



AGENDA
Maynard Board of Selectmen's Meeting
November 19, 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 (7:00pm)
2. Pledge of Allegiance
3. State Purple Heart Recognition
4. Public Comment
5. Acceptance of Minutes
 - April 22, October 15 and November 5, 2013
6. Correspondence
 - Fire Department Monthly Report for October 2013
 - Police Department Monthly Report for October 2013
 - Library monthly report Oct 2013
 - Treasurer / Collector monthly report for Oct. 2013
 - School Building Committee October 9, 2013 Meeting
 - Meeting Notice – Community Preservation Committee 11/6/13
 - Meeting Notice – Board of Assessors 11/18/13
 - Maynard On-Call Log 9/30/13 – 10/24/13
 - Xfinity Notice dated 10/31/13 – update information G4 & G4 HD
 - Xfinity Municipal Emergency Reporting Procedure Information - Government Affairs
 - Meeting Notice, Maynard Retirement Board, dated 11/5/13

- Update equipment in Selectmen's Room memo – Mike Kutlowski
 - Mass DOT - National Bridge Inspection Standards & Reports 10/31/13
 - Cable Television Franchise Fee Payment
 - DPW recognition and appreciation letter – Dayle and Janet MacGillivray
 - Cemetery Plot Purchase Issue letter – Charles T. Shea
 - Incident Report – Pleasant Café November 11, 2-13
 - Meeting notice ZBA 11/18/13
 - Meeting notice FinCom 11/18/13
 - Meeting notice 11/18/13
 - MBA, Holiday Sip & Stroll 12/7/13 @ 6:00 pm
 - Board & Committee openings November 2013
7. Consent Agenda
 - Winter Parking Ban Restrictions
 8. PUBLIC TAX HEARING 7:30
 9. Official Town Vehicle Use
 10. Local 1156 LIUNA Memorandum of Understanding
 11. 129 Parker Street Ad-hoc Committee update
 12. Fiscal Year 2015 Budget Discussion
 13. Town Administrator's Report
 14. Chairman's Report
 15. Old/New Business
 16. Executive Session
 17. Adjourn (9:30)

Respectfully submitted,


Kevin Sweet, Town Administrator

Next meeting date: December 3, 2013 (Regular Meeting)

THIS AGENDA IS SUBJECT TO CHANGE



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

Prior to taking the vote to enter into Executive Session, Selectman Gavin expressed concern for the record that the item on the agenda was not specific enough to allow the Board to enter into Executive Session. He, Selectman Gavin indicated that the listing on the agenda of "Land Acquisition" did not make it clear to anyone reviewing the agenda what topic was to be discussed. Resident Ellen Duggan agreed with the observation and expressed her similar concerns.

After these objections, Town Counsel evaluated the concerns and expressed her opinion that the Executive Session could proceed.

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.

The following roll call was taken on the above motion.

Selectman Gavin	NAY,
Selectman Buscemi	Yea
Selectman Capello	Yea
Selectman Hurrey	Absent
Selectman Chetwynd	Yea

Selectman David Gavin voted no and left the meeting.

Time 8:00 pm

Approved:

Date:

Selectman, Brendon 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 presented the BOS with candidates for Reserve Police Officer: He noted that the appointment of three officers to the Reserve List would 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. Typically, once an individual is on our reserve list, they will eventually be a full time police officer.

The Board Members queried each candidate regarding their experiences and their interest in being a police officer. 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.

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 Super 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, he 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 the Board for the interview.

A motion was made by Selectman Gavin to approve the appointment of Michael Sutherland, as Reserve Police Officer 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 Officer 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 Officer 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. presented 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

Chris Kuschel from MAPC made a presentation to the Board about the complete Street program. If accepted, the Town would need 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 noted his support for the objectives of Complete Streets concept but 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 cautioned that the requirements for certification may be substantial compared to the potential grant funding Maynard might receive. TA, K. Sweet indicated this resolution has some grant money available and has and has some tradeoffs. He will review the 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 that we engage in special counsel for this 40B project application filed by Capital Group Properties for property at 129 Parker Street. In addition, that this special counsel has expertise specific to 40B projects and that we the Board of Selectmen meet with this special counsel prior to the end of this calendar

month to discuss this 40B project application at 129 Parker Street. Second by Selectman Gavin. Vote 3-0. Motion approved.

Board requests TA, Kevin Sweet to reach out for special legal counsel services outside of the regular legal counsel that the town has at this time. This special legal counsel will be for the 40B application filed by Capital Group Properties for the property at 129 Parker Street project.

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 Committee appointed by chair of Finance Committee; Town Planner, Eric Smith; one resident of Maynard appointed by Selectman Gavin, one resident of Maynard appointed by Selectman Chetwynd, one resident of Maynard appointed by Selectman Capello, one resident of Maynard appointed by Selectman Cranshaw. Second by Selectman Gavin. Vote 3-0. Motion approved.

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: The Golf Course Reuse Committee request Board feedback on the possibility that some \$20,000.00 in town funding might be needed to establish a community garden on the property. Board members indicated that, if it came to that, the amount would seem appropriate for consideration as a potential capital-planning project. Clarification on Reserve Fund Transfers that Board of Selectmen does not control any more departments' control. Yes, The Board is made aware of each (RFT) before they go to the Finance Committee.

He noted that the 40B application includes a purchase price option for 129 Parker Street

that is considerably higher than the current assessment and asked if the Board of Assessors should be provided with the information. 40B Counsel dates. Can we set dates to meet with counsel? Selectman Cranshaw wants to have meeting before the next BOS meeting on November 5th. TA was tasked 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



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Selectmen's Meeting Minutes
Tuesday, November 5, 2013
Room 201, Town Hall
Time: 7:00 pm

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

(This public meeting was recorded).

Pledge of Allegiance

Fire Department; Badge pinning (3 new appointments),

Chief Anthony Stowers pinned two – fire fighters and Chaplain.

Angela Lawless
Mark Latti
Deacon John Pepi.

Public Comments: no comments from the public

Minutes from April 22, 2013 (special meeting), May 8, 2013 (special meeting) and regular meeting on October 15, 2013.

A request was made by Selectman Gavin to hold the minutes of the April 22, 2013 meeting for a correction.

A motion was made by Selectman Gavin to approve the minutes for May 8, 2013 special meeting. Second by Selectman Capello. Vote 4-0. Motion approved.

A request was made by Chairman Chetwynd to reexamine the minutes of the October 15, 2013 meeting for a correction.

List of Correspondences (mail to the Selectmen's Office for November 5, 2013).

- a) Monthly Report - Department of Public Works
- b) Monthly Report – Maynard Golf Course (Sterling Golf Management, Inc.)
- c) CPC Public Meeting Notice
- d) Community Preservation Commission Proposals
- e) Cheryl Kane Certification
- f) Maynard Retirement Board Meeting Notification
- g) Recreation Commission Meeting Minutes – 7/17/13, 8/21/13 and 9/25/13
- h) Agenda Board of Health Meeting
- i) Agenda Maynard Cultural Council Meeting
- j) Agendas Recreation Commission Meetings
- k) Agenda Charter Review Committee Meeting
- l) Planning Board Meeting Notice
- m) Zoning Board of Appeals Meeting Notice
- n) Finance Committee Meeting Notice
- o) Reserve Fund Transfer
- p) All Depts. Expenditure Report
- q) Property & Casualty Invoices
- r) Contract Changes
- s) Resignation of Richard Gross – Council on Aging
- t) Incident Report 10/12/13 – The Pleasant Café
- u) Annual Christmas Parade Scheduled – Sunday Dec. 1, 2013 at 2:00 pm
- v) Fowler Ext. Definitive Plan,
- w) A.B.C.C. CALENDAR FOR YEAR 2014
- x) Letter from Council on Aging, request change in the Charter for seven members
down from eleven members.

A motion was made by Selectman Gavin to approve the list of correspondences as shown. Second by Selectman Capello. Vote 4-0. Motion approved.

Consent Agenda: Three (3) items to approve.

1. The Town gives back to the residents, Annual Holiday Parking for the Month of December -- 2 hours of free parking per time downtown.
2. A request from the Maynard Business Alliance for the 2nd Annual Sip & Stroll that will kick off at Memorial Park, (Holiday lights will be turned on in the park on Saturday, December 7, 2013).
3. A request from (MBA) to have Dave's Landscaping adds Holiday lights to the poles downtown and decorate the trees in Memorial Park.

A request was made by Selectman Cranshaw to withdraw item one out of the Consent Agenda.

A motion was made by Selectman Capello to approve the remainder of the Consent Agenda as amended. Second by Selectman Gavin. Vote 4-0. Motion approved.

A motion was made by Selectman Cranshaw to approve the Holiday Parking at the Downtown parking meters for 2 hours of free parking starting November 29th, 2013 thru December 31, 2013. Second by Selectman Gavin. Vote 4-0

Appointments, interviews:

- Terrance Donovan appointment to the Board of Assessor (new to this Board).
- Erik Hansen appointment to the Cultural Council (new to this Board). Note Erik will not be at the meeting, but Elizabeth Stein Mulligan will speak for Erik. Erik has a studio at Artspace and has been attending the cultural council meetings.
- Linda Hansen appointment to the ARRT Steering Committee.

A motion was made by Selectman Capello to appoint Terrance Donovan to the Board of Assessors with a term that expires June 30, 2016. Second by Selectman Gavin. Vote 4-0. Motion approved.

A motion was made by Selectman Capello to appoint Erik Hansen to the Cultural Council with a term that expires June 30, 2016. Second by Selectman Gavin. Vote 4-0. Motion approved.

A motion was made by Selectman Chetwynd to appoint Linda Hansen to the Assabet River Rail Trail Steering Committee with an indefinite term. Second by Selectman Capello. Vote 4-0. Motion approved.

Application for new business, Fine Arts Theatre Place, LLC. Request for Common Victualler and Entertainment licenses.

Application withdrawn -- application not signed by owner.

Complete Streets Resolution: FINAL

A motion was made by Selectman Chetwynd to approve the Complete Street Resolution dated November 5, 2013. Second by Selectman Capello. Vote 4-0. Motion approved.

Proclamation (Jonny Caso) Assabet Valley Boys & Girls Club Youth of the Year 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 14, 2013 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

A motion was made by Selectman Gavin to approve the proclamation for November 14, 2013 for Jonny Caso as the youth of year for Assabet Valley Boys & Girls Club. Second by Selectman Capello. Vote 4-0. Motion approved.

Request for use of DPW vehicle during the winter season.

Chris Okafor, Operation Manager, requests the use of his Town vehicle overnight during the winter. This will enhance his ability to respond to emergencies and supervise properly the snow and ice events, plus other emergencies that may occur.

Return with Chris Okafor request as an agenda item on the Board of Selectmen Meeting on November 19, 2013.

Request from School for funds from the PEG Access Account. Dr. Robert (Bob) Gerardi would like your approve of \$89,920.00 of PEG funds to support this programming. This covers the Director at \$59,145.00, Paraprofessional 1 at \$17,353.00, and Paraprofessional 2 at \$9,422.00 the staff at WAVM.

Board asked TA, Kevin Sweet to look into whether the Town could also pay these employees' town benefits from this fund.

A motion was made by Selectman Capello to approve funds from PEG Access for the **Director** at \$59,145.00, Paraprofessional 1 at \$17,353.00 and Paraprofessional 2 at \$9,422.00 the staff at WAVM totals of \$89,920.00. Second by Selectman Gavin. Vote 3-1 Selectman Cranshaw nay vote. Motion approved.

Request from Town Administrator Kevin Sweet to approve the selling of the steel rails from the rail trail, the Town of Acton is taking the lead to have a sale.

A motion was made by Selectman Chetwynd to declare the surplus items of the steel rails, spikes and bolts, and similar, and railroad ties from the abandon rail property on the town- owned land along the Assabet River Rail Trail. Second by Selectman Gavin. Vote 4-0. Motion approved.

Request from Artspace, Barbara O'Brien, to add temporary lawn signs (18 x 24) One at Maynard Country Club, Island between Nason and Main Street, Acton Street near Cumberland Farms and School entrance every month for the Second Saturday's Art Show at Artspace.

Board, no to the Island at Nason and Main Street per site line.
The school area, she would need to ask the schools permission.

A motion was made by Selectman Capello to approve temporary lawn signs at the Maynard Country Club and Acton Street for the Second Saturday's Art Show at Artspace until June 2014. Second by Selectman Gavin. Vote 4-0. Motion approved.

Discussion 129 Parker Street Ad-hoc Committee Update:

The members are Eric Smith, Bernie Cahill, Ron Calabria, Lynda Thayer, Amy Hart, Eugene Redner and Ken Estabrook. The first meeting is November 6 2013. Current information on the 129 Parker Street Project can be found on Town website.

Town Administrator's Report - Kevin Sweet:

- Reo Road Park, installation of new composite structure starting around Nov. 11th.
- Solar Array/Dog Park, opening delayed until spring, commitment from NStar late Nov. to start work.
- Waste Water Treatment Plant, we are in the process of finalizing an RFP for the Management, Operations and Maintenance of the WWTP.
- Engineering, working with Police Chief and Town Engineer we have requested a quote to replace all four school zone signs on rte. 117 with new LED style lights
- Department of Revenue, awaiting confirmation of our submissions and assumptions to the DOR for the Tax setting hearing on 19 Nov.
- Health Insurance, had meeting with MIIA to discuss and review our tends, which are favorable this year.
- Assistant Town Administrator Position, interviews are scheduled for the end of the week. It is my goal to have the new candidate start as soon as practical.
- Miscellaneous,
 - Attended StatNet – Performance Management Session
 - Attended MMPA Annual Labor Relations Seminar
 - Held monthly Finance Team Meeting

Chairman Report - Brendon Chetwynd:

- Charter Review Committee Update
- February Public Hearing for the new reviews for charter
- Long Term Financial Planning
- Debt Service
- Retirement

Old/New Business:

Town Administrator, Kevin Sweet, notified the BOS of his vacation schedule (PTO) – Dec. 2, 2013, Dec. 9-12, 2013 and Dec. 27, 2013.

Selectman Cranshaw:

- We have 1.7 million in free cash; can we use at least \$700,000.00 for tax relief to the residents. All other board members declined to have staff determine options for FY14, but did agree to work something up for FY15.
- WAVM request for folks in the community to have radio shows sounds like a good idea. No action by Board or TA
- Asked what data are being tracked to assess pilot of adjusted Town Hall hours. Suggested that staffing of all offices and services during Tuesday nights be confirmed. TA will bring this back this on December 3rd, 2013. BOS meeting
- Asked if it was time to approve winter parking ban. TA said it would be added next meeting.
- Asked what process is involved if special time limits were set for new Electric Charging station spaces, suggested a 3-hour limit per vehicle. TA to reach.
- Noted that the Town of Acton has put together a new senior center study committee and asked who is responsible for staying apprised of that effort to see

if any opportunities might arise for coordinating Maynard’s senior programming or spaces needs. TA provided Acton’s notice of committee implementation.

Selectman Gavin:

- The Stratus project, if they call sees if we can get this working, we would like this sooner than later.
- Positive feedback for the Connect CTY call to let residents know we had a special town meeting on Monday night. Other board members agree but the sign at the Fire Station did not have that message for STM.
- Cemetery fence project progress; coming along but hopes DPW will get the weeds out of the fence area that was put up first. At the circles are in the center, would like the flagpole move in center of the cemetery. Sel. Cranshaw has one wish that the new fence is not damaged by the snowplow.
- Representative Kate Hogan, old-fashioned pie event, spoke with State Treasurer about the MSBA rules with square footage of schools. State Treasurer has asked Selectman Gavin to send him email with his comments.
- Secret Ballots; Gavin asked Town Counsel if we can speed up our town meetings, Town Counsel said we would need to change our town by-law regarding our secret ballots. Selectman Chetwynd said he would work on this issue and will read the by-laws.
- Maynard Music; Casino Night, congratulation to the Music group, it was a lot of fun and for a good cause.

Selectman Capello: None

Executive Session

In the matter of: Collative Bargaining and Executive minutes, Motion to Convene an executive Session was made by: Selectman Cranshaw, and duly seconded by: Selectman Gavin

The following roll call vote was taken on the above motion.

David Gavin	yea
Dawn Capello	yea
Jim Buscemi	absent
William Cranshaw	yea
Brendon Chetwynd	yea

After the Executive Session, the meeting will not reconvene.

A motion to adjourn the meeting was made by Selectman Cranshaw. Second by Selectman Gavin. Vote 4-0. Motion approved.

Time: 9:45 pm

Approved: _____

Date:

Selectman, David Gavin, Clerk

Initials: BJM

Becky Mosca

7:00 PM.

From: abn187thpf@aol.com
Sent: Monday, October 07, 2013 12:15 PM
To: Becky Mosca
Subject: Fwd: Department of MA Military Order of the Purple Heart
Attachments: 09-22-2013_04;31;12PM.JPG

Board of Selectmen.

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 Westboro, Leominster others in the process. Honoring all who made the ultimate sacrifice and shed their blood in all ward from Stow. And honoring August 7th each year as Purple Heart Day.

There is no cost to the town of Maynard, all that is required is a proclamation be drafted covering the above.(Enclosed a copy of Berlin proclamation maybe used as a guide.) When we receive your proclamation and it is approved, we send it to national and it is placed on it's website,(www.purpleheart.org) and our department website (www.purpleheartmass.org) A certificate of acknowledgement is issued to each city or town who become a purple heart community.

If you have any questions? You can Contact me.

Leo David Agnew Commander

84 Prescott Street

Clinton,MA 01510

508-667-8176

978-733-2499

abn187thpf@aol.com



BOARD OF SELECTMEN

BERLIN, MASSACHUSETTS 01503

Phone: (978) 838-2442

Fax: (978) 838-0014

RESOLUTION DESIGNATING BERLIN, MASSACHUSETTS A PURPLE HEART TOWN

WHEREAS, the people of the Town of Berlin have great admiration and the utmost gratitude for all the men and women who have selflessly served their country and this community in the Armed Forces; and

WHEREAS, veterans have paid a high price of freedom by leaving their families and communities and placing themselves in harm's way for the good of all; and

WHEREAS, the contributions and sacrifices of the men and women from Berlin who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS, many men and women in uniform have given their lives while serving in the Armed Forces; and

WHEREAS, our community has a proud tradition of military service and many of our citizens have earned the Purple Heart Medal as a result of being wounded while engaged in combat with an enemy force, construed as a singularly meritorious act of essential service; now therefore be it

RESOLVED, that the Board of Selectmen hereby proclaim Berlin, Massachusetts as a Purple Heart Town, honoring the service and sacrifice of our nation's men and women in uniform that were wounded or killed by the enemy while serving to protect the freedoms enjoyed by all Americans.

Judith Booman, Chairman

Thomas Andrew, Vice Chairman



MAYNARD FIRE DEPARTMENT

Fire Chief
Anthony Stowers

Monthly Report

OCTOBER 2013

FIRE RESPONSE ACTIVITIES

Number of requests for service from October 1, to October 31 was 185 resulting in over 250 responses for the month. The requests break down for the month break down as follows:

Basic life support ambulance	37
Advanced life support ambulance	39
Mutual aid ambulance	4
Motor vehicle accident	3
Pedestrian hit by motor vehicle	0
Flammable gas leak	2
Flammable liquid/Hazardous Material spill	0
Building/Chimney Fire	1
Carbon monoxide detector activation/Problem	1
Other not specifically classified (car fire)	1
Lock-out	1
Mutual aid building fire/Automatic aid	1
Good intent/assist police/investigation/Haz-Mat Investigation	9
Well-being check/Medical Assist	13
Rescue (trench Rescue)	0
Smoke Investigation	1
System/Furnace malfunction/Hazardous Condition	0
Smoke detector/Alarm activation with no fire	12
LP gas inspection/Tank Truck/Fuel Tank Smoke/CO detector/Oil Burner inspection/other inspectional services	59
Investigation of citizens complaint	0
Arcing electrical/wires down/overheat	0
Cooking Fire/barbeque fire/Brush/Vegetation	0
Unintentional false/canceled/unauthorized burning/other	1
Malicious False Alarm	0
Fireworks/Explosion	0
Total	185

TRAINING ACTIVITIES

All shifts have been involved with the training of our new probationary firefighters. All together members completed over 343 hours of on-shift and off shift training this month in in a variety of topics such as driver/operator, Recruit Academy, and hydrant and drafting operations, and building familiarity with walks through multiple buildings among other topics. Training also continued for our probationary firefighters as they become familiar with Maynard Fire Department procedures and methods. In addition all 4 groups continued working on our pre-fire planning program.

SHIFT PROJECTS AND ACTIVITIES

We have continued working closely with a software company called GovCentric; we have started using the pre-fire planning component of this system. We have also implemented the new Software program for Smoke and Carbon Monoxide Detector inspections with excellent results!

ACTIONS OF NOTE:

We have been busy this month working with the contractor for the new Maynard High School on inspecting the new facility and are happy to report the fire department has signed off on all fire related systems.

October 5th was our annual open house; we met hundreds of wonderful people and were able to spread our message of fire safety message to dozens of families.

On October 2nd, Chief Stowers and Firefighter Kiley had the privilege of attending the Maynard Senior Citizens monthly meeting to discuss the status of the fire department and give some safety tips!

We met with the Pyrotechnics Company performing this year's fireworks to approve their plan and stood by for their show on October 12th. This was a fantastic show and there were no safety issues from our standpoint.

We are continuing to work with the Maynard High School Building Committee on overcoming a communications issue at the new Maynard High School.

With the edition of a part time fire inspector, we have seen a dramatic increase in the inspections we have been able to accomplish. This will help keep our community safe moving forward, we have also started our annual 304 Inspections.

All firefighters have recertified in CPR thanks to in-house instruction by Sean Kiley and Dan Gould.

We have continued our annual fire safety inspection program in an effort to keep our citizens and visitors safe from unforeseen and unpredictable events.

We have submitted two fire safety articles to the Beacon Villager for October dealing with chimney and ash safety!

We are continuing to aggressively pursue grant funding from multiple sources.

Our public education campaign has continued and we have added some very important safety information to both the Fire Department website and our Maynard Fire Department Facebook Page, we are also now on Twitter, follow us: @Maynard_MAFire

We have started an internal Leadership Development Program that will consist of multiple classes over a 5 week period. This is highlighted by a presentation with Howard Cross, a noted fire service leadership consultant. This class was held on October 30th at the Ken Olsen Audi

Firefighter Angela Lawless graduated from the Massachusetts Fire Academy on October 11! It should be noted that Angela was voted President of her class! Firefighter Mark Latta also completed graduation requirements from the Massachusetts Recruit Training Academy.

Respectfully Submitted,
Anthony Stowers



Figure 1 Guest speak Howard Cross at our regional leadership development seminar held here in Maynard and sponsored by the firefighters relief association.



Figure 2 Angela Lawless after graduation from the Recruit Academy from left, Chief Stowers, Angela's Dad, Angela and her Step-Dad

Call Reason Breakdown

<u>Call Reason</u>	<u>Self</u>	<u>Disp</u>	<u>Total</u>
911 Hang Up	0	3	3
911 Abandoned	0	4	4
911 Accidental	0	1	1
Alarm Fire/Smoke	0	2	2
Alarm / Carbon Monoxide	0	2	2
Alarm - Medical	0	1	1
Alarm, Burglar	0	13	13
Animal Complaint	0	9	9
Area check	76	0	76
Assault	0	2	2
Assist Citizen	1	16	17
Assist Fire Dept.	0	3	3
Assist Other Agency	0	7	7
Barking Dog	0	1	1
B & E (Past)	0	3	3
By-Law Violation	0	2	2
Prisoner Cell Checks	0	12	12
Building Check	208	0	208
Civil Dispute	0	4	4
Disturbance	0	19	19
Disabled MV	1	4	5
Domestic Disturbance	0	10	10
Dumping, Illegal	0	1	1
Environmental	0	1	1
Fire, Vehicle	0	1	1
Fire, Other	0	1	1
Follow Up Investigation	2	2	4
Firearms License Processing	0	1	1
Fraud	0	3	3
General Service	3	11	14
Harassing / Harassing Calls	0	7	7
House Check	9	0	9
Hazard	1	10	11
ID Check	0	1	1
Investigation	0	1	1
Juvenile Offenses	0	1	1
Larceny	0	11	11
Loud Music	0	1	1
Medical Emergency	0	52	52
Missing Person	0	1	1
Mutual Aid - Stow	0	1	1
M/V Accident w/ no injuries	0	10	10
M/V Accident, w/Injuries	0	2	2
M/V Acc.; Property Damage Only	0	1	1
Motor Vehicle Stop	189	2	191
Motor Vehicle Violation	1	17	18
Notification	2	2	4
Nuisance	0	1	1
Open door	1	1	2
Serve Paperwork	4	1	5
Parking Complaint	3	7	10
Property Damage	0	2	2
Found / Lost Property	0	5	5
Radar Enforcement	60	0	60
Serve Restraining Order	1	0	1
Sudden Death	0	3	3
Soliciting	0	2	2
Suicide / Threat	0	2	2
Suspicious Activity	5	24	29
Traffic Enforcement	4	0	4
Trespassing	0	1	1
Truancy	0	2	2
Unwanted Party	1	1	2
Vandalism	0	1	1
Serve Warrant	4	1	5
Well Being Check	1	10	11
Wire Down	0	2	2
TOTAL	577	325	902



Maynard Police Department

Chief Mark W. Dubois

To: Board of Selectmen

Monthly Report – OCTOBER 2013

I am pleased to report that the Police Department did not have any incidents involving any of the town events in October. On October 5th we had multiple officers assigned to Maynard Fest where we closed off downtown from 8am to 4pm. We had multiple officers directing traffic detours and one officer assigned to the event. It was well attended and a great success from the police department perspective.

The annual Oktoberfest held on the 12th was well attended and incident free. The Police Department had multiple officers assigned to traffic control and crowd control during the entire event. There were no incidents.

One of the most unique events in the area happens here in Maynard with the downtown Trick or Treat. We always have a tremendous attendance and a lot of excitement with all the children dressed in costumes. Multiple officers do traffic control as we shut down Nason Street and keep vehicles moving on Main Street. There were no incidents during this event.

This month we also brought three new reserve officers to the department. These officers were appointed as reserves with the expectation of full time employment as openings occur. All three are very excited to begin their careers in Maynard and we all look forward to their start.

Finally, 7 Maynard Officers took the civil service promotional exam on October 19th. This statewide exam creates an eligibility list for Sergeant within our department. Officers began studying in April when the test was announced. We are looking forward to receiving test results in early 2014.

Attached are the police department statistics for October 2013.

Respectfully submitted,

Mark W. Dubois

**Report of the library
For the Month of November
Submitted by Steve Weiner**

Activity Report

Budget Update: The Town was hoping to get some NSTAR credits that could be applied to our expense account, but the deadline for 2013 was Nov 1st, and NSTAR didn't meet it.

Building Upgrade: Lights were replaced. The elevator was repaired.
Meeting Room Use: 37 meetings were held in the library during October.

Library Programs: Programming was very busy in October: 6 Story Times were held, Two Lego Clubs were held, 5 Toy Time programs were held, 2 teen advisory board meetings were held, as well as 3 special programs(cartoonist Jeff Smith, musician Bill Shontz and Downtown Trick or Treat). A total of 566 people attended library programs during October.

Publicity: Library programs and services were promoted in the *Beacon-Villager*, in the *Action Unlimited*, on the library's web site and on Facebook.

Long Range Plan/Grant Update: Grant monies for Teen programs for FY 14 have been received (\$9800 dollars). There was some hold up because of the Government shut down.

Library Circulation: Circulation figures are unavailable at this time.

Comments

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

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

**Report for Treasurer/Collector's Office
The month of October 2013
Submitted by Cheryl Kane**

Activity Report

October 2013 Collections:

Collector: Taxes and Water Sewer:	\$ 4,910,145.00
Treasury Receipts: Dept Turn-ins and wires:	\$ 2,624,489.14

Delinquent Real Estate Taxes 10/31/13:

Delinquent Tax Title Outstanding Balance:	\$ 1,549,449.30
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Comments

- Treasurer's Cash and Collector's Receivables are reconciled to the general ledger thru September 2013.
- Softright is fully implemented for the utility module.
- The auditors Roselli and Clark have completed the in-office work.
- Ass't Collector and Treas/Collector attended workshop on Softright for reporting and Tax Title process.
- Ass't Treasurer and Treas/Collector attended seminar on new health care insurance regulations.
- We have begun the Tax Title lien process for fiscal 2013. A December date for advertising in the Beacon is planned. Sixty-eight initial letters have been mailed to residents with outstanding taxes. The total amount outstanding as of 10/31/13 is \$160,420.



**TOWN of MAYNARD
SCHOOL BUILDING COMMITTEE**

Wednesday October 9, 2013 @ 6:30 PM

Coolidge Building

Mtg. # 80-11

PRESENT	NAME	AFFILIATION	E- MAIL DISTRIBUTION
x	Robert Gerardi	Superintendent Maynard	✓
x	Pete DiCicco	Business Advisor Maynard	✓
	Kevin Sweet	Town Administrator	
x	Chuck Caragianes	Principal, MHS	✓
	Jerry Culbert	Committee	✓
x	Matt Briggs	Committee	✓
x	Philip Berry - Chair	Committee (School Committee)	✓
x	Anthony Midey	Committee	✓
x	Ken Neuhauser	Committee	✓
x	Jen Gaudet	Committee (FinCom)	✓
x	Bonnie Winokar	Committee	✓
	Ed Mullin	Committee	✓
x	David Gavin	Committee (Selectman)	✓
x	Gregg Lefter	Town Facility Manager	✓
	Marie Morando	Secretary	✓

**AGENDA
DRAFT**



TOWN of MAYNARD SCHOOL BUILDING COMMITTEE

- **Safety:**
 - Safety issues highlighted at the job site and in the schools. - NONE
 - **Finance:**
 - Review and approve project change orders (If applicable) - NONE
 - MBC presented the following project bills to the committee:
 - Tappé - 31,616.50
 - MBC - 30,850.00
 - CTA - 264,350.00
 - **Total - 326,816.50**
- Motion by Anthony, second by David, discussion relative to building areas being late, etc. and other issues, Ken abstained all other present voted approval.*
- **Full Committee:**
 - Approve minutes from September 11th meeting - *motion was made by David, second by Matt, Ken abstained all present voted approval.*
 - Overall progress:
 - School staff, students and Admin (deficiency list in book in office) - Gregg and Chuck C. continue to monitor this list for needed items and wish list items. Some additional furniture has been ordered.
 - Auditorium - is expected to be completely signed off on later this week. Panels are complete, carpet is finishing, fire alarm and sound system need to be programmed and coordinated.
 - General building punch list - work continues evenings, weekends, and all half days and holidays. The contractor has indicated he will not be done with the punch list by the end of the month. Tappé will review list and create a monetized list that will be deducted from the next pay requisition.
 - Site Work - work appears to be on schedule - paving is started, curb work is ongoing, final grading is ongoing, NSTAR still has removed the power poles,
 - Commissioning update - CX agent continues to review running equipment, reviewing the building automation system and the training is ongoing.
 - **Open issues/New Business:**
 - Chief Stowers - Requesting the purchase and installation of a bi-directional amplifier for - \$37,163.15 plus electrician costs. Quote from Comtronics dated 9/16/2013. To expand the capabilities of the Fire Departments radios. Can



TOWN of MAYNARD SCHOOL BUILDING COMMITTEE

and will Police Department be part of this? The school department is also looking at new radios and may be able to tie into the system. Design Team and OPM will review with the town departments to coordinate a consolidated proposal if one exists.

- Chuck C. reviewed Grand Opening plans for December 7th.

Motion to adjourn by Ken, second by Matt at 7:36 PM - All present voted approval.

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, November 6, 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:

- Review submitted proposals
- Review changes to Section 1 of the CPC Plan
- New Business

Upcoming Meetings:

- Determine next regularly scheduled meeting.

THIS AGENDA IS SUBJECT TO CHANGE

Posted by: Michael Chambers, CPC Chair



BOARD OF ASSESSORS

195 MAIN STREET
MAYNARD, MA 01754
978-897-1304 ~ FAX 978-897-1013

TOWN OF MAYNARD BOARD OF ASSESSORS MEETING

~

TOWN HALL

Room 202 - Upstairs
Monday, November 18, 2013
6:30 PM

AGENDA

- WELCOME NEW BOARD OF ASSESSOR'S MEMBER
- DISCUSS CLASSIFICATION HEARING
- REVIEW AND SIGN MONTHLY REPORTS

Posted 11/13/2013

Maynard On-Call Contract 2013

Invoice Summary

Log of Activity by Date for Wayne Amico

Town Hall Attendance 9/30/13 – 5 hours

- Attended meeting with MassDOT and GPI design consultant in Worcester related to the Assabet Valley Rail Trail

Town Hall Attendance 10/1/13 – 10 hours

- Reviewed play structures at Coolidge Park and Reo Park with BSC reps
- Coordinated with Cindy Maak from Miracle regarding Coolidge and Reo Parks
- Reviewed play structures at Coolidge Park with Rick from Goric
- Met for field meeting regarding Reo and Coolidge parks with Kevin Sweet, Chris Okafor, BSC reps and Quirk reps
- Attended weekly Town DPW staffing meeting with Chris Okafor, Marie Morando, Tim Mullally, Mark Votto and Joe Foster.
- Met with Kevin Sweet, Linda Hanson and Eric Smith Regarding ARRT

Town Hall Attendance 10/3/13 – 5 hours

- Reviewed play structures at Coolidge Park and Reo Park with BSC reps
- Coordinated with Cindy Maak from Miracle regarding Coolidge and Reo Parks
- Reviewed play structures at Coolidge Park with Kevin Sweet and Chris Okafor
- Reviewed utility pole issues with new Dog Park constructed on Solar Farm
- Attended conference call with Kevin Sweet and contractor for solar farm to discuss Utility poles.
- Reviewed site signage with Highway Superintendent at Coolidge Park
- Discussed Euclid Ave NOI with Linda Hansen

Town Hall Attendance 10/8/13 – 10 hours

- Reviewed Reo Road and Coolidge Street Playgrounds– reviewed punch list items and visited site
- Worked with Joe Foster to add rubber mats to Reo play structure, measured Miracle equipment in order to advance community Build and removed misc. playground toys that have littered the park.
- Reviewed Parker at Waltham Street offsite mitigation requirements for Jim MacDonald's previously constructed apartment building complex.
- Reviewed 62 Summer Hill Road driveway Apron with Chris Okafor
- Reviewed status of Lazarro driveway apron paving
- Coordinated with BSC and Site Specifics to finalize alternative play structure at Reo Park.
- Attended weekly Town DPW staffing meeting with Chris Okafor, Marie Morando, Tim Mullally, Mark Votto and Joe Foster.
- Prepared Bond estimate with Eric Smith for Taylor Road subdivision
- Reviewed site distance measurements with Eric Smith and Chris Okafor for access path form Golf course for potential community gardens access drive for the Gold Course reuse committee
- Met with Chris Okafor to discuss staffing issues over the past few days.
- Reviewed site signage with Kevin Sweet relative to Coolidge Park
- Coordinated with BSC rep regarding the history of the design parameters for Coolidge Park

- Coordinated with BSC to finalize Town contract details with Site Specifics for additional play structure at Reo Park.

Town Hall Attendance 10/10/13 – 8 hours

- Coordinated with BSC and Site Specifics to finalize alternative play structure at Reo Park.
- Met with Kevin Sweet and Chris Okafor and contractor in the field with MayDog to discuss dog park utility pole protection
- Reviewed Reo Road and Coolidge Street Playgrounds– reviewed punch list items and visited site
- Coordinated with BSC rep regarding the history of the design parameters for Coolidge Park
- Met with Chris Okafor to discuss staffing issues over the past few days.
- Provided sidewalk estimate to Eric Smith regarding Fowler Street
- Finalized bond estimate for Parker at Waltham Street offsite mitigation requirements for Jim MacDonald’s previously constructed apartment building complex.
- Briefly discussed complete streets BOS comments with Kevin Sweet
- Finalize Reo Park contract with Site specifics for additional play structure.
- Coordinated with Quirk construction relative to replacing sand at Reo Park and installing Rubber Mats and wooded edging.

Town Hall Attendance 10/15/13 – 8 hours

- Coordinated with BSC and Site Specifics to finalize alternative play structure at Reo Park.
- Met with Kevin Sweet and Chris Okafor to meet with the Fiends of REO playground.
- Met with Chris Okafor to discuss staffing issues over the past few days.
- Provided Golf Course sight distance calculations to Eric Smith.
- Reviewed and discussed complete streets program and Town Resolution comments with Kevin Sweet and Chris Okafor
- Finalize Reo Park contract with Site specifics for additional play structure.
- Coordinated with BSC and Site Specifics to finalize alternative play structure at Reo Park.
- Reviewed Reo Road and Coolidge Street Playgrounds– reviewed punch list items and visited site
- Coordinated with BSC rep regarding the history of the design parameters for Coolidge Park
- Met with Cindy Maak and conducted inventory of Miracle pay equipment in stock as required for new play structure.
- Prepared Plow Route and Sander Route graphic plans for Chris Okafor

Town Hall Attendance 10/18/13 – 4 hours

- Coordinated with BSC and Site Specifics to finalize alternative play structure at Reo Park.
- Coordinated with Quirk to discuss outstanding issues relative to Reo Park and Coolidge parks
- Prepared Garage inventory summary sheet for Kevin Sweet
- Reviewed Quirks latest pay estimate and verified no retainage paid to date.
- Reviewed Plow Route and Sander Route graphics with Chris Okafor.
- Discussed several issues that have occurred over the past few days with Chris Okafor and Tim Mullally.

- Discussed Additional Play structure at Reo Park with Cindy Maak from site specifics.

Town Hall Attendance 10/22/13 – 8 hours

- Coordinated with BSC and Site Specifics to finalize alternative play structure at Reo Park.
- Met with Kevin Sweet and Chris Okafor on Traffic signal system inventory for the town
- Met with Kevin Sweet and Chris Okafor on Whites Pond and other emergency water system for the Town
- Reviewed 2 driveways for reconstruction by Lazarro on 10/23/13 with Chris Okafor and Joe Foster
- Coordinated with Quirk to discuss outstanding issues relative to Reo Park and Coolidge parks
- Reviewed Plow Route and Sander Route graphics with Chris Okafor.
- Discussed several issues that have occurred over the past few days with Chris Okafor and Tim Mullally.
- Discussed Additional Play structure at Reo Park with Rick from Goric industries.

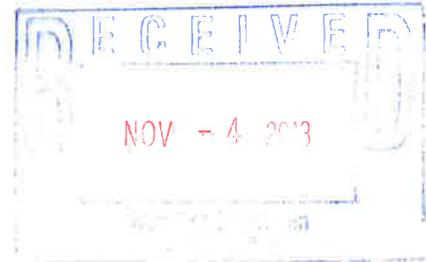
Town Hall Attendance 10/24/13 – 8 hours

- Coordinated with BSC and Site Specifics to finalize alternative play structure at Reo Park.
- Reviewed Plow Route and Sander Route graphics with Chris Okafor.
- Reviewed Reo Park Play Structure and coordinated with Joe Foster to complete a few outstanding issues so that the Town could open it to public use.
- Discussed several issues that have occurred over the past few days with Chris Okafor and Marie Morando.
- Reviewed 2 driveways for reconstruction by Lazarro on 10/23/13 with Chris Okafor and Joe Foster
- Reviewed alternative prepared for Dog Park with Kevin Sweet.
- Coordinated with MassDOT regarding the Assabet River Rail Trail and the Concord at Acton Street Traffic signal reconstructions project.



October 31, 2013

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



Re: G4 & G4 HD

Dear Chairman and Members of the Board:

In keeping with our ongoing efforts to provide regular updates regarding our service, I am writing to inform you that on or shortly after January 6, 2014, G4 and G4 HD will no longer be available on channels 219 and 786 respectively.

In addition, on January 1, 2014, ShopNBC will change its name to ShopHQ.

Please be advised Customers are receiving this information, in advance, via bill message.

Should you have any questions, please do not hesitate to contact me at 978.825.2308.

Sincerely,

Ben Pearlman

Ben Pearlman, Sr. Manager
Government & Regulatory Affairs



November 6, 2013

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



Re: Municipal Emergency Reporting Procedure

Dear Chairman and Members of the Board:

As part of Comcast's ongoing commitment to broadband network reliability, and our efforts to better serve municipal customers, I am writing to remind you of our emergency reporting procedures for certain outside plant and service problems.

In the event that any municipal building experiences problems with downed cable drops, signal transport issues with I-NET or Video Return Lines, Public, Education and Government (PEG) Access channels or to have our technical or construction staff on-site during an emergency, please call the following number:

1-800-556-9979, Option 3

The attached steps will put you in touch with our Excellence Operations Center (XOC), 24-hours a day, and seven days a week. The XOC can dispatch someone to respond to your call in an efficient manner. **Please note this information and telephone number IS NOT for public dissemination.**

Please do not hesitate to contact me at 978.825.2308 should you have questions.

Sincerely,

Ben Pearlman

Ben Pearlman, Sr. Manager
Government Affairs



MUNICIPAL

EMERGENCY/TROUBLE REPORTING PROCEDURES

(Please note the XOC telephone number listed below **IS NOT** for public dissemination)

- **STEP 1 Dial:** XOC (Excellence Operations Centers)
24/7 @ 1-800-556-9979
- **STEP 2 Select:** Option #3 - Municipal Issues
- **STEP 3 Reason for call:**
 - Option #1 -Down Wires
 - Will be prompted to enter zip code
 - Option #2 - Pole or **all other** Municipal Issues
- **STEP 4 Speak with Rep. and/or obtain trouble ticket number**



MAYNARD RETIREMENT BOARD

TOWN BUILDING
195 MAIN STREET
MAYNARD, MASSACHUSETTS 01754
978-897-1820 Tel
978-897-1013 Fax

November 5, 2013

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



Dear Board Members:

Please be advised that at the meeting of the Maynard Retirement Board held Thursday September 26, 2013, the Board voted to appoint Kenneth DeMars the "Election Officer" for the Maynard Contributory Retirement System's election of the Fourth Member of the Maynard Retirement Board.

Yours truly,

Robert W. Larkin
Chairman

Becky Mosca

From: Mike Kutlowski <wmike.kut@verizon.net>
Sent: Friday, November 01, 2013 9:03 AM
To: Becky Mosca; Kevin Sweet; Brendon Chetwynd
Cc: wmike.kut@verizon.net
Subject: Meeting room equipment setup - suggestions for improvement

Hi folks,

Having covered BOS, Planning Board, etc. meetings for the last few years, I have some ideas on how the setup can be improved for better video coverage.

My suggestions are as follows:

- Add a third camera to the existing setup
- Add a third wireless mic to the existing setup

The third camera would be very useful for the following scenarios:

- Situations where there is interactive dialogue between the Town Manager and guest presenters at the front table; it would be easier and more professional to be able to switch between two cams than to 'swing' the existing camera back and forth.
- Situations where there is 'public comment'; the third camera can be switched to the 'commenters', leaving the other two cameras to switch to the Selectmen, Town Manager, or the front table.
- Situations where there is a presentation involving flip charts, maps, etc. One camera can be 'fixed' on the material being presented, while the other two cameras can cover dialogue between the presenter/Selectmen/Town Manager/public.

The third wireless mic would be very helpful to capture all 'public comments', while leaving the two existing wireless mics to cover the main meeting participants.

The existing control units in the equipment cabinet have capacity for adding in the third camera and third wireless mic without having to add any supporting equipment. Once it is determined what would be the best location for the third camera, the chosen vendor would have to mount the camera and run supporting cabling to the equipment rack. The wireless mic would come with a receiver unit that would be mounted under the two existing wireless mic receivers in the equipment rack.

I understand that there might be some cable system 'PEG funds' available to cover the cost of these improvements, if it is determined that we would want to go forward with this. I do not know the details of how the planning/bidding/purchasing workflow would work for this, but I guess the first thing is to determine if you all agree that these are reasonable improvements to be approved for implementation.

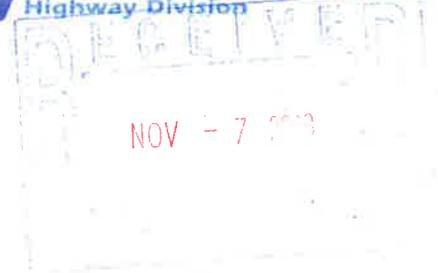
Obviously this is not a high-priority task by any means. However, if we did have these new units in place, it would be very useful for coverage of meetings such as the next round of 'Parker St. hearings', etc. I'm sure in the future there will be other 'hot topics' that will draw a large number of attendees. Between adding the improvements to the meeting room, 'advertising' the availability of meeting coverage on FiOS Ch. 26 on the town website and in meeting notice postings, and



Deval L. Patrick, Governor
Richard A. Davey, Secretary & CEO
Frank DePaola, Administrator



October 31, 2013



Town of Maynard
Board of Selectmen
195 Main St.
Maynard, MA 01754

Attn: Jerry Flood, Supt. of Public Works

SUBJECT: NATIONAL BRIDGE INSPECTION STANDARDS (NBIS)
BRIDGE INSPECTION REPORTS

M-10-003	(25U)	MILL ST / ASSABET RIVER	Dated: 09/16/13
M-10-005	(24N)	WALNUT ST / ASSABET RIVER	Dated: 09/17/13

Dear Mr. Flood:

As part of the Massachusetts Bridge Inspection Program, MassDOT - Highway Division performs the inspection of municipally owned bridges that have a clear span of 20 feet or greater. These bridges are scheduled to be inspected every two years or less.

For your records are copies of recent Routine Arch bridge inspection field reports for the referenced municipally owned bridges. Repair, rehabilitation or reconstruction of any bridges to address the deficiencies reported is the owner/custodian's responsibility. Chapter 90 funds may be used for these purposes.

We would like to call your attention to the fact that what we believe to be is an existing sewer line is cracked and shows signs of leakage to bridge M-10-003. This should be addressed immediately.

Questions regarding the content of the reports may be directed to the District Bridge Inspection Engineer, Mahmood Azizi, at 508-929-3822.

Sincerely,

Jonathan L. Gulliver
District 3 Highway Director

MA/jgn
cc: BIE (2), DHD D-3, DBIE D-3
Enclosure

2-DIST
03

B.I.N.
25U

STRUCTURES INSPECTION FIELD REPORT

BR. DEPT. NO.
M-10-003

ROUTINE ARCH INSPECTION

CITY/TOWN MAYNARD	8-STRUCTURE NO. M10003-25U-MUN-NBI	11-Kilo. POINT 000.145	41-STATUS A:OPEN	90-ROUTINE INSP. DATE SEP 16, 2013
07-FACILITY CARRIED HWY MILL ST	MEMORIAL NAME/LOCAL NAME	27-YR BUILT 1937	106-YR REBUILT 0000	YR REHAB'D (NON 106) 0000
06-FEATURES INTERSECTED WATER ASSABET RIVER	26-FUNCTIONAL CLASS Urban Local	DIST. BRIDGE INSPECTION ENGINEER: M. Azizi		
43-STRUCTURE TYPE 311 : Steel Arch - Deck	22-OWNER Town Agency	21-MAINTAINER Town Agency	TEAM LEADER D. Smith	
107-DECK TYPE N : Not applicable	WEATHER Cloudy	TEMP. (air) 18°C	TEAM MEMBERS R. ORLANDO	

ITEM 58 **N**

DECK DEF

1. Wearing surface	5	S-P
2. Deck Condition	N	-
3. Spandrel Fill	7	-
4. Curbs	7	-
5. Median	N	-
6. Sidewalks	5	S-P
7. Parapets	6	M-P
8. Railing	N	-
9. Anti Missile Fence	N	-
10. Drainage System	N	-
11. Lighting Standards	N	-
12. Utilities	3	S-A
13. Deck Joints	N	-
14.	N	-
15.	N	-
16.	N	-

CURB REVEAL (In millimeters)

E W

N 100

APPROACHES DEF

a. Appr. pavement condition	5	S-P
b. Appr. Roadway Settlement	6	M-P
c. Appr. Sidewalk Settlement	7	-
d.	N	-

OVERHEAD SIGNS (Attached to bridge) (Y/N) N

DEF

a. Condition of Welds	N	-
b. Condition of Bolts	N	-
c. Condition of Signs	N	-

ITEM 59 **6**

SUPERSTRUCTURE DEF

1. Arch/Arch Ring	6	S-P
2. Keystone Area	7	-
3. Stringers	N	-
4. Floorbeams	N	-
5. Spandrel Walls	7	-
6. Spring Lines	5	S-P
7. Diaphragms/Cross Frames	N	-
8. Conn Plt's, Gussets & Angles	N	-
9. Pin & Hangers	N	-
10. Masonry Joints	7	-
11. Rivets & Bolts	4	S-P
12. Welds	N	-
13. Deformation/Flattening	8	-
14. Member Alignment	7	-
15. Paint/Coating	6	M-P
16.	N	-

Year Painted N

COLLISION DAMAGE: Please explain

None (X) Minor () Moderate () Severe ()

LOAD DEFLECTION: Please explain

None (X) Minor () Moderate () Severe ()

LOAD VIBRATION: Please explain

None (X) Minor () Moderate () Severe ()

Any Fracture Critical Member: (Y/N) N

Any Cracks: (Y/N) N

ITEM 60 **5**

SUBSTRUCTURE DEF

1. Abutments	Dive	Cur	5	DEF
a. Pedestals	N	N		-
b. Bridge Seats	N	N		-
c. Backwalls	N	N		-
d. Breastwalls	N	5		S-P
e. Wingwalls	N	7		-
f. Slope Paving/Rip-Rap	N	N		-
g. Pointing	N	7		-
h. Footings	N	6		M-P
i. Piles	N	N		-
j. Scour	N	7		-
k. Settlement	N	7		-
l. Erosion	N	5		S-P
m. Channel Walls	N	3		S-P
2. Piers or Bents			5	DEF
a. Pedestals	N	N		-
b. Caps	N	N		-
c. Columns	N	N		-
d. Stems/Webs/Pierwalls	N	5		S-P
e. Pointing	N	N		-
f. Footing	N	H		-
g. Piles	N	N		-
h. Scour	N	6		M-P
i. Settlement	N	7		-
j.	N	N		-
k.	N	N		-
3. Pile Bents			N	DEF
a. Pile Caps	N	N		-
b. Piles	N	N		-
c. Diagonal Bracing	N	N		-
d. Horizontal Bracing	N	N		-
e. Fasteners	N	N		-

UNDERMINING (Y/N) If YES please explain N

COLLISION DAMAGE:

None (X) Minor () Moderate () Severe ()

I-60 (Dive Report): N I-60 (This Report): 5

93B-U/W (DIVE) Insp 00/00/00

X=UNKNOWN N=NOT APPLICABLE H=HIDDEN/INACCESSIBLE R=REMOVED

CITY/TOWN MAYNARD	B.T.N. 25U	BR. DEPT. NO. M-10-003	8.-STRUCTURE NO. M10003-25U-MUN-NBI	INSPECTION DATE SEP 16, 2013
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ITEM 61				6
<i>CHANNEL & CHANNEL PROTECTION</i>				
	Dive	Cur	DEF	
1.Channel Scour	N	6	M-P	
2.Embankment Erosion	N	5	M-P	
3.Debris	N	6	M-P	
4.Vegetation	N	6	M-P	
5.Utilities	N	N	-	
6.Rip-Rap/Slope Protection	N	7	-	
7.Aggradation	N	6	M-P	
8.Fender System	N	N	-	

STREAM FLOW VELOCITY:
Tidal () High () Moderate (X) Low () None ()

ITEM 61 (Dive Report): N ITEM 61 (This Report) 6

93b-U/W INSP. DATE:

ITEM 36 TRAFFIC SAFETY			
	36	COND	DEF
A. Bridge Railing	0	6	M-P
B. Transitions	0	0	-
C. Approach Guardrail	0	0	-
D. Approach Guardrail Ends	0	0	-

WEIGHT POSTING Not Applicable X

	H	3	3S2	Single
Actual Posting	<input type="checkbox"/> N	<input type="checkbox"/> N	<input type="checkbox"/> N	<input type="checkbox"/> N
Recommended Posting	<input type="checkbox"/> N	<input type="checkbox"/> N	<input type="checkbox"/> N	<input type="checkbox"/> N

Waived Date: EJDMT Date:

	At bridge		Other Advance	
	N	S	N	S
Signs In Place (Y=Yes, N=No, NR=Not Required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legibility/Visibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ACCESSIBILITY (Y/N/P)		
	Needed	Used
Lift Bucket	N	N
Ladder	N	N
Boat	N	N
Waders	Y	Y
Inspector 50	N	N
Rigging	N	N
Staging	N	N
Traffic Control	N	N
RR Flagger	N	N
Police	N	N
Other:		
	N	N

TOTAL HOURS

PLANS (Y/N): Y

(V.C.R.) (Y/N): N

TAPE#: _____

List of field tests performed:
None

RATING

Rating Report (Y/N): Y

Date:

Inspection data at time of existing rating
I 58: - I 59: 7 I 60: 7 Date :07/02/1981

(To be filled out by DBIE)

Request for Rating or Rerating (Y/N): N

If YES please give priority:
HIGH () MEDIUM () LOW ()

REASON: N/A

CONDITION RATING GUIDE (For Items 58, 59, 60 and 61)

CODE	CONDITION	DEFECTS
N	NOT APPLICABLE	
G 9	EXCELLENT	Excellent condition.
G 8	VERY GOOD	No problem noted.
G 7	GOOD	Some minor problems.
F 6	SATISFACTORY	Structural elements show some minor deterioration.
F 5	FAIR	All primary structural elements are sound but may have minor section loss, cracking, spalling or scour.
P 4	POOR	Advance section loss, deterioration, spalling or scour.
P 3	SERIOUS	Loss of section, deterioration, spalling or scour have seriously affected primary structural components. Local failures are possible. Fatigue cracks in steel or shear cracks in concrete may be present.
C 2	CRITICAL	Advance deterioration of primary structural elements. Fatigue cracks in steel or shear cracks in concrete may be present or scour may have removed substructure support. Unless closely monitored it may be necessary to close the bridge until corrective action is taken.
C 1	"IMMINENT" FAILURE	Major deterioration or section loss present in critical structural components or obvious vertical or horizontal movement affecting structure stability. Bridge is closed to traffic but corrective action may put it back in light service.
0	FAILED	Out of service - beyond corrective action.

DEFICIENCY REPORTING GUIDE

DEFICIENCY: A defect in a structure that requires corrective action.

CATEGORIES OF DEFICIENCIES:

M= Minor Deficiency - Deficiencies which are minor in nature, generally do not impact the structural integrity of the bridge and could easily be repaired. Examples include but are not limited to: Spalled concrete, Minor pot holes, Minor corrosion of steel, Minor scouring, Clogged drainage, etc.

S= Severe/Major Deficiency - Deficiencies which are more extensive in nature and need more planning and effort to repair. Examples include but are not limited to: Moderate to major deterioration in concrete, Exposed and corroded rebars, Considerable settlement, Considerable scouring or undermining, Moderate to extensive corrosion to structural steel with measurable loss of section, etc.

C-S= Critical Structural Deficiency - A deficiency in a structural element of a bridge that poses an extreme unsafe condition due to the failure or imminent failure of the element which will affect the structural integrity of the bridge.

C-H= Critical Hazard Deficiency - A deficiency in a component or element of a bridge that poses an extreme hazard or unsafe condition to the public, but does not impair the structural integrity of the bridge. Examples include but are not limited to: Loose concrete hanging down over traffic or pedestrians, A hole in a sidewalk that may cause injuries to pedestrians, Missing section of bridge railing, etc.

URGENCY OF REPAIR:

I = Immediate- [Inspector(s) immediately contact District Bridge Inspection Engineer (DBIE) to report the Deficiency and to receive further instruction from him/her].

A = ASAP- [Action/Repair should be initiated by District Maintenance Engineer or the Responsible Party (if not a State owned bridge) upon receipt of the Inspection Report].

P = Prioritize- [Should be prioritized by District Maintenance Engineer or the Responsible Party (if not a State owned bridge) and repairs made when funds and/or manpower is available].

CITY/TOWN MAYNARD	B.I.N. 25U	BR. DEPT. NO. M-10-003	8-STRUCTURE NO. M10003-25U-MUN-NBI	INSPECTION DATE SEP 16, 2013
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REMARKS

BRIDGE ORIENTATION

According to the plans, the approaches are North and South and the elevations are East and West. This is a 3 span corrugated steel arch with the spans numbered South to North. There are 2 concrete pierwalls numbered South to North. The river flows West to East.

ITEM 58 - DECK

Item 58.1 - Wearing surface

The bituminous concrete wearing surface has moderate to heavy transverse, longitudinal, and map cracking with small potholes and minor wheel wear throughout. There is minor settlement along the East side and a general unevenness throughout. There is a full length x 5 ft. wide vegetated area along the East parapet that has no wearing surface or sidewalk. **See Photo 1.** See Item 58.6.

Item 58.6 - Sidewalks

The West bituminous concrete sidewalk has minor longitudinal cracking, breakup, and vegetation along the curb. Above span #1, there is an 8 ft. long x full width area with no bituminous pavement and minor vegetation that extends 1 ft. into the wearing surface. **See Photo 2.**

Item 58.7 - Parapets

Both mortared stone masonry parapets have several isolated areas of cracked and missing mortar, mostly to the caps. There is a loose cap stone at the Southwest end. The Northeast end has a missing cap stone.

Item 58.12 - Utilities

The sewer pipe in span #2 has a full length x up to 1/4 in. wide crack along the East side with minor leakage. **See Photos 3 and 4.** Maynard DPW was notified at the time of this inspection.

APPROACHES

Approaches a - Appr. pavement condition

Both approach pavements have moderate to heavy transverse, longitudinal, and map cracking throughout with areas of minor settlement. The South approach has a 20 ft. long x 8 ft. wide area of bituminous patches in the Northbound lane. **See Photo 5.**

Approaches b - Appr. Roadway Settlement

See Approaches a.

ITEM 59 - SUPERSTRUCTURE

Item 59.1 - Arch/Arch Ring

There is moderate to heavy surface rusting and with minor to moderate rust flaking to the bottom (spring line) of all of the arches up to 25 ft. long x 8 in. high. **See Photo 6.**

Item 59.6 - Spring Lines

See Item 59.1.

Item 59.11 - Rivets & Bolts

There is moderate to severe surface rusting and minor to moderate rust flaking to many of the nuts and bolts along the bases of the arches. Some bolts are missing in isolated areas.

CITY/TOWN MAYNARD	B.I.N. 25U	BR. DEPT. NO. M-10-003	8-STRUCTURE NO. M10003-25U-MUN-NBI	INSPECTION DATE SEP 16, 2013
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REMARKS

Item 59.15 - Paint/Coating

See Items 59.1 and 59.11.

ITEM 60 - SUBSTRUCTURE

Item 60.1 - Abutments

Item 60.1.d - Breastwalls

The South breastwall has up to full height severe abrasion in many areas throughout. **See Photo 7.** The North breastwall has minor abrasion.

Item 60.1.h - Footings

The South abutment footing is below water level. The North abutment footing is exposed and has moderate to heavy water abrasion.

Item 60.1.l - Erosion

There is moderate erosion behind the collapsed Northwest channel wall and minor erosion behind the Northeast and Southeast channel walls.

Item 60.1.m - Channel Walls

The Northwest masonry channel wall has completely collapsed. **See Photo 8.** Both the Northeast and Southeast channel walls have several areas of missing stones and are bulging out in these areas.

Item 60.2 - Piers or Bents

Item 60.2.d - Stems/Webs/Pierwalls

Both concrete pierwalls have moderate to heavy water abrasion in several areas, heaviest at the ends. **See Photos 9 and 10.** Pierwall #1 has isolated full height vertical cracks up to 1/8 in. wide throughout each face.

Item 60.2.h - Scour

See Item 61.1.

SubStructure Scour Notes

See Item 61.1.

ITEM 61 - CHANNEL AND CHANNEL PROTECTION

Item 61.1 - Channel Scour

There is 2 to 3 ft. of scour at the upstream noses of both pierwalls. The top of the footing is exposed along the entire length of the North abutment. The majority of the river flow is under span #2 and the channel there is approximately 2 ft. deeper than under the other spans.

Item 61.2 - Embankment Erosion

See Item 60.1.l.

Item 61.3 - Debris

There is a submerged tree trunk under span #2 at the upstream nose of pierwall #2. There is a tree trunk at the center of the channel just downstream of the bridge.

CITY/TOWN MAYNARD	B.I.N. 25U	BR. DEPT. NO. M-10-003	8-STRUCTURE NO. M10003-25U-MUN-NBI	INSPECTION DATE SEP 16, 2013
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REMARKS

Item 61.4 - Vegetation

At the South side of the upstream channel, there is an area of large stones with heavy vegetation diverting the river flow toward spans #2 and #3.

Item 61.7 - Aggradation

See Item 61.4.

TRAFFIC SAFETY

Item 36a - Bridge Railing

Both bridge rails consist of mortared stone masonry parapets. See Item 58.7.

Item 36b - Transitions

There are no traffic safety features in place at all four corners of the bridge.

Item 36c - Approach Guardrail

See Item 36b.

Item 36d - Approach Guardrail Ends

See Item 36b.

Photo Log

- Photo 1 : Cracking and patches to wearing surface.
- Photo 2 : West sidewalk missing pavement with vegetation above span #1.
- Photo 3 : Cracked sewer pipe under span #2.
- Photo 4 : Cracked sewer pipe with leakage under span #2.
- Photo 5 : Cracks and bituminous patches to South approach.
- Photo 6 : Typical rusting and flaking to arches at spring lines.
- Photo 7 : Abrasion to West end of South breastwall.
- Photo 8 : Collapsed Northwest channel wall.
- Photo 9 : Abrasion at Southwest end of pierwall #1.
- Photo 10 : Abrasion at East end of pierwall #2.

CITY/TOWN MAYNARD	B.I.N. 25U	BR. DEPT. NO. M-10-003	8.-STRUCTURE NO. M10003-25U-MUN-NBI	INSPECTION DATE SEP 16, 2013
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PHOTOS

Photo 1: Cracking and patches to wearing surface.



Photo 2: West sidewalk missing pavement with vegetation above span #1.

CITY/TOWN MAYNARD	B.I.N. 25U	BR. DEPT. NO. M-10-003	8-STRUCTURE NO. M10003-25U-MUN-NBI	INSPECTION DATE SEP 16, 2013
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PHOTOS

Photo 3: Cracked sewer pipe under span #2.



Photo 4: Cracked sewer pipe with leakage under span #2.

CITY/TOWN MAYNARD	B.I.N. 25U	BR. DEPT. NO. M-10-003	8.-STRUCTURE NO. M10003-25U-MUN-NBI	INSPECTION DATE SEP 16, 2013
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PHOTOS

Photo 5: Cracks and bituminous patches to South approach.



Photo 6: Typical rusting and flaking to arches at spring lines.

CITY/TOWN MAYNARD	B.I.N. 25U	BR. DEPT. NO. M-10-003	8-STRUCTURE NO. M10003-25U-MUN-NBI	INSPECTION DATE SEP 16, 2013
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PHOTOS



Photo 7: Abrasion to West end of South breastwall.



Photo 8: Collapsed Northwest channel wall.

CITY/TOWN MAYNARD	B.I.N. 25U	BR. DEPT. NO. M-10-003	8-STRUCTURE NO. M10003-25U-MUN-NBI	INSPECTION DATE SEP 16, 2013
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PHOTOS



Photo 9: Abrasion at Southwest end of pierwall #1.



Photo 10: Abrasion at East end of pierwall #2.

STRUCTURES INSPECTION FIELD REPORT

2-DIST 03	B.I.N. 24N
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ROUTINE ARCH INSPECTION

BR. DEPT. NO. M-10-005

CITY/TOWN MAYNARD	8-STRUCTURE NO. M10005-24N-MUN-NBI	11-Kilo. POINT 000.145	41-STATUS P:POSTED	90-ROUTINE INSP. DATE SEP 17, 2013
07-FACILITY CARRIED HWY WALNUT ST	MEMORIAL NAME/LOCAL NAME MAYNARD MEMORIAL	27-YR BUILT 1922	106-YR REBUILT 0000	YR REHAB'D (NON 106) 0000
06-FEATURES INTERSECTED WATER ASSABET RIVER	26-FUNCTIONAL CLASS Urban Collector	DIST. BRIDGE INSPECTION ENGINEER M. Azizi <i>[Signature]</i>		
43-STRUCTURE TYPE 111 : Concrete Arch - Deck	22-OWNER Town Agency	21-MAINTAINER Town Agency	TEAM LEADER - R. Orlando <i>[Signature]</i>	
107-DECK TYPE N : Not applicable	WEATHER Sunny	TEMP. (air) 11°C	TEAM MEMBERS D. SMITH <i>[Signature]</i>	

ITEM 58	N	
DECK		DEF
1. Wearing Surface	6	M-P
2. Deck Condition	N	-
3. Spandrel Fill	7	-
4. Curbs	7	-
5. Median	N	-
6. Sidewalks	5	S-P
7. Parapets	N	-
8. Railing	7	M-P
9. Anti Missile Fence	N	-
10. Drainage System	N	-
11. Lighting Standards	7	-
12. Utilities	6	M-P
13. Deck Joints	N	-
14.	N	-
15.	N	-
16.	N	-

CURB REVEAL (In millimeters)	E 75	W 50
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APPROACHES		DEF
a. Appr. Pavement Condition	6	M-P
b. Appr. Roadway Settlement	7	-
c. Appr. Sidewalk Settlement	7	-
d.	N	-

OVERHEAD SIGNS (Attached to bridge)	(Y/N)	N
		DEF
a. Condition of Welds	N	-
b. Condition of Bolts	N	-
c. Condition of Signs	N	-

ITEM 59	5	
SUPERSTRUCTURE		DEF
1. Arch/Arch Ring	5	S-P
2. Keystone Area	N	-
3. Stringers	N	-
4. Floorbeams	6	M-P
5. Spandrel Walls	7	-
6. Spring Lines	6	M-P
7. Diaphragms/Cross Frames	N	-
8. Conn Plt's, Gussets & Angles	N	-
9. Pin & Hangers	N	-
10. Masonry Joints	N	-
11. Rivets & Bolts	N	-
12. Welds	N	-
13. Deformation/Flattening	8	-
14. Member Alignment	N	-
15. Paint/Coating	N	-
16.	N	-

Year Painted	N
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COLLISION DAMAGE: *Please explain*
None () Minor () Moderate () Severe ()

LOAD DEFLECTION: *Please explain*
None () Minor () Moderate () Severe ()

LOAD VIBRATION: *Please explain*
None () Minor () Moderate () Severe ()

Any Fracture Critical Member: (Y/N) **N**

Any Cracks: (Y/N) **N**

ITEM 60	5	
SUBSTRUCTURE		DEF
1. Abutments	Dive	Cur
a. Pedestals	N	N
b. Bridge Seats	N	N
c. Backwalls	N	N
d. Breastwalls	N	5
e. Wingwalls	N	6
f. Slope Paving/Rip-Rap	N	7
g. Pointing	N	N
h. Footings	N	H
i. Piles	N	N
j. Scour	N	6
k. Settlement	N	6
l. Channel Walls	N	6
m.	N	N
2. Piers or Bents		N
a. Pedestals	N	N
b. Caps	N	N
c. Columns	N	N
d. Stems/Webs/Pierwalls	N	N
e. Pointing	N	N
f. Footing	N	N
g. Piles	N	N
h. Scour	N	N
i. Settlement	N	N
j.	N	N
k.	N	N
3. Pile Bents		N
a. Pile Caps	N	N
b. Piles	N	N
c. Diagonal Bracing	N	N
d. Horizontal Bracing	N	N
e. Fasteners	N	N

UNDERMINING (Y/N) If YES please explain **N**

COLLISION DAMAGE:
None () Minor () Moderate () Severe ()

I-60 (Dive Report): **N** I-60 (This Report): **5**

93B-U/W (DIVE) Insp **00/00/00**

X=UNKNOWN N=NOT APPLICABLE H=HIDDEN/INACCESSIBLE R=REMOVED

CITY/TOWN MAYNARD	B.I.N. 24N	BR. DEPT. NO. M-10-005	8-STRUCTURE NO. M10005-24N-MUN-NBI	INSPECTION DATE SEP 17, 2013
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ITEM 61				6
CHANNEL & CHANNEL PROTECTION				
	Dive	Cur	DEF	
1.Channel Scour	N	6	M-P	
2.Embankment Erosion	N	7	-	
3.Debris	N	7	-	
4.Vegetation	N	7	-	
5.Utilities	N	N	-	
6.Rip-Rap/Slope Protection	N	N	-	
7.Aggradation	N	7	M-P	
8.Fender System	N	N	-	

STREAM FLOW VELOCITY:
Tidal () High (X) Moderate () Low () None ()

ITEM 61 (Dive Report): N ITEM 61 (This Report) 6

93b-U/W INSP. DATE:

ITEM 36 TRAFFIC SAFETY			
	36	COND	DEF
A. Bridge Railing	0	7	M-P
B. Transitions	0	0	S-A
C. Approach Guardrail	0	0	S-A
D. Approach Guardrail Ends	0	0	S-A

WEIGHT POSTING Not Applicable

H	3	3S2	Single
07	08	12	N

Actual Posting

H	3	3S2	Single
07	08	12	N

Recommended Posting

Waived Date: EJDMT Date:

At bridge	Other Advance
N S	N S
Y N	N N
7 7	

Signs In Place (Y=Yes, N=No, NR=Not Required)
Legibility/Visibility

ACCESSIBILITY (Y/N/P)		
	Needed	Used
Lift Bucket	N	N
Ladder	N	N
Boat	N	N
Waders	Y	Y
Inspector 50	N	N
Rigging	N	N
Staging	N	N
Traffic Control	N	N
RR Flagger	N	N
Police	N	N
Other:		
	N	N

TOTAL HOURS

CLEARANCE POSTING

Not Applicable X

E	W	meter
ft in	ft in	
0 0	0 0	

Actual Field Measurement

Posted Clearance

At bridge	Advance
E W	E W
/ /	/ /

Signs In Place (Y=Yes, N=No, NR=Not Required)
Legibility/Visibility

PLANS (Y/N): Y

(V.C.R.) (Y/N): N

TAPE#: _____

List of field tests performed:

RATING

Rating Report (Y/N): Y

Date:

Inspection data at time of existing rating
1 58: - 1 59: 5 1 60: 6 Date :03/25/2002

(To be filled out by DBIE)

Request for Rating or Rerating (Y/N): N

REASON: _____

If YES please give priority:
HIGH () MEDIUM () LOW ()

CONDITION RATING GUIDE (For Items 58, 59, 60 and 61)

CODE	CONDITION	DEFECTS
N	NOT APPLICABLE	
G 9	EXCELLENT	Excellent condition.
G 8	VERY GOOD	No problem noted.
G 7	GOOD	Some minor problems.
F 6	SATISFACTORY	Structural elements show some minor deterioration.
F 5	FAIR	All primary structural elements are sound but may have minor section loss, cracking, spalling or scour.
P 4	POOR	Advance section loss, deterioration, spalling or scour.
P 3	SERIOUS	Loss of section, deterioration, spalling or scour have seriously affected primary structural components. Local failures are possible. Fatigue cracks in steel or shear cracks in concrete may be present.
C 2	CRITICAL	Advance deterioration of primary structural elements. Fatigue cracks in steel or shear cracks in concrete may be present or scour may have removed substructure support. Unless closely monitored it may be necessary to close the bridge until corrective action is taken.
C 1	"IMMINENT" FAILURE	Major deterioration or section loss present in critical structural components or obvious vertical or horizontal movement affecting structure stability. Bridge is closed to traffic but corrective action may put it back in light service.
0	FAILED	Out of service - beyond corrective action.

DEFICIENCY REPORTING GUIDE

DEFICIENCY: A defect in a structure that requires corrective action.

CATEGORIES OF DEFICIENCIES:

M= Minor Deficiency - Deficiencies which are minor in nature, generally do not impact the structural integrity of the bridge and could easily be repaired. Examples include but are not limited to: Spalled concrete, Minor pot holes, Minor corrosion of steel, Minor scouring, Clogged drainage, etc.

S= Severe/Major Deficiency - Deficiencies which are more extensive in nature and need more planning and effort to repair. Examples include but are not limited to: Moderate to major deterioration in concrete, Exposed and corroded rebars, Considerable settlement, Considerable scouring or undermining, Moderate to extensive corrosion to structural steel with measurable loss of section, etc.

C-S= Critical Structural Deficiency - A deficiency in a structural element of a bridge that poses an extreme unsafe condition due to the failure or imminent failure of the element which will affect the structural integrity of the bridge.

C-H= Critical Hazard Deficiency - A deficiency in a component or element of a bridge that poses an extreme hazard or unsafe condition to the public, but does not impair the structural integrity of the bridge. Examples include but are not limited to: Loose concrete hanging down over traffic or pedestrians, A hole in a sidewalk that may cause injuries to pedestrians, Missing section of bridge railing, etc.

URGENCY OF REPAIR:

I = Immediate- [Inspector(s) immediately contact District Bridge Inspection Engineer (DBIE) to report the Deficiency and to receive further instruction from him/her]

A = ASAP- [Action/Repair should be initiated by District Maintenance Engineer or the Responsible Party (if not a State owned bridge) upon receipt of the Inspection Report]

P = Prioritize- [Should be prioritized by District Maintenance Engineer or the Responsible Party (if not a State owned bridge) and repairs made when funds and/or manpower is available].

CITY/TOWN MAYNARD	B.I.N. 24N	BR. DEPT. NO. M-10-005	8-STRUCTURE NO. M10005-24N-MUN-NBI	INSPECTION DATE SEP 17, 2013
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REMARKS

BRIDGE ORIENTATION

According to the plans, the approaches are South and North and the elevations are West and East. This structure is a single span reinforced concrete arch. The river flows from West to East.

ITEM 58 - DECK

Item 58.1 - Wearing Surface

The bituminous concrete wearing surface has isolated minor transverse and longitudinal cracking throughout.

Item 58.4 - Curbs

Both curbs have isolated full height hairline cracks.

Item 58.6 - Sidewalks

Both sidewalks have several full width hairline cracks. The East sidewalk has one 1/16 inch crack near the center, and the West sidewalk has two 1/16 inch wide cracks (one near the center and one at the North end). The underside of both sidewalks have many areas of minor to moderate delamination and spalling with exposed rusted rebar, up to 2 inches deep. **See Photo 1.**

Item 58.8 - Railing

The bridge rails have isolated small areas of exposed rusted rebar due to insufficient cover. The Southeast endpost has minor cracking to the top.

Item 58.12 - Utilities

There is a suspended utility pipe that runs through both ends of the arch. The pipe has moderate surface rusting throughout. There is a large utility pipe supported by hangers under the East sidewalk.

APPROACHES

Approaches a - Appr. Pavement Condition

Both approaches have isolated minor transverse and longitudinal cracking throughout. **See Photo 2.**

ITEM 59 - SUPERSTRUCTURE

Item 59.1 - Arch/Arch Ring

The underside of the arch ring has many areas of minor scaling, spalling, delamination, and efflorescence throughout.

There is a 14 foot long x up to 12 foot wide area of delamination around the South end of the utility pipe, with spalling up to 8 feet long x 6 inches wide x 4 inches deep, with exposed rusted rebar. This area also has bleeding rust and water leakage around the pipe. **See Photo 3.**

There is a 12 foot long x 3 inch wide area of delamination at the South end of the West arch fascia. **See Photo 4.**

There is minor spalling around several utility hangers.

There is a 1 foot diameter x 2 inch deep spall with exposed rusted rebar near the North end of the utility pipe.

CITY/TOWN MAYNARD	B.I.N. 24N	BR. DEPT. NO. M-10-005	8-STRUCTURE NO. M10005-24N-MUN-NBI	INSPECTION DATE SEP 17, 2013
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REMARKS

Item 59.1 - Arch/Arch Ring (Cont'd)

There is a 2-1/2 foot long x 8 inch high x 3 inch deep spall with exposed rusted rebar at the crown of the East arch ring fascia. **See Photo 5.**

There is a 4 foot long x 1 foot high x 1 inch deep area of scaling at the center of the North spring line, exposing course aggregate.

Item 59.4 - Floorbeams

There are cantilevered reinforced concrete floorbeams that support the sidewalks on both sides of the bridge. The floorbeams have isolated minor delamination and spalling with exposed shallow rebars. **See Photo 1.**

Item 59.6 - Spring Lines

See Item 59.1.

Item 59.15 - Sidewalk Beams

The undersides of the concrete sidewalk beams have several areas of minor delamination and shallow spalling throughout, with exposed rusted rebar. **See Photo 1.**

ITEM 60 - SUBSTRUCTURE

Item 60.1 - Abutments

Item 60.1.d - Breastwalls

South: There is a full height x 1/2 inch wide diagonal settlement crack at the West end. **See Photo 6.** The remainder of the breastwall has isolated areas of minor to moderate abrasion throughout, with a 3 foot long x 2 foot high x up to 6 inch deep area of abrasion at the East end. **See Photos 7 and 8.**

North: There is a 1-1/2 foot long x 4 inch high x 1-1/2 inch deep spall with exposed rusted rebar near the East end. There are isolated areas of minor abrasion throughout, with minor hairline cracking and efflorescence to the West half. **See Photo 9.**

Item 60.1.e - Wingwalls

The Southeast wingwall consists of dry laid masonry that has missing chinking stones and minor bulging to the lower half. **See Photo 10.**

Item 60.1.j - Scour

There is minor scour at both upstream corners and minor to moderate scour (up to 2 feet deep) along the entire South abutment.

Item 60.1.k - Settlement

See Item 60.1.d.

Item 60.1.l - Channel Walls

There is a 1 inch wide settlement crack through the Northwest channel wall.

SubStructure Scour Notes

Re: Item #61.1.

CITY/TOWN MAYNARD	B.I.N. 24N	BR. DEPT. NO. M-10-005	8-STRUCTURE NO. M10005-24N-MUN-NBI	INSPECTION DATE SEP 17, 2013
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REMARKS

ITEM 61 - CHANNEL AND CHANNEL PROTECTION

Item 61.1 - Channel Scour

See Item 60.1.j.

Item 61.7 - Aggradation

There is minor aggradation along the North half of the channel.

TRAFFIC SAFETY

Item 36a - Bridge Railing

The bridge rails consist of reinforced concrete posts and rails. See Item 58.8 for condition remarks.

Item 36b - Transitions

There are no traffic safety features in place at all four corners of the bridge. There is chain link fence with steel posts at the Southwest, Southeast and Northeast corners of bridge. The Northwest corner has a wrought iron picket fence.

Item 36c - Approach Guardrail

See Item 36b.

Item 36d - Approach Guardrail Ends

See Item 36b.

Photo Log

- Photo 1 : Typical underside of the sidewalks, floorbeams, and sidewalk beam.
- Photo 2 : Typical cracking to the approach pavement.
- Photo 3 : Area of delamination and spalling to the arch at the South end of the utility.
- Photo 4 : Delamination at the South end of the West arch fascia.
- Photo 5 : Spall to the crown on the East arch fascia.
- Photo 6 : Crack at the West end of the South breastwall.
- Photo 7 : Typical abrasion to the South breastwall.
- Photo 8 : Abrasion at the East end of the South breastwall.
- Photo 9 : Hairline cracking and efflorescence to the West half of the North breastwall.
- Photo 10 : Southeast wingwall.

CITY/TOWN MAYNARD	B.I.N. 24N	BR. DEPT. NO. M-10-005	8-STRUCTURE NO. M10005-24N-MUN-NBI	INSPECTION DATE SEP 17, 2013
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PHOTOS

Photo 1: Typical underside of the sidewalks, floorbeams, and sidewalk beam.



Photo 2: Typical cracking to the approach pavement.

CITY/TOWN MAYNARD	B.I.N. 24N	BR. DEPT. NO. M-10-005	8-STRUCTURE NO. M10005-24N-MUN-NBI	INSPECTION DATE SEP 17, 2013
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PHOTOS

Photo 3: Area of delamination and spalling to the arch at the South end of the utility.



Photo 4: Delamination at the South end of the West arch fascia.

CITY/TOWN MAYNARD	B.I.N. 24N	BR. DEPT. NO. M-10-005	8-STRUCTURE NO. M10005-24N-MUN-NBI	INSPECTION DATE SEP 17, 2013
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PHOTOS

Photo 5: Spall to the crown on the East arch fascia.



Photo 6: Crack at the West end of the South breastwall.

CITY/TOWN MAYNARD	B.I.N. 24N	BR. DEPT. NO. M-10-005	8.-STRUCTURE NO. M10005-24N-MUN-NBI	INSPECTION DATE SEP 17, 2013
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PHOTOS



Photo 7: Typical abrasion to the South breastwall.



Photo 8: Abrasion at the East end of the South breastwall.

CITY/TOWN MAYNARD	B.I.N. 24N	BR. DEPT. NO. M-10-005	8-STRUCTURE NO. M10005-24N-MUN-NBI	INSPECTION DATE SEP 17, 2013
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PHOTOS

Photo 9: Hairline cracking and efflorescence to the West half of the North breastwall.



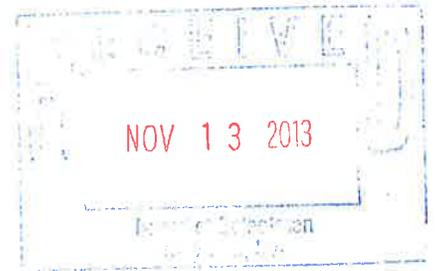
Photo 10: Southeast wingwall.



November 12, 2013

Via overnight delivery

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



Re: Franchise Fee Payment – November 2013

Dear Chairman and Members of the Board:

In accordance with the Maynard Cable Television Renewal License, please find enclosed the percentage payment due no later than November 2013.

Please do not hesitate to contact me with any questions at 978.825.2308.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ben Pearlman'.

Ben Pearlman
Sr. Manager of Government & Regulatory Affairs

Enclosure



COMCAST FINANCIAL AGENCY CORPORATION
 A Comcast Cable Communications Group Company
 1701 JFK Boulevard
 Philadelphia, PA 19103-2838

12834792

PAGE: 1 of 1

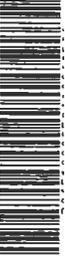
DATE: October 31, 2013

CHECK NUMBER: 510425802

AMOUNT PAID: \$20,664.01



00402 CKS 6A 13304 - 0510425802 NNNNNNNNNN 3045100005007 X193A1 C
 MAYNARD TOWN OF MA
 195 MAIN ST
 MAYNARD MA 01754



VENDOR NUMBER: 157313

VENDOR: MAYNARD TOWN OF MA

INVOICE NO.	INVOICE DATE	ACCOUNT NUMBER	DESCRIPTION	DISCOUNT AMOUNT	NET AMOUNT
123512	09/30/13		305294-Maynard MA	\$0.00	\$20,664.01
TOTALS				\$0.00	\$20,664.01

PLEASE DETACH BEFORE DEPOSITING CHECK



COMCAST FINANCIAL AGENCY CORPORATION
 A Comcast Cable Communications Group Company
 1701 JFK Boulevard
 Philadelphia, PA 19103-2838

CHECK NUMBER

510425802

56-1544
441

October 31, 2013

*** VOID AFTER 180 DAYS ***

PAY TO THE ORDER OF: **MAYNARD TOWN OF MA
 195 MAIN ST
 MAYNARD, MA 01754**

CHECK AMOUNT

\$20,664.01

EXACTLY *****20,664 DOLLARS AND 01 CENTS

JPMorgan Chase Bank, N.A.
 Columbus, OH



Catherine Jorgis

Authorized Signature





System Name: Comcast of Massachusetts III, Inc.
Email: Patrick_Moore@cable.comcast.com
Phone: 610-650-2999

Vendor ID:	157313
Contract Name:	Maynard MA
Statement Period:	Jul - Sep, 2013
Payment Amount:	\$20,664.01
Statement Number:	123512
CUID:	None
System ID:	8773-1000-3590

MAYNARD TOWN OF MA
195 MAIN ST

MAYNARD, MA, 01754

This statement represents your payment for the period listed above.

Revenue Category	Amount
Expanded Basic Video Service	\$194,392.29
Limited Basic Video Service	\$52,566.39
Digital Video Service	\$103,756.66
Pay	\$46,236.12
PPV / VOD	\$19,123.80
Video Equipment	\$1,198.75
Digital Video Equipment	\$19,740.66
Video Installation / Activation	\$3,218.93
Franchise Fees	\$22,589.02
PEG Fees	\$9,417.98
Other	\$1,948.66
Late Fees	\$1,150.97
Write-offs / Recoveries	(\$3,320.79)
Ad Sales	\$12,022.38
Home Shopping Commissions	\$2,168.66
Total	\$486,210.48
Franchise Fee %	4.25 %
Franchise Fee	\$20,664.01

To the best of my knowledge and belief, the above is a true and correct statement for the accounting of the gross revenues received by this corporation for the period.



Pat Moore
Analyst

Vendor No. 300008981 Our Account With You Check No. 1231001950
Vendor Name TOWN OF MAYNARD Payment Doc. No. 2000003602 Check Date 11/12/2013

Date	Invoice No.	Doc No.	Gross	Discount	Net
11/12/2013	31535FIOS 31535FIOS Video Payment	1900311989	24,486.52	0.00	24,486.52

Check Total 24,486.52

231
Please call 972-718-5090 if there are questions regarding this payment
or further payment information visit our web site at

FOLD ALONG PERFORATED DOTTED LINE & REMOVE CHECK

Verizon THIS DOCUMENT CONTAINS MULTIPLE FRAUD DETERRENT SECURITY FEATURES - SEE REVERSE

66-156/531
Check No. 1231001950

Date: 11/12/2013

Y EXACTLY *** TWENTY-FOUR THOUSAND FOUR HUNDRED EIGHTY-SIX USD and
FIFTY-TWO Cents ***

\$*****24,486.52*

1231

TO THE TOWN OF MAYNARD
ORDER OF

Wells Fargo Bank, N.A.

Verizon Treasury

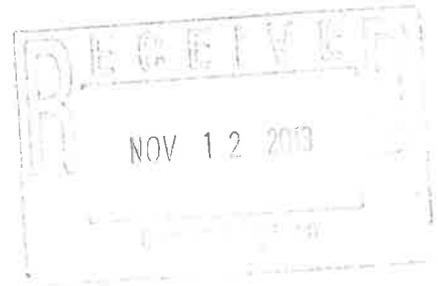
VOID

Security Features Included (D) Details on back

November 6, 2013

Dayle & Janet MacGillivray
14 Assabet Street
Maynard, MA 01754

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



Dear Board of Selectman,

We are writing to express our recognition and appreciation of the excellent job that the Public Works Department did in improvements to the drainage and the paving of Shore Ave. Our driveway is on Shore Ave and all winter long we would have ice accumulate at the bottom of the driveway which made it very difficult to access without sliding and getting stuck in the road. The way the department engineered the drainage on Shore Ave works perfectly and will prevent puddles, ice buildup and ruts.

We'd also like to thank the DPW for restoring our lawn to the way it was previous to the drainage work.

It is very encouraging to see improvements being made around town under the direction of the current Public Works Director.

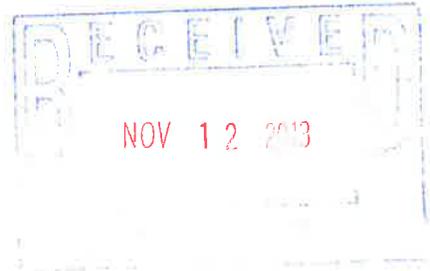
With our Sincere Thanks,

Dayle & Janet MacGillivray
Dayle and Janet MacGillivray

cc: Christopher Okafor, Director of Operations – Public Works

November 6, 2013

Honorable Board of Selectman
Brendon Chetwynd, Chairman
Town of Maynard
195 Main Street
Maynard, MA 01754



Dear Chairman Chetwynd and Board Members,

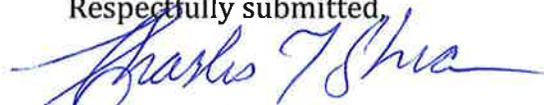
Re: cemetery plot purchase

I recently tried to fully implement the remaining segment of my Estate Planning Trust by purchasing a cemetery plot here in Maynard. As a resident I did not believe it would be an issue, but I was wrong. I recently had a conversation with the DPW, who now is in charge of the Cemetery Division for the Town.

In that discussion I learned that cemetery plots are only available to those who are either terminally ill or recently deceased. Obviously, I am neither. I am merely seeking to finalize my Estate Plan. Apparently, that is their policy, and furthermore I have been informed only the Board of Selectman can authorize the sale of a cemetery plot to one who does not fit the current criteria. I do not wish to receive special consideration, but as a resident of the Town I feel all residents should have this option. In reflecting on the policy itself, I would think any Town resident should have the option to purchase a plot regardless of their current health situation. Likewise, I believe it would be acceptable to hold non-residents to the higher standard.

In any event, I am before you now, and I respectfully ask you to grant my request to purchase a cemetery plot, allowing me to finalize my Estate Plan and have peace of mind on this issue.

Respectfully submitted,


Charles T. Shea



NOV 12 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 Dzenkuc

C. Parties Involved by Name and Address (if known): N/A

C. Time and Date of Altercation: SUN NOV 11TH @ approx 12:30AM.

D. Action taken by Manager and what time: Police were called by patron.

E. Description of the circumstances including damage and any apparent injuries: When police arrived verbal altercation continued for short period of time. Police sent everybody home.

No apparent damages or injuries. Verbal altercation not physical altercation.

Frank Dzenkuc Jr
Signature of Person Making Report

11/11/13
Date of Report

978.793.1512
Phone # of Signature Person



**Maynard Police Department
Incident Report**

Page: 1
11/12/2013

**Incident #: 13-687-OF
Call #: 13-8432**

Date/Time Reported: 11/10/2013 0053
Report Date/Time: 11/10/2013 0131
Status: No Crime Involved
Reporting Officer: Sergeant Thomas Neufell

Signature: _____

#	INVOLVED	SEX	RACE	AGE	SSN	PHONE
---	----------	-----	------	-----	-----	-------

1	NAJERA, JOSE ANTONIO 179 MAIN ST Apt. ##2 MAYNARD MA 01754-2509	M	W	42	459-39-8206	
---	---	---	---	----	-------------	--

Military Active Duty: N
HEIGHT: 604 WEIGHT: 300 HAIR: BLACK EYES: NOT AVAIL.
BODY: STOCKY COMPLEXION: LIGHT BROWN
DOB: 04/16/1971 PLACE OF BIRTH: NOT AVAIL.
LICENSE NUMBER: MA S76297970 ETHNICITY: HISPANIC

[CONTACT INFORMATION]

Home Phone (Primary) 978-298-5013

[APPEARANCE]

GLASSES WORN: NO

#	EVENTS (S)
---	------------

LOCATION TYPE: Other/Unknown PLEASANT CAFE INC. 36 MAIN ST MAYNARD MA 01754	Zone: North of Rt. 62
--	-----------------------

1 Disturbance

NARRATIVE FOR SERGEANT THOMAS A NEUFELL

Ref: 13-687-OF

Entered: 11/10/2013 @ 0134 Entry ID: TNEUF
Modified: 11/10/2013 @ 0151 Modified ID: TNEUF

On November 09, 2013, I was the Sergeant working the 11p-7a shift. At approx. 00:53 (11-10-13), dispatch (Det. Seeley, working a patrol shift) advised Off. Davoll and myself to respond to the Pleasant Cafe, 36 Main St., for a report of a man in a leather red sox jacket and a prosthetic leg trying to fight people.

Upon arrival, I observed Jose "Tony" Najero, in a leather red sox jacket talking to two people on the sidewalk. They were determined not to be involved and dispersed. Tony advised me that he was leaving, walking down the sidewalk, and a short man in a tannish sweater bumped into him, almost knocking him over. That person did not acknowledge such, nor apologize for same. Tony turned around and stated they had words with Tony noting his size difference over the other man and what he could do to him if he wanted, and that he was pretty rude for almost knocking him over and not apologizing. The other man just shrugged his shoulders. Other friends of the other man then came over and had gotten involved, seemingly trying to calm Tony down, as I heard one say to Tony when I arrived that it was a misunderstanding.

I asked Tony where the other man was now, and he pointed up the street and stated he didn't know, and that he was wearing a tan sweater. I advised Tony he was all set and to go home. I then went in the Pleasant Cafe and talked to Frank Dzerkacz, who stated the argument was outside, there was nothing physical, and it seemed like two hot-heads arguing. I asked Frank if he knew who the other subject involved was, and he stated he didn't know. I did not see anyone in a tan sweater, as a lot of people had left the bar and area since I arrived. I asked Frank to do a report for the Selectmen, which he stated he would. I asked Frank if he wanted to Trespass Tony, and he stated he did not.

Sgt. Neufell

Date Posted: November 14, 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, November 18, 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): **October 21, 2013**
2. 7:00 p.m. Petition of James W. Oakman, 26 Crane Avenue, Maynard, 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.
3. Review existing Zoning Board of Appeals (ZBA) Application Packet for meeting date update and discussion of new ZBA regularly scheduled meeting date

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson: Paul Scheiner

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

Date: November 14, 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 _____ Nov _____ 18 _____ 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 FY14 Actuals and budget status
Discuss FY15 budget format

4. Other: _____

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson Peter Campbell _____

Posted by: _____

Date: _____



MAYNARD GOLF COURSE RE-USE COMMITTEE

Monday, November 18th, 2013 @ 7:00 PM

Town Hall
Lower Level
Mtg. # 19-2

- **Committee:**
 - Open meeting, verify quorum
 - Approve minutes from October 28th, 2013 meeting

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

- **Open issues/New Business:**
 - Open Comments from Public
 - Committee Round Table
 - Proposed Meetings for December :
December 16th, 2013

Chairperson: Mark Grundstrom Posted by: Mark Grundstrom Posting date: November 12 2013

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

This agenda is subject to change.



The Maynard Business Alliance's
Second Annual
Holiday Sip & Stroll
Saturday, December 7th from 6-8 p.m.

NEW & IMPROVED Lighting in Memorial Park at 6 p.m. with Chairman of the Board of Selectmen Brendon Chetwynd and State Representative Kate Hogan. See Santa Drive by in a Fire Truck!

Then Take a Stroll Around Town to Enjoy:

“A Hot Chocolate House” at Summer St. Fine Consign (42 Summer St.)



**A Visit with Santa Claus at Prudential Prime Properties
(Refreshments and Candy Canes for the Kids)**



Holiday Sale at ArtSpace 12-7 p.m. (63 Summer St.)



Union Congregational Church: Vote for Your Favorite Holiday Window & A Kids Craft Table Sponsored by the Girl Scouts



**Carolers: Holy Annunciation Orthodox Church Choir
& Three Rivers Chorus**



Scotch Tasting at Main Street Liquors



**Great Holiday Store Specials & Light Refreshments
“SHOP LOCAL”**



Wear Your Fun Holiday Hat!!!!

maynardbusinessalliance.org

PARKING ENFORCEMENT

OVERNIGHT PARKING RESTRICTIONS:

From December 1st 2013 to March 15, 2014 there is NO Parking on the street overnight. Time restrictions are from 2:00 am to 6:00 am. The fine for violations is \$20.00. If a vehicle is disabled and unable to be moved please call the station. (978-897-1011)

PARKING METERS DOWNTOWN:

There is no cost for metered parking downtown after 5:00 PM Monday through Saturday. Parking is free Sundays and holidays.

HOLIDAY PARKING AT METERS:

**First 2-hours of metered parking free from November 29th thru December 31, 2013.
Happy Holidays from the Board of Selectman**

BOARD OPENINGS

NOVEMBER 2013

Following is a list of Board openings as of November 2013

American Disability Act – 5 opening

Affordable Housing Trust – 5 openings

Board of Appeals Alternates – 2 openings

Cable Television Committee – 4 openings

Council on Aging - 6 openings

Cultural Council – 4 openings

Registrars – 1 opening

Planning Board – Alternate – 1 opening

Those interested in being considered for appointment can send a letter of interest and resume' to the Office of the Selectmen, 195 Main St. Maynard.

Selectmen's Office
195 Main St.
Maynard, MA. 01754
978-897-1301

Email: ksweet@townofmaynard.net
bmosca@townofmaynard.net



TOWN OF MAYNARD
Department of Public Work
MUNICIPAL BUILDING
195 Main Street
Maynard, MA 01754
Tel: 978-897-1317 Fax: 978-897-7290
www.townofmaynard-ma.gov

Agenda item

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.



Young Eagles Flight Rally
View the photo gallery a
KED LOCAL PHOTO/JAMES JESS

A public hearing will be held on Monday, October 21, 2013 at 7:15 p.m. at the Maynard Town Building, 195 Main Street, Maynard, Room 101, to hear all persons interested in the 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 requested as a

Tax hearing
7:30

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easements, restrictions, covenants, conditions and takings of record, insofar as the same are now in force and applicable. For mortgagor's title see deed recorded herewith. For mortgagor's title see deed recorded with the Middlesex County (Southern District) Registry of Deeds in Book 53735, Page 157. The premises will be sold subject to any and all unpaid taxes and other municipal assessments and liens, and subject to prior liens or other enforceable encumbrances of record entitled to precedence over this mortgage, and subject to and with the benefit of all easements, restrictions, reservations and conditions of record and subject to all tenancies and/or rights of parties in possession. Terms of the Sale: Cash, cashier's or certified check in the sum of \$5,000.00 as a deposit must be shown at the time and place of the sale in order to qualify as a bidder (the mortgage holder and its designee(s) are exempt from this requirement); high bidder to sign written Memorandum of Sale upon acceptance of bid; balance of purchase price payable in cash or by certified check in thirty (30) days from the date of the sale at the offices of mortgagee's attorney, Korde & Associates, P.C., 321 Billerica Road, Suite 210, Chelmsford, MA 01824-4100 or such other time as may be designated by mortgagee. The description for the premises contained in said mortgage shall control in the event of a typographical error in this publication."

Other terms to be announced at the sale. PHH Mortgage Corporation Korde & Associates, P.C. 321 Billerica Road Suite 210 Chelmsford, MA 01824-4100 (978) 256-1500 (PHH 13-011822/Trivedi)(10-10-13, 10-17-13, 10-24-13)(302928)

AD#13018723
Beacon Villager 10/10, 10/17, 10/24/13

2013-2014 SEASON
Hrux Hanger Acoustic Director
Enterprise Bank
October 19 at 7:30 pm
ig Arts Center, 56 King Street
4 or www.indianhillmusic.org

Paul Scheiner, Chairman
AD#13011079
Beacon Villager 10/3, 10/10/13

TAX LEVY HEARING
LEGAL NOTICE

As required by Massachusetts General Law Chapter 40, Section 56, the Maynard Board of Selectmen will hold their annual fiscal year 2014 Tax Classification Hearings on Tuesday, November 19, 2013 at 7:30 PM in the Michael J. Gianotis meeting Room (No. 201) at the Maynard Town Building. The purpose of the hearing is to determine the percentages of the local tax levy to be borne by each class of real property. The Public is welcome to attend

Maynard Board of Selectmen
Dawn Capello
James Buscemi
David Gavin
William Cranshaw
Brendon Chetwynd

AD#13015119
Beacon Villager 10/10, 10/17/13

24 DEER PATH, MAYNARD
LEGAL NOTICE
MORTGAGEE'S SALE OF REAL ESTATE

By virtue of and in execution of the Power of Sale contained in a certain mortgage given by Manan B. Trivedi to Mortgage Electronic Registration Systems, Inc. acting solely as nominee for NE Moves Mortgage, LLC, dated October 26, 2009 and recorded at Middlesex County (Southern District) Registry of Deeds in Book 53735, Page 159 of which mortgage PHH Mortgage Corporation is the present holder by assignment from Mortgage Electronic Registration Systems, Inc. as nominee for NE Moves Mortgage, LLC to PHH Mortgage Corporation dated January 4, 2013 recorded at Middlesex County (Southern District) Registry of Deeds in Book 60906, Page 455, for breach of conditions of said mortgage and for the purpose of foreclosing the same, the mortgaged premises located at Unit No. 5, Building No. 24, In the Deer Hedge Run Condominium, 24 Deer Path, Maynard, MA 01754 will be sold at a Public Auction at 11:00 AM on November 8, 2013, at the mortgaged premises, more particularly described below, all and singular the premises described in said mortgage, to wit:

All that certain premises and proportionate interest in Deer Hedge Run Condominium situated in Maynard, Middlesex County, Massachusetts more particularly described as follows: Unit No. 5 in Building No. 24 of a certain condominium know as Deer Hedge Run Condominium located at 24 Deer Path, No. 5 in the Town of Maynard, Middlesex County, Commonwealth of Massachusetts, a condominium established pursuant to Massachusetts General Laws, Chapter 183A, as amended by a Master Deed dated June 24, 1987 and recorded with Middlesex South District Registry of Deeds on July 1, 1987 in Book 18278, Page 824, as amended by instruments

To place a legal ad call Carol at (781) 433-7903

Datebook Guidelines:
• Datebook ads are limited to event listings.
• Weekly Regional Papers MetroWest Daily News
To Place an Advertisement Call Linda at 781-433-7921 or Betty at 781-433-7905

October 19
BDI Beadesigner International The New England Bead Society
35th BEAD AFFAIRE
Bead Show and Sale - 50+ Vendors
Saturday, October 19, 2013
Armenian Cultural Center 47 Nichols Ave. Watertown, MA 10 am-5 pm
Beads - Finished Beaded Jewelry-Demonstrations Supplies - Findings- Books-Tools
Beads: Handcrafted, Strands, Glass, Vintage, Metal, Trade, Seed, Pearl, Gemstone, Polymer, more
beadesignerintl.org
Facebook.com/BeadAffaire