



AGENDA
Maynard Board of Selectmen's Meeting
January 28, 2014
Town Building – Michael J. Gianotis Meeting Room
(No. 201)
Special Time: 6:45 pm Regular Meeting Time: 7:00 pm

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

1. Call to order (6:45pm)
2. Pledge of Allegiance
3. Fire Captain Pinning: Sean Kiley
4. Public Comment
5. Acceptance of Minutes
 - January 7, 2014.
6. Correspondence
 - Assessing Department monthly report December 2013.
 - Treasurer/Collector's monthly report December 2013.
 - Accountant monthly report November and December 2013.
 - Police Department monthly report December 2013.
 - Depart of Public Works, monthly report December 2013.
 - Activity Report from engineer, Wayne Amico, 11/13 ~ 12/3/13.
 - Library Report, December 2013.
 - Retirement meeting notice January 30, 2014.
 - Board Openings, January 2014.
 - 129 Parker Street Ad Hoc Committee meeting notice Jan. 29, 2014
 - Meeting notice, Zoning Board of Appeals, 1/27/14.

- Meeting notice, School Building Committee, 1/15/14.
 - National Grid, Public Awareness update, 1/10/14.
 - RE: MHS Project. Letter from Corwin & Corwin dated 1/7/14.
 - MPD, Alcohol Enforcement Compliance Checks, 2013.
 - Minuteman Senior Services, March for Meals, request for help.
 - Assessors meeting notice Feb 4, 2014.
7. Chris Okafor; Water & Sewer abatement # 581.
 8. Chris Okafor; Follow up with DPW/Police, regarding Parker Street and 5-way intersection.
 9. Chris Okafor; Update Parking Deck and Cemetery policy delay until spring.
 10. Set the date time and place for the Annual and Special Town Meeting, schedule timeline, schedule joint Budget meeting.
 11. Fiscal Year 2015 Budget with update on the joint budget meeting 2/8/14.
 12. Town Administrator's Report.
 13. Chairman's Report.
 14. Old/New Business.
 15. Executive Session.
 16. Adjourn (9:30)

Respectfully submitted,



Kevin Sweet, Town Administrator

Next meeting date: February 4, 2014 (Regular Meeting).

Joint Budget meeting: February 8, 2014 (Special 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: 978-897-1001 Fax: 978-897-8457

AGENDA

Maynard Board of Selectmen's Meeting Joint with School Committee
Thursday, January 30 2014
School Business Office 12 Bancroft Street
Time: 6:00 PM

6:00 PM Pledge of Allegiance.

1. Open meeting
2. 6:01 Joint Executive Session (Board of Selectmen and School Committee).

THIS AGENDA IS SUBJECT TO CHANGE

Posted by:


Becky Mosca


Date/Time





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, January 7, 2014
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 is recorded).

Pledge of Allegiance

Public Comments – no public comments

Minutes of December 3, 2013 Meeting for December 17, 2013 canceled per weather issue.

A motion was made by Selectman Capello to approve the minutes for December 3, 2013, (regular meeting). Second by Selectman Gavin. Vote 4- 0. Motion approved.

List of Correspondences (mail to the Selectmen's Office for January 7, 2014).

- Fire Dept. Monthly Report for November, 2013
- Town Clerk's Monthly Report for November, 2013 & December 2013
- Facilities Monthly Report for December 2013
- Police Dept. Monthly Report for November, 2013
- DPW Monthly Report for November, 2013
- Library Monthly Report for November, 2013
- Assessors Monthly Report for September, October and November, 2013
- Meeting Notice, 129 Parker Street Ad-hoc 12/4/7/11/13, 1/8/13

- Retirement Meeting Notice 12/5/13
- Town Hall hours through June 30, 2014
- MIIA, RE: credit approved by MIIA BOD 12/4/13
- Meeting Notice, 1/6/14 Revitalize Maynard Collaborative
- Meeting Notice, Planning Board, 12/10/13
- Meeting Notice, Board of Assessors, 12/10/13, 12/23/13
- Meeting Notice, Finance Committee, 12/9/13
- Meeting Notice, Community Preservation Committee 12/18/13 & 1/15/14
- Public Hearing Notice Conservation Committee 12/19/13 & 1/7/14
- VHB, On Call Engineering Service, Wayne Amico
- Notice, Costa vs MHS, Nov. 22, 2013
- Resignation letter, COA, Rosalie Poitras 12/6/13
- Resignation letter, COA, Nancy Hatch, 12/6/13
- Meeting Notice, Recreation, 12/18/13
- Meeting Notice, Cultural Council 1/16/14
- Meeting Notice, Board of Appeals, 12/16/13
- Meeting Notice, Golf Re-Use Comm, 12/9/13, 1/6/14
- DOR Notice for Assabet Valley 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.
- Resignation from Robert Horn, Capital Planning 12/27/13
- Final Tax Rate set FY 2014
- Update from Senator Jamie Eldridge 12/11/13
- Charter Review Meeting Minutes 10/28/13 & 10/16/13

- Comcast important information price changes
- MAPC, 12/16/13, Maynard BOS vote to promote 'Complete Streets'
- OARS December newsletter 2013
- Notice, A.B.C.C. Farmer series pouring permit, Town Tips Class

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

Consent Agenda:

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

A motion was made by Selectman Gavin to amend the Consent Agenda, remove the Liquor License, Skylight and approve. Second by Selectman Capello.

Vote 4 - 0. Motion approved.

A motion was made by Dawn Capello to approve the 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 at 51 Waltham Street under Manager, Cyril F. Clark. Vote 3 – 1. (Selectman Cranshaw). Motion approved.

Introduction: Andrew Scribner-MacLean, Assistant Town Administrator.

Town Administrator, Kevin Sweet, introduced and welcomed Andrew Scribner-MacLean to the Town in the position as Assistant Town Administrator. Kevin expressed the confidence he has in Andrew's ability to focus on and manage a myriad of responsibilities i.e. Capital Projects, Personnel and Human Resource Functions, Town Procurement Issues, Capital Budgets, Information Technology and the Office of Municipal Services. He also noted that Andrew has already made great strides in several of these areas.

Appointment: Cultural Council, Reya Stevens

A motion was made by Selectman Capello to approve the appointment of Reya Stevens to the Cultural Council; her term expires June 30, 2016. Second by Selectman Gavin. Vote 4 – 0. Motion approved

Discussion: Elizabeth Milligan, Making Maynard an Art destination and Cultural Council updates. **Email from Elizabeth, still away cannot make this meeting.**

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

A motion was made by Selectman Gavin to approve water abatement for ID # 3783-1 with abatement for \$689.09. Second by Selectman Bill Cranshaw. Vote 4 – 0. Motion approved.

Water abatement for ID # 581 request tabled until the BOS meeting January 21, 2014.
TABLED UNTIL 1/21/14.

A motion was made by Selectman Brendon Chetwynd to approve water abatement for ID # 8338 with abatement for \$191.28. Second by Selectman Dawn Capello. Vote 4 - 0. Motion approved.

Reserve Fund Transfer, Library, New Server for the Library
Board of Selectmen acknowledges this RFT at meeting 1/7/2014.
Discussion followed regarding process of the reserve fund transfers.

Discussion: Chairman Finance Committee, Peter Campbell – FY15 Budget

- Budget, request to have more than bottom line item budget.
- Request Transparency with Budgets and Departments.
- Article for Budget to include appendix.
- Contracts within a department, contract limits per a contract if the costs go over what was budgeted i.e. amendments per the contract and or over runs.
- Funding, C9 cuts, Local Aid.

Discussion 129 Parker Street Ad-Hoc Committee Update

- Ad-hoc has met (5 ~6 times) 7 members, Eric Smith, Bernie Cahill, Ron Calabria, Ken Estabrook, Amy Hart, Eugene Redner, and Lynda Thayer.
- Kick off meeting, foundation, Nov. 6, 2013.
- Reviewed all past documents from 129 Parker Street plans. Looked at options based on that, want to look at 3 to 5 concept plans with owners.
- Site visit in December 2013 with committee, residents and owners.
- They need to come up with a recommendation; it will be one or more concept plans.
- We are starting education process with residents.
- Traffic Study on the table. This has been done in the past.
- Check points
- Residents will want to know the steps, scope, and numbers change and footage change.
- Department Head meeting to get some of the questions out on the table and have some of those answered.

Town Administrator's Report - Kevin Sweet:

- **Solar Array Update**, the project is on NSTAR's schedule for completing the interconnection and having their Witness Test on 1/15/14. WGES is working with contractors to assist as needed to make sure they can pass the test. Witness Test completed as scheduled, they will receive an approval to operate the photovoltaic array, and effectuate the Power Purchase Agreement billing term.
- **Waste Water Treatment Plant (WWTP)** a few changes to the original RFP for the Management, Operations and Maintenance of the WWTP, which was, release on January 6, 2014 and are now due on January 30, 2014. Our current provider, Western & Sampson, has been very accommodating with contract flexibility and continued service.
- **Route 27 – Acton/Concord Street Intersection**, Chris Okafor, Wayne Amico and I met with MA DOT District 3 staff to discuss the intersection improvements project at Route 27 Acton/Concord Street that was approved and advertised back in February, 2004. Specifically, to see what if anything the Town could do to get this project looked at again and on a future TIP. Based on design standard changes and competitive funds, etc. it does not look positive that we will be able to get state funding for this project, but we are discussing and exploring potential options.
- **Waltham Street Bridge Update**, at this point MA DOT and site Contractor MIG have completed the majority of the work, they will be returning in the spring to complete sidewalks and driveway aprons on the westerly side (McDonald's Tedeschi's). The easterly is complete.
- **FY 15 Budget**, All departments have submitted there FY 15 budget requests. Over the next, several weeks I will continue to be working on budget related items in preparation of a final TA recommended budget and presentation at the joint Budget Meeting on Feb. 8th. I have completed a preliminary revenue projection for FY15. As you are aware, the climate is always changing. Concerning Local AID, things look positive. The growing improvements to the national economy and some other factors are expected to help boost state collections, resulting in higher expectations of revenue.
- **Capital Planning Committee**, ATA, A. Scribner-MacLean, BOS Chair, Chetwynd met with Tim Caldwell of the CPC in an effort to get a status update. The committee has yet to meet since last year and currently does not have a chair due to resignation. This has put a delay on capital requests, as there are no Depart liaisons. Andrew will be overseeing capital projects moving forward and he will be working closely with the Committee and Depart Heads over the next several weeks.

- **3rd Quarter Bills**, these past bills for water/sewer were not sent in same envelope as the real estate bills. There was some lack of planning on the part of the vendor. The finance team will be discussing potentially looking for a new vendor to mail our bills for future mailing and looking at ways to continue to refine the process.
- **Labor Negotiations**, We held an initial kickoff and ground rules setting meeting with the Maynard Police Local 55 & 56. I anticipate hearing from the other Union's regarding opening bargaining and scheduling meetings in the near future.
- **Snow Removal**, The DPW crews have been tasked over the last several weeks with significant snow removal and ice difficulties. I want to thank them for all the hard work and dedication the last 2 storms. Congratulation goes out to Chris Okafor for his storm preparation and rallying of his crew to get the job done. I know that several of you have joined me in thanking them for their efforts, which is much appreciated and goes a long way to build morale.

In Corr

Chairman Report - Brendon Chetwynd:

- I need to schedule public meeting for the Charter review committee changes to Town Charter.
- Need to reach out to other Towns' chairs
- Need to reschedule the meeting with the school group.
- (2) Employees processing paperwork for disclosure. A motion was made by Selectman Capello to approve the disclosure paperwork to be filed on record for Frederick J Brooks and Gerald Byrne to our personal. Second by Selectman Gavin. Vote 4-0. Motion approved.

Old/New Business:

Selectman Cranshaw:

- Follow up on a couple of issues from BOS meeting. TA said they are scheduled on the BOS agenda for 1/21/14. 2 street issues and cemetery policy.
- Town Planner, Eric Smith, update on his projects, economic development, complete streets and analysis
- Labor Contracts, when they will be added to the web site. TA will get it on the web. Request for contracts on the BOS page.
- 40B, do we have answer back from State? TA, the State has not accepted this project at this time.
- Looking at tax assessment for 129 Parker Street, it is low. The assessment / revenue, we have a problem on under developed properties.
- School Budget number? We need a real number from the school. The letter from the Supt. Dated Dec 27, 2013 does not give us the real number. Their request is community expectations. No what can the town afford.

- Looking for information regarding the fees for Water/Sewer hook ups on the web site.
- Request 15 second update on the McDonald past issue. TA and legal have a meeting scheduled and this should be finalized soon.

Selectman Capello:

- Wayne Amico does a nice job with his report and it is very useful.

Selectman Gavin:

- From correspondence, notice of incident at Peyton's', are we all set or should we have hearing. TA will check with Chief.
- Notice from Senator Eldridge, regarding grant program for energy manager. Acton / Boxborough have a manager and have a record of accomplishment of saving money. Thinks we should look into this. TA said our Green Communities Committee works on this type of concerns and issues.
- WAVM, radio program, wondering if anyone is doing programs for the Town?
- Town Clerk report, notice on the article for a By-Law change on the Dog Kennel was denied. TA, it is now all set.

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

Time: 10:45 pm

Approved: _____

Date:

Selectman, David Gavin, Clerk

Initials: BJM

**Assessing Department
December 2013
Submitted by Angela Marrama**

Activity Report

- **The Fiscal Year 2014 Recap was submitted and reviewed by the DOR and our tax rate was certified on December 11th, 2013. With this certification our tax rates are 22.29 for Residential, and 32.28 for Commercial. With 351 communities certified, Maynard ranked 2nd highest with this residential rate. Longmeadow had the highest residential rate at 23.15 per thousand and Bolton 3rd at 21.20. We ranked 20th in the state with the commercial rate.**
- **Once I received certification I created the bill file for the Treasurer Collector to send out tax bills. Our bills were mailed, commitment was printed and the warrants completed by the December 31st deadline.**
- **Reviewed and prepared 164 exemption applications for our board meeting held December 23rd. The office receives approximately 220 applications so we have a ways to go.**
- **Updated the assessor's web page, and our GIS data, real estate and personal property abatement application packets were prepared, and updated the sales book on the counter in the assessor's office.**

Comments

During the month of December most of my time is spent working in the Recap for certification from the DOR. This very tedious task of going back and forth with the DOR making sure that all our data meets their requirements is very important and time consuming. Once I receive certification I can begin the process of creating the files for billing our actual tax bills, once again we have a new software for actual billing and everything had to be checked closing to make sure the correct amounts were being billed. Both Marianne and I continue work with the elderly and veterans with their exemption applications, they have until March to file. We have received about 4 abatement applications to date.

**Report for Treasurer/Collector's Office
The months of November December 2013
Submitted by Cheryl Kane**

Activity Report

Nov and Dec 2013 Collections (detail attached):

Collector: Taxes and Water Sewer:	\$ 2,084,116.33
Treasury Receipts: Dept Turn-ins and wires:	\$ 2,951,295.57

Delinquent Real Estate Taxes 12/31/13:

Tax Title Outstanding Balance:	\$ 1,476,106.66
Real Estate Outstanding for fiscal 2013	\$ 88,959.33

Comments

- Treasurer's Cash and Collector's Receivables are reconciled to the general ledger thru November 2013.
- Tax Title advertisement for fiscal 2013 will be in February.
- 2014 Excise commitment has been received and will be mailed in February.
- Real Estate bills and Water/Sewer bills will be going out to residents in separate envelopes for the May 1 billing due to a change with our printing/mailing vendor.
- Attorney Peter Brown and his associates continue to work on collections for outstanding Tax Title accounts for the town.

November and December 2013 Receipts – Treasurer/Collector's Office

Collector's Receipts

Tax	1,496,434.55
Interest and Fees	90,011.27
Water Sewer Receipts	452,655.79
Water/Sewer Interest	33,077.94
CPA	11,936.78

Collector's Total **2,084,116.33**

Treasurer's Receipts

Assessor's Fees	145.00
Clerk Fees	5,215.00
Council on Aging	4,025.00
DPW	8,299.35
Fire Fees	8,432.13
Fire Ambulance Reimbursement	41,254.83
Library	3,321.20
Misc Revenue/General Fund	13,034.55
Municipal Services Fees and Permits	146,340.05
Parking	3,392.11
PEG Access Revenue	45,150.53
Planning Board	22,091.04
Police	8,664.07
Police Detail reimbursement	38,700.15
School-Education Revenue	231,549.28
Selectmen's Office	90,318.34
State and Federal Aid	2,082,551.69
Tax Title	73,342.64
Treasurer's Interest and fees	5,204.10
Water/Sewer Dept	46,155.36
Withheld/reimbursements	74,109.15

Treasurer's Total **2,951,295.57**

Total Receipts **5,035,411.90**

**Report for the Town Accountant's Office
For the Month of November 2013
Submitted by Michael Guzzo**

Activity Report

- **Reconciled Ambulance Receivable Balances as of November 2013**
- **Reconciled cash and receivables with treasurer as of November 2013**
- **Analyzed and reconciled miscellaneous revenue account. Reduced balance by \$39,929 to \$1,900. Four new revenue accounts were created**
- **DPW Guaranteed deposits as of November will be deposited in a special fund. Previously the funds were input as miscellaneous revenue in the general fund. This change correctly reports the revenue and reduces general fund exposure.**
- **Met with DOR representative Andrew Nelson to finalize FY2014 tax levy**
- **Continued work on FY2013 Schedule A. The report should be completed by December 2013**
- **Met with Softright representatives to review FY2015 budget module.**
- **FY2013 budget and actual were submitted to Softright for General fund, CPA, and Water and Sewer Enterprise funds**
- **FY2015 budget worksheets for departments and committees that do not have access to Softwrite were emailed and hard copies were left in mail-slots.**

- **Continued to work on monthly expense summary report that will track General Fund budget and actuals by department and function.**
- **Continued to work on FY2015 budget. Met with Town Administrator to discuss status and reporting of results**
- **Continued to reconcile FY2012 Budget and actuals for input to Softwrite. FY2012 will be based upon current department and account structure**

Comments

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

***If your department typically provided statistical analysis of work performed please**

**Report for the Town Accountant's Office
For the Month of December 2013
Submitted by Michael Guzzo**

Activity Report

- **Completed and submitted Schedule A for FY2014**
- **Continued to work on FY2015 Budget with Town Administrator both forecasted revenue and expenditures**
- **Completed General Fund expense summary report to track budget versus actual expenses by department. The plan is to begin using the report January 2014.**
- **Updated Available funds as of December 2013**
- **Completed five year local receipt history. The five year local aid history to be completed in January 2014.**
- **FY2013 actual and budget received will be input in Softwrite in January 2014**
- **Submitted request to Softwrite for format change to expenditure summary. Requested report be broken down by salaries, expenses, and total expenses**
-



Maynard Police Department

Chief Mark W. Dubois

To: Board of Selectmen

Monthly Report – DECEMBER 2013

The month started with the always successful and highly attended Christmas Parade. The Christmas Parade always draws a good size crowd and requires a lot of coordination with the Police Department. As in prior years we remind residents to keep the parade route free of parked vehicles and then about one hour before the start of the parade we contact any violators to remove their vehicles. We also detour several roads for the duration of the parade which requires a majority of the police department staff to. This year I had several citizens inquire why officers don't march in the parade. It's because the number of officers required to secure the parade route is most of the available officers, so most are working already. This is true for many of the other town wide functions throughout the year.

On Friday December 20th Officer Balzotti and his team of volunteers distributed toys to over 50 families through the annual Maynard Police Toy Drive. Every year the toy drive is successful because of the dedicated volunteers and the efforts of Officer Balzotti and most importantly the generosity of our residents. We would like to thank all those who contributed and please know that your contributions are greatly appreciated by families in need during the holidays.

Finally, I want to thank the Board of Selectmen for your support throughout the year. We continue to make changes and improvements to the police department which could not happen without your understanding, appreciation, and approval of our ongoing development. It is recognized and truly appreciated. We are all looking forward to a very successful 2014.

Attached are the police department statistics for December 2013.

Respectfully submitted,

Mark W. Dubois

Call Reason Breakdown

<u>Call Reason</u>	<u>Self</u>	<u>Disp</u>	<u>Total</u>
911 Hang Up	0	1	1
911 Abandoned	0	5	5
911 Accidental	0	4	4
Alarm Fire/Smoke	0	2	2
Alarm - Medical	0	1	1
Alarm, Burglar	0	19	19
Animal Complaint	0	12	12
Area check	57	0	57
Assault	0	3	3
Assist Citizen	2	12	14
Assist Fire Dept.	0	7	7
Assist Other Agency	0	7	7
Prisoner Cell Checks	0	15	15
Building Check	255	0	255
Civil Dispute	1	4	5
Disturbance	1	11	12
Disabled MV	3	2	5
Domestic Disturbance	0	11	11
Dumping, Illegal	0	1	1
Escort / Transport	0	1	1
Environmental	0	1	1
Fire, Structure	0	1	1
Field Interview	1	0	1
Follow Up Investigation	9	2	11
Firearms License Processing	0	1	1
Fraud	0	2	2
General Service	0	23	23
Harassing / Harassing Calls	0	2	2
House Check	9	0	9
Hazard	0	21	21
ID Check	0	2	2
Investigation	2	0	2
Larceny of a Motor Vehicle	0	1	1
Larceny	0	7	7
Loud Music	0	3	3
Medical Emergency	0	50	50
M/V Accident w/ no injuries	0	20	20
M/V Accident, w/Injuries	0	1	1
Motor Vehicle Stop	149	1	150
Motor Vehicle Violation	0	10	10
Notification	1	2	3
Nuisance	0	3	3
Serve Paperwork	5	2	7
Parking Complaint	0	5	5
Found / Lost Property	0	5	5
Radar Enforcement	44	0	44
Serve Restraining Order	1	3	4
Soliciting	0	1	1
Suicide / Threat	0	2	2
Serve Summons	2	0	2
Suspicious Activity	6	27	33
Threatening to Commit a Crime	0	1	1
Traffic Enforcement	16	0	16
Traffic Control	1	0	1
Trespassing	0	2	2
Traffic Hazard	0	2	2
Unwanted Party	0	2	2
Vandalism	0	2	2
Serve Warrant	1	0	1
Well Being Check	0	11	11
Wire Down	0	1	1
TOTAL	566	337	903



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: January 9, 2014

Re: Monthly Report – December 2013

Administration: Submitted by Christopher Okafor, Operations Manager

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

- Analysis of DPW - ongoing
- Continue implementation of Facility Dude Work Order Program
- Attending to various public complaints and requests
- Cemetery duties – ongoing
- Analysis of DEP staffing requirement at WWTP – ongoing
- WWTP RFP advertised
- RFPs for Wastewater Facility Operation and Maintenance Services Pre-bid meeting conducted
- WWTP RFPs received and are being reviewed by the ATA
- Working with Stantec Engineering on Water & Sewer I/I programs
- Monitored Well #4 water test holds by Woodard & Curran
- Monitoring Trash/Recycling programs Contract- monthly meeting with contractor
- Analysis of DEP staffing requirement at WWTP – ongoing
- Tree Works – various locations
- Monitoring Nster Vegetation Management schedule – Tree trimming circuits
- Reviewing all DPW fees – ongoing
- Snow and Ice Operations – ongoing
- Misc.

Water and Sewer Division: Submitted by Tim Mullally, Foreman

- One sewer block
- Daily sewer lift station checks and repairs as needed

- Daily final reads
- Daily dig safe mark outs
- Weekly testing of water quality throughout the Town as mandated by DEP
- Sullivan well drilling at Well 4
- All water department employees plowed for the highway during storms and snow removal

Highway Division:

Submitted by Joe Foster, Foreman

- Our primary focus this month was to deal with winter weather events and cold patch pot holes
- Spent 10 days cold patching potholes
- Sent one man to WWTP for 10 days to drive the tanker truck
- Eleven days attending to weather events ranging from freezing rain to ten inches of snow
- Two days cleaning all equipment of salt residue
- Two internments
- The highway department continued to assist other departments as needed with manpower or equipment as requested, i.e.: 10 days of driving tanker for WWTP, assisting water department on Pine Street

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

- Gravity thickener electrical failure, temporary wiring installed by Watjus Electric
- Two (2) VFD's replaced in CoMag for mixers
- 3000 gallons of heating oil delivered on 12/4
- Trucked 34 loads, 285 gallons of sludge, 21 loads with the town truck for 168,000 gallons and 13 loads by Ratta for 117,000 gallons
- Routine operation and maintenance
- Plant is under staffed by at least 1.5 people

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



Town Hall Attendance 11/26/13 - 8 hours

- Coordinated with Rick Henke from Goric regarding acceptability of sand structure – secured ASTM certification letter
- Coordinated with MassDOT District 3 office regarding the Concord Street at Route 27 intersection to request a meeting relative to this project.
- Coordinated with Joe Foster to finalize Garage parking inventory.
- Reviewed Lazarro bill for paving of 2 driveways on O'Moore and Shore Ave.
- Attended DPW staff meeting with Chris Okafor, Tim Mullaly, Joe Foster, Marie Morando and Mark Votto.
- Discussed driveway aprons on O'Moore Streets with residents.
- Met with Kevin Sweet and Chris Okafor to discuss ongoing project assignments.
- Coordinated with Joe Foster to finalize Garage parking inventory.
- Coordinated meeting dates with MassDOT to meet with District 3 and Town of Maynard to discuss future for Route 27 at Concord Street intersection project.
- 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.
- Discussed several issues that have occurred over the past few days with Chris Okafor and Marie Morando.

Town Hall Attendance 12/3/13 - 8 hours

- Coordinated with Gregg to discuss contract procurement for School zone sign replacement
- Coordinated with and contacted 4 Traffic signal contractors to secure revised bids for School Zone and Radar Signs based on DPW and police funding sources.
- Coordinated with MassDOT District 3 office regarding the Concord Street at Route 27 intersection regarding meeting on 12/4 relative to this project.
- Coordinated with D3 to inquire on current Chapter 90 funding and chapter 90 reimbursement process.
- Coordinated with MassDOT district 3 office to discuss Chapter 90 funding process and total allocation from this and previous year.
- Coordinated with Joe Foster to finalize Garage parking inventory.
- Attended DPW staff meeting with Chris Okafor, Tim Mullaly, Joe Foster, Marie Morando and Mark Votto.
- Coordinated with VHB to program the town wide Traffic Signal inventory work
- Discussed several issues that have occurred over the past few days with Chris Okafor and Marie Morando.
- Conducted field inspections of older School Zone signs in Maynard and recommended 5 signs are removed for safety reasons.
- Reviewed existing substandard crosswalk that is not in compliance with 521 CMR with Eric Smith from town Planning.

- Coordinated with Christine Ye from Lin Associates to get a quote for Structural Building assessment for DPW building at 35 Winter Street.

MassDOT District 3 Meeting Attendance 12/4/13 - 4 hours

- Attended meeting with Chris Okafor and Kevin Sweet at MassDOT District 3 office regarding the Concord Street at Route 27 intersection project and jump starting MassDOT funding for the signalization of this intersection project.

Town Hall Attendance 12/10/13 - 8 hours

- Received and evaluated 3 contractor bids for School Zone and Speed Feedback signs on Route 117.
- Prepared sketch and design plan for the installation of pedestrian crossing signs on Parker Street at Walnut Street.
- Prepared a sketch and design plan the installation of 2 additional stop signs on Brooks Street at its intersection with Mockingbird Lane
- Coordinated with MassDOT District 3 regarding reimbursement of Chapter 90 funding
- Coordinated with MassDOT District 3 office regarding the Concord Street at Route 27 intersection to request a meeting relative to this project.
- Attended DPW staff meeting with Chris Okafor, Tim Mullaly, Joe Foster, Marie Morando and Mark Votto.
- Discussed several issues that have occurred over the past few days with Chris Okafor and Marie Morando.
- Prepared draft letter to MassDOT requesting rollover of uncommitted for chapter 90 Balance form past years unfinished projects.
- Processed 2 pay requisitions from Miracle Corporation for the additional Reo Park Playground structure.

**Report of the Library
For the Month of Jan 2014
Submitted by Steve Weiner**

Activity Report

Budget Update: The FY 15 budget was submitted.

Building Issues: The doors were inspected.

Meeting Room Use: There were 29 meetings held in the library in December.

Library Publicity: Library programs and services were promoted on the Library's web site, on the Facebook page, in the Maynard Beacon-Villager, and through the Friends' Facebook page.

Library Programs: 398 people attended library programs in December.

Circulation: 10,150 items circulated during December, which is encouraging in light of our reduced schedule. 1,442 items went out through the self check module. We discharged 8,033 items. 25 new cards were registered. There were 1,350 computer log ins. 551 new books were added and 89 were withdrawn, making our total collection 71,174.

--

Comments

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

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



MAYNARD RETIREMENT BOARD

TOWN BUILDING
195 MAIN STREET
MAYNARD, MASSACHUSETTS 01754

January 23, 2014

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

The Maynard Retirement Board will meet on Thursday, January 30, 2014 at 12:15pm in Room 201 of the Maynard Town Building to discuss items included on the attached agenda and any other business that may duly come before the Board.

All are welcome to attend.

Kenneth R. DeMars
Executive Director

Date Posted: _____

MAYNARD RETIREMENT BOARD

MEETING NOTICE

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

Address of Meeting: __ Maynard Town Building 195 Main Street, Maynard, MA_ Room: __201__

THURSDAY __ January __ 30 __ 2014 __ 12:15 __ PM
Day of week Month Date Year Time

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

1. Approve Minutes of previous Meetings: Regular Meeting, December 19, 2013
Old Business Topics:

2. New Business Topics:
Approve Recalculation Superannuation Retirement for Gerald Collins effective July 4, 2009
Approve Waiver of overpayment for Gerald Collins
Approve Transfer of Total Accumulated Deductions for Christine Wallace to Mass Teachers' Ret. System
Approve retiree payroll
Approve regular vendor warrant
Cash requirements forecast
Bank Reconciliations
Accept new members: Jennifer Roche, School Paraprofessional, Andrew Scribner-MacLean, Assistant Town Administrator, Ryan Pratt, School Paraprofessional, Lucien Comeau, Police Officer, Todd Fletcher, Police Officer, Amy Parquet, School Paraprofessional, Cortney Bailly, School Paraprofessional, Sean Brennan, School Paraprofessional
RFP for Audit Services – award contract
PERAC Funding Schedule
2013 3(8) c Bills Mailed 01/21/14
Fourth Member Election
February Board Meeting
COLA Public Hearing at March Meeting
Board Member Training

3. Other:
PERAC Memo #35/2013 2013 Disability Retiree Data
PERAC Memo #36/2013 Annual Review of Medical Testing Fee
PERAC Memo #37/2013 Mandatory Board Member Training – 1st Quarter 2014
PERAC Memo #1/2014 2014 Limits under Chapter 46 of the Acts of 2002
PERAC Memo #2/2014 2014 Limits under Section 23 of Chapter 131 of the Acts of 2010
PERAC Memo #3/2014 COLA Notice
PERAC Memo #4/2014 Buyback and Make-up Repayment Worksheets
PERAC Memo #5/2014 Effective Date of Actuarial Assumed Interest for Buybacks
PERAC Memo #6/2014 Preparation of the Annual Statement Classes
PERAC Memo #7/2014 Tobacco Company List
PERAC Memo #8/2014 2014 Interest Rate set at 0.1%
PERAC Memo #9/2014 Actuarial Data

THIS AGENDA IS SUBJECT TO CHANGE

Executive Director _____

Posted by: _____ Date: _____

BOARD OPENINGS

January 2014

Following is a list of Board openings as of JANUARY 2014

American Disability Act – 5 opening

Affordable Housing Trust – 5 openings

Board of Appeals Alternates – 2 openings

Cable Television Committee – 4 openings

Capital Planning Committee – 2 openings

Council on Aging - 6 openings

Cultural Council – 4 openings

Registrars – 1 opening

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

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

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



AGENDA

129 Parker Street Ad Hoc Committee

Wednesday, January 29, 2014

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
 - January 22, 2013 (if available)
- II. Update on issues since previous meeting
- III. Continuation of discussion of potential Committee Recommendations
- IV. Public Comments / Questions
- V. Discussion of next steps in process
 - Review of schedule for future public meetings (of Committee and other Public Boards)
- VI. Adjourn

*The next regular meeting of the 129 Parker Street Ad Hoc Committee will be
Wednesday, February 5, 2014, 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, January 27, 2014 at 7:00 p.m.** at the Maynard Town Building, 195 Main Street, Maynard, Room 101, to hear all persons interested in the Petition of Anne C. Rosenberg, Esq. for an Appeal from the Decision of the Building Commissioner as it relates to a Zoning Opinion concerning the interpretation of a "Trade Shop" use, per Section 3.2.5 of the Maynard Zoning By-Laws, on premises located at 113 Summer Street (Map 9 Parcel 104), Maynard, MA.

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

TOWN OF MAYNARD

SCHOOL BUILDING COMMITTEE

Wednesday, January 15, 2014 at 6:30 p.m.

Coolidge Building

AGENDA

- **Safety issues highlighted at the job site and in the schools**
- **Finance:**
 - Review and approve project change orders**
 - Review and approve project bills and invoices**
- **Full Committee:**
 - Approve minutes from December meeting**
 - Construction Progress**
 - General Building punch list progress**
 - Site work restoration**
 - Commissioning update**
- **Open Issues/New Business:**
 - School Department requests may be brought forward**

Chairperson: Phil Berry Posted by Marie Morando Date: 1/13/2013

This is an important notice. Please have it translated.

Este é um aviso importante. Queira mandá-lo traduzir.
Este es un aviso importante. Sírvase mandarlo traducir.
Avis important. Veuillez traduire immédiatement.

ĐÂY LÀ MỘT BẢN THÔNG CÁO QUAN TRỌNG
XIN VUI LÒNG CHO DỊCH LẠI THÔNG CÁO ẤY
Questa è un' informazione importante,
si prega di tradurla.

Это очень важное сообщение.
Пожалуйста, попросите чтобы
вам его перевели.

WE ARE COMMITTED TO YOUR SAFETY



Dear Neighbor,

National Grid is dedicated to the safe and reliable delivery of natural gas in your region. As part of our Public Awareness efforts, we are providing a useful safety brochure, "Your actions can be just as important as ours." which outlines critical information you need to be familiar with regarding natural gas safety procedures, such as:

- What to do if you smell gas (see "Using Your Senses" section)
- National Grid's gas leak emergency number (1-800-233-5325)
- Dig Safe®; how to avoid underground danger (Know what's below. Call Before You Dig: Call 811 or 1-888-DIG SAFE (1-888-334-7233))
- Recognizing Pipeline Markers and Pipeline Rights of Way

While you may not be a gas customer, please review this useful information as it is likely you will be in an area at some point, where natural gas pipelines are located. We also ask that you share this with your family and friends.

Although natural gas pipeline failures are very rare, they do occur, and a leading cause is unintentional damage. Damage prevention is therefore an important focus for National Grid as well as all underground utilities. The general public also has a key role to play by "Calling Before you Dig". Prior to any planned excavation work, whether on your property or public, you are urged to call "811" to reach the local One Call Center. This is a free service to locate all buried utility lines in the area of your planned excavation work, so they are properly marked. If a contractor is doing excavation work for you, insist that they make the call in advance, for your safety and theirs.

Calling before you dig is a Federal Law. Local laws require excavators to give sufficient advance notice to allow utility operators a chance to respond. The "One Call Center" can advise you of the timeframe in your area (typically two working days). If your work is due to an emergency, call 811 as soon as possible and advise them of the situation.

Thank you for your time and attention.

Please visit our Energy Safety website, below, for additional safety information.
http://www2.nationalgridus.com/pshome/energysafety/index_ma_kedma.jsp

Sincerely,

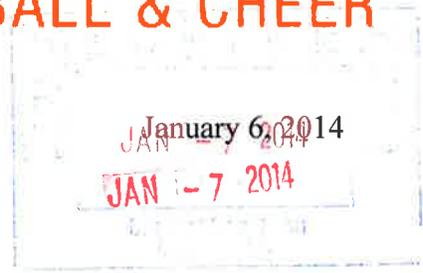
National Grid Public Awareness

Enclosure



MAYNARD

YOUTH FOOTBALL & CHEER



Dear Honorable Board of Selectman:

I am writing on behalf of the Maynard Youth Football & Cheer Program, of which I am currently the President of. We service over 150 youth from Maynard during the fall and have seen a lot of success in the program and this could not be possible without the help of the Maynard Department of Public Works. I feel that without their cooperation we would struggle with our practice field and the maintenance needed to keep it safe and playable. A special thanks goes to Joe Foster, who is my point of contact and he makes sure all of our needs are addressed.

This year we were able to access the ice machine at the town barn for our hydration coolers and our medical coolers for game day on Sundays. In September, we move to Alumni Field for practice because of the lack of lights at the town field and Joe has made it possible for us to use the portable lighting system because our program is bigger in size than the available lit area provided by the field lights. Lastly, we hosted the tournament game for all 3rd graders in the league (28 teams) in October and Joe assisted us with saw horses and other equipment to ensure proper parking and access for all emergency equipment to the field. Thank god we ended the day without any need for emergency personnel but if needed, we were ready.

I know the Board of Selectman receive complaints about different departments the majority of the time but I wanted to pass along a special thanks to Joe Foster and his guys for their help in making our program a complete success.

Sincerely,

Timothy P. Lawton

President, MYF&C

PO Box 516

Maynard, MA. 01754

CORWIN & CORWIN

Carolyn M. Francisco, Esquire
Also admitted in RI
cfrancisco@corwinlaw.com
(617) 849-6032

January 7, 2014

Mr. Brendon Chetwynd, Mr. David Gavin,
Ms. Dawn Capello and Mr. William Cranshaw
Town of Maynard
195 Main Street,
Maynard, MA 01754

Mr. Jerry Culbert, Chair
School Building Committee
12 Bancroft Street
Maynard, MA 01754

RE: MAYNARD HIGH SCHOOL PROJECT

Dear Selectman and Chairman,

I represent Costa Brothers Masonry, the masonry subcontractor on the Maynard High School project. Attached is Costa's September 30 Demand for Direct Payment, its October 21 follow-up letter and its December 20 email and public records request. No response, whatsoever, has been received by Maynard. Despite having substantially completed its work and despite being entitled to payment within 65 days of substantially completing its work pursuant to MGL c. 30, sec. 39F, Costa is still owed over \$141,000 for its work that Maynard is enjoying. As you may know, MGL c. 30, sec. 39F mandates that Maynard respond to Costa's demand. Costa is entitled under the statute to direct payment from the next available funds due the general contractor. Any payment to the general contractor over Costa's demand for direct payment does not discharge Maynard's obligations to pay Costa under chapter 30, sec. 39F, and may subject Maynard to paying twice for the work. Please respond promptly to Costa's demand.

Finally, please forward copies of the documents Costa requested in its public records

CORWIN & CORWIN LLP

600 Unicom Park Drive Woburn, MA 01801 T: (617) 742-3420 F: (617) 742-2331
www.corwinlaw.com

Page 2
Maynard High School Project
January 7, 2014

request to my attention. Maynard is in violation of the public records law by failing to
reply to Costa's request. Costa reserves all rights and claims. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Carolyn M. Franciso". The signature is written in black ink and is positioned above the typed name.

CAROLYN M. FRANCISO/cls
BY MAIL AND E-MAIL

cc: Kevin Sweet, Town Administrator
BY MAIL AND EMAIL

From: Lisa DaCosta

Sent: Friday, November 22, 2013 3:11 PM

To: bmosca@townofmaynard.net; bchetwynd@townofmaynard.net; dgavin@townofmaynard.net; dcapello@townofmaynard.net; wcranshaw@townofmaynard.net; jbuscemi@townofmaynard.net

Cc: Carolyn Francisco (cmf@corwinlaw.com); sduggan@townofmaynard.net; ksweet@townofmaynard.net; Lisa DaCosta; Mike DaCosta

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

Importance: High

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).

Copies of the attached demands with a cover letter are being mailed to the following address:
195 Main Street, Maynard, MA 01754, Attn: Board of Selectmen & Attn: Mr. Kevin Sweet

Thank you.

Lisa Da Costa

Controller/Treasurer
Costa Brothers Masonry
2 Lambeth Park Drive
Fairhaven, MA 02719
P 508.991.7634 Ext 205
F 508.991.7635

www.costabrothersmasonry.com



Before printing this message make sure you really need to....



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.

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



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

www.costabrothersmasonry.com

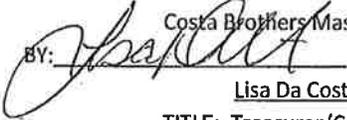
CBM

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.

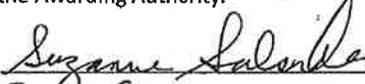
The undersigned swears under the pains and penalties of perjury that the statements made in this direct payment demand are true, complete and correct.

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 Salsinha, 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

www.costabrotherstmasonry.com



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 CONTRACT NO: 1

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

RE: To: From: Number:
DESCRIPTION OF CHANGE

Item	Description	Stock#	Quantity	Units	Unit Price	Tax Rate	Tax Amount	Net Amount
00001	T&M#7 Rebuild layout of masonry along Column 1 and A6		1.000		\$2,696.00	0.00%	\$0.00	\$2,696.00
00002	T&M#8 cut lip stretchers for angles at the south elevation		1.000		\$581.29	0.00%	\$0.00	\$581.29
00003	T&M#9 - 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

Exposition®

CO #2



JAN 24 2013

CHANGE ORDER
No. 00083

TITLE: Reconstruct Masonry at Roof Lines
PROJECT: Maynard High School
TO: Attn: Michael DaCosta
Costa Brothers Masonry, Inc.
2 Lambboth Drive
Fairhaven, MA 02719
Phone: 508-991-7634 Fax: 508-991-7635

DATE: 11/8/2012
JOB: 2011-06
CONTRACT NO: 1

RE: **To:** **From:** **Number:**
DESCRIPTION OF CHANGE:

Item	Description	Stock#	Quantity	Units	Unit Price	Tax Rate	Tax Amount	Net Amount
00001	TERMA Material to rebuild column lines: J, R4, A6 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	\$2,087,080.00
Net Change by Previously Authorized Requests and Changes	\$11,561.52
The Contract Sum Prior to This Change Order was	\$2,098,641.52
The Contract Sum Will be Increased	\$8,193.46
The New Contract Sum Including This Change Order	\$2,106,834.98
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

Job: Maynard High School, Maynard MA.

July 16, 2012

CO#2

**(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 louver 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	\$ 101.79	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 Cost	\$5,200.00	Rental for	
		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

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.

CO# 3

August 1, 2012

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		\$ 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				

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.

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

August 28, 2012

CO# 4

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

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	Rate / Hr	Fringes	Burden / Hr	Total / Hr	Total w/ OH & P	Hours	Cost
Class	32.14%			10%			
Foreman	\$ 48.56	\$ 28.36	\$ 15.61	\$ 92.53	\$ 101.78	2	\$ 203.56
Mason	\$ 46.66	\$ 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	Work/days	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				
TOTALS				670.18				

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
 DATE:
 INVOICE#
 Job: Maynard High School

Office #
 Office Fax:

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 slp

8/24/2012

CTA SIGNATURE FOR APPROVAL OF RATES

DATE

COSTA DRIVERS 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 (ADDRESS) MAYNARD H.S.	
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 GA FROM G3 TO COLUMN LINE GI FROM GA TO GI COLUMN LINE GF FROM G3 TO GI
				OTHER CHARGES
				TOTAL OTHER
				MASON 8
				TOTAL LABOR
				TOTAL MATERIALS
				TOTAL OTHER
DATE COMPLETED	TOTAL MATERIALS			TOTAL
Work ordered by	Signature			TAX
				TOTAL

*Call for clips
 steel for LOCKER ROOM*

8/2/12

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 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 CTA

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>

TERMS:

CITY	MATERIAL	PRICE	AMOUNT	DESCRIPTION OF WORK
	1 GAS POWERED WELDER 1 1/2 BOXES OF RODS			PER CTA, COSTA BROS. WAS DIRECTED TO PROCEED ON T+M WITH WELDING MISSING CLIPS UNDER BEAMS COLUMN LINE G4 FROM G3 TO G4 COL. LINE G1 FROM G4 TO G6 COL. LINE G6 FROM G3 TO G4
				OTHER CHARGES
				TOTAL OTHER
	PER CHANGED SPEC FOR CLIPS @ LOCKER ROOM			MASON 8
DATE COMPLETED	TOTAL MATERIALS			TOTAL LABOR
				TOTAL MATERIALS
				TOTAL OTHER
Work ordered by				Thank You
Signature				
				TOTAL

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	1	6	\$ 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

7. SUB TOTAL

SUB TOTAL: \$ 1,065.29

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 Slip

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 # 781-786-8617 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 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	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

\$ -

7 SUB TOTAL

SUB TOTAL: \$ 396.45

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

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

DATE: 12/5/2012

Office # 781-786-6617 Marielba Beltran

INVOICE# 12

Office Fax:

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

Dec 5, 2012

CTA SIGNATURE

DATE

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 # 781-786-8617 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

DATE: 6/11/2013

Office Fax:

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 4: 99.93

6. MISC. LUMP SUM SERVICES PROVIDED

Type of Miscellaneous Lump Sum Service	Cost	Total Cost

\$ -

7. SUB TOTAL

SUB TOTAL: \$ 396.45

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 # 781-786-8617 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

7. SUB TOTAL

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



MAYNARD POLICE DEPARTMENT

ALCOHOL ENFORCEMENT COMPLIANCE CHECKS

REPORT TO SELECTMEN

Submitted by Sgt. Michael A. Noble
Dated January 11, 2014

In December of 2012 Chief Mark Dubois tasked Sgt. Michael Noble with the liquor establishment's compliance checks for the Town of Maynard. This consisted of checking the liquor establishments, both onsite and offsite, to confirm they are in compliance pursuant to M.G.L. c. 138 s. 63. These specific checks were administrative in nature and not targeted towards underage alcohol consumption. Sgt. Noble and Off. Sweeney inspected the liquor establishments on two (2) different nights (December 27, 2012 & March 13, 2013), and found nineteen (19) of those establishments had violations. The violations were for the following:

1. Maynard Code Chapter 183 § 4: Failure to have all employees who serve alcohol TIP's certified. (T.I.P.S. - Training and Intervention Procedures for Servers of alcohol)
2. Maynard Code Chapter 183 § 4: Failure to have all employees who serve alcohol TIP's certification on premises and available for inspection.
3. M.G.L. c. 138 § 34A: Failure to display ABCC warning signs of under 21 persons attempting to purchase alcohol.
4. M.G.L. c. 138 § 34D: Failure to display ABCC operating under the influence penalties signs.

Within a week of their inspection every liquor establishment was sent a letter outlining the specific violations and notice to correct these violations within a period of thirty (30) days. (Attached hereto as Appendix A is the letters sent to the various liquor establishments). The Maynard Police Department had not conducted an administrative compliance in some time, therefore the liquor establishments were advised that no action would be taken if they made the correction(s) and came into compliance prior to the follow-up inspection.

On December 20, 2013, Sgt. Michael Noble and Off. Christopher Sweeney conducted follow up compliance checks at the liquor establishments to see if they corrected the violations outlined in the letter sent to them. The following is the results of the follow-up compliance checks:

1. Russell's Convenience Store: Corrected all violations and are in compliance;
193 Main Street
2. Maynard Lodge of Elks: Corrected all violations and are in compliance;
34 Powder Mill Road
3. Maynard Rod & Gun Club: Corrected all violations and are in compliance;
45 Old Mill Road
4. Bud's Variety: Corrected all violations and are in compliance;
180 Main Street
5. Online Liquors: Corrected all violations and are in compliance;
86A Powder Mill Road

- | | |
|--|---|
| 6. Corner Store:
49 Walnut Street | Corrected all violations and are in compliance; |
| 7. Merai Liquors :
129 Main Street | Corrected all violations and are in compliance; |
| 8. China Ruby:
42 Nason Street | Corrected all violations and are in compliance; |
| 9. Savoring Indian Cuisine:
157 Main Street | Corrected all violations and are in compliance; |
| 10. Thai Chilli:
40 Main Street | Corrected all violations and are in compliance; |
| 11. Roasted Peppers:
65 Main Street | Corrected all violations and are in compliance; |
| 12. Halfway Café:
51 Main Street | Corrected all violations and are in compliance; |
| 13. Main St. Liquors:
48 Main Street | Corrected all violations and are in compliance; |
| 14. Pleasant Café:
34 Main Street | Corrected all violations and are in compliance; |
| 15. Morey's Tavern:
27 Main Street | Corrected all violations and are in compliance; |
| 16. Siam Village:
98 Main Street | Closed both attempts to check compliance; |
| 17. Cast Iron Grill:
177 Main Street | Closed for business; |
| 18. Oriental Delight:
51 Waltham Street | No longer in business: |
| 19. Neighborhood Brick Oven:
76 Main Street | No longer in business; |
| 20. River Rock Grill:
163 Main Street | Not in Compliance -Corrected violations 2&3. failed to provide No. 1: TIPs certifications at the establishment for review; |

21. Blue Coyote Grille:
137 Main Street **Not in Compliance** Corrected violations 3 & 4; did not comply with No. 1 & 2 by having TIPs certifications at the establishment for review.
22. Peyton's River's Edge:
86 Powder Mill Road **Not in Compliance** – did not comply with No. 1 & 2: TIPs certifications at the establishment for review;

It should be noted that the River Rock Grill, Blue Coyote Grill, and Peyton's Rivers Edge were all given an extension until January 1, 2014, to bring the TIPs certifications to the Maynard Police Station to show they are in compliance and they all failed to do so.

Personnel Conducting Compliance Checks:

Sgt. Michael Noble - Duly Authorized Alcohol Agent for the Licensing Authority
Off. Christopher Sweeney - Duly Authorized Alcohol Agent for the Licensing Authority



Maynard Police Department

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

Thai Chili
40 Main Street
Maynard, MA 01754

Dear Sir/Madam:

On December 27, 2012, the Maynard Police Department conducted a Liquor Establishment Inspection and Compliance Check pursuant to M.G.L. c. 138 § 63. The following violations were found at said inspection:

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

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

Respectfully Yours,

Sgt. Michael A. Noble
Maynard Police Department

Tel: (978) 897-1011

Fax (978) 897-9315

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



Maynard Police Department

Chief Mark W. Dubois

197 Main Street

Maynard, MA 01754

China Ruby
42 Nason Street
Maynard, MA 01754

Dear Sir/Madam:

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

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

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

Respectfully Yours,

Sgt. Michael A. Noble
Maynard Police Department

Tel: (978) 897-1011

Fax (978) 897-9315

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



Maynard Police Department

Chief Mark W. Dubois

197 Main Street

Maynard, MA 01754

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

Dear Sir/Madam:

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

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

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

Respectfully Yours,

Sgt. Michael A. Noble
Maynard Police Department

Tel: (978) 897-1011

Fax (978) 897-9315

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



Maynard Police Department

Chief Mark W. Dubois

197 Main Street

Maynard, MA 01754

Blue Coyote Grille
137 Main Street
Maynard, MA 01754

Dear Sir/Madam:

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

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

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

Respectfully Yours,

Sgt. Michael A. Noble
Maynard Police Department

Tel: (978) 897-1011

Fax (978) 897-9315

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



Maynard Police Department

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

Tangiers, LLC
aka River Rock Grill
163 Main Street
Maynard, MA 01754

Dear Sir/Madam:

On December 27, 2012, the Maynard Police Department conducted a Liquor Establishment Inspection and Compliance Check pursuant to M.G.L. c. 138 § 63. The following violations were found at said inspection:

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

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

Respectfully Yours,

Sgt. Michael A. Noble
Maynard Police Department

Tel: (978) 897-1011

Fax (978) 897-9315

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



Maynard Police Department

Chief Mark W. Dubois

197 Main Street

Maynard, MA 01754

Pleasant Cafe
34 Main Street
Maynard, MA 01754

Dear Sir/Madam:

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

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

Sgt. Michael A. Noble
Maynard Police Department

Tel: (978) 897-1011

Fax (978) 897-9315

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



Maynard Police Department

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

Main Street Liquors
48 Main Street
Maynard, MA 01754

Dear Sir/Madam:

On December 27, 2012, the Maynard Police Department conducted a Liquor Establishment Inspection and Compliance Check pursuant to M.G.L. c. 138 § 63. The following violations were found at said inspection:

1. Maynard Code Chapter 183 § 4: Failure to have all employees who serve alcohol TIP trained and certified.

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

Respectfully Yours,

Sgt. Michael A. Noble
Maynard Police Department

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

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



Maynard Police Department

Chief Mark W. Dubois

197 Main Street

Maynard, MA 01754

Roasted Peppers
65 Main Street
Maynard, MA 01754

Dear Sir/Madam:

On December 27, 2012, the Maynard Police Department conducted a Liquor Establishment Inspection and Compliance Check pursuant to M.G.L. c. 138 § 63. The following violations were found at said inspection:

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

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Respectfully Yours,

Sgt. Michael A. Noble
Maynard Police Department

Tel: (978) 897-1011

Fax (978) 897-9315

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



Maynard Police Department

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

Halfway Café
51 Main Street
Maynard, MA 01754

Dear Sir/Madam:

On December 27, 2012, the Maynard Police Department conducted a Liquor Establishment Inspection and Compliance Check pursuant to M.G.L. c. 138 § 63. The following violations were found at said inspection:

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

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

Respectfully Yours,

Sgt. Michael A. Noble
Maynard Police Department

Tel: (978) 897-1011

Fax (978) 897-9315

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



Maynard Police Department

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

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

Dear Sir/Madam:

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

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

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Respectfully Yours,

Sgt. Michael A. Noble
Maynard Police Department

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

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



Maynard Police Department

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

Online Wine & Liquors
86A Powder Mill Road
Maynard, MA 01754

Dear Sir/Madam:

On December 27, 2012, the Maynard Police Department conducted a Liquor Establishment Inspection and Compliance Check pursuant to M.G.L. c. 138 § 63. The following violations were found at said inspection:

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

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

Respectfully Yours,

Sgt. Michael A. Noble
Maynard Police Department

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

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



Maynard Police Department

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

Bud's Variety
180 Main Street
Maynard, MA 01754

Dear Sir/Madam:

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

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

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

Respectfully Yours,

Sgt. Michael A. Noble
Maynard Police Department

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

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



Maynard Police Department

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

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

Dear Sir/Madam:

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

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

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

Respectfully Yours,

Sgt. Michael A. Noble
Maynard Police Department

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

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



Maynard Police Department

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

Neighborhood Pizza
76 Main Street
Maynard, MA 01754

Dear Sir/Madam:

On December 27, 2012, the Maynard Police Department conducted a Liquor Establishment Inspection and Compliance Check pursuant to M.G.L. c. 138 § 63. The following violations were found at said inspection:

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

Sgt. Michael A. Noble
Maynard Police Department

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

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



Maynard Police Department

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

Morey's Tavern
27 Main Street
Maynard, MA 01754

Dear Sir/Madam:

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

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

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

Respectfully Yours,

Sgt. Michael A. Noble
Maynard Police Department

Tel: (978) 897-1011

Fax (978) 897-9315

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



Maynard Police Department

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

Savoring Indian Cuisine
157 Main Street
Maynard, MA 01754

Dear Sir/Madam:

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

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

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Respectfully Yours,

Sgt. Michael A. Noble
Maynard Police Department

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

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



Maynard Police Department

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

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

Dear Sir/Madam:

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

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

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

Respectfully Yours,

Sgt. Michael A. Noble
Maynard Police Department

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

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



Maynard Police Department

Chief Mark W. Dubois

197 Main Street

Maynard, MA 01754

Merai Liquors
129 Main Street
Maynard, MA 01754

Dear Sir/Madam:

On December 27, 2012, the Maynard Police Department conducted a Liquor Establishment Inspection and Compliance Check pursuant to M.G.L. c. 138 § 63. The following violations were found at said inspection:

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

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

Respectfully Yours,

Sgt. Michael A. Noble
Maynard Police Department

Tel: (978) 897-1011

Fax (978) 897-9315

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



Maynard Police Department

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

Corner Store
49 Walnut Street
Maynard, MA 01754

Dear Sir/Madam:

On December 27, 2012, the Maynard Police Department conducted a Liquor Establishment Inspection and Compliance Check pursuant to M.G.L. c. 138 § 63. The following violations were found at said inspection:

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

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

Respectfully Yours,

Sgt. Michael A. Noble
Maynard Police Department

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

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

~~Decky Mosca~~

From: Diane Taylor <D.Taylor@minutemansenior.org>
Sent: Thursday, January 23, 2014 12:43 PM
To: ~~Decky Mosca~~
Subject: March For Meals



Dear Members of Board of Selectmen:

The Meals on Wheels Program provides a valuable service each weekday to the seniors living in your community. As a member of the Board of Selectmen in Maynard, you are in an excellent position to assist Minuteman Senior Services' Meals on Wheels Program in addressing senior hunger, a serious problem currently impacting communities across the United States.

Minuteman Senior Services participates in the national **March for Meals** campaign, which is an annual month-long event, sponsored by the Meals On Wheels Association of America. It is designed to generate public awareness about senior hunger and to celebrate the invaluable services provided by Senior Nutrition Programs across the country. **March for Meals** is also intended to help recruit new volunteers from our community and to increase fundraising from local businesses and supporters. For more information, visit www.marchformeals.com.

You are a recognizable and strong voice in your town and **we would be honored if you could participate in the March for Meals campaign by helping to prepare and/or deliver meals to our homebound senior clients during the month of March.** In doing so, you can connect with your constituents and help Meals on Wheels gain much-needed visibility.

Staff from my office will be contacting you shortly, to determine your availability and find a day that works for you. If you or your staff have any questions, please contact Diane Taylor at 781-221-7093 or by email at d.taylor@minutemansenior.org. Thank you for your serious consideration of our request. We look forward to speaking with you.

Sincerely,

Joan Butler



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, February 4, 2014
6:00 PM

AGENDA

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

Posted 1/23/2014



January 29, 2014

To All Citizens of the Town of Maynard and Other Interested Parties:

Please be advised that the Maynard Board of Selectmen, acting at their January 28, 2014 Board of Selectmen's meeting voted four to zero: "To set the date and time of the Annual and Special Town Meetings as 7:00 PM. on Monday, May 19, 2014 respectively and to designate the Fowler School Auditorium on Tiger Drive as the location for the Annual and Special Town Meetings."

Citizen's petitions must be submitted with the question presented at the top of each side of the signature page. They must be submitted to the Town Clerks Office and certified by the Town Clerk in order to be included on the warrant.

The deadline for submission of Citizens Petition Articles for the Annual / Special Town Meeting is 4:00PM, Friday April 4, 2014. (Per Charter, 45 days prior to the town meeting).

Sincerely,

Kevin Sweet
Town Administrator

Timelines for the Annual and Spring Special Town Meetings 2014

Tuesday, January 28, 2014	Board of Selectmen vote to hold the Annual Town Meeting and the Special Town Meeting on Monday, May 19th respectively at 7:00pm at the Fowler School Auditorium.
Wednesday, January 29, 2014	Board of Selectmen (Town Administrator) gives notice to all Town Agencies, Town Officers and Chairpersons of Multiple Member Committees. <i>Deadline imposed by Town Administrator (Charter is silent on this notification for ATM)</i>
Friday, April 4, 2014	Deadline for submittal of all draft warrant articles for ATM and STM to Board of Selectmen by Town Agencies, Boards and Committees (Funding amount and source required). <i>Deadline imposed by Town Administrator to allow for legal review (Charter allows all articles 45 days prior to ATM)</i>
Friday, April 4, 2014	Refer Warrant Article information to FinCom and Town Counsel for review for ATM. <i>Town of Maynard By-Laws, Chapter 1, Section 3 - Selectmen to submit articles to FinCom at least 10 days before printing Warrant.</i>
Friday, April 4, 2014	Board of Selectmen publishes notice of the calling of Special Town Meeting. <i>Section 2-5 Maynard Town Charter: BOS to publish notice at least 45 days prior to STM (April 4 is Beacon deadline)</i>
Friday, April 4, 2014	Deadline for submittal of Citizens Petition Warrant Articles ATM; referred to FinCom upon receipt. <i>Section 2-7 C.1 Maynard Town Charter: Citizens Petitions must be received at least 45 days prior to ATM.</i>
By April 7, 2014	FinCom recommendations, comments and reports due for ATM. <i>Must be done before BOS approves ATM Warrant</i>
Tuesday, April 15, 2014	Board of Selectmen vote to approve Annual Town Meeting Warrant. <i>Last meeting before printing deadline (April 15th -Mail house needs 5 days to print job)</i>
Tuesday, April 21, 2014	Annual Town Meeting Warrant to be emailed to the Mail House <i>Mail house needs 5 days to turn around job</i>
Thursday, April 24, 2014	Annual and Special Town Meeting Warrant published in Beacon.
Thursday, May 1, 2014	Post Meeting Notice of ATM and STM
Thursday, May 1, 2014	Annual-Special Town Meeting Warrant to be mailed to every household
Monday May 19, 2014	Annual - Special Town Meeting

Timelines for the Annual and Spring Special Town Meetings 2014

Tuesday, January 28, 2014	Board of Selectmen vote to hold the Annual Town Meeting and the Special Town Meeting on May 19th respectively at 7:00pm at the Fowler Middle School Auditorium.
Wednesday, January 29, 2014	Board of Selectmen (Town Administrator) gives notice to all Town Agencies, Town Officers and Chairpersons of Multiple Member Committees.
Friday, April 4, 2014 <i>B</i>	Deadline for submittal of all draft warrant articles for ATM and STM to Board of Selectmen by Town Agencies, Boards and Committees (Funding amount and source required). <i>Deadline imposed by Town Administrator to allow for legal review (Charter allows all articles 45 days</i>
Friday, April 4, 2014	Deadline for submittal of Citizens Petition Warrant Articles ATM; referred to FinCom upon receipt. <i>Section 2-7 C.1 Maynard Town Charter: Citizens Petitions must be received at least 45 days prior to ATM.</i>
Monday, April 7, 2014	FinCom recommendations, comments and reports due for ATM. <i>Must be done before BOS approves ATM Warrant</i>
Tuesday, April 15, 2014	Board of Selectmen vote to approve Annual Town Meeting Warrant. <i>Last meeting before printing deadline (April 15th -Mail house needs 5 days to print job)</i>
Friday, April 4, 2014	Deadline for submittal of Citizens Petition Warrant Articles STM; referred to FinCom upon receipt. <i>Section 2-7 C.2 Maynard Town Charter: Citizens Petitions must be received at least 30 days prior to STM.</i>
Monday, April 7, 2014	FinCom recommendations, comments and reports due for STM. <i>Must be done before BOS approves STM Warrant.</i>
Tuesday, April 15, 2014	Board of Selectmen vote to approve Special Town Meeting Warrant. <i>Last meeting before Beacon deadline before publishing deadline.</i>
Thursday, May 1, 2014	Annual Town Meeting Warrant to be mailed to every household <i>Must be dropped at Post Office 5 business days before</i>
Thursday, May 1, 2014 (not required for ATM)	Annual and Special Town Meeting Warrant published in Beacon. <i>Town of Maynard By-Laws, Chapter 1, Section 1 - The Warrant for the Annual Town Meeting, and any and all Special Town Meetings, shall be printed in a local publication or delivered to each household, at the discretion of the Board of Selectmen, and made available at the Town Building and Post Office at least 14 days prior to the meeting. The Warrant shall state the time and place at which the meeting is to convene and, by separate articles, the subject matter to be acted upon.</i>
Thursday, May 1, 2014	Post Meeting Notice of ATM and STM <i>Town Bylaw, Section 1A: Town Meeting shall be notified by posting an attested copy of the warrant calling the same, one at the Post Office, and at each of the ten (10) other public places in Town, seven (7) days at least before the day appointed for said meeting.</i>
Monday, May 19, 2014	Annual/Special Town Meeting



Town Administrator Kevin Sweet

**Draft Articles due
By March 28, 2014**

Town Meeting, May 19, 2014

DRAFT Agenda
Joint Budget Meeting FY2015
Saturday, February 8, 2014
Maynard Public Library
77 Nason Street

8:30 AM

8:45 AM Convene, Meeting Chair – Moderator James Coleman

9:20 AM Board of Selectmen Report
Chair Brendon Chetwynd

9:30 AM FY 14 Budget Review and FY15 Revenue Projects & Budget
Kevin Sweet, Town Administrator

10:15 AM School Committee Report
Chair Amy Rebecca Gay

10:45 AM AM Finance Committee Presentation

11:00 AM Capital-Planning Presentation

11:30 AM Questions and Answers

12:00 AM Adjourn

Submitted K. Sweet Town Administrator



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: 63 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

OLSON REX E & KRISTA M
 55 BROOKS ST
 MAYNARD, MA 01754-0000

Account Number		Bill Number		Parcel ID		Bill Date		Due Date	
51-0000581-0001		574		9.0--177.0		10/16/2013		11/15/2013	
Service Location						Water Service		Sewer Service	
63 BROOKS ST						WTRSWR			
Read Date	Read Type	Curr Read	Usage	Services		Billing			
3/16/2013	0	3,090	1,325	WATER 69.50		Prev Bal		252.76	
8/28/2013	Actual	1,765	1,765	SEWER 117.66		Services		187.16	
8/05/2013	0	0	-22,910			Interest		1.36	
3/01/2012	Actual	0	0			Dmd/Pen			
2/01/2011	0	0	0			Credits			
9/01/2011	Actual	0	15			Total		441.28	
				Total Services		187.16			
				1,325					

Total Due By:	11/15/2013	\$441.28
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PAID BY CHECK

OCT 17 2013

Treasurer / Collector's
 TOWN OF MAYNARD

~~OPTION WITH PAYMENT~~

REMIT COPY

TOWN OF MAYNARD - WATER/SEWER BILL

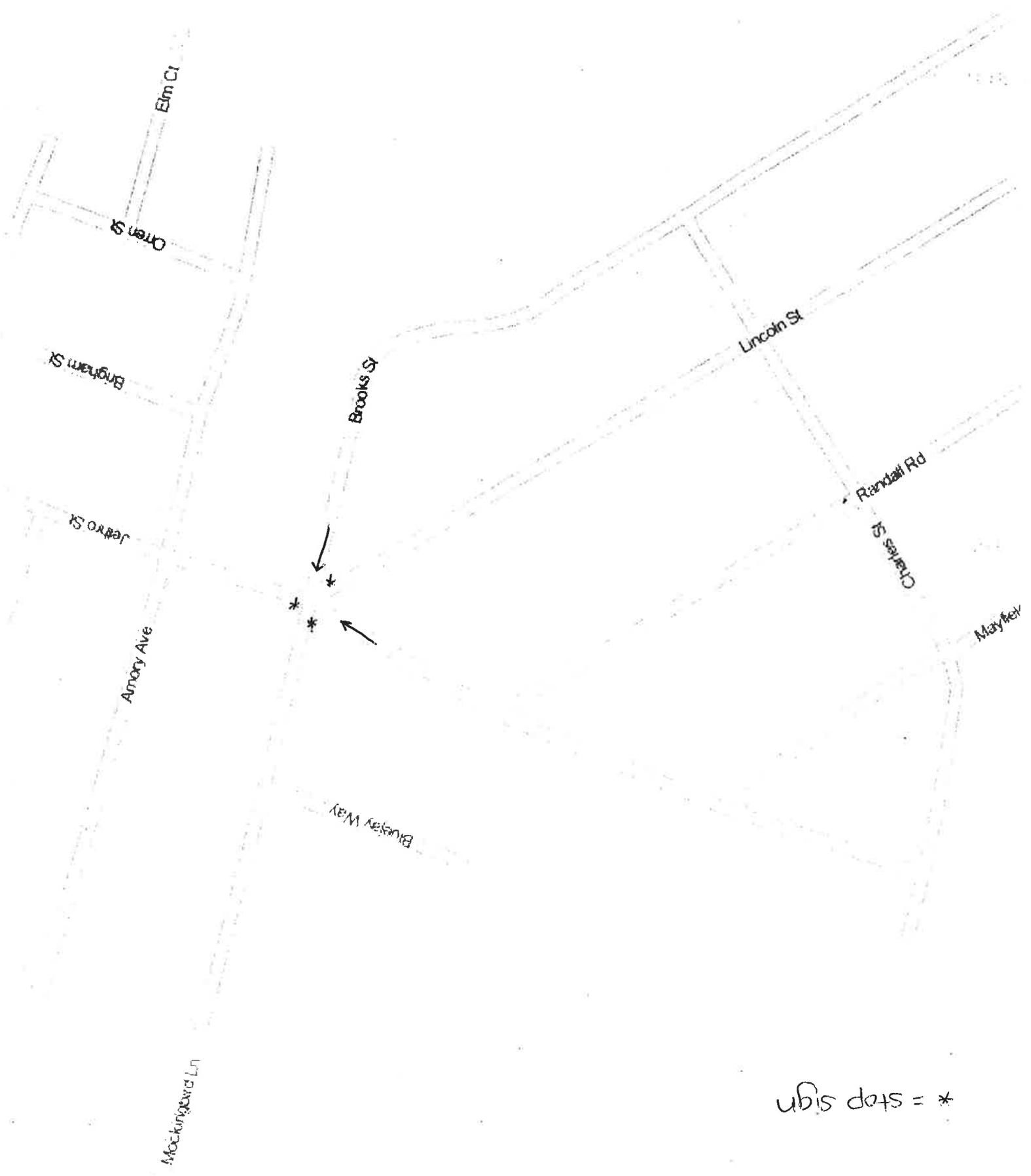
INTEREST WILL ACCRUE AT 14% ANNUALLY IF NOT PAID IN FULL BY THE DUE DATE.

Service Location	Parcel Identifier	Account #	Bill #	Billing Date	Due Date
63 BROOKS ST	9.0--177.0	51-0000581-0001	574	10/01/2013	11/01/2013

Usage History				Charge Summary	
Read Date	Reading	Usage Type	Usage	Description	Charge
08/28/2013	1765	Actual*	1765	WATER	\$96.03
08/05/2013	0	Replaced	-22910	SEWER	\$156.73
03/01/2012	0	Actual	0		
12/01/2011	0	Manual	0		
09/01/2011	0	Actual	15		
06/01/2011	0	Actual	5		

Total Current Charges	\$252.76
Past Due	\$0.00
Interest	\$0.00
Adjustments	\$0.00
Total Due	\$252.76

Rate Information	
Quarterly In-Town Rates	Quarterly Out-of-Town Rates



* = stop sign

Request for a Flashing Pushbutton LED crosswalk warning light.

Located at the crosswalk at the intersection of Parker Street and McKinley Street



Why is the Flashing LED sign NEEDED at this crosswalk?

- This crosswalk is located at the prime access route (Walnut Street) to the downtown area.
- The installation of the new Coolidge Community Park is requiring many families from the neighboring streets to cross Parker Street with small children and strollers. This is a dangerous street to cross with multiple small children in tow.
- This area of Parker street is narrow and is often congested with traffic. Motorists often do not see pedestrians waiting to cross because they are focused on maneuvering through this tight area.
- The crosswalk is located at the crest of the hill on Parker Street. Motorists can not see the painted lines until they are too close to stop.
- Due to the increase in elevation at this point in the road, the headlights from the oncoming vehicles cause glare for cars traveling in the opposite direction, causing motorists to not see pedestrians waiting to cross.
- On a daily basis cars park on McKinley Street in order to cross Parker St. and visit the Corner Store, causing the pedestrian to utilize the crosswalk.
- LED flashing lights are visible up to 2 miles away
- SAFETY

Presented by Katherine Angis - 1 McKinley St
978-897-1953

U.S. Department of Transportation: Federal Highway Administration

Pedestrian Safety - Report to Congress

August 2008

Mid-Block Crossing

For mid-block locations between signalized intersections with significant pedestrian crossings, a mid-block traffic signal or other warning system to provide protection for crossing pedestrians is **desirable**. There are a variety of advanced technologies that may by themselves and in combination with other advanced technologies **substantially improve pedestrian safety** between signalized intersections.

Activation of LED Warning Signs

These systems operate similar to the overhead lighting systems and activate an LED sign warning approaching drivers that a pedestrian is crossing the roadway. They have been demonstrated in Clearwater, Florida, and **have resulted in increased driver yielding behavior of 30 to 40 percent during the day and 8 percent at night**. Activated LED warning may be combined with activated overhead lighting to provide improved night driver yielding.

Potential Benefits of a similar sign (Rectangular Rapid Flash Beacon)

- RRFBs are a lower cost alternative to traffic signals and hybrid signals that are shown to increase driver yielding behavior at crosswalks significantly when supplementing standard pedestrian crossing warning signs and markings.
- An official FHWA-sponsored experimental implementation and evaluation conducted in St. Petersburg, Florida found that RRFBs at pedestrian crosswalks are **dramatically more effective at increasing driver yielding rates to pedestrians than traditional overhead beacons**.
- The novelty and unique nature of the stutter flash may elicit a greater response from drivers than traditional methods.
- The addition of RRFB may also **increase the safety effectiveness of other treatments**, such as the use of advance yield markings with YIELD (or STOP) HERE FOR PEDESTRIANS signs. These signs and markings are used to reduce the incidence of multiple-threat crashes at crosswalks on multi-lane roads (i.e., crashes where a vehicle in one lane stops to allow a pedestrian to cross the street while a vehicle in an adjacent lane, traveling in the same direction, strikes the pedestrian), **but alone they only have a small effect on overall driver yielding rates**.

http://safety.fhwa.dot.gov/ped_bike/legis_guide/rpts_cnrgs/pedrpt_0808/chap_3.cfm