AGENDA
Maynard Board of Selectmen's Meeting
February 25, 2014
Town Building – Michael J. Gianotis Meeting Room (No. 201)
Regular Meeting Time: 7:00 pm

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

1. Call to order (7:00 pm)
2. Pledge of Allegiance
3. Public Comment
4. Acceptance of Minutes
   - January 28, 2014 and February 4, 2014
5. Correspondence
   - Town Clerk monthly report January 2014
   - Library monthly report January 2014
   - Police monthly report January 2014
   - Facilities monthly report 2014
   - Fire Depart monthly report 2014
   - Treasurer/Collector monthly report 2014
   - DPW monthly report 2014
   - Town Accountant monthly report 2014
   - WAVM, Community Radio Broadcast invitation March 10-13, 2014
   - Meeting notice, Citizens Corp/Medical Reserve Corp, 2/13/14
   - Meeting notice, Golf Course Re-Use Committee, 2/10/14
   - Meeting notice, Finance Committee, 2/10/14, 2/24/14
   - Meeting Notice, 129 Parker Street Ad-Hoc, 2/12/14
   - Notice from PERAC to Retirement Board FY 2015 appropriation, $1,844,100.00
   - Notice from Verizon, Annual Complaint Filing dated 1/31/2014
   - Notice, Discharge after Completion of Chapter 13 Plan. 2/3/14
   - Meeting Notice, Finance Committee, Feb 26, 2014

- Meeting Notice, Planning Board, Feb 25, 2014
- Meeting Notice, Zoning Board of Appeals, Feb 24, 2014
- Meeting notice, Conservation Commission, Feb 18, 2014
- Notice, Boy Scouts, Electronic Recycling & Bottle Drive, March 15, 2014
- Meeting notice, CPC, Feb 19, 2014
- Meeting notice, Cultural Council, Feb 20, 2014

6. Consent Agenda
   - Appointment Slip for the Full Time Police Officers as the LLA Agents for Town, New Police Officer, Municipal Hearing Officer, MAGIC Representative.
   - Proclamation; Boy Scout.
7. Cultural Council update, Elizabeth Milligan.
8. 129 Parker Street Ad-Hoc Committee update.
9. Town Planner, Eric Smith, PDF Grant.
10. Town Planner, Eric Smith, RE: Revised Adams Arts Grant Scope of Work, dated 1/15/14.
11. Town Planner, Eric Smith RE: Maynard Economic Development Committee Recommendations.
12. Keene Avenue, Town Owned Property Discussion.
13. Fiscal Year 2015 Budget.
14. Town Administrator's Report.
15. Chairman's Report.
16. Old/New Business.
17. Executive Session.
18. Adjourn (9:30)

Respectfully submitted,

Kevin Sweet, Town Administrator

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

THIS AGENDA IS SUBJECT TO CHANGE

PUBLIC NOTICE, NEW DATE FOR PARKING DECK HEARING

On Tuesday, March 4, 2014 at 7:15 pm the Board of Selectmen will hold a Public Hearing regarding the Parking Deck. The Board would like to hear from the public and plan the next steps based on the concerns and responses from public.

On January 15, 2014 falling concrete was reported. After DPW and Facilities response and inspection the decision was made to close upper deck for safety concerns and to determine next steps.

This meeting will take place at 7:15 pm in the Michael J. Gianotis meeting room at Town Hall, 195 Main Street Maynard. Any question please call the Selectmen Office at 978-897-1301 or email: ksweet@townofmaynard.net

Ken A Sweet

Town Administrator

2/20/14

Date

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 28, 2014
Room 201, Town Hall
Time: 6:45 pm

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

(This public meeting was recorded).

Pledge of Allegiance

Fire Captain Sean Kiley sworn in as new Captain.

Public Comments – no public comments

A motion was made by Selectman Capello to approve the minutes for January 7, 2014, (regular meeting). Second by Selectman Gavin. Vote 3-0. Motion approved.

List of Correspondences (mail to the Selectmen's Office for January 28, 2014).

- 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 20, 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.

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

DPW, Chris Okafor, follow up from BOS meeting on December 3, 2013.
(Request for change of signage on Parker Street near McKinley Street).
New Fluorescent signs will be added in the spring just waiting for the weather to get warmer. The crosswalk and signs will be more inline.
A change in front of the Corner Store, to remove anyone from parking up on the sidewalk will be added in the spring. The Maynard Police will enforce once this work is complete.
(Request for stop signs to be added at one of our 5-way intersections). DPW added the stop signs in January 2014.

(Request for stop signs to be added at one of our 5-way intersections). DPW added the stop signs in January 2014.

NOTE, Selectman Cranshaw arrived. 7:05 pm

Water Abatements; ID # 581, ID
Abatement request was for sewer charges related to water use (establishing lawn) at new home construction prior to initial occupancy. Board decided minimum sewer charge ($44.40) applies regardless.

A motion was made by Selectman Chetwynd to approve water abatement for ID # 581 with abatement for $185.59. Second by Selectman Gavin. Vote 3-0-1. (Selectman Capello recused herself). Motion approved.

DPW, Chris Okafor, Update Parking Deck and Cemetery policy

Chris Okafor is working with a contractor, they are completing GIS mapping of the lots. Once this work is complete, spring period ground needs to be clear of

snow. This information will help with the available lots and space. Will follow up with Board once complete.
Board requests a new updated fee survey of surrounding towns.

A motion was made by Selectman Cranshaw resume unrestricted "presales" effective April 1, 2014. Second made by Selectman Gavin. Vote 1-3. Motion not approved.
Board agreed to wait for the information to come back from Chris in a timely matter.

Parking Deck: Hand out from Andrew Scribner-MacLean
Copy added on the web,
Next steps: Option

Replace Deck	est. cost TBD $1M+	
Repair Deck	$500,000.00	would add 15 years to life of deck.
Demolish Deck	$140,000.00	

41 spaces on top of deck
39 spaces under deck
Originally built in 1984

Business Owner Jim Flaherty of Anytime Fitness, Nason Street Maynard, Parking request to not ticket his guests between the parking ban hours of 2:00 am ~ 6:00 am.

Board agreed to hold a public hearing regarding the parking deck, February 18, 2014.

Immediate plan is to temporarily close area under parking deck to allow cleanup of loose debris. Board discussed potential impacts of longer-term closure.
A motion was made by Selectman Capello to give the Town Administrator the authority to close the lower level of the parking deck area if Professional Engineer, Wayne Amico or any other PE, says that the area under the parking deck is not safe for anyone to pass under. Second by Selectman Gavin. Vote 4-0. Motion approved.

Town Administrator Sweet discussed options for mitigating closure by allowing long-term parking in Summer Street lot and bagging of low-use-on-street metered spaces.

Set the Date, Time and Place for the Annual and Special Town Meeting.

A motion was made by Selectman Chetwynd to approve the joint Budget meeting scheduled for February 8, 2014 at the Maynard Public Library 77 Nason Street Maynard, starting at 8:30 A.M. Second by Selectman Cranshaw. Vote 4-0. Motion approved.

A motion was made by Selectman Chetwynd to approve the Annual Town Meeting; date is set for Monday, May 19, 2014 at Fowler School Auditorium. Second by Selectman Cranshaw. Vote 4-0. Motion approved.

A motion was made by Selectman Chetwynd to approve the Special Town Meeting at the conclusion of the Annual Town meeting, date is set for Monday May 19, 2014 at the Fowler Auditorium. Second by Selectman Cranshaw. Vote 4-0. Motion approved.

Fiscal Year 2015 Budget with update on the joint budget meeting Feb. 8, 2014.

- Received all FY 15 Department budgets.
- February 8th "Joint Budget meeting scheduled at the Maynard Public Library.
- Governor Budget – Level Funded.
- Hopeful for more unrestricted funding.
- MIIA, Health Insurance range 0- 9.9% last year we received 1.2%, we should be in good shape for a rate near 5% increase.
- School, Andrew & I met with Dr. Gerardi. School would like to present to BOS before Joint Budget Session. We have a scheduled School / BOS Executive Session on Thursday. Sel. Cranshaw went to FinCom meeting; School did a presentation at their meeting. (Circuit breaker money) flat.

Town Administrator's Report - Kevin Sweet:

- **Solar Array Update:** WGES received NSTAR approval to operate the site as of Jan. 24, 2014
- At another meeting, I will talk about a letter received from MayDog.
- **Waste Water Treatment Plant:** The RFP for the Management, Operations and Maintenance of the WWTP, which was released on Jan 6th, is due on Jan 30th.
- **FY15 Budget:** All depart. Have submitted there FY15 budget requests. I am in the process on working on budget related items in preparation of a final TA recommended budget and presentation at the Joint Budget meeting on 2/8. I have completed a preliminary revenue projection for FY15 as well as an adjusted minor change in revenue based on the submitted FY15 Governor's budget. Gov. Patrick's local aid goals are modest at best. The FY15 budget recommends a 2-% increase over FY14 for all local aid. However, the bulk of this 2 % increase is for Chapter 70 education aid. The Gov. is recommending level funding for both the Special Ed Circuit breaker and Unrestricted Gen. Gov. Aid.
- **MIIA Health Insurance Update:** On 1/15, I met with Jill Gallant-Shaw from MIIA and Adam Thornton from Blue Cross of MA to discuss the MIIA program and Maynard's Detail of Claims, Premiums & Loss Ratios.
- **Municipal Hearings Officer Training:** Andrew Scribner-MacLean and I attended the Municipal Hearing Officer Training on 1/15. At the MA FF Academy in Stow. Citations written by local code enforcement officers, which are appealed, are heard before a municipal hearing officer. The municipal hearing officer is appointed by the municipality to conduct such hearings. In order to

serve as a municipal hearing officer, an individual must receive training jointly by the Office of the AG and Mass Association of City and Town Solicitors. At a later date, I will be requesting the BOS to appoint Andrew Scribner-MacLean for this role.

- **MISC:**
  - Held monthly Leadership Team Meeting
  - Attended MMA 2014 Annual Conference
  - CrossTown Connect Status Meeting

Chairman Report - Brendon Chetwynd:

- I got in contact with Stow BOS chair; we want to have a scheduled meeting. Will schedule once back from Business trip?
- Please schedule the Public Hearing for the Charter Review meeting changings. TA said it would be scheduled for March 4, 2014 for hearing.

Old/New Business:

Selectman Cranshaw:

- Current contract expires after 2014 season. TA, Sterling was the only bidder the last time we put this out for bid. This is the last season on the contract. When would negotiations for new contract be conducted and who would be the town representatives in those negotiations? TA Sweet indicated that contracting effort would begin in late spring with RFP in summer. Unlike last contract, it would not be prepared by a single individual.
- **Submittal Report;** Report is expected by March 10. What is the process for presentation to Board and Town Meeting. How is draft report to be reviewed by BOS? Board would like presentation, and short summary at Town Meeting is typical.
- **Water and Sewer Fees;** Policy needs to be nailed down with updated documents and policies. TA; said we need to look at Fees and Regulations.
- Do we have the final number yet for tax increase? (Pre-set Tax Figure)? TA, will find out.
- We need to talk about a plan for Liquor licenses; Need to add to agenda. TA, agrees. No date set.
- General Question; Boards, Plans, budget plan, free cash stuff. Chair, agrees we need to discuss. Chair asked Selectman Cranshaw to email list of items he wants to discuss with Board.
- Regarding Correspondence. Packet item from PD about liquor compliance issues, will Police follow up with the (3) licensees that had training issues. Yes, and TA will do more follow up.
- Noted that having Town Planner as appointed member to the 129 Parker Street committee might lead to open meeting issues related to sequential conversations as he acts as professional resource for the committee. It may be better for some future committees to not have professional staff as a formal appointment.
- Noted that there are "warrant" requirements for all-way STOP signs.

- Question; Authorization for stop signs and signals, Should the authorization come from Board of Selectmen? TA did not think it needed to come from Board. TA, not aware of any policy for traffic control. TA agrees that recommendations moving forward for roadways will come thru Board.

Selectman Capello:

- Comment: Drove past memorial park, the Christmas lights at park still on, can we have them removed. TA will put request in with DPW.

Selectman Gavin:

- **Opportunity,** we should set up meeting with Stow Selectmen, with Topic of Sharing opportunities as neighbors, have informal meeting but with topics such as Rail Trail, and Economic Development, etc.
- **Question;** In the last BOS packet we had issue from Peyton's, is that all set? TA, yes and at this time it is a non-issue. Peyton's is closed.

Executive Session, 1/28/2014 Time: 10:07
In the Matter of: Strategy with respect to Collective Bargaining.
Motion to convene an Executive Session was made by Selectman Capello and duly seconded by Selectman Gavin. The following roll call vote was taken on the above motion.

David Gavin	**Yea**
Dawn Capello	**Yea**
William Cranshaw	**Yea**
Brendon Chetwynd	**Yea**

After the Executive Session, the meeting will not reconvene.

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

Time: 11:00 pm

Approved: _____

Date:

_____
Selectman, David Gavin, Clerk

Initials: BJM

OFFICE OF THE
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TOWN OF MAYNARD
MUNICIPAL BUILDING
195 MAIN STREET
MAYNARD, MASSACHUSETTS 01754
Tel: 978-897-1301 Fax: 978-897-8457

Selectmen's Meeting Minutes
Tuesday, February 4, 2014
Room 201, Town Hall
Time: 7:00 pm

Present: Acting Chair, Selectman David Gavin, Selectman Dawn Capello, Selectman William Cranshaw, Town Administrator Kevin Sweet and Admin. Assistant Becky Mosca. Absent, Selectman Chetwynd.

(This public meeting was recorded).

Pledge of Allegiance

Public Comments –
Resident, Vic Tomyl, comments Downtown lights are disgrace, at the corner of Summer & Main Street by K of C, very dark.
Double poles, Public Utilities (NStar) something should be done
MacDonald the property owner the corner of Waltham / Parker now the owner has a demo permit to remove the buildings on Main Street. TA, per legal we cannot hold him from the next project. Town does have a new agreement in the works that has a date of July 31, 2014 for the next step.
Tree work needs to be done at Glenwood Cemetery, it is in terrible condition. Town voted and approved $15,000.00. Per Vic, that money has not been spent.
Committee for Whites Pond, Cost of Whites Pond to be put back on line. The Town needs to do something.
Surplus funds, money, reserve funds whatever you now call that money, take some of that money for Whites Pond.
Easement, for ARRT, wouldn't it be great to have the pipes at the same time we complete the ARRT project?

Minutes from January 28, 2014 tabled per Selectman Cranshaw.

List of Correspondences (mail to the Selectmen's Office for February 4, 2014).

- Meeting notice, Conservation Comm., Jan 21, 2014, Feb. 4, 2014

- On-call PE service, Wayne Amico, 12-23-13 to 1-3-14
- Meeting notice, Zoning Board of Appeals, 1/27/14
- Meeting notice, Recreation, 1/22/14
- Meeting notice, FinCom, 1/27/14
- Meeting notice, Planning Board, 2/4/14
- Request, Scholarship support, by March 14, 2014
- Meeting notice, Golf Course Re-use, 1/27/14
- MBA, minutes 11/5/13
- Maynard Golf Course year end 2013, Jan 28, 2014
- Xfinity, Comcast update and issues, dated 1/28/14
- Meeting notice, Community Preservation Committee, 2/5/14
- Public Notice, Hearing on the Parking Deck, Feb. 18, 2014

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

Appointments for Board of Appeals;
Jamal DeVita and John Edson were present and discussed their interest in the Town and their desire to serve on the Board of Appeals.

A motion made by Selectman Capello to approve the appointment of Jamal DeVita, 6 Oak Ridge Drive to the Board of Appeals as Alternate with a term that expires on June 30, 2016. Second by Selectman Cranshaw. Vote 3-0. Motion approved.

A motion made by Selectman Capello to approve the appointment of John Edson, 2 Brian Way to the Board of Appeals as Alternate with a term that expires on June 30, 2016. Second by Selectman Cranshaw. Vote 3-0. Motion approved.

Farmer Market Licenses.
From the Farmers Market, Carol O'Leary, request for the Farmers Market here in Maynard to have the availability of the one-day Farmers' Market Winery license for the dates per request for Farmers Market Winery licenses over the 2014 season.

A motion was made by Selectman Capello to authorize the quantity of five (5) Farmers Market Winery licenses for the Town of Maynard in 2014 Second by Selectman Cranshaw. Vote 3-0. Motion approved.

A motion was made by Selectman Capello to set the cost for $50 per license for the winery licenses. Second by Selectman Cranshaw. Vote 3-0. Motion approved.

Snow and Ice Shortfall as of January 21, 2014.

A motion was made by Selectman Capello to approve and acknowledge the snow and ice shortfall in the budget as of January 21, 2014. Second by Selectman Cranshaw. Vote 3-0. Motion approved.

Parking Deck update from TA;

Kevin Sweet, we had our PE, Wayne Amico review the parking deck on Jan. 31, 2014. At that time, we closed the bottom of the deck. DPW will clean the debris up on the deck. Assessment Plan, if we have snow on the deck, we cannot make a clear assessment based on snow cover. We emailed survey out to business owners. BOS requested that the survey be mailed out to owners of properties.

Comment, Vic Tomyl is the car charging station working and is anyone using the charging station? Yes, per TA, Kevin Sweet.
Solar Park is it up and working. Yes, per TA.

Fiscal Year 2015 Budget with update on the joint budget meeting Feb. 8, 2014.

TA, Kevin Sweet. We are working on the presentation for the Joint Budget meeting.
Sel. Cranshaw, Do we know the default tax?
TA, school will do a presentation.
1.8 million Funding to pay down school OPEB.

Old/New Business:

Selectman Cranshaw:

- Asked about response to recent email from Senator Jamie Eldridge regarding Town's project ideas for upcoming transportation bill. Board directed Town Administrator to inform him of #1 Concord Street/Route 27 intersection signalization design and construction, #2 additional funding for Crosstown Connect, and #3 parking deck repair. TA will note that Representative Kate Hogan has been working on funding for Concord Street/Route 27 project, and will coordinate with Acton and other Crosstown Partners for support of that project.
- Agreement regarding MacDonald project at 27/62 was mentioned earlier. TA Sweet presented proposed amendment to development agreement requiring $100,000.00 bond for completion of mitigation items by July 31, 2014. **A motion was made** by Selectman Capello to approve the document to be finalized for the Board to sign the first amendment of the Development Agreement with MacDonald. Second by Selectman Cranshaw. Vote 3-0. Motion approved.

- Asked if there were cost estimates for the golf course capital items noted in yearend report. TA Sweet noted that some items (garage door and maybe tee boxes) would need to be addressed as part of potential new lease, while others might be addressed in future years. Issue will be presented at a future meeting, TA, Sweet wants direction from Board by June.
- Reported on discussion by 129 Parker Street Ad-hoc Committee on role after initial recommendations are submitted. Board's consensus was that committee would remain as resource for feedback, but committee would not be actively engaging developer.
- Asked if School Committee or Administration had followed up on ideas by TA Sweet and ATA Scribner-MacLean for budget savings. TA indicated that they had not.

Selectman Capello:

- Request agenda item; "Blight Committee" in the Town of Hudson they have a committee for the Blight areas of Hudson. TA thinks we should look at internal staff for this issue.

Selectman Gavin:

- Artwork for Board of Selectmen's meeting room, TA; office will ask Artspace and Dave Griffin if they have art for the walls to put up in the Selectmen Room.
- 129 Parker Street, Question, they don't snow plow up to the building still left on site? It is a safety hazard. The main gate is opened, public access; they still have a pile of debris.
- Request a letter be sent over to the Town of Stow; want a meeting to go over some items (Share) resource. TA, write letter see if we can share ideas and opportunities.

A motion was made by Selectman Capello to approve the TA to write a letter to the Town of Stow, request a meeting to talk about shared services, opportunities like Fire Station, Senior Center, Community Center and others. Second by Selectman Cranshaw.
Vote 3-0. Motion approved.

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

Time: 9:25 pm

Approved: _____

Date:

_____
Selectman, David Gavin, Clerk

Initials: BJM

Report of the
Town Clerk's Office
For the month of January 2014
Submitted by Michelle Sokolowski

Activity Report

Nomination papers became available for the Annual Town Election. The following offices are open:

2 Selectman for a term of 3 years
1 Moderator for a term of 1 year
2 School Committee member for a term of 3 years
1 Trustee of Public Library for a term of 3 years

As of January 31st, two people have obtained papers David D. Gavin and Timothy M. Caldwell for the Board of Selectmen.

- 2014 Annual Town Census and Dog License Renewal/Request forms are being processed as they arrive. 185 dogs have been licensed as of January 31st. Fees have been increased from $9.00 for a neutered/spayed dog to $10.00, $10.00 for an intact dog to $15.00, and from $10.00 to $25.00 for a late licensing fee which now takes effect March 1st instead of June 1st.

- Information for the 2013 Annual Town Report has been completed and forwarded to the Board of Selectmen's Office.

- Money taken in was reported and turned over to Treasurer-Collector's Office.

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

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The following documents were issued:

6 – Business Certificates

30 – Birth Certificates

3 – Death Certificates

12 – Marriage Certificates

3 – Marriage Intentions

Eighteen (18) Board & Committee members were sworn into office.

Assistant Town Clerk, Cathy Berard has resigned from her position effective February 20th, 2014. Cathy's decision came in order to oversee her parent's health and well being needs. I know that I speak for everyone at Town Hall to say Cathy will be missed dearly and we wish her all the best in her future endeavors.

Report of the Library
For the Month of February
Submitted by Steve Weiner

Activity Report

Building Issues: Thermostat control maintenance was done.

Meeting Room Use: 23 meetings were held in January.

Publicity: The library program was publicized in *the Beacon-villager*, the library's website, in the library building, on Twitter, and on Facebook, and on the Friends Facebook page.

Library Programs: These statistics are unavailable at this time.

Circulation: The library circulated 10,441 items in January. 1,369 went out through the self check program, and we discharged 7,471 items belonging to other libraries. We registered 37 new cards and there were 1600 computer log ins. 4 people used the Newsbank database and there were 1,648 uses of Ancestry.com. 32 items were withdrawn from the collection and 419 added, bringing the collection up to 72, 023 items.

Other: A volunteer has begun a free Spanish language weekly tutoring program

Maynard Police Department
Chief Mark W. Dubois

To: Board of Selectmen

Monthly Report – JANUARY 2014

I am pleased to report that the Public Safety Communications Supervisor position has been filled. We advertised for the position in late November and December. We received multiple resumes and held interviews in the middle of December. The Assistant Town Manager, Fire Chief and I selected five candidates to interview.

We offered the position to Anne Camaro from Marlboro. Anne currently works for the Framingham Police Department and has extensive experience in communications. We are very excited for her start in Maynard on February 10th.

On January 17th Officer Nicholas Latino graduated from the Western Massachusetts Regional Police Academy. He is currently in field training with Officer Cushing. The police academy started in August and is over 800 hours of training. He is a welcome addition to the police department and we look forward to his long career in Maynard.

On January 13th Todd Fletcher and Lucien Comeau began the Municipal Police Training Academy in Boylston. They will graduate in the middle of June and we all look forward to their start at the police department.

Attached are the police department statistics for January 2014

Respectfully submitted,

Mark Dubois

Call Reason Breakdown

Call Reason	Self	Disp	Total
911 Hang Up	0	4	4
911 Abandoned	0	4	4
911 Accidental	0	6	6
Alarm Fire/Smoke	0	6	6
Alarm, Hold-Up	0	1	1
Alarm, Burglar	2	11	13
Animal Complaint	0	10	10
Arrest / Fugitive	3	2	5
Area check	104	2	106
Assault	0	1	1
Assist Citizen	0	15	15
Assist Fire Dept.	0	7	7
Assist Other Agency	0	4	4
B & E (Motor Vehicle)	0	3	3
B & E (Past)	0	5	5
Burglary	0	1	1
Prisoner Cell Checks	0	20	20
Building Check	330	0	330
Civil Dispute	0	2	2
Disturbance	0	5	5
Disabled MV	2	4	6
Domestic / Civil Matter	0	1	1
Domestic Disturbance	0	12	12
Escort / Transport	0	2	2
Fire, Structure	0	1	1
Field Check	1	0	1
Field Interview	2	0	2
Follow Up Investigation	5	1	6
Firearms License Processing	0	1	1
Forgery / Uttering	0	1	1
General Service	4	23	27
Harassing / Harassing Calls	0	3	3
House Check	9	0	9
Hazard	1	21	22
ID Check	0	1	1
Investigation	0	4	4
Juvenile Offenses	0	2	2
Larceny	0	10	10
Loud Music	0	1	1
Medical Emergency	0	39	39
M/V Accident w/ no injuries	0	8	8
M/V Accident, w/Injuries	0	2	2
M/V Acc.; Property Damage Only	0	2	2
M/V Accident; Hit & Run	0	5	5
Motor Vehicle Stop	188	2	190
Motor Vehicle Violation	1	12	13
Notification	0	1	1
Open door	0	4	4
Serve Paperwork	3	3	6
Parking Complaint	1	5	6
Found / Lost Property	0	2	2
Radar Enforcement	86	0	86
Rape	0	1	1
Serve Restraining Order	2	7	9
Restraining Order Violation	0	4	4
Sex Offenses	0	1	1
Soliciting	0	1	1
Suicide / Threat	0	1	1
Serve Summons	1	0	1
Suspicious Activity	7	20	27
Threatening to Commit a Crime	0	2	2

Traffic Enforcement	41	0	41
Traffic Control	5	1	6
Unwanted Party	0	3	3
Vandalism	0	7	7
Warrant Application	1	0	1
Serve Warrant	1	6	7
Well Being Check	0	16	16
Wire Down	0	2	2
TOTAL	**800**	**354**	**1154**

Call Action Breakdown

Call Action	Self Init	Dispatched	Total
Area Checked	473	26	499
Assisted, Fire Dept. transport	0	3	3
Animal Control Off. Notified	4	2	6
Arrest(s) Made	5	18	23
Assisted	3	33	36
Application requested	1	0	1
Building Checked / Secured	26	13	39
Cancelled Call	4	0	4
Citation (Fine) Issued	68	0	68
Criminal Complaint (Summons)	10	2	12
Could Not Locate	2	11	13
False Alarm	1	4	5
Gone On Arrival	0	8	8
Investigated	3	12	15
No Action Required	52	10	62
Notification Made	0	17	17
Owner Notified	0	1	1
Party Advised	1	5	6
Party Spoken To	13	39	52
Parking Ticket Issued	1	0	1
Received / Recovered Property	0	1	1
Removed Hazard	0	2	2
Prisoner Released / Transport	0	11	11
Removed	0	6	6
Report Filed	2	66	68
Service Made	6	6	12
Services Rendered	11	14	25
Transported to Hospital	0	38	38
Transported Home	0	1	1
Unfounded	0	3	3
Vehicle Towed	1	1	2
Verbal Warning	113	1	114
TOTAL	**800**	**354**	**1154**

FACILITIES DEPARTMENT
January 2014
Gregg Lefter, Facilities Manager

Activity Report

FACILITIES:

- **Weekly School Building Meetings**
- **Monthly school Building Meetings**
- **Monthly AVVTS Meetings**
- **Resolving issues at New High school**
- **Consolidation of elevator contracts**
- **Consolidation of Fire and Sprinkler protection contracts**
- **Rekeying of town hall**
- **Lift Training at high school**
- **Green Community year end close out**
- **Guardian Energy audit for competitive grant**
- **Parking Deck Evaluations**
-

MAYNARD FIRE DEPARTMENT

Fire Chief
Anthony Stowers

Monthly Report

JANUARY 2014

FIRE RESPONSE ACTIVITIES

Number of requests for service from January 1, to January 31 was 129 resulting in over 250 responses for the month. The requests break down for the month break down as follows:

Basic life support ambulance	31
Advanced life support ambulance	20
Mutual aid ambulance	4
Motor vehicle accident	6
Pedestrian hit by motor vehicle	0
Flammable gas leak	0
Flammable liquid/Hazardous Material spill	1
Building/Chimney Fire	1
Carbon monoxide detector activation/Problem	4
Other not specifically classified (car fire)	17
Lock-out	3
Mutual aid building fire/Automatic aid	5
Good intent/assist police/investigation/Haz-Mat Investigation	0
Well-being check/Medical Assist	11
Rescue (trench Rescue)	0
Smoke Investigation	1
System/Furnace malfunction/Hazardous Condition	1
Smoke detector/Sprinkler or Alarm activation with no fire	8
LP gas inspection/Tank Truck/Fuel Tank Smoke/CO detector/Oil Burner inspection/other inspectional services	6
Investigation of citizens complaint	0
Arcing electrical/wires down/overheat	1
Cooking Fire/barbeque fire/Brush/Vegetation	0
Unintentional false/canceled/unauthorized burning/other	2
Malicious False Alarm	0
Water Problem	6
Total	129

TRAINING ACTIVITIES

All shifts have been involved with the training of our new probationary firefighters. All together members completed over 230 hours of on-shift and off shift training this month in in a variety of topics such as driver/operator, Fire Prevention Officer, Leadership Development and hydrant and drafting operations, and building familiarity with walks through multiple buildings among other topics. Training also continued for our probationary firefighters as they become familiar with Maynard Fire Department procedures and methods. In addition all 4 groups continued working on our pre-fire planning program.

SHIFT PROJECTS AND ACTIVITIES

We have continued working closely with a software company called GovCentric; we have continued using the pre-fire planning component of this system. We have also implemented the new inspection and other modules of our new StationSmarts with excellent results!

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

ACTIONS OF NOTE:

We had a garage fire on Garfield Street that was quickly knocked down and extinguished by Group 1. There quick actions prevented further damage to the residence and surrounding homes.

We are continuing to work with the facilities manager on overcoming a communications issue at the new Maynard High School and it is anticipated this will be done shortly.

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

We have submitted two fire safety articles to the Beacon Villager regarding cold weather safety and ice safety.

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

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

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

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

Captain Sean Kiley was sworn in as a Captain for the Maynard Fire Department. We wish him luck in his new position.

Chief Stowers was presented a certificate by Board of Selectman Chair Brendon Chetwynd, for graduating the National Fire Academy's Executive Fire Officer Program.

Respectfully Submitted,
Anthony Stowers

Figure 1 Captain Kiley being sworn in as a Maynard Fire Captain.

Report for Treasurer/Collector's Office
The month of January 2014
Submitted by Cheryl Kane

Activity Report

January 2014 Collections (detail attached):

Collector: Taxes and Water Sewer:	$ 2,721,417.36
Treasury Receipts: Dept Turn-ins and wires:	$ 1,102,814.98

Delinquent Real Estate Taxes 1/31/14:

Tax Title Outstanding Balance:	$ 1,355,203.21
Real Estate Outstanding for fiscal 2013	$ 72,056.49

Comments

- Treasurer's Cash and Collector's Receivables are reconciled to the general ledger thru December 2013.

	January 2014
Collector's Receipts	
Tax	2,132,114.13
Interest and Fees	38,503.46
Water Sewer Receipts	516,518.77
Water/Sewer Interest	16,200.95
CPA	18,080.05
Collector's Total	**2,721,417.36**
Treasurer's Receipts	
Clerk Fees	3,077.00
Council on Aging	7,975.00
DPW	5,355.80
Fire Fees	8,798.75
Fire Ambulance Reimbursement	35,511.71
Library	1,715.22
Misc Revenue/General Fund	10,847.15
Municipal Services Fees and Permits	34,955.00
Parking	8,706.41
Police	10,447.14
Police Detail reimbursement	13,625.44
Retirement - reimbursement	10,147.50
School-Education Revenue	158,392.79
Selectmen's Office	7,692.52
State and Federal Aid	613,442.10
Tax Title	121,470.52
Treasurer's Interest and fees	4,100.06
Withheld/reimbursements	46,554.87
Treasurer's Total	**1,102,814.98**
Total Receipts	**3,824,232.34**

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: February 6, 2014

Re; Monthly Report – January 2014

Administration: Submitted by Christopher Okafor, Operations Manager

Some of the major issues worked on in the month of January 2014 include:

- Analysis of DPW - ongoing
- Continue implementation of Facility Dude Work Order Program
- Attending to various public complaints and requests
- WWTP RFP re-advertised
- RFPs for Wastewater Facility Operation and Maintenance Services – Pre-bid meeting conducted.
- Working with Stantec Engineering on Water & Sewer I/I programs
- Monitoring Trash/Recycling programs Contract - monthly meeting with contractor
- Analysis of DEP staffing requirement at WWTP – ongoing
- Tree Works – various locations
- Snow and Ice Operations – Ongoing
- Discussions with Nster Gas – Ongoing
- Engaged a consultant to complete the upgrades of the Towns GIS database system to complete a lot of missing elements.
- Department FY15 budget preparations
- Reviewing all DPW fees – ongoing
- Tree Works – various locations
- Misc.

Water and Sewer Division: Submitted by Tim Mullally, Foreman

- Installed a new 200 gallon chlorine tank at Rockland Ave, water treatment plant
- 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
- Sewer block in front of Blue Coyote at 137 Main Street
- Water break reported by the Fire Department a Building 5, Clock Tower Place. No heat was on in the building; 4 inch meter froze and exploded. Shut off water in the street.

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 15 days cold patching potholes
- Sent one man to WWTP for 20 plus days to drive the tanker truck
- Five days chipping Christmas trees
- We had two winter weather events ranging from one inch to ten inches of snow, two call outs for slippery roads (Police Call)
- Two days cleaning all equipment of salt residue
- Installed two new "Stop" and five "5 way" sings at Brooks, Lincoln and Mockingbird Lane
- We continued to assist other Departments as needed with manpower or equipment as requested. One employee to WWTP to drive the tanker for twenty plus days

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

- On January 2, 2014 GLSD approved two loads of sludge daily
- On January 9, 2014 Tim Lawler and Kris Smith both of Weston and Sampson started working at the plant to bring staff to 4 plus a mechanical for up to three days a week
- Town water piping and hose station installed in the south side of CoMag pump gallery and flushing fittings installed on all tertiary pumps
- During the month of January we trucked 24 loads of sludge, 196,000 gallons of sludge. Twenty loads with the town truck for 160,000 gallons of sludge and four loads by Ratta for 36,000 gallons
- Routine operations and maintenance
- On January 18, 2014influent screen problem causing overflow from headwork's to parking lot and eventually back to septage receiving tank. All reporting to regulatory people performed
- Annual fire extinguisher services performed by A. C. & M Fire Equipment
- Redundant sodium hypochlorite system installed by Merrimack Sheet metal working on grating and railings in CoMag
- Watjus Electric separating influent screen alarms

Report for the Town Accountant's Office
For the Month of January 2014
Submitted by Michael Guzzo

Activity Report

- 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 first report to be issued will be as of January 2014
- Updated Available funds as of December 2013
- Completed five year local receipts and local aid history.
- Submitted request to Softwrite for format change to expenditure summary. Requested report be broken down by salaries, expenses, and total expenses
- Reconciled cash and receivables with the treasurer as of December 2013
- 1099 forms completed and mailed to recipients
- Distributed CPA summary as of December 2013
- Submitted FY2013 Budget and actual data into softright for general fund, CPA, and Enterprise funds.
- Reviewed Assabet Valley regional school district debt schedule for next few years. The debt will jump significantly in FY2017 to close to $200K per year
- Updated available fund

WAVM 91.7 FM CH.8

897-5213 MAYNARD HIGH SCHOOL MAYNARD, MASS. 01754

897-5179 *"The Voice of Tigertown"*

February 10, 2014

Dear Friend,

It's that time of year again, when WAVM, our student run radio and television station at Maynard High School, is holding their annual Community Radio Broadcast the week of March 10 - 13, (Monday through Thursday). We are inviting you to once again participate in this fun event. This will be our twelfth year.

As you know, adults will take over the WAVM airwaves and DJ one-hour radio shows featuring their favorite music any time from 2PM to 8PM. A student from WAVM will be assigned to help with the technical aspects of the production. Participants are welcome to do solo shows or shows with one or two co-hosts. WAVM has a large vinyl collection as well as CD's, and music on our IPods.

We hope you will once again choose to join us for what is sure to be a great time. Please contact Mark Minasian at (978) 897-5213 or by email **mminasian@maynard.k12.ma.us** by Friday, March 7 if you wish to participate.

The student staff of WAVM is excited about this event and I view it as a great opportunity to give them support and to bring our entire community together.

Sincerely,

Mark P. Minasian
WAVM Student Advisor

Date Posted _____

TOWN OF MAYNARD

MEETING NOTICE

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

MAYNARD CITIZENS CORP/MEDICAL RESERVE CORPS

Address of Meeting: Town Hall Room: Municipal Services Meeting Rm

M T W **TH** F February 13, 2014 Time: 6:30pm
Day of Week Month Day Year

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

1. **Approve Minutes of Previous Meeting(s): January 2014**
2. **Region 4A updates:** New coordinator and training opportunities
3. **Town Updates:**
4. **Newsletter:**
5. **Old Business:**
   Training- Survey Results
   Keys
   Beacon Article
   Sharps containers
6. **NEW BUSINESS TOPICS:**
   Available resources
   Recruitment
7. **Adjourn** – followed by Room Clean up
8. **Next Meeting March 13, 2014**

THIS AGENDA IS SUBJECT TO CHANGE

CHAIRPERSON(S)

John Flood
Mary Ellen Quintal

MAYNARD
GOLF COURSE RE-USE COMMITTEE

Monday, February 10th, 2014 @ 7:00 PM

Town Hall
Lower Level
Mtg. # 22-2

- **Committee:**
  - Open meeting, verify quorum
  - Approve minutes from January 27th, 2014 meeting
- **Full Committee:**
  - Open Comments from Public
  - Review Recent Updates (if any)…Sterling Report / Capital Repairs
  - Review Status of Drafts (working session)
- **Open issues/New Business:**
  - Open Comments from Public
  - Committee Round Table
  - Proposed Meetings for March:
    March 3rd, 2014. Last One.

Chairperson: *Mark Grundstrom* ***Posted by:*** *Mark Grundstrom* ***Posting date:*** *February 4, 2014*

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

This agenda is subject to change.

Date Posted: _____

TOWN OF MAYNARD

MEETING NOTICE

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

Finance Committee

_____
Name of Board/Committee

Address of Meeting: _____Town Hall_____ Room: ___201_____

Monday	__ Feb___	___10____	___2014___	____7:00____	PM
Day of week (Circle One)	Month	Date	Year	Time	Circle One

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

1. Approve Minutes of previous Meeting(s): ___ _____
   (Meeting Dates)
2. Old Business Topics:_____
   _____
   _____
   _____
3. New Business Topics:_____

   Review FY15 budget
   Review revenue for FY15 budget
4. Other:_____
   _____
   _____
   _____
   _____

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson___Peter Campbell_____

Posted by: _____

Date: _____

Date Posted: _____

TOWN OF MAYNARD

MEETING NOTICE

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

Finance Committee

_____
Name of Board/Committee

Address of Meeting: _____Library_____ Room: _____

Monday	__ Feb___	___24___	___2014___	____7:00____	PM
Day of week (Circle One)	Month	Date	Year	Time	Circle One

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

1. Approve Minutes of previous Meeting(s): ___ _____
   (Meeting Dates)
2. Old Business Topics:_____
   _____
   _____
   _____
3. New Business Topics:_____

   Review FY15 General Government budget
   Review FY15 Budget issues as they arise
4. Other:_____
   _____
   _____
   _____
   _____

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson___Peter Campbell_____

Posted by: _____

Date: _____

AGENDA

129 Parker Street Ad Hoc Committee

Wednesday, February 12, 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, 2014
   - January 29, 2014

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
   - Discussion of readiness to vote on draft recommendations
   - Possible Committee vote on recommendations
   - 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 is scheduled for Wednesday, February 26, 2014, 7:00 pm at the Lower Level Meeting Room, #101 Maynard Town Building

For more information regarding this initiative, see: http://www.townofmaynard-ma.gov/projects/129-parker-street/

PERAC

COMMONWEALTH OF MASSACHUSETTS | PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION COMMISSION

DOMENIC J. F. RUSSO, *Chairman* JOSEPH E. CONNARTON, *Executive Director*

Auditor SUZANNE M. BUMP | PHILIP Y. BROWN, ESQ. | JOHN B. LANGAN | JAMES M. MACHADO | DONALD R. MARQUIS | ROBERT B. McCARTHY

RECEIVED FEB 10 2014

MEMORANDUM

TO: Maynard Retirement Board

FROM: Joseph E. Connarton, Executive Director

RE: Appropriation for Fiscal Year 2015

DATE: February 6, 2014

Required Fiscal Year 2015 Appropriation: **$1,844,100**

This Commission is hereby furnishing you with the amount to be appropriated for your retirement system for Fiscal Year 2015 which commences July 1, 2014.

Attached please find summary information based on the present funding schedule for your system and the portion of the Fiscal Year 2015 appropriation to be paid by each of the governmental units within your system.

The current schedule is/was due to be updated by Fiscal Year 2017.

If you have any questions, please contact PERAC's Actuary, Jim Lamenzo, at (617) 666-4446 Extension 921.

JEC/jrl
Attachments

cc: Board of Selectmen
Town Meeting
c/o Town Clerk

p:\actuaria\approp\approp15\fy15 for web\maynardapprop15.doc

FIVE MIDDLESEX AVENUE, SUITE 304 | SOMERVILLE, MA 02145
PH 617 666 4446 | FAX 617 628 4002 | TTY 617 591 8917 | WWW.MASS.GOV/PERAC

Maynard Retirement Board

Projected Appropriations

Fiscal Year 2015 - July 1, 2014 to June 30, 2015

Aggregate amount of appropriation: **$1,844,100**

Fiscal Year	Estimated Cost of Benefits	Funding Schedule (Excluding ERI)	ERI	Total Appropriation	Pension Fund Allocation	Pension Reserve Fund Allocation	Transfer From PRF to PF
FY 2015	$2,228,142	$1,844,100	$0	$1,844,100	$1,844,100	$0	$384,042
FY 2016	$2,390,142	$1,954,700	$0	$1,954,700	$1,954,700	$0	$435,442
FY 2017	$2,563,949	$2,072,000	$0	$2,072,000	$2,072,000	$0	$491,949
FY 2018	$2,750,423	$2,196,300	$0	$2,196,300	$2,196,300	$0	$554,123
FY 2019	$2,950,487	$2,328,100	$0	$2,328,100	$2,328,100	$0	$622,387

The Total Appropriation column shown above is in accordance with your current funding schedule and the scheduled payment date(s) in that schedule. Whenever payments are made after the scheduled date(s), the total appropriation should be revised to reflect interest at the rate assumed in the most recent actuarial valuation. Payments should be made before the end of the fiscal year.

For illustration, we have shown the amount to be transferred from the Pension Reserve Fund to the Pension Fund to meet the estimated Cost of Benefits for each year. If there are sufficient assets in the Pension Fund to meet the Cost of Benefits, this transfer is optional.

Maynard Retirement Board
Appropriation by Governmental Unit

Fiscal Year 2015 - July 1, 2014 to June 30, 2015

Aggregate amount of appropriation: **$1,844,100**

UNIT	Percent of Aggregate Amount	Funding Schedule (excluding ERI)	ERI	Total Appropriation
Town of Maynard	97.10%	$1,790,621	$0	$1,790,621
Maynard Housing Authority	2.90%	$53,479	$0	$53,479
UNIT TOTAL	**100%**	**$1,844,100**	**$ 0**	**$1,844,100**

The Total Appropriation column shown above is in accordance with your current funding schedule and the scheduled payment date(s) in that schedule. Whenever payments are made after the scheduled date(s), the total appropriation should be revised to reflect interest at the rate assumed in the most recent actuarial valuation. Payments should be made before the end of the fiscal year.

Jill M. Reddish
Senior Staff Consultant – FiOS TV

Verizon Communications Inc.
125 High Street
Oliver Tower, FL 7
Boston, MA 02110
617-743-4119
Jill.m.reddish@verizon.com

January 31, 2014

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

RECEIVED
FEB - 3 2014

Subject: Annual Complaint Filing

Dear Board of Selectmen,

Pursuant to M.G.L. c. 166A, §10, Verizon New England, Inc. ("Verizon New England") is required to file with the Department of Telecommunications and Cable and Issuing Authorities an annual report on complaints received regarding our FiOS TV service. The report reflects complaints received by Verizon during the previous year ending December 31. The Department of Telecommunications and Cable has adopted Form 500 as the prescribed form for complying with this annual reporting requirement. Please find attached Verizon New England's 2013 Form 500 for the Town of Maynard.

Should you or your staff have any questions, please contact me at 617-342-0558. Verizon New England appreciates the opportunity to conduct business in your community, and we look forward to a long and rewarding relationship.

Sincerely,

Jill M. Reddish

Jill M. Reddish
Senior Staff Consultant – FiOS TV

cc: Maynard Cable Advisory Committee

Form 500 Complaint Data - Paper Filing

City/Town: Maynard

Filing Year: 2013

Number of Subscribers: 1,946

Cable Company: Verizon New England Inc.
Address: 125 High St., Boston, MA 02110
Contact: Jill M. Reddish
Phone: 617-342-0558
E-Mail: jill.m.reddish@verizon.com

Average Resolution Time: <1> Less than 1 Day, <2> 1-3 Days, <3> 4-7 Days, <4> 8-14 Days, <5> 15-30 Days, <6> >30 Days

Manner of Resolution: **A.** Resolved to the satisfaction of both parties., **B.** Resolved, customer dissatisfied., **C.** Not Resolved.

	Total Complaints	Avg. Resolution Time (see code above)	Manner of Resolution (see code key above for the manner represented by the letters below) The number below each letter indicates the number of complaints resolved in that manner.		
			A.	B.	C.
Advertising/Marketing	0	0	0	0	0
Appointment/Service call	0	0	0	0	0
Billing	0	0	0	0	0
Customer Service	0	0	0	0	0
Defective Notice	0	0	0	0	0
Equipment	23	2	19	4	0
Installation	0	0	0	0	0
Reception	0	0	0	0	0
Service Interruption	4	2	4	0	0
Unable to Contact	0	0	0	0	0
Failure to Respond to Original Complaint	0	0	0	0	0
Other:	0	0	0	0	0

Form 500 Service Interruption Data - Paper Filing

City/Town: Maynard

Filing Year: 2013
Number of Subscribers: 1946

Cable Company: Verizon New England, Inc.
Address: 185 Franklin St., Boston, MA 02110
Contact: Jill Reddish
Phone: 617-342-0558
E-Mail: jill.m.reddish@verizon.com

Average Resolution Time: <1> Less than 1 Day, <2> 1-3 Days, <3> 4-7 Days, <4> 8-14 Days, <5> 15-30 Days, <6> > 30 Days

Date Service Interruption Began	Average Resolution Time: (see Code Key above)	Estimated # of Subscribers Affected
1/8/2013	1	1892
1/25/2013	1	1894
1/28/2013	2	1894
2/12/2013	1	1900
2/14/2013	1	1900
3/4/2013	1	1904
3/18/2013	1	1911
3/30/2013	1	1922
4/12/2013	1	1928
4/14/2013	1	1928
4/19/2013	1	1935
6/1/2013	1	1947
6/11/2013	1	1965
6/24/2013	1	1950
6/28/2013	1	1947
8/16/2013	2	30
8/28/2013	1	227
8/30/2013	1	1131
8/30/2013	1	1946
9/1/2013	1	1943
10/25/2013	1	1948
11/21/2013	1	389
12/14/2013	1	1946
12/19/2013	1	1943

B18W (Form 18W –MSH) (Chapter 13 Discharge of Debtor(s) After Completion)(12/12) (rev. 2/13)

UNITED STATES BANKRUPTCY COURT
DISTRICT OF MASSACHUSETTS

In re: Debtor(s)

Amy L. Brogna
aka Amy L Cardillo Ms.

151 Burton Road
Stow, MA 01775
xxx–xx–5024

Case Number: 08–43633 msh

Chapter: 13

RECEIVED
FEB - 3 2014

DISCHARGE OF DEBTOR AFTER COMPLETION OF CHAPTER 13 PLAN

The Chapter 13 Trustee Report and Account and the Notice of Final Cure Payment pursuant to Federal Rule of Bankruptcy Procedure 3002.1(f) having been filed, if applicable, sufficient notice having been provided, no objections having been timely filed or any such objection(s) having been overruled, and the Motion for Entry of Discharge having been allowed:

the Court FINDS AND RULES that:

1. the debtor(s) is (are) entitled to a discharge pursuant to 11 U.S.C. § 1328(a);
2. all allowed claims have been fully paid in accordance with the provisions of the confirmed plan; and
3. with respect to any claims secured by a security interest in the debtor's principal residence, any prepetition or postpetition defaults have been cured and such claims are in all respect current, with no escrow balance, late charges, costs, or attorneys' fees owing, except to the extent that (i) the secured claim is not treated at all in the plan, (ii) the debtor has admitted, or is deemed to have admitted otherwise by his and/or her failure to seek a determination pursuant to Fed. R. Bankr. P. 3002.1(h), that he and/or she is not current with respect to the postpetition obligation, or (iii) the Court has determined otherwise in accordance with Fed. R. Bankr. P. 3002.1(h).

Accordingly, it is ORDERED, pursuant to 11 U.S.C. §§ 1328(a) and 105(a) and Massachusetts Local Bankruptcy Rule 13–22, that:

1. the debtor(s) is (are) granted a discharge under 11 U.S.C. § 1328(a);
2. creditors who held secured claims which were fully paid pursuant to the provisions of the confirmed plan shall execute and deliver to the debtor(s) a release or other discharge certificate suitable for recording; and
3. creditors who hold secured claims which continue beyond the term of the plan shall take no action inconsistent with the findings and rulings made above.

BY THE COURT

Dated: 1/27/14

Melvin S. Hoffman
United States Bankruptcy Judge

SEE THE BACK OF THIS ORDER FOR IMPORTANT INFORMATION.

TOWN of MAYNARD
SCHOOL BUILDING COMMITTEE

Wednesday – February 26, 2014 @ 6:30 PM

Coolidge Building

AGENDA

- **Safety:**
  - 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 January meeting
  - Construction progress:
    - General building punch list progress

- **Open issues/New Business:**
  - Athletic Department discussion regarding additional Gym scoreboard
  - Other School Department requests may be brought forward

Chairperson: Phil Berry **Posted by: Phil Berry** **Posting Date: 2/24/2013**

Posted in accordance with the provisions of MGL 30A Section 18-25
The agenda may be subject to change

Date Posted: February 20, 2014

TOWN OF MAYNARD

MEETING NOTICE

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

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

PLANNING BOARD

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

Tuesday, February 25, 2014 **7:00 p.m.**

M T W TH F _____

Month Date Year Time AM/PM

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

1. Approval of Minutes of previous meeting(s): **January 28, 2014 and February 4, 2014 (if available).**
2. Old/New Business:
   - Update of 129 Parker Street and the 129 Parker Street Ad Hoc Committee
   - Discussion of Floodplain Zoning Bylaw Amendments
   - Lot Shape Zoning Requirements Discussion
   - Zoning Bylaw Correction and Update Status
   - Scenic Roads
   - Clock Tower Place
3. Correspondence
4. Other Information: The next Planning Board meeting will be held on Tuesday, March 11, 2014 @ 7:00p.m.

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson: Bernard Cahill, Chairman

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

Date: February 20, 2014

Date Posted: February 20, 2014

TOWN OF MAYNARD

MEETING NOTICE

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

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

ZONING BOARD OF APPEALS

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

Monday, February 24, 2014 **7:00 p.m.**

M T W TH F _____

Month Date Year Time AM/PM

Agenda or Topics to be discussed listed below:

1. Approval Minutes of previous meeting (s): **November 18, 2013, December 16, 2013, January 27, 2014**

2. 7:00 p.m. Petition of Anne C. Rosenberg, Esq. of Cunningham, Machanic, Cetlin, Johnson, Harney & Tenney, LLP, 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 (continued from Monday, January 27, 2014 at 7:00 p.m.).

3. Zoning Board of Appeals Review and Approval of Updated "Petition for Hearing" Form and Instructions.

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson: Paul Scheiner

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

Date: February 20, 2014

DRAFT

TOWN OF MAYNARD

MEETING NOTICE

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

FEB 13 2014

Maynard Conservation Commission

Maynard Town Hall
Municipal Services Conference Room
Tuesday, February 18, 2014 at 6:30 PM

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

ADMINSTRATIVE BUSINESS:

- Review minutes from 02/04/201.

PUBLIC HEARING:

- Abbreviated Notice of Resource Area Delineation (7:00, continued from February 4th)
  129 Parker Street
  Scott Goddard, representing Capital Properties

WETLANDS/STORMWATER ISSUES:

- Update on meeting with VHB and DPW regarding Fowler Street peer review
- Review Fowler Street timeline

LAND MANAGEMENT:

- Updated rail removal schedule

BUSINESS:

- Review Draft Stormwater Management Bylaw regulations
- 2013 Annual Report

Mail of note:

- none

Upcoming Meetings:

- DEP Network meeting, **February 20th, 12:00, Concord**
- Next Conservation Commission meeting, **March 4, 2014.**
- MACC Annual Conference**, March 1, Worcester, College of the Holy Cross**

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson: Mr. Fred King

Posted by: Linda Hansen, agent

Maynard Boy Scouts **2014**

Electronics Recycling & Bottle Drive

Mar. 15 9am - Noon Sudbury St., Maynard

→ Sudbury Street end of Mill Parking Lot ←

Electronics Recycling

- Bring Items
  or
- Home Pickup
  - Call now to schedule a pickup: 978-760-6299
- All Towns Welcome

Bottle Drive

- Returnable Bottles & Cans
- Bring Items to Parking Lot

100% Contribution: this event is run solely by scouts, parents, and volunteers. All proceeds go directly to support the Scouting program here in Maynard. Help send needy youth to Summer camp!

Pickup Fee is $5 per household. **For Out-of-Town pickups there is a Minimum Order Size of $30.**

$1
Cell phone
Walkman
Telephone
Smoke Detector
Calculator
Router
Modem
Speakers 6"-12"
USB hub

We Cannot Accept
Auto Parts
Car batteries
Propane tanks
Wood items

$5
Inkjet printer
VCR
Scanner
DVD Player
Radio Stereo
Boom Box
Toaster oven
Game Console
Speaker 15-22"

$3
Ext Hard Drive
Ext CD/DVD Drive
Speaker 12-15"

$10
Computer Laptop All Monitors
Microwave Humidifier Dehumidifier
Fax Mach. Laser Printer All-In-One
Speaker 22-34" tall

$15
TV under 29" diagonal
Speaker over 34" tall

$20
TV 29" and over
Air Conditioner (home wall/window unit)
Washer, Dryer, Oven, Dishwasher $20 if dropped off (pickups limited, $30)
Refrigerator $20 if dropped off (no pickup)

$30
Projection TV

Large Items
Office copiers, Large A.C.'s, etc. (by size)

H+W+D (inches)	Amt.
< 70	$15
60-80	$25
80-90	$35
90-100	$45
100-110	$55
110-120	$65
120-130	$75

Date Posted: Monday February 17, 2014

TOWN OF MAYNARD

MEETING NOTICE

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

Maynard Community Preservation Committee
PUBLIC MEETING NOTICE

Maynard Town Hall
Wednesday, February 19, 2014 at 7:00 PM

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

CALL TO ORDER:

PUBLIC COMMENTS:

ADMINSTRATIVE BUSINESS:
- Review minutes from previous meeting.

CORRESPONDENCE:
- Mail received

BUSINESS:
- Interview School Department members for Fowler School Playground Proposal and Maynard High School Baseball Field Fence Proposal.
- Discuss updated CPC balances
- Discuss language for May Town Meeting warrants
- New Business

Upcoming Meetings:
- Determine next regularly scheduled meeting.

THIS AGENDA IS SUBJECT TO CHANGE

Posted by: Michael Chambers, CPC Chair

18 February 2014

TOWN OF MAYNARD

MEETING NOTICE

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

Maynard Cultural Council
Name of Board/Committee

Address of Meeting: Maynard Town Hall, 195 Main Street, Maynard, MA Room: Large Lower Level

THURSDAY FEBRUARY 20, 2014 7:00 PM

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

1. Approve minutes of 16 January 2014
2. Old Business Topics
3. New Business Topics

*Status of Grant Application Letters
MCC suggestion of grantee celebration
Annual report received and new monies to follow
*Report on BOS presentation @ Cultural Council made 19 February.
*ESM outreach to date.
Meeting with Ja-Nae Duane on 20 February. Co-founder of MALC (Massachusetts Artists Leaders Coaltition) and performer in vacant storefronts in Worcester.
Council on Aging on 28 February at Representative Hogan's monthly meeting with COA
Local organizations and individuals spoken with, e.g. Art space's Jero Nesson, AVCC, RMC, MBA, MHS, MCG (individual), MPL (individual), CTP – Joe Mullin and Tony Bongiorno, LOOK OPTICAL's Alex Thayer, Serendipity's Bruce Davidson ...
Cultural District: Advisory Council: Jason Weeks, Lee Caras, David Mark, Jean D'Amico
More pamphlets on Cultural Districts – MCC to send
Ideas: Juried Sculpture fest, with theme, e.g., water, glass, and fibers. Tie-ins of existing resources, e.g., street musicians and restaurants on Second Saturdays, Upcoming historical re enactment with Theatre Place. Sculpture and Art space.
Discuss Banners. At Art Space, in town.
Discuss monies from locally raised funds and ideas for implementation – use for special project or in addition to this year's money for granting in next cycle.

4. Other

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson Elizabeth Steiner Milligan
Posted by: Elizabeth Steiner Milligan
Date: 18 February 2014

MAYNARD RETIREMENT BOARD

TOWN BUILDING
195 MAIN STREET
MAYNARD, MASSACHUSETTS 01754

February 20, 2014

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

The Maynard Retirement Board will meet on Thursday, February 27, 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 ____February _____ 27___ ___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, January 30, 2014
   Old Business Topics:

2. New Business Topics:
   Doug Riley, Boston Advisors Quarterly Update
   Approve Transfer of Total Accumulated Deductions for Sheri Balzotti to Mass Teachers' Ret. System
   Approve Transfer of Total Accumulated Deductions for Sharon Taft to Mass Teachers' Ret. System
   Approve Withdrawal of Total Accumulated Deductions for Bozena Smith
   Approve Withdrawal of Total Accumulated Deductions for Elaine Pileeki
   Approve Withdrawal of Total Accumulated Deductions for Susan Gilson
   Approve Withdrawal of Total Accumulated Deductions for Catherine Rouille
   Approve Withdrawal of Total Accumulated Deductions for Michael Devine
   Approve Rollover of Total Accumulated Deductions for Pamela Madow
   Approve Rollover of Total Accumulated Deductions for Odette Newsome
   Approve Make Up for Greg Balzotti for Permanent Intermittent Time with the Town of Westford
   Approve retiree payroll
   Approve regular vendor warrant
   Cash requirements forecast
   Bank Reconciliations
   Accept new members: Anne Camaro, Communications Supervisor
   PERAC Funding Schedule
   Fourth Member Election
   March Board Meeting
   COLA Public Hearing at March Meeting

3. Other:
   PERAC Memo #10/2014 Reimbursements pursuant to G.L. c.32 §3(8) (c)
   PERAC Memo #11/2014 Mandatory Ethics Training

THIS AGENDA IS SUBJECT TO CHANGE

Executive Director_____

Posted by: _____ Date: _____

January 20, 2014

Nicholas Latino

You are hereby appointed

Patrolman

FOR THE

TOWN OF MAYNARD

To hold office during our pleasure, or our term

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

BOARD OF SELECTMEN

_____ _____

_____ _____

_____

Sworn: _____

_____

Date: **February 18, 2014**

All Full Time Maynard Police Officers

You are hereby appointed

Agents for the Local Licensing Authority

Term expires: December 31, 2014

FOR THE

TOWN OF MAYNARD

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

BOARD OF SELECTMEN

_____ _____

_____ _____

_____

Sworn: _____

_____
Town Clerk

C. Section 15 (Off Premises) Licenses under G.L. c. 138

1. Package Store License: In accordance with M.G.L. c. 138, § 15, "no person, firm, corporation, association, or other combination of persons directly, or indirectly, or through any agent, employee, stockholder, officer or other person or any subsidiary whatsoever, shall be granted more than one such license in a town or in a city."
2. Seasonal Section 15 (off-premises) License: These Licenses are based on a quota set by the estimate provided by the LLA before March 1 of the temporary increased resident population as of the following July 10. That estimate must be submitted to the ABCC prior to April 1. Off-Premises Seasonal Licenses are issued based on that estimate at the rate of one license for each 5,000 population (or fraction thereof) and can be issued effective from April 1 to November 30 and also until January 15, or any portion thereof, as set by the LLA.

Licensee: an individual Licensee and each member of a partnership Licensee and each officer, director, manager, and stockholder of a corporate Licensee and any agent of a Licensee including those employees who work in the public areas of the premises.

Licensed Premises: all land and buildings associated with the operation of the license.

Licensing Officer: The individual appointed by the Board to perform inspections of licensed premises and to advise the LLA on licensing issues. The LLA shall appoint and name the Licensing Officer at the LLA's first meeting of the calendar year.

Local Licensing Authority or Authority: The Board of Selectmen of the Town of Maynard which has the legal authority to grant licenses and/or regulate the operation of the Licensed Premises.

Manager: The person designated as a Manager of the Licensed Premises in any License granted pursuant to the provisions of Chapter 138 or Chapter 140 of the MGL.

Minor: Any person less than twenty-one (21) years of age, or such other applicable age for minors as may be set by the Legislature of the Commonwealth of Massachusetts from time to time.

Patron: a customer who is legally on the Licensed Premises.

Rules and Regulations: the compellation of the MGL, these Regulations, the rules and regulations of the ABCC established to regulate the manner in which businesses shall operate.

3.0 Applicability

These Regulations shall apply to all Town Licensees issued under the provisions of G.L. c. 138 and all amendments thereto, unless specifically provided otherwise.

Date: **February 18, 2014**

Kevin A. Sweet
Assistant Town Administrator

You are hereby appointed as the

MAGIC REPRESENTATIVE

Term expires: Per Contract

FOR THE

TOWN OF MAYNARD

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

Board of Selectmen

_____ _____

_____ _____

_____

Sworn: _____

_____
Town Clerk

Date: **February 18, 2014**

Andrew Scribner-MacLean
Assistant Town Administrator

You are hereby appointed as the

Municipal Hearing Officer

Term expires: Per Contract

FOR THE

TOWN OF MAYNARD

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

Board of Selectmen

_____ _____

_____ _____

_____

Sworn: _____

_____
Town Clerk

Becky Mosca

From: Elizabeth Milligan <esmilligan@verizon.net>
Sent: Tuesday, January 21, 2014 5:12 PM
To: Becky Mosca
Subject: RE: BOS Meeting Cancelled

Thank-you Becky! I hope I can grab some time on the agenda for the 28th? What say you?

From: Becky Mosca [mailto:BMosca@TownofMaynard.net]
Sent: Tuesday, January 21, 2014 4:45 PM
To: Posting; Elizabeth S. Milligan (esmilligan@verizon.net); Eric Smith; Anthony Stowers; Brendon Chetwynd; David Gavin; Dawn Capello; William Cranshaw
Cc: Kevin Sweet
Subject: FW: BOS Meeting Cancelled
Importance: High

To All,

Board of Selectmen meeting Cancelled for January 21, 2014, Maynard.

Regards,

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

From: Kevin Sweet
Sent: Tuesday, January 21, 2014 4:41 PM
To: Brendon Chetwynd; D Gavin; D Capello; William Cranshaw
Cc: Becky Mosca; Andrew Scribner-MacLean
Subject: BOS Meeting Cancelled
Importance: High

Dear Board,

The Governor has directed that all non-emergency employees be released at 3pm today, due to the inclement weather and the concern for peoples safety. After speaking with Brendon we are both sensitive to the safety of those that have to commute this evening and will be cancelling this evenings meeting.

We are proposing to reschedule the meeting to next Tuesday, January 28th. Please let me know your availability to attend.

Becky Mosca

From: Elizabeth Milligan <esmilligan@verizon.net>
Sent: Thursday, January 23, 2014 11:25 AM
To: Becky Mosca
Subject: Put it all together - and you have a potential cultural district!
Attachments: Maynard resources re; proposed cultural district 23Jan2014.docx

Becky,

Could you please share the attached informal inventory with the BOS members as pieces of a possible cultural district that we can build on? I would like them to have a chance to look at this before the next meeting as I think what I have to say will be more meaningful then.

BTW – what is listed here is exactly what the State is looking for.

Thank-you Becky and please let me know if I can do anything else.

Sincerely,
Elizabeth Steiner Milligan

At five square miles, only three of which are populated by its 10,000 residents, Maynard is the second smallest town in MA – geographically. The other 2 square miles are part of the Federal Wildlife Refuge. Last year, Boston Magazine named Maynard the most walkable town in MA.

Because the cultural district I would propose is in an urban area, not all of the following resources would be included. I include them here because they all contribute to the fabric of Maynard and can easily be enjoyed by all visitors to the cultural district. They are indicated by an asterisk.

The cultural district I propose starts at Art Space Maynard on Summer Street takes a left onto Nason Street to include the Library, backtracks to Summer where it takes a left to include Theatre Place and across the street, Memorial Park. At the corner of Summer and Nason, it takes a left down to Main. Then, on Main to the right – it goes up to Rays Cycle Shop on one side and the end of the parking lot at Clock Tower Place. Back at Main and Nason and taking a left on Main, down to Aubuchon on one side and LOOK Optical on the other. Both sides of Main Street are bordered by the Assabet River and/or the Mill Race through which flows Assabet River waters. Takes less than 30 minutes to walk this entire route, but there are always reasons to stop multiple times!

Well underway – In Process

Assabet River Rail Trail –construction to be started in 2015
Assabet Village Food Co-op – Its Board dates from 2011

Visual Arts

Art Space Maynard – one of New England's largest artist cooperatives. It has 70 studios and bi-monthly gallery shows, open to the public. Its shows include exhibits by the schools as and artists from other regions show here. It has annual Open Studios and an annual Holiday sale (referenced below) and monthly Second Saturdays (modeled after First Fridays in SOWA) featuring a new gallery show and open studios.

Theater Place – the newly renovated –to- its -1950's-splendor Maynard Fine Arts Cinema – a neighborhood cinema featuring annual screening of the national Wild & Scenic Festival, independent film screenings as well as mainstream films

Virtual Art Gallery – www.maynardartwindows.blogspot.com with readable bar code for easy viewing

Performing Arts

Community Television & Radio

WAVM (another community gem)

Parades

Christmas Parade
Memorial Day Parade
Veterans Day Parade
Pop Warner parade

Annual Festivals & Events

Maynard Fest – sponsored by the Assabet Valley Chamber of Commerce
with
Fireworks by Clock Tower Place – draws over a thousand
The Farmer's Market (all summer and into the fall)
Art Walk sponsored by Maynard Business Alliance– draws hundreds
Sip n Stroll sponsored by MBA – draws hundreds
Bazaar Russe - dining and shopping
Art Space's Open Studios and Holiday Sale (draw hundreds)

Health

"Alternative" Health centered businesses in one building on Nason Street, e.g., acupuncture, chiropractic, yoga, and massage
Anytime Fitness – health and fitness club
Pathways to Wellness – massage, Feldencrest training, and more
Massage, Inc.
Whole Health Pharmacy (CTP)

Public playgrounds*

Reo road
Coolidge School
Playground at Green Meadow Elementary after school hours

Nature

Knights of Columbus
Italian Social Club

Curators Maynard history

Ralph, David Mark, and Paul Boothroyd, David Griffin, the Historical Commission and the Historical Society

Memorandum

To: Maynard Board of Selectmen

CC: Kevin Sweet, Town Administrator; Andrew Scribner-MacLean, Assistant Town Administrator; Jero Nesson, ArtSpace Maynard

From: Eric R. Smith, AICP, Town Planner

Date: January 15, 2014

Re: Revised Adams Arts Grant Scope of Work

Background

The purpose of this Memo is to provide the Board of Selectmen background information on the Town's Adams Arts Grant and request approval of a revised scope of work.

On August 22, 2012, the Town of Maynard was awarded $1,500 in grant funding from the Massachusetts Cultural Council's (MCC) Adams Arts Program. This $1,500 in grant funding, coupled with a required Town cash match of $375, was to be used for a project entitled "Engaging the Arts for Downtown Revitalization" that was prepare a set of economic development strategies that would have focused on ways to bring employees from Clock Tower Place into Downtown Maynard using arts and cultural-related strategies. The total $1,875 in grant funding would have been utilized for consultant assistance in the development of such strategies.

When the Town of Maynard went through a leadership transition with Michael Sullivan, Town Administrator, and Carolyn Britt, Consulting Planner, both leaving the Town of Maynard in early 2013, the Town of Maynard was not able to move forward in implantation the Adams Arts Grant. The grant was originally supposed to be completed by March 30, 2013.

New Proposed Focus of this Grant and Outline for Scope of Work

With the change in leadership in the Town of Maynard and the hiring of a full-time Town Planner, Eric R. Smith, AICP, the Town of Maynard is ready to move forward with implementing the "Engaging the Arts for Downtown Revitalization" Adams Arts Grant Project. However, based on conversations the Town Planner has had with Jero Nesson of ArtSpace Maynard, given the vacancy at Clock Tower Place, exacerbated by the loss of Monster.com., the Town of Maynard's focus on the Adams Art Grant is proposed to shift and would focus for consultant assistance on the following strategy:

- The marketing and branding of Downtown Maynard as an arts and cultural destination as a Regional draw. The marketing and branding would include elements of Downtown Maynard being a "cool" place to go for various arts and cultural activities, including places to eat and drink.

- ArtSpace Maynard has recently established a Second Saturdays event with a monthly art opening reception and open studios. As part of the marketing recommendations for Downtown Maynard as a destination, there will be the exploring the possibilities of expanding the Second Saturdays event into a Downtown-wide event.

MCC has indicated their approval for a change of the focus of this grant, as long as the outline for the approved Scope of Work does not change, which would allow the Town of Maynard to complete the grant accordingly. The Approved Scope of Work is as follows:

- Consultant for Planning Process related to the development of coordinated cultural activities, tasks which would include the following three meetings:

    1) An initial meeting with partner organizations and potential organizations for brainstorming sessions to further develop a work plan for the grant (It is envisioned that the Town of Maynard could partner with the Revitalize Maynard Collaborative to co-host such a meeting; The Town could also invite the Maynard Business Alliance and the Assabet Valley Chamber of Commerce to the table.).

    2) A meeting with the partners and potential partners to deliver the existing survey review results and develop more detail on future activities based on these results (it is envisioned that the Consultant will make use of any existing surveys and/or the Town of Maynard and Revitalize Maynard Collaborative could assist in preparing/implementing the survey in concert with the Consultant, as limited funding awarded by the MCC will likely preclude full survey work by the Consultant).

    3) A final meeting to develop the list of recommended activities for implementation.

Upon approval by the Board of Selectmen for this revised grant focus, the Town Planner will immediately work to hire a consultant and begin the project accordingly.

Memorandum

To: Board of Selectmen

CC: Kevin Sweet, Town Administrator; Andrew Scribner-MacLean, Assistant Town Administrator

From: Eric R. Smith, AICP, Town Planner

Date: January 15, 2014

Re: Maynard Economic Development Committee Recommendations

At the October 1, 2013 Board of Selectmen meeting, the Board requested the Town Planner to draft a set of recommendations related to the formation of a Maynard Economic Development Committee, members of which would be appointed by the Board of Selectmen. The recommendations were to include a Committee membership comprising of 5-7 members, along with a statement of work that includes a set of deliverables for the Committee to undertake.

The Town Planner, as part of preparing this set of recommendations related to the establishment of a Maynard Economic Development Committee, has reviewed a number of existing municipal Economic Development Committees that I had prior experiences with: the towns of Shirley and Westminster in Massachusetts and the Town of Swanzey in New Hampshire. A limited Google search of municipal Economic Development Committees was also conducted. The Town Planner also reviewed the 2004 Maynard Community Development Plan (CDP) and the December 31, 2006 Final Report from the Community Development Plan Implementation Committee (CDPIC). Within the 2004 CDP Economic Development section, there was the following strategy related to formation of a Maynard Economic Development Committee:

> **E-13: Appoint an ad hoc committee to launch many of the economic development recommendations assigned to the Town.** Such a committee would undertake business retention meetings with identified key businesses where the actions of town government may affect the retention of businesses in Maynard, hold an open forum for businesses, and assess the ongoing market for Maynard business real estate.

The establishment of a Town of Maynard Economic Development Committee was also one of the recommended implementation items included in the CDPIC's 2006 Final Report under their Business Development Work Strategy (Method #2):

"**Designation of Economic Development Capacity.** An ***Economic Development Committee*** (emphasis added) or some other resource of Staff or volunteers to undertake economic development can review the recommendations of the Community Development Plan and establish a variety of the priority efforts detailed in the Plan. These efforts, also noted below, include the establishment and implementation of a business visitation program to retain local businesses, identification of key parcels and coordination with owners to address issues and concerns, and involvement in coordination of review of Town Boards and Committees."

The Town Planner has tried to incorporate some of the CDPIC's recommendations related to the Economic Development Committee in the Committee's Statement of Work/Deliverables.

- **Membership.** The Board of Selectmen requested the Town Planner to prepare a list 5-7 Members to make up a Maynard Economic Development Committee. The Selectmen provided the Town Planner with a list of a few individuals and/or organizations of whom were to be included, which are the first three (3) listed below. Representatives from four (4) other entities are provided as a recommendation based on the Town Planner's experiences with the three (3) other Economic Development Committees identified above. The recommended seven (7) members of the Maynard Economic Development Committee would be appointed from the following entities/organizations:

  1. **Maynard Revitalize Collaborative Representative**
  2. **Maynard Business Alliance Representative**
  3. **Clock Tower Place Representative (Joe Mullin)**
  4. **Maynard Real Estate Community Representative**
  5. **Maynard Planning Board Representative**
  6. **Maynard Board of Selectmen Representative**
  7. **At Large Resident / Business Owner / Assabet Valley Chamber of Commerce Representative**

- **Statement of Work.** Although the term may have not been used at the October 1st meeting, I think one of the intents of the Selectmen were to have a "Committee Charge" provided to the new Economic Development Committee by the Board of Selectmen. Again, based on review of other existing Economic Development Committee tasks, the CDPIC's recommendations, and the Town Planner's knowledge of Maynard so far, the following is a proposed Maynard Board of Selectmen's charge to the Economic Development Committee:

  - Provide input and advice on matters relating to the Town's economic development opportunities and to develop strategies and recommendations of initiatives to promote the Town as a place to start or grow a business.
  - Inventory existing businesses in the community surveying those businesses seeking ways the town can support and encourage existing businesses to "grow"; and recommend strategies to attract additional business and economic activity, including the establishment and implementation of a business visitation program to retain local businesses.
  - Inventory available buildings, parcels and/or opportunities for economic development and develop recommendations on how to promote those properties and our town to attract desired business and employment opportunities. The Committee will lead the coordination with property owners to address identified issues and concerns as well as opportunities.
  - Assist in attracting additional business development within the Clock Tower Place complex.

- Support initiatives to develop Maynard's community brand and strengthen our Town's identity in the region and Commonwealth.
- Support initiatives to improve business development in the Town, including a survey of Town businesses for recommendations to make business development and permitting from the Town Government more business friendly.
- Survey Town residents to determine businesses they wish to have located in Town.

- **Set of Deliverables.** In addition to deliverables that can be anticipated directly out of the proposed Committee charge above, a specific set of deliverables are recommended to be given to the Economic Development Committee are as follows:
  - Prepare an updated Economic Development element to the Town's Master Plan using the 2004 Maynard's Community Development Plan's Economic Development component as a base document. This updated Economic Development element can provide the Town of Maynard with an updated state of the economy, using data with other available plans, studies and reports and utilize the 2010 Census demographic data. Based on existing Economic Development goals and objectives, a review of the state of the economy and best current economic development practices, a set of new recommendations and strategies would be developed. The Economic Development Committee would then take the lead on ensuring the recommendations and strategies are implemented.
  - Oversee the granting of funds to Downtown businesses/building owners from the Town's Downtown Building improvement fund.

I look forward to having the discussion with the Board of Selectmen on this matter at the Board's January 21, 2014 meeting. If you have any questions and/or would like additional information related to the formation of a Town of Maynard Economic Development Committee, feel free to contact me anytime.

At five square miles, only three of which are populated by its 10,000 residents, Maynard is the second smallest town in MA – geographically. The other 2 square miles are part of the Federal Wildlife Refuge. Last year, Boston Magazine named Maynard the most walkable town in MA.

Because the cultural district I would propose is in an urban area, not all of the following resources would be included. I include them here because they all contribute to the fabric of Maynard and can easily be enjoyed by all visitors to the cultural district. They are indicated by an asterisk.

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Virtual Art Gallery – www.maynardartwindows.blogspot.com with readable bar code for easy viewing

Performing Arts

ACME Community Theatre – National Award Winning Community Theatre – four plays a season, an Improv Night, a New Works Night – draws actors, staff, and audiences from across the region

Art Galleries

Denault Studios (offer lessons on glass blowing, etc.)
Gallery Seven (bi-monthly juried shows of regional artists)
Blue Ochre (regular shows of regional artists)

Literary Arts

Maynard Public Library (the gemstone of the entire community) and Friends of the Library

Public Athletic and Recreational Instruction

Warrior's Way (karate, fencing, etc.)
Miss Trisha's Dance Studio – dance lessons
(annual seasonal martial arts instruction at the Elks)

Hands on Art for All

Art Space Maynard (lessons by the artists)
Earth changes – The owner gives pottery lessons
Paint n Pour (bringing out one's Rembrandt within)
Video signals (has pottery parties)
Red Shoes Art (caters to children)

Art Cooperative

Art and Soul
Global Goods (CTP and elsewhere)
Art Space Maynard

Public Concerts

Weekly summer community band concerts in Memorial Park
Large summer concert in Memorial Park sponsored by MPL
Choral and instrumental concerts at houses of worship

Community Television & Radio

WAVM (another community gem)

Parades

Christmas Parade
Memorial Day Parade
Veterans Day Parade
Pop Warner parade

Annual Festivals & Events

Maynard Fest – sponsored by the Assabet Valley Chamber of Commerce
with
Fireworks by Clock Tower Place – draws over a thousand
The Farmer's Market (all summer and into the fall)
Art Walk sponsored by Maynard Business Alliance– draws hundreds
Sip n Stroll sponsored by MBA – draws hundreds
Bazaar Russe - dining and shopping
Art Space's Open Studios and Holiday Sale (draw hundreds)

Health

"Alternative" Health centered businesses in one building on Nason Street, e.g., acupuncture, chiropractic, yoga, and massage
Anytime Fitness – health and fitness club
Pathways to Wellness – massage, Feldencrest training, and more
Massage, Inc.
Whole Health Pharmacy (CTP)

Public playgrounds*

Reo road
Coolidge School
Playground at Green Meadow Elementary after school hours

Nature

Federal Wildlife Refuge (with trails, marches, ponds, a dock and more)– multiple access points within Maynard (Old Marlborough Road, Taylor Road, Rail Trail along Assabet) – the main Visitor's Center is in nearby Hudson.*
School Woods with trail (are contiguous with Assabet Wildlife Refuge)*

Assabet River (the Assabet and the Sudbury River form the Concord river)*
Ice House Landing (granite blocks to commemorate the original ice house on the site)*
Canoe Launch (for recreation and/or courting)*
Conservation lands and trails (maps online)*(all but one parcel)
Proposed Rail Trail – State construction to commence in 2015. (Will connect Stow, Maynard, and South Acton* (part of the rail trail is in the proposed cultural district)

Athletic Shops supporting recreational outdoor activities

Ray & Sons Cycle Shop (bikes and ski sharpening)
The Outdoor Store – equipment and clothing

History

Walking Trails by the Historic Commission
National historic site – Glenwood cemetery*
Archives of Historical Commission in CTP building. Conservation efforts underway.
War Memorial at Memorial Park. (The first female congressperson, Jeanette Rankin, attended the opening of the Memorial.)
Plaque programs in place to recognize historically significant buildings and landmarks like bridges and squares.
Sites of Finnish Bath Houses*
A shared history with surrounding towns, e.g., Thoreau stopped in Maynard during his famous Anti-Slavery speech as well as explored the area, in general, and the American Indians met at the top of Summer Hill to decide whether to attack Concord or Sudbury. They decided on Sudbury because there was a loud and angry leader in Concord. Also, a shared watershed and a shared Main Street.

Dining

Restaurants: Indian, Thai, Korean, Chinese, Italian, Middle Eastern, Mexican, Conventional (including a classic diner)
Take out: everywhere
Cafes: Serendipity, Roasted Peppers, Boston Bean House

Fraternal Organizations*

The Elks

Knights of Columbus
Italian Social Club

Curators Maynard history

Ralph, David Mark, and Paul Boothroyd, David Griffin, the Historical Commission and the Historical Society

At five square miles, only three of which are populated by its 10,000 residents, Maynard is the second smallest town in MA – geographically. The other 2 square miles are part of the Federal Wildlife Refuge. Last year, Boston Magazine named Maynard the most walkable town in MA.

Because the cultural district I would propose is in an urban area, not all of the following resources would be included. I include them here because they all contribute to the fabric of Maynard and can easily be enjoyed by all visitors to the cultural district. They are indicated by an asterisk.

The cultural district I propose starts at Art Space Maynard on Summer Street takes a left onto Nason Street to include the Library, backtracks to Summer where it takes a left to include Theatre Place and across the street, Memorial Park. At the corner of Summer and Nason, it takes a left down to Main. Then, on Main to the right – it goes up to Rays Cycle Shop on one side and the end of the parking lot at Clock Tower Place. Back at Main and Nason and taking a left on Main, down to Aubuchon on one side and LOOK Optical on the other. Both sides of Main Street are bordered by the Assabet River and/or the Mill Race through which flows Assabet River waters. Takes less than 30 minutes to walk this entire route, but there are always reasons to stop multiple times!

Well underway – In Process

Assabet River Rail Trail –construction to be started in 2015
Assabet Village Food Co-op – Its Board dates from 2011

Visual Arts

Art Space Maynard – one of New England's largest artist cooperatives. It has 70 studios and bi-monthly gallery shows, open to the public. Its shows include exhibits by the schools as and artists from other regions show here. It has annual Open Studios and an annual Holiday sale (referenced below) and monthly Second Saturdays (modeled after First Fridays in SOWA) featuring a new gallery show and open studios.

Theater Place – the newly renovated –to- its -1950's-splendor Maynard Fine Arts Cinema – a neighborhood cinema featuring annual screening of the national Wild & Scenic Festival, independent film screenings as well as mainstream films

Virtual Art Gallery – www.maynardartwindows.blogspot.com with readable bar code for easy viewing

Performing Arts

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WAVM (another community gem)

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OFFICIAL PROCLAMATION

COMMONWEALTH OF MASSACHUSETTS
TOWN OF MAYNARD

WHEREAS: Benjamin Vitale is a senior at Acton Boxborough Regional High School. Ben participates in track, cross country student council and the Future Business Leaders of Tomorrow. He is active with his church as an altar server and as a member of the youth group and:

WHEREAS: Ben, for his Eagle Scout Project, initiated and supervised the construction and installation of music carts for the Conant Elementary School. A total of 101 man/hours were used to complete this project and:

WHEREAS: The rank of Eagle Scout symbolizes the desire of a boy to strive for the best and become a leader of tomorrow. In this capacity, Ben has served as a Patrol Leader, Instructor and Assistant Senior Patrol Leader for Troop 130.

NOW, THEREFORE, WE, the Maynard Board of Selectmen with the utmost pride do proclaim ***Sunday March 2, 2014 as:***

"Benjamin Vitale Day"

in the Town of Maynard and do hereby congratulate **Ben** and his family on this outstanding achievement.

Given in the Selectmen's Chambers this 18th day of February in the year two thousand and fourteen.

Maynard Board of Selectmen

Dawn Capello	Brendon Chetwynd
David Gavin	William Cranshaw

February 12, 2014

Mr. Brendon Chetwynd, Chairman
Maynard Board of Selectmen
Maynard Town Building
195 Main Street
Maynard, MA 01754

Dear Chairman Chetwynd,

Boy Scout Troop 130 of Maynard, Massachusetts, cordially invites you to attend the Eagle Scout Court of Honor for Benjamin Vitale. The Court of Honor ceremony will take place on Sunday, March 2, 2014 at 4:00pm at St. Bridget's Church, 1 Percival St. Maynard, Massachusetts. Troop 130 would be honored if you could take time from your busy schedule to join in this ceremony and celebration.

We are proud of Ben, and of his achieving the rank of Eagle. This rank is not merely another accomplishment by a boy in his adolescence, instead, it symbolizes the desire of a boy to strive for the best and become a leader of tomorrow. Ben has served as a Patrol Leader, Instructor and Assistant Senior Patrol Leader for Troop 130.

Ben is a Senior at Acton Boxborough Regional High School and participates in track, cross country, student council and the Future Business Leaders of Tomorrow. He is active with his church as an altar server and as a member of the youth group.

For his Eagle project, Ben supervised the construction of music carts for the Conant Elementary School. A total of 101 man/hours were used to complete this project.

As you can understand, we are extremely proud of Benjamin, and we hope you will be able to join us in honoring him, as an Eagle Scout on Sunday, March 2, 2014.

Very truly yours,

Kenneth DeMars

Kenneth DeMars, Advancement Chairman
Troop 130, Boys Scouts of America
16 White Avenue
Maynard, Massachusetts 01754

RSVP by February 26, 2014 to (978) 897-7590