have elected to station the road two ways:

- Starting at the street line of Parker Street to determine the length of the right-of-way as being 553 feet.
- The stationing on the Roadway Plan and Profile starts at the beginning of the proposed pavement near the property line of houses 7 & 8 and follows the centerline of the proposed pavement. Since the pavement centerline is offset from the right-of-way centerline, this allows for ease of estimating and construction layout by differentiating from the right-of-way stationing. The total length of both existing and proposed pavement is 528 feet.

As discussed at the previous hearing, our client is willing to "hammer mill" the existing pavement of Fowler Street beyond the limits of the new pavement and place a new finish course of pavement. As we expect that this work is to be performed to the requirements of the Department of Public Works, it might be appropriate if the Department could supply us with the necessary specifications or language to be included on the plans.

Glenwood Cemetery Fence



PO Box 666, 97 Great Road, Suite 6
Acton, MA 01720
Phone: 978-263-3666 Fax: 978-635-0218
actonsurvey@actonsurvey.com

ASE 7096

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Maynard, MA 01754

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Please find enclosed four (4) full-size and twelve (12) reduced-scale copies of revised Definitive Subdivision plans for the proposed extension of Fowler Street, which have been revised in response to our last meeting with the Board and to address the review by your consultant.

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The proposed road is not to be proposed as a "private way" in whole or in part. As discussed, the perpendicular leg of the turnaround is to be located in an easement to insure that the proposed house on Lot 1 can be located away from the ice-contact slope. The easement includes sufficient area for snow storage at its end and extends westerly along the right-of-way to include the area around the proposed treebox filters.

After meeting with the Zoning Enforcement Officer we decided to provide a circular ending to the road to avoid any conflict with a possible interpretation of the Zoning Bylaw's definition of Lot Frontage. The widening of the right of way in this area allows for ample snow storage at the end of the road, provides an area for street trees removed from the pavement, and precludes the construction of a structure on Lot 2 in this area.

The length of Fowler Street is 553 feet to the end of the right-of-way and 528 feet to the end of the pavement.

Pavement

The proposed pavement width is 18 feet, and the pavement is offset to the south side of the right-of-way and cross-sloped to the north side of the road.

The pavement width was chosen as being acceptable for a fire lane and being approximately two feet wider than portions of the existing Fowler Street pavement. The pavement's appearance should not present a dramatic change in the appearance of the street.

Offsetting the pavement to the south places it further from the ice-contact slope and the large outbuildings, and allows for the placement of the treebox filters.

Increasing the area between the pavement and the right of way on the south side increases the area provided for snow storage where solar gain will increase the potential for melting. As shown by the House Location Plan [added to the plans] no driveways are proposed on the north side of the road.

Cross-slopping the road simplifies the stormwater collection system. It also allows snow plows to maintain a constant angle while plowing the road and insures that snow will be stored on the north side of the road.

Road Grading

In order to achieve positive flow to the stormwater management works from the section of Fowler Street to be reconstructed to a width of 18 feet, it will be graded at a 0.9 percent slope to a low point at station 1+44.22. Your Regulations require a minimum slope of 0.75 percent.

The road will then slope up at 2.9 percent to its end, which will result in the road being below the existing grade and in turn result in the houses being above the road. The placement of the houses slightly above the road surface will increase aesthetics and privacy, and insure that runoff is directed away from the houses.

As a 0.9 percent grade is relatively flat we elected to limit the vertical curve to a length of 50 feet, which is less than the 133 feet that would be required by your Regulation IV.A.3(c). A waiver will be requested.

Vertical curves are to provide comfort for passengers in vehicles transitioning between road surfaces at varying grades. Vehicles operating on this portion of the roadway will be operating at reduced speeds and no discomfort should result.

Curbing

Vertical granite curbing is shown to be required at the turnaround curb radiuses.

Curbing, including Cape Cod type, is not proposed along the road. This is to allow the appearance of the extension to be similar to that of the existing street, and we do not believe that it is required.

The road surface is relatively flat and gutter flow velocities will not result in erosion.

Cross-sloping the road eliminates the need for curbing on the south side, and the omission of curbing on the north side will allow runoff to irrigate the roadside grass and allow the grass to serve as a filter strip.

Stormwater Management

A Stormwater Management Report is being prepared and will be submitted to the Board and the Conservation Commission.

On lot stormwater management systems are proposed to recharge runoff from roofs and driveways. The details of these systems were included in the original submission and will be included in plans to be submitted after we receive comments from the Board and its consultant during next week's hearing.

Four soil evaluations, substantiating soil conditions for the design of the stormwater management system, have been added to the plans. The location of the holes was constrained by the presence of materials stored on the ground surface. As expected, fine and medium sands that are well suited for recharge were encountered.

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We have added a plan showing probable house shapes and locations along with three street trees to be planted near the end of the road.

We have not located the existing trees on the property with the exception of those shown on the Existing Conditions plan. All trees within the right-of-way will be required to be removed along with trees on lots, except along lot lines, and we ask that the cost of locating and depicting the trees on the plans not be required.

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As discussed at the previous hearing, our client is willing to "hammer mill" the existing pavement of Fowler Street beyond the limits of the new pavement and place a new finish course of pavement. As we expect that this work is to be performed to the requirements of the Department of Public Works, it might be appropriate if the Department could supply us with the necessary specifications or language to be included on the plans.

Glenwood Cemetery Fence

The lot lines of Lots 3 and 4 were chosen to allow the minimum lot size to be achieved without increasing the length of the road and to allow the houses on Lots 1 and 2 to be further offset from the ice-contact slope.

The thin lot extensions parallel to the Glenwood Cemetery fence will also buffer the cemetery from residential activities, and we decided to place a 5 foot wide easement along the property line to allow for fence maintenance from the subdivision side and to assure that materials will not be placed on or near the fence.

The 5 foot wide easement will also allow for the installation of utilities from Fowler Street Extension to extend into the cemetery at a point that might be more optimal than the end of the 5 foot easement extending along the Lot 4/3 property line.

Please contact us should this letter require any clarification or should you require any additional materials.

Very truly yours,



Mark T. Donohoe, PE
for: Acton Survey & Engineering, Inc.

FOWLER STREET EXTENSION

DEFINITIVE SUBDIVISION
MAYNARD, MASSACHUSETTS

JUNE 19, 2013
REVISED: OCTOBER 18, 2013

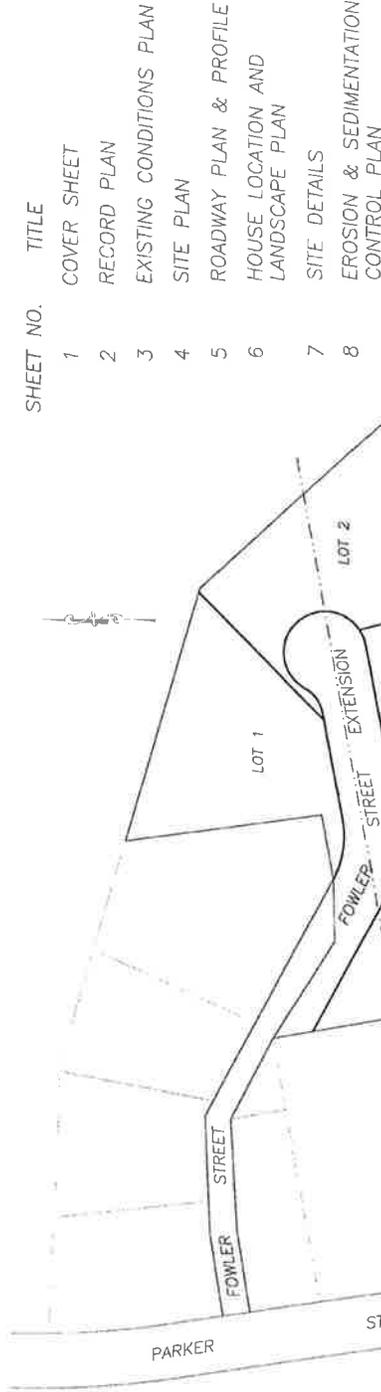
OWNER

DAVID L. & ROSEMARY L. LENT
1 PINECREST TERRACE
MAYNARD, MA 01754

APPLICANT

ORCHARD VALLEY CONSTRUCTION, INC.,
18A MILL STREET
MAYNARD, MA 01754

ZONING DISTRICTS: GENERAL RESIDENCE GR
SINGLE RESIDENCE S-1



SHEET NO.	TITLE
1	COVER SHEET
2	RECORD PLAN
3	EXISTING CONDITIONS PLAN
4	SITE PLAN
5	ROADWAY PLAN & PROFILE
6	HOUSE LOCATION AND LANDSCAPE PLAN
7	SITE DETAILS
8	EROSION & SEDIMENTATION CONTROL PLAN

ACTON SURVEY & ENGINEERING, INC.

Civil Engineers • Land Surveyors • Environmental Scientists
97 Great Road P.O. Box 666 Acton, Massachusetts 01720
Phone: (978) 263-3666

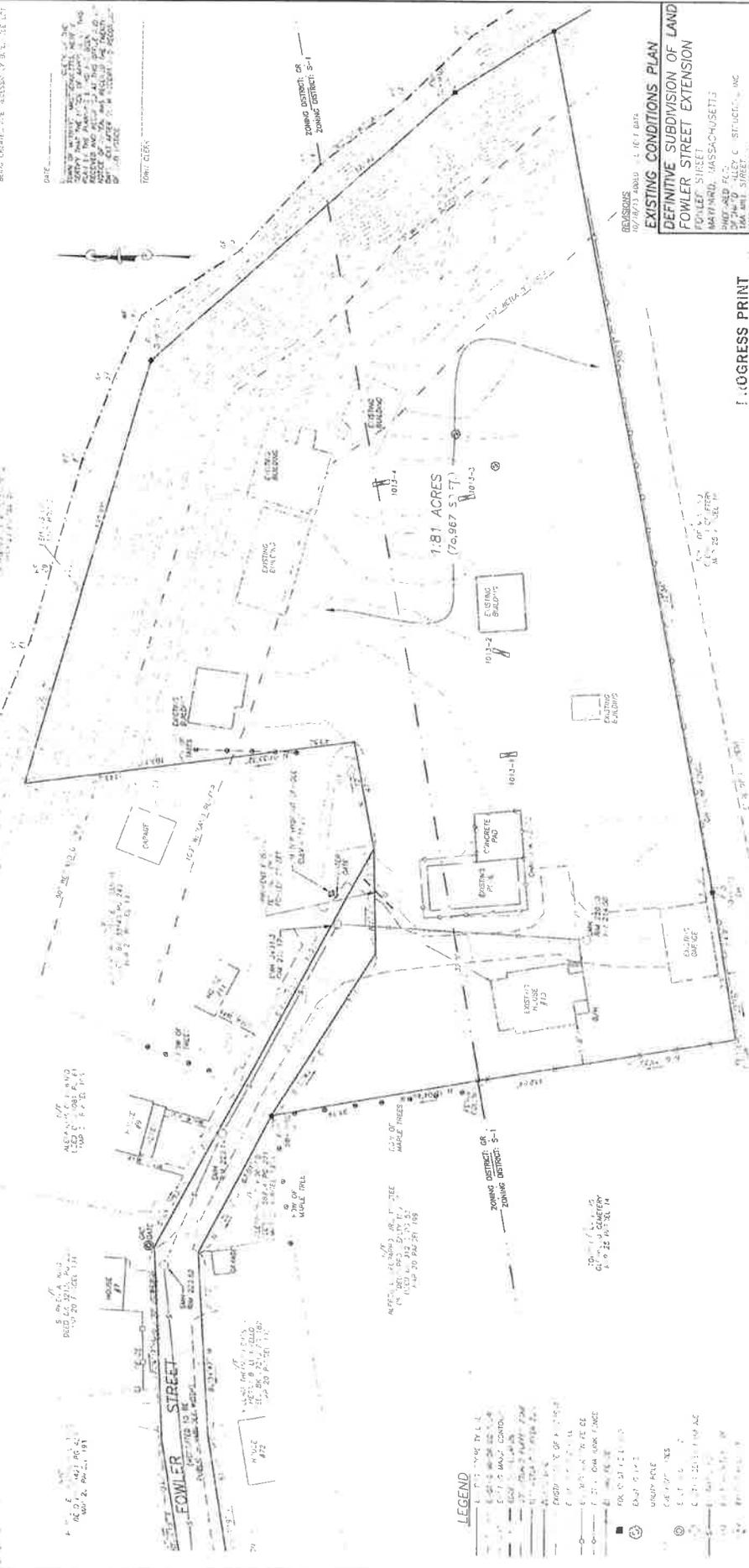
SOIL EVALUATIONS 10-7-11

NO.	DATE	DESCRIPTION	DEPTH	SOIL TYPE	REMARKS
1	10/7/11	Excavation	0-10'	CLAY	...
2	10/7/11	Excavation	10-20'	SAND	...
3	10/7/11	Excavation	20-30'	GRAVEL	...
4	10/7/11	Excavation	30-40'	CLAY	...
5	10/7/11	Excavation	40-50'	SAND	...
6	10/7/11	Excavation	50-60'	GRAVEL	...
7	10/7/11	Excavation	60-70'	CLAY	...
8	10/7/11	Excavation	70-80'	SAND	...
9	10/7/11	Excavation	80-90'	GRAVEL	...
10	10/7/11	Excavation	90-100'	CLAY	...

As per 10/7/11, the soil conditions are as follows:
 0-10' CLAY
 10-20' SAND
 20-30' GRAVEL
 30-40' CLAY
 40-50' SAND
 50-60' GRAVEL
 60-70' CLAY
 70-80' SAND
 80-90' GRAVEL
 90-100' CLAY

MAY 14, 1967 PLANNING BOARD

DATE: _____
 BY: _____
 TITLE: _____



PROGRESS PRINT

EXISTING CONDITIONS PLAN
DEFINITIVE SUBDIVISION OF LAND
FOWLER STREET EXTENSION
 FOWLER STREET
 MARYLAND, MASSACHUSETTS
 1907-1908 P.L.C.
 17-18-19-20-21-22-23-24-25-26-27-28-29-30-31-32-33-34-35-36-37-38-39-40-41-42-43-44-45-46-47-48-49-50-51-52-53-54-55-56-57-58-59-60-61-62-63-64-65-66-67-68-69-70-71-72-73-74-75-76-77-78-79-80-81-82-83-84-85-86-87-88-89-90-91-92-93-94-95-96-97-98-99-100-101-102-103-104-105-106-107-108-109-110-111-112-113-114-115-116-117-118-119-120-121-122-123-124-125-126-127-128-129-130-131-132-133-134-135-136-137-138-139-140-141-142-143-144-145-146-147-148-149-150-151-152-153-154-155-156-157-158-159-160-161-162-163-164-165-166-167-168-169-170-171-172-173-174-175-176-177-178-179-180-181-182-183-184-185-186-187-188-189-190-191-192-193-194-195-196-197-198-199-200-201-202-203-204-205-206-207-208-209-210-211-212-213-214-215-216-217-218-219-220-221-222-223-224-225-226-227-228-229-230-231-232-233-234-235-236-237-238-239-240-241-242-243-244-245-246-247-248-249-250-251-252-253-254-255-256-257-258-259-260-261-262-263-264-265-266-267-268-269-270-271-272-273-274-275-276-277-278-279-280-281-282-283-284-285-286-287-288-289-290-291-292-293-294-295-296-297-298-299-300-301-302-303-304-305-306-307-308-309-310-311-312-313-314-315-316-317-318-319-320-321-322-323-324-325-326-327-328-329-330-331-332-333-334-335-336-337-338-339-340-341-342-343-344-345-346-347-348-349-350-351-352-353-354-355-356-357-358-359-360-361-362-363-364-365-366-367-368-369-370-371-372-373-374-375-376-377-378-379-380-381-382-383-384-385-386-387-388-389-390-391-392-393-394-395-396-397-398-399-400-401-402-403-404-405-406-407-408-409-410-411-412-413-414-415-416-417-418-419-420-421-422-423-424-425-426-427-428-429-430-431-432-433-434-435-436-437-438-439-440-441-442-443-444-445-446-447-448-449-450-451-452-453-454-455-456-457-458-459-460-461-462-463-464-465-466-467-468-469-470-471-472-473-474-475-476-477-478-479-480-481-482-483-484-485-486-487-488-489-490-491-492-493-494-495-496-497-498-499-500-501-502-503-504-505-506-507-508-509-510-511-512-513-514-515-516-517-518-519-520-521-522-523-524-525-526-527-528-529-530-531-532-533-534-535-536-537-538-539-540-541-542-543-544-545-546-547-548-549-550-551-552-553-554-555-556-557-558-559-560-561-562-563-564-565-566-567-568-569-570-571-572-573-574-575-576-577-578-579-580-581-582-583-584-585-586-587-588-589-590-591-592-593-594-595-596-597-598-599-600-601-602-603-604-605-606-607-608-609-610-611-612-613-614-615-616-617-618-619-620-621-622-623-624-625-626-627-628-629-630-631-632-633-634-635-636-637-638-639-640-641-642-643-644-645-646-647-648-649-650-651-652-653-654-655-656-657-658-659-660-661-662-663-664-665-666-667-668-669-670-671-672-673-674-675-676-677-678-679-680-681-682-683-684-685-686-687-688-689-690-691-692-693-694-695-696-697-698-699-700-701-702-703-704-705-706-707-708-709-710-711-712-713-714-715-716-717-718-719-720-721-722-723-724-725-726-727-728-729-730-731-732-733-734-735-736-737-738-739-740-741-742-743-744-745-746-747-748-749-750-751-752-753-754-755-756-757-758-759-760-761-762-763-764-765-766-767-768-769-770-771-772-773-774-775-776-777-778-779-780-781-782-783-784-785-786-787-788-789-790-791-792-793-794-795-796-797-798-799-800-801-802-803-804-805-806-807-808-809-810-811-812-813-814-815-816-817-818-819-820-821-822-823-824-825-826-827-828-829-830-831-832-833-834-835-836-837-838-839-840-841-842-843-844-845-846-847-848-849-850-851-852-853-854-855-856-857-858-859-860-861-862-863-864-865-866-867-868-869-870-871-872-873-874-875-876-877-878-879-880-881-882-883-884-885-886-887-888-889-890-891-892-893-894-895-896-897-898-899-900-901-902-903-904-905-906-907-908-909-910-911-912-913-914-915-916-917-918-919-920-921-922-923-924-925-926-927-928-929-930-931-932-933-934-935-936-937-938-939-940-941-942-943-944-945-946-947-948-949-950-951-952-953-954-955-956-957-958-959-960-961-962-963-964-965-966-967-968-969-970-971-972-973-974-975-976-977-978-979-980-981-982-983-984-985-986-987-988-989-990-991-992-993-994-995-996-997-998-999-1000-1001-1002-1003-1004-1005-1006-1007-1008-1009-1010-1011-1012-1013-1014-1015-1016-1017-1018-1019-1020-1021-1022-1023-1024-1025-1026-1027-1028-1029-1030-1031-1032-1033-1034-1035-1036-1037-1038-1039-1040-1041-1042-1043-1044-1045-1046-1047-1048-1049-1050-1051-1052-1053-1054-1055-1056-1057-1058-1059-1060-1061-1062-1063-1064-1065-1066-1067-1068-1069-1070-1071-1072-1073-1074-1075-1076-1077-1078-1079-1080-1081-1082-1083-1084-1085-1086-1087-1088-1089-1090-1091-1092-1093-1094-1095-1096-1097-1098-1099-1100-1101-1102-1103-1104-1105-1106-1107-1108-1109-1110-1111-1112-1113-1114-1115-1116-1117-1118-1119-1120-1121-1122-1123-1124-1125-1126-1127-1128-1129-1130-1131-1132-1133-1134-1135-1136-1137-1138-1139-1140-1141-1142-1143-1144-1145-1146-1147-1148-1149-1150-1151-1152-1153-1154-1155-1156-1157-1158-1159-1160-1161-1162-1163-1164-1165-1166-1167-1168-1169-1170-1171-1172-1173-1174-1175-1176-1177-1178-1179-1180-1181-1182-1183-1184-1185-1186-1187-1188-1189-1190-1191-1192-1193-1194-1195-1196-1197-1198-1199-1200-1201-1202-1203-1204-1205-1206-1207-1208-1209-1210-1211-1212-1213-1214-1215-1216-1217-1218-1219-1220-1221-1222-1223-1224-1225-1226-1227-1228-1229-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APPROVAL UNDER THE SUBDIVISION CONTROL LAW REQUIRED

MAYARD PLANNING BOARD

DATE: _____

TOWN CLERK: _____

PLANNING BOARD: _____

APPROVED BY: _____

DATE: _____

GENERAL NOTES

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE MASSACHUSETTS SUBDIVISION CONTROL ACT AND REGULATIONS.
2. THE PLANNING BOARD HAS REVIEWED THIS PLAN AND HAS GRANTED APPROVAL SUBJECT TO THE FOLLOWING CONDITIONS:
3. THE DEVELOPER SHALL OBTAIN ALL NECESSARY PERMITS FROM THE TOWN ENGINEER AND THE STATE DEPARTMENT OF TRANSPORTATION.
4. THE DEVELOPER SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.
5. THE DEVELOPER SHALL MAINTAIN ALL EXISTING UTILITIES AND SHALL BE RESPONSIBLE FOR ANY RELOCATION OR DESTRUCTION OF SUCH UTILITIES.
6. THE DEVELOPER SHALL MAINTAIN ALL EXISTING TREES AND SHALL BE RESPONSIBLE FOR ANY REMOVAL OR REPLANTING OF SUCH TREES.
7. THE DEVELOPER SHALL MAINTAIN ALL EXISTING DRIVEWAYS AND SHALL BE RESPONSIBLE FOR ANY RELOCATION OR DESTRUCTION OF SUCH DRIVEWAYS.
8. THE DEVELOPER SHALL MAINTAIN ALL EXISTING FENCES AND SHALL BE RESPONSIBLE FOR ANY RELOCATION OR DESTRUCTION OF SUCH FENCES.
9. THE DEVELOPER SHALL MAINTAIN ALL EXISTING SIGNAGE AND SHALL BE RESPONSIBLE FOR ANY RELOCATION OR DESTRUCTION OF SUCH SIGNAGE.
10. THE DEVELOPER SHALL MAINTAIN ALL EXISTING DRIVEWAYS AND SHALL BE RESPONSIBLE FOR ANY RELOCATION OR DESTRUCTION OF SUCH DRIVEWAYS.
11. THE DEVELOPER SHALL MAINTAIN ALL EXISTING FENCES AND SHALL BE RESPONSIBLE FOR ANY RELOCATION OR DESTRUCTION OF SUCH FENCES.
12. THE DEVELOPER SHALL MAINTAIN ALL EXISTING SIGNAGE AND SHALL BE RESPONSIBLE FOR ANY RELOCATION OR DESTRUCTION OF SUCH SIGNAGE.
13. THE DEVELOPER SHALL MAINTAIN ALL EXISTING DRIVEWAYS AND SHALL BE RESPONSIBLE FOR ANY RELOCATION OR DESTRUCTION OF SUCH DRIVEWAYS.
14. THE DEVELOPER SHALL MAINTAIN ALL EXISTING FENCES AND SHALL BE RESPONSIBLE FOR ANY RELOCATION OR DESTRUCTION OF SUCH FENCES.
15. THE DEVELOPER SHALL MAINTAIN ALL EXISTING SIGNAGE AND SHALL BE RESPONSIBLE FOR ANY RELOCATION OR DESTRUCTION OF SUCH SIGNAGE.
16. THE DEVELOPER SHALL MAINTAIN ALL EXISTING DRIVEWAYS AND SHALL BE RESPONSIBLE FOR ANY RELOCATION OR DESTRUCTION OF SUCH DRIVEWAYS.
17. THE DEVELOPER SHALL MAINTAIN ALL EXISTING FENCES AND SHALL BE RESPONSIBLE FOR ANY RELOCATION OR DESTRUCTION OF SUCH FENCES.
18. THE DEVELOPER SHALL MAINTAIN ALL EXISTING SIGNAGE AND SHALL BE RESPONSIBLE FOR ANY RELOCATION OR DESTRUCTION OF SUCH SIGNAGE.
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22. THE DEVELOPER SHALL MAINTAIN ALL EXISTING DRIVEWAYS AND SHALL BE RESPONSIBLE FOR ANY RELOCATION OR DESTRUCTION OF SUCH DRIVEWAYS.
23. THE DEVELOPER SHALL MAINTAIN ALL EXISTING FENCES AND SHALL BE RESPONSIBLE FOR ANY RELOCATION OR DESTRUCTION OF SUCH FENCES.
24. THE DEVELOPER SHALL MAINTAIN ALL EXISTING SIGNAGE AND SHALL BE RESPONSIBLE FOR ANY RELOCATION OR DESTRUCTION OF SUCH SIGNAGE.
25. THE DEVELOPER SHALL MAINTAIN ALL EXISTING DRIVEWAYS AND SHALL BE RESPONSIBLE FOR ANY RELOCATION OR DESTRUCTION OF SUCH DRIVEWAYS.

LEGEND

- 1. LOT 1: 11,742 S.F.
- 2. LOT 2: 19,216 S.F.
- 3. LOT 3: 10,024 S.F.
- 4. LOT 4: 10,000 S.F.
- 5. LOT 5: 11,460 S.F.

REVISIONS

NO.	DATE	DESCRIPTION
1	10/15/23	REVISED PER PROPERTY OWNER
2	10/15/23	REVISED PER TOWN ENGINEER
3	10/15/23	REVISED PER PLANNING BOARD
4	10/15/23	REVISED PER STATE DEPARTMENT OF TRANSPORTATION

DEFINITIVE SUBDIVISION OF LAND

FOWLER STREET EXTENSION
 FOWLER STREET
 PREPARED FOR: ORCHARD VALLEY CC STP/STICLN, INC.
 171 WARD, MASSACHUSETTS
 01784

PROGRESS PRINT

NOTES:
 EXISTING BUILDINGS ON LOTS 1, 2, 3, & 4 ARE TO BE REMOVED.
 POOL AND CONCRETE PAD ARE TO BE REMOVED.
 LOTS 1 THROUGH 5 ARE SUBJECT TO A TEMPORARY 10' WIDE CONSTRUCTION EASEMENT ACROSS THEIR ENTIRE FRONTAGES.

MASSACHUSETTS ZONING BY-LAW DIMENSIONAL REQUIREMENTS

REQUIREMENT	LOT 1	LOT 2	LOT 3	LOT 4	LOT 5
MINIMUM LOT AREA	11,742 S.F.	19,216 S.F.	10,024 S.F.	10,000 S.F.	11,460 S.F.
MINIMUM FRONT YARD SETBACK	10 FT				
MINIMUM SIDE YARD SETBACK	5 FT				
MINIMUM REAR YARD SETBACK	5 FT				
MINIMUM FRONT SETBACK	10 FT				
MINIMUM SIDE SETBACK	5 FT				
MINIMUM REAR SETBACK	5 FT				
MINIMUM FRONT SETBACK	10 FT				
MINIMUM SIDE SETBACK	5 FT				
MINIMUM REAR SETBACK	5 FT				

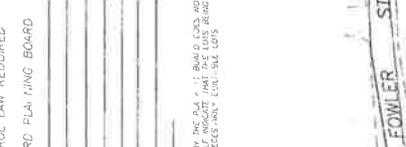
MAP SCALE



MAP SCALE



MAP SCALE



MAP SCALE



DATE: _____

TOWN CLERK: _____

PLANNING BOARD: _____

APPROVED BY: _____

DATE: _____

TOWN CLERK: _____

PLANNING BOARD: _____

APPROVED BY: _____

DATE: _____

TOWN CLERK: _____

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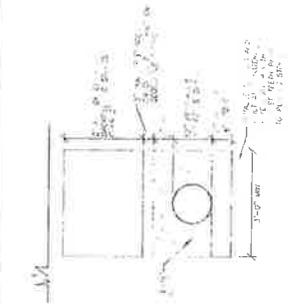
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APPROVED BY: _____

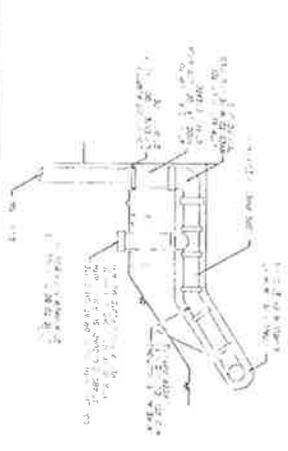
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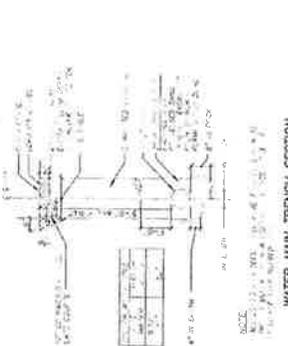
APPROXIMATE THE SPECIFIC CONTACT LAW RECORD MAYBE PLANNED



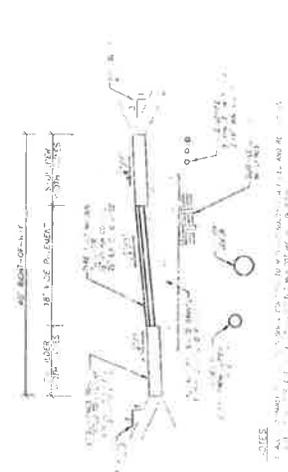
STORMWATER RECHARGE TRENCH DETAIL



ROOF DRAIN DETAIL

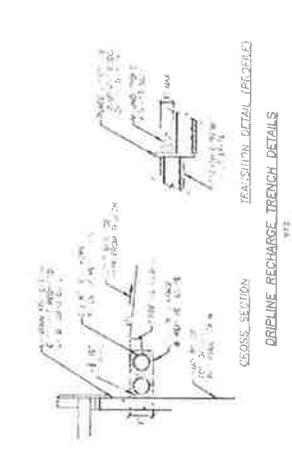


WATER MAIN TRENCH SECTION

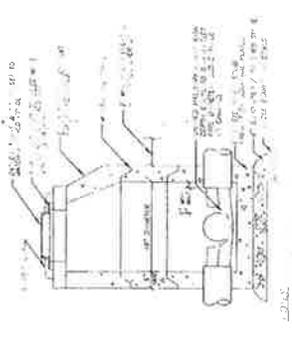


ROAD CROSS SECTION STA. 0+00 TO STA. 1+19*

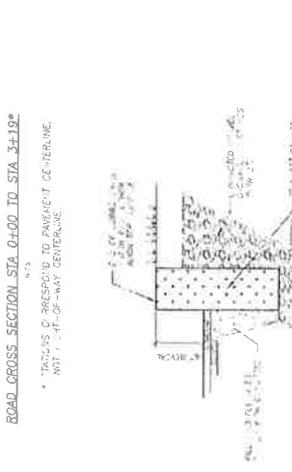
* TRENCHES TO BE CENTERED TO PARALLEL CENTERLINE, NOT 1'-0" OFF-CENTER.



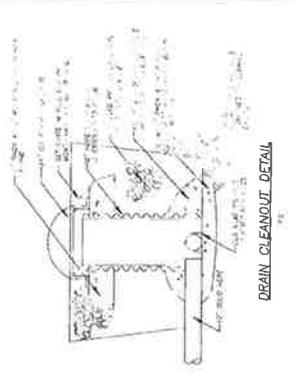
DIELINE RECHARGE TRENCH DETAILS



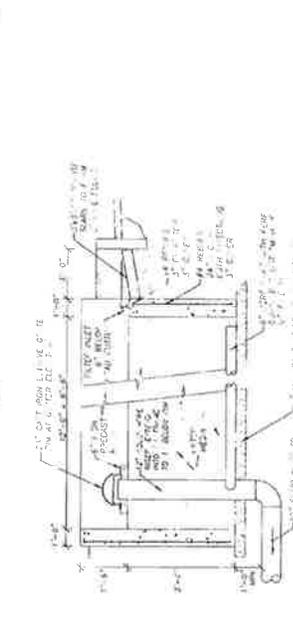
SEWER MANHOLE DETAIL



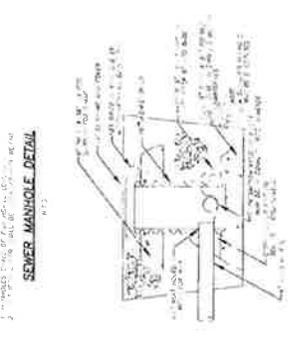
VERTICAL GRANITE CURB DETAIL



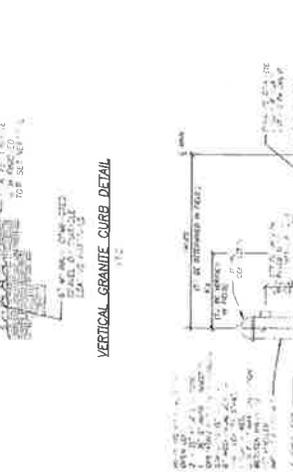
DRAIN CLEANOUT DETAIL



RECHARGE TRENCH OBSERVATION PORT DETAIL



TIREEX FILTER DETAIL



SEWER PIPE TRENCH SECTION



FLOOR ASSEMBLY & VALVE DETAIL

REVISIONS
 10/19/12 REVISIONS TO THE PLAN AND SPECIFICATIONS FOR THE RECHARGE TRENCHES AND OBSERVATION PORTS

SITE DETAILS
 DEFINITIVE SUBDIVISION OF LAND
 FOWLER STREET EXTENSION
 FOWLER STREET
 HAYWARD, MASSACHUSETTS
 PREPARED FOR:
 BRONXIAO - SILEY CONSULTANTS, INC.
 158 MILL STREET, 5TH FLOOR
 BOSTON, MASSACHUSETTS 02116
 TEL: (617) 552-2211

Since 1967
 Progress Survey & Engineering, LLC
 100 State Street, Suite 200
 Boston, MA 02109
 Tel: (617) 552-2211
 Fax: (617) 552-2218
 3029321272

PROGRESS PRINT

STORMWATER MANAGEMENT SYSTEM OPERATION AND MAINTENANCE

1. The stormwater management system shall be designed to handle the maximum flow of stormwater from the catchment area during a 24-hour storm event of 2.0 inches per hour.

2. The stormwater management system shall be designed to handle the maximum flow of stormwater from the catchment area during a 24-hour storm event of 2.0 inches per hour.

3. The stormwater management system shall be designed to handle the maximum flow of stormwater from the catchment area during a 24-hour storm event of 2.0 inches per hour.

4. The stormwater management system shall be designed to handle the maximum flow of stormwater from the catchment area during a 24-hour storm event of 2.0 inches per hour.

5. The stormwater management system shall be designed to handle the maximum flow of stormwater from the catchment area during a 24-hour storm event of 2.0 inches per hour.

6. The stormwater management system shall be designed to handle the maximum flow of stormwater from the catchment area during a 24-hour storm event of 2.0 inches per hour.

7. The stormwater management system shall be designed to handle the maximum flow of stormwater from the catchment area during a 24-hour storm event of 2.0 inches per hour.

8. The stormwater management system shall be designed to handle the maximum flow of stormwater from the catchment area during a 24-hour storm event of 2.0 inches per hour.

EROSION AND SEDIMENTATION CONTROL

1. The erosion and sedimentation control system shall be designed to prevent erosion and sedimentation during construction activities.

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EROSION AND SEDIMENTATION CONTROL (cont.)

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10. The erosion and sedimentation control system shall be designed to prevent erosion and sedimentation during construction activities.

11. The erosion and sedimentation control system shall be designed to prevent erosion and sedimentation during construction activities.

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15. The erosion and sedimentation control system shall be designed to prevent erosion and sedimentation during construction activities.

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EROSION CONTROL BARRIER (SILT FENCE) DETAIL



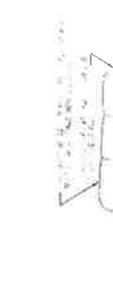
SAND BAG DIKE DETAIL



EROSION CONTROL SOCK DETAIL



SANDBAG CHEVRON DETAIL



TEMPORARY CONSTRUCTION ENTRANCE



EROSION CONTROL BARRIER (SILT FENCE) DETAIL



SAND BAG DIKE DETAIL



EROSION CONTROL SOCK DETAIL



SANDBAG CHEVRON DETAIL

EROSION AND SEDIMENTATION CONTROL PLAN AND DETAILS

DEFINITIVE SUBDIVISION OF LAND FOWLER STREET EXTENSION

APPROVAL UNDER THE SUBDIVISION CONTROL LAW REQUIRED

APPROVED FOR THE BOARD OF HEALTH AND BOARD OF SUPERVISORS

APPROVED FOR THE BOARD OF HEALTH AND BOARD OF SUPERVISORS



Scale 1/8" = 1'-0"

APPROVAL UNDER THE SUBDIVISION CONTROL LAW REQUIRED

APPROVED FOR THE BOARD OF HEALTH AND BOARD OF SUPERVISORS

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APPROVED FOR THE BOARD OF HEALTH AND BOARD OF SUPERVISORS

WAVM

91.7 FM CH.8



897-5213

MAYNARD HIGH SCHOOL MAYNARD, MASS. 01754

897-5179

"The Voice of Tigertown"

October, 2013

Dear Community Leader:

We at WAVM would like to extend to you an invitation to take part in a chance to have a 30 minute to one hour radio show where you would be able to discuss town events, news, and any other relevant information that pertains to your administration. This opportunity will allow you to let the community be acquainted with helpful information about the town of Maynard.

This radio segment would be once a month and would only take an hour of your time to come up to the High School and do your very own radio show. Also, WAVM radio is required to file for license renewal this year with the Federal Communications Commission. As part of that renewal, we need to prove that we served the public interest by making available to our listeners' topics of importance to their community. This would help us meet that requirement.

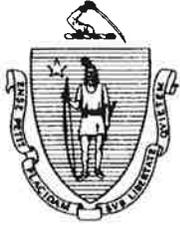
If you have any questions or are interested in taking part in this opportunity you can contact us at 978-897-5213.

Thank you for your time,

A handwritten signature in cursive script, appearing to read "Leo Kuteowski".

Leo Kuteowski

The staff of WAVM



Steve Grossman
*Treasurer and Receiver
General*

*Commonwealth of Massachusetts
Department of the State Treasurer
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
Telephone: (617) 727-3040
Fax: (617) 727-1258*

Kim S. Gainsboro
Chairman

CALENDAR YEAR 2014 LEGAL HOLIDAYS AND DATES OF OBSERVANCE

1. ALL LICENSEES **MAY** sell or deliver alcoholic beverages on the following holidays:

New Year's Day	Wednesday, January 1
Martin Luther King, Jr. Day	Monday, January 20
Presidents' Day	Monday, February 17
Evacuation Day	Monday, March 17
Patriots' Day	Monday, April 21
Bunker Hill Day	Tuesday, June 17
Independence Day	Friday, July 4
Labor Day	Monday, September 1
Columbus Day	Monday, October 13
Veterans' Day	Tuesday, November 11

OFF-PREMISES LICENSEES **MAY** remain open until 11:30 p.m. the day **BEFORE** all holidays.

2. OFF-PREMISES (M.G.L. c. 138, §15) LICENSEES **MAY NOT** sell or deliver alcoholic beverages on the following holidays:

Memorial Day	Monday, May 26
Thanksgiving Day	Thursday, November 27
Christmas Day	Thursday, December 25

3. ON-PREMISES LICENSEES* **MAY NOT** sell alcoholic beverages until 12:00 noon on the following holidays:

Memorial Day	Monday, May 26
Christmas Day	Thursday, December 25

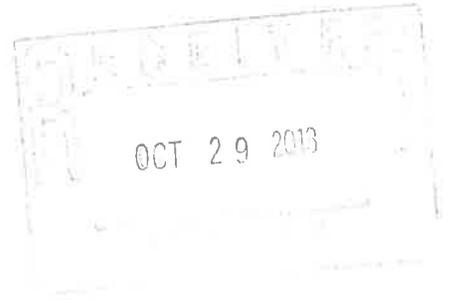
*Except as allowed by §33B

4. MANUFACTURERS and WHOLESALERS **MAY NOT** sell or deliver alcoholic beverages on the following holidays:

Evacuation Day*	Monday, March 17
*(except to "One Day" licensees)	
Memorial Day	Monday, May 26
Thanksgiving Day	Thursday, November 27
Christmas Day	Thursday, December 25

5. REGISTERED PHARMACISTS **MAY NOT** sell alcoholic beverages (or alcohol) during any Legal Holidays **except** upon the prescription of a registered physician.

**COUNCIL ON AGING
Town of Maynard
Clock Tower Place
Building 7, Suite 180
Maynard, MA 01754
978-897-1009**



October 10, 2013

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

Dear Madam and Sirs:

On Thursday, October 10, 2013 the Maynard Council on Aging voted to request that the Maynard Board of Selectmen permit the Council to reduce the number of members of the Council from the current eleven as shown in the Charter and By-laws to seven.

We understand that the Selectmen can make this change now so that the Council can more effectively carry on with its duties, and that the Charter and By-Laws will be changed when the Charter Committee completes its work and Town Meeting votes on the new Charter.

The Council feels that this number will insure that there is always a quorum at the meetings, and that 11 is no longer practical, productive or attainable number.

As of this writing there are six appointed members serving on the Council. Mrs. Waldron has resigned as Secretary and as a member of the Council for health reasons; and when Ms Petersen appointment expired on June 30, 2013 and she indicated she did not intend to request reappointment.

Your support of our request is appreciated.

Sincerely yours,

A handwritten signature in black ink, written in a cursive style. The signature reads "Thomas P. Papson". The signature is positioned above the printed name and title.

Thomas P. Papson
Chairman



Zoning Board of Appeals

Town Office Building
195 Main Street
Maynard, MA 01754

LEGAL NOTICE

A public hearing will be held on **Monday, November 18, 2013 at 7:00 p.m.** at the Maynard Town Building, 195 Main Street, Maynard, Room 101, to hear all persons interested in the Petition of James W. Oakman, 26 Crane Avenue, Maynard, Map 15-Parcel 127, for a Special Permit pursuant to Maynard Zoning Bylaw, Section 5.1.5, for a proposed repair and deck addition to the side of an existing porch located in front of the existing residential dwelling. Said relief is required as a portion of the proposed porch repair and deck addition is located within the required front-yard setback of a lot located in the Town's Single Residence (S-1) District. The Petitioner is looking for relief from the 25-foot front-yard setback requirement to 8 feet.

Action will be taken on the within petition as filed and presented or for such other zoning relief as this petition shall merit. A copy of the application is on file with the Town Clerk's and the Zoning Board of Appeals' Offices and can be viewed during normal office hours.

Paul Scheiner, Chairman



DOWNTOWN HOLIDAY PARKING

FREE 2-HOUR LIMIT

MONTH OF DECEMBER 2013

**THANK YOU FOR SHOPPING
IN MAYNARD**

**BOARD OF SELECTMEN
TOWN HALL
195 MAIN STREET
MAYNARD, MA. 01754**

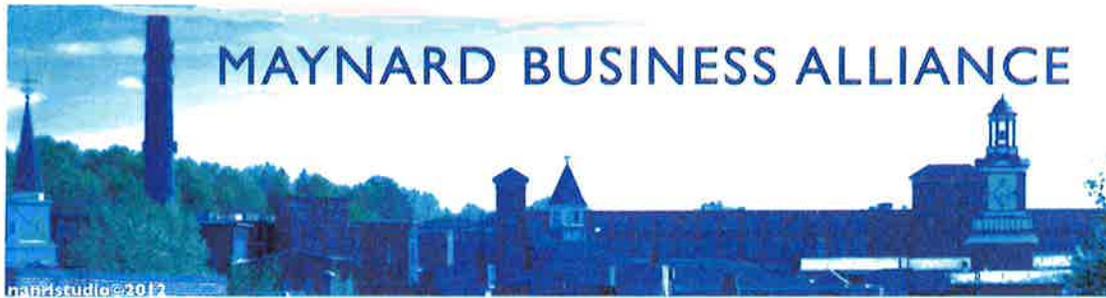
Becky Mosca

From: Gallery Seven <info@gallerysevenmaynard.com>
Sent: Thursday, October 24, 2013 11:23 AM
To: Becky Mosca
Subject: Permit request
Attachments: MBA Holiday Sip & Stroll Permit Request 2013.pdf; ATT124252.htm

Hi Becky,

Attached is a letter from the MBA for permit requests for the Holiday Sip & Stroll and for lighting the downtown.

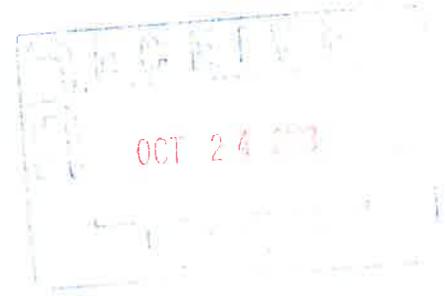
I would like to be able to go before the BOS on Tues., Nov. 5th if possible as I need to sign the contracts with Dave's Landscaping.



P.O. Box 693 • Maynard, MA 01754
978-897-9777

October 24, 2013

Maynard Board of Selectmen
195 Main Street
Maynard, MA 01754



Dear Board Members;

The Maynard Business Alliance (MBA) requests a permit to hold a Holiday Sip & Stroll on Saturday, December 7, 2013 from 6-8 p.m. in downtown Maynard. We are estimating a crowd of 300. The MBA will coordinate with the Chiefs for all necessary details.

We also request permission to hire Dave's Landscaping from Hudson, MA to provide, maintain and put up holiday lights on 9 feet of garland and 18" red bows for 20 lampposts in downtown Maynard as we did last year. We would also like to decorate 3 crab apple trees in Memorial Park and there will be a donation of a 12-15 foot tree from Jason Foley, that we will have Dave's Landscaping cable down and light also. We have met and spoken with Town Administrator Kevin Sweet and DPW Director Chris Okafor about the lighting of Memorial Park.

We are also asking for permission to decorate the center isle at the intersections of Main and Nason streets with lights and figures as we did last year. We are aware that there are site line issues and the decorations will be kept low. Dave's Landscaping will provide the town of Maynard with proof of liability insurance as they did last year. The MBA will cover the costs of the lights and the fees for putting up the lights and decorations. Your approval of these requests is gratefully appreciated.

Sincerely,

Nick Johnson
MBA President

Thanks,

Kelli Costa
Gallery Seven
7 Nason Street
Maynard, MA 01754
978-897-9777
info@gallerysevenmaynard.com
www.gallerysevenmaynard.com
www.facebook.com/galleryseven



OFFICE OF THE SELECTMEN

Maynard, Massachusetts

PERMIT One Day

This permit is issued to

Holiday Sip & Stroll
Maynard Business Alliance (MBA)

For the following purpose:

2nd Annual, Maynard Business Alliance, Holiday Sip & Stroll
Saturday, December 7, 2013
From 6:00 p.m. ~ 8:00 p.m.

Subject to the conditions as herein stated:

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

Board of Selectmen:



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

Kevin A. Sweet
Assistant Town Administrator
Executive Director

Board of Health
Conservation Commission

Building & Inspections
Licensing

Board of Appeals
Planning Board

Guidelines for Bake Sales / Public Hospitality Events

Bake sales are limited to informal activities where cakes, cookies, fruit pies, or similar low-risk foods are sold to the public. Public Hospitality Events are informal activities where the same items are offered for free public consumption. They are a one time, one location event. These events do not require a permit.

Low risk baked items may be made in private homes for a bake sale or public hospitality event, providing a sign is posted at the point of sale stating that the baked goods were baked in private homes not permitted or inspected by the local regulatory agency.

The sponsor should retain a list of who donated what food items in case of any necessary follow up.

Potentially high-risk foods, such as cream-filled pastries, custards and similar products, and meat, poultry, or fish in the form of salads or sandwiches and cut fruit should not be sold at bake sales or offered at public hospitality events. Sale and service of these items require a temporary food service permit.

Prior to preparing any foods, everyone should thoroughly wash their hands with soap and warm water. Hand washing is to be repeated after any act that could contaminate hands, such as coughing, eating, handling garbage, or using the toilet. Pets and children should not be present in the food preparation area.

Prior to preparing any foods, all surfaces should be thoroughly cleaned. Do not prepare other foods, such as raw meats and fruits and vegetables, while preparing baked goods.

Any person ill with contagious symptoms such as a cold, stomach bug, or with cuts/sores on their hands should NOT prepare food.

Products should be individually wrapped to protect them from contamination while they are being transported, stored, or displayed.

Tongs or other utensils or tissues should be used for necessary handling of unprotected single units during service.

Hi-risk, pre-packaged perishable beverages, such as milk or cider, must be kept in an iced cooler to maintain a temperature below the required 41°F at all times throughout the event. Homemade juices or dairy offerings should not be sold at bake sales or offered at public hospitality events. Sale and service of these items require a temporary food service permit.

For sale of baked goods on more than a one occasion, one location basis, please notify the Board of Health for guidance. A permit may be necessary.

These are guidelines only and do not supersede compliance with MA Food Code 590.



Date: November 5, 2013

Terrance Donovan

122 Acton Street
Maynard, MA 01754

You are hereby appointed to the

Board of Assessors

Term expires: June 30, 2016

FOR THE

TOWN OF MAYNARD

To hold office during our pleasure, or our term.

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

BOARD OF SELECTMEN

Sworn: _____

Town Clerk

Becky Mosca

From: Terrence Donovan <twikdonovan@me.com>
Sent: Friday, October 18, 2013 8:44 AM
To: Kevin Sweet
Subject: Fwd: Board of Assessors Opening in the Town of Maynard

>> Kevin Sweet

>> 195 Main Street

>> Maynard, MA 01754

>>

>> Good afternoon, Mr. Sweet, My name is Terrence Donovan and I would like to apply to fill the open seat on the Town of Maynard Board of Assessors.

>>

>> I have been a Maynard resident, homeowner and taxpayer for over fifteen years and feel it would be a great privilege to provide assistance to the town I have chosen to raise my family in.

>>

>> I feel that I can offer the other Board Members and the Assessor a stable and dependable presence to assist in performing the duties integral to Maynard.

>>

>> I do understand it is a non-salaried three year term, with a stipend attached and i am willing to perform under these arrangements if chosen.

>>

>> Please do let me know if you would like to discuss this in person or via phone and i will be sure to give you a call at your convenience.

>>

>> Respectfully,

>>

>> Terrence Donovan

>> 122 Acton Street

>> Maynard, MA 01754

>> 978-897-5705

>>

>>

>

Becky Mosca

From: Terrence Donovan <twikdonovan@me.com>
Sent: Friday, October 18, 2013 8:44 AM
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>> Maynard, MA 01754

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>> I do understand it is a non-salaried three year term, with a stipend attached and i am willing to perform under these arrangements if chosen.

>>

>> Please do let me know if you would like to discuss this in person or via phone and i will be sure to give you a call at your convenience.

>>

>> Respectfully,

>>

>> Terrence Donovan

>> 122 Acton Street

>> Maynard, MA 01754

>> 978-897-5705

>>

>>

>



Date: *November 5, 2013*

***Erik Hansen
100 Acton St.
Maynard, MA. 01754***

You are hereby appointed to the

Cultural Council

Term expires: June 30, 2016

FOR THE

TOWN OF MAYNARD

To hold office during our pleasure, or our term.

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

BOARD OF SELECTMEN

Sworn: _____

Town Clerk

SECRET
OCT 24 2013

Dear Selectman,

I would like to join the Maynard Cultural Council. I am an artist at ArtSpace for 12 years and a resident of Maynard for 19 years.

I have attended a couple of meetings and offered to volunteer.

Erikhansen photography@verizon.net

Erik H. Hansen

ERIK H. HANSEN
100 ACTON ST.
M. 01754

e-erikhansenphoto
graphy@verizon.
978.394.2042



Date: **November 5, 2013**

Linda Hansen

You are hereby appointed on Ad-Hoc

ARRT Steering Committee

Term expires: December 31, 2013

FOR THE

TOWN OF MAYNARD

To hold office during our pleasure, or our term.

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

BOARD OF SELECTMEN

Sworn: _____

Town Clerk

COMMONWEALTH OF MASSACHUSETTS

Fec: \$ 40.00

MIDDLESEX, SS.



ENTERTAINMENT LICENSE for 2013-E27

WE, the undersigned, Selectmen of the Town of Maynard, by virtue of authority vested in us by law, do hereby license:

FINE ARTS THEATRE PLACE, LLC
19 Summer Street

The business to be carried on in:

MAYNARD, MA 01754

Said business to be conducted in such manner as to conform with the requirements as provided for by law.

THIS LICENSE to date from the 1st day of January, in the year two thousand and thirteen, and to expire the 31st day of **DECEMBER** in the year **two thousand and thirteen**, unless sooner revoked.

Given under our hands this 5th day of November in the year Two Thousand and Thirteen.

BOARD OF SELECTMEN



NUMBER
2013-CV43

THE COMMONWEALTH OF MASSACHUSETTS

TOWN OF MAYNARD

FEE
\$ 85.00

This is to Certify that **Fine Arts Theatre Place, LLC** Hours noon – Midnight, Sun - Sat
19 Summer Street, Maynard, MA. 01754

IS HEREBY GRANTED A
COMMON VICTUALLER'S LICENSE

in said Town **Maynard** and at that place only and expires
December thirty-first 2013 unless sooner suspended or revoked for violation of the laws of
the Commonwealth respecting the licensing of common victualer. This license is issued in
conformity with the authority granted to the licensing authorities by General Laws, Chapter 140,
and amendments thereto.

In Testimony Whereof, the undersigned have hereunto affixed their official signatures.

.....
.....
.....
.....



Licensing
Authorities

November 5, 2013

	Town of Maynard COMPLETE STREET RESOLUTION
Selectmen Vote	November 5, 2013
Effective Date	November 5, 2013
Expiration Date	None
Date Last Revised	
Town Administrator	Kevin Sweet

Complete Streets Resolution: Town of Maynard, MA

WHEREAS, the Town of Maynard has established Community Development Principles to preserve and enhance its essential character, including the principle to provide a variety of transportation choices (Principle #6); and

WHEREAS, the objectives of Principle #6 include providing alternate means of transportation, increasing walking and bicycling, increasing mobility for those without access to automobiles, and reducing traffic congestion; and

WHEREAS, Complete Streets are designed and operated to provide safety and accessibility for all the users of our roads, trails and transit systems, including pedestrians, bicyclists, transit riders, motorists, commercial and emergency vehicles and for people of all ages and of all abilities; and

WHEREAS, Complete Streets can reduce congestion by providing safe travel choices that encourage non-motorized transportation options, increasing the overall capacity of the transportation network as well as decreasing consumer transportation costs; and

WHEREAS, Complete Streets support economic growth and community stability by providing accessible and efficient connections between home, school, work, recreation and retail destinations by improving the pedestrian and vehicular environments throughout communities; and

WHEREAS, Complete Streets enhance safe walking and bicycling options for school-age children, in recognition of the objectives of the national Safe Routes to School program and Physical Activity Guidelines; and

WHEREAS, Complete Streets can help reduce crashes and injuries and their costs; and

NOW, THEREFORE, LET IT BE RESOLVED that the Board of Selectmen of the Town of Maynard hereby recognizes the importance of creating Complete Streets that enable safe travel by all users, including pedestrians, bicyclists, and motorists, and for people of all ages and abilities, including children, youth, families, older adults, and individuals with disabilities.

BE IT FURTHER RESOLVED that Complete Streets practices will become a routine part of the everyday operations for Department of Public Works and Department of Planning, and these departments should approach every transportation project and program as an opportunity to improve public and private streets and the transportation network for all users. Transportation

projects may be excluded from application of Complete Streets elements when costs are excessively disproportionate to future use or would be inappropriate in light of the scope of the project, as determined by the Town Administrator in consultation with the Department of Public Works.

BE IT FURTHER RESOLVED that incorporation of Complete Streets design principles will be considered for the planning, design, approval, and implementation of all transportation projects and processes for construction, reconstruction, retrofit, maintenance, alteration, or repair of streets, bridges, or other portions of the transportation network;

BE IT FURTHER RESOLVED that the role of the existing Green Communities Committee be expanded: to recommend short-term and long-term steps, planning, and policy adoption necessary to create a comprehensive and integrated transportation network serving the needs of all users; to assess potential obstacles to implementing Complete Streets in the Town of Maynard and understand the associated costs; to work with MassDOT and MAPC to confirm existing and proposed pedestrian and bicycle facilities infrastructure inventory and gaps, as necessary; and to develop proposed revisions to all appropriate plans, zoning and subdivision codes, laws, procedures, rules, regulations, guidelines, programs, templates, and design manuals in order to integrate, accommodate, and balance the needs of all users in all projects.

BE IT FURTHER RESOLVED that the Town will utilize the latest design guidance and standards available in the implementation of Complete Streets, including:

- The Massachusetts Project Development and Design Guide (2006)
- The American Association of State Highway and Transportation Officials (AASHTO) Guide for the Development of Bicycle Facilities (1999)
- The Architectural Access Board (AAB) 521CMR Rules and Regulations
- Plans created for the Town of Maynard, such as the Assabet River Rail Trail Bicycle/Pedestrian Network Plan (MAPC, 2013)



OFFICIAL PROCLAMATION

COMMONWEALTH OF MASSACHUSETTS
TOWN OF MAYNARD

WHEREAS: **Jonny Caso** has been an active member at the Boys & Girls Club of Assabet Valley for the past 8 years and;

WHEREAS: **Jonny** has fulfilled many rolls at the club assisting with youth activities, boys programs, volunteering at youth dances, fund raisers and;

WHEREAS: **Jonny** has also been active at Assabet Valley Regional Technical High School in the plumbing department, Top 10 in the plumbing class, Math League.

NOW, THEREFORE, WE, the Maynard Board of Selectmen do proclaim Thursday, November 14th as:

“Jonny Caso Day”

in the Town of Maynard and do hereby congratulate **Jonny** on him being named **2013 Youth of the Year** by the Boys & Girls Club of Assabet Valley and offer our thanks for him community service.

Given in the Selectmen’s Chambers this Fifth day of November, in the year two thousand and thirteen

Maynard Board of Selectmen

Dawn Capello

Brendon Chetwynd

David Gavin

William Cranshaw

James Buscemi



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

Administration

Highway

Water & Sewer

WWTP

MEMORANDUM

TO: Brendon Chetwynd, Chairman BOS

FROM: Chris Okafor, DPW Operations Manager

CC: Kevin Sweet, Town Administrator

DATE: October 28, 2013

RE: **Use of Official Vehicle during the Winter Season (November – April)**

I would like to request the Board of Selectman to grant me a waiver and approve the use of my official vehicle 24/7 during the winter season (November 2013 – April 2014). This approval will enhance my ability as the DPW Operations Manager to respond to emergencies and supervise properly the snow and ice events plus other emergencies that this period brings.

Also, it grants me the ability to be in touch with DPW personnel and local emergency personnel (TA, Police, Fire, etc.) faster than normal. I wait to hear from the Board at its earliest convenience. Thank you for the opportunity to serve.

The Maynard Public Schools are committed to high academic standards that encourage students, teachers, and community members to achieve their personal best through lifelong learning.



MAYNARD PUBLIC SCHOOLS
12 Bancroft Street Maynard, Massachusetts 01754
Robert J. Gerardi, Jr. PhD
Superintendent of Schools
rgerardi@maynard.k12.ma.us
978-897-2222

October 28, 2013

Kevin Sweet
Maynard Town Administrator
195 Main Street
Maynard, MA 01754

RE: PEG

Dear Kevin,

You and I have been working diligently to provide a more cohesive town and school relationship. I want to reiterate how appreciative the school department is of your support and willingness to explore all avenues to improve the services that we both provide the Town of Maynard.

We have discussed the concept of utilizing the Public, Educational and Governmental Access Agreement Funds (PEG) to continue to increase support for the technical aspects of public access television in Maynard as we did last year. Pete has provided the following analysis of FY 14 compensation expenses associated with the current public access programming:

Director	\$59,145
Paraprofessional 1	\$17,353
Paraprofessional 2	<u>\$9,422</u>
Total	\$85,920

We respectfully request that you ask the Board of Selectmen to approve \$85,920 of PEG funds to support this programming. Once approved, or denied, please contact Pete DiCicco so that he can budget accordingly.

Sincerely,

Robert J. Gerardi, Jr., Ph.D.

Bob Gerardi
Superintendent of Schools

Cc: P. DiCicco



TOWN OF MAYNARD
OFFICE OF THE TOWN ADMINISTRATOR
MUNICIPAL BUILDING
195 Main Street
Maynard, MA 01754
Tel: 978-897-1375 Fax: 978-897-8457
www.townofmaynard-ma.gov

Kevin A. Sweet
Town Administrator

MEMORANDUM

To: Board of Selectmen
From: Kevin Sweet, Town Administrator 
Date: October 29, 2013
Re: **ARRT – Sale of Steel Rails**

I am recommending that the Board of Selectmen declare surplus the steel rails, spikes and bolts on the Town owned abandoned rail property. This will allow me to proceed with the sale of these items subject to MGL 30B. In order to avoid any potential environmental problems, we will specify that the removal of the rails must leave the ties in place and cannot disturb the right of way except for what typically results from moving equipment and vehicles on the surface. We are looking into how this sale can be coordinated with Acton under the existing ARRT Inter-Municipal Agreement since Acton also has sections of the future ARRT with rails still in place.

Barbara O'Brien
978-375-3680

Art Space Lawn signs
18x24" (Temporary)

Put up second weeks each
month, taken down Sunday.
Signs are re-used monthly.

- Maynard Country Club
- Island between Nason + Main
- Acton St Triangle (near Cummings)
- School Entrance

2ND SAT-
urdays

Join Us for Second Saturdays
at ArtSpace Maynard on
the Second Saturday of every month.

Free and open to all. Celebrate opening receptions
at the ArtSpace Gallery with new,
visiting, and Maynard-area artists and visit
some ArtSpace artists' studios.

You will see something you like...

We guarantee it.

Begins October 12th

5:00PM-7:00PM

www.artspacemaynard.com

ArtSpace Maynard

63 Summer Street, Maynard MA

978-897-9828

turn this card over for a complete schedule



It's free!

ArtSpace Maynard
63 Summer Street
Maynard MA 01754

ArtSpace Maynard Second Saturdays begin October 2013

Time 5pm-7pm • **Place** ArtSpace Maynard

63 Summer Street / Maynard MA

www.artspacemaynard.com

*Join us and meet gallery artists at their opening receptions
and visit some studios on:*

2013

October 12 Jill Pottle

November 9 Joyce Dwyer and Mary Webber

December 14 Tom Bendsten

2014

January 11 C. Wirth, H. Melnyczuk, A. Boswell

February 8 Stephen Estrada

March 8 Armen James

April 12 Viti, Johnstone, Richmond

May 10 Maynard Public Schools

June 14 Doris Carlson

design by Carolyn Wirth Design, ArtSpace 3W

**EXECUTIVE SESSION
(M.G.L. Ch. 39 & 23B)**

TOWN OF MAYNARD **BOARD OF SELECTMEN**
Date: _____ **Time Meeting Convened:** _____ **Time Meeting Ended:** _____

IN THE MATTER OF: _____
MOTION TO CONVENE AN EXECUTIVE SESSION WAS MADE BY: _____
and duly SECONDED by: _____
The following roll call vote was taken on the above motion.

	<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
[David Gavin]	[]	[]	[]	[]
[James Buscemi]	[]	[]	[]	[]
[Dawn Capello]	[]	[]	[]	[]
[William Cranshaw]	[]	[]	[]	[]
[Brendon Chetwynd]	[]	[]	[]	[]

A quorum being present and a majority having voted to go into Executive Session, the chair states that:

1. This meeting convened in open session and:
 Notice/Posting of the meeting was duly given () or the meeting is an emergency meeting ()

2. After the Executive Session the meeting:
 Will reconvene in open session () or will not reconvene ()

3. The purpose of this Executive Session is (check one):
 - A. To deliberate upon matters involving an individual(s) where the individual(s) involved have not requested an open meeting or regarding:
 1. The reputation, character, physical condition or mental health (not the professional Competence) of an individual ()
 2. The possible discipline/dismissal of or complaint or charge against a public officer, Employee, staff member or individual ()
 - B. To deliberate upon matters which, if done in open meeting, could have a detrimental effect on the bargaining or litigating position of the Town, regarding:
 1. Strategy with respect to Collective Bargaining ()
 2. Strategy with respect to Litigation ()
 3. Strategy sessions in preparation for negotiations with non-Union personnel ()
 4. Collective bargaining sessions or contract negotiations with Union personnel ()
 - C. To discuss the deployment of security personnel or devices ()
 - D. To investigate charges of criminal misconduct or to discuss the filing of criminal complaints ()
 - E. To consider the purchase, exchange, lease or value of real property, as open discussion would have a detrimental effect on the negotiating position of this governmental body ()
 - F. To comply with the provisions of any general or special law or federal grant-in-aid requirements, the specific law being _____
 - G. To consider and interview applicants for employment by a preliminary screening committee or a subcommittee appointed by a governmental body because an open meeting would have a detrimental effect in obtaining qualified applicants ()
 - H. To meet or confer with a mediator about litigation or a decision on the business of this board involving another party, group or body, having first decided in open session to participate in mediation and having disclosed the mediation purpose and issues involved. No action will be taken on mediation issues discussed in the Executive Session without deliberation and approval of such action at an open meeting, following proper notice ()

4. All the foregoing is hereby made part of the official minutes of this governmental body.

 Chairman, Board of Selectmen