



AGENDA
Maynard Board of Selectmen's Meeting
December 17, 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. Public Comment
4. Acceptance of Minutes
 - December 3, 2013
5. Correspondence
 - Fire Department Monthly Report for November 2013
 - Town Clerk Monthly Report for November 2013
 - Police Department Monthly Report for November 2013
 - DPW Monthly Report for November 2013
 - Library Monthly Report for November 2013
 - Assessors Monthly Report for Sept, October, November 2013
 - Meeting Notice, 129 Parker Street Ad-Hoc 12/7/13
 - Retirement meeting 12/5/13
 - Town Hall Hours thru June 30, 2014
 - MIIA, RE, CREDIT APPROVED BY MIIA BOD 12/4/13
 - Meeting Notice, 1/16/14, Revitalize Maynard Collaborative
 - Meeting Notice, Planning Board, 12/10/13

- Meeting Notice, Board of Assessors, 12/10/13
- Meeting notice, Finance Committee, 12/9/13
- VHB, On Call Engineering Service, Wayne Amico
- RE: CBME vs MHS Nov 22, 2013
- Resignation Letter, COA, Rosalie Poitras, 12/6/13
- Resignation Letter, COA, Nancy Hatch, 12/6/13
- Meeting Notice, 129 Parker Street Ad Hoc Committee, 12/4/13, 12/11/13
- Meeting Notice, Board of Appeals, 12/16/13
- Meeting Notice, Golf Re-Use Committee, 12/9/13
- DOR, notice for Assabet Valley Reg. High School, 11/26/13
- Meeting Notice, CPC, 12/4/13
- Incident report, Peyton's 12/3/13
- Resignation from Jerry Culbert Dec 2013 moved to FL.
- Resignation from Josh Morse no date.
- Resignation from Josh Philbrook June 2013.
- Board of Appeals, meeting notice 12/16/13
- Final Tax Rate set FY 2014

6. Consent Agenda

- Cemetery Deed 2009 and (1) Liquor License
- Renewal of all Ad-Hoc Committees:, 129 Parker Street Ad-Hoc, Local Emergency Planning Committee, Maynard Green Communities Committee.

7. Introduction: Andrew Scribner-MacLean, Assistant Town Administrator.

8. Appointment: Cultural Council, Reya Stevens.

9. Discussion: Elizabeth Milligan, Making Maynard an Art destination and Cultural Council updates.

10. Water Abatements; ID # 3783-1, ID # 581, ID # 8338.

11. Reserve Fund Transfer, Library, New Server for the Library.

12. Discussion: Chairman Finance Committee, Peter Campbell – FY15 Budget.

13. Fiscal Year 2015 Budget Discussion.

14. 129 Parker Street Ad-hoc Committee update.
15. Town Administrator's Report.
16. Chairman's Report.
17. Old/New Business.
18. Executive Session.
19. Adjourn (9:30)

Respectfully submitted,

Kevin Sweet, Town Administrator

A handwritten signature in black ink that reads "Kevin A. Sweet". The signature is written in a cursive style with a long horizontal stroke at the end.

Next meeting date: January 7, 2014 (Regular Meeting)

THIS AGENDA IS SUBJECT TO CHANGE



OFFICE OF THE
BOARD OF SELECTMEN
TOWN OF MAYNARD

MUNICIPAL BUILDING
195 MAIN STREET

MAYNARD, MASSACHUSETTS 01754

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

Selectmen's Meeting Minutes

Tuesday, December 3, 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.

(This public meeting was recorded).

Pledge of Allegiance

Public Comments: Vic Tomyl resident of Maynard commented on the balance of the "PEG FUNDS" since the transfer approval of the \$90,000.00 over to MHS/WAVM. The Meal Tax what is in that account? TA, K. Sweet will follow up with that information. Memorialize the "PARKS" Sel. Gavin is still working that task. Do we still have issue with Mr. MacDonald? His property abuts GATEWAY into our Downtown. TA said our legal is still working that issue for us. Glenwood Cemetery is in bad shape! Problem with lighting Downtown it is bad. Nason / Main Street in very bad shape, someone could get hurt. When is the Solar Park going to be done? TA said they are waiting for NStar. Water Tower, what are we waiting for, the water to flow down the hill?

Katie Angis resident from McKinley Street had a hand out with her request for a Flashing Push button LED crosswalk warning light to be located at the crosswalk at the intersection of Parker Street and McKinley. Board asked the Police and DPW to work together and come back to the Board in Jan, 17 with feedback.

Jennifer, resident from Mockingbird Lane, had a handout with her for a request to add stop signs at the 5-way intersection at Brooks, Lincoln, Brooks, Jethro and Mockingbird. Board asked the Police and DPW to work together and come back to the Board in Jan – 17 with feedback.

A motion was made by Selectman Gavin to approve the minutes for November 19, 2013, (regular meeting). Second by Selectman Capello. Vote 4-0. Motion approved.

List of Correspondences (mail to the Selectmen's Office for December 3, 2013).

- Monthly Report for October 2013 Department of Public Works
- Town Clerk's monthly report October 2013
- Facilities Manager monthly report October 2013
- Meeting Notice, Board of Health 11/26/13
- Meeting Notice, Recreation 11/20/13
- Meeting Notice, Retirement 11/26/13
- Incident report, Maynard Elks 11/17/13
- Cancellation notice from Central Hudson, Inc. regarding Special parking grant.
- Legal Notice 13 Elm Court, 12/16, 2013 with ZBA
- Meeting notice, 129 Parker Street Ad Hoc Committee 11/25/13
- PAC Activist Notice, Arleen Martino 11/25/13
- Notice, Rep. Kate Hogan, Tourism, Arts and Cultural Dev. Day 12/3/13
- Monthly Report for October 2013 Town Accountant
- Letter dated December 2, 2013 from Selectman James Buscemi. (Due to ongoing health problems, I must reluctantly resign my position as a member of the Maynard Board of Selectmen.

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

Consent Agenda:

License renewals 2014; Common Victualler, Entertainment, Liquor Licenses, Class I, Class II, Livery, Automatic Amusements.
Cemetery Deed 2009.

List of Business license renewals and Cemetery Deed as shown:

Morey's Tavern	Pleasant Café	Siam Village
Savoring Indian Cuisine	River Rock Grill	El Huipil
Blue Coyote Grille	China Ruby	Knights of Columbus
Maynard Golf Course	Maynard Rod & Gun Club	Maynard Elks
Thai Chilli	American Legion	Skylight
Halfway Café	Main Street Liquor	Merai Liquors

The OWL	Bud's Variety	Russell's Conv. Store
The Corner Store	Little Pusan	Peyton's
Quarterdeck Fish Market	Roasted Peppers	Paragon Livery
Artisan Automotive	Assabet Mack Service	AVIS Car Rental
Babico's Café	Brown's Auto body	Christmas Motors
Duncan's Beemer's	Fun Hondas	Greater Auto Sales
Maynard Motors	McCabe Motors	Shorette's Automotive
Paint N' Pour	Willys Phillys	31-R Main Sr. RM
137 Main Street RM	1-2 Railroad Str. RM	Boston Bean House
Nexdine	Fine Arts Theatre	Jam Time
Maynard Pizza House	Maynard Village Pizza	McDonald's
Pizza Express	Serendipity Café	Subway
Walgreen's	Wendy's	Brasiliana Café
Dunkin Donuts	Epicurean Feast	Erikson's Dairy
Deed 2009		

Per Selectman Cranshaw, License for Skylight and Cemetery Deed 2009 pulled and not approved at this time.

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

DPW, Proposed Reorganization and Staffing Presentation. Chris Okafor, Operation Manager DPW.

Chair Chetwynd indicated he reviewed the report with the new positions. Contract services, cost of RFP, Add new position, over time costs and the tradeoffs.

Sel. Gavin, Thanked Chris Okafor for all the efforts and his challenge for the past 6 months. His view is not to add staff as we cannot add to our budget. Out Source, contract out work for Parks. Use of Public space needs to be kept up.

Sel. Capello, (Thanked Chris Okafor for his report). Asked Chris to look at the dollar costs and level service. (The costs of Health insurance when adding on staff). Not smart for the long-term costs. (Would like to see analysis).

Sel. Chetwynd would like to see a list of things that need to be done say by a contractor and a list of thing that staff should be doing.

Sel. Cranshaw, had questions from the staffing chart. The cost of the Maynard staff, we pay them a lot of money. Maynard has the 3rd highest total budget per the chart. Chris said it is the cost of the union contracts, overtime and longevity of the Maynard staff. Question, Does the DPW have to maintain any of the other department's property. Chris, no not at this time.

New playgrounds – Have no budget to maintain. Chris has added recycle bins and trash bins at both parks.

Sel. Chetwynd will bring this up at the next Leadership meeting with the School on all the grounds.

TA, K. Sweet commented that we should combine all the playgrounds, parks and public areas and maintenance with work force and budget.

Discussion 129 Parker Street Ad-Hoc Committee Update

TA told the Board in the Drop Box menu sub folder- he would post copies of the minutes from the Ad-hoc committee. He thinks information will be more streamline. Committee will take a site visit over the weekend of Dec 6, 2013.

Sel. Cranshaw is attending meetings and had this to say, meetings are every Wednesday, except during the holiday weeks. Next meeting Dec 11th. They discussed housing, school, set back, senior housing. Someone asked about lodging, Sel. Cranshaw said that has not come up.

Town Hall Hours

TA K. Sweet indicated that he had feedback from the Town Clerks Office, Assessors and Treasurer/Collectors Offices;

Town Clerk, had positive feedback, as it works well to have a late night for couples that needed to fill out marriage certificates, new residents for filling out for voter registration and other documents they needed from her office.

Assessors had positive feedback, residents starting calling on the late night, made appointments with her to come in with their issues, and filled for abatements.

Treasurer/Collector has many residents that now come in on the late night to pay taxes, and other payments. Her one observation is to plan coverage on the Friday near tax due date.

Selectmen Office is able to work with the Veterans Agent with some issues that arise regarding veterans and their paperwork.

Board requested the TA to add MOA to both the Union contracts that this will affect.

Sel. Cranshaw requested that offices track activity on Tuesdays, prior to and after 4pm.

A motion was made by Selectman Gavin to extend the hours the current Town Hall hours until June 30, 2013 (FY14). Second by Selectman Capello. Vote 4-0. Motion approved.

Fiscal Year 2015 Budget Discussion

TA, Kevin Sweet commented that at the last Leadership meeting, all his staff in full prep mode of their budgets, all working in Softright and had expectations and would weigh in on the finance changes with Town Meeting approval. (Bottom line Budget).

Request from Selectman Cranshaw wants the preliminary estimate of the real estate tax increase based on known commitments.

Town Administrator's Report - Kevin Sweet:

Electric Vehicle Charging Station: The charging stations are being utilized and the artwork is completed. We have a 3-hour parking limit at this time. The funding for this project was obtained through the Green Communities Designation and Grant Program.

Waste Water Treatment Plant: The RFP for the Management, Operations and Maintenance of the WWTP was released and is due back on Dec. 19, 2013. Chris Okafor and I met with our current provider Weston & Sampson and they have been very accommodating with contract flexibility and continued service.

Pedestrian Crossing: We have had several discussions over the last few months around this topic and it has been a focus of the Police Depart. in addition, my office. An integral part of what we have been discussing is purchasing a portable speed radar sign that can be put up around Town, and this item has been purchased through grant funds. In addition, we will be replacing all four School Zone Signs on Route 117 with new LED style lights and installing two permanent Speed feedback signs on Route 117. As another proactive measure, I have asked the DPW to assess the street lighting at all of our crosswalks. Areas that have been identified as inadequate have been prioritized for street light replacement to the new LED lights, which provide significant enhancements.

CrossTown Connect: All five original communities; Acton, Boxborough, Littleton, Maynard and Stow have now agreed to become part of CrossTown Connect. CrossTown Connect is currently in the process of bringing the businesses on board. The original partner Clock Tower Place has agreed to join and IBM has given verbal agreement. Once the study of Concord and Westford is complete, they will work towards getting them on board.

Leadership Team Meeting: At our recent Leadership Team meeting, we discussed the FY15 budget process and Departmental updates. Andrew Scribner-MacLean our new Assistant Town Administrator attended the Leadership meeting with Department Heads and has had informal discussion with staff. Andrew will be starting on Dec 16, 2013 and will be meeting with the Board of Selectman on Dec. 17, 2013.

Miscellaneous:

Held monthly LEPC and Information Technology meeting
Attended Tourism, Arts and Cultural Development Day in Maynard.

Chairman Report - Brendon Chetwynd:

- Met with Rep Kate Hogan on issue and now need to reach out to the MMA for some advice.
- This Saturday is the ribbon cutting at the new MHS. December 7, 2013 at noon
- This Saturday evening Sip & Stroll from 6 to 8 pm Downtown

- Requested the TA to reach out to the School Leadership Team to have another meeting in December.

Old/New Business:

Selectman Cranshaw:

- We received email today about the Beacon Santa Telethon, Who from the Selectmen will be going? Selectman Capello said she would attend.
- Liquor Licenses; whether we want to talk about adding more liquor licenses out at 129 Parker Street. TA, said it will be on agenda at another time and that we have other business owners that have requested full licenses also.
- The Complete Street Resolution, should we make that a part of the 129 Parker Street plans? Yes, TA will ask Eric Smith to bring that up at the next meeting.
- Did we post the contracts on the web? No, per TA, not yet.
- When will we have the cemetery discussion? TA, in January at the 2nd meeting.

Selectman Capello:

- Recap of the Tourism, Arts and Cultural Development Day at Art Space today with Representative Kate Hogan. Our Cultural Councilor, Elizabeth Mulligan was a spokesperson, along with Anita Walker from the State. One of the items they talked about was, if we want to have Maynard as an Art destination then we need to have partnerships with the Arts groups, businesses, and municipalities. Elizabeth Milligan will need to do some work with TA, Kevin Sweet.

Selectman Gavin:

- Resignation letter from Selectman Jim Buscemi, wishes him the best.
- Joint Budget meeting, do we have a date set? TA, February 8th is the scheduled date.
- Naming of Facilities, Parks, and Conference Rooms etc. can we turn this over to the Historical Group and some group to ask them to come up with a criteria. Brendon will email Jack MacKeen.
- Art Work is missing from the BOS room, can we get some new art work? Selectman Capello will email Jero over at Art Space.
- Christmas Parade, want to thank the Rotary and the residents of Maynard for coming out to our parade on such a bad weather day, cold and rainy.

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

Time: 10:10 pm

Approved: _____

Date:

Selectman, David Gavin, Clerk

Initials: BJM



MAYNARD FIRE DEPARTMENT

Fire Chief
Anthony Stowers

Monthly Report



NOVEMBER 2013

FIRE RESPONSE ACTIVITIES

Number of requests for service from November 1, to November 30 was 133 resulting in over 250 responses for the month. The requests break down for the month break down as follows:

Basic life support ambulance	30
Advanced life support ambulance	14
Mutual aid ambulance	4
Motor vehicle accident	4
Pedestrian hit by motor vehicle	2
Flammable gas leak	1
Flammable liquid/Hazardous Material spill	1
Building/Chimney Fire	0
Carbon monoxide detector activation/Problem	4
Other not specifically classified (car fire)	12
Lock-out	3
Mutual aid building fire/Automatic aid	1
Good intent/assist police/investigation/Haz-Mat Investigation	2
Well-being check/Medical Assist	6
Rescue (trench Rescue)	0
Smoke Investigation	2
System/Furnace malfunction/Hazardous Condition	0
Smoke detector/Alarm activation with no fire	15
LP gas inspection/Tank Truck/Fuel Tank Smoke/CO detector/Oil Burner inspection/other inspectional services	27
Investigation of citizens complaint	0
Arcing electrical/wires down/overheat	2
Cooking Fire/barbeque fire/Brush/Vegetation	1
Unintentional false/canceled/unauthorized burning/other	4
Malicious False Alarm	1
Fireworks/Explosion	1
Total	133

TRAINING ACTIVITIES

All shifts have been involved with the training of our new probationary firefighters. All together members completed over 228 hours of on-shift and off shift training this month in in a variety of topics such as driver/operator, Fire Prevention Officer, Leadership Development 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!

We have continued our pre-fire planning and are now working in Clock Tower Place.

ACTIONS OF NOTE:

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 completed our annual 304 Inspections.

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 completed an internal Leadership Development Program that consisted of multiple classes over a 5 week period. This was highlighted by a presentation with Howard Cross, a noted fire service leadership consultant. This class was held on October 30th at the Ken Olsen Auditorium. Candidates were also put through the paces with a very tough Mock Oral Board. The purpose of this program is to strengthen our succession planning program and to prepare firefighters for the upcoming promotional process.

We have submitted two grants to FEMA under the Assistance to Firefighters Grant Program. Let's keep our fingers crossed for a big award.

We were awarded a grant from MIIA to purchase a new multi-gas mater that will allow us to better monitor conditions at a hazardous materials incident, fuel spill or gas leak and carbon monoxide incidents among others. This is a vital piece of equipment in today's fire service and we are grateful to MIA for awarding this to us.

Respectfully Submitted,
Anthony Stowers



Figure 1 unfortunately we needed to fly the victim hit by a car this past month; here we have the ambulance working with the flight crew.

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**Report of the
Town Clerk's Office
For the month of
November 2013
Submitted by *Michelle Sokolowski, Town Clerk*
Activity Report**

The November 4th, Special Town Meeting results have been completed and certified.

Zoning and General bylaws passed at the Special Town Meeting have been submitted to the Attorney General's Office for approval. Their deadline is February 23, 2014.

Petitions for the November 4th, 2014 State Election have been filed and certified. A total of 264 petitions were received.

The House approved Bill 3772 authorizing early voting in presidential elections and online registration. Under the bill, the early voting period will take place during the two full business weeks before the Presidential Elections. Early voting hours will be regular business hours of the Town Clerks Office. The registration provisions would allow citizens to register to vote online if they are already in the Registry of Motor Vehicles database, and voters would have to show identification when voting the first time.

2013 dog licenses, late fees and fines are still being collected.
Number of dogs licensed to date is 1,150

Preparation for the 2014 Annual Town Census and dog licensing is underway.

All fees and fines taken in were recorded, reported and turned over to the Treasurer-Collector's Office.

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

Fees were collected for the following documents and citations:

- 5 – Business Certificates
- 14 – Birth Certificates
- 21 – Death Certificates
- 9 – Marriage Certificates
- 4 - Marriage Intentions
- 4 - Dog Citations

The following individuals were sworn into office:

129 Parker Street Ad-hoc Committee
Bernard Cahill

Board of Assessors
Terrance Donovan

Assabet River Rail Trail Steering Committee
Linda Hansen



Maynard Police Department

Chief Mark W. Dubois

To: Board of Selectmen

Monthly Report – NOVEMBER 2013

The Police Department agreed to work with “GetCrashReports.com” in October and became fully operational in November. This Company works with hundreds of police departments in New England and basically supplies motor vehicle accident reports online to any interested parties.

This service reduces our administrative duties when we receive a request for copies of a report and have to mail it back to the requestor. Typically the request comes from an insurance company processing a claim. Now, the insurance company can go to “GetCrashReports.com” and print a copy.

The police department’s computer system has an approval component for every report. So, once an accident report is completed and approved it will automatically be submitted to the Registry of Motor vehicles and to the “GetCrashReport.com” database. This process can be done much faster than the traditional process of mailing copies to several different requestors.

Additionally, the company supplies business cards for officers to hand out at accident scenes. The business card has the officers name and report number along with information on where and how to obtain the report. The cost for a report online is \$10 and we will receive quarterly payments of \$5 per requested report, as we do currently.

The best aspect of this program is improved customer service. Anyone can search the company website and locate their completed motor vehicle accident report and then obtain a copy. We also can provide copies just as we do currently if an individual prefers that process.

Attached are the police department statistics for November 2013

Respectfully submitted,

Mark Dubois

Call Reason Breakdown

<u>Call Reason</u>	<u>Self</u>	<u>Disp</u>	<u>Total</u>
911 Abandoned	0	3	3
911 Accidental	0	6	6
Alarm Fire/Smoke	0	5	5
Alarm / Carbon Monoxide	0	1	1
Alarm, Burglar	1	14	15
Animal Complaint	1	9	10
Alcohol Offense	0	1	1
Area check	66	2	68
Assist Citizen	1	13	14
Assist Fire Dept.	0	4	4
Assist Other Agency	0	4	4
Barking Dog	0	1	1
B & E (Past)	0	1	1
By-Law Violation	1	0	1
Prisoner Cell Checks	0	12	12
Building Check	301	0	301
Civil Dispute	0	2	2
Disturbance	2	14	16
Disabled MV	2	3	5
Domestic Disturbance	0	6	6
Escort / Transport	0	1	1
Environmental	0	3	3
Fire, Other	0	1	1
Field Interview	1	0	1
Follow Up Investigation	1	4	5
General Service	2	15	17
Harassing / Harassing Calls	0	5	5
House Check	27	0	27
Hazard	1	12	13
Investigation	0	2	2
Larceny	0	10	10
Liquor Law Violation	1	0	1
Loud Music	0	1	1
Medical Emergency	0	36	36
Missing Person	0	1	1
Mutual Aid - Stow	0	2	2
Mutual Aid - Acton	0	1	1
M/V Accident w/ no injuries	0	7	7
M/V Accident, w/Injuries	0	2	2
M/V Accident; Hit & Run	0	5	5
Motor Vehicle Stop	169	2	171
Motor Vehicle Violation	0	9	9
Notification	1	1	2
Nuisance	0	4	4
Open door	1	4	5
Serve Paperwork	10	3	13
Parking Complaint	5	3	8
Found / Lost Property	0	1	1
Radar Enforcement	87	0	87
Sex Offenses	0	1	1
Soliciting	0	1	1
Suicide / Threat	0	1	1
Serve Summons	1	1	2
Suspicious Activity	9	20	29
Traffic Enforcement	23	0	23
Traffic Control	2	0	2
Trespassing	0	2	2
Traffic Hazard	0	1	1
Unwanted Party	0	2	2
Vandalism	0	2	2
Serve Warrant	2	0	2

Maynard Police Department
Dispatch Analysis

Well Being Check	0	12	12
Wire Down	0	3	3
TOTAL	718	282	1000

Call Action Breakdown

<u>Call Action</u>	<u>Self Init</u>	<u>Dispatched</u>	<u>Total</u>
Area Checked	388	41	429
Assisted, Fire Dept. transport	0	8	8
Arrest(s) Made	1	6	7
Assisted	3	42	45
Building Checked / Secured	24	8	32
Cancelled Call	2	3	5
Citation / Warning Issued	48	2	50
Criminal Complaint (Summons)	3	1	4
Could Not Locate	5	6	11
DPW Notified	0	1	1
False Alarm	1	2	3
Gone On Arrival	0	6	6
Investigated	4	6	10
No Action Required	74	8	82
Notification Made	0	11	11
Owner Notified	2	0	2
Party Advised	0	4	4
Protective Custody	0	1	1
Party Located	0	3	3
Party Spoken To	6	32	38
Parking Ticket Issued	5	1	6
Removed Hazard	2	2	4
Prisoner Released / Transport	0	4	4
Removed	0	2	2
Report Filed	1	47	48
Peace Restored	0	3	3
Service Made	12	1	13
Services Rendered	18	5	23
Transported to Hospital	0	24	24
Transported Home	1	0	1
Unfounded	0	2	2
Verbal Warning	118	0	118
TOTAL	718	282	1000

Case Assignment Breakdown

<u>Type Of Case</u>	<u>Total</u>	<u>%</u>
Incidents	66	47.8%
Accidents	11	8.0%
Arrests	7	5.1%
Citations	54	39.1%
EMS	0	0.0%
Field Interviews	0	0.0%
Fire Incidents	0	0.0%
TOTAL	138	100.0%

Percent of Calls Where Case Num. Assigned: 13.8%



TOWN OF MAYNARD
Department of Public Works

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

Administration

Highway

Water & Sewer

WWTP

To: Board of Selectmen

From: Christopher Okafor, Operations Manager

Date: December 6, 2013

Re; Monthly Report – November 2013

Administration: Submitted by Christopher Okafor, Operations Manager

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

- Analysis of DPW - ongoing
- Continue implementation of Facility Dude Work Order Program
- Attending to various public complaints and requests
- Cemetery duties – ongoing
- Mockingbird Land Sewer Pump Station Replacement Project Contract
- Contract award for Municipal Pavement Management System
- Powder Mill Road Manhole Raising
- Prepared an RFP for Wastewater Facility Operation and Maintenance Services
- Working with the on call Engineer (VHB) in evaluating various projects (Reo & Coolidge Parks, WWTP, Traffic issues, etc.) – ongoing
- Working with consultants on Water & Sewer I/I programs
- Water & Sewer well 4 test holes
- Monitoring Trash/Recycling programs Contract – monthly meeting with contractor
- Analysis of DEP staffing requirement at WWTP – on going
- Tree Works – various locations
- Monitoring Nster Vegetation Management schedule – Tree trimming circuits
- Reviewing all DPW fees – on going
- Winter Preparations – Readiness Checklist
- Misc.

Water and Sewer Division: Submitted by Tim Mullally, Foreman

- Sewer block at 22 Mayberry Road
- Daily sewer lift station checks and repairs as need
- Daily final reads
- Daily dig safe mark outs
- Weekly testing of water quality throughout the Town as mandated by DEP
- Repaired a 4" pipe on Pine Street
- Four new hydrants installed
- Removed and winterized all backflows at the athletic fields, cemetery, etc.
- Winterized all hydrants that do not drain.
- 12" pipe tapped to feed the new town houses on Pine Street.

Highway Division: Submitted by Joe Foster, Foreman

- Finished fall clean up and prepare for winter
- Spent over two weeks cleaning leaves in all Town owned parks
- One man to WWTP for 25 days to drive tanker truck
- Spent four days working at Reo Park, i.e. removing wood chips, assist installing new play structure, replace wood chips and clean park
- Spent two days repairing or installing new street lights
- Three internments at Glenwood Cemetery
- Cleaned gravel and debris around the Glenwood Cemetery Fence
- Continued to assist other Departments as needed with manpower or equipment, preparing downtown for Veteran's Day Parade and moving voting supplies

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

- Huber influent screen brush replaced by WSS-CMR and Watjus Electric
- Influent screen was found to be improperly installed during upgrade and now modified
- WSS CMR in to make final adjustment to Sec Clarifier #1
- Scum Box – Clarifier accepted
- CoMag has been stopped
- Plant staff performed in plant flow testing – CoMag Flow meter found to lower in total flow calculation by 12-15%
- Trucked 29 loads, 232,000 gallons of sludge with Town truck
- Routine operations and maintenance
- Plant is under staffed by at least 1.5 people

**Report of the library
For the Month of December 2013
Submitted by Steve Weiner**

Activity Report

Building Issues: The alarms were inspected. The lawn was raked and prepared for winter.

Meeting Room Use: 41 meetings were held in the library during November.

Library Publicity: Library services were publicized on our web site, in the Beacon-Villager, on Facebook and on Twitter.

Library Programs: 263 people attended library programs. Several programs were held but they were directed at small groups.

Circulation: During the month of November the library circulated 9,744 items. 7,369 items were discharged. 1522 went out through the self check program. 218 items went out through the "Overdrive" program. 232 people used Freegal. 33 new cards were registered and there were 1600 computer uses. 120 items were purchased and 21 were withdrawn.

Miscellaneous: The library was open 22 days in November.

**Assessing Department
September, October and November 2013
Submitted by Angela Marrama**

Activity Report

- **All sales were reviewed and updated based on sales from July 1, 2011 through June 30, 2013. It is required DOR to use valid sales for the previous calendar year which would include all of 2012 sales. However you also need to have a certain percentage of each class of property as described by the DOR so they allow you to use a longer period of sales. Our LA-3 sales were certified by the DOR on October 24, 2013.**
- **From the sales data all valuation tables were reviewed and updated along with the data entry of all inspections for both real estate and personal property into Patriot, the assessing software. From this data the LA-4 and the LA-13 information was entered into Gateway for valuation (LA-4) and growth (LA-13). We received valuation certification from the DOR on October 30th and growth certification was also received on October 30th.**
- **Having received this certification I prepared for the tax classification hearing held November 19th which I presented data for the Selectmen to determine the tax split for residential and commercial property. The split was 1.37 which was 2% lower than the year before so we are moving in the right direction.**

- **Acquired a new board member, Terence Donovan. We welcome him to our board and wish him much success.**

Comments

During the months of September, October and November I completed all the data entry for over 400 inspections, reviewed and updated approximately 290 personal property accounts with the form of list. Reviewed over 200 sales (deeds) and verified the accuracy of the data base. Entered everything into Gateway and received certification for valuation, growth and sales with the DOR. Gathered and prepared a packet for the Classification Hearing that was completed on November 19th for the tax rate split. Gathered and made sure all the data was entered for the Recap which I am waiting for certification for the tax rate as I write. My office is also processing approximately 220 exemption applications, which all have to be reviewed for qualification requirements and then entered into the system for the third quarter bill. In the upcoming months my office will be handling the creation of the third quarter bill file and mailing. Real estate and personal property abatements for fiscal year 2014.



RECEIVED

DEC - 5 2013



AGENDA

129 Parker Street Ad Hoc Committee

Saturday, December 7, 2013

Site Visit of the 129 Parker Street Property

10:30 A.M.

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

- I. Site Visit, meet onsite at the 129 Parker Street Property
- II. Adjourn

The next regular meeting of the 129 Parker Street Ad Hoc Committee is
Wednesday, December 11, 2013, 7:00p.m. at the Lower Level Meeting Room, #101
Maynard Town Building



MAYNARD RETIREMENT BOARD

TOWN BUILDING
195 MAIN STREET
MAYNARD, MASSACHUSETTS 01754
(978) 897-1006



December 5, 2013

To members and retirees of the Maynard Retirement System:

Notice of Election

Election Date: March 20, 2014

Purpose

To elect the Fourth Member of the Maynard Retirement Board in accordance with the provisions of M.G.L. Chapter 32, 840 CMR 7.00.

Terms of Office

Fourth Member: Effective April 1, 2014 – April 1, 2017

Candidates

Members in service and retirees of the Maynard Contributory Retirement System.

Nomination Papers

Any member or retiree of the Maynard Contributory Retirement System may qualify as a candidate by filing with the Maynard Retirement Board Office a nomination paper or papers containing the signatures and addresses of at least twenty (20) members or retirees of the Maynard Contributory Retirement System.

Nomination papers may be obtained at:

Maynard Town Building
Retirement Office
195 Main Street
Maynard, MA 01754

The last day to submit nomination papers is January 30, 2014.

Absentee Ballots

Available to all members. Absentee ballots will be mailed to all retirees.

Place

Maynard Town Building, Room 201, 195 Main Street, Maynard, MA 01754

Date of Election

March 20, 2014, 10:00 AM to 2:00 PM

Kenneth R. DeMars
Election Officer
Maynard Retirement System



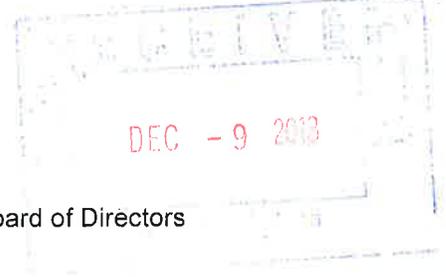
TOWN HALL HOURS, 2013 -2014

<u>MONDAY</u>	<u>8:00 AM – 4:00 PM</u>
<u>TUESDAY</u>	<u>8:00 AM – 7:00 PM</u>
<u>WEDNESDAY</u>	<u>8:00 AM – 4:00 PM</u>
<u>THURSDAY</u>	<u>8:00 AM – 4:00 PM</u>
<u>FRIDAY</u>	<u>8:00 AM – 12:00 PM</u>

Effective until June 30, 2014

Thank you,

Kevin Sweet



December 4, 2013

Re: \$2.5 Million Additional Participation Credits Approved by MIIA Board of Directors

Dear MIIA Member:

Once again it gives us great pleasure to inform you of more good news from MIIA!

At their October 2013 meeting, the MIIA Board of Directors approved another additional participation credit of \$2.5 million. Yes, this is another \$2.5 million in addition to the total of \$5 million we returned to you in fiscal year 2013. These participation credits are returned to members of the workers' compensation program and property and liability program for the current fiscal year and, as we previously mentioned, these participation credits are *in addition* to all other credits and discounts you have received as part of your renewal pricing for this year. Participation credits recognize the long-term loyalty and commitment of the MIIA membership. The credit invoice(s) enclosed indicate the following amount of participation credit granted to you by MIIA:

Maynard

Property & Casualty: \$1,626

Workers' Compensation: \$1,141

While continuous distribution of these credits is not guaranteed, this latest participation credit is a reflection of the MIIA Board's standard practice of reviewing the program's financial position on a quarterly basis. With advice from its actuaries and management, the Board determines if additional credits can be provided to the members. The MIIA Board is composed of local officials who are keenly aware of the difficult financial conditions that cities and towns face. This understanding translates into a Board that seeks to provide members with the highest level of financial benefits possible while at the same time ensuring the long-term fiscal strength of MIIA.

Also, as you know, the MIIA Board continues its commitment to the MIIA Rewards program, our signature loss control initiative that rewards members for participation in risk management and loss control efforts. In total, members earned \$2.6 million through MIIA Rewards in FY 2013 and we anticipate a similar amount to be earned by the close of FY 2014. Beyond this success, the Loss Control Grant program is providing another \$900,000 for members during FY13. This year's grant program is well underway and we are reviewing applications weekly.

We are extremely pleased to be able to offer these cost-saving measures and real-dollar savings. As always, your participation and commitment to MIIA is very much appreciated.

Sincerely,

Ira Singer
Chairman, MIIA
Town Administrator, Middleton

Geoffrey Beckwith
President, MIIA
Executive Director, MMA

Stanley Corcoran
Executive Vice President
MIIA



Please join the Revitalize Maynard Collaborative for a

Community Conversation
with
Michael Kanter of Cambridge Local First

Thursday, January 16
7pm-8:30pm
Maynard Public Library
Roosevelt Room

Learn how Cambridge created a Local Economy Community and discuss ways to start our own initiative in downtown Maynard to build a strong economy and vibrant community!

For more information about this event e-mail RevitalizeMaynard@gmail.com

Additional Resources can be found at:

<http://cambridgelocalfirst.org/>

<https://bealocalist.org/>

<http://www.amiba.net/>

The Revitalize Maynard Collaborative (RMC) is a group comprised of non-profit and community organizations in Maynard, MA, working proactively to improve and sustain a vibrant downtown.



www.facebook.com/RevitalizeMaynard

Date Posted December 5, 2013



TOWN OF MAYNARD

MEETING NOTICE

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

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

PLANNING BOARD

Address of Meeting: 195 Main Street, Maynard Room: 201

Tuesday, December 10, 2013

7:00 p.m.

M T W T H F

Month	Date	Year	Time	AM/PM
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Agenda or Topics to be discussed listed below (That the chair reasonably anticipates will be discussed)

1. 7:05 p.m. Public Hearing: Fast Food Restaurant Special Permit, Petition by Sultan Salahuddin, 123 Summer Street, Maynard, MA to open a fast food restaurant that is primarily for take-out and delivery. Said fast food restaurant is proposed as a pizza shop to be located at 17 Summer Street, Map 14, Parcel 183, in the Downtown Overlay Zoning District (and the underlying Business Zoning District). This proposal is subject to approval of a Special Permit pursuant to Section 3.0 of the Maynard Protection Zoning Bylaw of the Town of Maynard.
2. 7:35 p.m. Public Hearing: Fowler Street Extension Definitive Plan, filed by Acton Survey & Engineering, Inc. on behalf of the owners, David L. and Rosemary L. Lent, 10 Fowler Street, Maynard, MA, Map 20, Parcel 197, for approval of a Definitive Plan Subdivision entitled "Fowler Street Extension Definitive Subdivision, Maynard, Massachusetts" dated June 19, 2013, revised October 18, 2013, located at the end of the existing Fowler Street and showing five (5) lots. (Continued from November 26, 2013)
3. Approval of Minutes of previous meeting(s): **September 24, 2013, November 12, 2013 and November 26, 2013; (if available)**
4. Old/New Business:
 - Update of 129 Parker Street and the Ad Hoc 129 Parker Street Working Group
 - McDonalds "temporary" exit onto Main Street
 - Lot Shape Zoning Requirements Discussion
 - Zoning Bylaw Correction and Update Status
5. Other Information:



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
Tuesday, December 10, 2013
6:30 PM

AGENDA

- REVIEW AND SIGN MONTHLY REPORTS
- REVIEW AND VOTE ON EXEMPTIONS

Posted 12/05/2013

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 Dec 9 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
Discuss schedule for FY15 budget meetings

4. Other: _____

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson Peter Campbell _____

Posted by: _____

Date: _____

Maynard On-Call Contract 2013
Invoice Summary
Log of Activity by Date for Wayne Amico



Town Hall Attendance 10/29/13 – 8 hours

- Wrote letter to Brown and Caldwell on behalf of Kevin Sweet requesting closure to O&M manual and FA system for Tertiary building for WWTP
- Coordinated with CMS company requesting a quote for new school zone signs and speed feedback signs for Route 117 on behalf of the police department
- Reviewed several customer complaints in the field with Chris Okafor relative to sidewalks and trees.
- Discussed Pavement management system for the Town with Chris Okafor
- Discussed Dog Park fencing with Chris Okafor
- Discussed new steel commercial storage building with Toro building produces, Ontario Canada
- Review MassDOT correspondence regarding route 27 at Concord Street MassDOT project and provided feedback to the Kevin Sweet.
- Coordinated with Lazzaro for paving of two driveway aprons in Town
- Coordinated with Quirk construction and BSC relative to remaining issues at Coolidge Park
- Coordinated with Joe Foster at Highway Garage to complete remaining work at Reo Park and open the Goric Sand structure to public use.
- Coordinated with Goric Representative to get a letter from the manufacturer certifying the use of this Goric Sand Structure to ASTM standards.
- Discussed several issues that have occurred over the past few days with Chris Okafor and Marie Morando.
- Coordinated with Quirk to discuss outstanding issues relative to Reo Park and Coolidge parks

Town Hall Attendance 11/5/13 – 8 hours

- Reviewed Reo Road park condition with Chris Okafor and Joe Foster
- Coordinated with Rick Henke from Goric regarding acceptability of sand structure
- Coordinated with Cindy Maak, Chris Okafor and Joe Foster to facility community build with DPW staff on 11/11-11/13. Sent comprehensive directions to Chris and Joe on preparations necessary for the build.
- Coordinated with CMS for Speed sign and speed feedback sign quote for route 117.
- Discussed B& C O&M plan and Fire Alarm design with Kevin Sweet and Chris Okafor.
- Had Kevin Sweet Authorize VHB to proceed with town wide Traffic Signal inventory.
- Discussed Concord Street at Route 27 with Kevin Sweet and Chris Okafor. Wayne will coordinate a discussion with District 3 and MassDOT to further discuss this project.
- Coordinated with Joe Foster to finalize Garage parking inventory.
- Discussed MayDog Dog Park fence modifications with Kevin Sweet – prepared revised fence sketch.
- Coordinated with Lazzaro for paving of two driveway aprons in Town
- Coordinated with Quirk construction and BSC relative to remaining issues at Coolidge Park

- Discussed several issues that have occurred over the past few days with Chris Okafor and Marie Morando.

Town Hall Attendance 11/12/13 and 11/14/13– 4 hours each day

- Reviewed Reo Road park condition with Chris Okafor and Joe Foster in the field. Construction by Site Specifics is ongoing.
- Coordinated with Rick Henke from Goric regarding acceptability of sand structure
- Placed several calls to BSC designer Leslie Fanger trying to resolve accessibility issues with the Reo Park Goric Sand structure
- Coordinated with Cindy Maak, Chris Okafor and Joe Foster to facility community build with DPW staff on 11/11-11/13.
- Coordinated with CMS for Speed sign and speed feedback sign quote for route 117.
- Discussed B&C O&M plan and Fire Alarm design with Kevin Sweet and Chris Okafor. Received O&M manual from B & C
- Coordinated with VHB to program the town wide Traffic Signal inventory work
- Authored and email to MassDOT District 3 office regarding the Concord Street at Route 27 intersection to request a meeting relative to this project.
- Coordinated with Lazzaro for paving of two driveway aprons in Town
- Discussed several issues that have occurred over the past few days with Chris Okafor and Marie Morando.

Town Hall Attendance 11/19/13 - 8 hours

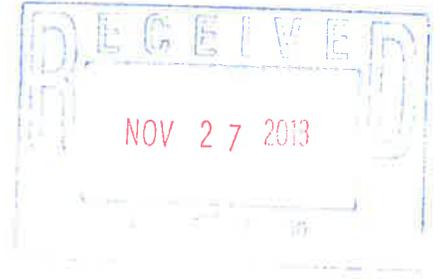
- Reviewed Reo Road park condition with Chris Okafor –work complete.
- Coordinated with Rick Henke from Goric regarding acceptability of sand structure
- Coordinated with BSC designer Leslie Fanger trying to resolve engineering plans for modified slide structure at Coolidge Park.
- Discussed dog park fence proposal with Kevin Sweet.
- Coordinated three contractors to gain quotes for school zone signs and speed feedback sign quote for route 117.
- Discussed B&C O&M plan and Fire Alarm design with Kevin Sweet and Chris Okafor. Attended conference call with Fire Chief and Fire Dept. staff to discuss fire alarm system for the WWTP CoMag building.
- Coordinated with Joe Foster to finalize Garage parking inventory.
- Coordinated with MassDOT District 3 office regarding the Concord Street at Route 27 intersection to request a meeting relative to this project.
- Discussed several issues that have occurred over the past few days with Chris Okafor and Marie Morando.
- Attended DPW staff meeting with Chris Okafor, Tim Mullaly, Joe Foster, Marie Morando and Mark Votto.



2 Lambeth Park Drive, Fairhaven, MA 02719
508.991.7634/508.991.7635 Fax

November 22, 2013

Board of Selectmen
195 Main Street
Maynard, MA 01754



RE: Maynard High School Project; Demand for Direct Payment Per MGL c. 30, sec. 39F

Dear Selectmen,

Costa Brothers Masonry is the masonry subcontractor on the Maynard High School project. Massachusetts General Law Chapter 30, sec. 39F entitles Costa Brothers to direct payment from the Town of Maynard from the next available funds due the general contractor. Attached is a copy of our demand, and follow-up letter to Maynard. We've received no response. Any payment to the project general contractor over our demand for direct payment does not discharge Maynard's obligations to pay Costa Brothers under chapter 30, sec. 39F, and may subject Maynard to paying twice for the work. Please respond promptly to our demand with our direct payment.

Finally, pursuant the Massachusetts public records law please furnish us a copy of the project general contractor's (CTA Construction) last two requisitions to Maynard, and copy of each check issued to CTA after our demand was filed (9/30/13). Thank you.

Sincerely,
Costa Brothers Masonry, Inc.

Lisa Da Costa
Controller/Treasurer

cc: Mr. Kevin Sweet, Town Administrator
195 Main Street
Maynard, MA 01754

cc: Carolyn M. Francisco, Esq.



2 Lambeth Park Drive, Fairhaven, MA 02719
508.991.7634/508.991.7635 Fax

September 30, 2013

Town of Maynard
195 Main Street
Maynard, MA 01754

DEMAND FOR DIRECT PAYMENT

SUBTRADE: Masonry
GENERAL CONTRACTOR: CTA Construction Co., Inc.
PROJECT: Maynard High School

Costa Brothers Masonry, Inc., ("Costa") is the masonry subcontractor to CTA Construction Co., ("CTA") on the above project. Costa substantially completed its subcontract work. Costa requested payment of the balance due under its subcontract from CTA who has failed to pay. This is a written demand for the balance of \$141,536.50 due under the subcontract, a breakdown of which is as follows:

ITEM	AMOUNT
Original Subcontract Amount:	\$ 2,087,000.00
Change Orders Issued: (See detailed breakdown attached as Exhibit A)	\$ 19,754.98
Additions By Extra Work: (See detailed breakdown attached as Exhibit A)	\$ 35,629.47
Total Subcontract Value Including Retainage	\$ 2,142,384.54
Payments	<u>(\$2,000,847.95)</u>
Total Due	\$ 141,536.50

CBME

Costa Brothers Masonry

2 Lambeth Park Drive, Fairhaven, MA 02719
508.991.7634/508.991.7635 Fax

This serves as Costa's demand for direct payment pursuant to G.L. c. 30, sec. 39F.

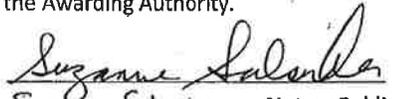
The undersigned swears under the pains and penalties of perjury that the statements made in this direct payment demand are true, complete and correct.

BY: 
Costa Brothers Masonry, Inc.
Lisa Da Costa
TITLE: Treasurer/Controller
DATE: 9-30-13

COMMONWEALTH OF MASSACHUSETTS
BRISTOL COUNTY

Lisa Da Costa, known to me by personal knowledge, personally appeared before me at Fairhaven, MA on this 30th day of September, 2013 and made oath that the above statements are true and that he mailed a signed copy of this notice by certified mail to the General Contractor named above on the date he mailed the original to the Awarding Authority.




Suzanne Salas, Notary Public
My Commission Expires: 9/10/15

CERTIFIED MAIL # TO AWARDING AUTHORITY: 7004 0550 0000 4761 2131
CERTIFIED MAIL # TO GENERAL CONTRACTOR: 7004 0550 0000 4761 2148



2 Lambeth Park Drive, Fairhaven, MA 02719
508.991.7634/508.991.7635 Fax

Exhibit A

Change Orders Issued (copies attached):

- CO#1 – T&M Invoices 3-6 - \$7,272.61
- CO#2 – T&M Invoices 7-9 - \$4,288.91
- CO#3 – T&M Invoice 3A - \$8,193.46

Additions By Extra Work (copies attached):

- COP#1 – Rent for Hydro Mobile in Auditorium - \$6,598.07
- COP#2 – Rent for Hydro Mobile in Auditorium - \$5,824.00
- COP#3 - Rent for Hydro Mobile in Auditorium - \$5,824.00
- COP#4 - Rent for Hydro Mobile at Gym - \$5,824.00
- COP#5 – SKCA-14 – Additional Labor & Material - \$3,773.03
- T&M#1 – Welding of Clips 8.1.12 - \$1,348.05
- T&M#2 – Welding of Clips 8.2.12 - \$1,348.05
- T&M#10 – Rebuilding Layout 10.3.13 - \$1,249.59
- T&M#11 – Rebuilding Layout 12.4.12 - \$465.03
- T&M#12 – Rebuilding Layout 12.5.12 - \$348.77
- T&M#13 – Infills CMU at Duct opening D138 - \$1,631.78
- T&M#14 – Demo & Infill at Gym entrance - \$465.03
- T&M#15 – Clean fireproofing in Gym - \$930.07



CHANGE ORDER
No. 00001

TITLE: Reconstruct Masonry at Roof Lines

DATE: 9/21/2012

PROJECT: Maynard High School

JOB: 2011-06

TO: Attn: Michael DaCosta
Costa Brothers Masonry, Inc.
2 Lambboth Drive
Fairhaven, MA 02719
Phone: 508-991-7634 Fax: 508-991-7635

DEC 14 2012

CONTRACT NO: 1

RE: To: From: Number:
DESCRIPTION OF CHANGE

Item	Description	Stock#	Quantity	Units	Unit Price	Tax Rate	Tax Amount	Net Amount
00001	T&M#3 repair work at J line 8/27/12		1.000		\$1,831.00	0.00%	\$0.00	\$1,831.00
00002	T&M#4 repair work at J line 8/29/12		1.000		\$229.00	0.00%	\$0.00	\$229.00
00003	T&M#5 repair work at J line 8/30/12		1.000		\$2,463.61	0.00%	\$0.00	\$2,463.61
00004	T&M#6 repair work at J line 8/31/12		1.000		\$2,749.00	0.00%	\$0.00	\$2,749.00

Unit Cost: \$7,272.61
Unit Tax: \$0.00
Total: \$7,272.61

The Original Contract Sum was	\$2,087,000.00
Net Change by Previously Authorized Requests and Changes	\$0.00
The Contract Sum Prior to This Change Order was	\$2,087,000.00
The Contract Sum Will be Increased	\$7,272.61
The New-Contract Sum Including This Change Order	\$2,094,272.61
The Contract Time Will Not Be Changed	
The Date of Substantial Completion as of this Change Order Therefore is	

ACCEPTED:

Costa Brothers Masonry, Inc.

By: Michael DaCosta

Date: 9/21/2012

CTA Construction Co., Inc.

By: Jeffrey R. Hazelwood

Date: 9/21/2012



JAN 24 2013

CHANGE ORDER
No. 00002

TITLE: Masonry T&M

DATE: 10/31/2012

PROJECT: Maynard High School

JOB: 2011-06

TO: Attn: Michael DaCosta
Costa Brothers Masonry, Inc.
2 Lamboth Drive
Fairhaven, MA 02719
Phone: 508-991-7634 Fax: 508-991-7635

CONTRACT NO: 1

RE:	To:	From:	Number:				
DESCRIPTION OF CHANGE							
Item#	Description	Stock#	Quantity Units	Unit Price	Tax Rate	Tax Amount	Net Amount
00001	T&M87 Rebuild layout of masonry along Column Line A6		1.000	\$2,696.00	0.00%	\$0.00	\$2,696.00
00002	T&M86 cut lip stretchers for angles at the south elevation		1.000	\$581.29	0.00%	\$0.00	\$581.29
00003	T&M89 - Install 4" CMU at Col Line A10 for AVB		1.000	\$1,011.62	0.00%	\$0.00	\$1,011.62
Unit Cost:							\$4,288.91
Unit Tax:							\$0.00
Total:							\$4,288.91

The Original Contract Sum was	\$2,087,000.00
Net Change by Previously Authorized Requests and Changes	\$7,272.61
The Contract Sum Prior to This Change Order was	\$2,094,272.61
The Contract Sum Will be Increased	\$4,288.91
The New Contract Sum Including This Change Order	\$2,098,561.52
The Contract Time Will Not Be Changed	
The Date of Substantial Completion as of this Change Order Therefore Is	

ACCEPTED:

Costa Brothers Masonry, Inc.

By:
Michael DaCosta

Date: 10/31/2012

CTA Construction Co., Inc.

By:
Jeffrey R. Hazelwood

Date: 10/31/2012

Exp/100

CO #2



JAN 24 2013

CHANGE ORDER
No. 00003

TITLE: Reconstruct Masonry at Roof Lines

DATE: 11/8/2012

PROJECT: Maynard High School

JOB: 2011-06

TO: Attn: Michael DaCosta
Costa Brothers Masonry, Inc.
2 Lambboth Drive
Fairhaven, MA 02719
Phone: 508-991-7634 Fax: 508-991-7635

CONTRACT NO: 1

RE: To: From: Number:
DESCRIPTION OF CHANGE

Item	Description	Stock#	Quantity	Units	Unit Price	Tax Rate	Tax Amount	Net Amount
00001	T&M&A Material to rebuild column lines: J, R4, A5 and A10		1,000		\$8,193.46	0.00%	\$0.00	\$8,193.46
Unit Cost:								\$8,193.46
Unit Tax:								\$0.00
Total:								\$8,193.46

The Original Contract Sum was	\$2,087,000.00
Net Change by Previously Authorized Requests and Changes	\$11,561.52
The Contract Sum Prior to This Change Order was	\$2,098,561.52
The Contract Sum Will be Increased	\$8,193.46
The New Contract Sum Including This Change Order	\$2,106,754.98
The Contract Time Will Not Be Changed	
The Date of Substantial Completion as of this Change Order Therefore is	

ACCEPTED:

Costa Brothers Masonry, Inc.

By:
Michael DaCosta

Date: 11/8/2012

CTA Construction Co., Inc.

By:
Jeffrey R. Hazelwood

Date: 11/8/2012

Costa Bros Masonry, Inc.

2 Lambeth Park Drive, Fairhaven - Ma, 02719
 Tel. 1.508.991.7634, Fax 1.508.991.7635
 Small Change Estimate Form

CO#1

June 18, 2012

Job: Maynard High School, Maynard MA.

Description
 Change Order for rental cost of Hydro Mobile unit in Auditorium due to delaying to competing of CMU equipment has been in the same location over two months. The work would only take eight days to build. Unit has been on hold for over 47 days and counting. Delays were for the following reasons weld clips to top beam/fireproofing/changes to lower locations and hose cabinet A7 that still not complete. CBM had to make repairs because the wrong layout for lower locations at column line A6. This required demo and additional material and labor.

Work Classification	Class	Rate / Hr	Fringes	Burden / Hr	Total / Hr	Total w/ OH & P	Hours	Cost
Foreman		\$ 48.56	\$ 28.36	\$ 15.61	\$ 92.53	\$ 101.78	0	\$ -
Mason		\$ 46.56	\$ 28.36	\$ 14.96	\$ 89.88	\$ 98.87	4	\$ 395.49
Operator		\$ 31.35	\$ 20.40	\$ 10.08	\$ 61.83	\$ 68.01	0	\$ -
Mason Tender		\$ 29.35	\$ 20.40	\$ 9.43	\$ 59.18	\$ 65.10	4	\$ 260.41
								\$ 655.90

Material	Quantity	Unit	Mat \$/Unit	Mat. Total \$	Equipment	Workdays	3 Masons Crew	2 Laborers Crew
Month Rental Hydro Unit	1	Month Rental		5,200.00				
CMU 12" x 12" X 16"	20	3.54		70.80				
Grout	4	5.75		23.00				

Material Total \$5,293.80

TOTALS		
Labor Costs	\$655.90	
Material Costs	\$5,293.80	
Equipment (staging)	\$0.00	
10 % OH+P-on material only	\$529.38	
2% Bond	\$118.99	
Total	\$6,598.07	

Costa Bros Masonry, Inc.

2 Lambeth Park Drive, Fairhaven- Ma. 02719
 Tel. 1.508.991.7634, Fax 1.508.991.7635

Small Change Estimate Form

July 16, 2012

CO#2

Job Maynard High School, Maynard MA.

**(Change Order for the rental cost of Hydro Mobile unit in Auditorium).
 Unit has been sitting on hold for over 76 days and counting. Delays were for the following reasons
 the weld clips to top beam/fireproofing/ changes to lower locations and hose cabinet A7 that still
 not complete.**

Work Classification Class	Rate / Hr	Fringes	Burden / Hr	Total / Hr	Total w/OH & P	Hours	Cost
Foreman	\$ 48.56	\$ 28.36	\$ 15.61	\$ 92.53	\$ 101.78	0	\$ -
Mason	\$ 48.56	\$ 28.36	\$ 14.96	\$ 89.88	\$ 98.87	0	\$ -
Operator	\$ 31.35	\$ 20.40	\$ 10.08	\$ 61.83	\$ 68.01	0	\$ -
Mason Tender	\$ 29.35	\$ 20.40	\$ 9.43	\$ 59.18	\$ 65.10	0	\$ -
							\$ -

Material	Quantity	Unit	Mat \$/Unit	Mat. Total \$	Equipment	Workdays	3 Masons Crew	2 Laborers Crew
Month Rental Hydro Unit	1	Month Rental		5,200.00				

TOTALS		Rental Total	\$5,200.00
Labor Costs	\$0.00	Rental for	
Rental Cost	\$5,200.00	6/18/2012	7/18/2012
10 % OH+P-on material only	\$520.00		
2% Bond	\$104.00		
Total	\$5,824.00		

Costa Bros Masonry, Inc.

2 Lambeth Park Drive, Fairhaven- Ma. 02719
 Tel. 1.508.991.7634, Fax 1.508.991.7635

CO# 3

August 1, 2012

Small Change Estimate Form

Job: Maynard High School, Maynard MA.

Description

(Change Order for the rental cost of Hydro Mobile unit in Auditorium).
 Unit has been sitting on hold for over 92 days and counting.
 Final Notice we will take down the unit on 8/3/12 will charge remobilizing and setup for this area
 if required to come back due to unresolved issues by CTA.

Work Classification	Rate / Hr	Fringes	Burden / Hr	Total / Hr	Total w/ OH & P	Hours	Cost
Foreman	\$ 48.56	\$ 28.36	\$ 15.61	\$ 92.53	\$ 101.78	0	\$ -
Mason	\$ 46.56	\$ 28.36	\$ 14.96	\$ 89.88	\$ 98.87	0	\$ -
Operator	\$ 31.35	\$ 20.40	\$ 10.08	\$ 61.83	\$ 68.01	0	\$ -
Mason Tender	\$ 29.35	\$ 20.40	\$ 9.43	\$ 59.18	\$ 65.10	0	\$ -
							\$ -

Material	Quantity	Unit	Mat \$/Unit	Mat Total \$	Equipment	Workdays	Masons Crew	2 Laborers Crew
Month Rental Hydro Unit	1	Month Rental		5,200.00				

Rental Total \$5,200.00

TOTALS	
Labor Costs	\$0.00
Rental Cost	\$5,200.00
10 % OH+P-on material only	\$520.00
2% Bond	\$104.00
Total	\$5,824.00

Costa Bros Masonry, Inc.

CO# 4

2 Lambeth Park Drive, Fairhaven- Ma. 02719
 Tel: 1.508.991.7634, Fax 1.508.991.7635

August 28, 2012

Small Change Estimate Form

Job

Maynard High School, Maynard MA.

Description

(Change Order for the rental cost of Hydro Mobile unit at GYM exterior).
 Unit has been sitting on hold for over 28 days and counting and not being used by CBM because of delays. The units will be demobilize early next week not be remobilize until we receive a signed for remobilizing for this rental charges. The equipment was setup per CTA super request for us to start veneer work which still not ready for us to start.

Work Classification Class	Rate / Hr	Fringes	Burden / Hr	Total / Hr	Total w/ OH & P	Hours	Cost
			32.14%		10%		
Foreman	\$ 48.56	\$ 28.36	\$ 15.61	\$ 92.53	\$ 101.78	0	\$ -
Mason	\$ 46.56	\$ 28.36	\$ 14.96	\$ 89.88	\$ 98.87	0	\$ -
Operator	\$ 31.35	\$ 20.40	\$ 10.08	\$ 61.83	\$ 68.01	0	\$ -
Mason Tender	\$ 29.35	\$ 20.40	\$ 9.43	\$ 59.18	\$ 65.10	0	\$ -
							\$ -

Material	Quantity	Unit	Mat \$/Unit	Mat. Total \$	Equipment	Workdays	3 Masons Crew	2 Laborers Crew
Month Rental Hydro Unit	1	Month Rental		5,200.00				

TOTALS		Rental Total	\$5,200.00
Labor Costs	\$0.00		
Rental Cost	\$5,200.00		
10 % OH+P-on material only	\$520.00		
2% Bond	\$104.00		
Total	\$5,824.00		

Costa Bros Masonry, Inc.

CO# 5

2 Lambeth Park Drive, Fairhaven- Ma. 02719
 Tel. 1.508.991.7634, Fax: 1.508.991.7635

October 24, 2012

Small Change Estimate Form

Job: Maynard High School, Maynard MA.

Description: **(Change Order is for work to be done per SKCA-14 at Alt. PE Room) This change requires additional labor and material were storefront was omitted per the contract drawings.**

Work Classification Class	Rate / Hr	Fringes	Burden / Hr	Total / Hr	Total w/ OH & P	Hours	Cost
Foreman	\$ 48.56	\$ 28.36	\$ 15.61	\$ 92.53	\$ 101.78	2	\$ 203.56
Mason	\$ 48.56	\$ 28.36	\$ 14.96	\$ 89.88	\$ 98.87	16	\$ 1,581.97
Operator	\$ 31.35	\$ 20.40	\$ 10.08	\$ 61.83	\$ 68.01	2	\$ 136.02
Mason Tender	\$ 29.35	\$ 20.40	\$ 9.43	\$ 59.18	\$ 65.10	16	\$ 1,041.62
							\$ 2,963.16

Material	Quantity	Unit	Mat \$/Unit	Mat. Total \$	Equipment	Workdays	3 Masons Crew	2 Laborers Crew
CMU 8x8x16	213	Each	\$ 1.86	\$ 396.18				
Grout 2 buggies'	2	Each	\$ 47.00	\$ 94.00				
Mortar 2 buggies'	3	Each	\$ 40.00	\$ 120.00				
Rebar #4 at 6"'	6	Each	\$ 10.00	\$ 60.00				

Total 670.18

TOTALS	
Labor Costs	\$2,963.16
Material Cost	\$670.18
10 % OH+P-on material only	\$67.02
2% Bond	\$72.67
Total	\$3,773.03

COSTA BROTHERS MASONRY, INC.
2 LAMBETH PARK DRIVE
FAIRHAVEN, MA 02719
(508) 991-7634
(508) 991-7635 FAX

T&M #1

TO: CTA CONSTRUCTION

ATTN: Marielba

Office #

DATE:

Office Fax:

INVOICE#

Job: Maynard High School

T&M INVOICE for work requested by CTA. Directed to welding clips under the steel beams col. line GA from G3 to G1. Col. line G1 from GA to GF col. Line GF from G3 to G1.

1. LABOR:

Classification	No. of Workers	Total Hrs. Worked	Pay Per Hour	Total Cost
Foreman			\$ 78.18	\$ -
Mason	1	8	\$ 73.18	\$ 585.44
Laborer			\$ 50.00	\$ -
Operator			\$ 52.00	\$ -
Labor Foreman			\$ 52.00	\$ -
				\$ -

TOTAL LABOR COST: \$ 585.44

2. MATERIALS:

Type of Material	Quantity	Item Price	Total Cost
Welding Rods 1 1/2 boxes	1.5	\$ 181.00	\$ 271.50
			\$ -
			\$ -
			\$ -
			\$ -

TOTAL MATERIALS COST: \$ 271.50

3. EQUIPMENT:

Type of Equipment	Unit	Cost per	Total Cost
Gas Power Welder Daily Rental:	1	\$ 95.00	\$ 95.00

TOTAL EQUIPMENT COST: \$ 95.00

4. SUB TOTAL - COST FOR ITEMS 1., 2. & 3.:

SUB TOTAL: \$ 951.94

5 INSURANCE AND TAXES on Labor

33.70% x ITEM 1.: 197.29

6 MISC. LUMP SUM SERVICES PROVIDED

Type of Miscellaneous Lump Sum Service	Cost	Total Cost

7 SUB TOTAL

SUB TOTAL: \$ 1,149.23

8 OVERHEAD/PROFIT OF :

15% x ITEM 4: 172.38

9 INS. BOND

2% x ITEM 7+8: 26.43

10 TOTAL OF ITEMS 7., 8. (A. or B.), 9.

TOTAL COST: \$ 1,348.05

See attachment with signed slip	8/24/2012
CTA SIGNATURE FOR APPROVAL OF RATES	DATE

COSTA BROTHERS MASONRY, INC.
 2 LAMBETH PARK DR.
 FAIRHAVEN, MA 02719

JOB INVOICE

(508) 991-7634
 FAX (508) 991-7635

TO CJA

PHONE	DATE OF ORDER
ORDER TAKEN BY	CUSTOMER'S ORDER NUMBER
<input type="checkbox"/> DAY WORK	<input type="checkbox"/> CONTRACT
<input checked="" type="checkbox"/> EXTRA	
JOB NAME (JOB #)	
MAYNARD # 5.	
JOB LOCATION	
MAYNARD	
JOB PHONE	STARTING DATE
	8/1/12

TERMS:

QTY.	MATERIAL	PRICE	AMOUNT	DESCRIPTION OF WORK
	GAS POWERED WELDER 1 1/2 BOXES RODS			PER CJA, COSTA BRO. WAS DIRECTED TO PROCEED WITH THE WELDING OF THE MISSING CLIPS UNDER THE BEAMS ON T+M COLUMN LINE G6 FROM G3 TO G1 COLUMN LINE G1 FROM G4 TO G1 COLUMN LINE G6 FROM G3 TO G1
				OTHER CHARGES
				TOTAL OTHER
				LABOR
				MASON
				8
				TOTAL LABOR
				TOTAL MATERIALS
				TOTAL OTHER
				TAX
				TOTAL

Handwritten note:
 Pulled clips for locker room.

DATE COMPLETED _____
 TOTAL MATERIALS _____
 Work ordered by _____
 Signature _____ 8/2/12
 I hereby acknowledge the satisfactory completion of the above described work.

Thank You

COSTA BROTHERS MASONRY, INC.
2 LAMBETH PARK DRIVE
FAIRHAVEN, MA 02719
(508) 991-7634
(508) 991-7635 FAX

T&M #2

TO: CTA CONSTRUCTION

ATTN: Marielba

DATE: 8/2/2012

Office #

INVOICE#

Office Fax:

Job: Maynard High School

T&M INVOICE for work requested by CTA. Directed to welding clips under the steel beams col. line GA from G3 to G1. Col. line G1 from GA to GF col. Line GF from G3 to G1.

1. LABOR:

Classification	No. of Workers	Total Hrs Worked	Pay Per Hour	Total Cost
Foreman			\$ 78.18	\$ -
Mason	1	8	\$ 73.18	\$ 585.44
Laborer			\$ 50.00	\$ -
Operator			\$ 52.00	\$ -
Labor Foreman			\$ 52.00	\$ -
				\$ -

TOTAL LABOR COST: \$ 585.44

2. MATERIALS:

Type of Material	Quantity	Item Price	Total Cost
Welding Rods 1/2 boxes	1.5	\$ 181.00	\$ 271.50
			\$ -
			\$ -
			\$ -
			\$ -

TOTAL MATERIALS COST: \$ 271.50

3. EQUIPMENT:

Type of Equipment	Unit	Cost per	Total Cost
Gas Power Welder Daily Rental	1	\$ 95.00	\$ 95.00

TOTAL EQUIPMENT COST: \$ 95.00

4. SUB TOTAL COST FOR ITEMS 1., 2. & 3.:

SUB TOTAL: \$ 951.94

5. INSURANCE AND TAXES on Labor

33.70% x ITEM 1.: 197.29

6. MISC. LUMP SUM SERVICES PROVIDED

Type of Miscellaneous Lump Sum Service	Cost	Total Cost

7. SUB TOTAL

SUB TOTAL: \$ 1,149.23

8. OVERHEAD/PROFIT OF :

15% x ITEM 4: 172.38

9. INS. BOND

2% x ITEM 7+8: 26.43

10. TOTAL OF ITEMS 7., 8. (A. or B.), 9.

TOTAL COST: \$ 1,348.05

See attachment with signed slip	8/2/2012
CTA SIGNATURE FOR APPROVAL OF RATES	DATE

2 LAMBETH PARK DR.
FAIRHAVEN, MA 02719

JOB INVOICE

(508) 991-7634
FAX (508) 991-7635

TO

CJA

TERMS:

PHONE	DATE OF ORDER
ORDER TAKEN BY	CUSTOMER'S ORDER NUMBER
<input type="checkbox"/> DAY WORK	<input type="checkbox"/> CONTRACT
<input checked="" type="checkbox"/> EXTRA	
JOB NUMBER <u>MAYNARD #5</u>	
JOB LOCATION <u>MAYNARD</u>	
JOB PHONE	START DATE <u>8/2/12</u>

CITY	MATERIAL	PRICE	AMOUNT	DESCRIPTION OF WORK
	1 GAS POWERED WELDER 1 1/2 BOXES OF RODS			PER CJA, COSTA BROS. WAS DIRECTED TO PROCEED ON 7 AM WITH WELDING MISSING CLIPS UNDER BEAMS COLUMN LINE GA FROM G3 TO G1 COL. LINE G1 FROM GA TO GF COL. LINE GF FROM G3 TO G1
				OTHER CHARGES
				TOTAL OTHER
				DATE
				AMOUNT
				MASON 8
				TOTAL LABOR
				TOTAL MATERIALS
				TOTAL OTHER
				TAX
				TOTAL

Per Unlited
Spec for
clips @
LOCKER ROOM

DATE COMPLETED: _____
TOTAL MATERIALS: _____
Work ordered by: _____
Signature: _____
I hereby acknowledge the satisfactory completion of the above described work.

Thank You

COSTA BROTHERS MASONRY, INC.
2 LAMBETH PARK DRIVE
FAIRHAVEN, MA 02719
(508) 991-7634
(508) 991-7635 FAX

T&M # 10

TO: CTA CONSTRUCTION

ATTN: Marielba

Office # 781-786-6617 Marielba Beltran

DATE: 10/5/2012

Office Fax:

INVOICE# 10

Job: Maynard High School

T&M INVOICE for work requested by CTA. Directed to do infill's on the lower roof at A-10 line were the AVB needed to be completed.

1. LABOR:

Classification	No. of Workers	Total Hrs. Worked	Pay Per Hour	Total Cost
Foreman			\$ 79.13	\$ -
Mason	1	6	\$ 74.13	\$ 444.78
Laborer	1	6	\$ 50.00	\$ 300.00
Operator	1	1	\$ 52.00	\$ 52.00
Labor Foreman			\$ 52.00	\$ -
				\$ -
				\$ -

TOTAL LABOR COST: \$ 796.78

2. MATERIALS:

Type of Material	Quantity	Item Price	Total Cost
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

TOTAL MATERIALS COST: \$ -

3. EQUIPMENT:

Type of Equipment	Unit	Cost per	Total Cost

TOTAL EQUIPMENT COST: \$ -

4. SUB TOTAL " COST FOR ITEMS 1., 2. & 3.:

SUB TOTAL: \$ 796.78

5 INSURANCE AND TAXES on Labor

33.70% x ITEM 1.: 268.51

6 MISC. LUMP SUM SERVICES PROVIDED

Type of Miscellaneous Lump Sum Service	Cost	Total Cost

SUB TOTAL: \$ 1,065.29

7 SUB TOTAL

8 OVERHEAD/PROFIT OF :

15% x ITEM 4: \$ 159.79

9 INS. BOND

2% x ITEM 7+8: \$ 24.50

10 TOTAL OF ITEMS 7., 8. (A. or B.), 9.

TOTAL COST: \$ 1,249.59

See attachment with Signed Sllp	Oct. 3,2012
CTA SIGNATURE	DATE

COSTA BROTHERS MASONRY, INC.
2 LAMBETH PARK DRIVE
FAIRHAVEN, MA 02719
(508) 991-7634
(508) 991-7635 FAX

T&M # 11

TO: CTA CONSTRUCTION

ATTN: Marielba

Office # 781-786-6617 Marielba Beltran

DATE: 12/4/2012

Office Fax:

INVOICE# 11

Job: Maynard High School

T&M INVOICE for work requested by CTA. Directed to do 4" cmu Infil's on column line A.10 so that the AVB could be installed.

1. LABOR:

Classification	No. of Workers	Total Hrs. Worked	Pay Per Hour	Total Cost
Foreman			\$ 79.13	\$ -
Mason	1	4	\$ 74.13	\$ 296.52
Laborer			\$ 50.00	\$ -
Operator			\$ 52.00	\$ -
Labor Foreman			\$ 52.00	\$ -
				\$ -

TOTAL LABOR COST: \$ 296.52

2. MATERIALS:

Type of Material	Quantity	Item Price	Total Cost
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

TOTAL MATERIALS COST: \$ -

3. EQUIPMENT:

Type of Equipment	Unit	Cost per	Total Cost

TOTAL EQUIPMENT COST: \$ -

4. SUB TOTAL " COST FOR ITEMS 1., 2. & 3.:

SUB TOTAL: \$ 296.52

5 INSURANCE AND TAXES on Labor

33.70% x ITEM 1: 99.93

6 MISC. LUMP SUM SERVICES PROVIDED

Type of Miscellaneous Lump Sum Service	Cost	Total Cost

SUB TOTAL: \$ 396.45

7 SUB TOTAL

8 OVERHEAD/PROFIT OF :

15% x ITEM 4: \$ 59.47

9 INS. BOND

2% x ITEM 7+8: \$ 9.12

10 TOTAL OF ITEMS 7., 8. (A. of B.), 9.

TOTAL COST: \$ 465.03

See attachment with Signed Slip

Dec 4, 2012

CTA SIGNATURE

DATE

COSTA BROTHERS MASONRY, INC.
2 LAMBETH PARK DRIVE
FAIRHAVEN, MA 02719
(508) 991-7634
(508) 991-7635 FAX

T&M # 12

TO: CTA CONSTRUCTION

ATTN: Marielba

Office # 781-788-6617 Marielba Beltran

DATE: 12/5/2012

Office Fax:

INVOICE# 12

Job: Maynard High School

T&M INVOICE for work requested by CTA. Directed to do 4" cmu infill's on column line A.10 so that the AVB could be installed.

1. LABOR:

Classification	No. of Workers	Total Hrs. Worked	Pay Per Hour	Total Cost
Foreman			\$ 79.13	\$ -
Mason	1	3	\$ 74.13	\$ 222.39
Laborer			\$ 50.00	\$ -
Operator			\$ 52.00	\$ -
Labor Foreman			\$ 52.00	\$ -
				\$ -

TOTAL LABOR COST: \$ 222.39

2. MATERIALS:

Type of Material	Quantity	Item Price	Total Cost
			\$ -
			\$ -
			\$ -
			\$ -

TOTAL MATERIALS COST: \$ -

3. EQUIPMENT:

Type of Equipment	Unit	Cost per	Total Cost

TOTAL EQUIPMENT COST: \$ -

4. SUB TOTAL " COST FOR ITEMS 1, 2, & 3.:

SUB TOTAL: \$ 222.39

5 INSURANCE AND TAXES on Labor

33.70% x ITEM 1: 74.95

6 MISC. LUMP SUM SERVICES PROVIDED

Type of Miscellaneous Lump Sum Service	Cost	Total Cost

7 SUB TOTAL

SUB TOTAL: \$ 297.34

8 OVERHEAD/PROFIT OF :

15% x ITEM 4: \$ 44.60

9 INS. BOND

2% x ITEM 7+8: \$ 6.84

10 TOTAL OF ITEMS 7., 8. (A. or B.), 9.

TOTAL COST: \$ 348.77

See attachment with Signed Slip
 CTA SIGNATURE
 DATE

Dec 5, 2012

COSTA BROTHERS MASONRY, INC.
2 LAMBETH PARK DRIVE
FAIRHAVEN, MA 02719
(508) 991-7634
(508) 991-7635 FAX

T&M # 13

TO: CTA CONSTRUCTION

ATTN: Marielba

Office # 781-786-6617 Marielba Beltran

DATE: 5/7/2013

Office Fax:

INVOICE# 13

Job: Maynard High School

T&M INVOICE for work requested by CTA. Directed to do infills at the duct openings D138 and grout in door frame by electric room and infill's with 2" soaps due damage by others.

1. LABOR:

Classification	No. of Workers	Total Hrs. Worked	Pay Per Hour	Total Cost
Foreman			\$ 79.13	\$ -
Mason	1	8	\$ 74.13	\$ 593.04
Laborer	1	8	\$ 50.00	\$ 400.00
Operator			\$ 52.00	\$ -
Labor Foreman			\$ 52.00	\$ -
				\$ -

TOTAL LABOR COST: \$ 993.04

2. MATERIALS:

Type of Material	Quantity	Item Price	Total Cost
8 x 8 x 16	12	\$ 1.86	\$ 22.32
Mortar Bags	6	\$ 6.85	\$ 41.10
			\$ -
			\$ -
			\$ -

TOTAL MATERIALS COST: \$ 63.42

3. EQUIPMENT:

Type of Equipment	Unit	Cost per	Total Cost

TOTAL EQUIPMENT COST: \$ -

4. SUB TOTAL " COST FOR ITEMS 1., 2. & 3.:

SUB TOTAL: \$ 1,056.46

5 INSURANCE AND TAXES on Labor

33.70% x ITEM 1.: 334.65

6 MISC. LUMP SUM SERVICES PROVIDED

Type of Miscellaneous Lump Sum Service	Cost	Total Cost

7 SUB TOTAL

SUB TOTAL: \$ 1,391.11

8 OVERHEAD/PROFIT OF :

15% x ITEM 4: 208.67

9 INS. BOND

2% x ITEM 7+8: 32.00

10 TOTAL OF ITEMS 7., 8. (A. or B.), 9.

TOTAL COST: \$ 1,631.78

See attachment with Signed Slip

March 7, 2013

CTA SIGNATURE

DATE

COSTA BROTHERS MASONRY, INC.
2 LAMBETH PARK DRIVE
FAIRHAVEN, MA 02719
(508) 991-7634
(508) 991-7635 FAX

T&M # 14

TO: CTA CONSTRUCTION

ATTN: Marielba

Office # 781-786-6617 Marielba Beltran
 Office Fax:

DATE: 8/11/2013
INVOICE# 14
Job: Maynard High School

T&M INVOICE for work requested by CTA. Directed to clean fire proofing in the gym of the ground face and glazed CMU. This was at the pier locations.

1. LABOR:

Classification	No. of Workers	Total Hrs. Worked	Pay Per Hour	Total Cost
Foreman			\$ 79.13	\$ -
Mason	1	4	\$ 74.13	\$ 296.52
Laborer			\$ 50.00	\$ -
Operator			\$ 52.00	\$ -
Labor Foreman			\$ 52.00	\$ -
			\$ -	\$ -

TOTAL LABOR COST: \$ 296.52

2. MATERIALS:

Type of Material	Quantity	Item Price	Total Cost
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -

TOTAL MATERIALS COST: \$ -

3. EQUIPMENT:

Type of Equipment	Unit	Cost per	Total Cost
Acid Cleaner	No Charge		
Brush	No Charge		

TOTAL EQUIPMENT COST: \$ -

4. SUB TOTAL " COST FOR ITEMS 1., 2. & 3.:

SUB TOTAL: \$ 296.52

5. INSURANCE AND TAXES on Labor

33.70% x ITEM 1: \$ 99.93

6. MISC. LUMP SUM SERVICES PROVIDED

Type of Miscellaneous Lump Sum Service	Cost	Total Cost

SUB TOTAL: \$ 396.45

7. SUB TOTAL

8. OVERHEAD/PROFIT OF :

15% x ITEM 4: \$ 59.47

9. INS. BOND

2% x ITEM 7+8: \$ 9.12

10. TOTAL OF ITEMS 7., 8. (A. or B.); 9.

TOTAL COST: \$ 465.03

See attachment with Signed Slip

June 11, 2013

CTA SIGNATURE

DATE

COSTA BROTHERS MASONRY, INC.
2 LAMBETH PARK DRIVE
FAIRHAVEN, MA 02719
(508) 991-7634
(508) 991-7635 FAX

T&M # 15

TO: CTA CONSTRUCTION

ATTN: Marielba

Office # 781-786-6617 Marielba Beltran

DATE: 6/12/2013

Office Fax:

INVOICE# 15

Job: Maynard High School

T&M INVOICE for work requested by CTA. Directed to clean fire proofing in the gym of the ground face and glazed CMU. This was at the pier locations.

1. LABOR:

Classification	No. of Workers	Total Hrs. Worked	Pay Per Hour	Total Cost
Foreman			\$ 79.13	\$ -
Mason	1	8	\$ 74.13	\$ 593.04
Laborer			\$ 50.00	\$ -
Operator			\$ 52.00	\$ -
Labor Foreman			\$ 52.00	\$ -
				\$ -

TOTAL LABOR COST: \$ 593.04

2. MATERIALS:

Type of Material	Quantity	Item Price	Total Cost
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -

TOTAL MATERIALS COST: \$ -

3. EQUIPMENT:

Type of Equipment	Unit	Cost per	Total Cost
Acid Cleaner	No Charge		
Brush	No Charge		

TOTAL EQUIPMENT COST: \$ -

4. SUB TOTAL COST FOR ITEMS 1., 2. & 3.:

SUB TOTAL: \$ 593.04

5. INSURANCE AND TAXES on Labor

33.70% x ITEM 1.: 199.85

6. MISC. LUMP SUM SERVICES PROVIDED

Type of Miscellaneous Lump Sum Service	Cost	Total Cost

SUB TOTAL: \$ 792.89

8. OVERHEAD/PROFIT OF :

15% x ITEM 4: 118.93

9. INS. BOND

2% x ITEM 7+8: 18.24

10. TOTAL OF ITEMS 7., 8. (A. or B.), 9.

TOTAL COST: \$ 930.07

See attachment with Signed Slip	June 12, 2013
CTA SIGNATURE	DATE



2 Lambeth Park Drive, Fairhaven, MA 02719
508.991.7634/508.991.7635 Fax

October 21, 2013

Town of Maynard
195 Main Street
Maynard, MA 01754

Project: New Maynard High School

You have received our Demand for Direct Final Payment of \$141,536.50, dated September 30, 2013. The ten day period for CTA Construction, to file a compliant response to our demand has passed and he has not done so.

More than seventy days having elapsed since we substantially completed our work. Massachusetts General Laws, Chapter 30, Section 39F requires that you now make direct payment to us of the full amount demanded, including retainage, less any amounts you retain as the estimated cost of completing incomplete or unsatisfactory items of our work.

Any direct payment made to us discharges your obligation to CTA Construction., to that extent, but payment of any part of the amount demanded to CTA Construction, may result in your paying twice.

We are entitled to be paid from amounts due or to become due to CTA Construction. Please advise as to when we may expect payment.

Thank you for your prompt attention to this matter.

Sincerely,
Costa Brothers Masonry, Inc.

A handwritten signature in black ink, appearing to read 'Lisa Da Costa', written over a faint, dotted grid background.

Lisa Da Costa
Controller/Treasurer

Certified Mail # to Awarding Authority: 7004 0550 0000 4761 2155
Certified Mail # to School Department: 7004 0550 0000 4761 2162

mailed 10-21-13

www.costabrothersmasonry.com

✓
TO BOARD OF SELECTMAN.

I am sending this letter
to inform you of my
needs made from the
CBA BOARD as of 12/4/13

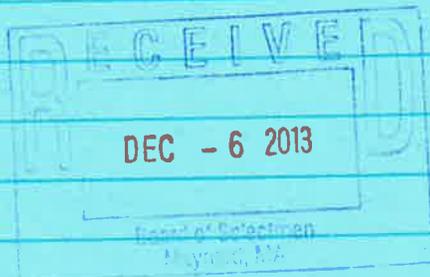
Resubscribed Patrick
60 Concord St. 01R
978-897-2423



TO BOARD OF SELECTMAN.

I am sending this letter
to inform you of my
resignation from the
COA BOARD as of 12/4/13

Rosabelle Poitrat
60 Concord St. CIR
978-897-2423

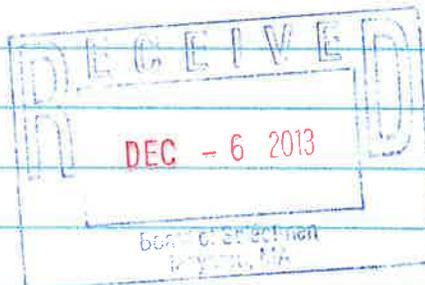


December 6, 2013

To Dawn Capello Chairman,
Board of Selectman
Michelle Sokolowski
Council of Aging.

I am resigning
from the Board of the
Council of Aging. The
new date of the meeting
is inconvenient for me.
Also other personal reasons!

Sincerely
Nancy Hatch

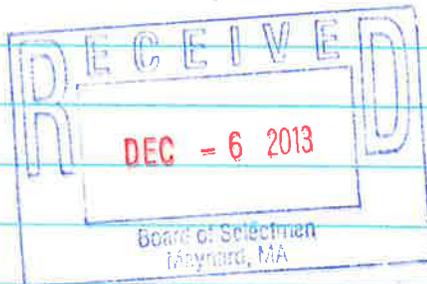


December 6, 2013

To Dawn Capello Chairman,
Board of Selectman
Michelle Sokolowski
Council of Aging.

I am resigning
from the Board of the
Council of Aging. The
new date of the meeting
is inconvenient for me.
Also other personal reasons!

Sincerely
Nancy Hatch





AGENDA

129 Parker Street Ad Hoc Committee

Wednesday, December 4, 2013

Town Building – Lower (First Floor) Meeting Room #101

7:00 P.M.

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

- I. Review and approval of November 25, 2013 meeting minutes
- II. Update on issues since previous meeting
- III. Working session: physical planning for the property
 - Discussion of site planning parameters (i.e. wetlands, setbacks, buffers)
 - Presentation of alternative planning concepts
 - Interactive review of various concepts
- IV. Establish date for Committee Site Visit (to be posted as public meeting)
- V. Review of Committee Workplan and Meeting Schedule
- VI. Open Forum
- VII. Adjourn



AGENDA

129 Parker Street Ad Hoc Committee

Wednesday, December 11, 2013

Town Building – Lower (First Floor) Meeting Room #101

7:00 P.M.

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

- I. Review and approval of Meeting Minutes
 - November 25, 2013
 - December 4, 2013 (if available)
- II. Update on issues since previous meeting
 - Discussion of site walk held on Saturday, December 7
 - Review of neighborhood-scale base map
- III. Developer presentation and Committee discussion of updated site concept plans
- IV. Review of Committee Workplan and Meeting Schedule. Future items for discussion:
 - Traffic / infrastructure
 - Market conditions / feasibility
 - Fiscal impact
- V. Open Forum
- VI. Adjourn

*The next regular meeting of the 129 Parker Street Ad Hoc Committee is
Wednesday, December 18, 2013, 7:00 pm at the Lower Level Meeting Room, #101
Maynard Town Building*



Zoning Board of Appeals

Town Office Building
195 Main Street
Maynard, MA 01754



LEGAL NOTICE

A public hearing will be held on **Monday, December 16, 2013 at 7:20 p.m.** at the Maynard Town Building, 195 Main Street, Maynard, Room 101, to hear all persons interested in the Petition of John P. Ward, 92 Old Lancaster Road, Sudbury, MA for a Variance from the Dimensional Regulation within Section 4.1.1 of the Maynard Protective Zoning Bylaw related to minimum frontage for the Petitioner's lot located at 123 Summer Street, Maynard, Map 8-Parcel 164, which is located in the Single Residence District (S-1). The request is to allow a lot with approximately 64 feet of frontage. The requirement for a lot in a S-1 District is 100 feet.

Action will be taken on the within petition as filed and presented. A copy of the application is on file with the Town Clerk's and the Zoning Board of Appeals' Offices and can be viewed during normal office hours.

Paul Scheiner, Chairman



MAYNARD GOLF COURSE RE-USE COMMITTEE

Monday, December 9th, 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 January :
 - January 6th, 2013
 - January 27th, 2013 (*final 1st draft complete*)

Chairperson: Mark Grundstrom Posted by: Mark Grundstrom Posting date: December 3, 2013

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

This agenda is subject to change.

From: recapdata@dor.state.ma.us
Sent: Tuesday, November 26, 2013 11:33 AM
To: townclerk@townofberlin.com; selectmen@townofberlin.com; bmcdermott@bbrsd.org; dbaran@hudson.k12.ma.us; selectmanyates@gmail.com; Fsantos@townofhudson.org; jveros@comcast.net; shelley@concord.org; emsdad55@aol.com; Klyons@hudson.k12.ma.us; Inelson@hudson.k12.ma.us; lynn_valcourt@hotmail.com; sdunnell@hudson.k12.ma.us; tducey@hudson.k12.ma.us; gjcalanan@hudson.k12.ma.us; citycouncil@marlborough-ma.gov; rlanglois@mps-edu.org; Becky Mosca; bchetwynd@yahoo.com; mayer@maynard.k12.ma.us; D Gavin; D Capello; gerardi@maynard.k12.ma.us; ahutchins@town.northborough.ma.us; cgobron@nsboro.k12.ma.us; drand@town.northborough.ma.us; jamberson@town.northborough.ma.us; LRutan@town.northborough.ma.us; bpantazis@town.northborough.ma.us; selectmen@southboroughma.com; gbarrette@town.westborough.ma.us; ijohnson@town.westborough.ma.us; oliveri@westborough.k12.ma.us; lemery@town.westborough.ma.us; towlea@mec.edu; pcovino@town.westborough.ma.us; tdodd@town.westborough.ma.us; mnawrocki@assabet.org; pcollins@assabet.org; recapdata@dor.state.ma.us
Subject: Excess and Deficiency Notification for Assabet Valley
Attachments: Assebet Valley E&D 13.pdf

Massachusetts Department of Revenue Division of Local Services
Amy Pitter, Commissioner
Robert G. Nunes, Deputy Commissioner & Director of Municipal Affairs

Tuesday, November 26, 2013

Patrick Collins
Business Administrator
Assabet Valley

Re: EXCESS AND DEFICIENCY - Assabet Valley

Based upon the unaudited balance sheet submitted, I hereby certify that the amount of excess and deficiency or "E & D" as of July 1, 2013 for Assabet Valley is:

General Fund \$ 545,959

This certification is in accordance with the provisions of G. L. Chapter 71, §16B½, as amended. The unencumbered funds certified above in excess of five percent of the operating budget and budgeted capital costs for the succeeding fiscal year, must be applied to reduce the current fiscal year's assessment. For your district, this excess amount equals \$ 0.

This certification letter will also be e-mailed to the school superintendent, the board of selectmen in each member town and the city council in each member city immediately upon approval, provided an e-mail address is reported in DLS' Local Officials Directory. Please forward to other officials that you deem appropriate.

SUBMITTED BY	Peter Zona	DISTRICT	Assebet Valley Voke
PHONE	508-845-9430	DATE RECEIVED	11/05/13
FIELD REP	ASN	DATE SUBMISSION COMPLETE	11/22/13

EXCESS AND DEFICIENCY CALCULATION

BEGIN:		
UNRESERVED FUND BALANCE/EXCESS AND DEFICIENCY		<u>639,320</u>
LESS:		
OTHER RECEIVABLE, OVERDRAWN ACCOUNTS, DEFICITS		
Auto Collision		<u>2,282</u>
Cafeteria		<u>90,803</u>
Postsecondary Perkins 13		<u>275</u>
_____		<u>-</u>
OTHER ADJUSTMENTS:		
_____		<u>-</u>
_____		<u>-</u>
_____		<u>-</u>
TOTAL CERTIFIED UNENCUMBERED EXCESS AND DEFICIENCY		<u>545,959</u>

UNENCUMBERED E & D IN EXCESS OF 5% CALCULATION

OPERATING AND CAPITAL BUDGET		<u>13,284,876</u>
5% OF BUDGET		<u>664,244</u>
TOTAL IN EXCESS		<u>-</u>

REVIEWED BY: ASN
DATE: 11/22/2013

PLEASE SEE CERTIFICATION LETTER
FOR DIRECTOR OF ACCOUNTS APPROVAL

~~Becky Mosca~~

From: DLS_Alerts@dor.state.ma.us
Sent: Tuesday, November 26, 2013 10:58 AM
To: ~~Becky Mosca~~
Subject: Revised Forms of List for FY2015

Revised Forms of List for FY2015

The Division of Local Services has posted on its website [Bulletin 2013-05B](#), which advises Boards of Assessors about revisions made to business forms of list, [State Tax Forms 2](#) and [2MT](#), for fiscal year 2015. The revisions reflect a change in the state and local tax treatment of utility corporations that takes effect on January 1, 2014 for state tax year 2014 and local fiscal year 2015. Utility corporations, except for landline telephone and telegraph corporations subject to G.L. c. 166 and centrally valued by the Department of Revenue, will now be treated as business corporations for local tax purposes under G.L. c. 59, § 5(16)(2) and will be taxable for machinery used in the conduct of the business. Previously, the only machinery utility corporations were taxable for locally was machinery used in manufacturing or supplying or distributing water. The returns have also been revised to ask business taxpayers filing forms of lists with local assessors (other than individual sole proprietors) to confirm they submitted an "Annual Certification of Tax Entity Status" to the Department. That certification is made through the Department's [Webfile for Business](#) and the information collected assists us in compiling the Corporations Book.

SUBMITTED BY	<u>Peter Zona</u>	DISTRICT	<u>Assebet Valley Voke</u>
PHONE	<u>508-845-9430</u>	DATE RECEIVED	<u>11/05/13</u>
FIELD REP	<u>ASN</u>	DATE SUBMISSION COMPLETE	<u>11/22/13</u>

EXCESS AND DEFICIENCY CALCULATION

<u>BEGIN:</u>		
UNRESERVED FUND BALANCE/EXCESS AND DEFICIENCY		<u>639,320</u>
<u>LESS:</u>		
OTHER RECEIVABLE, OVERDRAWN ACCOUNTS, DEFICITS		
Auto Collision		<u>2,282</u>
Cafeteria		<u>90,803</u>
Postsecondary Perkins 13		<u>275</u>
_____		<u>-</u>
<u>OTHER ADJUSTMENTS:</u>		
_____		<u>-</u>
_____		<u>-</u>
_____		<u>-</u>
TOTAL CERTIFIED UNENCUMBERED EXCESS AND DEFICIENCY		<u>545,959</u>

UNENCUMBERED E & D IN EXCESS OF 5% CALCULATION

OPERATING AND CAPITAL BUDGET		<u>13,284,876</u>
5% OF BUDGET		<u>664,244</u>
TOTAL IN EXCESS		<u>-</u>

REVIEWED BY: ASN
DATE: 11/22/2013

PLEASE SEE CERTIFICATION LETTER
FOR DIRECTOR OF ACCOUNTS 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, December 04, 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 Section 1 changes
- Review final proposals
- Discuss CPC balances
- New Business

Upcoming Meetings:

- Determine next regularly scheduled meeting.

THIS AGENDA IS SUBJECT TO CHANGE

Posted by: Michael Chambers, CPC Chair



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: Peytons

B. Name of Manager: Ryan Archuleta

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

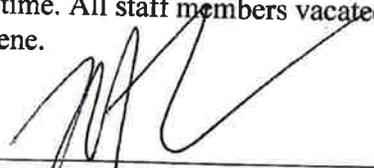
Ryan Archuleta, Conor Faulkingham, Nicholas Donaldson, Erica Gerhardt, John Barlow and Delaney Harrigan. All staff members of Peytons at 86 Powdermill Rd

D. Time and Date of Altercation: 1:59AM Saturday November 30th 2013

E. Action taken by Manager and what time: Manager answered the door for police.

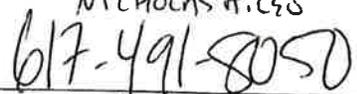
F. Description of the circumstances including damage and any apparent injuries:

Police knocked on door at Peytons at approximately 1:59AM. At that time no customers were present, staff members only. Police had told Ryan that staff members were not allowed to be on the premises at that time. All staff members vacated the premises upon request by the officers at the scene.

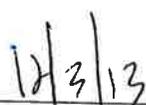


Signature of Person Making Report

NICHOLAS A. CSO



Phone # of Signature Person



Date of Report



**Maynard Police Department
Incident Report**

**Incident #: 13-731-OF
Call #: 13-9079**

Date/Time Reported: 11/30/2013 0151
Report Date/Time: 11/30/2013 0320
Status: Incident Open

Reporting Officer: Patrol Christopher Sweeney
Assisting Officer: Patrol Daniel Bodwell

Signature: _____

#	OFFENSE (S)	ATTEMPTED	TYPE
	LOCATION TYPE: Restaurant/Cafeteria PEYTON'S RIVERS EDGE 86 POWDER MILL RD MAYNARD MA 01754		Zone: North of Rt. 62
1	MUNICIPAL BY-LAW VIOLATION 85/10/C	N	Violation
	85 10 OCCURRED: 11/30/2013 0151		

#	PERSON (S)	PERSON TYPE	SEX	RACE	AGE	SSN	PHONE
1	PEYTON'S RIVERS EDGE 86 POWDER MILL RD MAYNARD MA 01754	BUSINESS					978-637-2154
2	ARCHULETA, RYAN J 4 THORNTON ST WOBURN MA 01801-3421 DOB: [REDACTED] EMPLOYER: PEYTON'S RIVERS EDGE CONTACT INFORMATION: Home Phone (Primary) [REDACTED] Work Phone (Primary) 978-637-2154	PARTICIPANT	M	W	[REDACTED]	[REDACTED]	[REDACTED]
3	BARLOW, JOHN J 11 SOUTH ST BERLIN MA 01503-1606 DOB: [REDACTED]	PARTICIPANT	M	W	[REDACTED]	[REDACTED]	[REDACTED]
4	GERHARDT, ERICA L 39 AUTUMN RD LUNENBURG MA 01462-1503 DOB: [REDACTED]	PARTICIPANT	F	W	[REDACTED]	[REDACTED]	[REDACTED]
5	HARRIGAN, DELANEY M 21 KINSLEY LN ACTON MA 01720-2807 DOB: [REDACTED]	PARTICIPANT	F	W	[REDACTED]	[REDACTED]	[REDACTED]
6	FAULKINGHAM, CONOR J 91 HARRISON AVE WOBURN MA 01801-4046 DOB: [REDACTED]	PARTICIPANT	M	W	[REDACTED]	[REDACTED]	[REDACTED]

NARRATIVE FOR PATROL CHRISTOPHER M SWEENEY

Ref: 13-731-OF

Entered: 11/30/2013 @ 0335 Entry ID: CSWEE
Modified: 12/02/2013 @ 0348 Modified ID: CSWEE

On Saturday November 30th, 2013 I was working uniformed patrol assigned to marked cruiser #12. Around 1:40 AM I was checking the parking lot of Peyton's Rivers Edge, 86 Powder Mill Rd, when I observed several people inside playing pool. Two of these subjects were wearing street clothes not typical of the employees at Peyton's. I exited my cruiser and observed the group through the window. There were four subjects playing pool, a subject behind the rear bar, and a subject who I recognized as the general manager, Ryan Archuletta, walking around turning off lights. I observed three alcoholic beverages at a table where the four were playing pool and observed the subjects drinking from the glassware. I called in my observations and requested Off. Bodwell to assist me.

When Off. Bodwell arrived I knocked on the door and Ryan Archuletta came to the door. I asked him about the alcohol and he stated everyone was employees. I then asked him if they were all on the clock and he stated they were not. I advised him of the town by-laws and he stated that there's a state law allowing them one drink per shift. I informed him that there was no such law and if there were they are still required to follow the town by-law. I then asked him for the names of all employees and he showed me the computer showing when they clocked out to show that they were all employees. The employees names are, Erica Gerhardt, Connor Faulkingham, Nicholas Donaldson, John Barlow, and Delaney Harrigan. Delaney Harrigan had not worked on this evening, and Erica Gerhardt and John Barlow were both off the clock, Erica around 10:30 PM. I again advised Ryan of the town by-laws in regards to the Alcoholic Beverage Regulations section 4 (copy attached) which requires all non employees (including employees who are not then working) to vacate at closing; all alcoholic beverages removed and glasses emptied; and no employee or owner to consume an alcoholic beverage. He again mentioned the state law in regards to one drink per shift and also stated that he thought there might be some confusion because many of those working were driving rental cars.

Ryan also made mention to the same issue last week, call 13-8850, in which I observed several subjects at the back bar but did not observe any beverages out. I spoke with Connor Faulkingham on this occasion and he advised that they were all employees. I advised Ryan that he would have to file a report with the selectmen's office for Monday and he stated he understood.

Respectfully Submitted,

Officer Chris Sweeney, #13
Maynard Police Department

Description of the circumstances – including damages and whether there were any apparent injuries; and

- e. Name of Manager or other person in charge of the Licensed Premises along with any other employees present at the time of the incident.

4. Duties at “Closing Hour”

It is the responsibility of the Manager or other person in charge of the Licensed Premises to insure that every Licensee complies with the following “closing hour” requirements applicable to all establishments:

- (a) All persons who are not regular employees of the Licensed Premises (including employees who are not then working) must vacate the Licensed Premises at such time.
- (b) All outside signs or lights of the Licensed Premises must be extinguished.
- (c) All Alcoholic Beverages must be removed from tables, booths, bars or other surfaces, all glasses are to be emptied and all Alcoholic Beverage containers are to be secured.
- (d) No employee or owner shall consume any Alcoholic Beverage in or upon the Licensed Premises before opening or after the closing hour.

C. HOURS PERTAINING TO THE SALE OF ALCOHOLIC BEVERAGES TO BE DRUNK ON PREMISES.

1. Hours for holders of Hotel, Inn, Club and Restaurant Licenses

- (a) No Alcoholic Beverages may be sold or served between the hours of 1:00 A.M. and 8:00 A.M. on weekdays or between 1:00 A.M. and 12:00 noon on Sundays.
- (b) No Alcoholic Beverages may be sold or served between 1:00 A.M. and 1:00 P.M. on Memorial Day, New Year’s Day and Christmas Day.

Exception: On January 1st of each calendar year where January 1st does not fall on a Sunday, Alcoholic Beverages may be sold and served up to 2:00 A.M.

- © For these Licenses, the closing hour is 1:30 A.M. on all dates, with the exception of January 1st where January 1st does not fall on a Sunday, on which date the closing hour is 2:30 A.M.

2. HOURS FOR HOLDERS OF TAVERN LICENSES

- (a) No Alcoholic Beverages may be sold or served between the hours of 12:00 midnight and 8:00 A.M.
- (b) On Memorial Day, New Year’s Day and Christmas Day, no Alcoholic Beverages may be sold or served before 1:00 P.M.
- (c) No Alcoholic Beverages may be sold or served on a Sunday.
- (d) For these Licenses, the closing hour is 12:30 A.M.

D. HOURS PERTAINING TO THE SALE OF ALCOHOLIC BEVERAGES NOT TO BE DRUNK ON PREMISES

1. Hours for holders of Licenses for the Sale of Alcoholic Beverages in Package Form

Becky Mosca

From: Mark Dubois <mdubois@maynardpolice.com>
Sent: Monday, December 02, 2013 8:28 AM
To: Becky Mosca; Stephanie Duggan
Subject: by law violation

Good Morning,

Peyton's Rivers Edge should be delivering a report from 11/30 (Saturday) at 1:50 am. Officers spoke to the Manager, Ryan Archuleta, because there were 4 others in the bar area playing pool and had alcohol after hours.

Mark W. Dubois

Chief of Police
Maynard Police Department
197 Main Street
Maynard, MA 01754
Ph. 978-897-1011
Fax 978-897-8022

Becky Mosca

From: Jerry Culbert <gfcars@yahoo.com>
Sent: Tuesday, December 10, 2013 2:39 PM
To: Becky Mosca
Cc: Michelle Sokolowski; Brendon Chetwynd; 'Jerry Culbert'
Subject: RE: Resignations from Boards?

Becky,

The Community Center committee was done in March 2013 so it doesn't exist any longer and I will send a letter regarding the School Building committee. Yes, we have moved to Cape Coral, FL and it's 85 and bright sun today as it's been since last Thursday.

I will send a few photos.

Regards,
Jerry
978 790-5677
gfcars@yahoo.com

Safety First, Avoid the Worst.

This email message and any accompanying data or files is confidential and may contain privileged information intended only for the named recipient(s). If you are not the intended recipient(s), you are hereby notified that the dissemination, distribution, and or copying of this message is strictly prohibited. If you receive this message in error, or are not the named recipient(s), please notify the sender at the email address above, delete this email from your computer, and destroy any copies in any form immediately. Receipt by anyone other than the named recipient(s) is not a waiver of any attorney-client, work product, or other applicable privilege.

From: Becky Mosca [<mailto:BMosca@TownofMaynard.net>]
Sent: Tuesday, December 10, 2013 9:17 AM
To: gfcars@yahoo.com
Cc: msokolowski@townofmaynard.net; Brendon Chetwynd
Subject: RE: Resignations from Boards?

Jerry,

Question; Did you send a resignation letter to the Town Clerk and Selectmen's office resigning from all of your boards & committees?

Someone said you are moving?

Please confirm.

Thanks and Happy Holidays,

Becky Mosca
Administrative Assistant
Maynard Board of Selectmen
195 Main Street
Maynard, MA. 01754
e-mail: bmosca@townofmaynard.net
Voice: 978-897-1351

Becky Mosca

From: Brendon Chetwynd
Sent: Monday, December 09, 2013 5:41 PM
To: Becky Mosca; Michelle Sokolowski
Cc: Kevin Sweet
Subject: Re: TOWN OF MAYNARD ELECTED/APPOINTED OFFICIALS list

After speaking with Jon Neumann, I further confirmed that Josh Morse is not on the committee, nor has he been on the committee for some time, I know that last year, the BOS appointed several people to the CPC after it had been lacking a critical mass for some time.

With that said, given Josh Philbrook's resignation in June, which I forwarded Becky the confirmation email, the committee's constitution is currently as follows:

Tim Caldwell
Jon Neumann
Rob Horn
Dan Stuart

With that being said, I am concerned that we don't have a comprehensive list of our committees and who currently serves on them.

To be clear, Becky and Michelle, I am well aware that it requires "us" to ensure that information is relayed to you and is not practical to assume you know a change occurred. However, we still need to develop a strategy to:

- 1) Validate the list (identify responsible parties)
- 2) Maintain the list (identify responsible parties)

Regards,
Brendon

Brendon Chetwynd, Chair, Maynard Board of Selectmen
(c) 508-641-5223

On Dec 6, 2013, at 12:00 PM, "Becky Mosca" <BMosca@TownofMaynard.net> wrote:

Brendon,

No emails. I don't have either email.
Becky

From: Brendon Chetwynd
Sent: Friday, December 06, 2013 11:40 AM

Date Posted: December 11, 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, December 16, 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): **November 18, 2013**
2. 7:00 p.m. Petition of Renee Guinta, 13 Elm Court, Maynard, Map 9-Parcel 244, for a Special Permit pursuant to Maynard Zoning Bylaw, Section 3.2.4, accessory uses – Hairdressing Home Occupation - for continued use of said premises for the Hairdressing Home Occupation accessory use. Said relief is required to allow the continuance of said accessory use, which is allowed subject to Special Permit Approval from the Zoning Board of Appeals for said premises, which is located in the Town’s Single Residence (S-1) District.
3. 7:00 p.m. Petition of John P. Ward, 92 Old Lancaster Road, Sudbury, MA for a Variance from the Dimensional Regulations within Section 4.1.1 of the Maynard Zoning Bylaw related to minimum frontage for the Petitioner’s lot at 123 Summer Street, Maynard, Map 8-Parcel 164, which is located in the Town’s Single Residence (S-1) District. The request is to allow a lot with approximately 64 feet of frontage; frontage requirement for lot in S-1 District is 100 feet.
4. Review existing Zoning Board of Appeals (ZBA) Application Packet for meeting date update and discussion of new ZBA regularly scheduled meeting date (3rd Monday is a Municipal Holiday in January, February and April).

THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF REVENUE
FISCAL 2014 TAX LEVY LIMITATION FOR
MAYNARD

FOR BUDGET PLANNING PURPOSES

Final Tax Rate Set

I. TO CALCULATE THE FY 2013 LEVY LIMIT

A. FY 2012 Levy Limit	22,412,612
A1. ADD Amended FY 2012 Growth	0
B. ADD (IA + IA1) * 2.5%	560,315
C. ADD FY 2013 New Growth	190,107
C1. ADD FY 2013 New Growth Adjustment	0
D. ADD FY 2013 Override	0
E. FY 2013 Subtotal	23,163,034
F. FY 2013 Levy Ceiling	29,873,317

I. **\$23,163,034**
FY 2013 Levy Limit

II. TO CALCULATE THE FY 2014 LEVY LIMIT

A. FY 2013 Levy Limit from I.	23,163,034
A1. ADD Amended FY 2013 Growth	
B. ADD (IIA + IIA1) * 2.5%	579,076
C. ADD FY 2014 New Growth	261,245
C1. ADD FY 2014 New Growth Adjustment	0
D. ADD FY 2014 Override	0
E. FY 2014 Subtotal	24,003,355
F. FY 2014 Levy Ceiling	28,251,149

II. **\$24,003,355**
FY 2014 Levy Limit

III. TO CALCULATE THE FY 2014 MAXIMUM ALLOWABLE LEVY

A. FY 2014 Levy Limit from II.	24,003,355
B. FY 2014 Debt Exclusion(s)	2,643,122
C. FY 2014 Capital Expenditure Exclusion(s)	0
D. FY 2014 Stabilization Fund Override	0
E. FY 2014 Other Adjustment	0
F. FY 2014 Water / Sewer	0
G. FY 2014 Maximum Allowable Levy	\$26,646,477

NOTE : The information was Approved on 12/11/2013.

Angela M. Marrama, Assistant Assessor, Maynard, 978-897-1354
(Board of Assessors)

10/31/2013 2:36 PM
(Date)

Signed on behalf of the Board of Assessors
(Comments)

**THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF REVENUE
TAX RATE RECAPITULATION**

FISCAL 2014

**OF
MAYNARD**
City / Town / District

I. TAX RATE SUMMARY

Ia. Total amount to be raised (from IIe)	\$	<u>43,790,194.14</u>
Ib. Total estimated receipts and other revenue sources (from IIIe)		<u>17,168,010.00</u>
Ic. Tax levy (Ia minus Ib)	\$	<u>26,622,184.14</u>
Id. Distribution of Tax Rates and levies		

CLASS	(b) Levy percentage (from LA - 5)	(c) IC above times each percent in col (b)	(d) Valuation by class (from LA - 5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	82.6041%	21,991,015.61	986,556,485	22.29	21,990,344.05
Net of Exempt					0.00
Open Space	0.0000%	0.00	0		0.00
Commercial	7.3489%	1,956,437.69	60,616,250	32.28	1,956,692.55
Net of Exempt					0.00
Industrial	6.6612%	1,773,356.93	54,945,000	32.28	1,773,624.60
SUBTOTAL	96.6142%		1,102,117,735		25,720,661.20
Personal	3.3858%	901,373.91	27,928,220	32.28	901,522.94
TOTAL	100.0000%		1,130,045,955		26,622,184.14

Board of Assessors of MAYNARD
City / Town / District

MUST EQUAL IC

NOTE : The information was Approved on 12/11/2013.

Angela M. Marrama, Assistant Assessor, Maynard, 11/21/2013 3:03 PM, signed on behalf of the Board of Assessors
978-897-1354, Assessor, Date, (Comments)

Do Not Write Below This Line --- For Department of Revenue Use Only

Reviewed By Andrew Nelson
Date : 11-DEC-13
Approved : Dennis Mountain
Director of Accounts


(Gerard D. Perry)

TAX RATE RECAPITULATION

FISCAL 2014

MAYNARD

City / Town / District

II. Amounts to be raised

Ila. Appropriations (col.(b) through col.(e) from page 4)	\$	42,407,257.00
Iib. Other amounts to be raised		
1. Amounts certified for tax title purposes		0.00
2. Debt and interest charges not included on page 4		0.00
3. Final court judgements		0.00
4. Total overlay deficits of prior years		16,523.34
5. Total cherry sheet offsets (see cherry sheet 1-ER)		306,288.00
6. Revenue deficits		0.00
7. Offset receipts deficits Ch. 44, Sec. 53E		0.00
8. Authorized Deferral of Teachers' Pay		0.00
9. Snow and ice deficit Ch. 44, Sec. 31D		1,294.00
10. Other (specify on separate letter)		0.00
TOTAL Iib (Total lines 1 through 10)		324,105.34
Iic. State and county cherry sheet charges (C.S. 1-EC)		458,878.00
Iid. Allowance for abatements and exemptions (overlay)		599,953.80
Ile. Total amount to be raised (Total Iia through Iid)	\$	43,790,194.14

III. Estimated receipts and other revenue sources

Illa. Estimated receipts - State		
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	\$	5,798,125.00
2. Massachusetts school building authority payments		897,661.00
TOTAL IIIa		6,695,786.00
IIIb. Estimated receipts - Local		
1. Local receipts not allocated (page 3, col(b), Line 24)		2,182,859.00
2. Offset Receipts (Schedule A-1)		0.00
3. Enterprise Funds (Schedule A-2)		4,258,477.00
4. Community Preservation Funds (See Schedule A-4)		370,025.00
TOTAL IIIb		6,811,361.00
IIIc. Revenue sources appropriated for particular purposes		
1. Free cash (page 4, col.(c))		2,910,826.00
2. Other available funds (page 4, col.(d))		750,037.00
TOTAL IIIc		3,660,863.00
IIId. Other revenue sources appropriated specifically to reduce the tax rate		
1a. Free cash..appropriated on or before June 30, 2013		0.00
b. Free cash..appropriated on or after July 1, 2013		0.00
2. Municipal light source		0.00
3. Teachers' pay deferral		0.00
4. Other source :		0.00
TOTAL IIId		0.00
IIIe. Total estimated receipts and other revenue sources (Total IIIa through IIId)	\$	17,168,010.00

IV. Summary of total amount to be raised and total receipts from all sources

a. Total amount to be raised (from Ile)	\$	43,790,194.14
b. Total estimated receipts and other revenue sources (from IIIe)	\$	17,168,010.00
c. Total real and personal property tax levy (from Ic)	\$	26,622,184.14
d. Total receipts from all sources (total IVb plus IVc)	\$	43,790,194.14

LOCAL RECEIPTS NOT ALLOCATED *
TAX RATE RECAPITULATION

MAYNARD

City/Town/District

	(a) Actual Receipts Fiscal 2013	(b) Estimated Receipts Fiscal 2014
==> 1 MOTOR VEHICLE EXCISE	992,971.00	929,859.00
2 OTHER EXCISE		
==> a.Meals	107,764.00	100,000.00
==> b.Room	0.00	0.00
==> c.Other	88,369.00	80,000.00
==> 3 PENALTIES AND INTEREST ON TAXES AND EXCISES	211,806.00	200,000.00
==> 4 PAYMENTS IN LIEU OF TAXES	68,726.00	68,000.00
5 CHARGES FOR SERVICES - WATER	0.00	0.00
6 CHARGES FOR SERVICES - SEWER	0.00	0.00
7 CHARGES FOR SERVICES - HOSPITAL	0.00	0.00
8 CHARGES FOR SERVICES - SOLID WASTE FEES	266,344.00	250,000.00
9 OTHER CHARGES FOR SERVICES	0.00	0.00
10 FEES	119,032.00	100,000.00
11 RENTALS	55,735.00	55,000.00
12 DEPARTMENTAL REVENUE - SCHOOLS	0.00	0.00
13 DEPARTMENTAL REVENUE - LIBRARIES	0.00	0.00
14 DEPARTMENTAL REVENUE - CEMETERIES	25,820.00	25,000.00
15 DEPARTMENTAL REVENUE - RECREATION	0.00	0.00
16 OTHER DEPARTMENTAL REVENUE	10,564.00	10,000.00
17 LICENSES AND PERMITS	193,473.00	190,000.00
18 SPECIAL ASSESSMENTS	0.00	0.00
==> 19 FINES AND FORFEITS	90,649.00	90,000.00
==> 20 INVESTMENT INCOME	35,657.00	35,000.00
==> 21 MEDICAID REIMBURSEMENT	94,520.00	50,000.00
==> 22 MISCELLANEOUS RECURRING (PLEASE SPECIFY)	19,160.00	0.00
23 MISCELLANEOUS NON-RECURRING (PLEASE SPECIFY)	78,760.00	0.00
24 TOTALS	\$ 2,459,350.00	\$ 2,182,859.00

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the Fiscal 2014 tax rate recapitulation form by the City, Town or District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

Eric Kinsherp, Interim Finance Director, Maynard,
 978-897-1352

7/30/2013 7:11 PM

Accounting Officer

Date

* Do not include receipts in columns (a) or (b) that were voted by the City / Town / District Council or Town Meeting as offset receipts on Schedule A-1, enterprise funds on Schedule A-2, or revolving funds on Schedule A-3. Written documentation should be submitted to support increases / decreases of estimated receipts to actual receipts.

==> Written documentation should be submitted to support increases/ decreases of FY 2013 estimated receipts to FY2014 estimated

CERTIFICATION OF APPROPRIATIONS AND SOURCES OF FUNDING

TAX RATE RECAPITULATION

MAYNARD

FISCAL 2014

City / Town / District

APPROPRIATIONS							AUTHORIZATIONS	
							MEMO ONLY	
City / Town Council or Town Meeting Dates	FY*	(a) Total Appropriations of Each Meeting	(b) ** From Raise and Appropriate	(c) From Free Cash See B-1	(d) From Other Available Funds See B-2	(e) From Offset Receipts (See A-1), Enterprise Funds (See A-2), or Community Preservation Fund (See A-4)	(f) *** Revolving Funds (See A-3)	(g) Borrowing Authorization
05/20/2013	2014	38,677,050.00	34,817,576.00	0.00	424,249.00	3,435,225.00	130,900.00	1,798,000.00
05/20/2013	2013	3,730,207.00	0.00	2,910,826.00	325,788.00	493,593.00	0.00	0.00
Totals		42,407,257.00	34,817,576.00	2,910,826.00	750,037.00	3,928,818.00		
		Must Equal Cols. (b) thru (e)						

I hereby certify that the appropriations correctly reflect the votes taken by City / Town / District Council.

MAYNARD

Michelle Sokolowski, Town Clerk, Maynard, 978-897-1300

11/21/2013 2:53 PM

City/Town/District

Clerk

Date

From: Carr, Michael (SEN) <Michael.Carr@masenate.gov> on behalf of Eldridge, James (SEN) <james.eldridge@masenate.gov>
Sent: Wednesday, December 11, 2013 1:10 PM
To: Eldridge, James (SEN)
Subject: Update from Senator Eldridge
Attachments: image001.png

Dear Municipal Official,

With 2013 drawing to a close, I wanted to update you on some of the things we have accomplished for our cities and towns, including the fourteen communities of the Middlesex and Worcester District. In addition, I want to emphasize that if you ever have a specific question or concern, or just an update on a particular bill or budget item, please do not hesitate to contact me directly. Generally, I hear from very few municipal officials year to year, perhaps ten a year, so I do encourage you to be in touch with me. In addition, you're welcome to sign up for my government e-newsletter, at www.SenatorEldridge.com

A few highlights:

- **CPA State Funding - More for Community Preservation**

The state has increased its contributions to the town funds that support open space, historic preservation, affordable housing, and outdoor recreational facilities from last year's total of \$858,836 to \$1,641,381 this year. All communities that have adopted the Community Preservation Act (CPA) in the state will receive a 52.23 percent match from the state on locally raised funds in round one of the allocations, double the 26.6 percent state match from 2012. It will be the highest state contribution since 2008. Communities that adopted the CPA with a full 3 percent local property tax surcharge receive additional revenue on rounds two and three. The second and third rounds are weighted so that smaller and less affluent communities receive higher funding. The state recently began distributing \$55 million from the Community Preservation Trust Fund to the 148 Massachusetts cities and towns that have opted into the program. The additional funding from the Legislature included a change to the CPA that will allow participating communities to use preservation funds to rehabilitate existing parks, playgrounds and athletic fields, rather than only build new ones as in the prior legislation.

- **Green Communities Stretch Code and New Grant Program**

As a state we are making significant strides in clean energy and energy conservation efforts this year. I am happy to announce that the Department of Energy Resources (DOER) is now accepting applications for a new 2-year Energy Manager Grant program that will enable communities to devote specific staff to local energy reduction initiatives. \$1.7 million will be available over the 2-year period for municipalities and regional school districts to devote to full or part-time energy managers. Having seen her success in establishing energy reduction programs at the Acton Public Schools and in the Acton-Boxborough Regional School District, I was proud to work with local Energy Manager Kate Crosby in filing Senate Bill 1584, "An Act creating a grant

program for municipal and regional energy efficiency managers.” Acton and Boxborough schools have seen a 22% reduction in overall electricity consumption in four years—through mechanical, lighting and air-sealing projects – and have saved approximately \$300,000 per year. Together we advocated for such a program through the DOER, and I am proud to see it come to fruition.

Towns can find eligibility and grant details [here](#).

For information about her work, Kate Crosby can be reached by email at kcrosby@abschools.org

Further, over the coming weeks the DOER will be hosting several “Listening Sessions” to hear municipalities’ ideas and feedback about updating the Massachusetts Stretch Energy Code. Added to the building code in 2009, the Stretch Energy Code offers a more energy efficient alternative to the standard energy provisions of the building codes that municipalities may adopt.

Written comments can be submitted at the Listening Sessions or by email at stretchcode@state.ma.us

More information can be found on [DOER's website](#)

If you have questions about either of these initiatives, please contact Joanne Bisetta, DOER’s Northeast Region representative, at joanne.bissetta@state.ma.us or (978) 694-3315.

- **Transportation Plan**

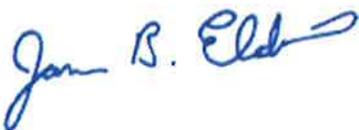
Earlier this year Governor Patrick and the Massachusetts Department of Transportation presented [The Way Forward: A 21st-Century Transportation Plan](#). This document describes the current state of our transportation infrastructure and details the investments necessary to stabilize today’s transportation system and to build a system for the future. This year the Legislature passed a transportation finance package that will help implement some of these projects. As we move forward, I am very interested in your thoughts about the plan and any challenges you are facing in your community.

- **The State of Education Policy in Massachusetts**

This past year, Massachusetts incorporated the national Common Core curriculum standards, as well as teacher evaluations. I have heard very little about the impacts of these mandates from constituents in my district, most especially municipal officials. Please feel free to share with me your concerns about these changes in education policy, as well as any thoughts on unfunded mandates, and state education funding.

I look forward to hearing from you. As always please think of my office as a resource if you have questions or need information.

Sincerely,



Jamie Eldridge
State Senator
Middlesex and Worcester District

TOWN OF MAYNARD
MEETING NOTICE

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

Maynard Conservation Commission

Maynard Town Hall
Municipal Services Conference Room
Thursday, December 19, 2013 at 6:30 PM

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

ADMINISTRATIVE BUSINESS:

- Review minutes from 11/05/2013, 11/19/2013 and 12/3/2013.

PUBLIC HEARING:

- Abbreviated Notice of Resource Area Delineation (7:00, continued from December 3rd)
Assabet River Rail Trail
Linda Hansen, Town of Maynard
- Abbreviated Notice of Resource Area Delineation (7:30, continued from December 3rd)
129 Parker Street
Scott Goddard, representing Capital Properties
Mr. Goddard requested a continuance until 7:00 on January 7, 2014
- Request for Determination (8:00)
Assabet River Rail Trail
Linda Hansen, Town of Maynard
Removal of steel rails

WETLANDS/STORMWATER ISSUES:

- Enforcement order issued to property owner at 5 Walcott
- Maynard High School retention pond and erosion control removal, DEP file number 213-02428
- Final CPC proposal submitted

LAND MANAGEMENT:

- Address encroachment issues at Dix Road

BUSINESS:

- none

Mail of note:

- Notice of Intent for both Lots 1 & 2 at Fowler Street subdivision (scheduled hearing for January 7, 2014)

Upcoming Meetings:

- Next Conservation Commission meeting, **January 7, 2014.**

THIS AGENDA IS SUBJECT TO CHANGE

TOWN OF MAYNARD
Cemetery Department

DEED Nº 2009

This Certifies that Louisa Carrero

191 Eastern Avenue, Waterbury, CT 06710

proprietor of Lot No. Lot 1-8 Section No. 21 in

Glenwood Cemetery, Maynard, Massachusetts, and that said lot shall be holden subject to all the by-laws, rules and regulations made, and to be made by the Board of Selectmen.

Sealed, Signed and Delivered
in the presence of



Dated November 21, 2013

Board of Selectmen of the Town of Maynard

Becky Mosca

From: Christopher Okafor
Sent: Wednesday, December 04, 2013 3:55 PM
To: Kevin Sweet (ksweet@TownofMaynard.net)
Cc: Marie Morando (mmorando@TownofMaynard.net); Becky Mosca (BMosca@TownofMaynard.net)
Subject: FW: Cemetery Deed 2009 on hold request new Policy for the Cemetery
Attachments: 1032_001.pdf

Kevin:

This deed is in conformity to current policy therefore, I recommend that the BOS sign the deed. The owner of the gravel was just buried last week. The deed was issued per the family's request for their record.

Thanks,
Chris

From: Becky Mosca
Sent: Wednesday, December 04, 2013 9:07 AM
To: Chris Okafor
Cc: Kevin Sweet (ksweet@TownofMaynard.net)
Subject: FW: Cemetery Deed 2009 on hold request new Policy for the Cemetery

Chris,

At the BOS meeting on November 5, 2013, resident Chuck Shea tried to purchase a cemetery lot. Per the policy he was denied that purchase.

The Board of Selectmen would like the DPW to relook at the policy and update.

At the BOS meeting on December 3, 2013 we had a cemetery deed (2009) Board requested to put the cemetery deed on hold until they know why this deed was issued.

Regards,

Becky Mosca
Administrative Assistant
Maynard Board of Selectmen
195 Main Street
Maynard, MA. 01754
e-mail: bmosca@townofmaynard.net
Voice: 978-897-1351
www.townofmaynard-ma.gov

From: Cannon
Sent: Wednesday, December 04, 2013 9:17 AM
To: Becky Mosca; Kevin Sweet
Subject: Attached Image

LICENSE ALCOHOLIC BEVERAGES



THE LICENSING BOARD OF THE
TOWN OF MAYNARD
MASSACHUSETTS

HEREBY GRANTS A
COMMON VICTUALLER
License to Expose, Keep for Sale, and to Sell
All Kinds of Alcoholic Beverages

To be Drunk on the Premises

To: **Skylight LLC**
51 Waltham Street Street

Manager: **Cyrill F. Clark**

On the following described premises:

Three dining rooms, one lounge and bar first floor. Basement for storage.

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires December 31st, **2014** unless sooner suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this 3rd day of **December, 2013**.

The Hours during which Alcoholic
Beverages may be sold are:

Hours of Operation: **TBD**

Phone #: **978-263-2198**

Lic# **067600020**

Cost: **\$2,200.00**

License for **2014**

Dana Conley
William F. O'Shea
David D. The

LICENSING BOARD

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ

BLATMAN, BOBROWSKI & MEAD, LLC

ATTORNEYS AT LAW

30 GREEN STREET
NEWBURYPORT, MA 01950
PHONE 978.463.7700
FAX 978.463.7747

SARAH E. BELLINO
sarahb@bbmatlaw.com

Concord Office
9 DAMONMILL SQUARE, SUITE 4A4
CONCORD, MA 01742
PHONE 978.371.2226
FAX 978.371.2296

Millis Office
730 MAIN STREET, SUITE 2B
MILLIS, MA 02054
PHONE 508.376.8400
FAX 508.376.8440

TO: Board of Selectmen
FR: Sarah Bellino, Town Counsel
CC: Lisa Mead, Town Counsel
DA: December 10, 2013
RE: Skylight, LLC Retail All Alcohol License Transfer and Renewal

Reference is made to the above-captioned matter. In that connection, you have inquired as to the appropriate steps for the Board to take when reviewing a liquor license renewal application where the owner has indicated he may relocate the business and license.

The facts as I understand them are as follows: John Anderson, owner of Skylight LLC, applied for the transfer of retail all alcohol license no. 454019036 which is associated with 51 Waltham Street, Maynard. Both the Town of Maynard and the ABCC have approved the transfer request. Because all ABCC licenses must be renewed in November of each year, the new owner of said license has instituted the renewal process within the prescribed period of time and the license renewal is now before the Board. The owner of the business and associated license has indicated in his renewal paperwork that the premises is not currently open for business and he is debating whether to renovate the current premises or move the business, and license, to a new location. The Board is eager to keep the license in the Town of Maynard and is seeking guidance as to how effectuate that retention.

Based on my research and conversation with ABCC Executive Director Ralph Sacramone, the appropriate process to ensure the license is protected both for the owner and the Town is for the Board to approve the renewal at the 51 Waltham Street address, assuming the Board has no other objections to the renewal. In the event the owner wishes to move the liquor license, he must apply for a location change. Changing the location of a license requires the owner to complete a petition for location change, among other things, to be submitted to both the Town and the ABCC. In the event the new owner does in fact complete an application for a location change the Board will then need to consider the appropriateness of the new location. Because the onus is on the owner to effectuate a change in license location, the Board must now only consider the current address in the renewal process.

It is my hope that this provides you with the information you need to move forward with this process. Please do not hesitate to contact me with any further questions you may have concerning this matter.



Date: December 17, 2013

***Kevin Sweet, Town Administrator, Eric Smith, Planning Board,
Richard Asmann, Building Inspector, Ken Neuhauser Community
Preservation Committee, Gregg Lefter, Facilities Manager, Peter
DiCicco, School Department, Stephen Weiner, Library, Max
Lamson, Chris Okafor & Marie Morando, Public Works (2)
Members at large***

You are hereby appointed to the

***Maynard Green Communities Committee
(MGCC)***

Term expires: December 31, 2014

FOR THE

TOWN OF MAYNARD

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

Board of Selectmen

Sworn: _____

Town Clerk



Date: **December 17, 2013**

Ron Calabria(Resident), Bernie Cahill (Planning Board), Ken Estabrook (School Committee), Amy Hart (Resident), Eugene Redner, Eric Smith(Town Planner), Lynda Thayer (Resident)

You are hereby appointed to the

129 Parker Street Ad-hoc Committee

Term expires: December 30, 2014

FOR THE

TOWN OF MAYNARD

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

BOARD OF SELECTMEN

Sworn: _____

Town Clerk



Date: December 17, 2013

Non-Voting Members, Robert Gerardi, Superintendent Maynard, Pete DiCicco, Business Advisor Maynard, Kevin Sweet, Town Administrator, Jennifer Gaudet Finance, Chuck Caragianes, Principal, MHS, Marie Morando, recording secretary, Gregg Lefter Facility Manager. Voting-Members Matt Briggs, Philip Berry, Anthony Midey, Ken Neuhauser, Peter O'Callaghan, Bonnie Winokar, Ed Mullin, David Gavin, Elected,

You are hereby appointed to the

***Town School Building Committee
(TSBC)***

*Term expires: December 31, 2014
FOR THE*

TOWN OF MAYNARD

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

BOARD OF SELECTMEN CHAIRMAN

Sworn: _____

Town Clerk



Date: December 17, 2013

Reya Stevens
29 Driscoll Avenue

You are hereby appointed to the

Cultural Council

Term expires: June 30, 2016

FOR THE

TOWN OF MAYNARD

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

BOARD OF SELECTMEN

Sworn: _____

Town Clerk

Becky Mosca

From: Reya Stevens <reya@friendlymind.com>
Sent: Saturday, December 07, 2013 11:44 AM
To: Becky Mosca
Cc: Elizabeth S. Milligan
Subject: Seeking Appointment to Maynard Cultural Council

Dear Ms. Mosca:

Please consider me for a position on the Maynard Cultural Council.

I moved to Maynard from Boston several years ago, carefully choosing it as a town that offered a rich combination of cultural resources, access to nature, and community spirit. I would now like to help Maynard's cultural life grow even more vibrant and visible and more accessible both to our own citizens and those of nearby communities.

I have heard that even in Boston, the arts draw far more business and economic activity than sports. In a small town like this, the arts are certainly one of the largest draws we have—and we have an unusually large community of productive artists for a small town.

Of course, it is not only economic incentive that moves me to promote the arts in Maynard. People of all ages are moved and inspired both by creating and observing artistic and cultural endeavors; the arts connect us with something rich—something beyond material things—something that is about the human experience, and which can draw people together.

On a more personal note, as an amateur artist with a progressive, disabling illness, I don't always have the stamina to contribute to the town in ways that I would like to. I believe that on the Maynard Cultural Council, there are roles that I can readily fulfill even with my body's limitations. Please give my appointment your serious consideration.

Sincerely,

Reya Stevens

29 Driscoll Avenue
Maynard, MA 01754
978.897.1547

Becky Mosca

From: Reya Stevens <reya@friendlymind.com>
Sent: Saturday, December 07, 2013 12:22 PM
To: Becky Mosca
Cc: Brendon Chetwynd; 'Elizabeth S. Milligan'
Subject: RE: Seeking Appointment to Maynard Cultural Council

Thank you, Becky. Yes, I attended one of the meetings and have been in touch about it with Elizabeth.

I look forward to hearing from you.

Best,
Reya

From: Becky Mosca [<mailto:BMosca@TownofMaynard.net>]
Sent: Saturday, December 07, 2013 11:52 AM
To: reya@friendlymind.com
Cc: Brendon Chetwynd; Elizabeth S. Milligan
Subject: Re: Seeking Appointment to Maynard Cultural Council

Reya,

I will gladly add your letter in the next Board of Selectmen's packet for Dec 17, 2013.
Have you been to one of the Cultural Council meetings?

Elizabeth Milligan runs the Cultural Council.

I'll be in touch soon, Enjoy your week-end,
P.S. The Sip in Stroll is downtown tonight from 6 to 8 pm,

Becky Mosca

sent from my iPad

Dec 7, 2013, at 11:46 AM, "Reya Stevens" <reya@friendlymind.com> wrote:

Dear Ms. Mosca:

Please consider me for a position on the Maynard Cultural Council.

I moved to Maynard from Boston several years ago, carefully choosing it as a town that offered a rich combination of cultural resources, access to nature, and community spirit. I would now like to help Maynard's cultural life grow even more vibrant and visible and more accessible both to our own citizens and those of nearby communities.

I heard that even in Boston, the arts draw far more business and economic activity than sports. In a town like this, the arts are certainly one of the largest draws we have—and we have an unusually high density of productive artists for a small town.

Becky Mosca

From: Brendon Chetwynd
Sent: Monday, December 09, 2013 11:14 AM
To: Becky Mosca
Subject: Re: Request Arts as Economic Drivers for Maynard

Yes, please add Elizabeth.

Let's make it 15 minutes total.

- Brendon

Brendon Chetwynd, Chair, Maynard Board of Selectmen
(c) 508-641-5223

On Dec 9, 2013, at 11:09 AM, "Becky Mosca" <BMosca@TownofMaynard.net> wrote:

Brendon,

We have a request for agenda time see below email.
Please let me know if this is ok and how much time Elizabeth can have?

Becky

From: Elizabeth Milligan [<mailto:esmilligan@verizon.net>]
Sent: Monday, December 09, 2013 11:05 AM
To: Becky Mosca
Subject: Request Arts as Economic Drivers for Maynard

Hi Becky!

Per your request, please consider my request to be on the agenda for the December 17th BOS meeting. I would like to speak to the cultural district designation available through the Massachusetts Cultural Council. I would like to speak to the history – on a state level, a local level, and a personal level, the nature of the opportunity and designation, the elements of applying for such a designation and keeping it, the resources needed, the partnership required and what is expected of partners, the benefits to the town – now and in the future. I will keep my talk as short or long as the Selectmen desire; same for questions!

Thank-you, and please let me know if you need more detail.

Regards,
Elizabeth Steiner Milligan
Chair, Maynard Cultural Council



RESERVE FUND TRANSFER FORM

Date: 12-11-13

Request is hereby made of the following transfer from the Reserve Fund in accordance with Chapter 40 of the Massachusetts General Laws.

- 1. Amount Requested: \$7,000.00**
- 2. To be transferred to: 0001.0155.530011**
- 3. Present Balance in account 0**
- 4. The amount requested will be used for (specific reason): To purchase, install, insure, and program a new server for the library. Our server has a 5 year life span. We are currently in year 7.**

This expenditure is extraordinary and unforeseen for the following reason: This was not unforeseen. Monies to purchase a new server were put into the FY 14 budget but then removed.

Library
Dept. Request Transfer

Stephen Weir
Signature (Department Head)

Reviewed by Board of Selectmen Dated: _____

Date of meeting: _____ Action of Finance Committee: _____

Transfer voted on in the sum of: _____ Approved _____ Disapproved _____

Number Present and Voting: _____

Finance Committee Chairman

Request should be made and transfer voted on before any expenditure in excess of appropriation is incurred.

Town of Maynard
All Departments Expenditure Report
From 07/01/2013 to 10/31/2013

0001 - GENERAL FUND	Account	Description	Carry Fwd	Orig Bud	Amended	Encumb	Expend	Unencum Bal	% Exp
	0001.0155.524004.0000	DATA PROCESSING/MIS. R&M - COMPUTER	\$1,432.00	\$8,500.00			\$2,031.00	\$7,901.00	20.44 %
	0001.0155.530007.0000	DATA PROCESSING/MIS. DATA PROCESSING		\$17,000.00			\$1,623.11	\$15,376.89	9.54 %
	0001.0155.530008.0000	DATA PROCESSING/MIS. PAYROLL SERVICE		\$16,500.00			\$3,478.27	\$13,021.73	21.08 %
	0001.0155.530009.0000	DATA PROCESSING/MIS. SOFTWARE SUPP F		\$40,000.00			\$17,217.60	\$22,782.40	43.04 %
	0001.0155.530010.0000	DATA PROCESSING/MIS. SOFTWARE SUPP P		\$14,000.00			\$11,824.00	\$2,176.00	84.45 %
	0001.0155.530011.0000	DATA PROCESSING/MIS. SOFTWARE SUPP L		\$32,000.00			\$32,000.00		100.00 %
	0001.0155.530012.0000	DATA PROCESSING/MIS. COMPUTER SUPPOR		\$4,943.50			\$43,293.75	\$81,649.75	34.65 %
	0001.0155.530026.0000	DATA PROCESSING/MIS. MAPPING/GIS TEC		\$10,000.00				\$10,000.00	0.00 %
	0001.0155.585000.0000	DATA PROCESSING/MIS. EQUIPMENT		\$40,000.00			\$6,034.51	\$33,965.49	15.08 %
	0000 - UNASSIGNED Total		\$6,375.50	\$298,000.00			\$117,502.24	\$186,873.26	38.60 %
	155 - DATA PROCESSING/MIS Total		\$6,375.50	\$298,000.00			\$117,502.24	\$186,873.26	

Mr. Stephen Weiner
Director
Maynard Public Library
77 Nason St., Maynard, MA 01754

December 12, 2013

Dear Stephen,

I have seen the specifications for the proposed domain controller/file server for the library and agree that they meet or exceed the specs needed by the library and its integration into Minuteman Library Network.

Also, I would highly recommend Michael Harradon as an integrator to help you migrate your existing domain to the new one, and set up things like group policy, login scripts, security and more. He holds several certifications from Microsoft and has assisted several of our MLN libraries such as Lexington, Natick, Needham, and Westwood. He knows how our network is set up and he knows libraries. In addition, he charges a lower than typical hourly rate. He may be reached by e-mailing harradons@comcast.net.

Please let me know if you need further assistance with this project.

Sincerely,

Rick Taplin
Head, Systems and Networking
Minuteman Library Network
508-655-8008 x201
rtaplin@minlib.net

Server replacement cost estimate;

Server	\$2,900.00
Software	53.00
Backup hardware	100.00
Backup software	115.00
UPS	200.00
Install	3,300.00
Contingency	332.00
Total Estimate	7,000.00



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

Administration

Highway

Water & Sewer

WWTP

December 3, 2013

FEMA
65 Old Marlboro Road
Maynard, MA 01754

RE: Sewer Bill Abatement Request for 65 Old Marlboro Road

Dear FEMA:

We are in receipt of your request dated October 30, 2013 for abatement on your sewer bill for the above named address. According to your abatement request, your building has a septic system.

Our findings affirm your abatement request therefore I am recommending to the Board of Selectmen **to abate your October sewer bill of \$733.49 by \$689.09**. I will be forwarding my recommendation to the Town Administrator for his action.

Please feel free to call or write back with any additional questions.

Sincerely

A handwritten signature in black ink, appearing to read "Christopher Okafor".

Christopher Okafor
Operations Manager

Attachment(s): Town of Maynard Abatement Request Form/Water & Sewer Bill

cc: Kevin A. Sweet, Town Administrator
Tim Mullally, Water & Sewer Foreman
Marie Morando, DPW Administrative Assistant
File



OFFICE OF THE
DEPARTMENT OF PUBLIC WORKS
MUNICIPAL BUILDING, 195 MAIN STREET
MAYNARD, MASSACHUSETTS 01754
TELEPHONE: 978-897-1017
FAX: 978-897-7290

UTILITY BILLING

ABATEMENT REQUEST

ACCOUNT #: 51-0003783-1001

DATE: 10/30/2013

NAME: FEMA

ADDRESS: 65 Old Marlboro Rd, Maynard, MA 01754

PHONE: 978-461-5536



CUSTOMER HAS PAID ALL UNCONTESTED WATER/SEWER
BILLS IN FULL BY DUE DATE AND AN AMOUNT AT LEAST
EQUAL TO PRIOR BILL OF CONTESTED BILL.

Please attach a copy of the bill in question, Full Description of Request: (be specific)

Our building has its own desecret septic system. We
Are only using town sewer to support minimal water usage
for vehicle maintenance. Previous bill had minimal charges
but now show full charges with new billing system.

Would like an abatement totaling \$ 689.09 To cover
current charges and future bills to reflect minimal
sewer charges.

By J [Signature] 978-461-5536

I have sent both new + old bills for reference

Reviewed by: _____

Approved: _____ Denied: _____

Reason: _____

Abatement Policy on back of form

TOWN OF MAYNARD - WATER/SEWER BILL

INTEREST WILL ACCRUE AT 14% ANNUALLY IF NOT PAID IN FULL BY THE DUE DATE.

Service Location	Parcel Identifier	Account #	Bill #	Billing Date	Due Date
65 OLD MARLBORO RD-VSAB	M023.0-12.0	51-0003783-1001	3549	10/01/2013	11/01/2013

Usage History				Charge Summary	
Read Date	Reading	Usage Type	Usage	Description	Charge
08/27/2013	484800	Actual	8280	WATER	\$536.84
08/31/2013	476700	Actual	4670	SEWER	\$733.49
03/01/2013	0	Actual	3190	SPRINKLER	\$12.50
12/01/2012	0	Actual	15320		
09/01/2012	0	Actual	180		
06/01/2012	0	Actual	9760		

Total Current Charges	\$1,282.63
Past Due	\$0.00
Interest	\$0.00
Adjustments	\$0.00
Total Due	\$1,282.63

Rate Information

Quarterly In-Town Rates

Water / Sewer Rate Information

Water usage from 0-500 cubic feet is billed at minimum rate of \$4.36 per hundred cubic feet.

Water usage from 501-1,000 cubic feet is billed at \$5.62 per hundred cubic feet.

Water usage from 1,001-2,500 cubic feet is billed at \$6.03 per hundred cubic feet.

Water usage over 2,500 cubic feet is billed at \$8.88 per hundred cubic feet.

Sewer rate is \$8.88 per hundred cubic feet. Minimum Water Bill is \$21.60 and Minimum Sewer Bill is \$44.40.

Quarterly Out-of-Town Rates

Water / Sewer Rate Information

Water usage from 0-500 cubic feet is billed at minimum rate of \$6.10 per hundred cubic feet.

Water usage from 501-1,000 cubic feet is billed at \$7.85 per hundred cubic feet.

Water usage from 1,001-2,500 cubic feet is billed at \$8.45 per hundred cubic feet.

Water usage over 2,500 cubic feet is billed at \$9.69 per hundred cubic feet.

Sewer rate is \$12.38 per hundred cubic feet. Minimum Water Bill is \$30.50 and Minimum Sewer Bill is \$61.80.

Please make checks payable to
TOWN OF MAYNARD
 and mail payments to
TOWN OF MAYNARD
 P.O. Box 865
 Reading, MA 01867-0407

Y00006-000003

Contact Information

Billing Inquiries: Call Collector's Office
 978-897-1305

Office Hours:
 Mon, Wed - Friday 8:00 am to 4:00 pm
 Tuesday 8:00 am - 7:00 pm

Usage Inquiries: Call DPW
 978-897-1317

The Commonwealth of Massachusetts

TOWN OF MAYNARD
Water & Sewer Charges

Cheryl Kane, Treasurer/Collector

Please make checks payable to
TOWN OF MAYNARD
 and mail payments to
TOWN OF MAYNARD
 P.O. Box 865
 Reading, MA 01867-0407

REMITTANCE COUPON

Please Return With Payment

Bill Number: 3549
 Account Number: 51-0003783-1001

65 OLD MARLBORO RD-VSAB

Current Charges	\$1,282.63
Past Due	\$0.00
Penalty	\$0.00
Adjustments	\$0.00

Pay This Amount

\$1,282.63

Due Date 11/01/2013

APPROVED Amount \$ 1282.63

40-1* B426411Y

Partial or Final

Received: 10/29/2013

FEMA FINANCE CTR
 P.O. BOX 9001
 WINCHESTER, VA 22604-9001

VENDORS Dy 78
 Project Officer [Signature]

Date 10/29/2013

TOWN OF MAYNARD - WATER/SEWER BILL

INTEREST WILL ACCRUE AT 14% ANNUALLY IF NOT PAID IN FULL BY THE DUE DATE.

Service Location
65 OLD MARLBORO RD

Parcel Identifier M023.0--12.0
Account # 51-0008138-0001

Bill # 4191
Billing Date 10/01/2013
Due Date 11/01/2013

Usage History

Read Date	Reading	Usage
11/28/2006	0	0
//	0	0

Charge Summary

Description	Charge
BACKFLOW	\$12.50
Total Current Charges	\$12.50
Past Due	\$0.00
Interest	\$0.00
Adjustments	\$0.00
Total Due	\$12.50

APPROVED Amount \$ 12.50

40-1* B426411Y

Partial or Final

Received: 10/26/2013

[Signature] 10/29/2013

Project Officer Date

Quarterly In-Town Rates

Water / Sewer Rate Information

Water usage from 0-500 cubic feet is billed at minimum rate of \$4.36 per hundred cubic feet

Water usage from 501-1,000 cubic feet is billed at \$5.62 per hundred cubic feet

Water usage from 1,001-2,500 cubic feet is billed at \$6.03 per hundred cubic feet

Water usage over 2,500 cubic feet is billed at \$6.68 per hundred cubic feet

Sewer rate is \$8.68 per hundred cubic feet. Minimum Water Bill is \$21.60 and Minimum Sewer Bill is \$44.40

Quarterly Out-of-Town Rates

Water / Sewer Rate Information

Water usage from 0-500 cubic feet is billed at minimum rate of \$6.10 per hundred cubic feet

Water usage from 501-1,000 cubic feet is billed at \$7.86 per hundred cubic feet

Water usage from 1,001-2,500 cubic feet is billed at \$8.45 per hundred cubic feet

Water usage over 2,500 cubic feet is billed at \$9.69 per hundred cubic feet

Sewer rate is \$12.36 per hundred cubic feet. Minimum Water Bill is \$30.50 and Minimum Sewer Bill is \$61.80

Please make checks payable to
TOWN OF MAYNARD
and mail payments to
TOWN OF MAYNARD
P.O. Box 865
Reading, MA 01867-0407

Y0006-00003

Contact Information

Billing Inquiries: Call Collector's Office
978-897-1305

Office Hours:
Mon, Wed - Friday 8:00 am to 4:00 pm
Tuesday 8:00 am - 7:00 pm

Usage Inquiries: Call DPW:
978-897-1317

The Commonwealth of Massachusetts
TOWN OF MAYNARD
Water & Sewer Charges
Cheryl Kane, Treasurer/Collector

Please make checks payable to
TOWN OF MAYNARD
and mail payments to
TOWN OF MAYNARD
P.O. Box 865
Reading, MA 01867-0407

REMITTANCE COUPON
Please Return With Payment
Bill Number: 4191
Account Number: 51-0008138-0001

65 OLD MARLBORO RD	
Current Charges	\$12.50
Past Due	\$0.00
Penalty	\$0.00
Adjustments	\$0.00

Pay This Amount

\$12.50

Due Date 11/01/2013

FEMA FINANCE CTR VENDORS
P.O. BOX 9001
WINCHESTER, VA 22604

17506201414000000419100000012501101136



TOWN OF MAYNARD
Department of Public Works

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

Administration

Highway

Water & Sewer

WWTP

December 3, 2013

Rex and Krista Olson
63 Brooks Street
Maynard, MA 01754

RE: Sewer Bill Abatement Request for 63 Brooks Street

Dear Mr. /Mrs. Olson:

We are in receipt of your request dated November 20, 2013 for abatement on your sewer bill for the above named address. According to your abatement request, this is a new house and no one resides at this location at this time. Water is only used to water lawn and house was sold on October 18, 2013.

Our findings affirm your abatement request therefore I am recommending to the Board of Selectmen to **abate your October sewer bill of \$441.28 by \$274.39**. I will be forwarding my recommendation to the Town Administrator for his action.

Please feel free to call or write back with any additional questions.

Sincerely



Christopher Okafor
Operations Manager

Attachment(s): Town of Maynard Abatement Request Form/Water & Sewer Bill

cc: Kevin A. Sweet, Town Administrator
Tim Mullally, Water & Sewer Foreman
Marie Morando, DPW Administrative Assistant
File



OFFICE OF THE
 DEPARTMENT OF PUBLIC WORKS
 MUNICIPAL BUILDING, 195 MAIN STREET
 MAYNARD, MASSACHUSETTS 01754
 TELEPHONE: 978-897-1017
 FAX: 978-897-7290

UTILITY BILLING

ABATEMENT REQUEST

ACCOUNT #: 51-0000581-0001
 DATE: 11-20-2013
 NAME: Rex and Krista Olson
 ADDRESS: 123 Brooks Street
 PHONE: 339-222-2342

CUSTOMER HAS PAID ALL UNCONTESTED WATER/SEWER
 BILLS IN FULL BY DUE DATE AND AN AMOUNT AT LEAST
 EQUAL TO PRIOR BILL OF CONTESTED BILL.



Please attach a copy of the bill in question, Full Description of Request: (be specific)

We are abating the sewer portion
 of the bill. New house no one
 living there only used water to
 water lawn. ~~for~~ House was sold
 10-18-2013.

\$ 156.73
 \$ 117.66
\$ 274.39

Reviewed by: _____

Approved: _____

Denied: _____

Reason: _____

Abatement Policy on back of form



TOWN OF MAYNARD
Department of Public Works

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

Administration

Highway

Water & Sewer

WWTP

October 30, 2013

Judy Cramer
4 Karlee Drive
Maynard, MA 01754

RE: Sewer Bill Abatement Request for 4 Karlee Drive

Dear Mrs. Cramer:

We are in receipt of your request dated October 16, 2013 for abatement on your sewer bill for the above named address. According to your abatement request, an irrigation meter was installed the 3rd week of June 2013 and was inspected by staff from DPW during the installation.

Our findings affirm your abatement request therefore I am recommending to the Board of Selectmen to **abate your October sewer bill of \$320.57 by \$129.29**. I will be forwarding my recommendation to the Town Administrator for his action.

Please feel free to call or write back with any additional questions.

Sincerely

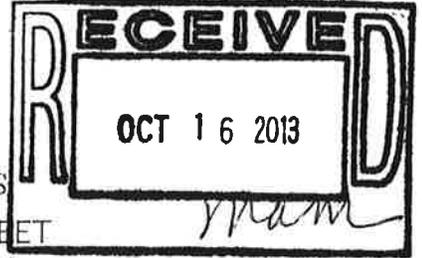
Christopher Okafor
Operations Manager

Attachment(s): Town of Maynard Abatement Request Form/Water & Sewer Bill

cc: Kevin A. Sweet, Town Administrator
Tim Mullally, Water & Sewer Foreman
Marie Morando, DPW Administrative Assistant
File



OFFICE OF THE
 DEPARTMENT OF PUBLIC WORKS
 MUNICIPAL BUILDING, 195 MAIN STREET
 MAYNARD, MASSACHUSETTS 01754
 TELEPHONE: 978-897-1017
 FAX: 978-897-7290



UTILITY BILLING

ABATEMENT REQUEST

ACCOUNT #: 51-0008338-0001 DATE: 10/16/2013
 NAME: Judy Cramer
 ADDRESS: 4 Karlee Dr.
 PHONE: 978-897-6296

CUSTOMER HAS PAID ALL UNCONTESTED WATER/SEWER
 BILLS IN FULL BY DUE DATE AND AN AMOUNT AT LEAST
 EQUAL TO PRIOR BILL OF CONTESTED BILL.

Please attach a copy of the bill in question, Full Description of Request: (be specific)

An irrigation meter was installed the 3rd week
of June. Meter was inspected by DPW
personnel during installation. 10/1/2013 water
bill did not reflect adjustment to sewer
change. please consider adjusting Bill # 4572
accordingly. Thank you!

Reviewed by: _____

Approved: _____

Denied: _____

Reason: _____

Abatement Policy on back of form

Service Location	Parcel Identifier	Account #	Bill #	Billing Date	Due Date
4 KARLEE DRIVE	23.-10-5.0	51-0008338-0001	4572	10/01/2013	11/01/2013

Usage History				Charge Summary	
Read Date	Reading	Usage Type	Usage	Description	Charge
08/28/2013	8540	Actual*	3610	WATER	\$216.72
05/31/2013	4930	Actual	1585	SEWER	\$320.57
03/01/2013	0	Actual	1345		
12/01/2012	0	Actual	1438		
09/01/2012	0	Actual	475		
07/01/2012	0	Manual	90		

Total Current Charges	\$537.29
Past Due	\$0.00
Interest	\$0.00
Adjustments	\$0.00
Total Due	\$537.29

Rate Information													
Quarterly In-Town Rates	Quarterly Out-of-Town Rates												
<table border="1"> <thead> <tr> <th>Water / Sewer Rate Information</th> </tr> </thead> <tbody> <tr> <td>Water usage from 0-500 cubic feet is billed at minimum rate of \$4.36 per hundred cubic feet</td> </tr> <tr> <td>Water usage from 501-1,000 cubic feet is billed at \$5.62 per hundred cubic feet</td> </tr> <tr> <td>Water usage from 1,001-2,500 cubic feet is billed at \$6.03 per hundred cubic feet</td> </tr> <tr> <td>Water usage over 2,500 cubic feet is billed at \$6.88 per hundred cubic feet</td> </tr> <tr> <td>Sewer rate is \$8.88 per hundred cubic feet.. Minimum Water Bill is \$21.80 and Minimum Sewer Bill is \$44.40</td> </tr> </tbody> </table>	Water / Sewer Rate Information	Water usage from 0-500 cubic feet is billed at minimum rate of \$4.36 per hundred cubic feet	Water usage from 501-1,000 cubic feet is billed at \$5.62 per hundred cubic feet	Water usage from 1,001-2,500 cubic feet is billed at \$6.03 per hundred cubic feet	Water usage over 2,500 cubic feet is billed at \$6.88 per hundred cubic feet	Sewer rate is \$8.88 per hundred cubic feet.. Minimum Water Bill is \$21.80 and Minimum Sewer Bill is \$44.40	<table border="1"> <thead> <tr> <th>Water / Sewer Rate Information</th> </tr> </thead> <tbody> <tr> <td>Water usage from 0-500 cubic feet is billed at minimum rate of \$6.10 per hundred cubic feet</td> </tr> <tr> <td>Water usage from 501-1,000 cubic feet is billed at \$7.86 per hundred cubic feet</td> </tr> <tr> <td>Water usage from 1,001-2,500 cubic feet is billed at \$8.45 per hundred cubic feet</td> </tr> <tr> <td>Water usage over 2,500 cubic feet is billed at \$9.69 per hundred cubic feet</td> </tr> <tr> <td>Sewer rate is \$12.36 per hundred cubic feet.. Minimum Water Bill is \$30.50 and Minimum Sewer Bill is \$61.80</td> </tr> </tbody> </table>	Water / Sewer Rate Information	Water usage from 0-500 cubic feet is billed at minimum rate of \$6.10 per hundred cubic feet	Water usage from 501-1,000 cubic feet is billed at \$7.86 per hundred cubic feet	Water usage from 1,001-2,500 cubic feet is billed at \$8.45 per hundred cubic feet	Water usage over 2,500 cubic feet is billed at \$9.69 per hundred cubic feet	Sewer rate is \$12.36 per hundred cubic feet.. Minimum Water Bill is \$30.50 and Minimum Sewer Bill is \$61.80
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Please make checks payable to
TOWN OF MAYNARD
 and mail payments to
TOWN OF MAYNARD
 P.O. Box 865
 Reading, MA 01867-0407

S00016-000005

Contact Information		
Billing Inquiries: Call Collector's Office 978-897-1305	Office Hours: Mon, Wed - Friday 8:00 am to 4:00 pm Tuesday 8:00 am - 7:00 pm	Usage Inquiries: Call DPW: 978-897-1317

The Commonwealth of Massachusetts
TOWN OF MAYNARD
Water & Sewer Charges
 Cheryl Kane, Treasurer/Collector

Please make checks payable to
TOWN OF MAYNARD
 and mail payments to
TOWN OF MAYNARD
 P.O. Box 865
 Reading, MA 01867-0407

REMITTANCE COUPON	
Please Return With Payment	
Bill Number:	4572
Account Number:	51-0008338-0001
4 KARLEE DRIVE	
Current Charges	\$537.29
Past Due	\$0.00
Penalty	\$0.00
Adjustments	\$0.00
Pay This Amount	
\$537.29	
Due Date	11/01/2013

10/11 Marie
10/16 Barbara Abatement Team

CRAMER JOHN J & JUDY NG
 4 KARLEE DRIVE
 MAYNARD, MA 01754

10/29

WATER BILL CALCULATOR
 RATES AS OF 7/1/2010

IN TOWN USAGE

TOTAL USAGE

0-500 CF	\$4.36	X	<u>500</u>	=	<u>\$21.80</u>
501 - 1,000 CF	\$5.62	X	<u>500</u>	=	<u>\$28.10</u>
1,001 - 2,500 CF	\$6.03	X	<u>456</u>	=	<u>\$27.50</u>
2,500+ CF	\$6.88	X	<u>0</u>	=	<u>\$0.00</u>
SEWER	\$8.88	X	<u>1456</u>	=	<u>\$129.29</u>
MINIMUM WATER	\$21.80				
MINIMUM SEWER	\$44.40				\$206.69
	<u>\$66.20</u>				

OUT OF TOWN USAGE

TOTAL USAGE

0 - 500 CF	\$6.10	X	<u> </u>	=	<u>\$0.00</u>
501 - 1,000 CF	\$7.86	X	<u> </u>	=	<u>\$0.00</u>
1,001 - 2,500 CF	\$8.45	X	<u> </u>	=	<u>\$0.00</u>
2,500+ CF	\$9.69	X	<u> </u>	=	<u>\$0.00</u>
SEWER	\$12.36	X	<u> </u>	=	<u>\$0.00</u>
MINIMUM WATER	\$30.50				
MINIMUM SEWER	\$61.80		\$92.30		\$0.00