



## **AGENDA**

# **Maynard Board of Selectmen Meeting Tuesday, September 15, 2015 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. Swearing In New Fire Fighters and Fire Captain Promotion**

**2. Rep. Kate Hogan Updates**

**3. Public Comment**

**4. Acceptance of Minutes**

a) September 1, 2015

**5. Correspondence**

- a) Fire Department monthly report for August 2015
- b) Town Accountant monthly report for July and August 2015
- c) Council of Aging, monthly report for August 2015
- d) Police Department monthly report for August, 2015
- e) Notice of meeting, PB, 9/8/15
- f) Notice of meeting, COA, 9/10/15
- g) Notice of meeting, MRC/MCC, 9/10/15
- h) Notice of meeting, SC, 9/10/15
- i) Notice of Meeting, CPC, 9/16/15
- j) Notice from ABCC – regarding Fire and Building Safety Checklists
- k) Artspace – Invitation to Art Show from 9/9 to 10/2 daily 11:00 am to 3:00 pm
- l) Downtown Business and Property Owners invitation to Library 9/10/15
- m) Notice from Rep Kate Hogan public is invited to open house on 9/15/15 lower level Town Hall
- n) OARS – Annual River Cleanup – Saturday 9/19/15, 9:00 am until noon
- o) Comcast notice, internet essentials
- p) MAGIC – Fiscal Plan for Fy16
- q) Notice to ABCC regarding (2) revoked liquor licenses

**6. Consent Agenda**

a) Special Police Officers

**AGENDA**  
**Maynard Board of Selectmen's Meeting**  
**September 15, 2015**

7. **Board Interview:** Retirement Board Appointment – K. Petersen
8. **Common Victualler License:** Saracen Café – Whole House Group
9. **7:45 p.m. Water and Sewer Rates Setting**
10. **Ratification of Police Chief Contract**
11. **Health Care Industrial District:** Proposed Zoning By-law - Planning Board Referral
12. **129 Parker Street Updates**
13. **Economic Development Updates**
14. **Town Administrator Report**
15. **Chairman's Report**
16. **Board Member Reports**
17. **Adjournment (9:30)**

Respectfully submitted,



**Kevin Sweet, Town Administrator**

Regular Meeting – October 6, 2015

**THIS AGENDA IS SUBJECT TO CHANGE**

## Becky Mosca

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**From:** Anthony Stowers  
**Sent:** Monday, July 20, 2015 8:05 AM  
**To:** Becky Mosca  
**Cc:** Michelle Sokolowski  
**Subject:** RE: September BOS New Fire Fighters and 1 captain 2 citations

Becky,

Here you go:

1. Derek Maskalenko (new Firefighter)
2. James McGowan (new Firefighter)
3. Matthew James (new Firefighter)
4. Captain Tim Gray (promotion to Captain)

Thanks,

*Anthony Stowers*

Anthony Stowers/Fire Chief EFO, CFO  
Maynard Fire Department  
Maynard, Massachusetts  
(978) 897-1014  
(978) 897-3389 fax



"It is not the strongest of the species that survives, nor the most intelligent that survives. It is the one that is the most adaptable to change"  
**Charles Darwin**

**From:** Becky Mosca  
**Sent:** Monday, July 20, 2015 8:01 AM  
**To:** Anthony Stowers  
**Cc:** Michelle Sokolowski; Diane Donovan  
**Subject:** FW: September BOS New Fire Fighters and 1 captain 2 citations

Chief,

Do you have the names for the swearing in on Sept 15, 2015?

Thanks,

Becky Mosca



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, September 1, 2015  
Room 201, Town Hall  
Time: 7:00 pm**

**Present: Chairman, Chris DiSilva, Clerk, Jason Kreil, Selectman David Gavin, Selectman Terrence Donovan, Selectman Tim Egan, Town Administrator Kevin Sweet, Assistant Town Administrator Andrew Scribner-MacLean and Administrative Assistant Becky Mosca.**

**(This public meeting was recorded).**

**Public Comments:** Vic Tomyl commented on the infield at Crowe Park – It is in need of repair

**Acceptance of Minutes, July 21, 2015 and August 18 and 20, 2015**

**A motion was made by** Selectman DiSilva to approve the minutes of July 21, 2015 as shown. Second by Selectman Donovan. Vote 5-0. Motion approved.

**A motion was made by** Selectman DiSilva to approve the minutes of August 18, 2015 as shown. Second by Selectman Donovan. Vote 5-0. Motion approved.

**A motion was made by** Selectman DiSilva to approve the minutes of August 20, 2015 as shown. Second by Selectman Gavin. Vote 5-0. Motion approved.

**List of Correspondences (mail to the Selectmen's Office for September 1, 2015).**

- a) DPW monthly report for July 2015
- b) Notice: meeting School Committee, 8/27/15
- c) Notice: meeting Finance Committee, 8/24/15
- d) RE: Hudson Downtown repaving schedule 8/24/15 thru 10/26/15
- e) RE: Public notice for Maynard Special Town Meeting and timeline 1/11/16
- f) Notice: Maynard looking for Volunteers for Boards and Committees
- g) TIPS newsletter, August 2015
- h) Notice: The MASS Office of Disabilities meeting, 10/21/15 & 10/22/15
- i) Resignation: Planning Board – Kevin Calzia

**A motion was made** by Selectman DiSilva to accept the list of correspondences **A-I** as shown. Second by Selectman Egan. Vote 5-0. Motion approved.

JK, asked why the notice from Hudson was in the correspondences – Information received from Chamber.

### **Rail Trail Easement Amendment**

**AMENDMENT TO EASEMENT AGREEMENT:** TA Sweet overview to the Board on the amendment for this piece of property to increase the square footage.

### **A motion was made by Selectman DiSilva**

I hereby move to accept the amendment to the easement from Wedgewood Realty Trust for the public rail trail which reflects the substitution of a new plan showing an increase in square footage and that was recorded August 25, 2015 in the Middlesex Registry of Deeds  
Second by Selectman Gavin. Vote 5-0. Motion approved.

### **Board Opening Interview:**

- Planning Board (1 opening):
  - William Gosz

No additional questions as BOS just had (2) interviews with William Gosz in July/August for openings.

**A motion was made** by Selectman DiSilva to approve and appoint William Gosz to the Planning Board as a full member, as a replacement for Kevin Calzia with term June 30, 2018. Second by Selectman Gavin. Vote 5-0. Motion approved.

**Special Event Permit Request:** Halfway Café Corn-hole tournament – September 20, 2015  
Jose Pena, Manager from Halfway Café explained this is a first time event and would like to form teams to play in a Corn-hole tournament at Memorial Park. Jose said they have 6 people signed up so far. They requested to change the time to 4:00 pm until 7:00 pm due to the Patriots Football game at 1:00 pm. It is a non-alcohol event at Park. Staff will clean up the area. Set games up away from streets – Nason and Summer Street. We keep Chief DuBois in the loop in case they need Police Detail.

Questions from Board

CD; who is going to supervise this event? Jose Pena will supervise. Is this a charitable function? It has to cover the cost of waters and other things.

DG; so this is open to public? Yes – Memorial Park is for community events and this is a place reverence. Do you know what time the sun goes down? No

TD; Thinks that the players may have had a few drinks then issues can happen up near the road area. Need to use caution. Chief do we have a protocol for this type of event. MD; It is a first. Chief do you think we need detail. It could become an issue with people walking between Halfway and the Park. What if someone leaves Halfway with drinks?

TE: Thinks this is something different. Doesn't have any issues

JK; what is the cleanup time. JP, as this event is taking place staff will keep area clean.

KS, CD agree for JP and MD to work out if they need a detail.

**A motion was made by** Selectman DiSilva to accept and approve this special request event at Memorial Park to Halfway Café for a corn-hole tournament on Sunday, September 20, 2015 from 12:00 to 5:00 pm. Second by Selectman Egan. Vote 5-0. Motion approved.

**Request for Special Permit for K of C –Haunted House Withdrawn.**

**Request for two (2) 15-minute limit parking spots: Kinny Wong – China Ruby**

Kinny Wong would like (2) 15-minutes spot for pick-up meals. DG, had hand out – policy from 2008 for Parking Policy – regarding 15-minute limit on parking. Policy states that it must be coming from (3) businesses or more. No one on Board aware of this policy. Any Board can make changes to policy. DG cannot be in favor of this change. KW would like even (1) spot. TE: thinks that one spot should be made available. DG; thinks that it is not a good thing idea for the other businesses to be notified the other business owners. TD; does not think it is up to KW to notify the other business owners that he has made this request. DG; that we have limited parking in our downtown area.

CD: Requests that KW take the policy and read over then come back to Board once he has a better understanding of the town parking policy.

VT: There are businesses downtown that have the 15-minute spot are that some of the businesses think that if they have the sign in front of their business they can control that sign is for just their customers.

Reserve parking spot.

**Maynard Golf Course: Kevin Osgood – Sterling Golf Management**

Kevin Osgood and Brad Durrin – Hand out of Draft report and discussion with Board

- Revenue Update – YTD through August 31, 2015
- Capital paid out YTD - \$47,793.62
- Business – continues to be good with growth – course in great shape
- Rounds up – League play up
- Season passes on up turn
- Maynard Play up
- Lessons and Clinics up – Junior golf over all up 20%
- Building – Function hall renovations are completed.
- Pond fountains in need of repair its stopped working. Cart paths need work, potholes and washouts.
- Issue with Geese we will work with town and talk with other course to find out what they are doing to get rid of geese.

**129 Parker Street Updates**

TA, K. Sweet updated Board, Attorney Jon Witten sent over draft NBOD to Attorney Catanzaro – waiting for comments / feedback to move forward.

**Economic Development updates**

TA. K. Sweet,

- BEEP: Sept 10<sup>th</sup> with an official program, roll out.
- Downtown property/business owners meeting with staff Sept. 10, 2015. Purpose is to discuss mill & main impact on downtown area

- Mill & main: working with staff on zoning issues. Remainder addresses in Development Agreement to be negotiated
- Savoring Indian building is listed on the market and reportedly has an offer.
- Armand Swajian a local developer has purchased the building Morey's was in (conversations were retail and residential mixed use)
- RFP for Veterans' memorial Park issued – Due Sept 21, 2015 at 10:00 am
- Keene Ave: Project is moving forward: the infiltration system is installed and currently installing sewer
- Sept 3<sup>rd</sup>, 3:15 – 3:45 Mill & Main presentation with Saracen / Walk: 3:45 – 4:30

### **Town Administrator Report.**

- Lt. Gov. Karyn Polito will join officials from Acton, Boxborough, Littleton, Maynard, and Westford for a Regional Community Center signing. (Thursday, 2 p.m., Littleton Police Station, 500 Great Road, Littleton)
- Maynard Fire Station: Rep. Hogan will begin working with Congresswoman Tsongas this week regarding funding for the fire station. We will communicate the importance of these updates as they relate to the FEMA bunker as well as the State Police Crime Lab
- First Green Communities Grant Project for the year will begin tomorrow. We will be retrofitting the Fowler School Gym with new LED lights and are scheduled to finish installation by the end of the week
- Home Rule Updates:
  - H3331 – Civil Service – Currently in the Committee on Third Reading
  - H3371 – Liquor Licenses – Currently with the Senate, it has been placed in the Orders of the Day for the next session. Following its first reading, it will be read again and ordered to the Committee on the Third Reading in the Senate. They will review the bill again and make sure the language, etc. are all kosher.
- September issue of New Generation newsletter – Maynard COA & Senior Center is available
- Town Hall Phone System Update; during 2014 we had some issues with the phone system at the Fire Department. We hired a company to help us and determined the following:
  - Server was eight years old and software was end of life (CISCO no longer supported) we had never paid for software upgrades since original purchase. Redundancy of system was limited by mixed models
  - We received rough quotes and explored options including internet based phones, merging with system at the schools, and other brands of phone systems. We knew the system could fail but expected it to last until we could replace it without a rushed decision. In the summer of 2015, we made final decisions on brand (stay with Cisco) and future needs. On Friday, August 21<sup>st</sup> we received an updated quote for a new system. On Sunday, August 23<sup>rd</sup>, the server had a critical failure. Our implementer was able to port the newer Police server and Fire switch to get both of those systems up and of running. The older Town software was not patchable to those express versions so the Town Hall remains down. On Monday the 24<sup>th</sup> with extensive on-site assistance, we elected to upgrade immediately – the vendor is on state contract so a bid process is not necessary. As of tonight the upgrade is anticipated to be completed before 09/1/2015 – this includes shipping of all gear, business requirements mapping and implementation. New system will include full redundancy and integrate the library phones

(currently a separate system). All costs are funded through PEG access funds so there is no direct hit to general or reserve funds

### **Town Administrator Official Vehicle**

TA. K. Sweet had a prepared memo to Board requesting the use of his Town Vehicle via the Chairs request to have this on the agenda. The duties required on the TA to be on duty twenty-four hours a day, three hundred sixty-five days a year. This would ensure to the greatest degree possible, that he is to maintain in a safe and reliable condition the ability to be in touch with local officials (Police/Fire/DPW), regional and state agencies.

DG thinks it is a change to TA contract and this was not part of TA's current contract and why now to make this change.

CD agrees the TA should have the use of this vehicle and not to leave it here at Town Hall.

TD agrees that the TA should have use of this vehicle.

DG thinks this is unfair.

CD requested to have this on the agenda at this time since we just completed the TA review and everyone has good points for our TA.

DG commented that DPW Operation Manager, would he be next to request to take his vehicle home also.

CD – why not when this vehicle has the equipment in the vehicle it is a benefit to the Town. This vehicle is setting in the parking lot – what good is it here if we have emergency and he does not have an official car to get back here to Maynard.

A motion was made by Selectman DiSilva to allow TA K. Sweet full use of his Town Vehicle. Second by Selectman Donovan. Vote 4-1 (Gavin opposed) Motion approved.

### **Chair Report –**

- Water & Sewer abatements – request the Board read them and have them back on the next agenda. Reason are inconsistent
- We did not decide anything on the golf course noise – loud firecracker banned because of area residents to disruptive we need to find a solution.
- School to open this week – wish them well have to have a good year.

### **Board Member Reports**

#### **Selectman Egan:**

- Call out to residents to fill our open boards and committees for the Town.

#### **Selectman Gavin:**

- Good Luck to our students – Zach our student that films for our BOS meetings – have a good senior year.
- Any updates on the industrial accident at the School. TA, had a bit of news – It was the owner of the company. Might not be able to walk again.

#### **Selectman Kreil:**

- Business owners newsletter from Town – is it out to the businesses yet – ATA, mailed on 8/28/2015

- What hours did the fire crackers at the golf course go off? TA at random times of the day.
- People feed the geese. TA – they should not there is a law not to.

**Selectman Donovan:**

- Notice the crossing guard at MHS left – Job is available.

**Executive Session** ~ For the purpose of Contract negotiations with non-Union personnel and to Purchase of Real Estate Property

Motion to convene an executive session was made by Selectman DiSilva and duly seconded by Selectman Gavin. **Motion approved.**

<b>Roll Call</b>	<b>Yea</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Selectman David Gavin	X			
Selectman Tim Egan	X			
Selectman Jason Kreil	X			
Selectman Chris DiSilva	X			
Selectman Terrence Donovan	X			

Board will not reconvene into open session.

**A motion** to adjourn the meeting was made by Selectman DiSilva. Second by Selectman Gavin. Vote 5-0. Motion approved.

Time: 9:32 pm

Approved: \_\_\_\_\_

Date:

\_\_\_\_\_  
Selectman, \_\_\_\_\_, Clerk

Initials: BJM



# MAYNARD FIRE DEPARTMENT

Fire Chief  
Anthony Stowers

## Monthly Report

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### AUGUST 2015

#### FIRE RESPONSE AND OTHER FIRE DEPARTMENT ACTIVITIES

Number of requests for service from August 1, to August 31 was 129 resulting in over 250 emergency responses and a total of 682 additional activities or service requests for the month. The requests break down for the month break down as follows:

Fire and Emergency Incidents:	129
In-house Training Classes/other training:	57
Fire Safety Inspections-Pre-fire Plans other Fire prevention	92
Administrative/Other:	241
Station/Vehicle Maintenance	79
Total activities for August:	811

#### TRAINING ACTIVITIES

All shifts have been involved with the training of our new probationary firefighters. All together members completed over 163 hours of on-shift training this month in a variety of topics such as Emergency Medical Recertification, driver/operator, Fire Safety Surveys, Leadership Development, Ice Rescue Operations, RIT, Fitness and hydrant operations, and building familiarity with walks through multiple buildings among other topics. The biggest focus this month has been training our new firefighters as we prepare them for their careers here at Maynard Fire. In addition all 4 groups continued working on our pre-fire planning program.

#### SHIFT PROJECTS AND ACTIVITIES

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 continued making considerable progress with our Records Management Software program. This month we are working on implementing a new reporting module.

The intern we had from Maynard High School finished up in August. His job entailed scanning all of our old inspection, maintenance and training files into our new records management system. Moving forward this will make it much easier to do any historical research on any occupancy in town.

## ACTIONS OF NOTE:

Captain Tim Gray took command of Group 1 this month and is doing an excellent job!

Our new Engine arrived in Attleboro this month. Captain Gray and I visited to go over lettering and tool placement in anticipation of an early September delivery date.

As you know, the Maynard Fire Department received a significant grant from FEMA and we ordered all new Self-Contain Breathing Apparatus. We also received delivery of all new protective clothing for your firefighters.

We have now fully integrated the joint fire/police communications center. Things are progressing smoothly during this transition. A lot of credit for this successful transition needs to go to Anne Camaro, dispatch supervisor as well as the community's firefighters and police officers for assisting in this transition and showing patients when we hit stumbling blocks.

We are continuing to work with our Council on Aging. We will be utilizing our Senior SAFE Grant to help get education programs out to our community's older adults. We will be working with the Council on Aging and their new director in the coming months to begin that process.

We are continuing to work with Emerson Hospital on a fall prevention program impact study in the coming months. The idea is to create a benchmark and see the impact our fall prevention program is having in Maynard. The goal is to reduce community risk and reduce human suffering through prevention.

We have hired an architectural firm to help look at the feasibility of renovating and adding on to the fire station.

August was a very busy month for inspections and acceptance testing for fire alarm and sprinkler system installs or upgrades.

We conducted our follow-up safety inspections for all the Maynard Schools before the open of the school year.

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



**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: September 2, 2015  
SUBJECT: ACCOUNTANT'S REPORT – JULY 2015

- Processed weekly invoice warrants
- Processed Bi-Weekly Payroll Warrant
- Finalized FY2015 expense budget shortfalls and reserve fund transfers for Selectmen and Finance Committee approval
- Processed journal entries
- Began work on FY2017 budget
- Met with DPW on potential budget shortfalls and reserve fund transfers
- Began inputting FY2015 end of year journal entries
- Reconciled June 2015 Receivables and Cash balances with the Treasurer
- Finalized list of FY2015 encumbrances articles to be carried over to FY2016
- Input journal entries for FY2015 ATM Articles
- Transferred FY2016 budget for General Fund, Enterprise Funds, and CPA into Softright
- Updated FY2016 Chart of accounts
- Met with Finance Committee to finalize FY2015 outstanding reserve fund transfers
- Worked with School Business Manager on payroll issues for school for FY2015 end of year warrants and FY2016 payrolls
- Began work on free cash for submission to DOR in August
- Updated and issued the following reports as of June 2015:
  - Available funds
  - Available Fund history
  - Capital Projects
  - CPC Summary – Revenue, Expenses, and fund reconciliation
  - Expense Summary – General Fund
  - Expense Summary – Enterprise Funds
  - Revenue Summary – Enterprise Funds
  - Performance/Surety Bonds
  - Peg Access Funds
  - Local Receipts – General Fund
  - Local Aid – General Fund
  - Enterprise Fund Summaries – Sewer and Water
  - Ambulance Receipts (Fund 3017)
  - Student Activities Funds - JHS and MHS
  - Education Circuit Breaker Fund
  - School Choice Fund

Snow and Ice summary  
Updated MHS Capital Project Summary  
Reserve Fund Transfer Summary  
DPW Chapter 90 Summary  
Expense Balances – Encumbrances and Articles  
Perpetual Care Fund summary  
Reserve Fund  
Other Special Funds Balances



# 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: September 2, 2015  
SUBJECT: ACCOUNTANT'S REPORT – AUGUST 2015

- Processed weekly invoice warrants
- Processed Bi-Weekly Payroll Warrant
- Processed journal entries
- Began work on FY2017 budget
- Reconciled July 2015 Receivables and Cash balances with the Treasurer
- Finalized FY2015 carryover balances for Non General Fund funds and accounts and input into Softright
- Closed FY2015 and carried over fund balances from FY2015 to FY2016 in Softright
- Submitted Free Cash balance sheet and supporting documentation to DOR for review
- Began work on a Special Fund Summary Report
- Began work on FY2016 Tax recap
- Began work on FY2015 School End of Year report for School Business Manager
- Updated and issued the following reports as of July 2015:
  - Available funds
  - Available Fund history
  - Capital Projects
  - CPC Summary – Revenue, Expenses, and fund reconciliation
  - Expense Summary – General Fund
  - Expense Summary – Enterprise Funds
  - Revenue Summary – Enterprise Funds
  - Performance/Surety Bonds
  - Peg Access Funds
  - Local Receipts – General Fund
  - Local Aid – General Fund
  - Enterprise Fund Summaries – Sewer and Water
  - Ambulance Receipts (Fund 3017)
  - Student Activities Funds - JHS and MHS
  - Education Circuit Breaker Fund
  - School Choice Fund
  - Snow and Ice summary
  - Updated MHS Capital Project Summary
  - Reserve Fund Transfer Summary
  - DPW Chapter 90 Summary
  - Expense Balances – Encumbrances and Articles
  - Perpetual Care Fund summary

Report of the Council on Aging  
for the month of August 2015  
submitted by Amy Loveless

- The COA's new software program, My Senior Center was successfully launched. Town census data was preloaded and seniors attending classes and activities are providing supplemental information to increase the COA's ability to track many layers of important information. The capabilities of the software are multipurpose: in addition to collecting data the program will provide the ability to create robo calls for events, etc.
- 36 seniors attended fitness classes 175 times (36/unduplicated and 175/duplicated). In hours of exercise this equals 175 hours! Multiple sessions of the same class are being offered to accommodate space limitations for classes which need to perform particular forms of movement and increasing number of seniors interested in the classes – very committed participants!
- Activity classes, such as the watercolor class, cribbage and knitting & crocheting, constituted over 57 duplicated participants. Knitting & crocheting class was started due to the enthusiasm of one particular senior and each week more seniors join. The current focus is knitting hats for newborns and chemotherapy patients. Winter will generate other projects.
- 35 seniors participated in weekly social activities with over 185 duplicated visits. 1100 hours of activity were spent playing cards, singing at the piano, catching up after summer vacations and planning which fall classes and activities to attend.
- 14 pieces of durable medical equipment were donated; 7 pieces were loaned out.
- Over 75 calls were received for information and referrals.
- Re-certification forms for Fuel Assistance are being mailed out and assistance was provided with verifications. Amy Loveless, Director and Patricia Kozik, Principal Clerk will be trained to assist anyone applying for fuel assistance.
- The COA van provided 451 rides to 93 riders. Transportation to medical appointments is the primary use of the van service with social/recreational outings being the second most popular use.
- Once again the dinner trip Olive Garden in Marlborough for August) filled the van twice!



For many seniors the Council on Aging has become a central location to catch up on what is occurring in their lives in addition to participating in a diverse array of classes & activities



Our watercolor class brings seniors an almost meditative experience as participants learn to do something creative they always wanted to try and didn't think they could accomplish ~ we are anticipating a show at ArtSpace in 2016



The seniors independently started a knitting & crocheting group which continues to grow ~ Experienced participants have become teachers and like the watercolor class are learning so do something artistic



## **Maynard Police Department**

Chief Mark W. Dubois

To: Board of Selectmen

### Monthly Report – AUGUST 2015

In August we removed one of the storage containers in the back parking lot. This was the result of enormous effort in records destruction and property consolidation. This project is nearing completion and proved to be well worth the time and effort. There are now several additional and much coveted parking spaces in the back lot.

I hosted one of several meetings of the Governor's Council on Sexual and Domestic Violence working group. Once appointed to the Council each member was assigned to a working group. I am the Co-Chair of the Training group. This working group is reviewing trainings provided to a variety of state agencies and private organizations regarding Chapter 260. This has been very interesting and informative in many ways. We are hosting some additional working group meetings in September and October also.

The annual Middlesex Sheriffs camp was held in August and it always includes one day at the Boys and Girls Club. The camp is well received and attended by all the surrounding towns and it's a great way to reach our local youth to educate them about public safety. The Fire Department and Police Department work jointly spending the day with displays of equipment, presentations, and public safety education. The Middlesex Sheriff has a formal graduation ceremony at the end of each week that Detective Chris Sweeney and I attended.

Attached are the police department statistics for AUGUST 2015

Respectfully submitted,

Mark Dubois

### Call Reason Breakdown

<u>Call Reason</u>	<u>Self</u>	<u>Disp</u>	<u>Total</u>
911 Call/Abandoned/Hang up	0	14	14
Alarm - Smoke Detector	0	9	9
Alarm - Business	1	10	11
Alarm - Residential	0	7	7
Alarm - Carbon Monoxide	0	3	3
Animal Complaint	0	42	42
Area check	528	2	530
Assist Citizen	2	18	20
Assist Other Agency	0	12	12
Attempt to locate	0	1	1
B & E (Motor Vehicle)	0	1	1
Box Plug Out	0	22	22
Box Plug In	0	19	19
Prisoner Cell Checks	0	25	25
Building Check	216	0	216
Cruiser Maintenance	6	2	8
Court Paperwork Received	0	12	12
Civil Dispute	0	6	6
DIRECTED PATROL	16	0	16
Disturbance	0	10	10
Disabled MV	5	3	8
Domestic	0	5	5
Dumping, Illegal	0	1	1
Escort / Transport	1	0	1
Environmental	0	5	5
Explosion/Fire Works	1	0	1
Family Matter/Civil Matter	0	9	9
Alarm - Box	0	6	6
Fire, Other	0	5	5
Field Interview	4	0	4
Follow Up Investigation	13	17	30
Fraud	0	3	3
General Service	4	15	19
Hazmat Incident/Spill	0	2	2
Harassing / Harassing Calls	0	7	7
Hazard	0	11	11
ID Check	0	4	4
Identity Theft	0	1	1
Inspection	0	3	3
Investigation	2	7	9
Larceny	0	7	7
Locked Out	0	1	1
Medical Emergency	0	58	58
Mutual Aid - EMS	0	2	2
Mutual Aid - Fire	0	2	2
MV Accident w/ no injury	0	11	11
MV Accident w/Injury	0	6	6
MV Complaint	1	17	18
MV Accident Hit & Run	0	3	3
MV Stop	313	3	316
Noise Complaint	0	15	15
Notification	1	4	5
Open door	1	1	2
Serve Paperwork	7	4	11
Parking Complaint	13	7	20
Personel Entry	0	8	8
Property Release	0	1	1
Found / Lost Property	0	16	16
Prisoner Released	0	14	14
PRISONER TRANSPORT	1	13	14
Private Tow/Repossession	0	3	3

**Maynard Police Department  
Dispatch Analysis**

Radar Enforcement	131	0	131
Serve Restraining Order	0	1	1
Restraining Order Violation	0	1	1
Robbery, Unarmed	0	1	1
Sudden Death	0	2	2
Sex Offenses	0	2	2
Serve Summons	6	16	22
Suspicious Person	3	9	12
Suspicious Activity	1	22	23
Suspicious Vehicle	6	5	11
Threatening to Commit a Crime	0	2	2
Traffic Enforcement	61	0	61
Traffic Control	1	1	2
Trespassing	1	2	3
Traffic Hazard	1	1	2
Trouble Alarm	0	2	2
Test Call	0	6	6
Undesirable	0	3	3
Vandalism	0	3	3
Serve Warrant	4	7	11
Well Being Check	2	24	26
Wire Down/Tree Down	1	6	7
<b>TOTAL</b>	<b>1354</b>	<b>631</b>	<b>1985</b>

**Case Assignment Breakdown**

<u>Type Of Case</u>	<u>Total</u>
Incidents	105
Accidents	16
Arrests	34
Citations	102
EMS	0
Field Interviews	0
Fire Incidents	0
<b>TOTAL</b>	<b>257</b>

**Percent of Calls Where Case Num. Assigned:**

**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 (basement)  
TUESDAY, September 15, 2015 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 07/21/2015 and 8/4/2015.

**PUBLIC HEARING:**

- None

**WETLANDS/STORMWATER ISSUES:**

- Emergency Certification for Florida Road sewer line repair
- Permitting requirement for sidewalk construction adjacent to 104 Acton Street (culvert/wetland)
- Review special conditions for 129 Acton Street (DEP file number 213-0265)
- Review special conditions for 2-4 Reeves Road (DEP file number 213-0266)

**LAND MANAGEMENT:**

- Update on Assabet River Walk bridge replacement
- Potential clean up areas along the river

**BUSINESS:**

- Commission candidate, Neil Pederson

**Mail of note:**

- Mill and Main development plans

**Upcoming Meetings:**

- Next Conservation Commission meeting, **October 6, 2015.**
- OARS River Clean up, September 19, 9-12
- Friends of Assabet River NWR, Life at Lake Boon, September 23, 7:00, Sudbury

**THIS AGENDA IS SUBJECT TO CHANGE**

Chairperson: Mr. Fred King

Posted by: Linda Hansen, agent



**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](http://www.townofmaynard-ma.gov)

Town Clerk's Stamp

---

***Planning Board Meeting Agenda - 7:00 PM September 8, 2015***  
***195 Main Street, Maynard - Room 201***

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- 1. 07:00 - Call to order**
- 2. Additions/deletions/reordering of agenda**
- 3. Approval of minutes (06-23-15)**
- 4. 77 Nason Street (Library)**
  - a) Special Permit request by Samuel Jones/Town Staff for relief from Section 6.2.10.7 of the Zoning By-laws regulating signage setbacks for the Maynard Town Library, located at 77 Nason Street.**
- 5. Planning Board Rules and Regulations**
  - a) Review of proposed changes**
- 6. Election of Vice-Chair/Clerk**
- 7. Other Business -Discussion items from Board**
- 8. Town Planner Updates**
- 9. Correspondence - Review/questions**
- 10. Adjourn**

**This Agenda is subject to change**  
**Bernie Cahill, Chairperson**  
**Posted by: Bill Nemser, Town Planner**  
**Date: September 1, 2015**

Date Posted: August 31, 2015

**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)

**Council on Aging**

**Annual Meeting**

Address of Meeting: **Maynard Senior Center, Maynard Country Club, 50 Brown Street, Maynard, MA 01754**

**Thursday, September 10, 2015 9:00 am**

**M T W T H F**

---

Month                  Date          Year                  Time                  AM/PM

Agenda or Topics to be discussed listed below:

1. Approval Minutes of previous meeting (s):
2. COA Director Report
3. Formation of Friends of COA
4. New Business
  - i) Election of Officers
5. Next meeting October 1, 2015 9.00 am

**THIS AGENDA IS SUBJECT TO CHANGE**

Chairperson: John R. Edson

Posted by: John R. Edson, Chairperson, Council on Aging

Date: August 31, 2015

Date Posted \_\_\_\_\_

TOWN OF MAYNARD

MEETING NOTICE

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

MAYNARD CITIZENS CORP/MEDICAL RESERVE CORPS

Address of Meeting: Town Hall

Room: Municipal Services Meeting Rm

M T W Th F September 10, 2015  
Day of Week      Month      Day      Year

Time: 6:30pm

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

1. Approve Minutes of Previous Meeting; August 2015

2. Region 4A / MEMA updates:  
CASPER Program

3. Town Updates:  
Update on Summer Intern  
Training for dispatch

4. Newsletter:

5. Old Business:  
Pet Sheltering

6. NEW BUSINESS TOPICS

- Flu Clinic updates:  
MD Orders  
Volunteer Response  
Organization Chart  
Police and Fire confirmation  
Lunch confirmation  
Forms updates  
EOC and Communication

- Fall Events  
Road Race  
Maynardfest

7. Other  
Appreciation Dinner status

8. Adjourn –

**NEXT MEETING: October 8 , 2015 at 6:30 PM in Municipal Services Meeting Room**

**THIS AGENDA IS SUBJECT TO CHANGE**

# MAYNARD PUBLIC SCHOOLS

3-R Tiger Drive,  
Maynard, MA 01754  
[www.maynardschools.org](http://www.maynardschools.org)



**Robert J. Gerardi, Jr. Ph.D.**  
Superintendent of Schools  
Voice: (978) 897-2222 Fax: (978) 897-4610  
email: [rgerardi@maynard.k12.ma.us](mailto:rgerardi@maynard.k12.ma.us)

---

## MAYNARD PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING FOWLER SCHOOL LIBRARY SEPTEMBER 10, 2015 7:00 P.M.

(The School Committee may vote on all items listed on this agenda)

1. Minutes
2. Chairman's Report
3. Superintendent's Report
4. Citizens Comments
5. Curriculum Update
6. Citizen's Comments
7. Member's Comments/Questions

**Chairperson:** Dawn Capello  
**Posted by:** Colleen Moore  
**Date:** 09/04/15

**TOWN OF MAYNARD**  
**MEETING NOTICE**

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

Maynard Community Preservation Committee  
**PUBLIC MEETING NOTICE**

Maynard Town Hall, Room # 101 (lower level)  
**Wednesday, September 16, 2015 at 7:00 PM**

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

**CALL TO ORDER:**

**ADMINISTRATION:**

- Review and approve minutes from previous meeting
- Update on Award and Conditions letters
- Discussion of standardized letters for awards and conditions
- Discussion of Administrative aide
- Other Administrative issues

**CORRESPONDENCE:**

- Mail received

**BUSINESS:**

- Check submitted, preliminary applications
- Update on ongoing projects
- Filling Committee vacancies
- Financial Subcommittee update
- Review and discuss financial reports
- Review procedure for submitting applications
- New/Old Business

**Upcoming Meetings:**

- Determine next regularly scheduled meeting.

**THIS AGENDA IS SUBJECT TO CHANGE**

Posted: M. John Dwyer, CPC Chairman



*Commonwealth of Massachusetts  
Department of the State Treasurer  
Alcoholic Beverages Control Commission  
239 Causeway Street  
Boston, MA 02114*

**Deborah B. Goldberg**  
*Treasurer and Receiver General*

**Kim S. Gainsboro, Esq.**  
*Chairman*

**ALCOHOLIC BEVERAGES CONTROL COMMISSION ADVISORY  
REGARDING FIRE AND BUILDING SAFETY CHECKLISTS**

Recently, the Massachusetts Department of Fire Services adopted the National Fire Protection Association's 2012 guidelines ("NFPA-1")<sup>1[1]</sup>. In so doing, the Department repealed several of its regulations<sup>2[2]</sup> and enacted new ones.<sup>3[3]</sup> As a result, violations of the Fire and Building Safety Checklist are no longer guided by 527 C.M.R. 10.13(2)(e), but instead are under 527 C.M.R. 1.05, § 20.1.5.6.4.

The current language of the Fire and Building Safety Checklist remains substantively the same as its prior version:

**204 C.M.R. 1.05, § 20.1.5.6.4. Fire and Building Safety Checklist.**

- (1) The crowd manager shall be responsible for the completion of the Fire & Building Safety Checklist, as prescribed by the State Fire Marshal, on each day of operation prior to opening the facility to patrons.
- (2) This checklist shall include, but not be limited to, the routine safety check of existing fire protection systems, fire extinguishers, signage, interior finish, exits, unobstructed egress, crowd control procedures and building occupancy limits.
- (3) The original completed checklists shall be kept on the premises for at least one year and shall be subject to inspection by the AHJ.

Therefore, going forward, any notice of violation issued by a city or town should cite violations of the Fire and Building Safety Checklist as 527 C.M.R. 1.05, § 20.1.5.6.4.

As a reminder, all licensees must ensure that they are in compliance with the Laws of the Commonwealth of Massachusetts and that sale of alcoholic beverages take place only as authorized by applicable law.

Questions concerning this Advisory can be directed to Ralph Sacramone, Executive Director of the Massachusetts Alcoholic Beverages Control Commission at (617) 727-3040 x 731.

(Issued: September 8, 2015)

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<sup>1[1]</sup> *National Fire Protection Association – 1*. The Department also adopted several modifications to the *NFPA-1*, which can be found in 204 C.M.R. 1.05. These modifications included adding the Fire and Building Safety Checklist from its previous regulations.

<sup>2[2]</sup> 527 C.M.R. 1-11 & 13-50

<sup>3[3]</sup> 527 C.M.R. 1.00-1.05 & 12

## Becky Mosca

---

**From:** Art Space <artspacemaynard@gmail.com>  
**Sent:** Tuesday, September 08, 2015 9:48 AM  
**To:** ArtSpace  
**Subject:** You are invited to a special event at ArtSpace

**ArtSpace, one of the largest arts centers in New England, invites you to attend its annual ArtSpace Artists' Group Show event here at 63 Summer Street, Maynard, MA**

**Visit the studios and view the work of more than 70 artists, both emerging and long practicing, including painters, sculptors, bookbinders, ceramicists, a milliner, photographers, print makers, illustrators and writers.**

**Here we invite you to explore the artists' world outside of the normal gallery experience. Meet the artists, ask questions and see how they work in their own studios.**

### **IF YOU GO:**

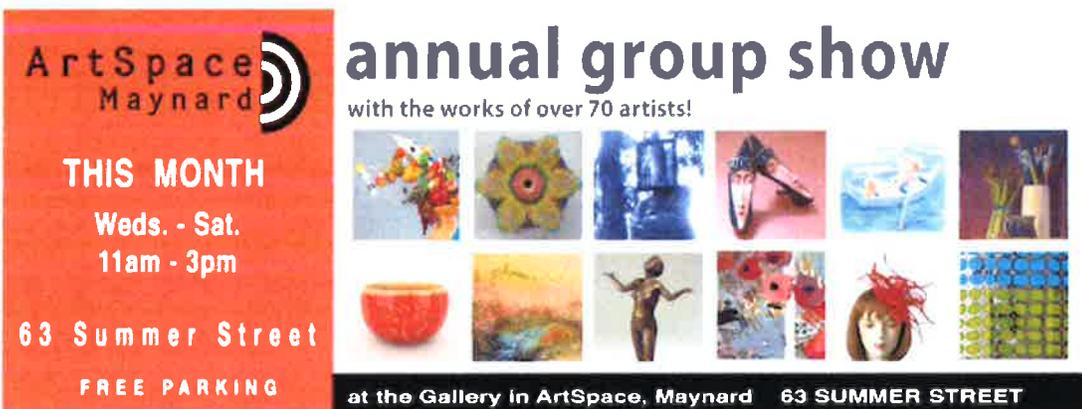
**WHAT: ArtSpace Artists Group Show**

**WHEN: September 9 to October 2**

**HOURS: Wednesdays through Saturdays 11 am to 3 pm**

**COST: Free and Wheelchair accessible**

**INFO: visit us on our web at: [www.artspacemaynard.com](http://www.artspacemaynard.com)**



The poster features the ArtSpace Maynard logo on the left, which includes a stylized 'A' icon. To the right of the logo, the text reads 'annual group show' in a large, bold font, followed by 'with the works of over 70 artists!' in a smaller font. Below this text is a grid of 12 small images showcasing various artworks, including a colorful abstract piece, a green and yellow geometric design, a blue abstract work, a red and black abstract piece, a blue and white abstract work, a purple and yellow abstract piece, a red bowl, a yellow and blue abstract work, a bronze sculpture, a red and white abstract piece, a red and white abstract piece, and a blue and green abstract work. At the bottom of the poster, the text reads 'at the Gallery in ArtSpace, Maynard 63 SUMMER STREET'. On the left side of the poster, there is a red vertical banner with white text that reads 'THIS MONTH', 'Weds. - Sat.', '11am - 3pm', '63 Summer Street', and 'FREE PARKING'.

**ArtSpace Maynard** 

**annual group show**  
with the works of over 70 artists!

**THIS MONTH**  
Weds. - Sat.  
11am - 3pm

**63 Summer Street**  
**FREE PARKING**

at the Gallery in ArtSpace, Maynard **63 SUMMER STREET**



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

**Kevin A. Sweet**  
*Town Administrator*

**Andrew Scribner-MacLean**  
*Assistant Town Administrator*

August 27, 2015

Downtown business and property owner:

As you are likely aware, there are many exciting changes coming to Maynard's downtown. The Town would like to discuss and explore these changes with local stakeholders – businesses, property owners, and residents of the downtown area.

Central to these changes are the significant improvements the new owners of the Mill (now known as Mill & Main), Saracen Properties, are bringing forward. In addition, the Town is moving forward with improvements to traffic flow, parking, way-finding, and micro-investments to enhance the entire community

Please join us at the Maynard Public Library on September 10, 2015 from 3-4 pm.

- Parking enhancements
- Way-finding signage
- Designating the downtown Cultural District
- BEEP – the Business Environment Enhancement Program
- Mill & Main and the future of Main Street

We look forward to seeing you September 10<sup>th</sup> at 3 pm.

Andrew Scribner-MacLean  
Assistant Town Administrator  
Maynard

The **Maynard** Advantage  
www.townofmaynard-ma.gov



**TOWN OF MAYNARD**  
Economic Development Committee  
MUNICIPAL BUILDING  
195 Main Street  
Maynard, MA 01754  
Tel: 978-897-1302 Fax: 978-897-8489  
[www.townofmaynard-ma.gov](http://www.townofmaynard-ma.gov)

The **Maynard** Advantage  
New England Living for Everyone



➤ Business needs a facelift?



➤ Have a great idea for Downtown?

➤ Want to make a positive change in Maynard?



**FUNDS  
AVAILABLE  
NOW FOR  
ELIGIBLE  
PROJECTS!**

**WELL CHECK OUT MAYNARD'S:**

*Business Environment Enhancement Program*

For more info contact **Bill Nemser** at [Bnemser@townofmaynard.net](mailto:Bnemser@townofmaynard.net) or **978-897-1302**



THE MASSACHUSETTS HOUSE OF REPRESENTATIVES  
REPRESENTATIVE KATE HOGAN  
THIRD MIDDLESEX DISTRICT  
STATE HOUSE, ROOM 130, BOSTON, MASSACHUSETTS 02133-1053

**For Immediate Release:**  
September 3, 2015

**Contact:**  
Jordan Eldridge  
District Director  
Office of Representative Kate Hogan  
(617) 722-2130  
[Jordan.Eldridge@mahouse.gov](mailto:Jordan.Eldridge@mahouse.gov)

**State Representative Kate Hogan Announces Opening of New District  
Office in Maynard**

(MAYNARD) State Representative Kate Hogan (D-Stow) today announced the opening of her new district office, located on the lower level of the Maynard Town Hall at 195 Main Street, and can be reached at (978) 897-1333.

"I'm very excited to be in Maynard, with new space that will accommodate my constituents," Rep. Hogan said. "The Town of Maynard has been a great partner during my time in office and I would like to thank them for graciously embracing me and my team. This experience allows local and state government to work together in one location, to better understand and serve our constituents".

The public is invited to a grand opening for the new District Office on Tuesday, September 15, from 5:30 PM-7:00 PM. All members of the community are encouraged to attend. Guests will be able to meet Representative Hogan and her staff, tour the new office and find out about constituent and legislative services that are offered to the community.

For more information or to RSVP for the open house, please contact Jordan Eldridge at [Jordan.Eldridge@mahouse.gov](mailto:Jordan.Eldridge@mahouse.gov) or call (617) 722-2130.

Rep. Kate Hogan represents the Third Middlesex District, which includes the towns of Hudson, Bolton, Maynard and Stow. She currently serves as Chair of the Joint Committee on Public Health. She also serves as Co-Chair of the Legislature's Elder Caucus and Chair of the Library Caucus.

###

## Becky Mosca

**From:** OARS <office@oars3rivers.org>  
**Sent:** Wednesday, September 02, 2015 10:47 AM  
**To:** Becky Mosca  
**Subject:** Annual River Cleanup - Join us on the 19th!

Having trouble viewing this email? [Click here.](#)

# OARS

## FOR THE ASSABET SUDBURY & CONCORD RIVERS

**The Assabet, Sudbury, and Concord Rivers need your help!**

**Join us for our 29th Annual River Cleanup  
Saturday September 19  
9:00 am - noon**



With your help we will collect trash, tires, bottles, and more from the shores and waters of our rivers. After a morning of hard work, celebrate with a pizza lunch!

Cleanup sites will be in Westborough, Northborough, Framingham, Sudbury, Wayland, Marlborough, Hudson, Stow, Maynard, Acton, Concord and Billerica.

We hope that you will join us, but even if you cannot, you still can help! Your tax-deductible contribution will help defray the cost of our efforts to restore the health of our three rivers. [Donate to our River Cleanup Fund.](#)

**Questions or to volunteer, contact the OARS office at (978) 369-3956, or [email](#).**

[Read more](#) about the cleanup.

**Please let us know if you can:**

- bring a canoe or small flat bottom boat
- help transport a boat
- bring pails or buckets (up to a 5 gallon size)

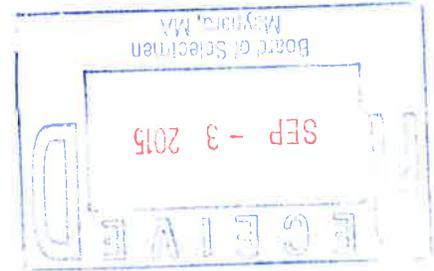
**Donate to our  
River Cleanup Fund**

Support our efforts to  
clean up the Assabet,  
Sudbury, and Concord



August 24, 2015

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



Dear Chairman and Members of the Board:

As we begin our fourth year offering Internet Essentials<sup>SM</sup> and with the back to school season upon us, we would welcome the opportunity for you to help share information to the families and students in your community who may be eligible to take advantage of Internet Essentials<sup>SM</sup>.

Internet Essentials<sup>SM</sup> provides families with children eligible for the National School Lunch Program (NSLP – Free and Reduced) with access to low-cost broadband service. Features of Internet Essentials include:

- \$9.95 per month + applicable taxes with no term contract or credit checks
- No activation or equipment fees
- WiFi router included
- Access to an affordable desktop or laptop computer for just \$149.99
- Free in-person and online web classes

Additional information on Internet Essentials<sup>SM</sup> can be found at [www.internetessentials.com](http://www.internetessentials.com). To get involved in spreading the word about the program, sign up on our partner portal, [www.internetessentials.com/partner](http://www.internetessentials.com/partner) to download materials or order material such as flyers, brochures and posters all at no charge to you.

If you have questions or would like additional information regarding Internet Essentials<sup>SM</sup> please feel free to contact me @ [ben\\_pearlman@cable.comcast.com](mailto:ben_pearlman@cable.comcast.com) or by telephone at 978.825.2308.

Sincerely,

*Ben Pearlman*

Ben Pearlman, Sr. Manager  
Government & Regulatory Affairs

---

To qualify for Internet Essentials, households must be located where Comcast offers Internet service, have not subscribed to Comcast Internet service within the last 90 days and do not have an overdue Comcast bill or unreturned equipment in the past year.

# BRING THE LIBRARY HOME

The Internet belongs in the home. Internet Essentials<sup>SM</sup> from Comcast brings affordable high-speed Internet home. You may qualify if your child is eligible for the National School Lunch Program.

**\$ 9.95**  
/month  
+ tax

## HIGH-SPEED HOME INTERNET

- No credit check
- No term contract
- No installation fee
- WiFi router included

Apply now at  
**InternetEssentials.com**  
or call **1-888-972-5982**



A LOW-COST  
COMPUTER AVAILABLE

- Includes Microsoft Office
- 90-day warranty
- Includes Norton<sup>TM</sup> Security Suite

## FREE INTERNET TRAINING

Available online, in person, and in print

**INTERNET  
ESSENTIALS**

from Comcast

Restrictions apply. Not available in all areas. Limited to Internet Essentials service for new residential customers meeting certain eligibility criteria. Advertised price applies to a single outlet. Actual speeds may vary and are not guaranteed. After initial participation, if a customer is determined to be no longer eligible for the program but continues to receive Comcast service, regular rates will apply. Subject to Internet Essentials program terms and conditions. Call 1-855-846-8376 for restrictions and complete details, or visit InternetEssentials.com. © 2015 Comcast. All rights reserved. Internet Essentials is a program to provide home Internet service for families. It is not a school program, and is not endorsed or required by your school. Your school is not responsible for Internet Essentials accounts. FLY99998-0015-1



**MAGIC Fiscal Year 2016 Work Plan**  
Effective July 1, 2015 - June 30, 2016

*Effecting Positive Regional Change*

The Minuteman Advisory Group on Interlocal Coordination (MAGIC) is a subregion of the Metropolitan Area Planning Council (MAPC), the regional planning agency for the 101 cities and towns in Metropolitan Boston. MAGIC is composed of representatives from thirteen municipalities: Acton, Bedford, Bolton, Boxborough, Carlisle, Concord, Hudson, Lexington, Lincoln, Littleton, Maynard, Stow, and Sudbury.

**Purpose of the Work Plan**

The purpose of this document is to establish goals and objectives for the MAGIC Subregion, broadly, with regard to land use planning and municipal governance. In particular, this work plan will attempt to identify issues of subregional concern and priorities, outline potential planning projects for the Subregion to undertake and funding sources available, propose workshop/meeting topics and a schedule for meetings and events, establish an outreach strategy to encourage membership diversity, and provide active direction on a yearly basis.

**MAGIC Mission Statement:** MAGIC promotes inter-municipal cooperation to address and solve common issues.

**Goals**

1. Be an effective forum for the exchange of information and increase the knowledge and membership base of its participants.
2. Promote Smart Growth and sustainable development across the subregion in keeping with the goals of MAPC, the regional planning agency and parent organization of MAGIC, particularly in keeping with its MetroFuture Regional Plan.
3. Support the MAPC Mission "... to promote smart growth and regional collaboration. Our regional plan, MetroFuture, guides our work as we engage the public in responsible stewardship of our region's future..."
4. Help further MAPC's Five-year Strategic Plan (2015-2020), with an emphasis on its four Strategic Priorities:
  - Encourage development and preservation consistent with smart growth principles.
  - Partner with our cities and towns to promote regional collaboration, enhance effectiveness, and increase efficiency.
  - Play a leading role in helping the region to achieve greater equity.
  - Help the region reduce greenhouse gas emissions and adapt to the physical, environmental, and social impacts of climate change and natural hazards.

**Objectives**

1. Garner greater participation from a wider group of people within our communities by offering additional and different programs targeted to relevant audiences.
2. Plan for dynamic workshops and training opportunities of interest to Subregional Members.

3. Develop goals for growth within Priority Development Areas<sup>1</sup> while increasing land protection, creating working farms, and clustered homes to preserve traditional landscapes.
4. Provide a forum to discuss potential development projects in the Subregion and the incorporation of Smart Growth and Low Impact Development principles.

Improve and develop effective procedures and mechanisms for written decision-making in response to MEPA, TIP, developments of regional impact, legislative and other filings and comment letters.

## **Projects**

MAGIC has the opportunity to pursue projects using the MAGIC special assessment (an annual support fee from member communities) as well as from other sources such as the District Local Technical Assistance (DLTA) program, the Unified Planning Work Program (UPWP, transportation planning monies from the Boston Region MPO), and various other grant, foundation, and technical assistance programs. The decision on how to use the special assessment funds for a given fiscal year will be made at the annual meeting, generally held in June.

In FY 2016, MAGIC expects to pursue some or all of the following projects. The relevant **MetroFuture Implementation Strategies** and **Strategic Priorities** associated with each project are indicated.

Potential projects to pursue include:

1. Climate Change Adaptation and Mitigation: MAPC will provide technical assistance to create a subregional Climate Change Adaptation Strategy for MAGIC, consistent with the Regional Climate Change Adaptation Strategy.

### ***MAPC Strategic Priorities Advanced:***

- *Partner with our cities and towns to promote regional collaboration, enhance effectiveness, and increase efficiency.*
- *Help the region reduce greenhouse gas emissions and adapt to the physical, environmental, and social impacts of climate change and natural hazards.*

### ***MetroFuture Strategies applicable to this project:***

- *Sub-strategy 4.C: Work together to make a safer region*
- *Sub-strategy 13.A: Plan for sustainability*
- *Sub-strategy 13.H. Promote local treatment and recharge of stormwater and wastewater*

2. Transportation: Development of projects/initiatives looking at innovative ways to integrate existing and expanded transit services into a more coordinated public transportation system. Strategic planning support for the transportation management associations in the MAGIC region; CrossTown Connect transportation management association (TMA) serving the MAGIC towns of Acton, Boxborough, Concord, Littleton, Maynard, and Stow, plus Westford; and the Middlesex 3 TMA serving the MAGIC towns of Bedford and Lexington as well as Billerica, Burlington, Chelmsford, Lowell, Tewksbury, Tyngsboro and Westford.

### ***MAPC Strategic Priorities Advanced:***

- *Encourage development and preservation consistent with smart growth principles.*

---

<sup>1</sup> The identification of Priority development areas (PDAs) is part of the State's efforts to plan ahead for growth. PDAs are places within a city or town that have been identified as capable of supporting additional development or as candidates for redevelopment, but that may first require additional investments in infrastructure. These areas are generally characterized by good access, available infrastructure (primarily water and sewer), and an absence of environmental constraints. In addition, many of these areas have undergone extensive area-wide or neighborhood planning processes and may have detailed recommendations for future actions. Rather than specific projects, PDAs represent more generally locations where growth may occur and investments will be directed.

- Partner with our cities and towns to promote regional collaboration, enhance effectiveness, and increase efficiency.
- Play a leading role in helping the region to achieve greater equity.

**MetroFuture Strategies applicable to this project:**

- Sub-strategy 4.B: Support regional collaboration, purchasing, and service delivery
- Sub-strategy 12.A: Integrate land use and transportation planning
- Sub-strategy 12.B: Prioritize transit and transportation alternatives
- Sub-strategy 12.C: Establish stable and sufficient financing for all modes
- Sub-strategy 12. D: Promote an efficient and transparent project delivery system

3. Complete/Green Streets and Healthy Communities – Update MAGIC towns on implementation of Complete/Green Streets and Healthy Communities initiatives.

**MAPC Strategic Priorities Advanced:**

- Encourage development and preservation consistent with smart growth principles.
- Play a leading role in helping the region to achieve greater equity.
- Help the region reduce greenhouse gas emissions and adapt to the physical, environmental, and social impacts of climate change and natural hazards.

**MetroFuture Strategies applicable to this project:**

- Sub-Strategy 9.A: Link health and planning
- Sub-Strategy 12.B: Prioritize transit and transportation alternatives

4. Renewable Energy Promotion: With MAPC's assistance, MAGIC will explore policy and implementation issues around advancing alternative energy projects including, regional digesters, solar systems, geothermal, etc.

**MAPC Strategic Priorities Advanced:**

- Partner with our cities and towns to promote regional collaboration, enhance effectiveness, and increase efficiency.
- Help the region reduce greenhouse gas emissions and adapt to the physical, environmental, and social impacts of climate change and natural hazards.

**MetroFuture Strategies applicable to this project:**

- Sub-strategy 13.C: Promote the use of renewable resources
- Sub-strategy 13.H: Promote local treatment and recharge of stormwater and wastewater

5. Regional Housing Initiatives – Update MAGIC towns on the status of regional housing initiatives involving member communities, including the two regional housing services offices/consultancies serving nearly all of the MAGIC towns, housing authority collaboration project.

**MAPC Strategic Priorities Advanced:**

- Encourage development and preservation consistent with smart growth principles.
- Partner with our cities and towns to promote regional collaboration, enhance effectiveness, and increase efficiency.
- Play a leading role in helping the region to achieve greater equity.

**MetroFuture Strategies applicable to this project:**

- Sub-strategy 4.B: Support regional collaboration, purchasing, and service delivery
- Sub-strategy 4.D: Plan together for regional development
- Sub-strategy 8.A: Develop coordinated regional and local plans for diverse housing production
- Sub-strategy 8.B: Increase affordable housing production in appropriate locations
- Sub-strategy 8.C: Diversify overall housing supply and affordability

- *Sub-strategy 8.D: Connect residents to housing opportunities*
- *Sub-strategy 8.E: Ensure fair and accessible housing*
- *Sub-strategy 8.F: Preserve, maintain, and upgrade existing affordable housing stock*

6. Economic Development: MAGIC will facilitate meetings and provide planning assistance for member towns in preparing economic development plans. This will include coordination and information sharing with other regional economic development and transportation planning activities such as I-495 Development Compact and the I-495 Growth District Initiative (Boxborough, Littleton, Westford).

***MAPC Strategic Priorities Advanced:***

- *Partner with our cities and towns to promote regional collaboration, enhance effectiveness, and increase efficiency.*
- *Play a leading role in helping the region to achieve greater equity.*

***MetroFuture Strategies applicable to this project:***

- *Sub-strategy 11.A: Create Jobs in MetroFuture-consistent locations*

7. Smart Growth Projects:

- a. Self Assessment Checklist - Development of an efficient method of inventorying regulations/bylaws that may hinder Smart Growth development and achievement of MetroFuture goals and objectives. Includes the Green Town workshop cosponsored by MAGIC and other subregions.
- b. Planning Assistance - Identification of regulations/bylaws related to smart growth and environmental sustainability (e.g. Wetlands, Stormwater, Site Plan Review, Zoning, etc.), as well as conflicting Master Plan guidance.

***MAPC Strategic Priorities Advanced:***

- *Encourage development and preservation consistent with smart growth principles.*
- *Partner with our cities and towns to promote regional collaboration, enhance effectiveness, and increase efficiency.*

***MetroFuture Strategies applicable to this project:***

- *Sub-strategy 5.A: Plan for compact growth to service community needs*
- *Sub-strategy 5.B: Ensure good design and access*
- *Sub-strategy 5.C: Encourage market response to district plans*
- *Sub-strategy 8.B: Increase affordable housing production in appropriate locations*
- *Sub-strategy 13.E. Implement water/wastewater/stormwater utility "best practices" across the region*
- *Sub-strategy 13.H. Promote local treatment and recharge of stormwater and wastewater*

8. MAGIC Bylaw: Review for consistency with new procedures, practices, schedule, etc.

***MAPC Strategic Priorities Advanced:***

- *Partner with our cities and towns to promote regional collaboration, enhance effectiveness, and increase efficiency.*

***MetroFuture Strategies applicable to this project:***

- *Sub-strategy 1.A: Increase municipal planning capacity*
- *Sub-strategy 4.A: Strengthen MAPC as a regional resource*

9. Legislative Action: MAGIC members will work with MAPC staff to alert legislators of important legislative issues to the Subregion and assist with campaigns such Zoning Reform, transportation financing and improvement, District Local Technical Assistance, and Water Infrastructure Planning and Finance.

**MAPC Strategic Priorities Advanced:**

- *Encourage development and preservation consistent with smart growth principles.*
- *Partner with our cities and towns to promote regional collaboration, enhance effectiveness, and increase efficiency.*
- *Play a leading role in helping the region to achieve greater equity.*
- *Help the region reduce greenhouse gas emissions and adapt to the physical, environmental, and social impacts of climate change and natural hazards.*

**MetroFuture Strategies applicable to this project:**

- *Sub-strategy 1.D Coordinate sustainable state policies and programs*
- *Sub-strategy 3.D Ensure that state assistance to local government is sufficient and predictable*

The above projects were generated as a direct result of discussions begun at MAGIC meetings, direct suggestions from MAGIC members, and feedback from MAPC staff. During FY 2016, additional projects and uses for special assessment funds may be identified, at which time the MAGIC Executive Committee and MAGIC Representatives will work with the MAPC MAGIC Subregional Coordinator to assess funding and resource availability.

**Meetings**

During the FY16 year, MAGIC will hold two distinct meeting types: subregional meetings and special events. MAGIC subregional meetings will be held on a bimonthly basis with special events held on the alternate months (subject to occasional variation).

- **Subregional meetings:** will be held to conduct regular subregional business, share information, and address current and upcoming issues affecting MAGIC communities.

Subregional meeting topics will depend upon current and upcoming issues that communities are facing. Each regular subregional meeting agenda will also include time to discuss pending legislation relevant to the MAGIC subregion and how communities/residents can engage with their legislators, and the traditional community exchange of information. In addition, some meeting agendas will include updates on MAPC projects presented by MAPC.

- **Special events:** will include workshops, forums, tours and trainings, as well as annual events such as the MAGIC Legislative Breakfast, Annual Meeting, and a Town Managers/Administrator's Round Table. These events will be held separately from regular meetings in an effort to ensure that there is adequate time to effectively provide education and information exchange between MAGIC members, MAPC, and all regional partners.

Workshops, forums and trainings are offered to provide educational services to MAGIC members and ensure that there is an effective forum for information exchange. Presentations will be given by experts regarding the topic. Specific training sessions (e.g. GIS, Social Media) will be considered upon request (e.g. Massachusetts Citizen Planner Training Collaborative workshops).

In addition, MAGIC may have need to occasionally call special meetings in order to accommodate topics that are time-sensitive. In the interest of minimizing special meetings, MAGIC will do its best to address special unforeseen action items at the beginning of forums or other special events when a regular meeting is scheduled.

Below is a tentative **meeting schedule** for FY 2016 as well as the remainder of calendar year 2016 for planning purposes. All meetings will be announced by the Subregional Coordinator via email and posted to the MAGIC webpage (<http://mapc.org/magic>) and the MAPC Events Webpage (<http://www.mapc.org/events>).

**Subregional meetings** will be held at the following time and location:

- First Thursday of every other month (whenever possible)
- 2:30 to 4:30 pm
- Concord Department of Planning and Land Management, 141 Keyes Road, Concord, MA 01742

Date	Meeting Description
July 8, 2015	Tour of Concord Riverwalk Community
September 10, 2015	Subregional Meeting ( <i>Refreshments: Lincoln</i> )
October 8, 2015	Special Event – Friends of MetroFuture Walk and Talk featuring ACROSS Lexington
October 22, 2015	Special Event – Climate Change Adaptation Strategy Kick-Off Forum
November 5, 2015	Subregional Meeting ( <i>Refreshments: Littleton</i> )
December 3, 2015	Special Event – Town Managers/Administrators Round Table (8 am)
January 7, 2016	Subregional Meeting ( <i>Refreshments: Maynard</i> )
February 5, 2016	Special Event – MAGIC Legislative Breakfast (8 am)
March 3, 2016	Subregional Meeting ( <i>Refreshments: Stow</i> )
April 7, 2016	Special Event – Community Preservation Act Forum or Energy Services Forum
May 5, 2016	Subregional Meeting – Appointment of Officers Nominating Committee ( <i>Refreshments: Sudbury</i> )
June 2, 2016	Annual Meeting – Election of Officers; MAGIC Work Plan; Allocation of Special Assessment Funds ( <i>Refreshments: Acton</i> )
July 7, 2016	Subregional Meeting ( <i>Refreshments: Bedford</i> )
September 8, 2016	Subregional Meeting ( <i>Refreshments: Bolton</i> )
October 6, 2016	Special Event – Friends of MetroFuture Walk or Talk
November 3, 2016	Subregional Meeting ( <i>Refreshments: Boxborough</i> )
December 1, 2016	Special Event – Town Managers/Administrators or Planners Round Table (8 am)

## Special Events for FY2016

Whenever possible, special events will be held at a location where they can be televised on local cable. Proposed events for FY2016 include the following (may change based on members' expression of interests as the fiscal year continues):

### 1. **ACROSS Lexington Walk and Talk: October 2015**

An opportunity to learn about ACROSS Lexington (Accessing Conservation land, Recreation areas, Open space, Schools and Streets in Lexington), a network of pedestrian and bicycle routes that links many parts of the Town of Lexington. The event will feature a brief indoor presentation to learn about how this largely volunteer driven initiative came about and how it will continue to unfold followed by a walk to see the results.

### 2. **Subregional Climate Change Adaptation Plan Forum: October 2015**

A kick-off event for the subregional Climate Change Adaptation Plan which MAGIC will undertake during FY2016.

### 3. **Town Managers'/Administrators' Roundtable: December 2015**

A forum for the subregion's Town Managers and Administrators to come together as a group. The event is an opportunity to share information and updates with peers on matters of importance in the 13 MAGIC towns and to discuss regional issues as well as opportunities to collaborate.

### 4. **Legislative Breakfast: February 2016**

MAGIC will host a legislative breakfast in early February, 2016. MAGIC will reach out extensively to ensure full legislator participation in the meeting. MAGIC always strives to increase legislative and subregional participation; therefore, the format of the breakfasts will engage participants in the legislative process with the goal of learning:

- What are each legislator's current priorities and what are the potential outcomes?
- What specifically will our legislators do to address current challenges in our region?
- What can MAGIC do to assist our legislators?
- How can MAPC help advance the interests of member communities on Beacon Hill?

### 5. **Community Preservation Act Forum or Energy Services Forum**

Depending on interest, MAGIC will bring its 13 towns together to either:

- share ideas and learn what other communities have done to expand renewable energy use, increase efficiency, improve energy resilience, and save money; or
- hold a retrospective on how each town has utilized Community Preservation Act funds. This would be an opportunity to share ideas and explore best practices from around the region.

### 6. **June Annual Meeting: June 2016**

The draft Work Plan for FY 2017 will be reviewed and adopted at this meeting. The use of MAGIC's special assessment for FY 2017 will also be decided. Per the Subregion's bylaws, MAGIC will elect its officers during its June meeting. The Chairperson appoints a Nominating Committee at the May meeting that shall prepare a slate of officers that shall be sent to the representatives with the notice of the annual meeting. Nominations from the floor with the assent of the nominee will be accepted. The newly elected officers will assume their office upon completion of the annual meeting.

## **Meeting Notification**

All MAGIC meetings are open to the general public. Meeting notices with agenda items are posted on the MAPC website at <http://www.mapc.org/publicmeetings> at least 48 hours in advance of MAGIC meetings. Meeting minutes will be kept on file at MAPC and made available upon request. Generally, meeting minutes will be posted on the MAGIC website.

## **Membership and Voting**

According to the Minuteman Advisory Group on Interlocal Coordination Committee Bylaws, each MAGIC community may have two representatives, one elected by that community's Board of Selectmen and one elected by that community's Planning Board. The one-year term for each representative begins with each fiscal year. MAGIC Representatives are strongly encouraged to attend monthly MAGIC meetings. If a decision at a MAGIC meeting requires a vote, each community has one vote. A quorum consists of MAGIC Representatives from one-third of the communities (5/13).

### **MAGIC Representatives for FY16:**

#### Acton

- Appointed by Board of Selectmen: **Franny Osmond, Board of Selectmen**
- Appointed by Planning Board: **Ray Yacouby, Planning Board Clerk**

#### Bedford

- Appointed by Board of Selectmen: **Mark Siegenthaler, Board of Selectmen**
- Appointed by Planning Board: **Sandra Hackman, Planning Board**

#### Bolton

- Appointed by Board of Selectmen: **Don Lowe, Town Administrator**
- Appointed by Planning Board: **Erica Uriarte, Town Planner**

#### Boxborough

- Appointed by Board of Selectmen: **Leslie Fox, Board of Selectmen**
- Appointed by Planning Board: **Adam Duchesneau, Town Planner**

#### Carlisle

- Appointed by Board of Selectmen: **Douglas Stevenson, Board of Selectmen**
- Appointed by Planning Board: **Karen Andon, Planning Board**

#### Concord

- Appointed by Board of Selectmen: **Elise Woodward, Board of Selectmen**
- Appointed by Planning Board: **Elizabeth Hughes, Town Planner**

#### Hudson

- Appointed by Board of Selectmen: **Vacant**
- Appointed by Planning Board: **Vacant**

#### Lexington

- Appointed by Board of Selectmen: **Michelle Ciccolo, Interim Representative**
- Appointed by Planning Board: **Richard Canale, Planning Board Chair**

#### Lincoln

- Appointed by Board of Selectmen: **Peter Braun, Board of Selectmen**
- Appointed by Planning Board: **Chris Reilly, Director of Planning and Land Use Permitting**

#### Littleton

- Appointed by Board of Selectmen: **Keith Bergman, Town Administrator (MAPC Vice President)**
- Appointed by Planning Board: **Vacant**

#### Maynard

- Appointed by Board of Selectmen: **Kevin Sweet, Town Administrator**
- Appointed by Planning Board: **Bill Nemser, Town Planner**

Stow

- Appointed by Board of Selectmen: **Don Hawkes, Board of Selectmen**
- Appointed by Planning Board: **Karen Kelleher, Town Planner**

Sudbury

- Appointed by Board of Selectmen: **Patricia Brown, Board of Selectmen**
- Appointed by Planning Board: **James Kupfer, Assistant Town Planner**

### **MAGIC Officers**

The MAGIC Executive Committee assists the Subregional Coordinator in the activities described above. In addition, the Chairperson appoints committees and insures that members carry out Committee directives. The Vice Chair positions support the work of the Chairperson. Each year, MAGIC elects a Chair and two Vice-Chairs. On June 4, 2015 MAGIC Officers for Fiscal Year 2016 were elected:

- Keith Bergman, Littleton Town Administrator: MAGIC Chair;
- Leslie Fox, Boxborough Selectman: First Vice Chair; and
- Franny Osman, Acton Selectman: Second Vice Chair.

### **MAPC Staff**

Professional staff assistance to MAGIC is provided by MAPC. For Fiscal Year 2016, the MAGIC Subregional Coordinator is Tanya Paglia, Regional Planner. The MAGIC Subregional Coordinator is responsible for working with the Executive Committee to ensure that the goals and objectives of the subregion are met. Generally, with the assistance from the Executive Committee, the Coordinator schedules meetings, prepares agendas, prepares workshops/trainings, maintains the subregional contact list, manages subregional accounting and budgets, provides technical assistance to communities, and implements subregional projects.

### **Outreach and Participation**

It is important to identify individuals and groups that can increase the diversity of those who participate in subregional meetings, programs and projects. Assistance from the Executive Committee and existing MAGIC members will be sought to identify these groups. A review of the existing MAGIC mailing list will be performed periodically to identify gaps in membership representation. MAGIC Representatives from each town are responsible for assisting in outreach and helping to identify individuals within their own community might want to attend MAGIC meetings, forums, and roundtables when the meeting topic is applicable to others. If possible, it is desired that more than one representative from each member municipality attend each MAGIC event. Meeting notices will be emailed to press contacts and legislators, and occasionally, will be announced with press releases.

### **Communications**

Participants in MAGIC can stay informed about MAGIC activities including meeting notices and cancellations, as well as other opportunities and events of interest by emails sent through the MAGIC email distribution list. The list is open, anyone interested may email Tanya Paglia, MAGIC Subregional Coordinator at [tpaglia@mapc.org](mailto:tpaglia@mapc.org) to join. The MAGIC website: [www.mapc.org/magic](http://www.mapc.org/magic) will be updated regularly.

### **MAGIC Bylaws**

The MAGIC Bylaws, adopted June 11, 2009, include additional details regarding the purpose of the committee, membership, officers and elections, meetings, and subcommittees. MAGIC Bylaws are available on the MAGIC website and upon request.



Kevin Sweet  
Town Administrator

OFFICE OF THE  
**BOARD OF SELECTMEN**  
**TOWN OF MAYNARD**

MUNICIPAL BUILDING  
195 MAIN STREET  
MAYNARD, MASSACHUSETTS 01754  
Tel: 978-897-1301 Fax: 978-897-8457  
Email: ksweet@townofmaynard.net

Chairman William Cranshaw  
Selectman David Gavin  
Selectman Chris DiSilva  
Selectman Jason Kreil  
Selectman Tim Egan

September 8, 2015

Alcoholic Beverages Control Commission  
239 Causeway Street  
Boston, MA 02114

**RE: Revocation of License No. 067600006 (Saini Enterprises, d/b/a  
"Savoring Indian Cuisine") and  
No. 067600034 (Carron Restaurant Group, LLC)**

Dear Commission Members:

I am writing to confirm that the Town has recently revoked two of its G.L. c. § 12, on-site pouring licenses and that, as a result, those licenses are currently available to the public.

On July 8, 2015, the Town notified Saini Enterprises, d/b/a "Savoring Indian Cuisine" ("SIC"), that following a hearing, its license had been revoked pursuant to G.L. c. 138, § 77 and Section 17.9 of its local regulations, based on its failure to utilize the license. The restaurant had been closed for over six months at the time of the revocation. A copy of the notice was sent to the Commission.

On August 4, 2015, the Town notified Carron Restaurant Group, LLC ("Carron") and Steven Trumble, d/b/a "Fine Arts Theater Place", who applied for a transfer of Carron's license, that the application to transfer had been denied and, accordingly, that the license had expired pursuant to a prior written agreement between Carron (who had not been using the license) and the Town. A copy of the notice was sent to the Commission.

SIC and Carron elected not to appeal the revocation of their licenses under G.L. c. 138, § 67. Therefore, both licenses are now available to any qualified member of the public.

Please feel free to contact me, or Town Counsel Michael J. Kennefick at (508) 376-8400, with any further questions regarding this matter.

Regards,



Kevin A. Sweet

Cc: Board of Selectmen



Date: **September 15, 2015**

**Ralph Aulenback**

*You are hereby appointed to the*

***Maynard Police Department***

**As: Special Officer**

Term expires: **June 30, 2016**

FOR THE

**TOWN OF MAYNARD**

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

**Board of Selectmen**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sworn: \_\_\_\_\_

\_\_\_\_\_  
Town Clerk



Date: **September 15, 2015**

**Kevin Petersen  
26 Old Marlboro Road  
Maynard, MA 01754**

*You are hereby appointed to represent the Board of Selectmen*

**RETIREMENT BOARD**

*Term expires: **June 30, 2018***

FOR THE

**TOWN OF MAYNARD**

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

**BOARD OF SELECTMEN**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sworn: \_\_\_\_\_

\_\_\_\_\_  
Town Clerk



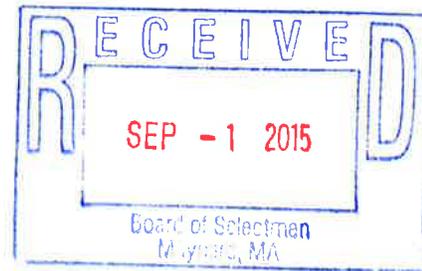
## ASSISTANT TOWN ACCOUNTANT

195 MAIN STREET  
MAYNARD, MASSACHUSETTS 01754  
(978) 897-1353  
kpetersen@townofmaynard.net

Attention Board of Selectmen,

I am writing to you to express my interest in becoming a member of the Retirement Board. As the Assistant Town Accountant and a member of the Maynard community I would love the opportunity to become more involved in the decisions and matters that impact not only my retirement, but the retirement of all current, former and future employees.

Regards,  
Kevin Petersen  
26 Old Marlboro Rd  
Maynard, MA 01754  
978-897-1353



## Becky Mosca

---

**From:** Diane Donovan  
**Sent:** Wednesday, September 09, 2015 2:35 PM  
**To:** Becky Mosca  
**Subject:** RE: Term - for Retirement appointment for BOS

Retirement Board?

The resident at large position *is* open so I am assuming he would be interested in serving in that capacity.

This positions term is for 3 years and would run until 6/30/2018.

*\*Diane*

Diane N. Donovan  
Assistant Town Clerk  
[ddonovan@townofmaynard.net](mailto:ddonovan@townofmaynard.net)  
Town of Maynard  
195 Main Street  
Maynard, MA 01754  
978-897-1351

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**From:** Becky Mosca  
**Sent:** Wednesday, September 09, 2015 1:58 PM  
**To:** Diane Donovan  
**Cc:** Kevin Sweet  
**Subject:** Term - for Retirement appointment for BOS

Diane,

What is the term we give to the BOS – Retirement Appointment?

Kevin Petersen has put in for that opening.

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



## **LEGAL NOTICE**

The Maynard Board of Selectmen will hold a Public Hearing on Tuesday September 15, 2015 at 7:45 P.M. in Room 201 of the Maynard Town Building for the purposes of amending the Town Water Use By-Laws specifically, Water and Sewer Rates. The Public is invited to attend.

### **Maynard Board of Selectmen**

Chris DiSilva, Chair  
Jason Kreil  
Tim Egan  
David Gavin  
Terrence Donovan



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

**Kevin A. Sweet**  
Town Administrator

**Andrew Scribner-MacLean**  
Assistant Town Administrator

**MEMORANDUM**

**To:** Board of Selectmen  
**From:** Kevin Sweet, Town Administrator  
**Date:** September 15, 2015  
**Re:** **Fiscal Year 2016 Water & Sewer Rates**

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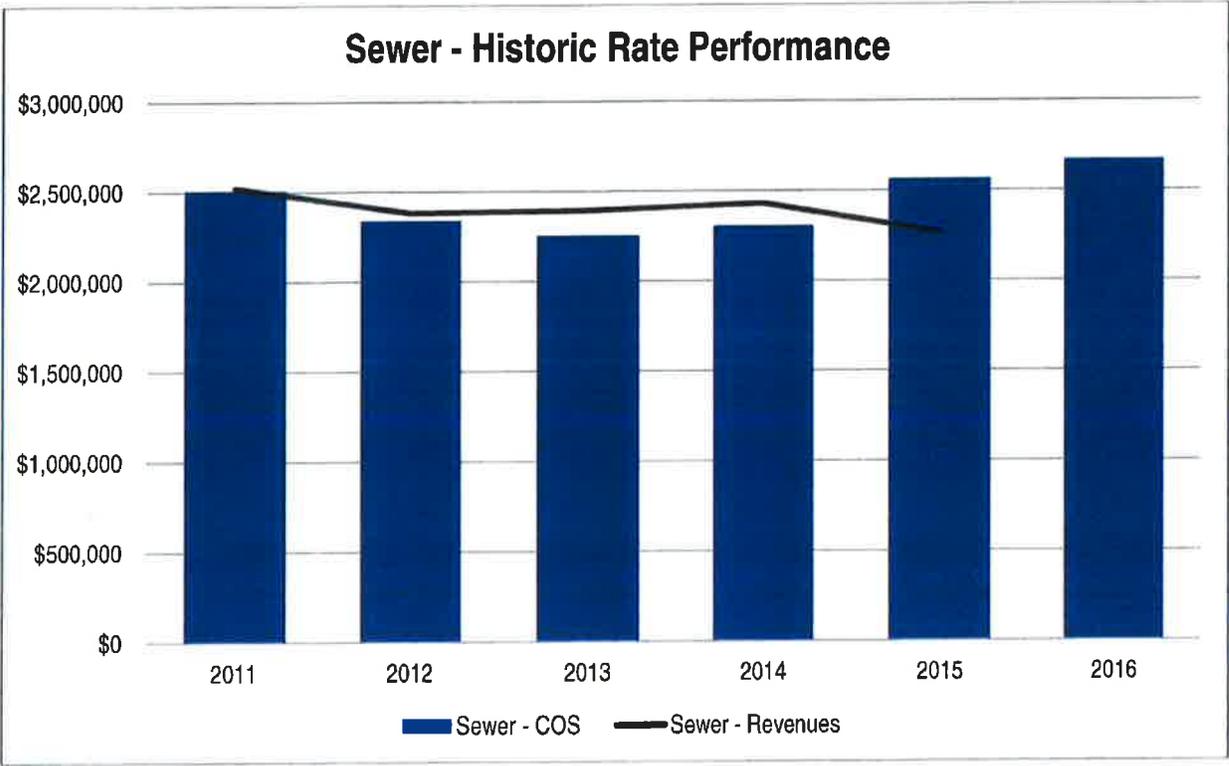
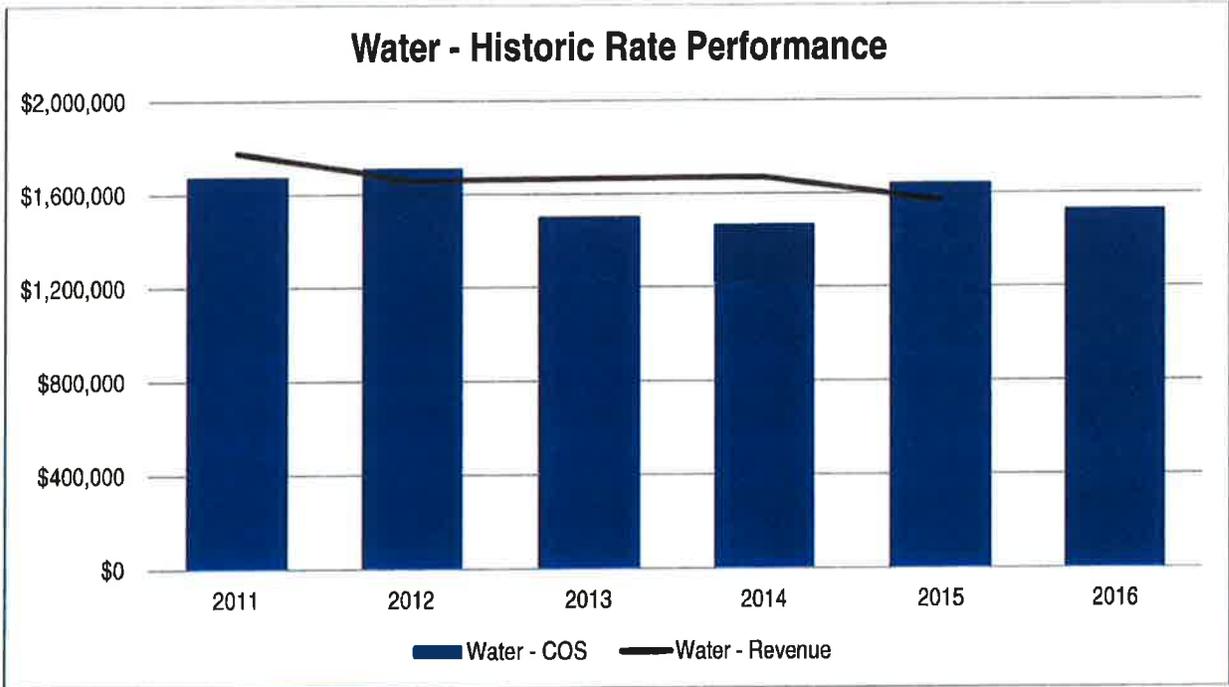
The Town operates the Water/Sewer Enterprise Fund for the purpose of financially accounting for the operations of providing Maynard citizens clean, safe and potable water and sanitary sewer services. The Board of Selectmen, as the Water & Sewer Commissioners, is charged with setting rates necessary to support revenues for the operation of the Water & Sewer Enterprise Fund on an annual basis. The establishment of rates for the Water/Sewer Enterprise Fund is a direct factor of the expenses necessary to provide the service.

I am recommending the Board of Selectmen **raise the current sewer rates by 10.2%** as recommended in the Woodard & Curran FY16 Rate Setting Letter. This rate increase is needed to ensure that sufficient revenues are planned to meet the expenses of the fund. Should FY16 end as forecast and rates are raised, we should close with minimal/modest "retained earnings." Such a balance is not only prudent financial policy, but such a reserve is essential to maintain operations while avoiding mid-year rate increases.

In addition, I would recommend the Board of Selectmen revisit the Senior Water Discount policy. I propose a revised policy for discounted rates be tied directly to the statutory exemptions allowed under M.G.L. for seniors and disabled individuals. The same means for qualifying for 41C and 17D exemptions should also be applied to the Senior Water Discount.

*Respectfully Submitted:*  
Kevin Sweet, Town Administrator

Hand - 001  
4/2/15





April 16, 2015

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

**Re: Water and Sewer Financial Management  
FY16 Utility Rate Setting**

Dear Mr. Sweet:

This letter is intended to provide guidance to the Maynard Department of Public Works (DPW) and Board of Selectmen (BOS) with respect to the Water and Sewer Rates which are required to fully fund water and sewer operations within the Town of Maynard. In developing this recommendation, Woodard & Curran examined the following items:

1. The revenue requirements for both water and sewer services, inclusive of all budgeted costs associated with operating and maintaining the Town's infrastructure, specifically:
  - a. salaries and other direct expenses;
  - b. the cost of DPW benefits, non-DPW municipal departmental, and other indirect expenses;
  - c. the costs associated with meeting the 2014 Draft NPDES MS4 Permit; and
  - d. the increase in the cost of debt service associated with ongoing sewerage upgrades.
2. Four years of historical consumption data, and;
3. The rates required to meet the water and sewer system financial needs.

**REVENUE REQUIREMENTS**

Town Water and Sewer Budgets

In setting water and sewer rates, the primary goal is to match revenue to expenses, allowing for any desired adjustments or non-expense line items which need to be raised through the utility rates. The FY2016 Water Enterprise budget includes overall water salary and expense data, as well as straight-funded line items for debt for FY2016.

The FY2016 Sewer Enterprise budget includes the same costs broken down into categories for the wastewater treatment plant and the costs for the Town's sewer system. In addition, it contains funding to allow the Town of Maynard to comply with the Draft NPDES MS4 permit. A simplified breakdown of the two budgets (based upon information provided by the Town) is presented on the Table on below.

<b>FY2016 Operating Budgets</b>	<b>Water</b>	<b>Wastewater</b>
Salary	\$213,000	143,000
Expenses	\$507,782	\$1,264,689
Long Term DS – Interest	\$548,022	\$852,084
<b>Direct Cost Budget – Subtotal</b>	<b>\$1,268,804</b>	<b>\$2,259,773</b>



Water and Sewer Indirect Costs – DPW

There are significant costs to the municipality associated with the DPW which are not reflected in the direct cost approved budgets (salaries and expenses). Two good examples of these are the costs associated with the billing process (handled by staff funded through the highway department) and the cost of providing employment benefits for staff whose salaries are included in the budget. A detailed breakdown of these costs and the method by which their values were calculated is included in the attached memo titled, "Indirect Costs Allocation Methodology". The value of indirect costs applicable to either water or sewer is proportional based on the overall utility costs. In Maynard, the water accounts for 39% of indirect costs and sewer accounts for 61% of indirect costs.

	<b>Water</b>	<b>Wastewater</b>
<b>DPW Indirect Costs – Subtotal</b>	<b>\$163,252</b>	<b>\$254,509</b>

Water and Sewer Indirect Costs – Non-DPW Municipal Departments

Similar to the DPW indirect costs outlined above, there are significant amounts of time and effort expended by other Town departments in support of providing water and sewer service within the Town. An excellent example of this type of effort is the time spent by the Treasurer/Collector's office in collecting bills. There are numerous similar instances in other departments and these costs should be covered within the rates as they are included in the true cost of water and sewer utilities.

	<b>Water</b>	<b>Wastewater</b>
<b>Municipal Indirect Costs – Subtotal</b>	<b>\$99,290</b>	<b>\$154,793</b>

Enterprise Stabilization Funds

In both Fiscal 2011 and 2012, the Town appropriated \$135,000 to both the Water and Sewer Enterprise Fund Stabilization accounts. Due to the healthy level of funds currently in these stabilization accounts, Woodard & Curran recommends that this line item no longer be carried within the water and sewer budgets/rates. The balances of these two funds are shown on the table below.

	<b>Water</b>	<b>Wastewater</b>
<b>Enterprise Stabilization Funds – Balances</b>	<b>\$451,279</b>	<b>\$766,599</b>

Capital Outlays

In prior years, Capital Outlays have occasionally been funded using line item appropriations in the budget. While this has occurred in past years, it has not been done in the coming fiscal period. Consequently, no line item expenses for capital outlay are included in this year's revenue requirement calculation.

Total Revenue Requirements for Water and Sewer

The table below presents the total costs associated with the provision of water and sewer utility service within the Town of Maynard. Consequently, the Town should use the figures in the bottom, highlighted line as the targeted revenue levels for each Enterprise Account for FY2016.



<b>Direct Cost Budget – Appropriated Subtotal</b>	<b>\$1,268,804</b>	<b>\$2,259,773</b>
<b>DPW Indirect Costs – Subtotal</b>	<b>\$163,252</b>	<b>\$254,509</b>
<b>Municipal Indirect Costs – Subtotal</b>	<b>\$99,290</b>	<b>\$154,793</b>
<b>Enterprise Stabilization Funds – Appropriated Subtotal</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL ENTERPRISE FUND REVENUE REQUIREMENT</b>	<b>\$1,531,346</b>	<b>\$2,669,075</b>

While the overall revenue requirement for the Water Enterprise Fund has remained roughly unchanged from the FY15 level, the revenue requirement for the Sewer Enterprise fund has increased. The increases are due primarily to the following:

1. The increase in the value of the annual sewer plant operations contracts in line with contractual escalation factors, and
2. The inclusion of certain maintenance items (MS4 permitting, Infiltration and Inflow investigations, etc) which were previously covered through payments from retained earnings.

## FY2015 RATE PERFORMANCE

### Current Practices

The Town of Maynard currently bills water quarterly using an increasing rate block structure with an additional mark-up applied to customers located in adjacent municipalities. This structure was instituted at the beginning of FY2011 as part of the year’s rate setting exercise. Sewer is billed quarterly on a flat rate structure, also with a mark-up applied to customers located in adjacent municipalities. Tier and non-resident water rate multipliers are shown in red in parentheses next to each water rate.

### CURRENT RATE STRUCTURE IN MONETARY TERMS AND COMPARATIVE TO TIER 1 RATES

Block #	1	2	3	4
Consumption (cf/quarter)	0-500	501-1,000	1,001 – 2,500	>2,501
WATER – in Town	\$4.36 (1.00)	\$5.62 (1.29)	\$6.03 (1.38)	\$6.88 (1.58)
SEWER – in Town	\$8.88 (1.00)	\$8.88 (1.00)	\$8.88 (1.00)	\$8.88 (1.00)
WATER – non-resident	\$6.10 (1.40)	\$7.86 (1.80)	\$8.45 (1.94)	\$9.69 (2.22)
SEWER – non-resident	\$12.36 (1.39)	\$12.36 (1.39)	\$12.36 (1.39)	\$12.36 (1.39)

### Non-Rate Based Revenue

Non-rate based revenues include things such as fees, fines, and service charges which generate revenue for the Water and Sewer enterprise accounts. These fees are assessed by the DPW and (in Maynard) are not included in the water and sewer commitments. Based upon recent year’s assessment of fees and fines, the Maynard DPW requested that Woodard & Curran assume a similar level of non-rate based revenue generation. For the past several years, these fees and other revenues have averaged approximately \$30,000 for the water enterprise account and \$65,000 for the sewer enterprise account. A total value of rate-based revenues is shown at the bottom of the following table.



Comparison of FY2015 Rate to Project Consumption and Revenue Generation Estimates

Woodard & Curran conducted a review of the performance of the recommended rates for FY15 in comparison to the amount of revenue they were designed to generate. After that assessment was complete, we reviewed last year's revenue generation characteristics in comparison to this year's revenue requirements. Our review concluded the following:

Having reviewed the data on actual consumption and commitments issued by the water and sewer department, we note the following:

1. In 2014, the Board of Selectmen voted to change the Senior Water Discount program by lowering eligibility age from 75 years old to 65 years old. This change in policy has resulted in a decrease in actual commitments of approximately 4%. This change was adopted after the FY15 rate study was adopted and the rates were not adjusted to account for this policy change.
2. The value of the expanded Senior Water Discount resulted in a combined revenue reduction of almost \$100,000, with the large majority of the impact falling on the sewer enterprise fund.
3. In addition to the change in billing practices, there was also a decline in the metered volumetric sales compared to the prior fiscal period. As a result, the overall value of water and sewer sold in FY2015 was lower than projected when the rates were calculated.

**RATE RECOMMENDATION - FY2016**

The water and sewer rate schedules which have been in force in Maynard for the past six years were designed to generate approximately \$1.65M in water revenue and \$2.35M in sewer revenue per year. The rates have been successful in raising these amounts and have allowed Maynard to fund its water and sewer operations while building a reasonable level of funds within their stabilization accounts.

While the water rates in force are expected to be sufficient to continue raising the revenue required to fund water operations, we recommend an increase in the sewer rates (as shown in the table below) to account for the increasing costs of service in the sewer enterprise fund and the volumetric sales impacts of the expanded Senior Discount practices adopted last year.

**RECOMMENDED FY2016 VOLUMETRIC WATER AND SEWER RATES (\$/HCF)**

Block #	1	2	3	4
Consumption (cf/quarter)	0-500	501-1,000	1,001 – 2,500	>2,501
WATER – in Town	Maintain existing rates and quarterly minimum charges			
SEWER – in Town	\$9.79 (1.00)	\$9.79 (1.00)	\$9.79 (1.00)	\$9.79 (1.00)
WATER – non-resident	Maintain existing rates and quarterly minimum charges			
SEWER – non-resident	\$13.62 (1.39)	\$13.62 (1.39)	\$13.62 (1.39)	\$13.62 (1.39)

The recommended sewer rates in the table above assumes that the quarterly minimum charges now in force are increased to equal the value of 500cf of usage at the new recommended rates, consistent with the current policy. The new minimum charges for in-Town and non-resident customers should be set to \$48.95 and \$68.10, respectively.

The sewer rates shown in the table constitute a 10.2% increase from the FY2015 period. Of this increase, approximately 4% of the increase is due solely to the change in Senior Discount billing practices and the remainder is due to the increasing cost of providing sewer services within the Town of Maynard.



Woodard & Curran has been pleased to provide this guidance on Maynard's water and sewer rates. If you have any questions on the recommendations included in this letter, please feel free to contact me either in my office or via e-mail at [tfedder@woodardcurran.com](mailto:tfedder@woodardcurran.com).

Sincerely,

WOODARD & CURRAN INC.

A handwritten signature in blue ink, appearing to read 'Toby Fedder'.

Toby Fedder, P.E.  
Vice President

cc: M. Guzzo; Town of Maynard  
C. Okafor; Town of Maynard  
A. Scribner-MacLean; Town of Maynard  
Bob Chapell, Woodard & Curran



**TOWN OF MAYNARD**  
**Office of Municipal Services**

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**MEMORANDUM**

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**To:** Kevin Sweet, Town Administrator  
**From:** Bill Nemser, Town Planner  
**Date:** September 4, 2015

**Subject:** Health Care Industrial District– Proposed Zoning By-law  
Amendments for January Town Meeting

Kevin,

The developers of Mill and Main are proposing a number of reconfigurations and new development for the site. After pre-application discussions both the Applicant and Staff believe an amendment to both the Zoning By-laws and the Town Zoning Map are necessary for the project. Specifically:

- Changing the zoning of the entire parcel to “Health Care Industrial” (HCI). Currently a portion is “General Residence”.
- Removal of minimum size requirements for retail (Staff believes these minimums are too large for the scale of retail currently proposed in this project). In the future should any limitations for retail be desired, this could be accomplished by Development Agreement. The minimums are found in found in Section 9.6.2 of the Zoning By-laws (Attachment 1).

Staff requests the Board of Selectmen refer this proposed amendment to the Planning Board for review and ultimate placement on the January 11, 2016 Town Meeting warrant.

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Bill Nemser, AICP, LEED AP, Town Planner

5. Proper operation and maintenance of dams and other water control devices including temporary alteration of the water level for emergency or maintenance purposes. An owner of a private dam may lower water level to a point not below what was flooded prior to the erection of the dam.

6. Any religious use, educational use or child care center, as provided for by Section 3 of G.L. c. 40A.

**9.5.3 Uses Permitted by Special Permit.** Upon the issuance of a Special Permit by the Planning Board, and subject to such other special conditions and safeguards the Planning Board deems necessary to fulfill the purposes set forth in Section 9.5.1, the following uses may be authorized:

1. Boat houses, duck walks, landings, and small structures for non-commercial recreational uses;
2. Municipal uses such as water works, pumping stations and parks;
3. Dams, excavations or grading, consistent with the purposes of this section, to create ponds, pools, or other changes in the watercourses, for swimming, fishing or recreational uses, agricultural uses, scenic features, or drainage improvements.

**9.5.4 Prohibited Uses.** Except as provided above and in G.L., c. 131, §40, there shall be in the open space district;

1. No land filling or dumping in any part of the district;
2. No building or structure, except as provided in Section 9.5.2 and 9.5.3;
3. No permanent storage of materials or equipment.

**9.5.5 Site Plan Approval.** Section 10.5 shall apply to uses, buildings and structures permitted by right or by Special Permit in the Open Space District.

## **9.6 HEALTH CARE INDUSTRIAL DISTRICT<sup>189</sup>**

**9.6.1 Purpose.** The Health Care Industrial (HCI) District contains Clock Tower Place, with its buildings and facilities. The existing buildings and structures contain approximately 1.1 million square feet of gross floor area. This Section 9.6 has been adopted to promote the orderly development, occupation, and use of the Clock Tower and surrounding vacant land, and to integrate such development, occupation and use, with neighboring districts.

**9.6.2 Limitation on Certain Uses.** The total gross floor area of space devoted to the following uses shall not exceed the percentage of gross floor area in the district, unless a Special Permit is granted by the Planning Board:

Multifamily, garden apartment, hotel, motel. Extended stay facility, or live/work dwelling unit	50%
Retail business, general or personal service establishment	10%
Restaurant	4%

In addition, the following limitations shall apply to specific uses:

- \* Restaurant shall contain at least 5,000 square feet of gross floor area;
- \* Retail shall contain at least 10,000 square feet of gross floor area, but not more than 50,000 square feet;
- \* Supermarket shall contain at least 20,000 square feet of gross floor area.

Any establishment of or change of use resulting in any of the uses set forth above shall require site plan approval from the Planning Board in accordance with Section 10.5.

**9.6.3 Special Permit Required.** Any use, allowed as of right or by Special Permit in Table A, which is proposed to be located in a building constructed in the HCI District after the applicable date of this amendment shall require the issuance of a Special Permit by the Planning Board, except those exempt by statute. This provision shall apply in a new building replacing any existing building which has been razed.

**9.6.4 Vehicle Trip Reduction.** Any application for Site Plan Review or a Special Permit within the HCI District shall be accompanied by a Vehicle Trip Reduction Plan to promote traffic management for employees. Such plan shall include shuttle service to the nearby MBTA stations, bicycle racks and facilities, showers for employees, and other Trip Reduction Measures that provide incentives to employees.

**9.6.5 Parking.** The following minimum parking requirements shall be substituted for those set forth in Section 6.1.5, Table C:

Nonresidential Parking	2 spaces per 1,000 sq. ft. gross floor area
Multifamily, garden apartment, hotel, motel, extended stay, live/work dwelling unit	1 space per dwelling unit or room for independent lease or occupancy