



AGENDA
Maynard Board of Selectmen Meeting
November 18, 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)

Call to order (7:00 pm)

Pledge of Allegiance

1. Public Comment

2. Acceptance of Minutes

- a) October 21, 2014
- b) November 5, 2014

3. Correspondence

- a) Fire Department monthly report, October 2014
- b) Police Department monthly report, October 2014
- c) Accountant monthly report, October 2014
- d) Council on Aging monthly report 2014
- e) Letter dated Nov. 2, 2014, Special employee, comments on Police Work
- f) Letter, DEP, dated 10/30/14 to John Anderson/Skylight Inc.
- g) Notice, ConsCom meeting 11/6/14, 11/18/14
- h) Notice, BOA meeting 11/10/14
- i) Notice, Cultural Council meeting, 11/12/14, 11/19/14
- j) Notice, meeting EDC 11/12/14
- k) Notice, PB, meeting 11/12/14
- l) Notice, Recreation meeting 11/13/14
- m) Notice, BOS Sub, Policy and Reg 11/20/14
- n) Letter from Comcast/Xfinity dated Nov. 6, 2014 Rate installation changes
- o) Notice, holiday Sip & Stroll 12/6/14

4. Consent Agenda

- a) Proclamations: 4 Eagle Scouts

5. Free Downtown Holiday Parking Discussion

6. Report on Cultural District Hearing

7. Discussion of Custodial Consolidation Working Group

AGENDA
Maynard Board of Selectmen's Meeting
November 18, 2014

- 8. Board & Committee BOS Liaison Assignments**
- 9. 7:30pm Public Hearing: FY2015 Tax Classification**
- 10. 129 Parker Ad-Hoc Committee Zoning Recommendations**
- 11. BOS FY15 Goals Interim Report Card**
- 12. BOS Hiring Process for Appointed Positions**
- 13. Cell Tower Lease Agreement**
- 14. FY16 Budget Update**
- 15. Economic Development updates**
- 16. Town Administrator Report**
- 17. Chairman's Report**
- 18. Old/New Business**
- 19. Adjournment (10:00)**

Respectfully submitted,



Kevin Sweet, Town Administrator

Next meeting date(s):

Regular Meeting – *December 2, 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, October 21, 2014
Room 201, Town Hall
Time: 7:00 pm**

Board of Selectmen

Present: Chair William Cranshaw, Selectman David Gavin, Selectman Jason Kreil, Town Administrator Kevin Sweet, Assistant Town Administrator Andrew Scribner-MacLean and Admin. Assistant Becky Mosca.

(This public meeting was recorded).

Pledge of Allegiance

Public Comments – none

Acceptance of Minutes of October 7, 2014 request to hold for more detail.

List of Correspondences (mail to the Selectmen's Office for October 21, 2014).

- a) Town Accountant, monthly report September 2014
- b) Library monthly report Sept 2014
- c) Council on Aging monthly report, Sept 2014
- d) Meeting notice, MCC/MRC, 10/9
- e) Meeting notice, PB, 10/14/14
- f) Meeting Notice, MCPC 10/15/14
- g) Meeting Notice, FC 10/20
- h) Meeting notice, CC on 10/21 and 11/6
- i) Notice, Xfinity, Municipal Emergency /Trouble Reporting Procedures
- j) Notice, Savoring Indian Cuisine requirements/update 10/13
- k) 495 / MetroWest Partnership
- l) ARRT, Inc., 10/9 Abutters notice, overview and introduction
- m) Notice, The Advisor, MBTA October 2014
- n) Notice from TA, K. Sweet regarding "Putting Permits Online, Building, Electrical Plumbing and Gas".
- o) Letter from Maynard Historical Commission, request to create a Re-Use Task Force for the Coolidge School.
- p) Notice to Nominate Outstanding Tree Wardens
- q) Minuteman Senior Services, dated Oct. 9, 2014

A motion was made by Selectman Cranshaw to accept and approve the list of correspondences a-q, as listed in the agenda. Second by Selectman Gavin. Vote 3-0. Motion approved.

Note Item O, will talk about the Maynard HC request in Old/New Business.

Consent agenda

- a) Special One-Day Event: Holiday Sip & Stroll, Dec 6, 2014 6pm – 8pm
- b) Veterans Day Parade: November 11, 2014 at 10:30 am, Form at Legion
- c) Proclamation: Boys & Girls Club Youth of the Year, Joey Westerman Nov. 13, 2014 6-9pm.

A motion was made by Selectman Gavin to accept and approve the consent agenda as shown. Second by Selectman Kreil. Vote 3-0. Motion approved.

Appointment Acceptance as corrected Board of Registrars:

A motion was made by Selectman Cranshaw to correct the motion for the appointment of Madeline Lukashuk, which was taken on October 7, 2014 to reflect that the actual expiration date of the term shall be June 30, 2015. Second by Selectman Gavin. Vote 3-0. Motion approved.

A motion was made by Selectman Cranshaw to correct the motion for the appointment of C. David Hull, which was taken on October 7, 2014 to reflect that the actual expiration date of the term shall be June 30, 2014. Second by Selectman Kreil. Vote 3-0. Motion approved.

A motion was made by Selectman Cranshaw to correct the motion for the appointment of Deborah Collins, which was taken on October 7, 2014 to reflect that the actual expiration date of the term shall be June 30, 2017. Second by Selectman Kreil. Vote 3-0. Motion approved.

A motion was made by Selectman Cranshaw to correct the motion for the appointment of Charles T. Shea, which was taken on October 7, 2014 to reflect that the actual expiration date of the term shall be June 30, 2017. Second by Selectman Gavin. Vote 3-0. Motion approved.

Appointment of Maynard Police Department Special Officers:

SPO, Daniel Gould, term, 6/30/16

SPO, Brittany Eager, term, 6/30/16

A motion was made by Selectman Cranshaw to appoint Daniel Gould and Brittany Eager as Special Police Officers with a term ending June 30, 2016. Second by Selectman Kreil. Vote 3-0. Motion approved.

Special Town Meeting: Motions and presentation of articles at STM 10/27/14

Board all set with motions and presentation.

7:15 pm Public Hearing: Liquor License transfer – El Huipil, Inc.

Notice is hereby given, in accordance with M.G.L., Chapter 138 as amended that a Public Hearing will be held on Tuesday, October 21, 2014 at 7:15 p.m. in the Michael J. Gianotis Meeting Room (No. 201) of the Maynard Town Building on the application of transfer of an All Alcohol as a Common Victualler License from Skylight LLC at 51 Waltham Street, Maynard, MA. To El Huipil Restaurant, Inc. at 51R Main Street Maynard MA.

A motion was made by Selectman Cranshaw to open the liquor license transfer hearing. Second by Selectman Gavin. Vote 3-0. Motion approved.

In attendance from Skylight, Seller, John Anderson. Attorney Paul Alphen for buyer and Sergio Lorenzo from El Huipil, Restaurant. Request from Attorney, Paul Alphen to approve the transfer of an all alcohol to client, Sergio Lorenzo at El Huipil for this transfer and purchase. Sergio commented to Board that his need for full service license to drink such as margarita's with his style of food.

A motion was made by Selectman Cranshaw to close the hearing at 7:28 pm. Second by Selectman Gavin. Vote 3-0. Motion approved.

A motion was made by Selectman Cranshaw to approve the application of transfer of an All Alcohol as a Common Victualler License from Skylight LLC at 51 Waltham Street, Maynard, MA. To El Huipil Restaurant, Inc. at 51R Main Street Maynard MA. Second by Selectman Kreil. Vote 3-0. Motion approved.

Representative Kate Hogan: Discussion and updates from last year

- Share with Maynard, the 495/MetroWest Suburban Edge Community Commission Language in the FY2015 budget to create and fund the Commission Understanding that the role Towns play is large given the focus of the Commission
- Energy – Electric costs
- Housing
- Veterans
- Gun Safety
- Safe Communities
- Liquor Licenses

Ratification of Collective Bargaining Agreement: AFSCME Local 93

Goals;

- Reduced step table total from 11 to 8 over three years control costs
- Sick leave buy back
- Removed Educational degrees for new hires. Development still in place for current employees and non – library employees.
- The 3- years average compensation increase is 2% per year.

A motion was made by Selectman Cranshaw to approve the agreement by and between the Town of Maynard, MA, and the American Federation of State, County and Municipal Employees, 93 Clerical local 1703 from July 1, 2014 to June 30, 2017. Second by Selectman Gavin. Vote 3-0. Motion approved.

8:00 Public Hearing: Liquor License transfer – J. Salamone Enterprises, Inc.

Notice is hereby given in accordance with M.G.L., Chapter 138 as amended that a Public hearing will be held on Tuesday, October 21, 2014 at 8:00 p.m. in the Michael J. Gianotis Meeting Room (No. 201) of the Maynard Town Building on the Application for Transfer of a Wine & Malt Package Store License from Russell's Convenience Store, Inc. to J. Salamone Enterprises, Inc., at 193 Main Street Maynard, MA.

A motion was made by Selectman Cranshaw to open the liquor license transfer hearing. Second by Selectman Gavin. Vote 3-0. Motion approved.

In attendance, Jamie and Sara Salamone request to transfer this license and now has all the documents to complete this transfer from his Dad, Russ Salamone.

A motion was made by Selectman Cranshaw to close the hearing at 8:03 pm. Second by Selectman Gavin. Vote 3-0. Motion approved.

A motion was made by Selectman Cranshaw to approve the application of transfer of a Wine & Malt Package Store license from Russell's Convenience Store Inc. to J. Salamone Enterprises Inc., at 193 Main Street Maynard MA. Second by Selectman Gavin. Vote 3-0. Motion approved.

Bill Nemser, Town Planner: Discussion and Updates**Recent activities;**

Presentation via power point from Bill Nemser

- Looking forward, Maynard's Future Land use patterns
- Maynard today, land area: 5.2 square miles, census, population, medium age, residential %, Commercial Industrial %, Open space / recreation / conservation 13%
- School enrollment
- National trends
- 1991-2006 master plan housing – overview housing – conversion to residential uses – Industrial uses – Commercial and Industrial uses – Central Business District – Fiscal Building a Beneficial Tax Base – Implementation Committee report
- Future Actions to consider, establish, determine, evaluate, update, reaffirm need for target

Complete Street Policy;

- BN, so far no action and no work done on this area.
- Does have a planning meeting set up with DPW, Chris Okafor and will work up some plans going forward with any work up and coming in area that make sense. BOS, BC wants some sidewalks redone

129 Parker Street Discussion

BC and TA had a letter drafted for the Mr. Angelo Catanzaro. BOS reviewed and agree to sign letter and send to party.

A motion was made by Selectman Gavin to accept and approve the letter rewritten to Mr. Angelo Catanzaro regarding development possibilities at the 129 Parker Street site.
Second by Selectman Kreil. Vote 3-0. **Motion approved**

Economic Development updates

TA, Kevin Sweet;

- Reached out to Savoring Indian Cuisine for plans and reopening, we do need a definitive date per Towns rules and regs. Date certain is required from licensee.
- Peyton's' license and date certain, draft a letter to licensee to say our plan at renewal time.
- EDC, meeting regular has plan for website and, school marketing. Group took a van drive to view all our gateways.
- New proposal to come from CTP soon. Let's hope its good news to be announced soon.
- Town Hall remodeling the main hallway

TA Report

- New employee in OMS, Debbie Bendall
- Retiree meeting today, for the change in Medex Plan. Over 60 retirees attended
- Cultural District meeting 11/12/14 scheduled at Town Hall room 101
- COA, ATA, Andrew went to conference; good resources will tape into services and connections. Add to next agenda.
- Shine counsel to start next week to work with seniors at Town Hall regarding benefits for those in need.
- 59 seniors attended a senior luncheon held at the Maynard Golf course.

Chair Report:

- Next BOS might be longer than the past – add executive session to get new members up to speed on items
- Follow up on Next Steps for Senior Tax Relief. Key steps and impact.
- Remind members , Tax Hearing on November 18, 2014, do any of you have questions or want to see
- Coolidge School Plan Let us plan to get everyone prepared for a Re-Use Committee for the Coolidge.

New/Old Business:

Selectman Cranshaw: no comments

Selectman Gavin: no comments

Selectman Kreil:

- Conservation Subdivisions workshop email was forwarded to Bill Nemser and Kevin Sweet

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

Time: 9:45 pm

Approved: _____

Date:

Jason Kreil

Selectman, Jason Kreil, Clerk

Initials: BJM



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**Selectmen's
Meeting Minutes
Wednesday, November 5, 2014
Room 201, Town Hall
Time: 7:00 pm**

Board of Selectmen

Present: Chair William Cranshaw, Selectman David Gavin, Selectman Jason Kreil, Selectman Chris DiSilva, Selectman Tim Egan, Town Administrator Kevin Sweet, Assistant Town Administrator Andrew Scribner-MacLean and Admin. Assistant Becky Mosca.

(This public meeting was recorded).

Pledge of Allegiance

Introduction of new Selectmen: Sel. Cranshaw welcomed Chris DiSilva and Tim Egan, both of whom were elected the previous day. They both spoke of their appreciation to the voters and their readiness to get to work.

Public Comments – Vic Tomyl resident welcomed new Selectmen. Commented that a contractor in town had a development agreement with town and not holding up to the agreement.

Acceptance of Minutes of October 7, 21 and 27th 2014

A motion was made by Selectman Gavin to accept and approve the minutes of October 7, 2014. Second by Selectman Kreil. Vote 5-0. Motion approved.

Hold minutes of October 21, 2014 for a couple more edits.

A motion was made by Selectman Gavin to accept and approve the minutes of October 27, 2014. Second by Selectman Kreil. Vote 5-0. Motion approved.

List of Correspondences (mail to the Selectmen's Office for November 5, 2014).

- a) Copy of letter dated 10/27/14 from Denise Walsh to Chris Okafor, DPW leak issue.
- b) Letter from PERAC RE: Appropriation for Fiscal Year 2016, \$1,954,700.00
- c) Letter from Maynard Rotary Club, 10/20/14, update on theme and schedule
- d) Legal Notice, BOS, Fiscal year 2015 Tax Classification hearing 11/18/14 at 7:30 pm
- e) Resignation, Elizabeth Milligan, Maynard Cultural Council, 10/25/14.

- f) Meeting Notice, CPC, 11/5/14
- g) Meeting notice, BOH, 10/28/14
- h) Chapter 90 Local Road funding survey, dated 10/20/14
- i) Notice, 10/17/14 Assabet Valley H.S. excess and deficiency calculation 10/17/14
- j) Kate's 2014 FALL E- newsletter
- k) Information, from MIIA wellness updates
- l) Maynard's Senior Scene, 10/2014

A motion was made by Selectman Cranshaw to accept the list of correspondences a-l as listed in the agenda. Second by Selectman Gavin. Vote 5-0. Motion approved.

Appointment with interviews

Council on Aging interview with Lee Acker, Lee commented he moved to Maynard last March and wanted to get involved with the town. He is retired and has the time and energy, and experience from past work with community service, exercise, and therapy dog program.

A motion was made by Selectman Cranshaw to accept and appoint Lee Acker to the Council on Aging with a term until June 30, 2015. Second by Selectman Kreil. Vote 5-0. Motion Approved.

Appointment of Maynard Police Officer

Police Officer Thomas Palmerino, a recent graduate of Western Massachusetts Police Academy 49th ROC. 11/17/14. Currently working at University of Massachusetts Medical School Worcester, MA. As Police Officer. Also working as Auxiliary Police Officer with Southbridge and Charlton MA.

A motion was made by Selectman Cranshaw to appoint Thomas Palmerino with a start date of December 1, 2014, with a term of indefinite. Second by Selectman Egan. Vote 5-0. Motion approved.

Chief DuBois requested we add the Notice for the Winter Parking Ban from December 1 until March 15, 2015

A motion was made by Selectman Cranshaw to accept and approve the Winter Parking Ban, December 1, 2014 thru March 15, 2015 roadways, sidewalks and Municipal Parking Lots – 2:00 am – 6:00 am). Second by Selectman Gavin. Vote 5-0. Motion approved.

COA Director Position to Full Time

ATA, Andrew Scribner-MacLean- Power point presentation.

- Maynard Council on Aging
- Current Facility, at 2 Clock Tower Place, Maynard
- Dark, hand-me-down, furniture
- Rest rooms are 100-200' away
- Maximum capacity about 50 people.
- * COA to move to the Maynard Golf Course (short term- couple of years)

- Bright open spaces
- Beautiful outdoor views
- New furniture and equipment
- Facilities in building
- Maximum capacity 120 people
- Next Steps
- Board is choosing furniture and features
- Cautious approach – easier to add than remove
- Re-using good items from CTP
- Avoiding permanent structural changes
- COA will also use other spaces, Town Library & School spaces
- Congregation church for drops-ins
- Boys & Girls club for exercise programs
- Concord Street Circle space
- Revenue Funds and facts FY15 & FY16 (expenses and budgets)

Andrew commented that these changes to the added programs for the COA would benefit the Town Seniors from the start and the cost to the budget would be justified with results.

A motion was made by Selectman Cranshaw to accept and approve a Council on Aging Director to a full time position. Second by Selectman Gavin. Vote 5-0. Motion approved.

Updates for new Selectmen

TA, Kevin Sweet commented on the following items:

- Staff at the Business Office, Coolidge moving to the Fowler School (8th grade wing) in January. Coolidge will be maintained until the spring from the school budget.
- Looking at the deeds for the area where the skate park (Crowe Park) to see if we can make a change for parking option. No issues with conservation for this area.
- Regional options opening up with Stow in talks for Joint maybe shared (COA/BOH)
- CPC articles in process for Town Hall main hall way, show case for Town's time capsule and our historical items. CPC – Rail Trail project, costs design. Easements, GPI/DOT it is moving for spring with fall of 2015 for build out.
- STM, article for Home Rule petition working the next steps
- GOLF course contract in the works
- Update on the current liquor licenses (change of hours for Sunday opens to 10:00 am)
- Paving projects on going.

Status of Past Meeting Articles

TA, Kevin Sweet presented the Board with spreadsheets showing balances of funds still available. Accounting is working with TA and Department Heads to get updates on going for the articles-projects to be complete.

Sel. Cranshaw asked if we could have added column to show the original amount requested. Accounting will add that column for all articles going forward.

FY16 Budget and Capital Planning Process

TA, Sweet indicated per Town Charter that his budget message is in process and is in the works as follows:

- Used, FY 15 budget message and will carry forward that into FY16. This information per the Charter will go out to all Staff on November 15, 2014.
- Look at COA budget, salary increase investment for Town.
- Completed (4) Union contracts with that we will now will have those increases to add at this budget season.
- At the next leadership meeting, Nov. 18, 2014 all department heads will be required to add their budgets into the software by Jan 2, 2015 Due Date for All budgets.
- Town Accountant and I met weekly to update all budget relative information as it changes.
- Contract factors – Salary increases.” Level Funded” Budget over outliers.
- Revenue should be in ok to cover this plan with budget.
- Revenue at 1.1 to 1.2% of new growth (3.1%) but it is early in the process.
- Continued growth to help met our Capital needs.
- Cost Centers will meet with TA and then pass information to Board. Budget meeting Feb. 14, 2015. Note it is the start of the school vacation week.
- Line item change, consolidation of cost center (Solar Park) town now has solid numbers to cut out those costs from budgets.
- Gavin questions, are we still talking to school about the custodians? TA, yes and we will need to work within the rights of the Union contract.

BOS Policy and Regulation Sub-Committee Assignments

Subcommittee had been previously established by the Board, but members had not yet been appointed. Members to serve for remainder of fiscal year.

A motion was made by Selectman Cranshaw to appoint the following members to the BOS Policy and Regulation Sub-committee, Kreil, Cranshaw, DiSilva. Second by Selectman Gavin. Vote 5-0. Motion approved.

Economic Development updates

- Fine Arts Theatre, soft opening tonight, Nov. 5, 2014, Full opening on Friday, Nov. 7, 2014
- Chamber will do a ribbon cutting for the official opening of Advanced Auto, Friday, 11/7/14 New Business for Maynard.
- EDC committee meeting regular, next 11/19 working on rant
- MBC/CTP working data to present to committee
- Monitor CTP news and direction to come soon.
- Fallout from STM votes, comments from residents we are not business friendly. We need to think about this going forward. Cranshaw commented that he thought someone from Planning Board would ask developers to speak, but it did not happen. The Board of Selectmen appoints the Planning Board and thus the Board of Selectmen is ultimately responsible for the

miscommunication and lack of preparedness of the zoning articles. Gavin commented that Maynard Residents are smart and we need to slow down and get all the answer for this process to work. It was too rushed and we need to be better prepared. TA, we need to move forward. Kreil we did not move forward with this in 5 years. ATA Scribner-MacLean mentioned that he pushed Planning Department to move quickly on Acton Street rezoning, but it apparently turned out to be too quickly.

TA, Kevin Sweet;

- COA, Maynard Cultural Council Hearing, Nov. 12, 2014, Town need to do a resolution and have Board sign at the meeting on Nov. 18, 2014
- Shine program meeting at MGC Nov. 6, 2014.
- Work on RFP for contract with regard to Maynard Golf Course. ATA, feedback is welcome this needs a lot of input to get it right. DiSilva can we go beyond the Dec. 31, 2014 with current Management in place. TA, Yes per legal we can work with them under agreement.
- Boston Globe is doing a profile on Maynard; this should be in the newspaper on Sunday, Nov. 9, 2014.
- Police received a grant to purchase a trailer message board. It works via solar and backup battery.
- Water main breaks on Sunday Nov 2rd and fixed on Tuesday, Nov. 4, 2014 by 5:30. It effected 170 Main up to Stow and Mill Street some of Great Road.
- Statement of roles and expectation for Board of Selectmen

Chair Report:

Events coming up for a representative from the Board to attend.

- Nov. 7th, Ribbon Cutting at Advanced Auto - Kreil
- Nov. 11, 2014 Veterans Day Parade – Gavin All BOS can march in parade.
- Nov. 13, 2014 Boys & Girls Club Youth of the Year – DiSilva
- Nov. 21, 2014 Coffee Connection here at Town Hall 7:30 am until 9:00 am
- Nov. 29, 2014 Eagle Scout – (4) new members to receive Proclamations
- Dec 6, 2014 Sip and Stroll – All BOS can attend downtown starts at Memorial Park.
- Dec 7, 2014 Christmas Parade – ALL BOS can march in Parade.

Provided some general instruction to new members:

- Members should be cognizant of Town Administrator's time, now that there are five members coordinating with him. The Charter directs that Board members should not act individually. Specifically, Board members should coordinate with the Town Administrator before engaging Department Heads, and should not be directly involved with hourly staff without coordinating with Department Heads.
- If any Board members want item added to agenda, contact the Chair.

Items for next meeting

- Tax Classification Hearing at 7:30 pm. Cranshaw requested that presentation include information on impacts on specific commercial properties (like prior years), clarification of

difference between tax rate and tax bill, and that there be an analysis of increasing local receipt assumption by \$250,000.00 to lower amount of real estate taxes needed to be raised.

- Interim Report Card for Board of Selectmen goals (Seniors, Economic Development and Communication).
- Beacon Santa collection from BOS members

TA, Kevin Sweet commented that the Chief will need to come to upcoming meeting soon. He has Lt Retirement and some other department changes he needs to make. Gavin, comment that the hiring process is for the BOS to make the hires. When and why was this process changed? Cranshaw will add to BOS to make this policy and process.

New/Old Business:

Selectman Gavin:

- My condolences to the School on the loss of their long time employee David Herlihy. The community showed support at wake.
- Our Planner gave some number on his STM presentation but a member of the School Committee disagreed with the numbers. Next time we need to ask school committee for the numbers and not come up with our own.
- Ron Calibra commented that when we a department for information we should put request in writing. Sel. DiSilva agreed and had commented that when staff does not answer questions a price should be paid. Gavin agreed. ATA, Andrew commented that he asked the planner to add this article in the fall STM because he did not want to wait until the Spring Town meeting. Planner has now revised his details for zoning articles to have another 2 weeks built into the plans. This should help with new articles going forward.

TA – added comment

- Town / School Leadership meetings starting on Wednesday, November 12, 2014, members from Town; Kevin Sweet, BOS, Jason Kreil from School; Dr. Gerardi and SC, William Kohlman
- Vision session from the 129 Parker Street Ad-Hoc committee, move ball forward, group wanted Health Care, recreation and some other items and we want to make sure that the Planning department has this information.

Selectman Kreil:

- Thanked Elizabeth Milligan for her work with Maynard Cultural Council.
- The first water tank work is completed thinks the Town should push out the next tank into the next fiscal budget for budgeting reason. TA, town signed a contract. Chair requested BOS member Kreil to write that proposal to Board and have for the next agenda.
- Request staff to forward the BOS liaisons to the new Selectmen so they can fill in the slots.

Selectman Egan

- Requests to be the liaison for CPC. BC said he would give that roll up.

Selectman DiSilva

- None

Selectman Cranshaw

- From Correspondence: regarding letter about Retirement Board. Does BOS have any role in the retirement? TA, Sweet indicated no TA.
- From Correspondence: regarding letter about water issue on Acton Street? What is status? TA Sweet commented that the Town and resident are working that issue out.
- Reminded members that electronic communication, such as IM and email, during meetings may be subject to open meeting requirements and added to meeting minutes.

Executive Session – Strategy with Respect to Litigation

Roll Call:

Selectman Gavin	YEA
Selectman Kreil	YEA
Selectman DiSilva	YEA
Selectman Cranshaw	YEA
Selectman Egan	YEA

A **motion** to adjourn the meeting was made by Selectman Gavin. Second by Selectman DiSilva. Vote _____. Motion approved.

Time: 10:37 pm

Approved: _____

Date:

Jason Kreil

Selectman, Jason Kreil, Clerk

Initials: BJM



MAYNARD FIRE DEPARTMENT

Fire Chief
Anthony Stowers

Monthly Report

OCTOBER 2014

FIRE RESPONSE ACTIVITIES

Number of requests for service from October 1 to October 31, was 123 resulting in over 250 emergency responses and a total of - additional activities or service requests for the month. The requests break down for the month break down as follows:

Fire and Emergency Incidents:	123
In-house Training Classes:	31
Fire Safety Inspections-Pre-fire Plans other Fire prevention	110
Administrative/Other:	290
Maintenance	100
Total for October:	654

TRAINING ACTIVITIES

All shifts have been involved with the training of our new probationary firefighters. All together members completed over 145 hours of on-shift training this month in a variety of topics such as driver/operator, Fire Safety Surveys, Leadership Development, Rescue Operations, RIT, Fitness and hydrant operations, and building familiarity with walks through multiple buildings among other topics. Additionally members completed approximately multiple hours of off-site training. Training also continued for our probationary firefighters as they become familiar with Maynard Fire Department procedures and methods. In addition all 4 groups continued working on our pre-fire planning program.

SHIFT PROJECTS AND ACTIVITIES

We are continuing to work with Facilities Manager Greg Lefter on some minor repairs here at the fire station

Our commercial Fire Safety Survey Program continued this month. This involves firefighters creating a safety partnership with business owners to help keep their business safe and viable moving forward.

We have made some considerable progress with our Records Management Software program. This month we enhanced the scheduling and vehicle maintenance modules.

ACTIONS OF NOTE:

This month has seen a lot of fire prevention activities particularly Public Education

Because of the ongoing Ebola issues nationally, we have been busy trying to keep up with changes in protocols from the Massachusetts Department of Health and the Center for Disease Control. We have been issued protective clothing for our responders, but we are continuing to work on a response guideline that works for us. This is a difficult process in that we are trying to coordinate with other area fire departments and Emerson Hospital; we should have a firm protocol in place shortly.

We have completed our first round of annual 304 Inspections for liquor license renewal. We have seen very few issues that we attribute to a commercial self-inspection form we instituted in 2013. This form allows the business owner to inspect in the same manner we do. This has resulted in no major violations but rather expired inspection certificates from fire protection companies or batteries that need replacement in emergency lighting.

This month saw stabilization in emergency responses from last year at this time. The drastic increases we saw over the summer may have in fact been an anomaly. Typically emergency responses trend down during vacation season; we'll keep an eye on this to see what direction it goes in.

Chief Stowers and Firefighter Tim Gray are scheduled to visit the E-One factory in November to meet with design engineers to ensure the final blueprints for our new pumper are where they should be.

Our vehicle maintenance spikes have slowed down for this past month

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

We are continuing to work with facilities manager Greg Lefter on minor station repairs. Last month we had some plumbing (Band-Aid) repairs done and a ceiling repaired. Moving forward we need another section of ceiling repaired due to water damage.

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

Respectfully Submitted,
Anthony Stowers



Maynard Police Department

Chief Mark W. Dubois

To: Board of Selectmen

In early October the entire police department attended annual firearms training and recertification. Our firearms training consists of the fall range qualifications which takes about four hours. That is followed by scenario training in the Middlesex mobile firearms trailer that is used for several days in December. The final aspect of firearms training is conducted in the spring with additional range qualifications and a variety of stress induced scenarios. All officers qualify with all the available weapons systems the police department may deploy.

In addition, we have participated in the Massachusetts State Police STOP Team active shooter training program. This was the second phase of the program. The MSP STOP Team spent October 25th and 26th here in town training thirty Maynard and Stow Officers on current techniques for responding to an active shooter incident.

We were very fortunate to use 5 Clock Tower Place as a training location. Mr. Joseph Mullin was very receptive to my request and provided a location within Clock Tower for our use. I am extremely grateful to him for allowing us access to his facility. The training is an excellent opportunity to develop useful skills and work with a neighboring community.

On October 29th we began the promotion process by holding a written exam. We hired a consulting firm, BadgeQuest, to conduct the process which includes an assessment center in addition to the written exam. I expect to present several promotion candidates to the board in December. The assessment center is scheduled for November 12th.

Finally, we purchased a message mobile board trailer that was delivered on Oct 29th. This particular message board is used in most of the surrounding communities. I expect it will be located throughout town as needed and highly utilized.

The police department incident statistics for October 2014 are attached.

Respectfully submitted,

Chief Mark Dubois

Call Reason Breakdown

<u>Call Reason</u>	<u>Self</u>	<u>Disp</u>	<u>Total</u>
911 Call/Abandoned/Hang up	0	10	10
Alarm Fire/Smoke/CO	0	3	3
Alarm - Business	0	11	11
Alarm - Residential	0	4	4
Animal Complaint	0	22	22
Alcohol Offense	1	0	1
Arrest / Fugitive	0	1	1
Area check	232	4	236
Assault	0	2	2
Assist Citizen	1	13	14
Assist Fire Dept.	0	6	6
Assist Other Agency	0	7	7
B & E (Motor Vehicle)	0	4	4
B & E (Past)	0	2	2
By-Law Violation	0	1	1
Prisoner Cell Checks	0	18	18
Building Check	254	1	255
Court Paperwork Received	0	10	10
Civil Dispute	0	4	4
Disturbance	0	14	14
Disabled MV	1	3	4
Domestic Disturbance	0	4	4
Dumping, Illegal	0	1	1
Escort / Transport	0	2	2
Environmental	0	18	18
Fire, Other	0	2	2
Field Interview	1	0	1
Follow Up Investigation	2	3	5
Fraud	0	5	5
General Service	0	37	37
Harassing / Harassing Calls	1	7	8
House Check	0	1	1
Hazard	0	4	4
ID Check	0	5	5
Identity Theft	0	1	1
Juvenile Problem	0	1	1
Larceny	0	5	5
Medical Emergency	0	46	46
Missing Person	0	1	1
M/V Accident w/ no injury	0	6	6
M/V Accident, w/Injury	0	3	3
M/V Acc.; Property Damage Only	0	3	3
M/V Complaint	0	25	25
M/V Accident; Hit & Run	0	5	5
Motor Vehicle Stop	191	7	198
Motor Vehicle Violation	1	1	2
Notification	0	1	1
Open door	2	1	3
Serve Paperwork	2	2	4
Parking Complaint	6	6	12
Personel Entry	0	9	9
Annoying Phone Calls	0	1	1
Property Damage	1	2	3
Found / Lost Property	0	12	12
PRISONER TRANSPORT	0	2	2
Private Tow/Repossession	0	2	2
Radar Enforcement	161	0	161
Serve Restraining Order	1	2	3
Sex Offenses	0	2	2
Shoplifting	0	1	1
Suicide / Threat	0	2	2

Maynard Police Department
Dispatch Analysis

Serve Summons	6	1	7
Suspicious Person	1	12	13
Suspicious Activity	3	16	19
Suspicious Vehicle	3	1	4
Tagging	1	0	1
Traffic Enforcement	56	0	56
Traffic Control	2	0	2
Trespassing	1	4	5
Vandalism	0	1	1
Serve Warrant	2	4	6
Well Being Check	0	13	13
Wire Down/Tree Down	0	2	2
TOTAL	933	432	1365

Case Assignment Breakdown

<u>Type Of Case</u>	<u>Total</u>
Incidents	86
Accidents	15
Arrests	27
Citations	67
EMS	0
Field Interviews	0
Fire Incidents	0
TOTAL	195

Percent of Calls Where Case Num. Assigned:



TOWN OF MAYNARD

Town Accountant – Michael Guzzo

TOWN BUILDING
195 MAIN STREET
MAYNARD, MASSACHUSETTS 01754

TO: Board of Selectmen
FROM: Michael Guzzo - Town Accountant
DATE: November 12, 2014
SUBJECT: ACCOUNTANT'S REPORT – OCTOBER 2014

- Processed weekly invoice warrants
- Processed Bi-Weekly Payroll Warrant
- Reconciled Cash and Receivables with the Treasurer for September 2014
- Chapter 90 outstanding balances reconciled with state report. Two projects to be closed out adding approximately \$26,000 to remaining \$140,000 balance
- Input financial data into Gateway for FY2015 Tax Recap. Updated tax recap to include October STM
- Completed revenue ledger and general ledger account descriptions updates except for capital projects
- Began preliminary work on FY2016 Budget
- Final FY2013 and FY2014 Pension audit results reviewed.. Auditor met with board at October meeting to review results. Final audit mailed to town in October 2014
- Continued to work on Town of Maynard FY2014 audit. . Completed results expected by end of January 2015
- STM October financial articles input in Softright
- Continued to work FY2015 salary increases not recorded in FY2015. To be finalized in November
- Created summary and history for School Choice and Education Circuit Breaker
- Met with Softright to review remaining program issues, specifically enterprise funds
- Contacted Softright about FY2016 budget module and format changes
- Met with treasurer to discuss MHS capital projects FY2015 shortfall. Will probably short term borrow another \$275K
- Updated and issued the following reports as of September 2014:
 - Available funds
 - Capital Projects
 - CPC Summary – Revenue, Expenses, and fund reconciliation
 - Expense Summary – General Fund
 - Expense Summary – Enterprise Funds
 - Revenue Summary – Enterprise Funds
 - Performance/Surety Bonds
 - Local Receipts – General Fund
 - Local Aid – General Fund
 - Enterprise Fund Summaries – Sewer and Water

**Report of the
Council on Aging
For the month of October 2014
Submitted by Andrew Scribner-MacLean**

Monthly Report

- **Marcia Curren, the recently retired COA Director, passed away on October 5, 2014.**
- **Andrew Scribner-MacLean attended the Massachusetts COA Annual Conference October 7-10 and brought back a multitude of ideas and plans for the Maynard COA's future.**
- **The COA Board met on October 16th and established additional plans for the current year including forming a group for the upcoming director search.**
- **On October 17th, 59 people enjoyed a holiday lunch hosted by Diane Wasiuk, COA Board Member, at the Concord Street Circle clubhouse. Rep. Kate Hogan was among the attendees.**
- **The ATA and B&G Club Exec. Dir. met to discuss exercise programming for Seniors. A program is being developed as soon as an appropriate location can be determined. The ED also offered to serve on the COA Director search panel and the ATA accepted her offer.**
- **At STM, a warrant article for renovations to the MGC Clubhouse passed. This creates an opportunity to provide a better location for senior activities as we need to vacate the Mill for environmental improvements.**
- **A volunteer SHINE counselor provided through Minuteman SS began offering counseling sessions at Town 27th. Will continue during open enrollment until December 5th, 3 days per week and by appointment.**
- **Four COA board members met at the MGC Clubhouse Hall on October to review possible space modifications and consider furniture needs for the location.**
- **There were 250 inbound phone calls and 8 SHINE appointments, and 7 fuel assistance visits. There were 133 visitors came for social programs.**
- **The Drop-in Center had 65 visitors, 16 volunteers, and served 25 meals.**
- **The COA Van program provided 71 unique riders 529 trips over 22 days.**
- **Rep. Kate Hogan spoke with 16 visitors on October 24, 2014.**
- **The COA provided pieces of equipment (revolving loans or permanent placements) – commode risers, wheel chair, walkers, and a shower seat.**

Elizabeth Duncan
3 Nathan Pratt Drive # 104
Concord, MA 01742

RECEIVED
NOV 10 2014

Mr. Kevin Sweet, Town Administrator
Municipal Building
195 Main Street
Maynard, MA 01754

November 2, 2014

Kevin,

Maynard has an outstanding Police Department – I know you already know this . . . and from my recent experience, I would like to echo that fact.

Per Chief Mark Dubois' request, during the summer months and into the early fall I worked on a project for the Maynard Police Department. The experience was very positive and enlightening, and I extend my sincere thanks and appreciation to Chief Dubois and all police officers and personnel within the Maynard Police Department.

Whenever I came to the Police Station (to work on the project) I used the available computer and desk space of various police officers and Dispatch personnel. Occupying and using another person's workspace and computer can be invasive and disruptive, but everyone in the Police Department and Dispatch was most gracious, accommodating and helpful. Whenever I had a question or needed help with the computer etc., they came to the rescue. Lucy always made sure I had anything I needed, and on one particular day, Jim was vacuuming the floor in the area where I would be working and he said, "I knew you were coming in to work and I wanted to get the area vacuumed before you arrived." My whole experience with the Maynard Police Department personnel and the project was wonderful.

Kudos to Officer Michael Noble, all police officers and Dispatch personnel for the outstanding job they did with the monumental task of updating and compiling the Maynard Police Department's Policy and Procedures Manuel.

I have always had respect for Police Officers, and after being introduced to (through the material in the project) their enormous myriad of duties and responsibilities, that level of respect has gone way up. I truly wish that the general public could/would understand their immense daily duties and responsibilities as police officers.

One last note: I think the regulation uniform of a Police Officer should include a T-shirt with a large "S" (representing both male and female) and a blue cape. . .

Sincerely,



CC: Mark Dubois, Chief of Police

Board of Selectmen

Rebecca Mosca



Department of Environmental Protection

Central Regional Office • 627 Main Street, Worcester MA 01608 • 508-792-7650

DEVAL L. PATRICK
Governor

MAEVE VALLELY BARTLETT
Secretary

DAVID W. CASH
Commissioner

October 30, 2014

John Anderson
Skylight, LLC
20 Main St.
Acton, MA 01720

RE: Wetlands/Maynard
Request for Superseding Order
DEP File #213-0260
Waltham St. lot #2

Dear Mr. Anderson:

A Notice of Intent was submitted in August 2014 for construction of a single-family house within 100 feet of a stream completely contained within a 42-inch culvert. MaryAnn DiPinto of the MassDEP conducted a site meeting on October 21, 2014 in response to an abutter's appeal of the Maynard Conservation Commission's Order of Conditions approving the project.

Marshall Hall, an abutting landowner at 50 Waltham Street, appealed the Commission's Order of Conditions expressing concerns that there would be increased flooding and storm damage if a house was constructed on the site of the existing parking lot. Observations and testimony presented at the site indicate that the neighborhood is subjected to frequent flooding. This is due at least in part to the fact that the stream was culverted many years ago and stormwater is unable to flow from surrounding properties back into the stream. Water that ponds in the yards infiltrates and recharges the groundwater causing flooding in nearby basements. Residents have stated that their sump pumps run nearly continuously after each rain event. Construction of the house on Lot 2 Waltham Street is not expected to have any appreciable impact on the flooding problems. The roof top, footing drains and grading are such that nearly all of the stormwater will be directed to street drains that discharge to the brook.

The stream is contained entirely within the culvert and the house construction will occur more than 60 feet away from the culvert on the other side of the abutting property at 50 Waltham St. Since the proposed project will not alter the culvert the Department has determined that no resource areas will be altered by the work as it is proposed. Prior to construction of the house the concrete retaining wall should be inspected by an engineer to assess its stability. Remedial measures, if required, should be reported to MassDEP and the Conservation Commission and taken before house construction commences.

Based on the above the Department hereby affirms the Order of Conditions issued by the Maynard Conservation Commission on September 18, 2014, in accordance with 310 CMR 10.05 (7)(i). It is the opinion of the Department that the proposed work can be conditioned to adequately protect the interests of the Act. However, the Department reserves the right to raise additional issues and present further evidence as may be appropriate should there be further proceedings in this matter.

MassDEP is also recommending that members of the relevant town boards (conservation, selectboard, planning, DPW) meet with representatives of our office to further explore the flooding problems and research possible measures that could be employed to mitigate the problems. Our staff will coordinate the date and time of that meeting so that it is convenient for board members and residents. If you have any questions or need additional information, please contact MaryAnn DiPinto at (508) 767-2711.

Sincerely,



Philip P. Nadeau
Wetlands Section Chief

Enclosure

cc: Conservation Commission
Marshall Hall
50 Waltham St. Maynard, MA 01754

7002 2410 0002 3911 8495

Please note: As of November 17, 2014 the Central Regional Office will be located at:
8 New Bond St. Worcester, MA 01606

TOWN OF MAYNARD
MEETING NOTICE

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

Maynard Conservation Commission

Maynard Town Hall
Municipal Services Conference Room
THURSDAY, November 6, 2014 at 6:30 PM

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

ADMINISTRATIVE BUSINESS:

- Review minutes from 10/21/2014.

PUBLIC HEARING:

- Notice of Intent (7:00)
49-51 Waltham Street
Skylight, LLC
Redevelopment of Oriental Delight property

WETLANDS/STORMWATER ISSUES:

- Reeves Road (6:45)
- Keene Ave subdivision stormwater management (7:30)
- COC for Lots 7A and 8A in Taylor Road Subdivision

LAND MANAGEMENT:

- Schedule Walcott Woods fall cleanup for Nov. 15th?

BUSINESS:

- Review Draft Stormwater Management Bylaw regulations

Mail of note:

- ESRI newsletter

Upcoming Meetings:

- Next Conservation Commission meeting, **November 18, 2014.**
- DEP Wetland Workshops on Revised Regulations, various dates and locations
- West Suburban Conservation Council Fall Meeting, **November 5**, 4-6, SVT, Sudbury
- Trails Conference, Leominster, **November 8**, 8-3
- AMWS Annual Meeting, **November 14**, Ashland
- MassAudubon, Giving Thanks to the Land, **November 16**, 1-3:30, Lincoln
- Assessing Ecologically Important Habitats in Your Community Thursday, **November 20** from 11-1, Belchertown

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson: Mr. Fred King

Posted by: Linda Hansen, agent

TOWN OF MAYNARD
MEETING NOTICE

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

Maynard Conservation Commission

Maynard Town Hall
Municipal Services Conference Room
THURSDAY, November 18, 2014 at 6:30 PM

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

ADMINISTRATIVE BUSINESS:

- Review minutes from 10/06/2014.

PUBLIC HEARING:

- Notice of Intent (7:00)
49-51 Waltham Street
Skylight, LLC
Redevelopment of Oriental Delight property

WETLANDS/STORMWATER ISSUES:

- Keene Ave subdivision stormwater management (7:30)
- COC for Lots 7A and 8A in Taylor Road Subdivision
- Final regulations to the WPA promulgated

LAND MANAGEMENT:

- none

BUSINESS:

- Review Draft Stormwater Management Bylaw regulations
- DEP Central office relocated to 8 New Bond Street in Worcester.

Mail of note:

- none

Upcoming Meetings:

- Next Conservation Commission meeting, **December 2, 2014.**
- DEP Wetland Workshops on Revised Regulations, various dates and locations
- Friends of ARNWR, Loons of Massachusetts, 7:00, Visitor Center, Sudbury
- Assessing Ecologically Important Habitats in Your Community Thursday, **November 20** from 11-1, Belchertown

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson: Mr. Fred King

Posted by: Linda Hansen, agent



BOARD OF ASSESSORS

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

TOWN OF MAYNARD BOARD OF ASSESSORS MEETING

~

TOWN HALL

**Room 202 - Upstairs
Monday, November 10, 2014
6:00 PM**

AGENDA

- REVIEW AND SIGN MINUTES
- MONTHLY REPORTS
- REVIEW PRESENTATION OF CLASSIFICATION HEARING
- REVIEW AND VOTE ON EXEMPTIONS

Posted 11/03/2014

5 November 2014

TOWN OF MAYNARD

MEETING NOTICE

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

Maynard Cultural Council
Name of Board/Committee

Address of Meeting: Maynard Town Hall, 195 Main Street, Maynard, MA Room: Gianotis Room

THURSDAY

November 12, 2014

7:00 PM

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

- The Town of Maynard's application to obtain Cultural District status from state will have a Public Hearing, led by Meri Jenkins, meri.jenkins@art.state.ma.us, and two other officers from the Massachusetts Cultural Council. This Public Hearing will be Thursday, November 12, 2014 at 7:00 pm.

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson: Resigned Oct. 26, 2014, need to replace our Chairperson and Treasurer

Posted by: Joyce Dwyer, Secretary

This meeting chaired by: Meri Jenkins, Program Manager, meri.jenkins@art.state.ma.us, 617-858-2716

Date: 5 November 2014

Date Posted: November 4, 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)

Economic Development Committee

Address of Meeting: 195 Main Street, Maynard Room: Finance Room 202

M T W T H F	<u>Wednesday – November 12, 2014</u>	<u>5:00 p.m.</u>
	Month Date Year	Time AM/PM

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

1. Approve Minutes
2. Visitor Statements/Introductions
3. Presentation by Eric Wing of MetroCreate
4. Follow-up on Tour of Maynard “Gateways.”
5. Discuss recent Town Meeting
6. Plan Maynard Business Tour
7. Discuss Election

THIS AGENDA IS SUBJECT TO CHANGE

Chairman: Christopher Worthy

Posted by: Christopher Worthy

Date: November 4, 2014



**All Welcome! Space is Limited!
7:00PM, Maynard Town Hall, Room 201**

The Maynard Economic Development Committee is pleased to announce the meeting of November 19, 2014 will feature a public presentation by Peg Barringer of FinePoint Associates.

Ms. Barringer will discuss her work exploring Downtown Maynard's potential to further grow as a food, culture and entertainment destination.



Ms. Barringer's work in Maynard was generously sponsored as part of the MA Downtown Initiative, a program of the Department of Housing and Community Development (DHCD) Emmy Hahn, Program Coordinator.

Peg Barringer is a founder and partner at FinePoint Associates where she directs economic development consulting. For more than 25 years, she has consulted on downtown and neighborhood business district revitalization, microenterprise and small business development, commercial real estate projects, creative economy initiatives and a large array of customized research projects. She has worked in more than 200 communities throughout the United States providing economic and financial analysis, market research, impact studies, strategic planning, training and other services. Ms. Barringer has also been teaching economic development courses at Tufts University in the Graduate Department of Urban Policy and Planning since 1991.



TOWN OF MAYNARD
Office of Municipal Services
MUNICIPAL BUILDING
195 Main Street
Maynard, MA 01754
Tel: 978-897-1302 Fax: 978-897-8489
www.townofmaynard-ma.gov

Planning Board Meeting Agenda – 7:00 PM November 12, 2014
195 Main Street, Maynard - Room 101

1. 07:00 - Call to order

2. Additions/deletions/reordering of agenda

3. Approval of minutes

4. Public Hearing:

- a. Continuation of hearing for the Planning Board meeting of September 23, 2014 for the petition filed by Skylight, LLC., 20 Main Street, Acton, MA 01720 for the property located at 49-51 Waltham Street (Map 15, Parcel 230) for a Special Permit allowing construction of multi-family dwellings within the Business Zoning District.
- b. Continuation of hearing for the petition filed by H-Star Engineering, Inc., 200 Greenville Road, North Ipswich, N.H. 03071, requesting approval of a Definitive Subdivision Plan for property identified on Property Assessor's Map 19, Parcels 49, 52 and Keene Avenue (Paper Street). The applicant is requesting creation of six residential lots.

5. Other Business

6. Town Planner Update

7. Correspondence

8. Adjourn

This agenda is subject to change

Kevin Calzia, Chairperson

Posted by: Bill Nemser, Town Planner

Date: November 05, 2014



AGENDA
Maynard Recreation Commission Meeting
Thursday, Nov 13, 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 August
 2. 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 Nov 13, 2014

Date Posted 11/7/14

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)

Board of Selectmen Policy and Regulation Subcommittee

Address of Meeting: 195 Main Street, Maynard

Room: 202

NOVEMBER 20, 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)

Thursday, November 20, 2014

1. Organization of Committee
2. Discuss proposed changes to water/sewer regulations.
3. Discuss proposed changes to cemetery regulations.
4. Status update of other FY15 policy/regulation initiatives
5. New Business
6. Adjourn

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson: William Cranshaw of the BOS.

Posted by: Admin. Assistant, Becky Mosca

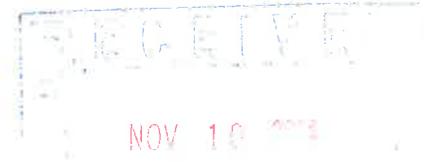


Date: November 7, 2014



November 6, 2014

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



Re: Installation Rates

Dear Chairman and Members of the Board:

In keeping with our ongoing efforts to provide regular updates regarding our services, I am writing to inform you of the following changes to our installation rates which will be effective January 1, 2015:

- Hourly Service Charge from \$33.20 to \$35.80
- Additional Outlet (Initial Installation of Service) from \$13.35 to \$14.40
- Additional Outlet (After Initial Installation of Service) from \$32.15 to \$33.20
- Activate Pre-Existing Additional Outlet (Initial Installation of Service) from \$5.60 to \$6.10
- Activate Pre-Existing Additional Outlet (After Initial Installation of Service) from \$22.05 to \$22.95
- Relocate Additional Outlet (Initial Installation of Service) from \$13.35 to \$14.50
- Relocate Additional Outlet (After Initial Installation of Service) from \$28.55 to \$30.30
- Connect VCR/DVD (Initial Installation of Service) from \$7.90 to \$7.75
- Connect VCR/DVD (After Initial Installation of Service) from \$16.35 to \$19.00
- Upgrade of Service from \$26.30 to \$28.45
- Downgrade of Service from \$12.05 to \$12.40
- In-Home Service Visit (Video, per occurrence) from \$32.10 to \$37.05

Please be advised Customers are receiving notification, in advance via bill message, of these changes. Should you have any questions, please do not hesitate to contact me at 978.825.2308.

Sincerely,

Ben Pearlman

Ben Pearlman, Sr. Manager
Government & Regulatory Affairs



*The Maynard Business Alliance's
Third Annual*



Holiday Sip & Stroll
Saturday, December 6th from 6-8 p.m.

**Lighting in Memorial Park at 6 p.m. with Board of Selectmen
Chairman Bill Cranshaw and State Representative Kate Hogan.
See Santa Drive by in a Fire Truck!!!**

Then Take a Stroll Around Town to Enjoy:

**“A Hot Chocolate House” at Summer Street Fine Consign (42 Summer St.)
Enjoy Caroling by the St. Bridget’s Parish Choir**



**Visit Santa Claus at Berkshire Hathaway (Formerly Prudential 58 Main St.)
Refreshments & Candy Canes for the Kids**



**Union Congregational Church: Vote for Your Favorite Holiday Window
& Enjoy the Sounds of the MHS Class of 2016 Ensemble
Kids Craft Table Outside**



**Great Holiday Store Specials & Light Refreshments
“Shop Local”**



OTHER HAPPENINGS THIS WEEKEND

**14th Annual ArtSpace HOLIDAY SALE Fri. 5-8 / Sat. 10-5 / Sun. 12-5
The Maynard Rotary’s 48th Annual OLDE FASHION CHRISTMAS PARADE
SUNDAY AT 2 P.M.**

**Please Visit maynardbusinessalliance.org
to Find Out How You Can Help Support Events Like the
“Holiday Sip & Stroll” and the “Spring ArtWalk”!!**



QuitPower

Is now your time to quit?



Learn How QuitPower Can Help You:

- Reduce tobacco cravings
- Cope with stress
- Find resources to provide support around fears of potential weight gain
- Stop smoking
- Live a healthier and longer life

Quitting smoking is a challenging task, but it can start with a simple step. Register for QuitPower. This free, smoking/tobacco cessation program has helped thousands of people nationwide and is now available to you. Our partner, AllOne Health Resources, has a unique process combining expert tobacco cessation counselors and at-home aids (listed below) to assist you at every step of the cessation process.

Trained, experienced tobacco cessation coaches work with you to create a quitting plan. In addition to the program design of scheduled calls to check on your progress, coaches are available on an unlimited basis from 8:30 am to 8:30 pm (Monday-Friday) when you need to call for support and help.

In addition you also receive:

- Informative CD to help reduce your cravings and stress level
- 8-week supply of nicotine patches or gum (over a \$200 value)
- Personal coaching relationships to help you over the hump when temptation strikes

This program is open to MIIA/Blue Cross members only.

Make this your time to quit. Sign up for QuitPower. It is easy to register and free (with the \$200 in nicotine patches or gum it's actually better than free). Call to register for QuitPower today. It's the best thing you will ever do for your health.

Registration: Register or learn more about how QuitPower can help you by calling AllOne Health Resources at **1.866.887.QUIT (7848)** between 8:30 am and 8:30 pm, Monday through Friday.

Wellness Tip: Don't be discouraged if you unsuccessfully tried to quit. It takes the average smoker up to 5 attempts to kick the habit.

MIIA
Well Aware
Your Health Promotion Partner

It's Not Too Late to Get a Flu Shot

The Centers for Disease Control and Prevention (CDC) recommend getting a vaccine in the fall. Antibodies need about two weeks to develop in order to provide protection. See attached discussion about frequently asked questions on the CDC website and one that often becomes an excuse to decline the vaccine.

Can the flu vaccine give me the flu?

No, a flu vaccine cannot cause flu illness. Flu vaccines that are administered with a needle are currently made in two ways: the vaccine is made either a) with flu vaccine viruses that have been 'inactivated' and are therefore not infectious, or b) with no flu vaccine viruses at all (which is the case for recombinant influenza vaccine). The nasal spray flu vaccine does contain live viruses. However, the viruses are attenuated (weakened), and therefore **cannot cause flu illness**. The weakened viruses are cold-adapted, which means they are designed to only cause infection at the cooler temperatures found within the nose. The viruses cannot infect the lungs or other areas where warmer temperatures exist.

While a flu vaccine cannot give you flu illness, there are different side effects that may be associated with getting a flu shot. These side effects are mild and short-lasting, especially when compared to symptoms of bad case of flu.

The viruses in the flu shot are killed (inactivated), so you cannot get the flu from a flu shot. Some minor side effects that may occur are:

- Soreness, redness, or swelling where the shot was given
- Fever (low grade)
- Aches

If these problems occur, they begin soon after vaccination and are mild and short-lived.



Maintain Don't Gain!

A self-directed holiday season weight maintenance program.

Open to all employees. Starts November 24, 2014.



The holiday season can be a tough time of the year to maintain your weight. Most Americans gain between 1 and 3 pounds between Thanksgiving and New Years — and maintain that weight gain. As opposed to many programs that focus on weight *loss*, this focus is on *not gaining weight*. The program is really simple and includes both exercise and nutrition components along with weekly support emails, recipes and helpful tips.

Join other MIIA members from all over Massachusetts and stay healthy this holiday season! There is so much you can do to maintain your weight while still enjoying the wonderful traditions, gatherings, parties and other seasonal activities.

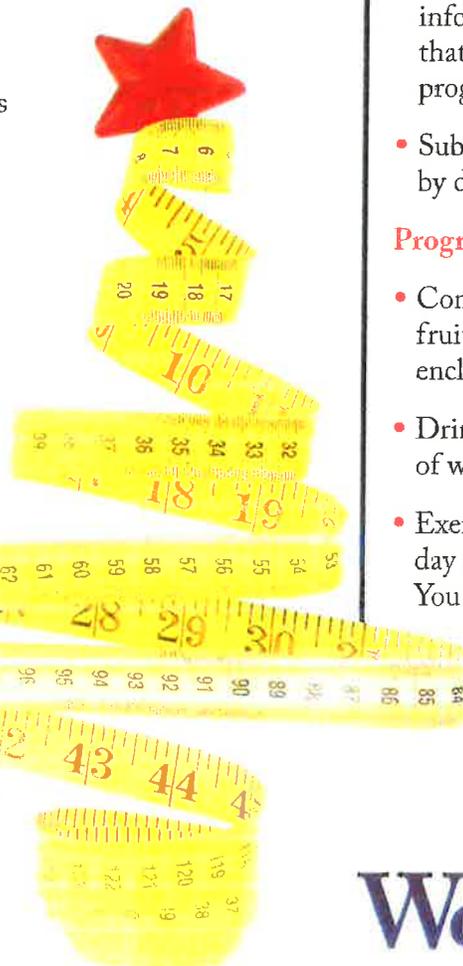
- Individual prizes for all MIIA/BCBS members that complete the program with the same (or lower weight) on 1.5.15 as on the starting date of 11.24.14
- At completion of Maintain Don't Gain, five names will be randomly drawn from all MIIA/BCBS members that completed the program for surprise grand prizes

Program requirements:

- Complete and return Assumption of Risk form before starting
- Record your weight once a week
- Complete the Maintain Don't Gain log form
- Provide all information requested on the information form
- Have a "supporter" sign the information form verifying that you have completed the program steps
- Submit forms to MIIA by deadline

Program tips:

- Consume at least 5 servings of fruits or vegetables a day (see enclosed for info on serving sizes)
- Drink at least 6 (8 oz) glasses of water a day
- Exercise at least 30 minutes a day at least 5 days a week. You can do any form of exercise



Healthy Green Bean Casserole

From EatingWell: November/December 2011

Typical green bean casseroles bathe ingredients in a heavy cream sauce and top them with buttered breadcrumbs or cheese. Our healthier version saves about 160 calories and 12 grams of saturated fat compared to a traditional recipe.

Active Time: 50 min.

Total Time: 1 hour

Serves: 8 (1 cup each)

2 1/2 pound green beans, trimmed and cut into
1- to 2-inch pieces (about 8 cups)

2-3 tablespoons extra-virgin olive oil, divided

1 medium onion, thinly sliced

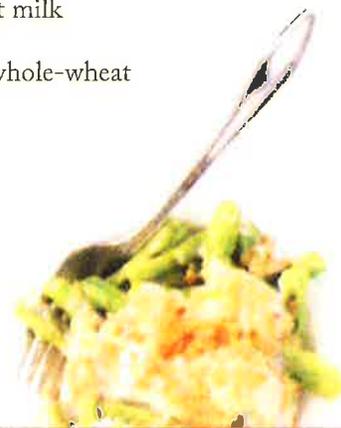
3 tablespoons all-purpose flour

3/4 teaspoon salt

1/4 teaspoon white or black pepper

2 1/2 cups low-fat milk

1 1/2 cups fresh whole-wheat
breadcrumbs or
1/2 cup shredded
or crumbled
cheese



Preparation

1. Position racks in upper and lower third of oven; preheat to 425°F.
2. Toss green beans in a large bowl with 1 tablespoon oil until well coated. Divide between 2 baking sheets and spread in an even layer. Roast, stirring once and rotating the pans top to bottom about halfway through, until tender and beginning to brown, 20 to 25 minutes.
3. Meanwhile, heat 1 tablespoon oil in a large saucepan over medium heat. Add onion and cook, stirring frequently, until very soft and golden brown, 5 to 8 minutes. Add flour, salt and pepper; cook, stirring, for 1 minute more. Add milk and continue to stir, scraping up any browned bits. Cook, stirring, until the sauce bubbles and thickens enough to coat the back of a spoon, about 4 minutes. Remove from the heat.
4. When the green beans are done, remove from the oven. Preheat the broiler.
5. Transfer half the green beans to a 2-quart, broiler-safe baking dish. Spread half the sauce over the green beans. Add the remaining green beans and top with the remaining sauce.
6. Combine breadcrumbs and the remaining 1 tablespoon oil in a small bowl (skip this step if you are topping with cheese).
7. Sprinkle the breadcrumb mixture (or cheese) over the gratin. Place under the broiler and broil, watching closely, until the gratin is bubbling and beginning to brown on top, 1 to 5 minutes, depending on your broiler. Let stand for 10 minutes before serving.

Nutrition *Per serving: 170 calories; 7 g fat (1 g sat, 4 g mono); 4 mg cholesterol; 23 g carbohydrates; 0 g added sugars; 7 g protein; 5 g fiber; 303 mg sodium; 367 mg potassium.*

Choosing Wisely[®]

An initiative of the ABIM Foundation

ConsumerReports[®]Health

CHEST[™]
AMERICAN COLLEGE
of CHEST PHYSICIANS



We help the world breathe
PULMONARY • CRITICAL CARE • SLEEP



CT scans to find lung cancer in smokers

When you need them—and when you don't

A low-dose spiral CT (“cat”) scan is a type of medical test. It is used to look for early signs of lung cancer. If the test finds cancer, treatment can start early.

But the test is not helpful for light smokers or people who quit smoking more than 15 years ago. And it’s not usually recommended for people younger than age 55 or older than 80.

Even heavy smokers get only a small benefit from the test. So you should think twice before you get the test. Here’s why:

The test may help high-risk people.

Studies show a slight benefit from CT scans for:

- People age 55 to 80 who smoked two packs or more a day for 15 years.
- People who smoked a pack or more a day for 30 years.

If 1,000 high-risk smokers get the test, about three will find lung cancer early and not die. Thirteen others will also find lung cancer, and will die anyway.



The test doesn't help low-risk people.

CT scans have no benefits for low-risk people. There is no evidence from research that the test helps save lives in low-risk groups.

The test creates false alarms.

CT scans cause many false alarms, even in high-risk people. If 100 high-risk smokers get the test, about 40 will show something that can cause concern. But only two or three actually have lung cancer.

The false alarms often lead to follow-up tests. Usually, you need to get several more CT scans. Or you may need a biopsy, or even surgery. This can sometimes cause complications, like bleeding, or a collapsed lung.

If your risk is low, a false alarm causes unnecessary worry.

CT scans expose you to radiation.

A low-dose spiral CT scan uses about 20 times more radiation than a standard chest X-ray. The more radiation you get, the higher your risk of getting cancer. So, it's good to avoid radiation when you can.

The test is expensive.

A spiral CT scan costs from \$100 to \$300, or more. Insurance usually pays for the test for lung cancer screening only if you have a very high risk for developing lung cancer. And the test often leads to other costs. Many people have false alarms that lead to more tests and procedures.

When is a CT scan worth the risks?

You should consider getting a CT scan if:

- You are 55 to 80 years old and have smoked at least a pack of cigarettes a day for 30 years.
- You've smoked two packs a day for 15 years, and are still smoking or have quit less than 15 years ago.

In high-risk smokers, the benefits of CT scans may be greater than the risks. But that's not true for others. The test has no proven benefit for other people.

The best way to prevent lung cancer.

If you want to prevent lung cancer, quit smoking. Quitting gives you much better protection than CT scans do.

This report is for you to use when talking with your health-care provider. It is not a substitute for medical advice and treatment. Use of this report is at your own risk.

© 2014 Consumer Reports. Developed in cooperation with the American College of Chest Physicians/American Thoracic Society. To learn more about the sources used in this report and terms and conditions of use, visit ConsumerHealthChoices.org/about-us/.

Advice from Consumer Reports

How to reduce your cancer risk

Screenings *can* find cancer early. But many cancers can't be cured. Lifestyle changes, even small ones, can help you reduce your risk of cancer.

Don't smoke.

Smoking causes most lung-cancer deaths. If 100 people get lung cancer, 90 of the cases are caused by smoking. And smoking increases the risk of other cancers too, including cancer of the larynx (voice box), mouth, throat, bladder, kidney, and pancreas. Smoking increases deaths from these cancers by 60–70%.

But your risk of cancers drops quickly after you stop smoking. That's why screening isn't recommended for people who stopped smoking more than 15 years ago.

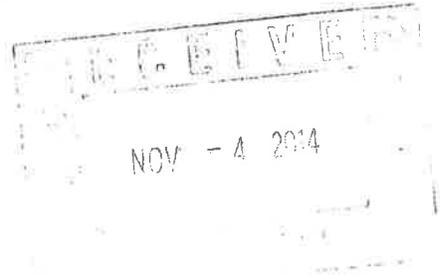
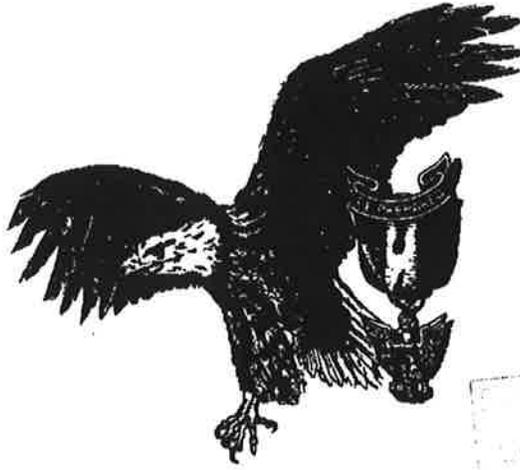
You can ask your doctor for resources to help you quit smoking, such as nicotine patches, or other medicines.

Keep a healthy weight. Obesity is linked to about seven out of 100 new cancers in women and four out of 100 new cases in men. Obesity increases deaths from some cancers by 40 percent, especially certain cancers of the uterus and throat.

Be active. Being active can reduce the risk of colon cancer by 30 to 40 percent. Exercising longer, harder, and more often, lowers your risk. By being active, women may lower their breast-cancer risk by 20 percent or more.

Have your home tested for radon. Radon is an invisible gas. It has no smell, but it is radioactive. It can increase the risk of lung cancer, especially if you are a smoker. If the radon levels in your home are high, ask a certified radon-remediation contractor to put in a system to draw the gas out of the building.





November 3, 2014

Mr. William Cranshaw, Chairman
Maynard Board of Selectmen
Maynard Town Building
195 Main Street
Maynard, MA 01754

Dear Chairman Cranshaw,

Boy Scout Troop 130 of Maynard, Massachusetts, cordially invites you to attend the Eagle Scout Court of Honor for James W. Kutlowski, Emmet R. Karner, Leo Kutlowski and Brian A. Foley. The Court of Honor ceremony will take place on Saturday, November 29, 2014 at 2:00pm at the Maynard Rod & Gun Club, 45 Old Mill Road, Maynard, Massachusetts. Troop 130 would be honored if you could take time from your busy schedule to join in this ceremony and celebration.

We are proud of all four young men, and of their achievement of the rank of Eagle. This rank is not merely another accomplishment by a boy in his adolescence, instead, it symbolizes the desire of a boy to strive for the best and become a leader of tomorrow.

James is a graduate of Maynard High School and is currently attending Bridgewater State University. While at Maynard High, he participated in the Concert Band, Jazz Band and Wind Ensemble, National Honor Society and WAVM. With Troop 130, Jim has served as a Patrol Leader, Assistant Senior Patrol Leader, Senior Patrol Leader, Junior Assistant Scoutmaster and is currently an Assistant Scoutmaster. For his Eagle project, Jim supervised the construction of new shelving in the main storage closet for the Boys & Girls Club of Assabet Valley. Jim and his volunteers spent a total of 81 man hours to complete this project.

Emmet is a graduate of Maynard High School and is currently attending the University of Massachusetts Amherst. While at Maynard High, Emmet participated in the National Honor Society, Math League, Wind Ensemble, Concert Band and WAVM. With Troop 130, Emmet has served as a Scribe, Instructor, Troop Guide, Assistant Senior Patrol Leader, Senior Patrol Leader, Junior Assistant Scoutmaster and is currently an Assistant Scoutmaster. For his Eagle project, Emmet supervised the construction of a deck and bridge for the Community School located at the Union Congregational Church. Emmet and his volunteers spent 159 man hours to complete this project.

Leo is a graduate of Maynard High School and is currently attending the University of Massachusetts Lowell. While at Maynard High, Leo participated in the Concert Band, Jazz Band and Wind Ensemble, National Honor Society, Student Government and WAVM. With Troop 130, Leo has served as a Patrol Leader, Assistant Senior Patrol Leader, Senior Patrol Leader, Junior Assistant Scoutmaster. For his Eagle project, Leo supervised the dismantling of radio and television equipment, packing and moving to

storage of this equipment and then the moving and reinstallation of the equipment from the old Maynard High School into the new building. Leo and his volunteers spent 144 man hours in completing the project.

Brian is a graduate of Maynard High School and is currently attending the University of Massachusetts Amherst. While at Maynard High, Brian participated in the Band, WAVM and had a lead role in the school's play, Beauty and the Beast. With Troop 130, Brian has served as a Patrol Leader and an Assistant Senior Patrol Leader. For his Eagle project, Brian supervised the construction of raised gardens for the Maynard Housing Authority. Brian and his volunteers spent 65 man hours to complete the project.

As you can understand, we are extremely proud of James, Emmet, Leo and Brian, and we hope you will be able to join us in honoring them, as Eagle Scouts on Saturday, November 29, 2014.

Very truly yours,

Kenneth DeMars

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

RSVP by November 18, 2014 to demarskr@aol.com



OFFICIAL PROCLAMATION

COMMONWEALTH OF MASSACHUSETTS
TOWN OF MAYNARD

WHEREAS: James W. Kutlowski is a graduate of Maynard High School and currently a student at Bridgewater State University. As a student at Maynard High School, Jim was very active in WAVM; worked many of the Annual and Special Town meetings. He participated in the Concert Band, Jazz Band and Wind Ensemble, and National Honor Society and:

WHEREAS: James, for his Eagle Scout Project, initiated and supervised the construction and installation of new shelving in the main storage closet for the Assabet Valley Boys and Girls Club. Jim and his volunteers spent a total of 81 man/hours to complete this project and:

WHEREAS: The rank of Eagle Scout symbolizes the desire of a boy to strive for the best and become a leader of tomorrow. In this capacity, Jim has served as a Patrol Leader, Assistant Senior Patrol Leader, Senior Patrol Leader and Junior Assistant Scoutmaster and is currently and Assistant Scoutmaster.

NOW, THEREFORE, WE, the Maynard Board of Selectmen with the utmost pride do proclaim *Sunday, November 30, 2014 as:*

“James W. Kutlowski Day”

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

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

Maynard Board of Selectmen

William Cranshaw

Jason Kreil

David Gavin

Tim Egan

Chris DiSilva



OFFICIAL PROCLAMATION

**COMMONWEALTH OF MASSACHUSETTS
TOWN OF MAYNARD**

WHEREAS: Leo Kutlowski is a graduate of Maynard High School and currently a student at the University of Massachusetts Lowell. As a student at Maynard High School, Leo was very active in WAVM; participated in the Concert Band, Jazz Band and Wind Ensemble, national Honor Society, Student Government and worked at our Annual and Special Town meetings. and:

WHEREAS: Leo, for his Eagle Scout Project, initiated and supervised the dismantling of radio and television equipment, packing and moving to storage of this equipment and then moving and reinstallation of the equipment from the old Maynard High School into the new building. Leo and his volunteers spent 144 man hours in completing the project and:

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

NOW, THEREFORE, WE, the Maynard Board of Selectmen with the utmost pride do proclaim *Sunday, November 30, 2014 as:*

“Leo Kutlowski Day”

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

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

Maynard Board of Selectmen

Bill Cranshaw

Jason Kreil

David Gavin

Tim Egan

Chris DiSilva



OFFICIAL PROCLAMATION

COMMONWEALTH OF MASSACHUSETTS
TOWN OF MAYNARD

WHEREAS: Brian A. Foley is a graduate of Maynard High School and currently a student at University of Massachusetts Amherst. As a student at Maynard High School, Brian participated in the Band, WAVM and had a lead role in the school's play, Beauty and the Beast and:

WHEREAS: Brian, for his Eagle Scout Project, initiated and supervised the construction of raised gardens for the maynard Housing Authority. Brian and his volunteers spent 65 man hours to complete the project and:

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

NOW, THEREFORE, WE, the Maynard Board of Selectmen with the utmost pride do proclaim *Sunday, November 30, 2014 as:*

"Brian A. Foley Day"

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

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

Maynard Board of Selectmen

Bill Cranshaw

Jason Kreil

David Gavin

Tim Egan

Chris DiSilva



OFFICIAL PROCLAMATION

**COMMONWEALTH OF MASSACHUSETTS
TOWN OF MAYNARD**

WHEREAS: Emmet R. Karner is a graduate of Maynard High School and currently a student at University of Massachusetts Amherst. As a student at Maynard High School, Emmet participated in the National Honor Society, Math League, Wind Ensemble, Concert Band and WAVM and:

WHEREAS: Emmet, for his Eagle Scout Project, initiated and supervised the construction of a deck and bridge for the Community School located at the Union Congregational Church. Emmet and his volunteers spent 159 man hours to complete this project and:

WHEREAS: The rank of Eagle Scout symbolizes the desire of a boy to strive for the best and become a leader of tomorrow. In this capacity, Emmet served as a Scribe, Instructor, Troop Guide, Assistant Senior Patrol Leader, Senior Patrol Leader and Junior Assistant Scoutmaster and is currently an Assistant Scoutmaster

NOW, THEREFORE, WE, the Maynard Board of Selectmen with the utmost pride do proclaim *Sunday, November 30, 2014 as:*

“Emmet R. Karner Day”

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

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

Maynard Board of Selectmen

William Cranshaw

Jason Kreil

David Gavin

Tim Egan

Chris DiSilva



**DOWNTOWN HOLIDAY PARKING AT
METER LOCATIONS**

FREE 2-HOUR LIMIT

**STARTING NOVEMBER 28, 2014 THRU
DECEMBER 31, 2014**

**THANK YOU FOR SHOPPING
IN MAYNARD**

**BOARD OF SELECTMEN
TOWN HALL
195 MAIN STREET
MAYNARD, MA. 01754**



LEGAL NOTICE

As required by Massachusetts General Law Chapter 40, Section 56, the Maynard Board of Selectmen will hold their annual fiscal year 2015 Tax Classification Hearings on Tuesday, November 18, 2014 at 7:30 PM in the Michael J. Gianotis meeting Room (No. 201) at the Maynard Town Building. The purpose of the hearing is to determine the percentages of the local tax levy to be borne by each class of real property. The Public is welcome to attend

Maynard Board of Selectmen

Jason Kreil

David Gavin

William Cranshaw



TOWN OF MAYNARD
Office of Board of Selectmen

MUNICIPAL BUILDING
195 Main Street
Maynard, MA 01754
Tel: 978-897-1351 Fax: 978-897-8457
www.townofmaynard-ma.gov

Becky Mosca
Administrative Assistant

DATE August 19, 2014

To All Boards and Committees,

**Below shows which Selectman is a liaison to boards and committees.
Please add your Selectman to each of your agenda postings.**

Liaisons to Boards and Committees

Selectman Gavin:

DGavin@townofmaynard.net

- Council on Aging
- Finance Committee
- Planning Board
- Cultural Council

Selectman Kreil:

jkreil@townofmaynard.net

- Conservation Commission
- Historical Committee
- Board of Assessors
- School Committee

Selectman Cranshaw:

WCranshaw@townofmaynard.net

- Library
- Community Preservation Committee

Note we still have a few more boards and committees that a Selectman needs to be a liaison.
After the election in November some shifts may take place and fill the balance of the other committees.

Thank you,

Becky Mosca

TOWN OF MAYNARD

BY-LAWS

CHAPTER XIII

GENERAL

Section 1: The Board of Selectmen shall be the Police Commissioners.

Section 2: The Town shall have the following Officers and Multiple Member Governmental bodies with members appointed by the indicated authority for the stated terms.

Board of Selectman

Officer	Term	Comments
Town Administrator	3 year	renewable contract
Town Counsel	Contract	
Superintendent of Public Works	Indefinite	
Police Chief and all police officers	Indefinite	
Fire Chief	Indefinite	
Veterans Administrator	Indefinite	
Director of Emergency Management	Indefinite	
One or more Constables	Indefinite	
Two or more Fence Viewers	Indefinite	
Towns Representative to Town Retirement Board	Indefinite	
Keeper of Lock Up	Indefinite	
Representative to MAPC	Indefinite	
Right to Know Coordinator	Indefinite	

Boards/ Committees	Number of Members	Term in years	Number appointed per year	Comments
Americans with Disabilities Acts Commission	5	3	2/2/1	
Conservation Commission	5	3	2/2/1	
Industrial Development and Finance Authority	5	3	2/2/1	
Maynard Historical Commission	5	3	2/2/1	
Board of Appeals	5	3	2/2/1	Also appoints 2 associate members
Board of Assessors	3	3	1/1/1	
Board of Health	3	3	1/1/1	
Planning Board	5	5	1/1/1/1/1	Also appoints 1 associate member
Public Works Advisory Committee	3	3	1/1/1	
Capital Planning Committee	3	3	1/1/1	
Recreation Commission	5	3	2/2/1	
Board of Registrars	5	3	2/1/1	Town Clerk to be a permanent member
Cable Television Committee	5	3	2/2/1	
Council of Aging	10	3	4/4/2	
	1	1	1	
Cultural Council	9	3	3/3/3	



Appointments made by the
Board of Selectmen

2014

Town Administrator, Kevin Sweet

Administrative Assistant, Becky Mosca

1.0 INTRODUCTION 1.1 Purpose

The purpose of this handbook is to assist the many appointed boards, commissions, and committees of the Town. It provides a brief description of procedures, which may be well known to many but are less familiar to others. It also provides details about important state statutes, such as the Open Meeting Law and Conflict of Interest Law.

1.2 Additional Publications

All committee members should read the Annual Town Report and the Town Charter for information regarding boards and committees. In addition, all committee members should review each set of laws that pertain to a certain board, commission, or committee.

2.0 **FORMATION OF COMMITTEES AND MEMBERSHIP**

2.1 Committee Formation

The appointing authorities of committees and boards are the Board of Selectmen, Town Administrator, and Town Meeting Moderator. State statutes outline the powers and duties of many boards; the Town's by-law's further Define the work of some boards. Town Meeting may request the appointment of a committee by approving an article for that purpose. The appointing authority prepares the charge and receives the reports and recommendations of the committee. If appropriate, the committee may also report to Town Meeting.

2.2 Committee Application Procedure

When openings on committees are available, the openings are generally published in a local newspaper (Maynard Beacon). Candidates hoping to get on a particular committee are urged to send a letter of interest to the appointing authority as identified in the advertisement.

2.3 Appointment

The goal of the appointing authorities is to appoint qualified and interested Maynard residents who are broadly representative of the Town. The appointing authorities carefully consider applications and suggestions from many sources including, but not limited to written and verbal expressions of interest, recommendations by committees, recommendations by the Town Administrator, etc. The appointing authorities take into consideration all relevant factors

In order to make appointments that are broadly representative of the Town. The appointee receives written notification of appointment and the term of office from the appointing authority and is sworn in by the Town Clerk prior to attending a committee meeting as an official member. The Town Clerk gives committee members information about the Open Meeting Law (MGL Chapter 39, Section 23B) as state statutes require; members must sign a written acknowledgment of receipt.

2.4 'Committee Orientation

New members to a committee or board should be informed about the committee's specific role, powers and duties, and rules and regulations, and any issues frequently encountered by the board or committee. Such information can be provided by the Committee Chairperson, other members, and/or staff personnel.

2.5 Conflict of Interest Statute (MGL Chapter 268A) 2.5.1 Purpose

The purpose of the conflict law is to ensure that public employee's private financial interests and personal relationships do not conflict with their public obligations. The law is broadly written to prevent a public employee from becoming involved in a situation, which could result in a conflict or give the appearance of a conflict.

The law restricts what a public employee may do: 1. On the job; 2. After hours; and 3. After leaving public service.

2.5.2 Provisions

The law prohibits a variety of actions, including bribery, extra pay, receipt of gifts or privileges because of committee members' official actions, and acting as an agent or attorney for anyone in a claim against or doing business with the Town. The law prohibits all municipal employees from participating in a particular matter in which committee members or any of the following have a financial interest:

-immediate family: includes the employee and his/spouse, and their parents, children, brothers and sister. Cousins, nephews, aunts, uncles, etc. are not considered immediate family members. Also, under the definition of the immediate family, some brothers-in-law are immediate family, others are not; if your brother-in-law is your spouse's brother - he is immediate family but if he is your sister's husband, he is not immediate family for purposes of the conflict law.

- partner or business associates.
- a business organization in which the committee member serves as an officer, director, trustee, partner or employee (including a non-profit organization.)
- any person or organization with whom the committee member is

negotiating or has any arrangement concerning prospective employment.

If board or committee members have a conflict of interest or an appearance of conflict in any matter before the board or committee, they should not be counted in the quorum nor participate in or be present for any pertinent discussion votes. The laws provides for the legal determination of conflict of interest status for any employee submitting a request to the appointing authority or State Ethics Commission.* The law also provides for continued service in certain circumstances if full disclosure is made or a special exemption is granted by the Board of Selectmen. If committee members have any questions about their activities,

they should file a written request with the Town counsel. The answer to the request will be in writing and become a matter of public record.

* "Municipal employee" refers to anyone holding any office, position, employment or membership in any municipal agency. Unpaid members of local town boards and committees are municipal employees as are private citizens serving on a special advisory committee.

2.6 Reappointment

Reappointments based on an evaluation by the appointing authority of citizen's contribution to the committee, the desirability of widespread involvement, and the changing needs of the committee and the Town. A committee member is under no obligation to accept reappointment nor is the appointing authority obligated to offer reappointment.

2.7 Resignation

A committee member who is no longer able to serve should resign promptly so that the vacancy may be filled. A written resignation should be submitted to the Town Clerk, with a copy to the Committee Chair and the appointing authority (MGL Chapter 41 Section 109).

2.8 Other Terminations

In rare circumstances such as continued, unexplained absences or conflict of interest, the appointing authority may ask for a member's resignation or, if necessary, revoke the appointment. Also, the appointment of a committee member who fails to attend three consecutive meetings may be terminated. Prompt, written notification to the committee member will be given by the appointing authority in the event of such action.

3.0 **OFFICERS** 3.1

Elections

Committees elect a chair, vice-chair and a secretary annually,* usually at the first meeting after new terms begin in July. It is the responsibility of the chair to notify the appointing authority; the Town Administrator; and the Town Clerk of changes in officers. Committees are not required to elect a secretary if that committee has a paid, staff secretary (i.e. Planning & Zoning Boards).

* Unless otherwise provided by state law, Town Charter or By-law.

3.2 Chair

The chair presides at all meetings, decides questions of order, calls special meetings, and signs official documents that require the chair's signature. The chair has the same rights as other members to offer resolutions, make or second motions, discuss questions, and vote thereon.

3.3 Vice-Chair

The vice-chair acts for the chair whenever the latter is absent from meetings and performs other necessary duties.

3.4 Secretary

The secretary is responsible for the following duties of the committee:

1. Take and transcribe the committee's minutes.
2. Prepare agendas and any other materials. The tentative agenda for the next meeting should be mailed to committee members and the Town Clerk's Office.
3. Copy meeting materials and mail packets to committee members using, if necessary, facilities and materials at the Town Hall.
4. Schedule place, date, and time of meeting and post meeting agenda with the Town Clerk no later than 48 hours before a meeting. The meeting should also be posted on the Town Office bulletin board.

3.5 Rotating Secretary

A committee may choose to have a rotating secretary. The responsibilities of the rotating secretary are identical to those of a secretary. At the beginning of the next meeting, the rotating secretary should request that the chair designate a successor. If one is not designated, the previously appointed secretary continues in that capacity.

4.0 MEETINGS 4.1

Definition

A public meeting occurs at any time a quorum of the committee or subcommittee members get together to discuss or consider any public business or policy over which the committee has some jurisdiction

or advisory power. **No action** of the committee or subcommittee is valid or binding unless ratified by the affirmative vote of majority of the full body.

4.2 Open Meeting Law

The Massachusetts Open Meeting Law requires that all meetings of elected or appointed boards, committees or subcommittees be open to the public except in with specific situations where Executive Session is required (See Section 4.4, Executive Session). No votes taken in open session by governmental body, other than Town Meeting, may be by secret ballot.

The law does not apply to chance meetings or social occasions; however, such meetings cannot be used to circumvent the requirement of discussing and deliberating at public meetings. The law does not apply to administrative meetings or to a group appointed by a single administrator to advice on administrative responsibilities.

The Open Meeting Law does not contravene other laws, such as the Privacy Act. If clarification is needed, particularly concerning Executive Session and the rights of individuals, the committee chair may request that the Town Administrator obtain advice on specific questions from legal counsel.

Any person may record a meeting with a tape recorder or any other means or sonic reproduction and/or videotape equipment provided there is no active interference with the conduct of the meeting. The manner in which this right is to be exercised is subject to the reasonable direction of the chair. Use of such devices must be announced prior to the start of the meeting.'

4.3 General Guidelines

A committee may adopt formal rules of order. Although most small committee discussions may seem too casual to be called debate, it is advisable for the committee to observe a minimum of generally accepted procedures. Attentive guidance by the chair and adherence to a-adopted procedures can increase efficiency as well as maintain objectivity.

The chair should limit all participants to concise, no repetitive statements. Although desirable, it is not necessary for the committee to continue discussion until complete consensus is achieved. Other actions such as calling for a vote, postponing until more information is available, or referring to a subcommittee may be required.

Careful preparation before meetings, e.g., organizing agenda items, distributing information in advance, and anticipating possible questions, can expedite discussion, facilitate action and avoid long and exhausting meetings.

The Open Meeting Law does not require that visitors be allowed to participate. It may be advisable for the chair to remind speakers of time and repetition limits. No one may speak at a committee meeting' without permission of the chair. If a speaker refuses to be silent after warning from the chair, the chair has the authority to order the speaker removed from the meeting by the police. Nevertheless, all committee members represent and serve the Town. They should treat all visitors and other committee members with courtesy and consideration. Whenever possible, it is advisable to permit public participation in some form, such as a short period at each meeting or occasional meetings for public hearings.

4.4 Executive Session

An Executive Session is closed to the public, but the committee must first convene in an Open Session for which notice has been posted. A majority of the members must vote, by roll-call vote entered into the minutes, in favor of a motion to go into Executive Session. Records of any Executive Session remain closed to the public only as long as publication may defeat the purposes of the Executive Session. Topics discussed in Executive Session are confidential. Attendees do not discuss these matters with anyone until the purpose for the Executive Session no longer existed and the minutes can be released to the public. Releasing minutes is completed by majority vote of the appropriate committee.

Executive Session maybe held only for the following purposes:

1. To discuss the reputation, character, physical condition or mental health of an individual provided that the individual is accorded notice and certain rights.
2. To consider complaints against an individual provided that the individual is accorded notice and certain rights.

3. To discuss collective bargaining or litigation strategy if open discussion may have a detrimental effect on the position of the governmental body; to conduct collective bargaining session; and to conduct contract negotiations with nonunion personnel.
4. To discuss security measures.
5. To investigate alleged criminal misconduct or to discuss filing criminal complaints.
6. To consider the purchase, exchange, lease, or value of real property if open discussion may have a detrimental effect on the position of the governmental body.
7. To comply with the provisions of any general or special law or federal grant-in-aid requirements.
8. To review resumes and interview candidates for employment if an open meeting will have a detrimental effect in obtaining qualified applicants. However, "finalists" must be publically interviewed.

For assistance with this issue, please see the Town Administrator or Town Counsel.

4.5 Meeting Schedule

Depending on a committee's workload, meetings may be held weekly, bimonthly, monthly, or less frequently. . The chair calls each meeting except for the first one, which is called by the appointing authority. When possible, a regular meeting day, hour, and location should be established. Except in cases of emergency, Town committees do not meet on major religious or official holidays.

4.6 Meeting Location

Meetings must be held in a place, which is open to the public. Ideally, the location should also be accessible to the handicapped. Committees are urged to meet in a Town building because meetings held in private homes or restaurants may give the appearance of being secret and discourage the public from attending. A committee may reserve a room in a Town building by contacting the Town Administrator's Office.

4.7 Posting

It is the responsibility of the committee to give notice to the Town Clerk of the committee's meeting with time, date, and place. Except for emergency meetings, meetings must be posted 48 hours in advance by the Town Clerk; Saturdays are counted; Sundays and holidays are not. In the case of emergency meetings (sudden unexpected occasions which require immediate action by the body) or adjourned meetings if scheduled for less than 48 hours from the adjournment, prior posting is not required; however, the Town Clerk must be informed and the meeting posted as soon as possible. The Town Clerk is responsible for maintaining a current listing of all posted meetings on the bulletin board at Town Hall.

4.8 Recordkeeping

State law requires that a committee keep accurate records of its public meetings. The committee must vote to accept all minutes. The records of each regular meeting are public information, and chairs or their designees must maintain a copy of all approved minutes for public inspection.

Minutes must include:

- The names of committee members present and absent at the meeting.
- The names of others present if Executive Session.
- Date, place, time convened, and time adjourned.
- All agreements reached by vote or consensus.

Minutes should include:

- Assignments to committee members.
- Mention of topics discussed.
- exact wording of all motions including who made the motion and

Who seconded. Also, the vote of each member and those members who did not participate in the vote should be recorded.

- Names of additional participants (not press or observers).

Minutes may include:

- summaries of discussions
- schedule of future meetings

Once minutes are accepted by committee vote, they become the only official record of the meeting. Any secretarial notes or shorthand should be destroyed once the official minutes are accepted. Verbatim copies of proceedings, such as audio or video recordings, may be retained however.

4.9 Public Records Law

The Massachusetts Public Records Law (MGL chapter 4, Section 7(26), 1986, 1989) provides right of access to public records, broadly defined to include all documentary materials except eleven specific exemptions such as personnel and medical files, proposals and bids, and appraisals of property. The minutes, informational data, memoranda and circulating materials of any Town board or committee are mostly all public information. The committee should consult the Town Administrator if questions arise concerning freedom of information.

5.0 BUDGETS

5.1 COMMITTEE BUDGETS

In general, an individual committee does not have a budget unless one is authorized by Town Meeting at the time of its formation. If a committee anticipates a need to expend funds, it can request a budget for the next fiscal year through the Town Administrator; or, if funds are needed during a fiscal year, it can make a request to the Finance Committee for a transfer from the Reserve Fund. If such a request is made, a copy must be sent to the Town Administrators Office. Such a request is subject to a review and evaluation of need and the availability of funds.

5.2 Disbursements

As bills are incurred by the committee, the committee's secretary completes bill schedules, attaching all appropriate receipts, paperwork, etc., and submits the paperwork to the Town Accountant's Office for approval. Upon approval, the invoices are processed for payment.

6.0 FUND RAISING

6.1 Background Information

The provisions of MGL Chapter 44, Section 53A enable a Town committee to raise, and disburse funds according to specific

procedures.

6.2 Procedures 6.2.1

Donations

All fund received by the committee go into the General Fund and may not be dispersed by the committee on its own without special arrangements. Sometimes donations are made to the Town for specified purposes. The committee's designee completes a turnover form for contributions received and transmits this document and funds to the Town Treasurer. Revolving funds are available for some purposes, which allow a committee to retain control of its

funds.

This should be discussed with the Town Administrators

Office.

6.2.2 Disbursements of Funds (See Section 5.2) 6.2.3 Alternative

Fund Raising

An individual or group may purchase and donate equipment, supplies, or manpower to a particular committee to help achieve the committee's charge and to avoid going through the channels listed above.

7.0 **PLANNING**

7.1 Charge and Plan of Action

The committee should review the charge prepared by the appointing authority at an early meeting and periodically thereafter in order to keep its work focused and moving toward its goals. When the committee is established because of Town Meeting action, the appointing authority usually incorporates the purpose of the article within the charge.

The committee, with advice from staff and the appointing authority, should develop a plan of action to accomplish the objectives. The plan should include reporting major milestones so that the committee and the appointing authority may assess committee progress.

Permanent committees are usually part of the Town's annual goals and objectives process.

8.0 **REPORTING PROCEDURES**

8.1 Public Information Meetings

The success of a committee's endeavors often depends on effective communication with the public. The committee should hold public meetings and hearings when needed both to inform citizens of work in progress and to gain public reaction and response. The committee should issue press releases periodically to keep the

public informed. 8.2 Town

Meeting

If a relevant article is on the warrant or if the committee's charge specifies a report to Town Meeting, the committee should prepare information for Town Meeting. The committee should make these reports clear, concise and brief, keeping in mind the large volume of articles Town Meeting deals with.

A committee may request inclusion of an article in the Town meeting warrant by a letter to the Board of Selectmen from the committee if a majority of the committee consents to the submission. Articles may be reworded by the Board of Selectmen upon advice of Town Counsel.

All articles should be submitted to the Board of Selectmen by the established deadlines. Committee members sometimes find that they wish to discuss and consider making recommendations on other articles at their meetings. In such cases, the committee should send written notice of the scheduled discussion to the sponsors of the article.

8.3 Annual Town Report

All appointed committees should file an annual report of committee activities for the Annual Town Report. The chair or other designated member should detail committee membership, including changes, and a one-to-three paragraph explanation of major accomplishments and future plans. A request for committee reports is issued each year, by the Town Administrator.

SOURCES OF INFORMATION

"Appointed Committee Handbook", Town of Amherst, MA 1990 "Appointed Committee Handbook", Town of Easton, MA

Massachusetts General Laws:

- Chapter 4, Section 7 (26): Public Records Law - Chapter 39,
Section 23B: Open Meeting Law - Chapter 268A: Conflict of Interest

"Massachusetts Conflict of Interest Law for Municipal Employees", State Ethics Commission



**TOWN OF MAYNARD
BOARD OF SELECTMEN
OPERATING POLICIES AND PROCEDURES
Date Approved: September 1, 2009**

I. PURPOSE

The Board of Selectmen of the Town of Maynard, recognizing the need to codify the traditional and accepted working relationships among members of the Board, between the Board and the Town Administrator, and between the Board and other Town boards, committees, officials, and citizens, as well as the need to consolidate Town policies and procedures, have undertaken to create operating procedures for the Board of Selectmen. Acceptance of the policies and procedures embodied herein shall supersede all previous policies and procedures accepted by past Boards of Selectmen. Unless otherwise noted, the term "Board" shall refer to the Maynard Board of Selectmen. The term "MGLA" shall refer to the Massachusetts General Laws, as amended.

II. NATURE OF POLICIES AND PROCEDURES

These policies and procedures shall address those topics that cannot be dealt with elsewhere. Its content should be considered supplemental and subordinate to language embodied in state statute and Town By-law. Subjects that are more appropriately addressed in statute, by-law or regulation shall not be included in this format, except in reference. The individual policies and procedures embodied herein are severable. If any of them are held to be unconstitutional or invalid, the remaining policies and procedures shall not be affected thereby.

III. PROCEDURE FOR ESTABLISHING POLICIES AND PROCEDURES

A policy may be initiated by a member of the Board, the Town Administrator, a Town employee, or by a citizen of the Town by requesting that the Chairman provide for discussion of the proposed policy in the agenda of a regular meeting of the Board. The individual initiating the discussion shall provide the Board with a written draft of the proposed policy for distribution to the Selectmen. The Board may schedule any hearing or meetings it deems necessary for discussion. The Board may distribute a draft for comment to appropriate officials as it deems necessary, and shall notify of the discussion any Town boards, committees, or employees who may be affected by the policy.

Unless otherwise voted by the Board, the Board shall not vote on a policy at the same meeting at which it is first introduced. A vote by three of the board's five members shall be required for the adoption of a new or amended Board policy. A new or revised policy adopted by the Board shall take effect immediately, and shall be carried out until it is rescinded or amended. The Town Administrator

shall be responsible for the maintenance of all policies and procedures, for updating the Policy Manual with new and amended policies, and for ensuring that copies of the Board's policies and procedures are distributed to newly elected Board members. Copies of the Policy Manual shall be made available to the public at the Selectmen's Office and at the Office of the Town Clerk.

IV. AUTHORITY AND ROLE OF THE BOARD OF SELECTMEN

The Board of Selectmen is an elected board and derives its authority and responsibilities from the statutes of the Commonwealth of Massachusetts, and from the Charter and bylaws of the Town of Maynard.

When a vacancy occurs on the Board, the Board's remaining members shall determine whether there is a need to call a special town election to fill the unexpired term or terms in accordance with the MGLA, or to leave the seat(s) vacant until the next town election. Except, if the seat is vacated within six months of the last annual town election, then the Board shall call a special town election to fill that vacancy on the Board or if there are more than three months before the next annual town election and less than six months a special election must be called if 200 or more registered voters request it in writing (Section 3:1.f.2 of Town Charter).

The Board is responsible for executive Town policy development and review. The Board works with the Town Administrator on policy development, and oversees the Town Administrator in his role as supervisor of town departments, as stipulated in the Charter. The Board, through the Town Administrator, is responsible for supervising the departments of general government that are not supervised by other elected Town boards. The Board will refrain from involvement in day-to-day operations. Before any Board member approaches a department head or a member of a department or committee on any matter that relates to any aspect of the operation of the department or committee, he or she shall first obtain permission from the Town Administrator. Concerns or questions regarding the operation of departments, and suggestions for improvements should be addressed to the Town Administrator at meetings of the Board. The Board may be called upon to settle disputes that cannot be resolved by the Town Administrator. No actions representing the Board shall be taken by a member or members of the Board without the prior consent of a majority of the Board. This shall be modified in the event of an emergency should immediate action be required, in which case the Chairman, Vice Chairman, or any Board member shall call an emergency session of the Board prior to the emergency action. A Board member wishing an in-depth inquiry into a department's policies, procedures, or operations must make such a request during a regular Board meeting in open session and receive approval by the Board by consensus or Board vote. Requests by Board members for written legal opinions must be channeled through the Chairman and the Town Administrator.

V. ROLE OF THE TOWN ADMINISTRATOR

According to the Charter, the Board is responsible for appointing a Town Administrator, who functions as the Town's Chief Administrative Officer. The primary responsibilities of the Town Administrator are defined in Section 4-2 of the Charter. The Town Administrator must maintain a close working relationship with all members of the Board. He/she shall brief the Board of all important issues. In order to provide the Town with continuity of management and the Town Administrator with job security, the Board is committed to maintaining an employment agreement with the Town Administrator, as permitted by statute and stipulated in the Charter.

VI. DUTIES, RESPONSIBILITIES, AND OBLIGATIONS OF BOARD MEMBERS

A member of the Board, in relation to his/her responsibility to the community, shall:

- recognize that his/her primary role is to set policy, with responsibility for administration delegated to the Town Administrator;
- recognize that he/she is a member of a team, and shall abide by all Board decisions once they are made; be well informed concerning the duties of a board member on both state and local levels;
- remember that he/she represents the entire community at all times;
- accept the office of Selectman as a means of unselfish public service, not to benefit personally or professionally from his/her Board activities;
- in all appointments, avoid political patronage by judging all candidates on merit, experience and qualifications only and;
- abide by the provisions established by the Commonwealth in MGLA Ch 28A as they apply to municipal officials.

As a member of the Board, a Selectman shall:

- endeavor to establish sound, clearly defined policies which will direct and support the administration for the benefit of the people of the Town;
- recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration;
- give the Town Administrator full responsibility for discharging his/her decisions and solutions;
- not make statements or promises of how he/she will vote on matters that will come before the Board until he/she has had an opportunity to hear the pros and cons of the issue at a Board meeting;
- make decisions only after all facts on a question have been presented or discussed;
- uphold the intent of executive session and respect the privileged communication that exists therein and;
- treat with respect the rights of all members of the Board despite differences of opinion.

VII. ORGANIZATION OF THE BOARD AND ELECTION OF OFFICERS

Officers of the Board (Chairman, Vice Chairman, and Clerk) shall be elected annually at a meeting of the Board to be scheduled for the first regular meeting following the Annual Town Election. The election of officers is by majority vote. If a vacancy occurs among any of the officers of the Board, the Board shall elect successor at its next regular meeting. Nominations of officers shall require both a nomination and a second. The Board may at any time by majority vote remove the Chairman or any of the officers. The Chairman may not serve in that capacity for more than one year in a given term. In the event that the Chairman is not re-elected, the Vice Chairman shall serve as Chairman Pro Tem until the new officers of the Board are elected. In the absence of both Chairman and Vice Chairman, the Clerk shall act as Chairman Pro Tem.

VIII. RESPONSIBILITIES OF THE OFFICERS OF THE BOARD

The Chairman shall:

- preside at all meetings of the Board at which he/she is present. In doing so, he/she shall maintain order in the meeting room, recognize speakers, call for votes, and preside over the discussion of agenda items;
- sign official documents that require the signature of the Chairman, following a vote of the Board;
- call special meetings of the Board in accordance with the Open Meeting Law;
- prepare meetings agendas with the Town Administrator;
- represent the Board at meetings, conferences, and other gatherings unless otherwise determined by the Board or delegated by the Chairman;
- serve as spokesman of the Board at Town Meetings and present the Board's position unless otherwise determined by the Board or delegated by the Chairman;
- make liaison assignments, as appropriate, and assign overview responsibilities for projects and tasks to Board members unless otherwise determined by the Board;
- Maintain open level of communication with Town Administrator and provide information to the Board as necessary;
- ensure that the Board maintains an open level of communication while abiding by all Open Meeting Laws and;
- arrange for the orientation of new members, unless otherwise noted.

The Chairman shall have the same rights as other members to offer and second motions and resolutions, to discuss questions, and to vote thereon. The Vice Chairman shall act in the place of the Chairman during his/her absence at Board meetings. Should the Chairman leave office, the Vice Chairman shall assume the duties of Chairman until the Board elects a new Chairman. The Clerk shall sign all official documents requiring the signature of the Clerk, with the authorization of the Board, and shall be responsible for recording minutes of any portion of meetings held in executive session for which the Town Administrator is not present.

IX. MEETINGS OF THE BOARD

Regular Board meetings are held on the first and third Tuesday of each month. The Board shall not hold regular meetings on days which are designated legal holidays. The Town Administrator is responsible for the posting of all Board meetings in compliance with Open Meeting Law. Regular Board meetings shall begin at 7:00 pm and shall adjourn no later than 10:00 pm unless a majority of the Board votes to continue the meeting at that time. A meeting called for any time other than the regular meetings shall be known as "special meetings". The same rules as those established for regular meetings shall apply, unless an unforeseen emergency requires a special meeting to be scheduled on a legal holiday. Special meetings shall be called by the Chairman, in consultation with the Town Administrator, and with the informal consent of a majority of Board members. The Board may conduct informal "working session" meetings from time to time. Such meetings will be posted in accordance with Open Meeting Law. A synopsis of transactions of informal meetings shall be made a part of the record of meeting minutes.

X. MEETING PROCEDURES

This Board shall operate under "Roberts Rules of Order as Amended", rules established herein and the Open Meeting Law. It is the practice that application of said procedure may be on a relatively informal basis. A quorum shall consist of three members of the Board. As a practical courtesy, action on critical or controversial matters, the adoption of policies, or appointments shall be taken, whenever practicable, with the full Board in attendance. Actions and decisions shall be by motion, second, and vote. Split votes will be identified by name in the meeting minutes. The Town Administrator is expected to be in attendance at all meetings of the Board. The Town Administrator shall attend in order to keep the Board informed and advised, and to recommend in all matters that fall within the jurisdiction of his/her office. He/she shall carry out the actions of the Board as they relate to the conduct and administration of Town affairs under his/her jurisdiction.

XI. BOARD MEETINGS: EXECUTIVE SESSIONS

Where practicable, executive sessions shall be scheduled at the end of the open meeting of the Board. Only items clearly allowed under the Open Meeting Law shall be included in executive session. Prior to calling for a motion to adjourn into executive session, the Chairman shall state the reasons for which an executive session is sought. The Chairman shall also state whether or not the Board will reconvene in open session. A majority of the members present and voting must vote to enter executive session by roll call vote.

XII. AGENDA PROCEDURES

The Town Administrator bears primary responsibility for coordinating and planning the agenda for regular meetings of the Board. The Town Administrator, in consultation with the Chairman, shall approve the agenda, and schedule a realistic time period for each appointment, interview, conference, or other scheduled item of business. In order for items to be considered for the agenda, they must be submitted to the Town Administrator by 4:00 p.m. on the Tuesday of the week preceding the meeting. Items added to the agenda after this time will be considered out of necessity or due to being routine in nature.

Agenda items shall be:

1. Pledge of Allegiance
2. Call to order
3. Acceptance of meeting minutes (as required)
4. Citizen participation
5. Scheduled Appointments (as required)
6. Hearings (as required)
7. Other action items (as required)
8. Issues and Discussion Items
9. Old/New Business and Information
10. Report of the Town Administrator
11. Report of the Chair
12. Reports of individual members of the Board/Ad Hoc Committees (as required)
13. Adjournment

Each agenda item shall state the action anticipated of the Board, as appropriate. Members of the Board, staff, the Town Administrator, or others who prepare background materials for the meeting should have such material available for Board members by Friday evening prior to a Tuesday meeting. In the case of any special meeting all available materials shall be provided a day in advance. If background information is insufficient or complicated or if complex memos or motions are presented at the meeting, which were not included in the Board's meeting packet, any Board member may request that the relevant item be tabled to allow Board members time for careful study of the material. The agenda shall be available to the public and the press at the Selectmen's Office by 12:00 noon on the Monday before the meeting. Copies of the minutes of previous meetings and all important correspondence, reports and other pertinent background materials shall be included in meeting packets unless picked up by Selectmen in the Selectmen's Office.

XIII. PREPAREDNESS

Fact gathering and policy proposals can be done outside of meeting time by creating subcommittees made up of 2 selectmen, seeking input from appropriate staff, other committees, etc. The issue should be researched and subsequently brought back to the full board in the form of a proposed policy to discuss for approval.

The Town Administrator and Chair shall make every effort to contact and solicit participation from volunteers, staff and/or consultants with knowledge on a particular agenda item prior to the Board's discussion. It is imperative that the board have all the necessary materials pertaining to the agenda in a timely manner by Friday evening prior to a Tuesday meeting.

XIV. NEW BUSINESS

The agenda item entitled New Business is not a time for debate or broad discussion. It is a time to report, make comments, or ask something very specific. We further recommend that each Selectman be allocated a maximum of 5 minutes. Should an item arise that warrants more debate, the Selectman could ask the Chair to add it as an agenda item at a subsequent meeting.

XV. COMMUNICATION BETWEEN MEETINGS

The TA's office shall sets aside specific times for "not being disturbed". Such time should be used to return emails and communicate with other boards and staff on behalf of BOS with regards to specific goals and objectives. The TA shall meet with department heads and our community development planner individually on a regular basis to discuss ongoing projects and issues.

As a general guideline, prior to individual board members calling or stopping in on the Town Administrator or Assistant Town Administrator the selectman should apply the following parameters: "Is my question related to a task that the board or chair have authorized me to pursue?"

If the TA feels that responding to the inquiry requires more than a reasonable amount of time, it shall be referred to the Chair for approval. The Chair and TA shall discuss the issue and determine one of the following responses.

- a. That the TA invests the time necessary to respond to the request.
- b. That the request is unreasonable and should not result in any further investment of the TA's time.
- c. If either the Selectman who made the original request, the TA or the Chair feels that the inquiry warrants the decision of the full board, then it be added to the agenda for approval at the next meeting.

XVI. MEETING MINUTES

The Town Administrator shall ensure that open meetings of the Board are recorded. The Town Administrator shall ensure that minutes are drafted and made available to Board members in a timely manner, not to exceed twenty-one (21) days from the meeting date. Minutes circulated to members of the Board on or before the agenda is set for the subsequent meeting shall be considered at that meeting. Changes in the text of minutes shall be reviewed and agreed upon by a majority of voting Board members. The Town Administrator shall periodically review and present for the Board's vote the minutes of meetings held in Executive Session which may be released to the public. The Board shall release minutes of Executive Session at the earliest opportunity without compromising the nature of the matter discussed therein. Minutes shall contain a full statement of all actions taken by the Board and of the disposition of all proposals for action. Approved minutes shall be recorded in a Minutes Book which shall be bound when filled to capacity. Minutes of Board meetings held in Executive Session shall be kept separately and recorded in accordance with the procedures dictated above. Minutes (other than those of meetings in Executive Session which the Board has not voted to release) shall be open for public inspection.

XVII. BOARD APPOINTMENTS

The Board shall make its annual appointments in June. Appointments made in June shall have terms beginning on July 1 and expiring on June 30. In addition, as the need arises, the Board may make appointments throughout the year for terms to take immediate effect, with expiration dates of June 30. Terms shall not exceed three years, unless specifically allowed by MGLA. Appointments shall be based on merit and qualifications. Where possible the Board will seek variety in backgrounds, interests, ages, genders, and geographic areas of residents, so that town boards and committees will reflect a true cross-section of the community. In order to attract qualified and interested persons, vacancies will be made public as much in advance of the appointment as practicable. The Town Administrator will ensure the availability of up-to-date talent bank forms in Town Hall and other public buildings. He/she will also ensure that completed talent bank forms are maintained in an organized and easily retrievable manner in the Selectmen's Office, that receipt of the completed form is acknowledged, and that the resident be given a sense of the appointment process. As Board-appointed vacancies occur, the Town Administrator will ensure that local newspapers are advised of the vacancies, and that vacancy notices are posted on Town bulletin boards inside and outside of Town Hall and advertised on the local cable access television channel. Vacancies shall be advertised for no less than fifteen (15) days. The Town Administrator will ensure that the chairman of the board on which a vacancy occurs is advised of the vacancy, and will seek nomination recommendations of a majority of the relevant committee. Applicants for all Board appointments shall complete a talent bank questionnaire, to be considered as candidates. When a vacancy occurs, after advertising the vacancy for a limited period, the Selectmen's Office sends the relevant talent bank forms to the committee with the vacancy. They may choose to make a recommendation to the

Board from that list. The Board then conducts brief interviews at the next available meeting to make the appointment. As part of the annual appointment process, the Town Administrator will ask incumbents whose terms will expire on June 30 about their availability for reappointment. The Town Administrator will ensure that the Selectmen receive a list of appointment vacancies to be filled by the Board. The Board may from time to time appoint standing or advisory committees to aid on matters under the Board's jurisdiction. The use of such committees provides greater expertise and more widespread citizen participation in the operation of government. The Board will give each advisory committee a written charge, which shall include the work to be undertaken, the time in which it is to be accomplished, and the procedures for reporting to the Selectmen. Each committee must report in writing at least annually to the Selectmen. The Selectmen's Office shall be sent copies of all committee agendas and minutes. The Board will discharge committees upon completion of their work. In addition, each Committee shall be provided with information on parliamentary procedures and the conduct of meetings under the Open Meeting Law. The charges and membership of advisory committees shall be reviewed at least annually to assess the necessity and desirability of continuing the committee.

XVIII. RELATIONS WITH OTHER TOWN BOARDS AND COMMITTEES

The Board is aware that coordination and cooperation is needed among the Town's major boards, committees, and commissions, not only in the day-to-day operations of government, but also to set town-wide goals and priorities; identify and anticipate major problems, working together toward their resolution; and develop a process for dealing with state and federal government. The Town Administrator is responsible for inter-board communications in day-to-day operations of government. The Town Administrator shall develop a process for the exchange of information and the provision of advice and recommendations among the boards, committees, and commissions with common interest.

XIX. RELATIONS WITH CITIZENS

In recognizing that it both represents and is accountable to the residents of the Town, it is the policy of the Board to make every effort to strengthen communications with citizens. The Board will act to increase citizen participation, encourage citizen input into government decisions, and to keep residents informed of all actions contemplated or taken by the Board which will affect them. To this end, the Board will take the following steps:

- In addition to Citizen Participation, a resident or group of residents may request a meeting with the Board by contacting the Selectmen's Office, stating precisely the reason for the appearance and the Board action desired and by naming a spokesman for the group. As circumstances permit, such a meeting will be incorporated into the agenda of the next regularly scheduled Board meeting. Participants shall be allowed to make a reasonable presentation through the spokesman and to express opinions, and to ask for pertinent information. Residents making such presentations are encouraged to prepare written materials for the Board's review.
- The Town Administrator will ensure that persons who will be directly affected by proposed Board discussion or action will be notified of the date and time of the meeting at which the matter will be discussed or acted upon by the Board.
- If the Board is considering matters of citizens concern at a regular meeting, the public will be allowed to ask questions or make statements relative to the matter under consideration at the discretion of the Chairman.
- The Town Administrator and Chairman will ensure that all citizen questions and complaints are answered promptly. Matters requiring the attention of the full Board shall be included in the agenda of the next regular Board meeting.

XX. HEARINGS BEFORE THE BOARD

Hearings before the Board shall be conducted in accordance with the following procedures, Modifications may be necessary to comply with statutory requirements applicable to particular matters:

- The Town Administrator will ensure that the hearing is advertised and notice given to interested persons, such as abutters, as required by statute or as directed by the Chairman in the absence of statutory requirements.
- Hearings will be held in open session unless otherwise voted by the Board in compliance with Open Meeting Law.
- At the time advertised for the hearing, the Chairman will announce the nature and purpose of the hearing, identify the particular matter, and recite the notice given. All questions shall be addressed to the Chair.
- The order of presentation will be: presentation by the proponent; receipt of recommendations from any Town board or officer; questions from Board members; and statements by opponents and members of the public.
- At the conclusion of the hearing, the Board may render its decision or take the matter under advisement, announcing the intended date of decision.