



AGENDA
Maynard Board of Selectmen's Meeting
July 8, 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. Board Reorganization: Elect a Chairperson / Elect a Clerk
4. Public Comment
5. Acceptance of Minutes
 - June 17, 2014
6. Board opening interviews:
 - Carrie O'Connell request for Conservation Commission, has CC recommendation
 - Tim Egan, request for CPC
7. **7:15 Public Hearing**; Merai Liquors, selling to minors. (13.3)
8. School Building Committee, final report update with Board of Selectmen
9. Correspondence
 - Accountant monthly report May 2014
 - Sterling Golf Management reports April & May 2014
 - Planning Board meeting notice, June 24, 2014
 - Board of Appeals meeting notice, June 23, 2014
 - Notice from ABCC, retirement Licensing Supervisor Pat Krueger
 - TA. K. Sweet, notice of ATA delegation June 20 ~ June 29, 2014
 - Maynard Housing Authority, PILOT in lieu of taxes.

- Copy of notice to Senator J. Eldridge June 4, 2014
- Copy of notice to Rep. Kate Hogan June 4 2014
- 2014 Maynard Community Fest, Sept 27, 2014
- MMA, oppose telecom industry proposals dated June 17 2014
- Verizon notice of change in contacts
- Recreation meeting notice, May 29 2014 June 19 2014
- Assessors meeting notice July 1 2014

10. Consent Agenda

- Special Permit, Assabet Valley Chamber of Commerce, Maynard Fest Sept. 27, 2014
- Special Permit, Maynard Rotary Club, October Fest, September 20, 2014
- Special Permit, Maynard Rotary Club, Christmas Parade, December 7, 2014
- Special permit, 5th Annual Ink Jam Bike Run
- Copy of Block Party, Rickey Drive July 4 2014 (emailed and approved by BOS)

11. Special Permit Request:

- Reo Park Playground (First Connection)

12. Discussion with Action: Review Town of Maynard Alcohol Beverage Licensing Regulations, updates from legal

13. Town Administrator Report

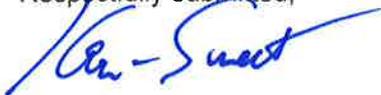
14. Chairman's Report

15. Old/New Business.

16. Executive Session.

17. Adjourn (9:30)

Respectfully submitted,



Kevin Sweet, Town Administrator

Next meeting date: July 22, 2014

THIS AGENDA IS SUBJECT TO CHANGE



OFFICE OF THE
BOARD OF SELECTMEN
TOWN OF MAYNARD

MUNICIPAL BUILDING
195 MAIN STREET

MAYNARD, MASSACHUSETTS 01754

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

**Selectmen's
Meeting Minutes
Tuesday, June 17, 2014
Room 201, Town Hall
Time: 7:00 pm**

Present: Acting Chair, Selectman David Gavin, Selectman William Cranshaw, Selectman Dawn Capello, Town Administrator Kevin Sweet, Assistant Town Administrator Andrew Scribner-MacLean. Admin. Assistant Becky Mosca. Absent Chair Brendon Chetwynd,

(This public meeting was recorded).

Pledge of Allegiance

Swearing in new Fire Fighter, Michael Parr

Public Comments –

Minutes of May 20, 2014, June 3, & 9, 2014

A motion was made by Selectman Capello to approve the minutes of May 20, 2014 as shown. Second by Selectman Cranshaw. Vote 3-0. Motion approved

A motion was made by Selectman Capello to approve the minutes of June 3, 2014 as shown. Second by Selectman Cranshaw. Vote 3-0. Motion approved

A motion was made by Selectman Capello to approve the minutes of June 9, 2014 as shown. Second by Selectman Cranshaw. Vote 3-0. Motion approved

List of Correspondences (mail to the Selectmen's Office for June 17, 2014).

- Fire Dept. monthly report May 2014
- Treasurer/Collector , monthly report March – May 2014
- Police, monthly report May 2014

- Library, monthly report May 2014
- CPC meeting notice, 6/4/14, 6/18
- Rec Depart. meeting notice 5/29/14
- Notice from Xfinity, Field Collection Charge
- Safety concern from resident, June 2, 14
- ZBA, Legal notice public hearing 6/23/14 Petition of Enterprise
- Planning Board meeting notice 6/10/14, Fowler Street submission
- School Building Committee meeting notice 6/11/14
- MCC/MRC meeting notice 6/12/14
- Copy of letter sent to Peyton's regarding liquor license
- Notice of Public forum on SuAsCo Water Resources June 24, 2014 @ 7:00 pm
- Notice from TA. K. Sweet, Coolidge Park Playground Officially opens

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

Consent agenda

- Reappointments to Boards and Committees (List in Packet)

Board of Appeals:

1. Marilyn Messenger, request to be reappointed, new term 6/30/17
2. Paul Scheiner, request to be reappointed, new term 6/30/17

Board of Assessors:

1. Stephen Pomfret, request to be reappointed, new term 6/30/17

Community Preservation Committee:

1. Jane Audrey-Neuhauser, request to be reappointed, new term 6/30/17
2. M. John Dwyer, request to be reappointed, new term 6/30/17.
3. Rick Lefferts, request to be reappointed, new term 6/30/17.

Conservation Commission:

1. John Dwyer, request to be reappointed, new term 6/30/17.
2. Jessica Pfeifer, request to be reappointed, new term 6/30/17.

Constables:

1. Michael Albanese, request to be reappointed, new term 6/30/16
2. Lawrence Hartnett, request to be reappointed, new term 6/30/16
3. William Pickett, request to be reappointed, new term 6/30/16
4. Ronald Raffi, request to be reappointed, new term 6/30/16

Council on Aging:

1. Ellie Waldron = RESIGNED

Cultural Council:

1. Gail Erwin, request to be reappointed, new term 6/30/17.
2. Andrew Kuhn = RESIGNED

Board of Health:

1. Lisa Thuot, request to be reappointed, new term 6/30/17.

Historical Commission:

1. Peggy Brown = RESIGNED
2. David Griffin, request to be reappointed, new term 6/30/17

Planning Board:

1. Bernard Cahill, request to be reappointed, new term 6/30/17.
2. Charles Shea = RESIGNED
3. Jason Kreil = Moved over to BOS

Recreation Commission:

1. Vikki Denaro = RESIGNED
2. Kevin Feehily = RESIGNED

- Special Permit, Annual Maynard Road Race. Sept. 13, 2014

A motion was made by Selectman Capello to amend the list by removing the Assessors appointment and approve the rest of the consent items. Second by Selectman Cranshaw. Vote 3-0. Motion approved.

Request: Maynard Business Alliance funding

Board agreed to request for funding, asked TA, K. Sweet the funding source, from the Downtown enhancement fund currently holds \$100,000.00.

A motion was made by Selectman Capello to approve the request for funding to the Maynard Business Alliance Inc. for \$5,000.00 from the Downtown Enhancement Fund. Second by Selectman Cranshaw. Vote 3-0. Motion approved.

DPW, Water & Sewer regulations,

Board requested more time to review and to see all mark ups from Legal.

DPW, Proposed Fee Schedule

Board requested more time to review. Rate change.

Sel. Cranshaw requests to review red line vision

Sel. Gavin wants a Public hearing and get feedback from residents.

DPW, Cemetery mapping and policy update.

Chris Okafor indicated that we have plenty of space; we have section 21 all available at this time. Policy not ready at this time.

Resident, Steve Carter, sent in email and had concern with Silver Hill Road. Request to have road graded. Road has more than just pot holes, now has trenches and is a safety hazard. DPW, Chris Okafor will do a check and let Board know the progress for this road explained to the Board that regrading of the road had been part of the FY14 work program but the project has been delayed due to staff vacations. He expects that it will be done in July.

TA Report:

- New Planner, Bill Nemser to start on July 7, 2014
- 129 Parker Street, we hired counsel, Jon Witten to handle this project for Town.
- Coolidge Park now opened
- Staff to be training on the new equipment at the Parks.
- Cross Town Connect meeting on June 24, 2014, network at Juniper

Board requested additional meeting on July 7, 2014 at 6:30 pm to interview the candidates for the planning board openings.

Selectman Gavin:

- Emailed Kevin Sweet and Chair Chetwynd about the School Building Committee progress at 98% completion, balance of items like the front school lawn, all at small items.
- Good news, training for MHS equipment has started and has great payoff with repair in house costs

- Items for upcoming BOS agendas; Coolidge Building
- Letter from 129 Parker Street ~ Open to residential ~ informal or formal meeting
- Request that the letter to Kate Hogan & Jamie Eldridge be added to our next packet.
- COA, meeting was held in June, all agreed to move forward with plans

Selectman Capello:

- None at this time.

Selectman Cranshaw:

- Update on car charging station, when it will be usable again.
- Request Golf course monthly reports. TA, K Sweet said meeting is scheduled with them at the end of the week.
- In August, request to see a Capital plan, want the time frame: Needs "TLC"
- ~~Request to have Kevin Osgood at the Board meeting for July 22, 2014~~
- Rep Kate Hogan had interest has knowledge of the Sudbury home rule tax relief for seniors and would be willing to meet with the Board to discuss. in the Sudbury tax deal and would be willing to our Board on some of the details.
- Request that the TA's office send another letter to Peyton's for the period on that liquor license.
- Planning Board received the package from 129 Parker Street on their project. We are now on the 90-day clock. We have concerns and questions.

Executive Session:

In the matter of personnel and Union contract

A **motion to convene** an executive session was made by Selectman Capello and duly seconded by Selectman Cranshaw.

Roll call:

Gavin	Yea
Capello	Yea
Chetwynd	Absent
Cranshaw	Yea

After the Executive Session, the meeting will not reconvene.

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

Time: 9:15 pm

Approved: _____

Date:

TA, K. Sweet

June 17 2014

AA, B. Mosca

Initials: BJM

Selectman, David Gavin, Clerk

305- interview on
~~June 17, 2014~~
July 8, 2014.
MAY 14 2014

Carrie O'Connell
2-6 Apple Ridge
Maynard, MA 01754
(617) 834 4070
oconnellcj@outlook.com

May 15, 2014

Maynard Board of Selectmen
195 Main Street
Maynard, Ma 01754

Dear Maynard Board of Selectmen,

My name is Carrie O'Connell and I have lived in Maynard for almost ten years. I would appreciate being considered for the open voting member of the Maynard Conservation Commission. I have been attending the Conservation Commission meetings since August of 2013 as an associate member and have really enjoyed learning about the permitting process and seeing the commission in action.

I have a Bachelor of Science degree in Civil and Environmental Engineering. After college, I worked in the municipal wastewater and water resources group of Camp, Dresser, and McKee (CDM) from 2000 to 2004. I also worked in the permitting group at CDM and helped prepare several kinds of permits such as environmental impact reports and notices of intent for municipal clients.

For the Maynard Conservation Commission, I recently prepared a draft of the Maynard stormwater regulations to accompany Maynard's Stormwater Bylaw. The commission is currently reviewing this draft of regulations.

I believe my education and consulting background can serve the Conservation Commission and the Town of Maynard well.

Thank you for your consideration.

Sincerely



Carrie O'Connell



Date: June 17, 2014

**Carrie O'Connell
2-6 Apple Ridge
Maynard, MA 01754**

You are hereby reappointed to the

Conservation Commission

Term expires: June 30, 2017

FOR THE

TOWN OF MAYNARD

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

Board of Selectmen

Sworn: _____

Town Clerk

Becky Mosca

From: conscom
Sent: Wednesday, June 11, 2014 10:34 AM
To: Becky Mosca
Cc: Stephanie Duggan
Subject: Commission member appointment

The Conservation Commission recommends the appointment of Carrie O'Connell as a member of the Conservation Commission. Carrie has served as an associate member for the past two years and regularly attends Commission meetings.

Please add her appointment to the BOS agenda for June 17.

Thank you,
Linda

Linda Hansen
Maynard Conservation Commission
195 Main Street
Maynard, MA 01754
978-897-1360

June 3, 2014

To the Board of Selectmen,

Hello my name is Tim Egan and I would like to submit my name to be appointed to the Community Preservation Committee. This committee uses the money allotted to them to make sure Maynard's image is preserved. Taking care of our parks, recreational areas, and historical pieces of the town is vital to being an attractive place for visitors. I believe I am a good fit for this committee and would very much like to work with them in achieving our common goal, which is to dedicate ourselves to bettering Maynard. Thank you for your time and consideration.

Sincerely,

Tim Egan

103 Summer st.

978-201-1481





LEGAL NOTICE

Notice is hereby given in accordance with Mass. General Law, Chapter 138 as amended, that a Public Hearing will be held on Tuesday July 8, 2014 at 7:15 P.M. in Room MJG. At the Maynard Town Building on alleged violations of Alcohol Beverage Rules and Regulations, "Sale to a minor" by Thai Sura-Merai LLC d/b/a, Merai Liquor, 129 Main Street, Maynard MA. This occurred on April 12, 2014, May 23, 2014, May 29, 2014, May 30, 2014, May 31, 2014 the result of a Maynard Police Investigation.

Maynard Board of Selectmen

Dawn Capello
David Gavin
Jason Kreil
William Cranshaw
Brendon Chetwynd

Becky Mosca

7/8

From: David Gavin
Sent: Wednesday, June 11, 2014 8:47 PM
To: Kevin Sweet; Brendon Chetwynd
Cc: Becky Mosca
Subject: Agenda Item, July 8, 2014

School Building Committee would like 5 minutes to basically present their final report and seek guidance from the BOS as to their next step (or perhaps disband).

I would suggest that the committee be left together (not required to meet) until they can formally present some type of final report to Fall Town Meeting and, at that time, be dismissed from duty. Obviously am open for other suggestions. What is clear is that the work of the committee has essentially come to an end.

Once confirmed on the agenda, I would like to let the committee know that they will be heard. I think only Phil Berry, the Chair, will speak.

David

Sent from my iPad

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

Activity Report

- **Finalized FY2015 Budget with Town Administrator both forecasted revenue and expenditures for general fund, enterprise funds, and CPA, and applicable articles for Annual and Special Town Meetings**
- **Reconciled cash and receivables with the treasurer as of March 2014**
- **Processed weekly invoice warrants**
- **Processed the biweekly Payroll warrants**
- **Reviewed possible End of Year Fund deficits**
- **Updated chart of accounts for FY2015 and FY2016**
- **Met with Treasurer on expense shortfall in the MHS capital project fund. The estimated shortfall is expected to be \$1.521 million. The treasurer will short term borrow in June 2014 to cover shortfall**
- **Reviewed Perpetual Care Trust Fund History Expendable and Non Expendable. Journal entries input to correct the balances.**
- **Created new accounts for ATM and STM articles**
- **Completed and submitted to DOR Schedule A variance analysis and reconciliation between FY2012 and FY2013**
- **Met with CPC Committee. Reviewed FY2014 reports and future reporting.**
- **In FY2015 we will do a complete analysis of CPA activity from FY2009 to present and create reports from that**

analysis as well as monthly reporting of CPA activity.

- **Issued end of year memo for encumbrances, FY014 final warrant payable and payroll deadlines, and FY2015 authorized signature forms**
- **Issued FY2015 warrant payable and payroll dates**
- **Completed General fund revenue history for local aid, local receipts, and tax revenue by account for FY2009 to present**
- **Completed Enterprise Fund revenue history by type for Water and Sewer for period FY2009 to present**
- **Created new revenue accounts for performance bonds. Prior accounts were incorrect as well as applicable control accounts that created incorrect revenue reporting**
- **Began preparations for FY2014 End of year close and start of FY2015. Finance Team will meet in early June to prepare for End of Year close and set deadlines both for FY2014 and FY2015**
- **Updated and issued the following reports as of April 2014:**

Available Funds

Capital Projects

CPA Summary

Expense Summary – General Fund

Performance/Surety Bonds

Local Receipts

Local Aid

Enterprise Funds

Possible year end department expense shortfalls and transfer for FY2014

Sterling Golf Management, Inc.

Maynard Golf Course

Statement of Revenues for April 2014

<u>Revenue Category</u>	<u>Amount</u>
Season Passes YTD	73,437.00
Locker Rentals	150.00
Greens Fee	10,023.00
Golf Carts	1,644.55
Total Golf Revenue	<u>85,254.55</u>
Lease Fee Due on Golf Revenue (10%)	8,525.46
Food Sales	718.72
Liquor Sales	2,008.64
Hall Rentals	1,000.00
Total Food Service Revenue	<u>3,727.36</u>
Lease Fee Due on Food Service Revenue (5%)	186.37
Lease Fee Due - April	8,711.82
Amount paid with this statement	<u>-</u>
Total amount towards Lease Fee	<u>164.11</u>
(Total Year-to-Date Lease Fee)	8,875.93

Sterling Golf Management, Inc.

Maynard Golf Course

Statement of Revenues for May 2014

<u>Revenue Category</u>	<u>Amount</u>
Season Passes	2,955.00
Locker Rentals	50.00
Greens Fee	21,600.00
Golf Carts	5,097.38
Total Golf Revenue	<u>29,702.38</u>
Lease Fee Due on Golf Revenue (10%)	2,970.24
Food Sales	2,741.22
Liquor Sales	5,371.57
Hall Rentals	1,499.70
Total Food Service Revenue	<u>9,612.49</u>
Lease Fee Due on Food Service Revenue (5%)	<u>480.62</u>
Lease Fee Due - May	3,450.86
Amount paid with this statement	6,762.62
Capital Improvements (in lieu of payment) - Maintenance Garage Doors	<u>5,400.00</u>
Combined Amount paid (Check & Capital)	<u>12,162.62</u>
Total amount towards Lease Fee	<u>12,326.73</u>
(Total Year-to-Date Lease Fee)	12,326.80

Date Posted: June 19, 2014

TOWN OF MAYNARD
MEETING NOTICE

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

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

PLANNING BOARD

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

Tuesday, June 24, 2014 7:00 p.m.

M T W T H F

Month Date Year Time AM/PM

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

1. 7:00 PM Open Meeting
2. 7:10 PM Miscellaneous Business
-Foresite Engineering request for minor modification to the “Taylor Road Subdivision, Definitive Subdivision Plan of Land in Maynard, Mass” regarding street lights.

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson: Bernard Cahill, Chairman

Posted by: DM/HH

Date: June 19, 2014

TOWN OF MAYNARD

MEETING NOTICE

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

Maynard Zoning Board of Appeals

Name of Board/Committee

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

(M) T W T H F Monday, June 23, 2014 7:00 PM
Day of week
(Circle One)

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

1. Public Hearing for Petition of Enterprise Rent-A-Car Company of Boston, LLC, 48 Acton Street, Maynard, Map 9-Parcel 336, for a Special Permit to Change the current allowed Use to different allowed Use of a pre-existing non-conforming structure for a substantially different purpose, pursuant to Maynard Zoning By-Laws, Section 5.1.3 (2).
2. Confirm the next Hearing date of July 28, 2014 for the Board.

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson: Paul Scheiner

Posted by: DM/HH

Date: June 19, 2014

Becky Mosca

From: Lordan, Lisa (TRE) <lisa.lordan@state.ma.us>
Sent: Tuesday, June 24, 2014 12:11 PM
To: Lordan, Lisa (TRE)
Cc: Pelham; Westminister2; westminister3
Subject: Patricia Krueger Retirement~

It is with regret and warm wishes that the Alcoholic Beverages Control Commission announces the retirement of Pat Krueger this week. Tomorrow is Pat's last day. Pat has been an integral part of the ABCC for over 27 years. In that time, she has served the Commonwealth in various capacities, most recently as the Licensing Supervisor. Her contributions to the agency have been many and for that she will be greatly missed.

On behalf of everyone at the ABCC, I would like to wish Pat the very best of luck in her retirement.



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

Kevin A. Sweet
Town Administrator

Andrew Scribner-MacLean
Assistant Town Administrator

MEMORANDUM

To: Michelle Sokolowski, Town Clerk / Board of Selectmen
From: Kevin Sweet, Town Administrator *KS*
Cc: Andrew Scribner-MacLean, Assistant Town Administrator
Date: June 18, 2014
Re: **Acting Town Administrator Delegation**



I will be out of the country on vacation, creating a temporary absence as Town Administrator. In accordance with Maynard Town Charter Section 4-4(a) I am appointing Andrew Scribner-MacLean as Acting Town Administrator effective **June 20, 2014 and expiring on June 29, 2014**. Mr. Scribner-MacLean is authorized to exercise the powers and perform the duties of the Town Administrator during my absence.

Kevin A. Sweet
Town Administrator



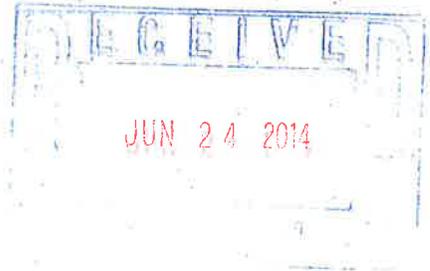
MAYNARD HOUSING AUTHORITY
15 POWDERMILL CIRCLE
MAYNARD, MASSACHUSETTS 01754

TELEPHONES: (978)897-8738 (978)897-6893
FAX: (978)897-3583
TDDY 1-800-545-1833 EXT. 144

June 19, 2014

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

Attention: Mr. Kevin Sweet
Town Administrator

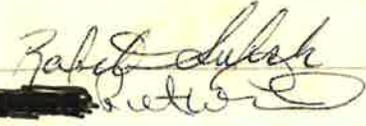


Dear Mr. Sweet,

Enclosed please find a check in the amount of Four Thousand Seven Hundred Forty-five Dollars and 20/100 (\$4,745.20) for payment in lieu of taxes for Project MA 137-001, Dawn Grove, in accordance with the co-operation agreement dated February 27, 1979.

Sincerely,

Robert W. Larkin
Executive Director

MAYNARD HOUSING AUTHORITY		1398
MASS 137001 (FAMILY) POWDERMILL CIRCLE MAYNARD, MA 01754		53-7122/2113
Date <u>June 17, 2014</u>		
PAY to the order of <u>Town of Maynard</u>		\$ <u>4745.20</u>
<u>Four thousand seven hundred forty-five and 20/100</u> Dollars		
 MAYNARD, MA 01754		
For P.I.L.O.T.		



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

Chairman **Brendon Chetwynd**
Selectman **Dawn Capello**
Selectman **William Cranshaw**
Selectman **David Gavin**

June 4, 2014

Senator Jamie Eldridge
State House Room 413-A
Boston, MA 02133

Dear Senator Eldridge:

The Town of Maynard's Board of Selectmen voted at their last meeting to support the inclusion of the provision to return control over liquor licenses to cities and towns in the economic development bill that the House will debate next week. The Board is in full support of the restoration of the Governor's language to the bill.

Very best regards,

Brendon Chetwynd, Chairman
Board of Selectmen

cc: Kevin Sweet, Town Administrator



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

Chairman Brendon Chetwynd
Selectman Dawn Capello
Selectman William Cranshaw
Selectman David Gavin

June 4, 2014

Representative Kate Hogan
State House Room 166
Boston, MA, 02133

Dear Rep. Hogan:

The Town of Maynard's Board of Selectmen voted at their last meeting to support the inclusion of the provision to return control over liquor licenses to cities and towns in the economic development bill that the House will debate next week. The Board is in full support of the restoration of the Governor's language to the bill.

Very best regards,

Brendon Chetwynd, Chairman
Board of Selectmen

cc: Kevin Sweet, Town Administrator



2014 Maynard Community Fest

The **22nd Annual Maynard Fest** is scheduled for Saturday, September 27th from 9:00 am to 3:30 pm., in Memorial Park and throughout Downtown Maynard.

The Fest includes free entertainment, 100+ vendors, a farmers' market, tours of historic sites, etc. The Fest attracts approximately 5000 patrons.

- **Vendor space is \$50 for a 12' x 12' site (\$30 for nonprofits).** Food vendors will incur an additional \$50 fee (payable to the Town of Maynard, at a later date). Chamber members get a 10% discount! There will be no vendor placement after 9/20.
- Vendors must provide their own tables and chairs. Electricity is not available. Generator use needs to be approved by management.
- No vendor shall be allowed to sell silly string, stink bombs, or guns of any type. The Fest Committee reserves the right to reject a vendor application to ensure appropriate contributions to the event. Additionally, one network marketing vendor from each organization will be accepted, food vendors are limited and must have their applications on file 30 days before the event. Certain commercial ventures are limited as well. For a list of limited commercial ventures, refer to the Fest Policy at www.assabetvalleychamber.org. If you have any questions, we strongly encourage that you call or email the Chamber office.
- **The Fest will go on...rain or shine! No refunds will be given.**

To secure a space: fax, email or mail the registration form below. You will receive a confirmation letter 3-4 weeks before the event. Any questions? Call or email!

We look forward to working with you!

Sarah Cressy & Sophia Kambanis - Festival Managers

22nd Annual Maynard Fest Vendor Registration (2014)

Name _____ Organization _____

Address _____ Town _____ Zip _____

Day Phone _____ Fax _____ Email _____

Do you plan to use a pop-up tent? Yes No License Plate # _____

Products/Services (Be specific. We might not allow you to sell items that are not listed): _____

Special Needs or Requests _____

Check MC/Visa/AMEX/Discover # _____ Exp. Date _____ VIN _____

Please mail/fax/email vendor registration to:
Assabet Valley Chamber of Commerce * 18 Church St., 2nd Floor * Hudson, MA 01749
Phone: 978 568-0360 * Fax: 978 562-4118 * info@assabetvalleychamber.org

For Office Use: Date Received _____ Paid _____ Confirmed _____ Site # _____



OPPOSE TELECOM INDUSTRY PROPOSALS TO REMOVE LOCAL AUTHORITY IN SITING OF WIRELESS ANTENNAS AND EQUIPMENT

**Industry Legislation in S. 2183 and House Economic Development Bill would Strip Cities,
Towns and Residents of any Effective Site Review of Wireless Facilities**

**The FCC Will Issue Nationwide Siting Standards for Wireless Antennas Later this Year,
and the Legislature Should Not Act until the FCC Finishes Its Process**

June 17, 2014

The Honorable James B. Eldridge
Senator
State House, Room 413A
Boston, MA 02133



Dear Senator Eldridge,

The telecommunications industry is moving quickly to fast-track legislation to preempt virtually all municipal zoning or control over the siting of wireless antennas and equipment in Massachusetts. We respectfully ask you to oppose this far-reaching effort to prevent cities, towns and citizens from having any effective say in how the build-out of wireless networks impacts their neighborhoods.

These powerful companies are determined to pass a state law that would allow them to place wireless antennas and equipment on virtually any building or structure in any location in any community, and override all municipal zoning bylaws, ordinances, and local authority to protect neighborhoods and the public from unsightly and intrusive antennas.

The Telecom Industry is Pursuing Two Routes

• **The Legislature's Economic Development Bill.** Last week, by a voice vote, House members attached this industry-written language to the House's economic development bill (Sections 74 and 75 of H. 4181), which was passed by the House of Representatives and is now before you in the Senate. With your own economic development bill expected to emerge shortly, it is certain that the wireless telecommunications companies will attempt to attach the same language to override local control.

• **S. 2183 – “An Act Upgrading Mobile Broadband Coverage in the Commonwealth.”** This stand-alone bill with language identical to Sections 74 and 75 of the House economic development bill has also been sent from the Committee on Telecommunications and Energy, and is now before the Senate Ways and Means Committee.

The Telecom Industry Bill Would Override All Local Decision-Making

S. 2183 and Sections 74 and 75 of the House economic development bill would allow telecommunications companies to “collocate” unlimited new antennas and equipment on any and all existing buildings and structures, regardless of the impact on neighborhoods or interference with public right-of-ways.

The legislation would allow all wireless telecommunications companies to install or upgrade wireless antennas and equipment on any building or structure in Massachusetts. These structures could include commercial or residential buildings, water towers, billboards and even homes – with NO effective local government authority to regulate. The telecom companies could ignore all municipal zoning provisions, ordinances and bylaws – including height limits, set-back requirements, or the ability to require aesthetic modifications to ensure the antennas and equipment blend in.

Municipalities would also have no recourse to ensure that unused or abandoned facilities must be removed in the future. The wireless telecommunications provider would only need to comply with the state building code, which is simply a technical construction standard.

The measure envisions no role for the general public, and fails to recognize that citizens have a right to basic zoning protections that guarantee accountability on the part of developers.

Under this proposal, in order to obtain a “collocation” permit, a mobile broadband provider would merely need to submit an application to the appropriate issuing authority in a municipality, and the city or town would have only 90 calendar days to review and act upon the “collocation” application, and could only reject applications that fail to meet the state building code. Under the language of the bill, telecom companies could start the “90-day shot clock” by submitting incomplete applications, and have up to 45 days to complete their submissions, leaving cities and towns only 45 days to review a completed application. If a municipality does not complete its review 90 days from the start of the “shot clock,” applicants could immediately go to court to compel the issuance of a license, short-circuiting the local process. This irresponsible provision would in no way benefit the community.

The cities and towns of the Commonwealth strongly support expanding and upgrading wireless telecommunications services throughout the state for the benefit of consumers, but the expansion simply cannot come at the expense of the quality of life for residents.

Specific provisions of the telecom industry’s legislation include:

- No zoning ordinance or bylaw could regulate, restrict or prohibit collocation of wireless facilities on existing structures in any way inconsistent with the industry legislation;
- The issuing authority of a city or town must grant approval of all applications for the “collocation” of wireless antennas and equipment on any existing building or structure (except utility poles), as long as the application complies with the state building code;
- Cities and towns must also approve all applications to expand existing stand-alone cell towers (including monopoles), unless the proposals would increase the height or width of the tower by more than 10 percent or 20 feet (whichever is more) – which means that the industry could take a current monopole with antennas hidden inside and attach a 20-foot wide antenna, and go up 20 feet, and communities would have NO say regarding this complete change of appearance;
- The issuing authority has only 90 days to approve the application – if cities and towns take longer than 90 days, then the telecom companies could immediately go to court, with approval virtually assured because the court’s only standard would be compliance with the state building code, and NO local bylaws, ordinances or zoning provisions would be allowed;
- Communities could NOT require companies to remove obsolete, abandoned or unused antennas and equipment;
- Telecom companies could even bypass local Historic Commissions and install antennas inside local historic districts, as long as the targeted building is not listed on the register of historic structures (it

could be right next to a listed building!), and could even get clearance from the state historic preservation officer to put an antenna directly on a building that is listed on the register; and

- Communities could not require a higher fee for reviewing an application than for other types of commercial applications, and fees for technical consulting would be capped at \$1,000.

The FCC is Promulgating National Standards on Wireless Antenna Siting – But the Telecomm Industry is Working Feverishly to Win More Favorable Rules in Massachusetts

In 2012, Congress and the President enacted “The Spectrum Act” that will implement a nationwide uniform process for the collocation of wireless antennas and equipment. At this moment, the FCC is promulgating final regulations (FCC 13-122) that will govern the build-out of the wireless telecommunications network, and it is expected that the FCC will give industry its often-stated top goal of a time-limited expedited application process. The FCC has received detailed input from all stakeholders in this process, including industry and municipal organizations. It is expected that the FCC will issue its final rules later this year.

Why is the telecom industry jumping to Massachusetts and other states to win a complete override of local zoning, when the FCC is on the verge of issuing its decision? The answer is clear: the FCC may give deference to local zoning rules, and allow cities and towns to act in the public interest. In particular, the FCC could allow municipalities to have zoning provisions, ordinances and bylaws on height limits, set-back requirements, or the ability to require aesthetic modifications to ensure the antennas and equipment blend in. In effect, the telecom industry wants to preempt all local rules AND preempt any FCC provisions to protect municipal authority and public input.

The Legislature should reject this fast-track attempt by the wireless industry to ignore the FCC process, and instead wait until the federal government issues its final rules on uniform national standards later this year.

Please oppose any attempt to pass S. 2183 or any amendment to the Senate’s economic development bill that would strip cities and towns of the ability to regulate wireless antennas. The Legislature should wait until the FCC makes its final ruling on national standards. If you have any questions, please do not hesitate to contact me, Catherine Rollins or John Robertson of the MMA staff at any time.

Thank you very much.

Sincerely,



Geoffrey C. Beckwith
Executive Director

cc: The Chief Municipal Officials in Acton, Ayer, Boxborough, Harvard, Hudson, Littleton, Marlborough, Maynard, Northborough, Shirley, Southborough, Stow, Sudbury, and Westborough



Jill Reddish
Franchise Management
New England Region Franchise Manager



125 High Street, Oliver Tower
7th Floor, Oliver Tower
Boston MA 02110
jill.m.reddish@verizon.com

June 6, 2014

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

Dear Board of Selectmen,

Pursuant to Section 14.10 of Verizon's Franchise Agreement between Verizon New England Inc. and the Town of Maynard, Verizon hereby provides notice that the contact information has changed. With the exception of this and any previous changes made to the Notice Section of the Agreement, all other contacts remain the same.

Please discontinue notices to:

John F. Raposa, Senior Vice President & General Counsel
Verizon
1 Verizon Way, VC44E204
Basking Ridge, NJ 07920

Donna C. Cupelo, President
Verizon New England Inc.
185 Franklin Street
Boston, MA 02110

Please, instead, send a copy of any notices to:

Monica Azare, Vice President and Deputy General Counsel
Verizon
140 West Street, 6th Floor
New York NY 10007

Donna C. Cupelo, President
Verizon New England Inc.
125 High Street
Boston, MA 02110

Please do not hesitate to contact me if you have any questions regarding this matter.

Sincerely,

Jill M. Reddish
Franchise Service Manager

CC: Maynard Cable Advisory Committee



MEETING MINUTES
Maynard Recreation Commission
Thursday, May 29, 2014
Town Hall – Room 202
Time: 7:00pm

1. Call to Order - 7:11 pm. In attendance: Kevin Feehily, Peter Falzone, Mike Chambers. Guests: Nick Cacciolfi (BGCAV)
2. Public Comment. **None**
3. Recreation program update by BGCAV
 - a. Program updates - preparing for summer programs
 - b. Enrollment reports. **Spring programs (participants) Adult: Open Volleyball (6-12), Adult open soccer (4), Boot Camp (28), Over 35 basketball(6-12). Youth: Adaptive gym(5), Tri-tennis(13), Spring Basketball (43), Tennis (20), Track (7), Wrestling(5), gymnastics(27), Ballet(6), pre-school gymnastics(23), Tot T-Ball (32)**
4. Old Business
 - a. Review and approve Meeting Minutes from April. **Approved 3-0.**
 - b. Rockland CPA turf project update. **CPA funds approved at town meeting now include funds to purchase sprinkler needed to move forward with project.**
 - c. New Business
5. New Business
 - a. Citizen concern received via webpage over dogs in Reo road playground. **Discussed & Agreed dogs do not belong in playgrounds and athletic fields. By-laws seem vague on this. Kevin will email Becky about adding to BOS agenda.**
6. Finance Report
 - a. Outstanding invoices - **None**
7. Announcements
 - a. **Kevin Feehily not returning after term ends on June 30th.**
8. Adjourn. **8:40 pm**

Submitted to Town Clerk June 13, 2014



AGENDA
Maynard Recreation Commission Meeting
Thursday, June 19, 2014
Town Hall – Room 202
Time: 7:00pm

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

1. Call to Order
2. Public Comment
3. BGCAV
 1. Program updates
 2. Enrollment reports
4. Old Business
 1. Review and approve Meeting Minutes from May
 2. Rockland CPA turf project update
 3. Update on postings no dogs at athletic fields and playgrounds
5. New Business
 1. Open
6. Finance Report
 1. Outstanding invoices
7. Announcements
8. Adjourn

Submitted to Town Clerk and posting@townofmaynard.net on June 17, 2014



BOARD OF ASSESSORS

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

TOWN OF MAYNARD BOARD OF ASSESSORS MEETING

~

TOWN HALL

Room 202 - Upstairs
Tuesday, July 1, 2014
6:30 PM

AGENDA

- REVIEW AND SIGN MINUTES
- REVIEW AND SIGN REPORTS
- BUDGET FY2015
- TITLE CHANGE FOR CLERK

Posted 6/16/2014



OFFICE OF THE SELECTMEN

Maynard, Massachusetts

ONE-DAY SPECIAL PERMIT

This permit is issued to

Assabet Valley Chamber of Commerce

For the following purpose:

Maynard Fest: September 27, 2014

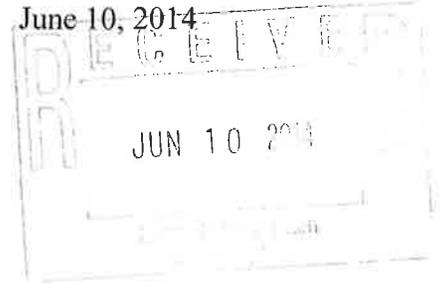
In addition to closing Nason Street, to also close down Main Street from in front of to the exit from municipal parking lot at Naylor Court during the Maynard Fest on Saturday, September 27, 2014 from 8:00 A.M. to 4:00 P.M. Also to make River Street two way during the same period of time to allow a flow of traffic to that end of town and that every effort is made to place all vendor carts so that they are not within 100 feet of a directly competing businesses permanently located within the downtown.

Subject to the conditions as herein stated:

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

Board of Selectmen

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



Dear Board Members,

On behalf of the Assabet Valley Chamber of Commerce I submit the following request for consideration of the Board:

To close Nason Street and Main Street from the corner of Walnut Street to Main Street during the Maynard Fest on Saturday, September 27, 2014 from 8:00 A.M. to 4:00 P.M. Also to make River Street two way traffic, local only. The detour will let traffic up Walnut Street to Hillside Street and Waltham Street for eastbound traffic.

This proposal has been discussed with both the Police and Fire Chiefs for their concerns. They have requested that I present it to the Board for approval.

Thank you for your consideration of this matter.

On Behalf of the Chamber

Robert W. Larkin
Board Member



OFFICE OF THE SELECTMEN

Maynard, Massachusetts

PERMIT One Day Wine & Malt with Entertainment

This permit is issued to

MAYNARD ROTARY CLUB

Robert Larkin

For the following purpose:

**One-Day Beer & Wine License
September 20, 2014, Rain date of September 21, 2014
3:00 p.m. to ½ hour before 8:00 pm fireworks display**

Subject to the conditions as herein stated:

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

Board of Selectmen:



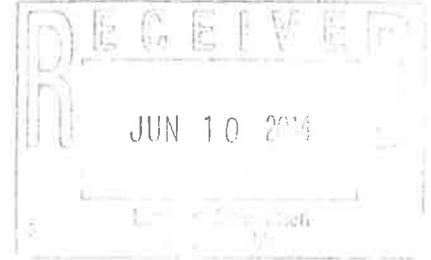
Service Above Self – He Profits Most Who Serves Best

MAYNARD ROTARY CLUB

P.O. Box 464, Maynard, MA 01754

June 10, 2014

Maynard Board of Selectmen
195 Main Street
Maynard, MA 01754



Dear Board Members;

The Maynard Rotary Club requests a one-day Beer and Wine License for Saturday, September 20, 2014 in conjunction with this year's Octoberfest to be held in the Main Street parking lot of Clock Tower Place. The event is co-sponsored by the Maynard Rotary Club and Clock Tower Place who will provide the use of the property. Due to the continuing economic climate, Clocktower Place will not be providing the fireworks display this year. The Rotary Club will put out an appeal to the rest of the business community to help fund the display and will use club funds for the remaining costs. Considering this set of circumstances, the club would like the Board's permission to work with the Town Administrator on items that the Town might provide toward this town wide event for the club. Children's activities will begin at 3:00 and alcohol will be served beginning at 4:00 p.m. until ½ hour before the fireworks display. Alcohol consumption will be limited to an enclosed area, as it was last year, with police details as required by the Chief of Police.

In the event of inclement weather, we would request that a one day Beer and Wine License and an Entertainment License be issued for Sunday, September 21, 2014 for the event and hours as stated above.

This event is our largest fundraiser annually and, in turn, supports many community financial requests. Your approval of our request is gratefully appreciated and allows us to continue to help others.

Sincerely,

A handwritten signature in cursive script, appearing to read "Robert W. Larkin".

Robert W. Larkin
Event Coordinator



OFFICE OF THE SELECTMEN

Maynard, Massachusetts

PERMIT

This permit is issued to

***Maynard Rotary Club,
Nancy Quinn***

For the following purpose:

***Maynard's 48th Annual Old Fashioned Christmas Parade
Sunday December 7, 2014
2:00 p.m.***

No Parking on Parade Route Main Street and Nason Street from 12:00 until 3:00 PM

Subject to the conditions as herein stated:

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

Board of Selectmen:



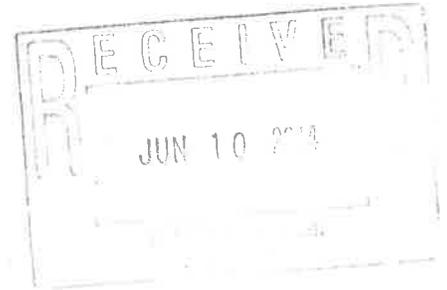
Service Above Self – He Profits Most Who Serves Best

MAYNARD ROTARY CLUB

P.O. Box 464, Maynard, MA 01754

June 10, 2014

Maynard Board of Selectmen
195 Main Street
Maynard, MA 01754



Dear Board Members;

The Maynard Rotary Club requests a permit to hold the annual Maynard Christmas Parade on Sunday December 7, 2014 at 2:00 p.m. The Rotary Club will coordinate with the Chiefs for all necessary details. The club also would like the Board to authorize the Police Department to post No Parking signs along the parade route of Main Street and Nason Street from 12:00p.m – 3:00p.m. In prior years vehicles were parked along the route and pulled out into the parade as it passed. The signs will help insure the safety of parade participants and spectators.

Your approval of this request is gratefully appreciated.

Sincerely,

Nancy Quinn
Nancy Quinn
Parade Coordinator



OFFICE OF THE SELECTMEN

Maynard, Massachusetts

This permit is issued for

Injured Marine Semper Fi Fund

Hosted by Ink Jam Tattoo Studio in Arlington, MA

And Michael Chambers

At the Maynard Rod & Gun Club.

For the following purpose:

5th Annual Fundraising event for the IMSFF on Sunday, July 20, 2014. This event plans to have a motorcycle run and cookout that will be open to the public. The motorcycle run would start staging up at Boston Harley Davidson in Everett at 9:30 a.m. and would depart for Maynard at 11:30 a.m. The cookout will be held from 1:00 p.m. until 6:00 p.m. and would feature hot dogs, hamburgers, raffles and music who have donated their time and performance. Maynard Rod & Gun Club

Subject to the conditions as herein stated:

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

Board of Selectmen:



www.veteransadvocacyservices.org

"There is no greater privilege than to serve a Veteran"

230 HILL ROAD • GROTON, MA 01450 • T: 978.448.9910 F: 978.448.9990 • VETERANSADVOCACYSERVICES

5th Annual Ink Jam Bike Run And Summer Bash For The Veterans Advocacy Services

Sunday July 20, 2014

EVENT INFORMATION

- Date: Sunday July 20th 2014
- Location: Maynard Rod & Gun Club
- Time: 1:00 p.m. – 6:00 p.m.
- Sponsor: Ink Jam Tattoo Studio
12 Park Ave. , Arlington
- Entertainment: Live Band, Raffles, Contests, Vendors
- Miscellaneous: Hot Dogs, Hamburgers, Drinks,
- Last 4 Years of Event: No Problems – Raised Over \$80,000 for
Semper Fi Fund

EVENT INFORMATION

- Event Approvals: Veterans Advocacy Services
- Police Detail : Will need 2 detail officers from 12:00 p.m. – 6:00 p.m. at the Rod & Gun Club and a cruiser to block off the intersection of Powdermill Road & Waltham Street as motorcycles turn left on Waltham Street as they come down route 62 from Concord. We would also request to borrow traffic cones to be used for parking at the Maynard Rod & Gun.
- Police Escort: Other area Police Departments will be escorting the motorcycles from Everett to Maynard. We hope to have the Sheriff's Department involved again this year and they will escort and lead the entire route.

Event Information

- This year's event will be family oriented. We plan to have vendors, face painting, crafts and games for the children that attend the event.
- For a fifth consecutive year, the Maynard Rod & Gun has donated the use of their club to hold this event.
- The Veterans Advocacy Services has helped my son (Maynard resident) with his claims through the Veterans Administrations for medical and financial needs from injuries he sustained in Afghanistan.

Veterans Advocacy Services Info

- Founded in 2004
- Registered 501(c)(3)
- Provides support for veterans of U.S. Armed Forces in preparing and advocating claims for injuries sustained in combat
- Provides help and support in suicide prevention for members who have served in the U.S. Armed Forces
- Has helped over 2500 veterans receive the benefits they earned while serving in the U.S. Armed Forces
- Has over 3000+ open cases with the Veterans Administration for compensation for our injured veterans

History

- **History of Veterans Advocacy Service**
- Though most of us are to some degree aware of the crisis among veterans – the substance abuse, homelessness, unemployment – we often remain unaware of how veterans become mired in isolation and alienation. But the story of how Margaret ‘Peggy’ Matthews was compelled to create Veterans Advocacy Service is a window onto this reality: the day-to-day lives of our nation’s military veterans.
- Peggy met her first client in the late 1990’s, though neither she nor that veteran, Mr. Edward Smolinsky, realized what they were about to embark upon. Ed and his wife Kathy had come to the finance company where Peggy worked seeking help in obtaining a second mortgage to pay for home modifications needed because of Ed’s service-related injuries. It was not long before Peggy was central in the couple’s lives and had become the principal figure in their cause.
- “It became a daily thing, faxes, phone calls, correspondence with Peggy” says Kathy. The dilemma at hand was Ed’s service in Vietnam and the physical and psychic damage he had suffered there. “We were together twenty-five years, and we spent those years trying to obtain benefits for Ed . . . our experience with the system was a nightmare, and Ed spent his life living that nightmare. Until we met Peggy.”
- Peggy began a long apprenticeship in advocacy fighting for benefits and services to which Ed was both entitled and so badly needed. She recalls that “for 3 or 4 years I spoke to Ed on a near daily basis. There were eight boxes full of documents and records, stretching back to 1969, that chronicled Ed’s service and his decades-long attempts to get help with his injuries.” It took more than four years but Peggy’s efforts finally brought his appeal to a hearing before the Board of Veterans Appeals where Peggy argued on his behalf. She was successful and the Smolinskys received a significant settlement that made Ed’s final years more comfortable.

History

- Ed, however, did not live to see the proper conclusion to his case. Edward Smolinsky died in 2008. He was only 56 years old. Some 8 months later Kathy received a letter which described how, at long last, the federal government had concluded that Edward in fact had been one hundred percent disabled, that his condition was 'permanent and total' and that the heart disease that killed him was likely a result of his exposure to the herbicide Agent Orange while in Vietnam. Kathy says that, at bottom, what Ed wanted first and foremost was to hear those very concessions, and is certain they would never have been obtained at all but for Peggy's determination that never flagged, even as the fight lengthened through months into years. "Peggy is one-of-a-kind. I knew I could call her any time, any day; she didn't give up even when I felt that I had to. "
- The daughter of a career Air Force officer, Peggy's childhood was a series of brief pauses at air bases across the country. She learned early the importance of self-sufficiency, initiative, and perseverance. Without forming any distinct or deliberate plan for doing so, her education roundly prepared her for the advocacy she would undertake as her life's work. Peggy studied biological sciences at Wellesley College with her thought being to attend medical school. Instead she attained a Master of Social Work from Boston University. She is also a trained and certified paralegal. She says
- I am always staggered, and frustrated, by the sheer number of veterans who have found obtaining veterans benefits impossible largely because of the conditions and events of their service. They worry about immediate concerns like keeping their job and paying the rent while they try, for instance, to complete research on the nature of their disability and try to link it to what happened to them during their service... Add to that an element such as – and this is not untypical – being afraid to use public transportation or ride in a car because of trauma associated with landmines or improvised explosive devices.
- For over ten years now, veterans have found their way to Peggy through word-of-mouth, veteran-to-veteran referral and, in their circles, she has become legendary. She helps any veteran who comes to her, and veterans from every state and even abroad have engaged her services.

History

- The hundreds of veterans I have helped have been alike in one central respect; all of them needed a full-time advocate. They needed a person who would do anything necessary – perform research, interview childhood friends, prepare legal or medical briefs – to bring the disparate elements into a coherent whole. In other words, we usually have to research and present the veteran's life story because events that occurred years or decades ago shaped all that came subsequently. Any challenge the veteran struggles with – medical, legal, situation, or social – must be understood in context and as part of a continuum.
- With increasing numbers of veterans finding Peggy, she needed an organization to serve them all – this is why Veterans Advocacy Service was created.

Veterans Advocacy Services Mission

- **Mission**
- *Nearly a quarter of all homeless, approximately 150,000 men and women, are veterans*
- *Approximately 1.5 million additional veterans live 'at risk' of homelessness*
- *Veterans account for 20% of suicides that occur annually in the United States; an average of **22 veterans** commit suicide each day*
- *There are well over half a million veterans of the Iraq and Afghanistan wars suffering Post Traumatic Stress Disorder or Traumatic Brain Injury*
- Veterans Advocacy Services is dedicated to providing services to any veteran of the United States armed forces toward the resolution of any medical, economic, social or situational dilemma that he might face. Services may include the presentation or prosecution of claims before the Secretary of the United States Veterans Administration, advocacy before public or private medical boards-of-review, or similar representation in matters obtaining to employment, housing (general, specialized & adaptive), or social supports. All client-direct work is performed by a Department of Veterans Affairs accredited agent.

Veterans Advocacy Services Info

- **Services**
 - Prepare, present and prosecute claims before the Secretary of the VA
 - Provide reintegration resources and support
 - Counseling
 - Debt management and reduction
 - Facilitate PTSD and TBI evaluations
 - Case management
 - Coordinate services with both federal and state agencies
 - Provide one-to-one peer support
 - Suicide Prevention
 - Community Outreach
 - Volunteer Opportunities

THANK YOU FOR SUPPORTING THE VETERANS ADVOCACY SERVICES



www.veteransadvocacyservices.org

"There is no greater privilege than to serve a Veteran"

220 HILL ROAD • GROTON, MA 01450 • T: 978.448.9910 F: 978.448.9990 • VETERANSADVOCACYSERVICES



OFFICE OF THE SELECTMEN

Maynard, Massachusetts

PERMIT One - Day

This permit is issued to

Jane Boucher

Cell # 978-793-1607

For the following purpose:

Rickey Drive Block Party

July 4, 2014, rain date July 5, 2014

10 am – 4 pm

Subject to the conditions as herein stated:

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

Board of Selectmen:

Don Caplan

William Gardner

Brenda Chetani

David S. Han



OFFICE OF THE SELECTMEN

Maynard, Massachusetts

SPECIAL PERMIT REO ROAD PLAYGROUND

This permit is issued to

Linda Jensen
Phone # 978-287-0221

For the following purpose:

First Connections is the Mass. Dept. of Early Education and Care's Coordinated Family and Community Engagement grant recipient serving Maynard. This summer offering story time/playground group for 3 Wednesdays (July 23, 30, August 6, 2014) from 2:00 pm thru 3:00 pm at Reo Road Playground.

Subject to the conditions as herein stated:

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

Board of Selectmen

Becky Mosca

7/8

From: Stephanie Duggan
Sent: Wednesday, June 11, 2014 1:39 PM
To: 'Linda Matthews'
Cc: Becky Mosca
Subject: RE: Reo Road Playground Question

Hi, Linda -

I am including Becky Mosca, the Selectmen's Administrative Assistant, on this reply - she can confirm the required paperwork/permission information.

Best of luck,
Stephanie

Stephanie Duggan
Administrative Assistant, TA/OMS
Town of Maynard
195 Main Street
Maynard, MA 01754
978-897-1355

-----Original Message-----

From: Linda Matthews [<mailto:lmattthews@jri.org>]
Sent: Wednesday, June 11, 2014 1:18 PM
To: Stephanie Duggan
Subject: Reo Road Playground Question

Good afternoon,
I was referred to your office by the Rec Dept/Boys & Girls Club.

First Connections is the Mass. Dept. of Early Education and Care's Coordinated Family and Community Engagement grant recipient serving 12 towns in this region including Maynard. We are required to provide free programming for families with children under 9 years old in each of the towns we serve. We have been offering an infant playgroup at the Maynard Library since January.

This summer we would like to offer a storytime/playground group for 3 Wednesdays (July 23, 30, August 6) from 2-3:00 p.m. at Reo Road Playground. We are wondering if this activity requires any type of paperwork to be filled out?

Linda Jensen, LSWA
First Connections, 111 ORNAC, Concord, MA 01742 Monday Morning thru Thursday, 978-287-0221, ext. 202 JRI
Administrative Office
380 Mass. Ave., Acton, MA 01720
Monday Afternoon and Fridays, 978-263-3006, ext. 3615 www.firstconnections.org

Becky Mosca

From: Lisa Mead <lisa@bbmatlaw.com>
Sent: Monday, June 09, 2014 3:16 PM
To: Becky Mosca
Cc: Kevin Sweet; 'michael kenefick'
Subject: Liq Regulations
Attachments: Alcoholic Beverage Regulations approved 2_8_11 Rev 6 9 14.doc

Becky,

Per your request, we have reviewed and updated the regulations. There are few changes which I believe are pretty self-explanatory. Let me know if there are any questions.

Lisa

Lisa L. Mead

Blatman, Bobrowski & Mead, LLC

30 Green Street

Newburyport, MA 01950

☎ 978 463 7700

📠 978 463 7747

The information in this transmittal is privileged and confidential and is intended only for the recipient(s) listed above. If you are neither the intended recipient(s) nor the person responsible for the delivery of this transmittal to the intended recipient(s), you are hereby notified that any unauthorized distribution or copying of this transmittal is prohibited. If you have received this transmittal in error, please notify me immediately at 978 463 7700.

Please consider the environment before printing this email. 

| Approved by BOS 2-8-11

**Board of Selectmen
Town of Maynard, Massachusetts**

Formatted: Left: 1", Right: 1"



Alcoholic Beverage Licensing Regulations

| Final 2-8-11

Purpose

The purpose of these Regulations is to set forth the expectations of the citizens of Maynard as to the conduct of the Town's liquor license holders.

1.0 Authority

These Regulations are promulgated under the authority granted to the Board of Selectmen of the Town of Maynard, acting as the Local Licensing Authority ("**LLA**"), by Massachusetts General Laws ("**M.G.L.**") c. 138 and all amendments thereto. Such Regulations shall supplement any statutory requirements and the rules and regulations of the Alcoholic Beverage Control Commission ("**ABCC**").

2.0 Definitions

The following words and phrases, whenever used in these Regulations, shall be construed as defined in this section:

Alcoholic Beverage: any liquid intended for human consumption as a beverage and containing at least one-half (1/2) of one percent (1%) of alcohol by volume at sixty-degrees Fahrenheit (60° F). For the purpose of this Regulation the following are included Alcoholic Beverages:

- a. Malt Beverages: All Alcoholic Beverages manufactured or produced by the process of brewing or fermentation of malt, with or without cereal grains or fermented sugars or hops, and containing not more than twelve percent (12%) of alcohol by weight at sixty-degrees Fahrenheit (60° F).
- b. Wines: All fermented alcohol beverages made from fruit, flowers, herbs or vegetables and containing not more than twenty-four percent (24%) of alcohol by volume at sixty-degrees Fahrenheit (60° F) (except cider containing not more than three percent (3%)) or containing more than six percent (6%) of alcohol by weight at sixty-degrees Fahrenheit (60° F).

Dormant License: a license held by a "Licensee" that ceases to conduct the licensed business.

Employee: a person who has been hired by the Licensee and/or Manager of a licensed Premise to work under an express or implied contract for hire, under which the Licensee and/or Manager has the right to control the details of the work performed.

License: a revocable privilege granted by the Licensing Authority.

- A. Section 12 (On-Premises) Licenses under G.L. c. 138:
 1. Club License: issued to a non-profit corporation or association for sales of Alcoholic Beverages to members and guests of the members and subject to these Regulations.
 2. Cordials and Liqueurs Permit: The Licensing Authority may grant a Cordials and Liqueurs Permit to any common victualler who holds a wine and malt beverages license (that is, only a holder of a Restaurant or Hotel type license and in certain instances a Tavern license).
 3. Farmer-Brewer Pouring Permits/Farmer Winery Pouring Permits: These two types of specialized "pouring permits" may be granted by the ABCC. A Farmer-Brewer Pouring Permit may be granted to the holder of a Farmer-Brewer license

(issued by the ABCC). A Farmer Wine Pouring Permit may be granted to a holder of a Farmer-Winery license (issued by the ABCC). Both pouring permits allow only produce made by the farmers to be poured and sold.

4. General On Premise License: authorizes the sale of Alcoholic Beverages without food.
 5. Hotel License: issued to an establishment that is licensed as an innholder and has the equipment and has the capacity for serving food. A hotel Licensee that sells food must first be issued a Common Victualler license under the provisions on M.G.L. chapter 140. In addition a hotel Licensee that rents rooms to the public must also be issued an Innholder's license under provisions of M.G.L. chapter 140.
 6. Restaurant License: authorizes the sale of Alcoholic Beverages by an establishment licensed as a common victualler that has the equipment and capacity for serving food. A Restaurant Licensee that sells food must first be issued a Common Victualler license under the provisions on M.G.L. chapter 140.
 7. Seasonal Section 12 (on premise) License: issued effective from April 1 to January 15 or any portion thereof and to the number that the ABCC deems to be in the public interest. Franklin and Berkshire counties may issue winter seasonal licenses and estimate before October 15 the temporary increased resident population as of the following February 10. Such licenses are effective from December 1 to April 1.
 8. Tavern License: issued to an establishment where Alcoholic Beverages may be sold, and must be served to and drunk by patrons in plain view of other patrons, all entrances to which shall open directly from a public way. A Tavern Licensee may sell Alcoholic Beverages with or without food. A Tavern Licensee **MAY NOT** sell Alcoholic Beverages on Sundays.
 9. War Veterans Club (see Club License): The LLA may grant a license, outside the quota system, subject to ABCC approval, to any corporation whose members are war veterans which owns, hires or leases a building, or space in a building, for the use and accommodation of a post of any war veterans' organization incorporated by the Congress of the United States, to sell to members of that post only, and, subject to local licensing authorities, to guests introduced by such members and to no others.
- B. Section 14 (Special) Licenses under G.L. c. 138.
Such Special Licenses (commonly referred to as "One Day Licenses") shall not be issued to any person(s); association, partnership or corporation already issued or in the process or being issued a license to sell Alcoholic Beverages as approved by the LLA. Special Licenses cannot cover any portion of currently licensed premises.
- 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.

4.0 Availability to Regulations

- 4.1 All Licensees shall ensure that a copy of these Regulations are kept on the premises at all times and is available for inspection upon request by a member of the public or an agent of the LLA. A copy of these Regulations must be kept in the office of the Manager and/or at the main cash register on the premises.

4.2 The Licensee is responsible for ensuring that all employees who work in the public areas of the premises review and are familiar with these Regulations and are able to and comply with them, as well all other applicable rules and laws pertaining to the sale of alcoholic beverages.

5.0 Posting and Signs

5.1 Licenses shall be posted in a conspicuous place easily seen by the public where they can be read without difficulty and without the assistance of employees at the premises.

5.2 All other licenses, permits, and certificates affecting the Licensed premises shall be posted conspicuously; provided, however, that no such document shall be posted in such a way as to cover over any part of the License issued by the LLA.

5.3 No dress code or preferred customer program or cover charge or other admissions policy shall be put into effect at the premises except upon proper posting pursuant to Section 6.0 (Admission to the Premises).

6.0 Admission to the Premises

6.1 No Licensee shall permit any rule, policy, or action, express or implied, which makes any distinction, discrimination, or restriction on account of race, color, religious creed, national origin, sex, sexual orientation, or ancestry, physical or mental disability, relative to the admission or treatment of persons from the general public or employees at the Licensed Premises; provided, however, that Premises licensed pursuant to M.G.L. c. 138, §12, may make rules regulating the admission of minors to the Premises when such rules are not inconsistent with other rules and regulations stated herein; provided further that private club licensees shall not discriminate, as aforesaid, with regard to guests at the Licensed Premises or with regard to who may be invited to the premises as a guest.

6.2 No Licensee shall institute dress requirements of any kind except according to the following rules:

6.2.1. A sign shall be posted at the entrance to the Premises stating dress requirements or dress restrictions with specificity which may also include restrictions as to footwear. (Examples: "Jackets required," "Ties and jackets required," "Shirts with collars required, no sneakers").

6.2.2 No signs shall be posted which state that, "Proper dress required" or which otherwise announce a dress policy without stating specifically, item by item, what dress is required or what dress is prohibited.

6.3 No Licensee shall institute privileged entrance requirements of any kind except according to the following rules:

6.3.1. A Licensee may issue special passes.

- 6.3.2. The special passes shall state the calendar year on the face of the pass.
 - 6.3.3. The special pass shall not entitle the passholder to free drinks or to a discount on drinks.
 - 6.3.4. The Licensee shall keep a list of the names and addresses of all passholders and must have such list available if requested by the Licensing Authority.
 - 6.3.5. The Licensee is responsible for ensuring that persons are picked to be passholders on a rational basis and not on any basis that is discriminatory in violation of law or these regulations.
- 6.4** No Licensee shall require any person to pay a minimum charge or cover charge unless a sign is conspicuously posted at every entrance to any dining room or rooms where such charge is required, in letters no less than one inch in height, stating that a minimum charge or cover charge shall be charged and also stating the amount of charge; provided, however, that no such Licensee shall require a person under thirteen years of age to pay a minimum charge or cover charge. Such cover charge shall not be collected in advance of gaining entrance to the Licensed Premises, and can only be charged upon a written or printed receipt, permanently recorded and numbered seriatim, presented to each individual Patron or group of Patrons. Records of such receipts shall be kept by the Licensee for a period not less than two years. Cover charge shall mean all admission fees or admission charges. Such charges must also be posted on the outside of the Licensed Premises. Nothing in this regulation shall be construed to prohibit advance ticket sales.
- 6.5** No minimum charge for the purpose of Alcoholic Beverages or minimum Alcoholic Beverage drinking requirement shall be imposed upon any Patron of a M.G.L. c.138, §12 Licensee.
- 6.6** A Licensee who charges a minimum charge for the purchase of food and/or non-Alcoholic Beverages shall include a specific statement in a posting stating that there is no minimum charge for Alcoholic Beverages. Such minimum charge for food and/or non-Alcoholic Beverages shall not be collected in advance of gaining entrance to the Premises. No Licensee shall impose a minimum charge for food and/or non-Alcoholic Beverages upon any Patron who incurs charges for Alcoholic Beverages equal to or greater than the posted minimum charge for food and/or non-Alcoholic Beverages.
- 6.7** Licensees shall refuse entrance to the Premises to a person who appears to be intoxicated or unruly; and shall evict such a Patron, except that in such a case the Licensee should call the police and should offer assistance to an intoxicated person when possible.

- 6.8** Licensees shall not permit entrance to the Premises by more persons than the maximum occupancy limit established by the Building Commissioner.
- 6.9** Licensees who permit persons to wait in line for a table or a seat or for entrance to the Premises shall obey the following rules:
- 6.9.1. Persons who wait inside the Premises shall be kept in an orderly line and must not be permitted to block fire aisles or exits. The number of such persons waiting inside the Premises shall not exceed the number of persons allowed as standees.
- 6.9.2. Persons who are permitted to wait in line outside the Premises shall be monitored by an employee of the Licensed Premises. Such employee shall announce no further admissions to the Premises if persons in the line are being loud or disorderly or if the line is blocking the sidewalk or is of a size that could reasonably be expected to cause noise or other problems for residents of the area or for passersby. To the extent that lines in front of a Licensed Premises become the subject of public complaints the Licensee shall have been deemed to be inviting a public nuisance and shall be subject to disciplinary proceedings for same. It is recommended that Licensees in residential areas discourage lines of more than ten persons.
- 6.10** Licensees shall not lock the front door of the Premises until the last Patron has exited from the Premises.
- 6.11** Licensees shall not allow any Patron or any guest or any employee who is not working that shift to enter the Premises after the closing hour posted on the License or prior to the opening hour posted on the License.

7.0 Hours of Operation

- 7.1** The hours of operation shall be restricted to those set by the LLA and stated on the face of the License. No Patrons shall be on the Premises before the official opening hours or fifteen minutes after the official closing hours. This section does not apply to holders of an Innkeeper's License. Patrons must leave the Premises at the closing hour listed on the License. There shall be no additional drink consumption time.
- 7.2** The rules for employees of On Premises License after closing hours are as follows: employees must be off the Premises no later than sixty (60) minutes after the "Official Closing Hour," provided however, that such employees or other hired personnel may be on the Premises at any time for the purpose of cleaning, making emergency repairs, providing security for the Premises, or preparing food for the next day's business or opening or closing the business in an orderly manner.

7.3 Licensees shall ensure that Patrons leave the Premises in an orderly manner. Licensees who have a clientele that regularly fails to leave the area in a quiet and orderly manner should hire security personnel to police the leave-taking of the Patrons at closing time.

7.4 Upon the closing hour, all outside signs or lights of the Licensed Premises must be extinguished and all Alcoholic Beverages must be removed from tables, booths, bars or other surfaces, all glasses are to be emptied and all Alcoholic Beverage containers are to be secured

7.5 Unless otherwise set forth on the License, hours of operation shall be as follows:

On- Premise License Holders:

Weekdays 8:00 AM – 1:00 AM; Sundays 10:00 AM – 1:00 AM.

Off Premise License Holders:

Weekdays 8:00 AM – 11:00 PM; Sunday 12:00 noon 9:00 PM

8.0 Physical Premises

8.1 The Licensed Premises shall conform to the floor plan approved by the LLA with regard to the structures and the walls at the Premises. Any changes to the floor plan or any renovations of any kind shall not be made without notification to and the approval of the LLA.

8.2 All Premises covered by the License shall be kept in a clean and sanitary condition.

8.3 No outside area shall be used as a gathering place for Patrons unless approved by the LLA.

8.4 The Premises shall be lighted in all public areas in a manner sufficient for the safety of the Patrons and in a manner sufficient for the agents of the LLA to make observations at the Premises without the need to identify them or the need to seek assistance.

8.5 The capacity set for the Premises by the Building Commissioner shall be the maximum potential capacity for the Premises.

8.6 Licensees shall not invite the members of the public to private areas of the Premises, which are approved by the LLA for storage or for an office or for a kitchen or for a music or video projection room or for any similar non-public use. Only owners, employees, and vendors who service the Licensed Premises shall be in these areas.

8.7 No advertising matter, screen, curtain or other obstruction which in the opinion of the LLA, the Liquor Officer, or their Agents, prevents a clear view of the interior

of the Premises shall be maintained in or on any window or door thereof after the LLA has ordered the removal of such obstruction.

8.8 The interior of the Premises shall be sufficiently lighted at all times and all exits shall be properly designated by lighted signs, "Exit" as same may be mandated by the Building Commissioner or by the Fire Department.

8.9 The premises shall be available for inspection by the LLA or any of its designees, with or without notice, to ensure compliance with these Rules and Regulations, as well as all other laws and/or regulations pertaining to the sale of alcoholic beverages.

9.0 Business Arrangements of Licensees

9.1 No person or entity shall obtain or renew a License unless the applicant for such License or for renewal of such License can demonstrate proof of a legal right to the Licensed Premises for the term of the License. Such proof shall include ownership papers or a tenancy document or a management contract; provided, however, that all parties to such ownership or leasehold interest or management contract shall be known to the LLA and the terms of such agreements or contracts shall be made known to the LLA.

9.2 No Licensee shall hire any employee or contract for goods or services in any name other than that of the Licensee, nor shall the Licensee pay for any such employment, goods, or services by any means other than its own cash or bank accounts in its own name. Cash transactions shall be recorded in a manner suitable for review by the LLA. Such records shall be kept for a period of three years.

9.3 Any Licensee intending to close its place of business shall notify the LLA in writing before such closing and state the reason for such closing.

9.4 Any change in ownership or management must be approved by the LLA.

10.0 Alcoholic Beverages Sales and Laws

10.1 No Alcoholic Beverages shall be sold for less than the actual cost of the beverage to the Licensee. An admission charge shall not be credited towards the purchase price of any Alcoholic Beverage.

10.2 All Licensees shall maintain a schedule of the prices charged for all drinks to be served and consumed on the Licensed Premises or in any room or part thereof. Such prices shall be effective for not less than one calendar week.

10.3 No Licensee or employee or agent or a Licensee shall:

- 10.3.1. Offer or deliver any free drinks to any Patron or group of Patrons;
- 10.3.2 Deliver more than two drinks to one Patron at one time;
- 10.3.3 sell, offer to sell or deliver to any Patron or group of Patrons any drinks at a price less than the price regularly charged for such drinks during the same calendar week, except at private functions not open to the general public;
- 10.3.4 sell, offer to sell, or deliver to any Patron an unlimited number of drinks during a set period of time for a fixed price, except at private functions not open to the general public;
- 10.3.5 sell, offer to sell or deliver drinks to any Patron or group of Patrons on any one day at prices less than those charged the general public on that day, except at private functions not open to the public;
- 10.3.6 Sell, offer to sell or deliver malt beverages or mixed drinks by the pitcher except to two or more Patrons at any one time;
- 10.3.7 Increase the volume of Alcoholic Beverages contained in a drink without increasing proportionately the price regularly charged for such drink during the same calendar week;
- 10.3.8 Encourage or permit, on the Licensed Premises, any game or contest which involves drinking or the awarding of drinks as prizes;
- 10.3.9 Advertise or promote in any way, whether within or without the Licensed Premises, any of the practices prohibited under this section.
- 10.4** Nothing contained in the preceding section shall be construed to prohibit Licensees from offering free food or entertainment at any time; or to prohibit Licensees from including a drink as part of a meal package; or to prohibit the sale or delivery of wine by the bottle or carafe when sold with meals or to more than one Patrons; or to prohibit those licensed under M.G.L. c.138, §15, from offering free wine tasting; or to prohibit those licensed under M.G.L. c.138, §12, from offering room services to registered guests.
- 10.5** Licensees shall not permit Alcoholic Beverages to be brought on the Licensed Premises by Patrons or employees.
- 10.6** Licensees shall be responsible for ensuring that minors are not served Alcoholic Beverages and are not drinking Alcoholic Beverages on the Licensed Premises, whether served to them by an employee or handed to them by another Patron. Licensees who do not have the ability to keep track of the drinking activity of minors at the Premises shall exclude minors from coming onto the Premises in

order to meet the burden of ensuring that there is no underage drinking at the Premises. Licensees who choose to permit minors on the Premises, whether pursuant to an "I.D. bracelet" program or otherwise, shall be accountable if minors are found to be drinking Alcoholic Beverages on the Premises, whether or not the Licensing Authority's agents are able to prove that the Licensee actually served the drink directly to the minor. Sufficient security personnel shall be employed to monitor the Premises to ensure that Patrons do not pass Alcoholic Beverages to minors.

- 10.7 Any establishment licensed to sell Alcoholic Beverages to be drunk on the Premises shall post a copy of the penalties for driving under the influence set forth in M.G.L. c.90, §24. Establishments licensed to sell Alcoholic Beverages not to be drunk on the Premises shall post a copy of the penalties for operating a motor vehicle while drinking from an open container. Said copies shall be posted conspicuously in said establishments. Said copies are available from the ABCC.
- 10.8 Food service shall be available in all areas of the Licensed Premises where Alcoholic Beverages are served, this to include dining areas and lounge areas. This does not include any area approved as a waiting area by the LLA.
- 10.9 A Restaurant License or a Hotel License allows the holder of a restaurant or hotel license to sell and serve liquor solely for consumption on the Premises of an establishment. All Licensees will comply with M.G.L. c.138, §12A. A restaurant Licensee must maintain complete restaurant services continually during the hours of selling and serving of liquor, until at least 9:00 p.m. daily, if any spirituous liquor is to be sold and served up to 1:00 a.m.

11.0 Environs of Licensed Premises

- 11.1 It shall be the obligation of Licensees to ensure that a high degree of supervision is exercised over the conduct of the Licensed Premises at all times. Each Licensee shall be accountable for all violations that are related to the Licensed Premises to determine whether or not the Licensee acted properly in the given circumstances.
- 11.2 No Licensee may have upon the Premises any automatic amusement machine unless same has been approved and separately licensed by the Town. Types of machines and location of machines upon the Premises must be approved by the Town. The Licensee must make application, not the distributor.
- 11.3 Licensees shall act reasonably and diligently to disperse loiterers or Patrons who attempt to congregate in front of or at the Licensed Premises. Failure of the Licensee to keep persons from congregating at the Licensed Premises may lead to disciplinary action against the Licensee for allowing a public nuisance. Action to be taken by the Licensee shall include: (1) maintaining the front door in a closed position; (2) asking loiterers to disperse; (3) promptly notifying the police if loiterers refuse to disperse; (4) hiring a security guard or stationing a security

employee at the front door to disperse loiterers; (5) refusing to allow Patrons to walk in and out of the Premises at short intervals; (6) maintaining order in lines of Patrons waiting outside to get in; (7) announcing that no further Patrons will be allowed into the Premises if lines become too long or disorderly or loud.

- 11.4 Licensees shall take such steps as are necessary to ensure that Patrons or employees do not leave the Premises with Alcoholic Beverages. Such steps shall include having an employee stationed at the door to watch Patrons as they leave. When Patrons are observed leaving the Premises with bottles, cans, cups or glasses filled with liquids that smell like Alcoholic Beverages to the LLA agents, it shall be presumed that the vessels contain Alcoholic Beverages.
- 11.5 The licensee shall not permit any disorder, disturbance or illegality of any kind to take place on the licensed premises.
- 11.6 When any noise, disturbance, misconduct, disorder, act or activity occurs in the Licensed Premises, or in the area in front of or adjacent to the Licensed Premises, or in any parking lot provided by the Licensee for the use of its Patrons, which in the judgment of the LLA adversely affects the protection, health, welfare, safety or repose of the residents of the area in which the Licensed Premises are located, or results in the Licensed Premises becoming the focal point for police attention, the Licensee shall be held in violation of the License and subject to proceedings for suspension, revocation or modification of the License.

12.0 Inspections and Investigations

- 12.1 The Licensed Premises shall be subject to inspection, with or without notice, by the members of the LLA, the Licensing Officer, and their duly authorized agents. Any hindrance or delay of such inspection caused by an employee of the Licensee shall be cause for action against the License. It shall be the responsibility of the Licensee to ensure that procedures are in place, be it posting a doorman or otherwise, to allow Police and authorized agents of the LLA immediate entrance into the premises at anytime employees are on the Premises. Any delay in providing such access shall be cause for action against the License.
- 12.2 Licensees shall maintain a current list of all of their employees and shall have it available at all times for inspection upon the request of an authorized agent of the LLA. Licensees who contract with entertainment entities to provide entertainers must maintain a current list of the names of such entertainers and said entertainers shall be held to the same rules as other employees at the Premises.
- 12.3 No device or electronic equipment shall be utilized at a Licensed Premises for the purpose of signaling employees that agents of the LLA are present.
- 12.4 All complaints and reports shall continue in force until they have been reviewed and disposed of by the LLA.

13.0 Standards of Conduct on the Premises

- 13.1** It is forbidden to permit any employee or person in or on the Licensed Premises to promise, offer, suggest, or accept sexual acts or favors in exchange for money or for the purchase of any Alcoholic Beverages or other commodities.
- 13.2** It is forbidden to encourage or permit any person in or on the Licensed Premises to touch, caress, or fondle the breasts, buttocks or genitals of any other person.
- 13.3** No Alcoholic Beverages shall be sold to Minors. No service of alcoholic, wine/malt beverages shall be made to Minors.
- 13.4** No Manager or employee shall consume any Alcoholic Beverages while on the Licensed Premises while on duty or after the official closing hour except for the purpose of sampling new products from vendors.

14.0 Illegal Activity on the Licensed Premises

- 14.1** Licensees shall make all reasonable and diligent efforts to ensure that illegal activities do not occur at the Licensed Premises. Such efforts shall include:
 - 14.1.1** Frequent monitoring of restrooms and other nonpublic areas of the Premises for signs of drug activity or other illegalities;
 - 14.1.2** Paying attention to activities on the Premises of known drug users or drug dealers or prostitutes or others who are known to have been convicted of crimes which may be conducted at a Licensed Premises;
 - 14.1.3** Monitoring of activities of Patrons who talk about weapons or who appear to be hiding a weapon;
 - 14.1.4** Calling for police assistance as necessary to protect Patrons against injury or to evict unruly Patrons or to uncover unlawful conduct or to give medical assistance and providing police with requested information; and
 - 14.1.5** Hiring security personnel to deal with chronic unlawful activity at the Premises such as prostitution or gambling or larceny from Patrons or assaults and batteries or other problems associated with the Premises.
- 14.2** There shall be no disorder, prostitution, illegal gambling, illegal drug use or sales or possession, or other illegal activity on the Licensed Premises or any Premises connected therewith by an interior communication.
- 14.3** In the event that the Licensee and/or employees have reason to believe that any illegal activity is taking place on the Premises, the Maynard Police must be notified.

15.0 Injuries to Persons at the Premises

- 15.1 Licensees shall instruct their employees and security personnel that they are not to make bodily contact with a Patron unless to protect other Patrons or themselves from being subjected to body blows from an unruly Patron. In all other circumstances employees and security personnel are to call the police to have Patrons removed from the Premises when such Patrons are being disruptive and they are unable to convince the Patron to leave the Premises voluntarily.
- 15.2 Licensees shall call the police and an ambulance and take all other reasonable steps to assist Patrons or persons who are injured in or on the Licensed Premises or whose injuries have occurred outside the Premises but have been brought to the attention of the Licensee.

16.0 Duty to File Report

In all instances where the Police are called to the Licensed Premises, regardless of the extent or severity of any incident involving people in or on the Premises, the Licensee or Manager must submit to the Police and the Clerk of the LLA within twenty-four (24) hours of such occurrence, a complete and accurate written report of the incident. Such report must be on a form provided by the LLA and will advise them of all pertinent facts including, but not limited to:

- a. Parties involved, by name;
- b. Date and time of the incident;
- c. Action taken by the Licensee or Manager;
- d. Description of the incident including damages and any injuries; and
- e. Name of Manager responsible for the Premises at the time of the incident along with any other employees present at the time of the incident

17.0 Revocation, Suspension, and Modification

Any License issued pursuant to M.G.L. c.138 may be modified, suspended, or revoked for any of the following causes:

- 17.1 Violation by the Licensee of any provision of the relevant General Laws of the Commonwealth, of the rules and regulations of the ABCC or of these Regulations of the LLA.
- 17.2 Fraud, misrepresentation, false material statement, concealment or suppression of facts by the Licensee in connection with an application for a License or permit or for renewal thereof or in connection with an application for the removal of the Licensed Premises or the alteration of the Premises or in connection with any other petition affecting the rights of the Licensee or in any interview or hearing held by the LLA in connection with such petition, request, or application affecting the rights of the Licensee;
- 17.3 Failure to operate the Premises covered by the License without prior approval of the LLA;

- 17.4 Failure or refusal of the Licensee to furnish or disclose any information required by any provision of the MGL or by any rule or regulation of the ABCC or these Regulations of the LLA;
- 17.5 Licensees shall not give or offer any money or any article of value or pay for or reimburse or forgive the debt for services provided to any employee or agent of the LLA either as a gratuity or for any service;
- 17.6 Licensees may not fail to comply with any condition, stipulation or agreement upon which any License was issued or renewed by the Licensing Authority or upon which any application or petition relating to the Premises was granted by the LLA. It shall be the duty of the Licensee to ensure that all appropriate personnel at the Licensed Premises are familiar with these Regulations of the LLA and with any conditions on the License.
- 17.7 A License may be suspended or modified or revoked for the refusal by any Licensee and, if a corporation, by a Manager, officer, or director thereof to appear at an inquiry or hearing held by the LLA with respect to any application or matter bearing upon the conduct of the licensed business or bearing upon the character and fitness of such person to continue to hold a License.
- 17.8 Licensees shall properly serve suspension and modification orders.
- 17.9 A License may be suspended or modified or revoked for ceasing to conduct the licensed business, that is any License holder who closes or stops doing business (Dormant License). Licensees who suspend or cease operation must notify the LLA within ten (10) days with a schedule in writing for reopening to be approved by the LLA. The schedule submitted by the Licensee, must include a date certain for the reopening of the business.

18.0 Disciplinary Guidelines

- 18.1 Licensees in violation of the applicable laws of the Commonwealth, rules and regulations of the ABCC and/or these Regulations may be subject to discipline. The nature and extent of the discipline shall be based on the severity of the violation, but may vary from a verbal or written warning to revocation of the license. ~~the following range of discipline:~~
 - a. ~~First offense: warning to seven day suspension.~~
 - b. ~~Second offense: warning to thirty day suspension.~~
 - c. ~~Third offense: warning to revocation.~~
- 18.2 ~~Only offenses which have occurred within the two (2) years preceding the date of violation shall be used in calculating the number of offenses for purposes of the sentencing guidelines.~~

Formatted: Indent: Left: 0.5", Hanging: 0.5"

18.3 The disciplinary guidelines are only a guide. The LLA may use its discretion in determining whether the facts surrounding a violation warrant a penalty, which is more lenient or severe than that suggested by the guidelines.

18.4 The sentencing guidelines shall not be construed to limit the LLA ability to consider alternative dispositions, or further conditions on a License or even alternate penalties (e.g. roll back of operating hours).

19.0 Service of Suspension Orders

19.1 When the LLA suspends the License or Licenses of any Licensee, it shall provide the Licensee with an order of suspension for public display that must contain the words, "No alcohol served per order of the Maynard Board of Selectmen." Such order shall be publicly displayed by the Licensee in the following manner. If there is a door opening from the street into the Licensed Premises and a window facing the street upon which such door opens, such order shall be displayed in such window so that it may readily be seen from the street. If the Licensed Premises are otherwise located, such order shall be affixed to the door of the entrance to the Premises and displayed in such a way that it may be readily seen from the street.

19.2 Suspension orders of the LLA, as above, shall remain affixed throughout the entire period of suspension. The removal, covering, defacement, or obliteration of the order of suspension or the failure to maintain the order of suspension in the manner and place required prior to the expiration of the suspension period shall be deemed the act of the Licensee and shall be cause for further suspension, modification or revocation of the license.

19.3 Suspension periods shall not be used as a time to do renovations at the Licensed Premises unless such renovations have previously been approved by the LLA.

20.0 Permission to Close Premises Required

20.1 Any Licensee intending to close a place of business, whether on a temporary or permanent basis, must notify the LLA in writing before such closing stating the reason and length of such closing and obtain approval. Failure to provide such notice may result in the suspension or revocation of the License.

20.2 The restriction in Section 20.1 shall not apply to a closing due to an act of God, natural disaster, illness or some other business problem for which request had been made to the LLA and approval granted.

21.0 Bankruptcy and Court Proceeding

The Licensee shall immediately notify, in writing, the LLA of any proceedings brought by or against the Licensee under the bankruptcy laws or of any other court proceedings, which may affect the status of the License.

22.0 Management

- 22.1** Each corporate Licensee must appoint a Manager by a properly authorized and executed delegation.
- 22.2** The Manager of the Licensed Premises must engage in the actual management of the Licensed Premises as his/her main occupation and must be present on the Licensed Premises for not less than 30 hours per week during the hours when Alcoholic beverages are sold or served.
- 22.3** The responsibilities of every License holder and any Manager shall be as follows:
 - 22.3.1** To obey all statutes of the Commonwealth, rules and regulations of the ABCC, and these Regulations;
 - 22.3.2** To promptly notify the police of any disturbances or illegal activity on the licenses Premises of which he becomes aware;
 - 22.3.3** As to corporate Licensees, to sign the annual application for renewal of License, unless unavailable; and
 - 22.3.4** To cooperate with authorized agents of the LLA, including but not necessarily limited to, any police officer, in their investigation or inspection of the licenses Premises.
- 22.4** Any such notice sent to the Manager as named in the records of the LLA or the owner at the address of the Licensed Premises shall constitute valid legal notice to the Licensee.
- 22.5** The Licensee shall not transfer the license, change Managers, change corporate officers, sell or transfer corporate stock, pledge corporate stock or liquor license as security, or accept a loan or credit from another Licensee, without first obtaining the approval of the LLA. No person may have a direct or indirect beneficial interest in a License without first obtaining the approval of the LLA.
- 22.6** Neither the Licensed Premises nor the sale of Alcoholic Beverages may be under the temporary management or control of any person who, in the judgment and discretion of the LLA, is unable or unwilling to exert the control necessary to maintain the Licensed Premises in a safe, sanitary and orderly manner.

23.0 Service Training

- 23.1** An employee training program on the proper procedures for verifying that Patrons are at least 21 years of age and not intoxicated shall be provided by the Licensee.

A written description of such program, along with a written policy outlining the employees' responsibilities and the disciplinary measures which will be taken against any employee for violating said policy, shall be provided to the LLA as part of the original or renewal application materials and maintained on the Premises at all times.

- 23.2 A signed certification of each employee who handles alcohol, indicating that the employee has received the described training and has reviewed and understands the written policy describing his or her responsibilities and the disciplinary action which will be taken for violations, shall be maintained on the Premises at all times. Copies of all such documents and certifications shall be provided to the LLA at application or and annual renewal, and available on the Premises to the LLA or any authorized agent thereof, upon demand.
- 23.3 Each new employee who handles alcohol shall obtain server training within sixty (60) days of commencing employment.
- 23.4 Upon a finding by the LLA of a violation of the laws or regulations concerning service of alcohol to a minor or intoxicated person, the employees involved in the violation who continues to be employed by the Licensee shall be retrained forthwith and receive a new server training certification.
- 23.5 The training and certification referenced in Section 23.0 shall be pursuant to a training program approved by the LLA (e.g. TIPS or equivalent).

24.0 Complaints

- 24.1 The LLA shall investigate complaints received about any practices or acts that may violate any provision of these Regulations.
- 24.2 If the LLA finds that an investigation is not required because the alleged act or practice is not in violation of these Regulations, the LLA shall notify the complainant of such finding and the reasons upon which it is based.
- 24.3 If the LLA finds that an investigation is warranted, the LLA shall investigate and if the LLA finds that there has been a violation of these Regulations, then the LLA shall be authorized to take such action and institute such proceedings as are provided by law and these Regulations.
- 24.4 The licensee shall cooperate with any investigation conducted by the LLA including, but not limited to, providing the LLA with any written or other materials that it requests, ensuring employees are available for interviews, and responding to any other requests for information from the LLA in a timely manner.

25.0 Fees

- 25.1 Application and License Fees shall be established by the LLA.

26.0 Severability

If any provision, clause, sentence or paragraph of these Regulations or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the provisions of these Regulations that can be given effect without the invalid provision, clause, sentence, or paragraph, and to this end the provisions are declared to be severable.

Formatted: Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street Boston, MA, 02114

Contact Us
617-727-3040

Home Licensing Division Enforcement Division Download Forms FAQ's

Local Licensing Authority

ALCOHOLIC BEVERAGES LICENSE GENERAL INFORMATION



Alcoholic beverages retail licenses are distinguished by where a patron may consume the beverages purchased, i.e. off the premises or on the premises. Off-premises licenses include package stores, convenience stores and supermarkets. There are 5 types of on-premises alcoholic beverages licenses: restaurants, clubs (or veterans club), hotels, taverns, and general on premises. Please [click here for Retail Renewals 2014](#).

Retail alcoholic beverages licenses fall into five categories: all alcoholic beverages licenses, wine and malt beverages licenses, wine beverages licenses, malt beverage licenses, and wine and malt with cordials and liqueurs beverages licenses. These licenses may be issued seasonally or annually.

Licensing Procedure Quota System Fire Safety Cert. Transportation Delivery Permit Pouring Permits

Quota System

The Massachusetts Liquor Control Act places a quota or limit on the number of alcoholic beverages licenses a city or town can issue. The quota is based on the population of the community as determined by the most recent federal census.

On-Premises License (M.G.L. c. 138, §12)

Each city or town may grant one on-premises all alcoholic license for each unit of 1,000 persons (or fraction thereof) with a minimum of 14. An additional all-alcoholic beverages license may be granted for each population unit of 10,000 (or fraction thereof) over the first 25,000. One wine and malt license may be granted for each unit of 5,000 persons (or fraction thereof) with a minimum of 5.

Veteran's Club License

The local licensing authority may grant an all-alcoholic beverages license, outside the quota system, subject to ABCC approval, to any corporation whose members are war veterans which owns, hires or leases a building, or space in a building, for the use and accommodation of a post of any war veterans' organization incorporated by the Congress of the United States, to sell to members of that post only, and, subject to local licensing authorities, to guests introduced by such members and to no others.

Off-Premises (M.G.L. c. 138, §15)

Each city or town may issue one off-premises (Section 15) all-alcoholic beverages license for each unit of 5,000 persons (or fraction thereof) with a minimum of 2. One wine and malt license may be granted for each unit of 5,000 persons (or fraction thereof) with a minimum of 5.

Seasonal Licenses

The LLA may issue as many seasonal on-premises alcoholic beverages licenses as it deems to be in the public interest that are effective April 1st to January 15th or any portion thereof.

The LLA may issue a limited number of seasonal off-premises alcoholic beverages licenses based on an estimate of the temporary increase in resident population for the upcoming season as of July 10th. The LLA must set the estimate before March 1st of the calendar year, at a special meeting described in detail by M.G.L. c. 138, §17. The LLA must submit the estimate to the Commission prior to April 1st.

The LLA may issue off-premises seasonal licenses based on that estimate at the rate of one license for each 5,000 persons (or fraction thereof) and can be issued effective April 1st to November 30th until January 15th, or any portion thereof, as set by the LLA. Franklin and Berkshire counties may issue winter seasonal licenses and estimate before October 15th the temporary increased resident population as of the following February 10th. Such licenses are effective from December 1st to April 1st.

ABCC [dropdown] Submit

Email & Bookmark | [More](#)

Local Licensing Authority Forms

- [Form 43](#)
- [Matrix for Retail Transactions](#)
- [Monetary Transmittal Form](#)
- [No Fee Monetary Transmittal Form](#)
- [Transmittal Form for Reconsideration of a Form 43](#)
- [Petition for Transfer of Ownership](#)
- [Petition for Change of License](#)
- [LLA Attests Re: Liquor Liability Insurance](#)
- [Affidavit of Notice to Abutters](#)
- [Citizenship & Residency Info](#)



Licensing Division
Contact Information
(617)-727-3040

Pat Krueger -
Licensing Program Coordinator II
Ext 718 - pkruieger@tre.state.ma.us
Deron Egbuche
Ext 723 - degbuche@tre.state.ma.us
Hurshel Langham
Ext 719 - hlangham@tre.state.ma.us
Jeanily Cruz
Ext 720 - jcruz@tre.state.ma.us
Daria Earl
Ext 721 - dearl@tre.state.ma.us