



OFFICE OF THE
BOARD OF SELECTMEN
TOWN OF MAYNARD

MUNICIPAL BUILDING
195 MAIN STREET

MAYNARD, MASSACHUSETTS 01754

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

**Selectmen's
Meeting Minutes
Tuesday, October 6, 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: none

Acceptance of Minutes, September 15, 2015

A motion was made by Selectman DiSilva to approve the minutes of September 15, 2015 as shown. Second by Selectman Donovan. Vote 5-0. Motion approved.

List of Correspondences (mail to the Selectmen's Office for October 6, 2015). A-CC

- a) DPW monthly report for August 2015
- b) Library monthly report for Sept 2015
- c) Maynard Golf Course monthly
- d) Fire Department monthly report Sept 2015
- e) Notice, meeting MCC-MRC, 9/24/15
- f) Notice, meeting School Comm. 9/24/15
- g) Notice, meeting Cultural Council, 9/24/15
- h) Notice of meeting By-Law, 9/28/15
- i) Notice of meeting FinCom 9/28/15
- j) Notice of meeting, Board of Health 9/29/15
- k) Notice of meeting Council on Aging 10/1/2015
- l) Notice of meeting, Board of Assessors, 10/6/15
- m) Notice of meeting, ConsCom, 10/6/15
- n) Notice of meeting, CPC, 10/7/15
- o) Notice, meeting Library Trustees, 10/13/15
- p) Notice, meeting Zoning Board of Appeal 9/28/15
- q) Notice, meeting Historical Commission, 10/3/15

- r) Letter of resignation, COA, Oct. 1, 2015
- s) Draft minutes, Cultural Council, 5/21/15, 7/1/15
- t) Legal Notice, Water and Sewer rate change effective October 1, 2015
- u) Legal Notice, Maynard Planning Board Hearing, Oct. 13, 2015
- v) Letter from DLS, dated 9/22/15: Next steps for Community Compact.
- w) Letter from Whiting Auto Body Inc. regarding business
- x) Mass State Lottery Commission: Keno to Go, Maynard Mobil notice.
- y) ABCC notice revised Fire and Building Safety.
- z) Chamber, 23rd Maynard Community Fest, October 3, 2015
- aa) Rep Kate Hogan's Fall news letter
- bb) AVRTHS, Grand Re-Opening event
- cc) Housing Goals in Maynard

CD requested to pull item X as it also agenda item 12.

Letter W, Maynard business wants to know why we do not use them as vendor. TA.

TA indicated that Town Departments, Police and Fire use various garages and auto body shops in Maynard. Some services such as those that require special service or oversized bays may be performed outside of Maynard, if required. Will look into this issue and report to Board.

A motion was made by Selectman DiSilva to accept the list of correspondences A-CC with exception of item X. Second by Selectman Egan. Vote 5-0. Motion approved.

Consent Agenda:

- **Balcom Lane Block Party-** October 10, 2015

DG; Commented this is a repeat.

A motion was made by Selectman DiSilva to approve the consent agenda as shown. Second by Selectman Gavin. Vote 5-0. Motion approved.

Board Opening Interview:

- Retirement Board (1 opening):
 - Kevin Petersen

CD, Kevin needs to have his forms turned into Town Clerks office, make the aforementioned disclosure that the Selectmen have determined. Note a copy of the Disclosure must be made to the Board of Selectmen and any State Ethics Commission advisory must be followed.

DG, Is this a paid position TA, No but this is the Boards' appointment.

TD, Thanked applicant for volunteering for this position.

JK, asked why he applied, - to get the experience and grow his knowledge in his field.

A motion was made by Selectman DiSilva to approve the request for Kevin Petersen to be appointed to the Retirement Board with indefinite term. Second by Selectman Gavin. Vote 5-0. Motion approved.

DPW – ABATEMENTS - (9) ID # 2799 \$603.40, ID # 694 \$413.65, ID # 2083 \$331.27, ID #3035 \$425.05, ID # 1961 \$100.10, ID # 1102 \$575.47, ID # 3294 \$329.15, ID # 1230 \$305.68, ID # 2380

TA, /Chair commented that this is the 2nd time this abatement information was on the agenda. TA and Chair had additional meeting with DPW, Chris and Marie to get background on each abatement. All had a software calculating issue along with some having leaks or another type of problem. TA has had a meeting with Software Company – Those issues are now fixed.

A motion was made by Selectman DiSilva to accept and approve the request ID. 2799, not calculating properly. Second by Selectman Donovan. Vote 5-0. Motion approved.

A motion was made by Selectman DiSilva to accept and approve the request ID. 694, not calculating properly. Second by Selectman Kreil. Vote 5-0. Motion approved.

A motion was made by Selectman DiSilva to accept and approve the request ID. 2083, not calculating properly. Second by Selectman Kreil. Vote 5-0. Motion approved.

A motion was made by Selectman DiSilva to accept and approve the request ID. 3035, not calculating properly. Second by Selectman Kreil. Vote 5-0. Motion approved.

A motion was made by Selectman DiSilva to accept and approve the request ID. 1961, not calculating properly. Second by Selectman Donovan. Vote 5-0. Motion approved.

Comments from DG, regarding ID 1961, when did the abatement come thru? Why didn't this come to board sooner? TA – worked this out with DPW.

A motion was made by Selectman DiSilva to accept and approve the request ID. 1102 not calculating properly. Second by Selectman Donovan. Vote 5-0. Motion approved.

A motion was made by Selectman DiSilva to accept and approve the request ID. 3294 not calculating properly. Second by Selectman Donovan. Vote 5-0. Motion approved.

A motion was made by Selectman DiSilva to accept and approve the request ID. 1230 not calculating properly. Second by Selectman Egan. Vote 5-0. Motion approved.

HOLD wants more information – copy of paid history

ID 2380 TAKES NO ACTION

Discussion with Special Counsel, Jon Witten – 129 Parker Street

Jon Witten – in attendance

Angelo Catanzaro, attorney and Bob Depietri – Capital Group

This is to follow up with ongoing meetings with Town Planner, and Staff working out adjustments to the NBOD draft overlay district – by right and special permit uses, once approved.

Tentative meeting with draft tenant of the CCRC on Oct. 15, 2015 TA to confirm location of meeting and post immediately.

Request from School – PEG Funds (2)

TA commented that the request was received from the School for Capital and Salaries. The funds would come from the Peg Access money – Comcast and Verizon Funds. The benefit is to help the school budget.

A motion was made by Selectman DiSilva to accept and approve the FY15 Peg Funds request for (\$40486.00) for WAVM equipment. Second by Selectman Egan. Vote 5-0. Motion approved.

A motion was made by Selectman DiSilva to accept and approve the FY15 PEG Funds for the public access programming salaries and health care (\$110,741.48) request dated September 11, 2015 Second by Selectman Gavin. Vote 5-0. Motion approved.

Adoption of the ACA Employer Shared Responsibility Payment (ESRP) look back period

ATA, ASM, commented that this new Affordable Care Act (ACA) that the State is holding all businesses to, will require the Town and Auditors to turn in report for all employees that work 12 – months with at least 130 hours per month worked, are offered health care.

A motion was made by Selectman DiSilva to adopt a 12 month, calendar year based “look back” period for complying with the ACA ESRP rules. The first look back will be conducted in January 2016 covering the period of January 1, 2015 – December 31, 2015. Second by Selectman Gavin. Vote 5-0. Motion approved.

Sewer Rate Relief for FY2016

TA commented that this is a program offered by the Division of Local Services (DLS). It has been around since 1993 but had no funding until this year. The program is to distribute grants to assist cities and towns with sewer and water projects.

A motion was made by Selectman DiSilva to accept that the Board executes the Application for the FY2016 Distribution of Sewer Rate Relief Fund. Second by Selectman Kreil. Vote 5-0. Motion approved.

MBA, Request for Funds

TA commented that in future years this request could be under the BEEP program the Town is offering. This year the request could be funded from Downtown improvement fund. The Town has funded this request in the past from this account.

A motion was made by Selectman DiSilva to accept and approve the request for the MBA for \$4952.00 for Downtown Holiday Season. Second by Selectman Gavin. Vote 5-0. Motion approved.

Request for Mass State Lottery, Keno To Go game: Maynard Mobil 260 Main Street

TA, The Mass State Lottery commission notifies the Community the business has requested the Keno To Go and it is our chance to send in response/objection to the State. The State can still over rule the objection from Town.

DG, concern about places with no seating the people would start loitering at businesses.

KS did say they will not have a monitor at the business but will follow up with a letter to the State.

The purpose of the Keno-to-go is that the ticket is purchased at the location and numbers are checked elsewhere on lotto website.

A motion was made by Selectman DiSilva to have no objection to the Massachusetts State Lottery request for Maynard Mobil at 260 Main Street for their Keno to Go. Second by Selectman Gavin. Vote 5-0. Motion approved.

Economic Development updates

TA – we had 129 Parker Street in tonight as discussed for the first time to see with revisions.

Met with Open Table and Boys & Girls Club on long – term, permanent homes for each. Town role to be determined.

Open Table will be moving into Coolidge School, first floor, temporarily – pantry only. Maynard Food Pantry is aware and supportive.

Met with local business owners at the library. Twenty-five attendees + town employees. Well received overview of Mill and Main plans / impacts and the Town's plan for code enforcement, enhancement funds, parking and complete streets

Meeting and follow-up emails for a bakery (Cookie Lady Treats) looking to establish a new kitchen and / or storefront. Local resident / owner hoping to expand in Maynard

Met with Outdoor Store owners as they voiced concerns about the Rail Trail's impact on parking downtown. Provided scope of planned and potential changes to improve parking.

DG: Gruber's are you aware of any potential buyers. KS indirectly Dunkin Donuts, same concept as Honeydew advertised with Berkshire Hathaway.

Warriors Way to be closing in December (Main Street Business)

Town Administrator Report.

Fiscal Policies

Annual audit started on 10/05/15, recommendations from it to follow, review fy13/14 recommendations (Roselli and Clark)

Need to schedule a joint meeting (School/FinCom/BOS)

Reviewing CDGB grant program for same reason as the HPP stuff

Oct 24th AVRTHS Grand Re-Opening

AVRTHS FY17 Budget

Improve Communications

Phones are working again

Email from Supt. Gerardi about inter-office communications – ironically, we were not aware of the Fowler Playground Ribbon cutting...

Letter from Ellen Duggan complementing cemetery improvements.

Veterans' event – naming polices November 11, 2015 more information to follow.

Comprehensive Facilities Management

Coolidge Roof project awarded and set to be completed before winter sets in

Unified security tools being set between Town and Schools

School Dude assessment completed, awaiting results

Preventative Maintenance schedules being updated

Rockland Ave Soccer field – on going – water issue. Maynard Youth soccer irrigation water supply funds CPC had funds left.

Chair Report –

Notice PB has a public hearing 10/13 to see if the Planning Board will recommend changing minimum square footage zoning requirement in the HCI

Update next meeting regarding status of Liquor License and Civil Service petitions. KS both currently in Senate.

Cemetery Fence Dedication Event – attended by 30-40 people on Saturday Oct. 3, 2015 the whole area looks great.

Complements to DPW

Can we arrange agenda to avoid people sitting through whole meeting. KS we do try.

Bicycle line down town

129 Parker Street, Drive thru, we need to look at this.

Board Member Reports

Selectman Kreil

- Status on Florida Road sewer repair.
- Follow up on the AVRTHS – Bonding does it come back through to Mike Guzzo, TA no they AVRTHS bonds work and is not vetted by Town Finance Dept.
- Congratulation to Kevin Sweet and fellow Crosstown Connect participants who received recognition and an award at the ICMA Seattle WA.
- Thank you to the Maynardfest event planners and those that braved a chilly damp morning.

Selectman Gavin:

- Also congratulation to Maynard Fest and October Fest
- Business on Main Street- Wrong way traffic on Main Street coming out of River Street
- Phone call before meeting tonight about Tax Taking – concern about the folks that had low bills with names in newspaper. This is regarding bills from one year out. It is the law.
- Senior center – treadmill over at the old senior center wondering where it is can they get it? ATA, down sized from 2000 sq. to 1400 sq. change of plan and no space That property was left behind

Selectman Egan

- None

Selectman Donovan:

- Parking on River Street – Parking issue
- Boat on Rail Road Street is it gone

Executive Session

Roll call:

Selectmen Egan Yea

Selectman Donovan	Yea
Selectman Gavin	Yea
Selectman Kreil	Yea
Selectman DiSilva	Yea

Meeting will not reconvene

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

Time: 10:35 pm

Approved: _____

Date:

Selectman, _____, Clerk

Initials: BJM



Maynard Police Department

Chief Mark W. Dubois

To: Board of Selectmen

Monthly Report – SEPTEMBER 2015

After 27 years of service to the Town of Maynard Officer Mary McCue announced her decision to retire. Officer McCue began working for the Maynard Police Department as an Auxiliary Officer in 1984 and during that time was also a Campus Police Officer at Middlesex Community College. Officer McCue was hired as a full time police officer on September 12, 1988. Officer McCue served a variety of duties during her career to included being a certified Rape investigator, fingerprint recovery specialist, and instructor in radar and speed measurements. Most notably is Officer Mary McCue is the first female officer to retire from the Maynard Police Department. Officer McCue isn't completely leaving Maynard as she will continue to serve as a Special Officer. We all wish her much happiness and enjoyment in retirement.

Festive town events typically occupy our weekends during this time of year. We started the month off with a charity fund raiser softball game between PD and FD. Considering the Fire Department scored more runs, I will say the real winner of the game was the Boys and Girls club who received all the donations. We hope to make this an annual event.

The 18th Annual 5K road race went very well. The race is well organized and coordinated with the PD and DPW to make it a great community event.

On the 22nd we held a Leadership training course for supervisors. The course focused on first line leadership and was specific to municipal government. Chief Stowers and I coordinated with the Town Administrator to have the course here in our training room. We had all the police and fire supervisors along with DPW and Facilities management. All employees had positive comments about the training program.

On the 26th the annual Oktoberfest went well and without any incidents.

Attached are the police department statistics for SEPTEMBER 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	9	9
Abandoned MV	0	1	1
Alarm - Smoke Detector	0	8	8
Alarm - Residential	0	5	5
Animal Complaint	0	28	28
Area check	446	1	447
Assault	0	1	1
Assist Citizen	2	16	18
Assist Police Dept.	1	1	2
Assist Other Agency	0	5	5
Attempt to locate	2	0	2
B & E (Past)	0	1	1
Box Plug Out	0	13	13
Box Plug In	0	11	11
Prisoner Cell Checks	0	14	14
Building Check	188	0	188
Cruiser Maintenance	12	0	12
Court Paperwork Received	0	17	17
Civil Dispute	0	6	6
DIRECTED PATROL	7	1	8
Disturbance	0	6	6
Disabled MV	2	4	6
Domestic	0	5	5
Electrial/Wiring Problem	0	1	1
Escort / Transport	0	3	3
Environmental	0	6	6
Explosion/Fire Works	0	1	1
Family Matter/Civil Matter	0	9	9
Alarm - Box	0	3	3
Fire, Brush	0	1	1
Fire, Other	0	3	3
Field Interview	6	0	6
Fire, Mutual Aid	0	1	1
Follow Up Investigation	9	9	18
Fraud	0	4	4
Odor of Natural Gas	0	3	3
General Service	3	12	15
Harassing / Harassing Calls	0	8	8
Hazard	0	4	4
ID Check	0	6	6
Investigation	0	4	4
Larceny	0	6	6
Locked Out	0	2	2
Medical Emergency	0	54	54
Mutual Aid - EMS	0	8	8
MV Accident w/ no injury	1	5	6
MV Accident w/Injury	0	2	2
MV Complaint	2	13	15
MV Accident Hit & Run	0	2	2
MV Stop	251	0	251
Noise Complaint	0	10	10
Notification	0	3	3
Open door	2	1	3
Serve Paperwork	8	3	11
Parking Complaint	13	2	15
Personel Entry	0	8	8
Property Release	1	3	4
Property Damage	0	2	2
Found / Lost Property	0	10	10
Prisoner Released	0	9	9
PRISONER TRANSPORT	1	2	3

Maynard Police Department
Dispatch Analysis

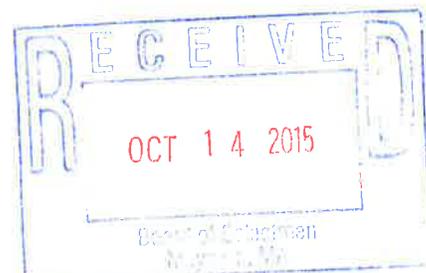
Private Tow/Repossession	0	2	2
Radar Enforcement	131	0	131
Serve Restraining Order	7	0	7
Restraining Order Violation	0	2	2
Sudden Death	0	1	1
Section 12/Psych.Emergency	0	1	1
Sex Offenses	0	1	1
Shoplifting	0	1	1
Suicide / Threat	0	4	4
Serve Summons	9	3	12
Suspicious Person	1	13	14
Suspicious Activity	2	18	20
Suspicious Vehicle	5	9	14
Traffic Enforcement	62	0	62
Trespassing	0	1	1
Traffic Hazard	0	1	1
Trouble Alarm	0	9	9
Test Call	0	5	5
Undesirable	0	3	3
Vandalism	1	4	5
Serve Warrant	12	12	24
Well Being Check	0	13	13
Wire Down/Tree Down	0	7	7
TOTAL	1187	486	1673

Case Assignment Breakdown

<u>Type Of Case</u>	<u>Total</u>
Incidents	74
Accidents	7
Arrests	21
Citations	92
EMS	0
Field Interviews	0
Fire Incidents	0
TOTAL	194

Percent of Calls Where Case Num. Assigned: 11.6%

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



- Attendance/participation in fitness classes (unduplicated number – single individuals) increased in spite of some classes being cancelled due to the flu clinic and other presentations held on site requiring use of the space. An additional yoga class was added due to limited room for format of class/number of individuals interested in attending.
- General social activities at the COA produced over 153 duplicated visits by over 43 seniors.
- For the month of September over 83 seniors were served over 476 times. This includes classes, activities, trips and events.
- The seniors started their own Walking Club which increased in membership week by week (16 duplicated rounds were made). The Club is meeting at the Mill and walking around the pond, through the buildings and downtown. This is an important health initiative for seniors on a local and state level.
- Watercolor class continues to be a great success with new participants joining, as well as the knitting and crocheting group adding new members. (Of note is several men joined these classes – a goal of any senior center to have more men participate in activities).
- Our September luncheon was attended by over 70 seniors with Rep. Kate Hogan serving up an ice cream social.
- Senior Flu Clinic was utilized by over 50 seniors.
- Pat Kozik (Principal Clerk) attended the Fuel Assistance training – the COA will continue to assist the community with applications.
- Amy Loveless (Director) attended the “Powerful Tools for Caregivers” 2 day training in Brockton. Powerful Tools is an evidenced based 6 week program developed by Stanford University during which caregivers to learn tools about how to care for themselves as they care for others. Anticipated offering of program will be later in the spring.
- The durable medical equipment was loaned out to 10 individuals with 11 donations.
- Close to 100 calls for information and referrals were made.
- The COA van provided 662 rides to 75 riders. Trips to medical appts. increased by 27% and social/recreation trips increased by 45%.
- There were two dinner trips to the Longhorn Restaurant, a trip (lunch) to the Fife & Drum restaurant at the Concord Correctional facility, two lunch trips to the Wayside Inn and an outing to AC Moore for arts and crafts supplies/lunch.

Andrew Scribner-MacLean made an unexpected visit to the watercolor class – executed a mixed medium representation of a cat tail. More importantly the class was thrilled by his visit and an opportunity to discuss the COA, the town and Andrew’s hidden talents. In this photo Andrew is brainstorming a cultural event with musician Judy Christianson.



“Ladies & Lunch” After lunch at the Wayside Inn it was a trip to the candy store! A goal of the COA is to offer something for everyone and social outings are a very important and enjoyed part of programming.



Rep. Kate Hogan sponsored an ice cream social as part of September’s luncheon festivities. Lots of laughs, good food and great company.

Date Posted

30 September 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)

By-Law Committee

Address of Meeting:

Room: 201 of Municipal Building

To be held Monday, 19 October 2015 at 7:15 PM

Monday, 2 November 2015 at 7:15 PM

Monday, 16 November 2015 at 7:15 PM

Monday, 7 December 2015 at 7:15 PM

Monday, 21 December 2015 at 7:15 PM

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

1. Minutes
2. Review of Current Bylaws with amendments and Town Charter
3. Other new business

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson: William Kohlman

Posted by:

Date:

Date Posted

30 September 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)

By-Law Committee

Address of Meeting:

Room: 201 of Municipal Building

To be held Monday, 19 October 2015 at 7:15 PM

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

1. Minutes
2. Chairman's report
3. Warrant Article
4. Review of Current Bylaws (Chapter I to XIII) and Town Charter
5. Other new business

Chairperson: William Kohlman

Posted by:

Date:

MAYNARD PUBLIC SCHOOLS

3-R Tiger Drive,
Maynard, MA 01754
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

MAYNARD PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING FOWLER SCHOOL LIBRARY OCTOBER 8, 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. School Improvement Plans - Principals/J. Gaudet
6. Budget Update
7. Book Talk/Core Values
8. Citizen's Comments
9. Member's Comments/Questions

Chairperson: Dawn Capello
Posted by: Colleen Moore
Date: 10/05/15

MAYNARD PUBLIC SCHOOLS

3-R Tiger Drive, Maynard, MA 01754
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

MAYNARD PUBLIC SCHOOLS SCHOOL COMMITTEE POLICY SUB-COMMITTEE MEETING

FOWLER SCHOOL
CENTRAL OFFICE CONFERENCE ROOM
OCTOBER 14, 2015
5:30 P.M.

AGENDA

1. Policy Review
 - a. Foreign Exchange
 - b. Physical Restraint
 - c. MHS Attendance

Chairperson: Dawn Capello
Posted by: Colleen Moore
Date: 10/09/15

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 October 8, 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; September Special Meeting 2015**

2. **Region 4A / MEMA updates:
CASPER Program**

3. **Town Updates:
COA expo**

4. **Newsletter:**

5. **Old Business:
Road Race
Flu Clinic
Maynardfest
Pet Sheltering Plan**

6. **NEW BUSINESS TOPICS
Appreciation/ networking dinner**

7. **Other**

8. **Adjourn –**

NEXT MEETING: November 12, 2015 at 6:30 PM in Municipal Services Meeting Room

THIS AGENDA IS SUBJECT TO CHANGE

CHAIRPERSON(S)

John Flood
Mary Ellen Quintal

October 6, 2015

TOWN OF MAYNARD MEETING NOTICE

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

The Maynard Cultural Council

Name of Board/Committee

Maynard Town Hall, 195 Main Street, Maynard, MA

Address of Meeting:

OMS Lower Level

Room:

THURSDAY, **October 8, 2015** at 7:00 PM

AGENDA for 10.08.2015 meeting of the Maynard Cultural Council

(That the co-chairs reasonably anticipate will be discussed)

1. Approval of past meetings' minutes.

2. Fundraising ideas/opportunities

3. Progress on PR efforts for grant applicants/MCC
 - a. Banner Update, Grant Forms retention, MCC Manual
 - b. Facebook page, Beacon, paper copies.
 - c. Recipient reception

4. Maynard Center Sculpture funding & update

5. LCC account form

6. Cultural District Initiative Update

7. Community Input

The co-chairs anticipate the meeting will follow this agenda.

THIS AGENDA IS SUBJECT TO CHANGE

Co-Chairs: Tim Hess and Heather Western

Posted by: Tim Hess, Co-Chair

Date: October 6, 2015

Date Posted

October 9, 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)

BOARD OF SELECTMEN

Sub-Committee - Parking

Address of Meeting: 195 Main Street Maynard, MA. 01754

Room:

M T W T H F	Month	Date	Year	Time	AM/PM
	October	14	2015	5:30	PM

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

Sub-committee on parking for the business district in town

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson: Chris DiSilva

Posted by: Andrew Scribner-MacLean

Date: 10/9/15

Date Posted

October 9, 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)

BOARD OF SELECTMEN

SPECIAL MEETING

129 Parker Street

Address of Meeting: 195 Main Street Maynard, MA. 01754

Room:

M T W T H F	Month	Date	Year	Time	AM/PM
	October	15	2015	7:00	PM

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

1. **129 Parker Street: Hawthorn Retirement Group Presentation**

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson: Chris DiSilva

Posted by: Kevin Sweet/bjm

Date: 10/9/15



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

Town Clerk's Stamp

Planning Board Meeting Agenda – 7:00 PM October 13, 2015
195 Main Street, Maynard - Room 201

- 1. 07:00 - Call to order**
- 2. Additions/deletions/reordering of agenda**
- 3. Approval of minutes (07-28-15, 08-18-15 and 09-08-15)**
- 4. Public Hearing - Zoning By-law Amendment:**
 - a) Review and consideration of an amendment to the Maynard Protective Zoning By-laws consisting of removal of the requirements for minimum square footage for retail, restaurant and supermarket uses within the Healthcare Industrial District. The Board will determine if it will or will not recommend approval for the proposed amendment if placed on the January 11, 2015, Town Meeting warrant.
- 5. 129 Acton Street Entry Feature Update**
- 6. Planning Board Rules and Regulations (review)**
- 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: October 7, 2015



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

Town Clerk's Stamp

Planning Board Meeting Agenda - 7:00 PM October 13, 2015
195 Main Street, Maynard - Room 201

Maynard Planning Board
PUBLIC HEARING GUIDELINES

The meetings will be conducted with decorum. This means that the members of the Board and the public are required to respect each other at all times. We may not always agree with one-another but we can work to resolve differences with patience and understanding.

As a member of the public you are encouraged to participate in the hearing. To ensure the meeting proceeds in an orderly manner, please follow these procedures if you wish to comment or ask a question of the Board:

- Ensure you have signed into the meeting (sign-in sheet located in rear of room).
- Proceed to the speaker's podium or designated area once the Chair has opened up the meeting/hearing for public comment.
- When you are recognized to speak, please state your name and address.
- Direct all questions to the Board through the Chair.
- Limit your questions and statements to three (3) minutes. After everyone has had a turn to speak, you may be given a second chance to speak, time permitting.
- Limit your statements/questions to the topic at hand.
- Talk **ONLY** about issues that are under the jurisdiction of the Planning Board.

The order of discussion is as follows:

- The applicant will make a presentation.
- The Board will respond to the applicant.
- The Chair will open the hearing for public comment.
- The Board will at that point either:
 - (a) Close the hearing: no new information will be accepted except under extra ordinary conditions.
 - (b) Continue the hearing to a date certain where all will be permitted to participate. The date and time of this continuance will be announced **ONLY** at the first and subsequent meetings.

If you have any questions about procedures, please feel free to contact our Town Planner, Bill Nemser at 978-897-1302 during regular office hours, which are, Monday, Wednesday and Thursday 8:00 AM — 4:00 PM, Tuesday 8:00 AM -7:00 PM and Friday 8:00 AM – 12:00 PM.



Nitsch Engineering

October 1, 2015

SITE PLAN REVIEW

Under the Town of Maynard
Protective Zoning Bylaw and its Rules and Regulations and
Planning Board Regulations

For

MILL & MAIN RENOVATION

Maynard, Massachusetts

Prepared for:

MARGULIES PERUZZI ARCHITECTS

308 Congress Street
Boston, MA 02210

Prepared by:

NITSCH ENGINEERING, INC.

2 Center Plaza, Suite 430
Boston, MA 02108

Nitsch Project #10836

Building better communities with you.

TABLE OF CONTENTS

- Section 1 Application Forms**
Application for Hearing
Application for Site Plan Approval
Record of Site Plan Distribution
Site Plan Review Checklist and Release
- Section 2 Application Narrative**
- Section 3 Abutter Information**
Certified List of Abutters for Planning Board Submission
Abutter Notification
Legal Notice Mailing List
- Section 4 Stormwater Report**
(Under separate cover)

Figures

- Figure 1 – USGS Locus Map
Figure 2 – Aerial Locus Map
Figure 3 – FEMA Floodplain Map
Figure 4 – Natural Heritage and Endangered Species Program Map
Figure 5 – DEP Wetlands Map

SECTION 1
APPLICATION FORMS



Case No: _____
Fees Paid: _____

**Town of Maynard
PLANNING BOARD**

APPLICATION FOR HEARING

This Application must be completed, signed and submitted with the filing fee by the Applicant or his representative in accordance with the Board's Rules and the procedures as set forth on the attachments to this application.

Address of Property 146 Main Street, Maynard, MA

Characteristics of Property: Lot Area _____ Present Use commercial/industrial

Assessor's Map # 14 Parcel # 0201.0 Zoning District HCI

Name of Applicant AS ClockTower Owner, LLC
c/o Saracen Properties, LLC Phone # 617-933-8705

Mailing Address 41 Seyon Street, Suite 200, Waltham, MA 02453

Name of Owner _____ Phone # _____

(If not Applicant)

Mailing Address _____

Application is for An Appeal from the Decision of the Building Commissioner
 A Variance
(Check One) A Special Permit
 Other Specify _____

Applicable Section of the Zoning By-Laws: Section 9.6.3

Summarize nature and justification of request (Please attach full explanation):

Request for Special Permit for Mill & Main Renovation Project, refer to narrative

I hereby request a hearing before the Planning Board with reference to the above Application.

Signature of Applicant (or representative) 

Address (if not Applicant) _____

Telephone Number _____

Owner's permission, if other than Applicant _____



TOWN OF MAYNARD
PLANNING BOARD

Town Building
MAYNARD, MASSACHUSETTS 01754

978-897-1029

APPLICATION FOR SITE PLAN APPROVAL

This is an application for Site Plan Approval as provided for in Section 14 of the Protective Zoning By-Laws of the Town of Maynard, as amended.

Name of Applicant: AS Clocktower Owner, c/o Saracen Properties

Address: 41 Seyon Street, Suite 200 City: Waltham State: MA Zip: 02453

Telephone Number: 617-933-8705 Fax: _____

Name of Land Owner: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____ Fax: _____

Name of Engineer / Architect: Nitsch Engineering, Inc.

Address: 2 Center Plaza, Suite 430 City: Boston State: MA Zip: 02108

Telephone Number: 617-338-0063 Fax: 617-338-6472

Location of Site: 146 Main Street, Maynard, MA

Assessors' Plan(s): Lot No(s): Sheet 14 (14/201) Parcel 014.0-0000-0201.0

Zoning District in which Site is Located: Health Care Industrial District

State Present use of site: commercial/industrial

Give size of existing buildings, if applicable: approx. 1.1 million square foot mill complex

Give extent of proposed applications, if applicable: _____

Land recorded by deed in Middlesex County Registry of Deeds:

Book : 27896 Page: 474


Signature of Applicant

Signature of Owner



978-897-1029

TOWN OF MAYNARD
PLANNING BOARD

Town Building
MAYNARD, MASSACHUSETTS 01754

SITE PLAN REVIEW PROCEDURE

The following procedures for Site Plan Review are set forth pursuant to Section 14—Site Plan Approval and Appendix E—Site Plan Regulations of the Maynard Protective Zoning By-Laws.

1. Applicant applies to the Conservation Commission as appropriate under paragraph 3 Section 14 of the Maynard Protective Zoning By-Laws.
2. Applicant shall provide 15 copies of all Site Plan materials to the Planning Board office to be subsequently distributed by the Planning Board as follows:
 - Six (6) copies to the Planning Board
 - Two (2) copies to the Conservation Commission
 - One (1) copy to the department of Public Works
 - One (1) copy to the department of Board of Health
 - One (1) copy to the department of Chief of the Fire Department
 - One (1) copy to the department of Board of Selectmen
 - One (1) copy to the department of Building Commissioner
 - One (1) copy to the department of Chief of Police Department
 - One (1) copy to the department of Town Clerk
3. Applicant contacts the Planning Board Administrative Assistant during office hours to schedule a public hearing on the Site Plan. At that time, the applicant shall provide the following documents (without said documents, the application shall be considered incomplete):
 - Completed application for Site Plan Review
 - Public Notice Sample
 - Record of Site Plan distribution
 - A certified list of Abutters and/or Owners of land directly opposite on any public street or way and abutters to the abutters within 300 feet of the property line of the petitioner as they appear on the most recent applicable tax list, notwithstanding that the land of any such Owner is located in another City or Town. Said list may be acquired at the Assessor's Office(s) of all applicable Cities and Towns.
 - Other documents as appropriate (See Section Section 14 and Appendix E—Site Plan Regulations)

Follow submittal of a complete Site Plan Review Application, the following steps will be taken:

1. Conservation Commission reviews plan relative to Wetland Protection Act - Chapter 131 - Section 40 and submits recommendations to Planning Board within thirty-five (35) days of receipt of plan.
2. All other municipal boards to which Site Plan is sent also review plan and submit recommendations within thirty-five (35) days of receipt of plan. Failure of any Board to comment within thirty-five (35) days shall be deemed to indicate approval of such plan.
3. Planning Board takes final action within ninety (90) days of the close of the Public Hearing. Period for final action can be extended for an additional sixty (60) day period by mutual consent of the Planning Board and applicant.
4. Municipal boards and departments are notified of revisions to Site Plan as determined by Planning Board in each such case.
5. Planning Board makes findings required by Zoning By-Law and approves, denies or approves with conditions.
6. Site Plan and written documents supporting Site Plan are endorsed as approved by the Planning Board.



978-897-1029

TOWN OF MAYNARD
PLANNING BOARD

Town Building
MAYNARD, MASSACHUSETTS 01754

RECORD OF SITE PLAN DISTRIBUTION

Received from: _____
Applicant

Copies of a Site Plan entitled: _____

Name of Owner/Applicant: _____

Plan prepared by: _____

Dated: _____

Department	Received By	Date
Planning Board	_____	_____
Department of Public Works	_____	_____
Board of Health	_____	_____
Chief of the Fire Department	_____	_____
Conservation Commission (2 copies)	_____	_____
Board of Selectmen	_____	_____
Town Clerk	_____	_____
Building Commissioner	_____	_____
Chief of the Police Department	_____	_____



978-897-1029

TOWN OF MAYNARD
PLANNING BOARD

Town Building
MAYNARD, MASSACHUSETTS 01754

SITE PLAN REVIEW CHECKLIST AND RELEASE

Applicant: _____ Site: _____

1. Newspaper issues with publication received by Planning Board.
2. Receipt sheet for distribution of plan copies pursuant to Section 14 of the Zoning by-law received by the Planning Board.
3. Fee Paid
4. Notification by Fire Chief pursuant to I.C. of standard Site Plan Approval document received by Planning Board.
5. All expenses paid.
6. Evidence of recording of the Site Plan Approval received by the Planning Board.
7. "Clean" Lien Certificate from the Treasurer/Collector.

TO THE BUILDING INSPECTOR

The Maynard Planning Board hereby notifies you that by a vote of the Board on _____, the subject site has been released for building purposes.

Maynard Planning Board

By: _____, Chair Date _____

TO THE BUILDING INSPECTOR

The Maynard Planning Board hereby notifies you that by a vote of the Board on _____, it released the subject site for occupancy purposes subject to your review of satisfactory compliance with the Plan and the Site Plan Approval pursuant to the Site Plan Approval Section II.A. and sections III.A. and III.C.

Maynard Planning Board

By: _____, Chair Date _____

8. As built plans with written approval of same by the Department of Public Works received by the Planning Board.

Mill & Main Renovation
Maynard, Massachusetts

Site Plan Review

SECTION 2
APPLICATION NARRATIVE

APPLICATION NARRATIVE

On behalf of the Applicant, Saracen Properties, LLC, Nitsch Engineering, Inc. is filing the enclosed Application for Approval of a Site Plan Approval and Special Permit with the Maynard Planning Board for the proposed Mill & Main Renovation Project. The purpose of this Application for Site Plan Approval and Special Permit is to receive Approval from the Maynard Planning Board approving the proposed Project under the Protective Zoning By-law and its Rules and Regulations and the Planning Board Regulations. This Application is being submitted concurrently with the Notice of Intent to the Conservation Commission.

To support the Application, the submitted materials include:

- Civil Site Plans;
- Landscape Plans; and the
- Stormwater Report.

Architectural plans will be submitted on October 19, 2015.

The 40-acre Project site is located at 146 Main Street in Maynard, Massachusetts (Figure 1 – USGS Locus Map and Figure 2 – Aerial Locus Map). Clock Tower Place is a 1.1 million square foot mill complex in downtown Maynard. The Mill factory was originally built on the Assabet River in 1847 and primarily manufactured yarn and carpets. The mill complex changed ownership in 1899, and manufacturing at the mill turned to wool. Wool manufacturing at the site continued until 1950, when the mill closed and manufacturing ceased. In 1953, the mill complex was rented out as industrial and office space, and although ownership and tenants have changed over time, the use of the mill complex remains the same. The Site is made up of multiple buildings and parking areas, and includes office space, a power plant, and medical offices. Mill Pond, a manmade pond, is located in the center of the Site.

The Project consists of improvements to several of the existing buildings in Clock Tower Place, including the demolition of several buildings to create a new entryway and pedestrian plaza. The Project also includes various site improvements, including a parking lot improvements, revised vehicular and pedestrian access within the site, and minor utility relocations.

The Project is broken up into two phases: Phase 1 and Phase 1A. Phase 1 generally includes improvements to the northern and eastern portions of the site, and Phase 1A generally includes improvements to the southern portion of the site.

Phase 1 includes the removal of Building #2A in order to construct a new entryway into the existing buildings to remain. Building #10 will also be demolished, and a pedestrian plaza will be constructed in its place. Parking areas and driveway access will also be modified, including vehicular access under the parking garage. Plaza areas, ramps, and stairs are proposed to provide better circulation throughout the site. As part of Phase 1, some utility work is required. Minor relocation of utilities, including post indicator valves (PIVs) and hydrants, is required for the reconfiguration of the site. Closed drainage is also proposed to improve the water quality of stormwater runoff. Water quality inserts and pervious pavers are proposed.

Phase 1A includes improvements to the area near Building #5. A plaza area near the entrance to the building will be constructed, new curbing will be installed, and the parking in front of the building will be modified. Improvements will also be made to the parking area. Parking islands will be installed, creating a more distinct path for vehicle traffic and a new stone dust foot path will extend from Building #5 along the pond and connect to the existing path at the edge of the Sudbury parking lot. Phase 1A

also includes the construction of a boardwalk over Mill Pond, providing direct access from the southern portion of the site to the northern portion.

A Special Permit is required under Section 9.6.3 of the Protective Zoning By-law for development in the Health Care Industrial District, where the site is located. The proposed project will help revitalize the Clock Tower Place site and will allow for new business to open. The traffic flow and safety of the site will be improved, as parking islands and driving lane will be installed in the large parking lot in the southern portion of the site. The parking islands and driving lanes will create a clear path of travel and help prevent travel through the middle of the large parking lot. Impervious area onsite will be reduced, and stormwater utilities will also be enhanced. Water quality treatment will be incorporated, and the quality of runoff will be improved, benefitting the natural environment. For more information on stormwater BMPs, refer to the Stormwater Report.

The Applicant seeks an approval of the Project as proposed. The project team looks forward to meeting with the Planning Board on November 10, 2015 to further discuss the project.

Mill & Main Renovation
Maynard, Massachusetts

Site Plan Review

SECTION 3

ABUTTER INFORMATION

Certified Abutters List
Abutter Notification
Legal Notice Mailing List



BOARD OF ASSESSORS

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

TO: Permit Granting Authority
FROM: Board of Assessors
RE: Parties in Interest to:
Parcel IDs:
014.0-0000-0201.0
019.0-0000-0272.0

ADDRESS: 146 Main Street, Maynard
Thompson Street (Parking Lot), Maynard

USE of LIST: Planning Board - Special Permit - Site Plan Approval

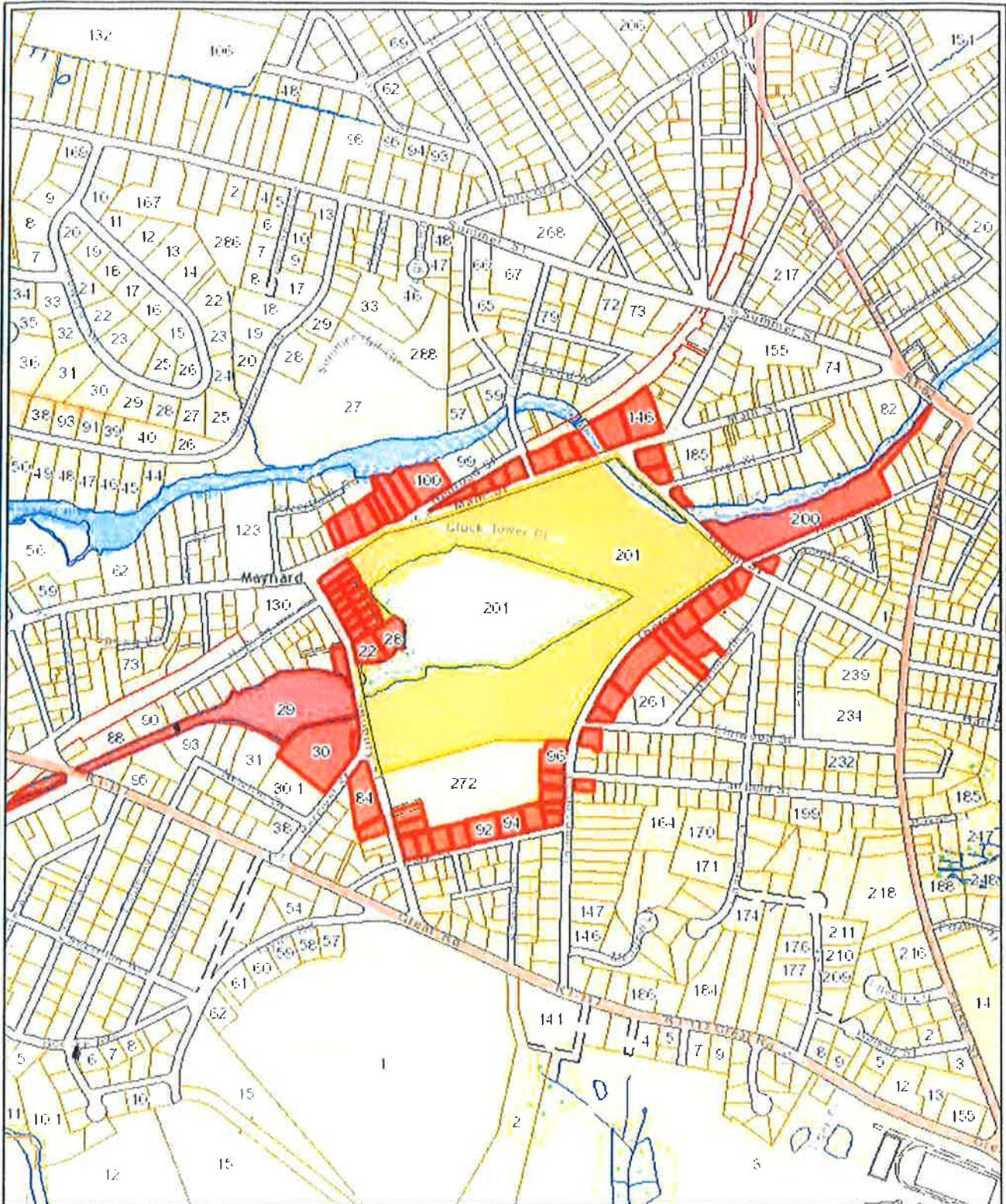
DATE: SEPTEMBER 23, 2015

We hereby certify that the attached list, taken from our Real Estate Property Lists, includes the names and addresses of all parties in interest under Massachusetts General Laws Chapter 40A, Section 11, as amended in 1979, to the best of our knowledge and belief.

Richard T. Pambert

Alan W. [Signature]

Board of Assessors



Maynard, MA
 1 Inch = 643 Feet
 September 23, 2015



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

www.cai-tech.com





300' Abutters List Report

Maynard, MA
September 23, 2015

Subject Property:

Parcel Number: 014.0-0000-0201.0
CAMA Number: 014.0-0000-0201.0
Property Address: 146 MAIN ST
*AND 019.0-0000-0272.0
THOMPSON ST - PARKING LOT*

Mailing Address: AS CLOCK TOWER OWNER LLC C/O
SARACEN PROPERTIES
41 SEYON ST STE 200
WALTHAM, MA 02453

Abutters:

Parcel Number: 014.0-0000-0100.0
CAMA Number: 014.0-0000-0100.0
Property Address: 3 RAILROAD ST

Mailing Address: MAYNARD PROS LLC
71 DONIZETTI ST
WELLESLEY, MA 02482-4840

Parcel Number: 014.0-0000-0101.0
CAMA Number: 014.0-0000-0101.0
Property Address: 1 RAILROAD ST

Mailing Address: WILLIAMS RANDOLPH T III
18 HILLSIDE AV
WINCHESTER, MA 01890

Parcel Number: 014.0-0000-0102.0
CAMA Number: 014.0-0000-0102.0
Property Address: 155 MAIN ST

Mailing Address: SUKDEEP LLC
183 FOREST ST
ARLINGTON, MA 02474

Parcel Number: 014.0-0000-0103.0
CAMA Number: 014.0-0000-0103.0
Property Address: 159 MAIN ST

Mailing Address: FOLEY CHARLES C
65 WALTHAM ST
MAYNARD, MA 01754

Parcel Number: 014.0-0000-0105.0
CAMA Number: 014.0-0000-0105.0
Property Address: 163 MAIN ST

Mailing Address: 163 MAIN ST NOM RLTY TR
CARBONELL PABLO
133 OLD MILL RD
HARVARD, MA 01451

Parcel Number: 014.0-0000-0106.0
CAMA Number: 014.0-0000-0106.0
Property Address: 165 MAIN ST

Mailing Address: DINH VINCENT
54 SALEM ST
WINCHESTER, MA 01890

Parcel Number: 014.0-0000-0107.0
CAMA Number: 014.0-0000-0107.0
Property Address: 173 MAIN ST

Mailing Address: 7 DOUGLAS AV LLC
5 CHADWICK RD
HUDSON, MA 01749

Parcel Number: 014.0-0000-0130.C
CAMA Number: 014.0-0000-0130.C
Property Address: MAIN ST

Mailing Address: TOWN OF MAYNARD SELECTMEN
195 MAIN ST
MAYNARD, MA 01754

Parcel Number: 014.0-0000-0131.0
CAMA Number: 014.0-0000-0131.0
Property Address: 2 SUDBURY ST

Mailing Address: BELANGER RICHARD & PATRICIA
2 SUDBURY ST
MAYNARD, MA 01754

Parcel Number: 014.0-0000-0132.0
CAMA Number: 014.0-0000-0132.0
Property Address: 4 SUDBURY ST

Mailing Address: WARZEWSKA MARZENA B
4 SUDBURY ST
MAYNARD, MA 01754

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9/23/2015

Page 1 of 7



300' Abutters List Report

Maynard, MA
September 23, 2015

Parcel Number: 014.0-0000-0133.0
CAMA Number: 014.0-0000-0133.0
Property Address: 6 SUDBURY ST

Mailing Address: WEEKS JASON & HEALY KERRY
6 SUDBURY ST
MAYNARD, MA 01754

Parcel Number: 014.0-0000-0134.0
CAMA Number: 014.0-0000-0134.0
Property Address: 4 FRONT ST

Mailing Address: DEMEO JAMES PHILIP
4 FRONT ST
MAYNARD, MA 01754

Parcel Number: 014.0-0000-0135.0
CAMA Number: 014.0-0000-0135.0
Property Address: 3 FRONT ST

Mailing Address: GOODWIN DREW & CURLEY JOANNE
3 FRONT ST
MAYNARD, MA 01754

Parcel Number: 014.0-0000-0136.0
CAMA Number: 014.0-0000-0136.0
Property Address: 2 FRONT ST

Mailing Address: BAZHOD RACHID & BAZHOD SUSAN
GOULD
2 FRONT ST
MAYNARD, MA 01754

Parcel Number: 014.0-0000-0137.0
CAMA Number: 014.0-0000-0137.0
Property Address: 1 FRONT ST

Mailing Address: BUSCEMI MARGARET
114 THE FENWAY APT 16
BOSTON, MA 02115-3714

Parcel Number: 014.0-0000-0138.0
CAMA Number: 014.0-0000-0138.0
Property Address: 151 MAIN ST

Mailing Address: 151 MAIN ST PARKING LLC
3 CLOCK TWR PL STE 250
MAYNARD, MA 01754

Parcel Number: 014.0-0000-0139.0
CAMA Number: 014.0-0000-0139.0
Property Address: 149 MAIN ST

Mailing Address: SUNNY SIDE PROPERTIES LLC
14 LOTHROP RD
ACTON, MA 01720

Parcel Number: 014.0-0000-0140.0
CAMA Number: 014.0-0000-0140.0
Property Address: 147 MAIN ST

Mailing Address: NYRAK REALTY LLC
147 MAIN ST
MAYNARD, MA 01754

Parcel Number: 014.0-0000-0141.0
CAMA Number: 014.0-0000-0141.0
Property Address: 145 MAIN ST

Mailing Address: DURANGO REALTY TR JAMES G
MACDONALD
10 MAIN ST
MAYNARD, MA 01754

Parcel Number: 014.0-0000-0142.0
CAMA Number: 014.0-0000-0142.0
Property Address: 143 MAIN ST

Mailing Address: MASS POSTAL HOLDINGS LLC
123 GROVE AV STE 222
CEDARHURST, NY 11516

Parcel Number: 014.0-0000-0143.0
CAMA Number: 014.0-0000-0143.0
Property Address: 131 MAIN ST

Mailing Address: G & D SAVIANO REALTY TRUST
137 MAIN ST
MAYNARD, MA 01754

Parcel Number: 014.0-0000-0144.0
CAMA Number: 014.0-0000-0144.0
Property Address: 125 MAIN ST

Mailing Address: GORAL FIA LLC
33 WOOD LN
MAYNARD, MA 01754

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9/23/2015

Page 2 of 7



300' Abutters List Report

Maynard, MA
September 23, 2015

Parcel Number: 014.0-0000-0145.0
CAMA Number: 014.0-0000-0145.0
Property Address: 115 MAIN ST

Mailing Address: GRUBER BROTHERS COMPANY
P O BOX 156
MAYNARD, MA 01754

Parcel Number: 014.0-0000-0146.0
CAMA Number: 014.0-0000-0146.0
Property Address: 105 MAIN ST

Mailing Address: COLE CV MAYNARD MA LLC C/O CVS
CORP #973-02 OCPY EXP
1 CVS DRIVE
WOONSOCKET, RI 02895

Parcel Number: 014.0-0000-0188.0
CAMA Number: 014.0-0000-0188.0
Property Address: 100 MAIN ST

Mailing Address: RAINBOW LLC
100 MAIN ST
MAYNARD, MA 01754

Parcel Number: 014.0-0000-0189.0
CAMA Number: 014.0-0000-0189.0
Property Address: 4 WALNUT ST

Mailing Address: NEW ENGLAND TELEPHONE COMPANY
C/O DUFF AND PHELPS
PO BOX 2749
ADDISON, TX 75001

Parcel Number: 014.0-0000-0190.0
CAMA Number: 014.0-0000-0190.0
Property Address: 12 WALNUT ST

Mailing Address: G & R REALTY TR BOURQUE
GEOFFREY & LALLI R
12 WALNUT ST
MAYNARD, MA 01754

Parcel Number: 014.0-0000-0200.0
CAMA Number: 014.0-0000-0200.0
Property Address: WALNUT ST

Mailing Address: WALNUT LAND LLC
12 CLOCK TWR PL STE 200
MAYNARD, MA 01754

Parcel Number: 014.0-0000-0202.0
CAMA Number: 014.0-0000-0202.0
Property Address: 7 THOMPSON ST

Mailing Address: HARDING STEPHEN & KATHRYN A
7 THOMPSON ST
MAYNARD, MA 01754

Parcel Number: 014.0-0000-0203.0
CAMA Number: 014.0-0000-0203.0
Property Address: 3 THOMPSON ST

Mailing Address: FOX KEVIN I & SCOTT-FOX ELIZABETH
A
3 THOMPSON ST
MAYNARD, MA 01754

Parcel Number: 014.0-0000-0204.0
CAMA Number: 014.0-0000-0204.0
Property Address: 19 WALNUT ST

Mailing Address: MISSION EVANG CONG CHURCH
19 WALNUT ST
MAYNARD, MA 01754

Parcel Number: 014.0-0000-0215.0
CAMA Number: 014.0-0000-0215.0
Property Address: 22 WALNUT ST

Mailing Address: MCKENNEY KYLE S & THORNE GRACE
C
22 WALNUT ST
MAYNARD, MA 01754

Parcel Number: 014.0-0000-0287.0
CAMA Number: 014.0-0000-0287.0
Property Address: 175 MAIN ST

Mailing Address: SEAWITCH INC
13 ST JOHN LN
HARVARD, MA 01451

Parcel Number: 019.0-0000-0021.0
CAMA Number: 019.0-0000-0021.0
Property Address: 21 SUDBURY ST

Mailing Address: PUGSLEY FRANCIS L & DONALD W
6F AUTUMN DR
HUDSON, MA 01749

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9/23/2015

Page 3 of 7



300' Abutters List Report

Maynard, MA
September 23, 2015

Parcel Number: 019.0-0000-0022.0
CAMA Number: 019.0-0000-0022.0
Property Address: 8 FRONT ST

Mailing Address: PIECEWICZ MARGUERITE & JANE MA
C/O MARCIA MISHLEY
419 GREAT RD
STOW, MA 01775

Parcel Number: 019.0-0000-0023.0
CAMA Number: 019.0-0000-0023.0
Property Address: 12 SUDBURY ST

Mailing Address: SEXAUER KATHRYN P & MATTHEW P
12 SUDBURY ST
MAYNARD, MA 01754

Parcel Number: 019.0-0000-0024.0
CAMA Number: 019.0-0000-0024.0
Property Address: 10 SUDBURY ST

Mailing Address: BEGIN JACOB E
10 SUDBURY ST
MAYNARD, MA 01754

Parcel Number: 019.0-0000-0025.0
CAMA Number: 019.0-0000-0025.0
Property Address: 8 SUDBURY ST

Mailing Address: RUSSELL THOMAS
8 SUDBURY ST
MAYNARD, MA 01754

Parcel Number: 019.0-0000-0026.0
CAMA Number: 019.0-0000-0026.0
Property Address: 5 FRONT ST

Mailing Address: MOREAU DAWN
5 FRONT ST
MAYNARD, MA 01754

Parcel Number: 019.0-0000-0027.0
CAMA Number: 019.0-0000-0027.0
Property Address: 6 FRONT ST

Mailing Address: ANDERSON ELIZABETH JO
6 FRONT ST
MAYNARD, MA 01754

Parcel Number: 019.0-0000-0028.0
CAMA Number: 019.0-0000-0028.0
Property Address: 7 FRONT ST

Mailing Address: PELLETIER DANY M & MACH INGRID J
7 FRONT ST
MAYNARD, MA 01754

Parcel Number: 019.0-0000-0029.0
CAMA Number: 019.0-0000-0029.0
Property Address: ASSABET RIVER

Mailing Address: AS CLOCK TOWER OWNER LLC C/O
SARACEN PROPERTIES
41 SEYON ST STE 200
WALTHAM, MA 02453

Parcel Number: 019.0-0000-0030.0
CAMA Number: 019.0-0000-0030.0
Property Address: 1 PERCIVAL ST

Mailing Address: R C ARCHDIOCES OF BOSTON ST
BRIDGETTS
1 PERCIVAL ST
MAYNARD, MA 01754

Parcel Number: 019.0-0000-0071.0
CAMA Number: 019.0-0000-0071.0
Property Address: 33 SUDBURY ST

Mailing Address: LEE JOHN J & HEIDI L
33 SUDBURY ST
MAYNARD, MA 01754

Parcel Number: 019.0-0000-0084.0
CAMA Number: 019.0-0000-0084.0
Property Address: 1 PERCIVAL ST

Mailing Address: R C ARCHDIOCES OF BOSTON ST
BRIDGETTS
1 PERCIVAL ST
MAYNARD, MA 01754

Parcel Number: 019.0-0000-0086.0
CAMA Number: 019.0-0000-0086.0
Property Address: 1 CHURCH CT

Mailing Address: PIECEWICZ REALTY TR MISHLEY
MARCIA P & KOLENDA JAN
419 GREAT RD
STOW, MA 01776

CAI

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9/23/2015

Page 4 of 7



300' Abutters List Report

Maynard, MA
September 23, 2015

Parcel Number: 019.0-0000-0087.0
CAMA Number: 019.0-0000-0087.0
Property Address: 34 SUDBURY ST

Mailing Address: PIECEWICZ REALTY TR MISHLEY
MARCIA P & KOLENDA JAN
419 GREAT RD
STOW, MA 01776

Parcel Number: 019.0-0000-0088.0
CAMA Number: 019.0-0000-0088.0
Property Address: 38 SUDBURY ST

Mailing Address: CORMIER TERENCE P & YVONNE P
7 PATTI LN
MAYNARD, MA 01754

Parcel Number: 019.0-0000-0089.0
CAMA Number: 019.0-0000-0089.0
Property Address: 10 PARK ST

Mailing Address: ARSENEAU RAYMOND & DEANNA
10 PARK ST
MAYNARD, MA 01754

Parcel Number: 019.0-0000-0090.0
CAMA Number: 019.0-0000-0090.0
Property Address: 12 PARK ST

Mailing Address: WALSH WILLIAM P SR & WALSH
WILLIAM PATRIC JR & KATH
12 PARK ST
MAYNARD, MA 01754

Parcel Number: 019.0-0000-0091.0
CAMA Number: 019.0-0000-0091.0
Property Address: 14 PARK ST

Mailing Address: MANGANARO MICHAEL E & JOANNE E
10 HILLSIDE ST
MAYNARD, MA 01754

Parcel Number: 019.0-0000-0092.0
CAMA Number: 019.0-0000-0092.0
Property Address: 18 PARK ST

Mailing Address: PRENDERGAST JILLIAN M
18-20 PARK ST
MAYNARD, MA 01754

Parcel Number: 019.0-0000-0094.0
CAMA Number: 019.0-0000-0094.0
Property Address: 26 PARK ST

Mailing Address: POWELL CHRISTOPHER J CLARKE
MEREDITH A
26 PARK ST
MAYNARD, MA 01754

Parcel Number: 019.0-0000-0095.0
CAMA Number: 019.0-0000-0095.0
Property Address: 28 PARK ST

Mailing Address: P&K BOOTHROYD REALTY TRUST
BOOTHROYD, PAUL V & KATHLEEN E
66 SUMMER HILL RD
MAYNARD, MA 01754

Parcel Number: 019.0-0000-0096.0
CAMA Number: 019.0-0000-0096.1
Property Address: 30 THOMPSON ST

Mailing Address: ALAMUDDIN TAMER M & WARD
PATRICIA A
30 THOMPSON ST
MAYNARD, MA 01754

Parcel Number: 019.0-0000-0096.0
CAMA Number: 019.0-0000-0096.2
Property Address: 32 THOMPSON ST

Mailing Address: YOUNG STEPHEN & HOLLY A
10755 S HOLMES RD
COLORADO SPRINGS, CO 80908

Parcel Number: 019.0-0000-0097.0
CAMA Number: 019.0-0000-0097.0
Property Address: 34 THOMPSON ST

Mailing Address: HICKEY KENNETH M & HOLMES
KIRSTEN L
428 SARGENT RD
BOXBOROUGH, MA 01719

Parcel Number: 019.0-0000-0100.0
CAMA Number: 019.0-0000-0100.0
Property Address: 36 THOMPSON ST

Mailing Address: WESLEY GARY J
36 THOMPSON ST
MAYNARD, MA 01754

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9/23/2015

Page 5 of 7



300' Abutters List Report

Maynard, MA
September 23, 2015

Parcel Number: 019.0-0000-0101.0
CAMA Number: 019.0-0000-0101.0
Property Address: 38 THOMPSON ST

Mailing Address: CADIEUX PETER J & GARRISON ERIN E
38 THOMPSON ST
MAYNARD, MA 01754

Parcel Number: 019.0-0000-0102.0
CAMA Number: 019.0-0000-0102.0
Property Address: 40 THOMPSON ST

Mailing Address: DEPASQUALE CHRISTINE A
40 THOMPSON ST
MAYNARD, MA 01754

Parcel Number: 019.0-0000-0157.0
CAMA Number: 019.0-0000-0157.0
Property Address: 33 THOMPSON ST

Mailing Address: GREENE ELIZA & EDWARD
33 THOMPSON ST
MAYNARD, MA 01754

Parcel Number: 019.0-0000-0215.0
CAMA Number: 019.0-0000-0215.0
Property Address: 27 THOMPSON ST

Mailing Address: FROST LYNNE MARIE & PORRAZZO
ALEXANDER G
27 THOMPSON ST
MAYNARD, MA 01754

Parcel Number: 019.0-0000-0255.0
CAMA Number: 019.0-0000-0255.0
Property Address: 9 DARTMOUTH ST

Mailing Address: GLOVER CATHARINA T
69 OLD ORCHARD LN
BOXBOROUGH, MA 01719

Parcel Number: 019.0-0000-0257.0
CAMA Number: 019.0-0000-0257.A
Property Address: 1 DARTMOUTH CT

Mailing Address: KIRKPATRICK ELIZABETH & MOSIER
JONATHAN
1-4 DARTMOUTH CT UNIT1
MAYNARD, MA 01754

Parcel Number: 019.0-0000-0257.0
CAMA Number: 019.0-0000-0257.B
Property Address: 1 DARTMOUTH CT

Mailing Address: HALLACY MICHAEL J
1-4 DARTMOUTH CT UNIT 2
MAYNARD, MA 01754

Parcel Number: 019.0-0000-0257.0
CAMA Number: 019.0-0000-0257.C
Property Address: 1 DARTMOUTH CT

Mailing Address: DIRICO DONALD
1-4 DARTMOUTH CT UNIT3
MAYNARD, MA 01754

Parcel Number: 019.0-0000-0257.0
CAMA Number: 019.0-0000-0257.D
Property Address: 1 DARTMOUTH CT

Mailing Address: CHARLES N DAVIS TR CHARLES N
DAVIS
94 DOVER ST
CONCORD, MA 01742

Parcel Number: 019.0-0000-0264.0
CAMA Number: 019.0-0000-0264.0
Property Address: 25 THOMPSON ST

Mailing Address: BINGLE JOHN H III & ANNIE J
25 THOMPSON ST
MAYNARD, MA 01754

Parcel Number: 019.0-0000-0265.0
CAMA Number: 019.0-0000-0265.0
Property Address: 23 THOMPSON ST

Mailing Address: ARSENAULT DAVID P & LAURA J
12 HASTINGS ST
STOW, MA 01775

Parcel Number: 019.0-0000-0266.0
CAMA Number: 019.0-0000-0266.0
Property Address: THOMPSON ST

Mailing Address: AS CLOCK TOWER OWNER LLC C/O
SARACEN PROPERTIES
41 SEYON ST STE 200
WALTHAM, MA 02453

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9/23/2015

Page 6 of 7



300' Abutters List Report

Maynard, MA
September 23, 2015

Parcel Number: 019.0-0000-0268.A
CAMA Number: 019.0-0000-0268.A
Property Address: THOMPSON ST

Mailing Address: THOMPSON LAND LLC
12 CLOCK TOWER PLACE SUITE 200
MAYNARD, MA 01754

Parcel Number: 019.0-0000-0268.B
CAMA Number: 019.0-0000-0268.B
Property Address: THOMPSON ST

Mailing Address: THOMPSON LAND LLC
12 CLOCK TOWER PLACE SUITE 200
MAYNARD, MA 01754

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9/23/2015

Page 7 of 7

151 MAIN ST PARKING LLC
3 CLOCK TWR PL STE 250
MAYNARD, MA 01754

163 MAIN ST NOM RLTY TR
CARBONELL PABLO
133 OLD MILL RD
HARVARD, MA 01451

7 DOUGLAS AV LLC
5 CHADWICK RD
HUDSON, MA 01749

ALAMUDDIN TAMER M &
WARD PATRICIA A
30 THOMPSON ST
MAYNARD, MA 01754

ANDERSON ELIZABETH JO
6 FRONT ST
MAYNARD, MA 01754

ARSENAULT DAVID P & LAURA
12 HASTINGS ST
STOW, MA 01775

ARSENEAU RAYMOND & DEANNA
10 PARK ST
MAYNARD, MA 01754

AS CLOCK TOWER OWNER LLC
C/O SARACEN PROPERTIES
41 SEYON ST STE 200
WALTHAM, MA 02453

BAZHOD RACHID &
BAZHOD SUSAN GOULD
2 FRONT ST
MAYNARD, MA 01754

BEGIN JACOB E
10 SUDBURY ST
MAYNARD, MA 01754

BELANGER RICHARD & PATRIC
2 SUDBURY ST
MAYNARD, MA 01754

BINGLE JOHN H III & ANNIE
25 THOMPSON ST
MAYNARD, MA 01754

BUSCEMI MARGARET
114 THE FENWAY APT 16
BOSTON, MA 02115-3714

CADIEUX PETER J &
GARRISON ERIN E
38 THOMPSON ST
MAYNARD, MA 01754

CHARLES N DAVIS TR
CHARLES N DAVIS
94 DOVER ST
CONCORD, MA 01742

COLE CV MAYNARD MA LLC
C/O CVS CORP #973-02 OCPY
1 CVS DRIVE
WOONSOCKET, RI 02895

CORMIER TERENCE P & YVONN
7 PATTI LN
MAYNARD, MA 01754

DEMEO JAMES PHILIP
4 FRONT ST
MAYNARD, MA 01754

DEPASQUALE CHRISTINE A
40 THOMPSON ST
MAYNARD, MA 01754

DINH VINCENT
54 SALEM ST
WINCHESTER, MA 01890

DIRICO DONALD
1-4 DARTMOUTH CT UNIT3
MAYNARD, MA 01754

DURANGO REALTY TR
JAMES G MACDONALD
10 MAIN ST
MAYNARD, MA 01754

FOLEY CHARLES C
65 WALTHAM ST
MAYNARD, MA 01754

FOX KEVIN I &
SCOTT-FOX ELIZABETH A
3 THOMPSON ST
MAYNARD, MA 01754

FROST LYNNE MARIE &
PORRAZZO ALEXANDER G
27 THOMPSON ST
MAYNARD, MA 01754

G & D SAVIANO REALTY TRUS
137 MAIN ST
MAYNARD, MA 01754

G & R REALTY TR
BOURQUE GEOFFREY & LALLI
12 WALNUT ST
MAYNARD, MA 01754

GLOVER CATHARINA T
69 OLD ORCHARD LN
BOXBOROUGH, MA 01719

GOODWIN DREW &
CURLEY JOANNE
3 FRONT ST
MAYNARD, MA 01754

GORAL FIA LLC
33 WOOD LN
MAYNARD, MA 01754

GREENE ELIZA & EDWARD
33 THOMPSON ST
MAYNARD, MA 01754

GRUBER BROTHERS COMPANY
P O BOX 156
MAYNARD, MA 01754

HALLACY MICHAEL J
1-4 DARTMOUTH CT UNIT 2
MAYNARD, MA 01754

HARDING STEPHEN & KATHRYN
7 THOMPSON ST
MAYNARD, MA 01754

HICKEY KENNETH M &
HOLMES KIRSTEN L
428 SARGENT RD
BOXBOROUGH, MA 01719

KIRKPATRICK ELIZABETH &
MOSIER JONATHAN
1-4 DARTMOUTH CT UNIT 1
MAYNARD, MA 01754

LEE JOHN J & HEIDI L
33 SUDBURY ST
MAYNARD, MA 01754

MANGANARO MICHAEL E & JOA
10 HILLSIDE ST
MAYNARD, MA 01754

MASS POSTAL HOLDINGS LLC
123 GROVE AV STE 222
CEDARHURST, NY 11516

MAYNARD PROS LLC
71 DONIZETTI ST
WELLESLEY, MA 02482-4840

MCKENNEY KYLE S &
THORNE GRACE C
22 WALNUT ST
MAYNARD, MA 01754

MISSION EVANG CONG CHURCH
19 WALNUT ST
MAYNARD, MA 01754

MOREAU DAWN
5 FRONT ST
MAYNARD, MA 01754

NEW ENGLAND TELEPHONE COM
C/O DUFF AND PHELPS
PO BOX 2749
ADDISON, TX 75001

NYRAK REALTY LLC
147 MAIN ST
MAYNARD, MA 01754

P&K BOOTHROYD REALTY TRUS
BOOTHROYD, PAUL V & KATHL
66 SUMMER HILL RD
MAYNARD, MA 01754

PELLETIER DANY M &
MACH INGRID J
7 FRONT ST
MAYNARD, MA 01754

PIECEWICZ MARGUERITE & JA
C/O MARCIA MISHLEY
419 GREAT RD
STOW, MA 01775

PIECEWICZ REALTY TR
MISHLEY MARCIA P & KOLEND
419 GREAT RD
STOW, MA 01776

POWELL CHRISTOPHER J
CLARKE MEREDITH A
26 PARK ST
MAYNARD, MA 01754

PRENDERGAST JILLIAN M
18-20 PARK ST
MAYNARD, MA 01754

PUGSLEY FRANCIS L & DONAL
6F AUTUMN DR
HUDSON, MA 01749

R C ARCHDIOCES OF BOSTON
ST BRIDGETTS
1 PERCIVAL ST
MAYNARD, MA 01754

RAINBOW LLC
100 MAIN ST
MAYNARD, MA 01754

RUSSELL THOMAS
8 SUDBURY ST
MAYNARD, MA 01754

SEAWITCH INC
13 ST JOHN LN
HARVARD, MA 01451

SEXAUER KATHRYN P & MATTH
12 SUDBURY ST
MAYNARD, MA 01754

SUKDEEP LLC
183 FOREST ST
ARLINGTON, MA 02474

SUNNY SIDE PROPERTIES LLC
14 LOTHROP RD
ACTON, MA 01720

THOMPSON LAND LLC
12 CLOCK TOWER PLACE
SUITE 200
MAYNARD, MA 01754

TOWN OF MAYNARD
SELECTMEN
195 MAIN ST
MAYNARD, MA 01754

WALNUT LAND LLC
12 CLOCK TWR PL STE 200
MAYNARD, MA 01754

WALSH WILLIAM P SR &
WALSH WILLIAM PATRIC JR &
12 PARK ST
MAYNARD, MA 01754

WARZEWSKA MARZENA B
4 SUDBURY ST
MAYNARD, MA 01754

WEEKS JASON &
HEALY KERRY
6 SUDBURY ST
MAYNARD, MA 01754

WESLEY GARY J
36 THOMPSON ST
MAYNARD, MA 01754

WILLIAMS RANDOLPH T III
18 HILLSIDE AV
WINCHESTER, MA 01890

YOUNG STEPHEN & HOLLY A
10755 S HOLMES RD
COLORADO SPRINGS, CO 80908

019.0 0000 0272.0 1 of 1
 Map Block Lot CARD
 TOTAL ASSESSED: 488,700
 130291



Patriot
 Properties Inc.

Maynard

PROPERTY LOCATION

No All No Direction/Street/City
 THOMPSON ST. MAYNARD
 WNEERSHIP
 Owner 1: AS CLOCK TOWER OWNER LLC
 Owner 2: C/O SARACEN PROPERTIES
 Owner 3:
 Street 1: 41 SEYON ST STE 200
 Street 2:
 Wn/City: WALTHAM
 S/P/Prov: MA Cnty Own Occ: N
 Postal: 02453 Type

IN PROCESS APPRAISAL SUMMARY

Use Code	Building Value	Yard Items	Land Size	Land Value	Total Value
337	82,300	82,300	5.110	406,400	488,700
Total Card		82,300	5.110	406,400	488,700
Source		Market Adj. Cost	Total Value per SQ Unit (Card. /N/A)	/Parcel: N/A	

PREVIOUS ASSESSMENT

Tax Yr	Use	Car	Blgd Value	Yrd Items	Land Size	Land Value	Total Value
2015	337	FV	78000	5.11	406,400	484,400	484,400
2014	337	FV	78000	222,591	609	406,400	484,400
2013	337	FV	79200	5.11	406,400	485,600	485,600
2012	337	FV	80500	5.11	406,400	486,900	486,900
2011	337	FV	83000	5.11	406,400	488,400	488,400
2010	337	AB1	84400	5.11	406,400	490,800	490,800
2010	337	FV	93600	5.11	603,000	696,600	696,600
2009	337	FV	48200	5.11	641,200	689,400	689,400

PARCEL ID 019-0-0000-0272.0

Legal Description: Entered Lot Size
 Total Land: 5.11
 Land Unit Type: AC
 User Acct: 3581
 GIS Ref:
 GIS Ref:
 Insp Date: 08/19/09

USER DEFINED

Assoc Part 1:
 Prior Id # 2:
 Prior Id # 3:
 Assoc Part 2:
 Prior Id # 2:
 Prior Id # 3:
 Prior Id # 1:
 Prior Id # 2:
 Prior Id # 3:
 ASR Map:
 Fact Dist:
 Reval Dist:
 Year:
 Land Reason:
 Blfr Reason:

ARRATIVE DESCRIPTION

This Parcel contains 5.11 AC of land mainly classified as ARKING-L01

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	Assoc PCL Value	Notes
AS CLOCK TOWER	65267-358	L	4/27/2015	NO-MULTI-PAR	1300000	No	No	D		
WELLESLEY ROSEW	64952-539	L	2/24/2015	NO-REPROCESS	0	No	No	D		
WELLESLEY ROSEW	27975-493	L	12/15/1997	NO-INTRACORP	1	No	No	D		
WELLESLEY ROSEW	27896-513	L	11/21/1997	NO-INTRACORP	1	No	No	D		
LEDGARD KENNETH	27243-177	L	4/28/1997	NO-REPROCESS	155000	No	No	D		

TAX DISTRICT

PAT ACCT.

PRINT

DATE: 09/23/15 15:45:00
 LAST REV: 06/18/15 13:31:46
 mdee 3029

OTHER ASSESSMENTS

Code	Description	Amount	Com. Int

BUILDING PERMITS

Date	Number	Description	Amount	C/O	Last Visit	Fed Code	F. Descrpt	Comment
11/13/2005	200500168					1 C		STEEL CONTAINER BO

ACTIVITY INFORMATION

Date	Result	By	Name
8/19/2009	MEAS & INSP	201	J MCCATHERN
6/5/2000	X		JEL
3/01/1993	INTR TENANT		NONE/NONE

PROPERTY FACTORS

Item	Code	Description
Z GR	GR	100 U PS PUBLIC SYS
0		1 SW SEWER
0		1 EXMPT
Census:		
Flood Haz:		
D MAYN	MAYN	100 Topp LEVEL
S		PAVED
T		Street P MEDIUM
T		Traffic M

AND SECTION (First 7 lines only)

Use Code	Description	Fac	LUC	No of Units	Depth / Price/Units	Unit Type	Land Type	LT	Base Value	Unit Price	Adj	Neigh	Neigh	Neigh	Inf 1	%	Inf 2	%	Inf 3	%	Appraised Value	At Class	%	Spec Land Code	Fact	Use Value	Notes
337	PARKING-LO			43560		SO FEET	PRIMARY	1.01	0	6.5	1,000 C1										283,140				283,100		
337	PARKING-LO			411		ACRES	RESIDUAL	1.0	0	30,000.	1,000 C1										123,300				123,300		

PARCEL ID 019-0-0000-0272.0

LEGAL DESCRIPTION

STEEL CONTAINER BO
 3/01/1993 INTR TENANT

Total AC/H/A: 5.11000 Total SF/SM: 222591.61 Parcel LUC: 337 PARKING-LOT Prime NB Desc: Comm/Ind
 Total: 406,440 Spl Credit: Total: 406,400
 Database: AssessPro mdee 2016

Disclaimer: This information is believed to be correct but is subject to change and is not warranted.

RECEIVED

SEP 21 2015

Town of Maynard
ASSESSOR'S OFFICE

ASSESSING DEPARTMENT

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



#2

ABUTTER'S LIST REQUEST

PROPERTY ADDRESS & PARCEL ID:

146 MAIN ST
MAP 14 / Lot 201
Map 19 / Lot 272

Per PB
ADD
(19-272)

USE OF LIST:

Site Plan Approval / Special Permit
PLANNING BOARD

REQUESTED BY:

MATTHEW BRASSARD
NISECH ENGINEERING

PHONE #: 508-365-1035

[Signature] 9/21/15
SIGNATURE DATE

LIST WILL BE COMPLETED IN UP TO 10 DAYS FROM REQUEST.

FEE: \$25.00 - Payable to Town of Maynard Assessor's Office



978-897-1029

TOWN OF MAYNARD
PLANNING BOARD

Town Building
MAYNARD, MASSACHUSETTS 01754

LEGAL NOTICE FORM

146 Main Street
Maynard, MA

**LEGAL NOTICE
TOWN OF MAYNARD
MASSACHUSETTS
PLANNING BOARD**

A public hearing will be held on ***November 10, 2015*** at 7:00pm at the Maynard Town Hall to hear all persons in a Site Plan Approval request by ***AS Clocktower Owner c/o Saracen Properties*** for the ***Mill & Main Renovation Project*** on ***146 Main Street***, Assessors Map Sheet ***14***, Parcel ***014.0-0000-0201.0***. This is subject to Section 14 of The Protective Zoning By-Laws of the Town of Maynard, Massachusetts. A copy of the Site Plan is on file with the Town Clerk for inspection.



978-897-1029

TOWN OF MAYNARD
PLANNING BOARD

Town Building
MAYNARD, MASSACHUSETTS 01754

LEGAL NOTICE MAILING LIST

The Planning Board shall be responsible for the following:

- Arranging for publication of the Notice of Public Hearing in a newspaper in general circulation in the Town of Maynard (Beacon Villager or Middlesex News) during two successive weeks, with the first publication to be **not less than 14 days** before the date of Public Hearing.
- Posting of the Notice of Public Hearing in the Town Building 14 days before the date of the Public Hearing (by submitting two copies to the Town Clerk, one for her file and one for posting on the bulletin board outside her office).
- Distribution of the legal notice to the following entities:

Abutters and/or Owners of land directly opposite on any public street or way and abutters to the abutters within 300 feet of the property line of the petitioner as they appear on the most recent applicable tax list, notwithstanding that the land of any such Owner is located in another City of Town. Said list(s) shall be obtained at all applicable Assessor's office by the applicant and should accompany the application.

Metropolitan Area Planning Council
60 Temple Place
Boston, MA 02114

Massachusetts Housing and Community Development
100 Congress Street
10th Floor
Boston, MA 02114

Stow Planning Board
380 Great Road
P.O. Box 261
Stow, Ma 01775

Acton Planning Board
472 Main Street
Acton, MA 01720

Concord Planning Board
141 Keys Road
Concord, MA 01742

Sudbury Planning Board
Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776

Mill & Main Renovation
Maynard, Massachusetts

Site Plan Review

SECTION 4

STORMWATER REPORT (UNDER SEPARATE COVER)

FIGURES

Figure 1 – USGS Locus Map

Figure 2 – Aerial Locus Map

Figure 3 – FEMA Floodplain Map

Figure 4 – Natural Heritage and Endangered Species Program Map

Figure 5 – DEP Wetlands Map

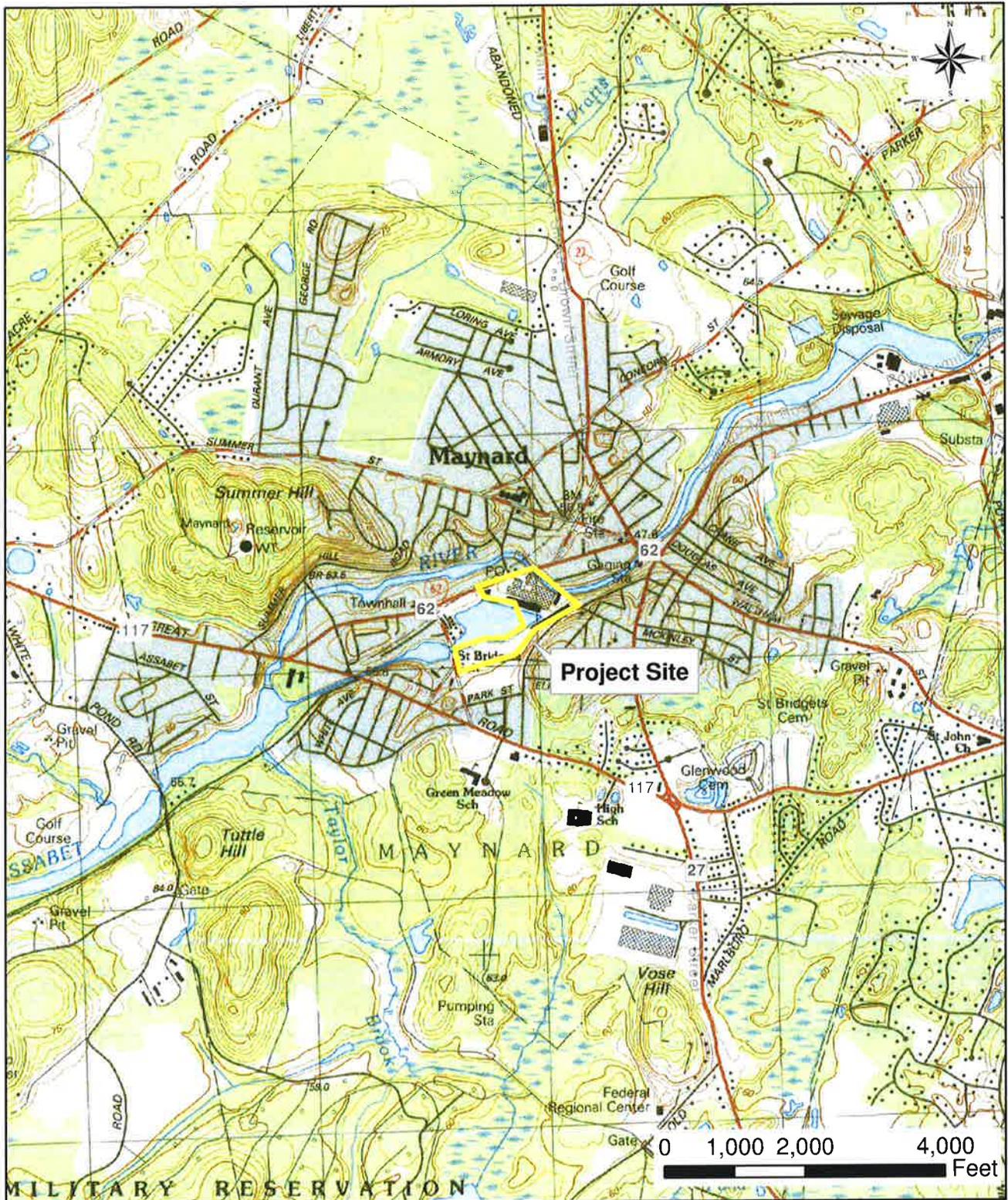


Figure 1: USGS Map
 Maynard & Mill Renovation
 Maynard, MA



Figure 2: Aerial Locus Map
Maynard & Mill Renovation
Maynard, MA

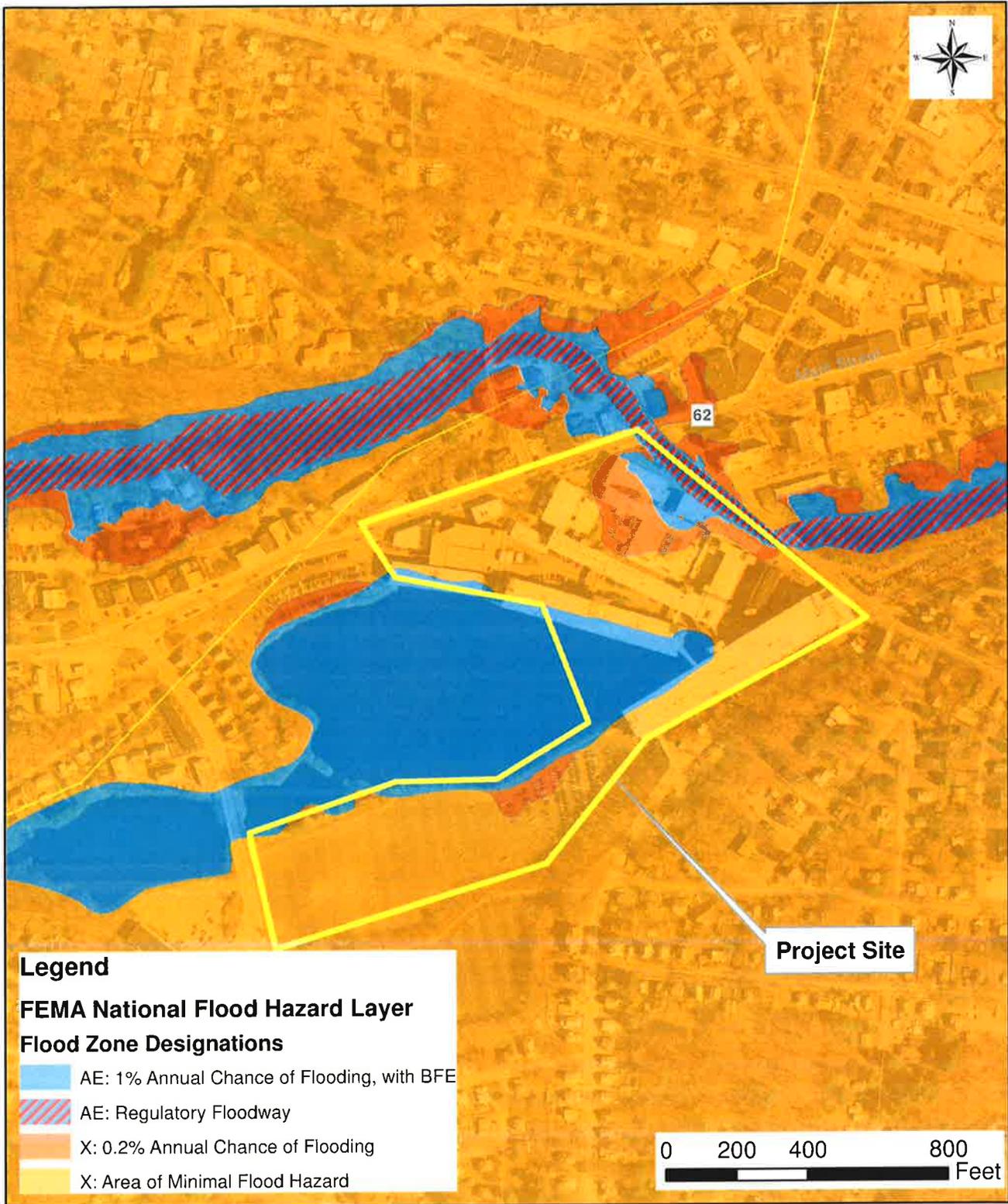


Figure 3: FEMA Flood Plain Map
 Maynard & Mill Renovation
 Maynard, MA



Figure 4: Natural Heritage and Endangered Species Map
 Maynard & Mill Renovation
 Maynard, MA



Figure 5: DEP Wetlands Map
 Maynard & Mill Renovation
 Maynard, MA

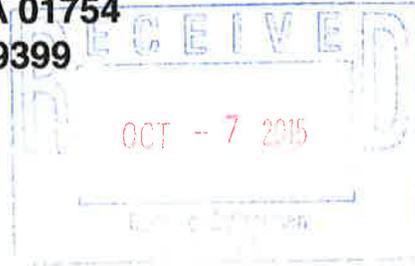
Data Source: MassGIS
 Nitsch Project #10836

Legend

-  Hydrologic Connections
-  DEEP MARSH
-  OPEN WATER
-  WOODED SWAMP DECIDUOUS



Lynne Marie Porrazzo
27 Thompson Street
Maynard, MA 01754
(978)897-9399



October 5, 2015

Town of Maynard
195 Main Street
Maynard, MA 01754
Attn: Selectman Office

I live at 27 Thompson Street and abut the Mill Property. I am very concerned about any development in the surface parking lots and especially in the Upper Sudbury Street lot which may impact our neighborhood negatively and affect our home values.

While a portion of this lot is HC/I, a smaller portion is Zoned General Residence. I am opposed to any re-zoning which would include this GR in the HC/I. Once as HC/I anything allowed in HC/I could be built in our neighborhood, close to our homes and the schools. Leaving this zoned as GR allows for homes to be built there as already exist in our neighborhoods.

If re-zoned to HC/I large apartment complexes as tall as 70' and housing over 300 residents could be built, all not in keeping with the scale and character of our neighborhoods.

In your discussions within town hall and with the Mill owners please share my concerns. I know I am not alone in my concern either. Many of my friends and neighbors are also concerned about these plans.

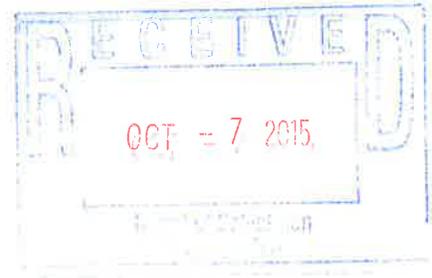
The Mill has almost 50 acres of property and over one million one hundred thousand square feet of buildings. Leaving a small portion of this property zoned GR to act as a buffer to the HC/I in that portion of their property which touches existing, established neighborhoods will help us support their over all plans.

Such proposed large scale housing projects on such a small area in a town as small as Maynard is unacceptable!!

Deeply Concerned Resident,


Lynne Marie Porrazzo

Nancy Buzby and Rebecca Paige
29 Thompson Street
Maynard, MA 01754
978-590-7603



Date: October 5, 2015

Attn: Town of Maynard: Planning Board, Selectmen, Town Administrator

Re: Potential encroachment of General Residence District zoning on Thompson Street

To Whom It May Concern:

We are long-term residents of Thompson Street in Maynard, and we are very concerned about the proposed development in the surface parking lots of the Mill Property. We are especially concerned about development in the Upper Sudbury Street lot which directly borders our street. Having HC/I development encroach our GR zoned area will have a negative impact on our neighborhood and on our home values.

What makes Maynard unique is the ability to have quality neighborhoods, schools, and businesses all in a small town area. Until now, we've been able to balance the growth in homes and businesses without losing that quality. However, if we allow our GR neighborhood to be re-zoned to HC/I, this balance will be tipped. We do not want high-rise residential apartments cropping up in the middle of a neighborhood of single and dual-family residences.

In your negotiations with the Mill owners, please consider the neighborhood and families you will be impacting. The Mill is in possession of over 50 acres of property. If all of this is re-zoned to HC/I, you will be changing the face of this town. We are suggesting that Maynard develops responsibly, leaving a buffer area between residential areas and HC/I areas; allowing us to maintain the neighborhood we love.

Thank you for your attention.

Deeply concerned citizens,

Nancy Buzby / Rebecca Paige

TOWN OF MAYNARD

MEETING NOTICE

Maynard Historical Commission

Maynard Public Library, 77 Nason Street, Trustees Room

Tuesday October 20, 2015 at 7:00 PM

Agenda or Topics to be discussed:

- 1. Approve Minutes of previous meeting(s):** September 15, 2015
- 2. Old Business Topics:**
 - Demo Delay By-law: review/discuss with Town Counsel: All
 - Gold Star project: update - Haley
 - MACRIS progress review: Jack for Lee
 - Historic sound/fire whistle: discuss
 - Coolidge School update: Jack
 - Historic markers:
- 3. New Business Topics:**
 - Need for increased promotion of MHC activities: -All
- 4. Other:**
 - Member concerns
- 5. Next regular meeting:** November 17, 2015

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson: Jack MacKeen



Posted by: _____

Date: _____

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, October 20, 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 10/06/2015.

PUBLIC HEARING:

- Notice of Intent
Mill and Main, Saracen Properties LLC
Construction of a deck and boardwalk and general site improvements

WETLANDS/STORMWATER ISSUES:

- Update on enforcement order at 27 Dix Road
- Violation at 5 Burns Court
- Review addendum to 129 Acton Stormwater Report and updated plans

LAND MANAGEMENT:

- Open Space property acquisition update
- Walcott Woods clean up scheduled for November 7
- Property survey of Reo Road conservation land

BUSINESS:

- James Bullis interview with BOS

Mail of note:

- Acton Street sidewalk construction Notice of Intent

Upcoming Meetings:

- Next Conservation Commission meeting, **November 3, 2015**.
- Walcott Woods cleanup, **November 7, 2015**, 10-12 (November 8th raindate)

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson: Mr. Fred King

Posted by: Linda Hansen, agent

Maynard Conservation Commission
Notice of Intent

NOTICE OF PUBLIC HEARINGS
November 3, 2015, 7:00 PM

The Maynard Conservation Commission will hold a public hearing in accordance with the Wetlands Protection Act, MGL Chapter 131, section 40, and the Town of Maynard Bylaw on Tuesday, November 3rd at 7:00 pm, Maynard Town Hall, Municipal Services conference room (basement), to discuss the Notice of Intent application filed by the Department of Public Works for sidewalk construction in the vicinity of 104 Acton Street in Maynard, MA (Map 5, Lot 61). The project is within 100 feet of vegetated bordering wetlands and is subject to the provisions of the above referenced laws.

Maynard Conservation Commission
Notice of Intent

NOTICE OF PUBLIC HEARINGS
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MBTA Advisory Board

177 Tremont Street, Boston, MA 02111

Tel: (617) 426-6054 Fax: (617) 451-2054



October 7, 2015

TO: Chief Elected Officials

FR: Paul Regan, Executive Director, MBTA Advisory Board
Marc Draisen, Executive Director, Metropolitan Area Planning Council

RE: Municipal Elections to the Boston Region Metropolitan Planning Organization

We are pleased to forward the 2015 MPO Ballot, the candidates' statements of candidacy, and the election procedures for the elected municipal seats on the Boston Region Metropolitan Planning Organization (MPO).

This year there are four (4) municipal open seats on the MPO. The Town of Arlington is running unopposed for the At-Large Town seat. The City of Newton is running unopposed for the At-Large City Seat. The City of Woburn is running unopposed for the North Suburban Planning Council seat. The town of Norwood is running unopposed for the Three Rivers Interlocal Council seat.

Key Dates and Locations:

- | | |
|------------------|---|
| October 28, 2015 | Absentee Ballots Due
5:00 PM delivered by mail or in person (<u>No Fax or Email</u>) to:
BOSTON REGION MPO ELECTIONS
Metropolitan Area Planning Council
<i>60 Temple Place, 6th Floor</i>
<i>Boston, MA 02111</i> |
| October 29, 2015 | MPO Municipal Election
At MAPC Fall Council Meeting, 9:00AM
University of Massachusetts-Boston Campus Center,
100 Morrissey Boulevard, Boston, MA |

Voting Rules:

One vote may be cast by each of the Chief Elected Officials of the 101 municipalities in the Boston region, for each open seat (there are 4 open seats). Ballots may be cast by one of the following ways:

1. By the CEO, in-person, on October 29, 2015 at MAPC Fall Council Meeting.
2. By Absentee Ballot, delivered by mail or in-person to MAPC by 5:00 PM the day before the election, October 28, 2015.
3. By a designee, in-person, on October 29, 2015 at MAPC Fall Council Meeting.

Each Chief Elected Official or their designee, regardless of which sub-region they are in, or whether they represent a city or a town, may cast one vote for each of the two open MPO seats (for a total of 4 votes cast).

Appointing Designees:

Designees shall present a signed letter or signed MPO Ballot by the CEO of the municipality they are representing, to MAPC staff prior to the election or by 9:00 AM on the day of the election. Designees may represent only one municipality in the election.

Certification of Results:

The results of the election shall be certified by the Chairman of the MPO by 12 noon on Friday October 30, 2015.

First MPO Meeting:

The Boston Region MPO regularly meets at 10:00 AM on the first and third Thursdays of every month. Candidates that are elected to the MPO are asked to plan to attend their first MPO meeting on November 5, 2015 at 10:00 AM. The meeting is estimated to last two hours but may last longer. It will be held in conference rooms 2 and 3 in the State Transportation Building, 10 Park Plaza, Boston.

We appreciate the interest shown by the candidates in choosing to serve in these seats on the MPO and for your interest in this important matter. We look forward to your participation. Please contact Eric Bourassa at MAPC (617-933-0740) or Paul Regan, Executive Director of the MBTA Advisory Board (617-426-6054), if you have any questions concerning this election.

2015 MPO Absentee Ballot

The MPO Election will be held on Thursday, October 29, 2015
At MAPC Fall Council Meeting, 9:00 AM
University of Massachusetts-Boston Campus Center, 100 Morrissey Boulevard, Boston, MA

**Absentee ballots must be delivered by October 28, 2015
via mail or in person (No Fax or Email) by 5 PM to!**

BOSTON REGION MPO ELECTIONS

Metropolitan Area Planning Council

60 Temple Place, 6th Floor

Boston, MA 02111

Each Chief Elected Official, regardless of which sub-region they are in, or whether they represent a city or a town, may cast one vote for each of the four open MPO seats.

Chief Elected Official may:

Vote for only one from the North Suburban Planning Council

Woburn Scott Galvin, Mayor

Vote for only one from the Three Rivers Interlocal Council

Norwood Paul A. Bishop, Chair Board of Selectmen

Vote for only one At-Large City

Newton Setti Warren, Mayor

Vote for only one At-Large Town

Arlington Kevin F. Greeley, Chair Board of Selectmen

Municipality _____ Chief Elected Official _____
(Signature)

(Print or type name)

(see back for more information)

2015 Beacon Santa Dates Announced



Since 1965, Beacon Santa has helped families provide holiday gifts for their children; the fund now helps families in Maynard and 14 other communities. The Beacon Santa Fund is a nonprofit organization administered by GateHouse Media New England, the parent company for 12 weekly papers in 15 communities.

Applications are available at the Maynard Town Clerk's Office.

Important Dates for the 2015 Season are:

OCTOBER 30th – *Deadline for applicant forms and letters to be returned to the Beacon Santa office*

NOVEMBER 24th thru th9th – *Recipient vouchers mailed*

DECEMBER 1st – *First day to utilize Beacon Santa vouchers*

DECEMBER 31st – *Last day to utilize Beacon Santa vouchers*

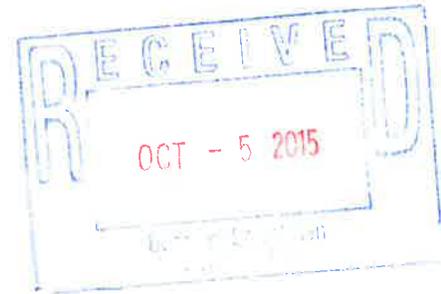
Donations pay for vouchers for food, clothing and toys at area supermarkets and department stores during the holidays. To donate, visit

www.wickedlocal.com/boxborough/beacon_santa, or call 781-674-7725.



October 1, 2015

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



Re: Municipal Emergency Reporting Procedure

Dear Chairman and Members of the Board:

In our effort to better assist our municipal customers, please find below the emergency reporting procedures for certain outside plant and service problems.

In the event that any municipal building experiences problems with downed cable drops, signal transport issues with I-NET or Video Return Lines, Public, Education and Government (PEG) Access channels or to have our technical or construction staff on-site during an emergency, please follow the steps detailed below:

MUNICIPAL - EMERGENCY/TROUBLE REPORTING PROCEDURES
(Please note the XOC telephone number listed below IS NOT for public dissemination)

- **STEP 1** **Dial:** **1-877-359-1821** (24/7 – XOC)
- **STEP 2** **Select:** **Option # 4 - Greater Boston** or Western NE regions
- **STEP 3** **Select:** **Option # 4** - Commercial Accounts, Municipalities, Utilities, Police & Fire
- **STEP 4** **Reason for call:**
 - Option # 1 - Down Wires (will be prompted to enter zip code)
 - Option # 2 - Pole or all other Municipal Issues
- **STEP 5** **Speak with Rep. and obtain job reference #**

The above steps will put you in touch with our Excellence Operations Center (XOC), 24-hours a day, and seven days a week. **Once again, please note this telephone # IS NOT for public dissemination.**

Please do not hesitate to contact me at 978.825.2308 should you have questions.

Very truly yours,
Ben Pearlman
Ben Pearlman, Sr. Manager
Government Affairs



COMMONWEALTH OF MASSACHUSETTS

Department of Telecommunications and Cable

1000 Washington Street, Suite 820, Boston, MA 02118
(617) 305-3580
www.mass.gov/dtc



CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

JAY ASH
SECRETARY OF HOUSING AND
ECONOMIC DEVELOPMENT

JOHN C. CHAPMAN
UNDERSECRETARY

KAREN CHARLES PETERSON
COMMISSIONER

Notice Regarding Cable Rate Regulation

TO: Cable Franchise Issuing Authorities
FROM: Lindsay DeRoche, Competition Division Director
DATE: October 8, 2015
RE: FCC Action on Cable Rate Regulation

The Federal Communications Commission (“FCC”) recently adopted an Order that could affect the regulation of basic service tier cable rates in Massachusetts communities.¹ Specifically, the FCC reversed the longstanding presumption that cable companies are not subject to effective competition, creating instead a rebuttable presumption that cable companies *are* subject to effective competition.² When a cable company is deemed subject to effective competition in a community, basic service tier cable rates in that community are no longer subject to rate regulation.

Under the new FCC rule, a franchising authority that wishes to retain its cable rate regulation authority must file a new certification (“FCC Form 328”) with an attachment rebutting the presumption of effective competition by December 8, 2015.³ If a franchising authority with existing rate regulation authority does not file a new certification by that date, its rate regulation authority will expire.

The Department of Telecommunications and Cable (“Department”) is the certified franchising authority for regulating basic service tier rates and associated equipment costs in Massachusetts communities. As such, the Department may file an FCC Form 328 on a community’s behalf. The Department is currently reviewing the feasibility of filing such forms for the 148 Massachusetts communities currently subject to rate regulation.

Cable franchise issuing authorities may contact the Department with any questions on the FCC’s order or cable rate regulation, generally, at (617) 305-3580.

¹ The FCC’s Order can be found here: https://apps.fcc.gov/edocs_public/attachmatch/FCC-15-62A1.pdf.

² More information on effective competition can be found on the Department’s website: <http://www.mass.gov/ocabr/government/oca-agencies/dtc-lp/competition-division/cable-tv-division/statistics-and-general-info/effective-competition.html>.

³ The FCC Form 328 can be found here: <https://transition.fcc.gov/Forms/Form328/328.pdf>.



Subject: Schedule for the balance of 2015

Here's the schedule for the balance of 2015...--Sarah

Upcoming Events & Meetings

10/14

Maynard Fest Committee Wrap-Up Meeting, Town Administrator's Meeting Room, Maynard Town Building, 8 am.

10/16

Women's Business Network, Emma's Café, Stow Shopping Plaza, 117 Great Rd. \$16/\$21. Delicious Lunch Buffet, Book Swap, and Presentation by Jen Vondenbrink: Tips and Tales to Instantaneously Improve Your Networking Experience. 48 hour cancellation policy applies.

10/21

Board of Director's Meeting, Berkshire Hathaway Conference Room, 54 Main St., Maynard. 8 am.

10/23

Ribbon Cutting & Grand Opening Celebration @ Laurel Learning, 27 Forbush Rd., Bolton. (Forbush is right across the street from Nashoba Reg. HS). 11:45 am. to 1 pm. with the ribbon cutting at 12:15 pm. Complimentary lunch, but reservations please!

10/29

Downtown Trick or Treats (both Hudson & Maynard). 4 to 6 pm. (Both downtown's are closed to vehicular traffic during the event.)

10/30

Golf Committee Wrap Up Meeting, Chamber Office, 12 pm.

11/11

Veteran's Day. Office Closed.

11/13

Ribbon Cutting & Grand Opening Celebration @ The Creative Underground, 43 Broad St, Hudson. 11:45 am. to 1 pm. with the ribbon cutting at 12 pm. Complimentary lunch, but reservations please!

11/18

Board of Director's Meeting, Avidia Bank Lamson Rm., 42 Main St., Hudson, 8 am.

11/20

Coffee Connections—an early riser networking experience @ Bryley Systems, 12 Main St., Hudson. 7:30 to 9 am., with round-the-room introductions at 8 am. Light breakfast served. Free, but reservations please.

Massachusetts School Building Authority

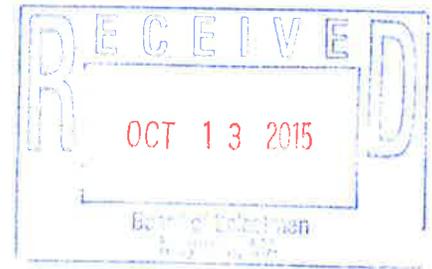
Deborah B. Goldberg
Chairman, State Treasurer

John K. McCarthy
Executive Director

Via E-mail

October 9, 2015

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



Re: Final Grant Letter - Maynard High School Project # 200801740505

Dear Mr. Sweet,

On behalf of the Board of the Massachusetts School Building Authority (MSBA), I am pleased to provide you with final audit results and the final grant payment for Project # 200801740505, Maynard High School, from the MSBA.

The results of the audit are included in the attached report. This Project was approved by the MSBA in Fiscal Year 2008 at a reimbursement rate of 56.42%. The following is a summary of the audit findings, the details of which are included in the attached report:

Construction:	Maynard High School
Basis for Total Maximum Facilities Grant	\$ 41,623,290
Final Construction Costs Submitted	\$ 43,754,359
TOTAL ELIGIBLE PROJECT COSTS:	\$ 38,917,088
TOTAL GRANT FROM MSBA:	\$ 21,957,010

The audit results and grant amount of \$21,957,010 are final and are not subject to further review or adjustment. Please note, however, that if the community were to sell, lease, or otherwise remove from service a school building for which it has received grant payments from the MSBA, M.G.L. c. 70B, § 15 authorizes the MSBA to recoup its investment. Also, the community, a city, town or regional school district must provide 6-month prior notice to the MSBA of any sale, lease or removal from service of an assisted school building.

A final grant payment of \$1,831,403, reflecting Payment Request numbers 23-25, was made on October 8, 2015 by wire transfer. The MSBA has now paid the total grant of \$21,957,010 for this Project, which is based on the MSBA's share (56.42%) of the final eligible audited project costs of \$38,917,088.

We are pleased to provide you with this grant amount. Please do not hesitate to contact me or Frederick A. Beebe, Director of Audit, if you have any questions at (617) 720-4466.

Very truly yours,



John K. McCarthy
Executive Director

Cc: Mr. William Cranshaw, Chair, Board of Selectmen
Ms. Juli-Lynn Colpoys, Finance Director/Town Accountant
Dr. Robert J. Gerardi, Jr., Superintendent of Schools
Mr. Gregg Lefter, Facilities Manager
Mr. Chuck Adam, Municipal Building Consultants
Massachusetts Legislative Delegation
Mr. Anthony Rassias, Department of Revenue

Attachment

**MAYNARD HIGH SCHOOL
SCHOOL BUILDING PROJECT #200801740505
TOWN OF MAYNARD MASSACHUSETTS**

MSBA FINAL PROJECT COST AUDIT

08-17-15



TABLE OF CONTENTS

PROJECT DESCRIPTION.....	3
PROJECT SUMMARY.....	4
SCHEDULE OF BUDGET VS. ACTUAL COSTS	5
SCHEDULE OF INELIGIBLE COSTS.....	6-11
SUMMARY OF GENERAL CONTRACT AND CHANGE ORDERS.....	12-13
SUMMARY OF ARCHITECTS CONTRACT AND AMENDMENTS.....	14
SUMMARY OF OPM CONTRACT AND AMENDMENTS.....	15

Project Description

Maynard High School

The construction of a new Maynard High School. The new 93,000 square foot building will incorporate the 8th grade into the High School and serve a projected enrollment of 410 students in grades 8-12. The new building replaces the High School built in 1962.

**Massachusetts School Building Authority
Town of Maynard
High School
Project Number: 200801740505
Project Summary**

Bid Budget:

First Amendment to the PFA effective July 1, 2010	\$	45,654,695
Cost/Scope items excluded from Total Facilities Grant		(3,775,730)
Preliminary Ineligible Costs		(255,675)
Basis for Total Maximum Facilities Grant	\$	<u><u>41,623,290</u></u>

Adjustments to Basis for Total Facilities Grant

Basis per Executed PFA, as amended	\$	41,623,290
Additional Scope Exclusions identified		(541,430)
Basis for Total Facilities Grant per ProPay	\$	<u><u>41,081,860</u></u>

Total Facilities Grant Calculation based on Final Costs Submitted:

Final Project Costs Submitted	\$	43,754,359 (a)
Ineligible Costs excluded from Total Facilities Grant		<u>(4,837,291)</u>
Basis for Final Total Facilities Grant	\$	38,917,068
Reimbursement Rate		56.42%
Final Total Facilities Grant	\$	<u><u>21,957,010</u></u>

Grant Payment Status based on Final Total Facilities Grant:

Final Total Facilities Grant	\$	21,957,010
Amount Paid to date		20,125,607
Remaining Grant to be Paid	\$	<u><u>1,831,403</u></u>

(a) Total submitted costs includes duplicate costs in the amount of \$174,884.

Massachusetts School Building Authority
 Town of Maynard
 High School
 Project Number: 200801740505
 Schedule of Budget vs. Actual Costs

	PFA Bid Budget	Preliminary Ineligible Scope Exclusion	Budget Revisions	Basis for Total Facilities Grant	Total Project Costs Submitted	Ineligible Costs and Scope Exclusions	Eligible Project Costs
Feasibility Study Agreement	\$ 900,025	\$ -	\$ -	\$ 900,025	\$ 923,921	\$ (120,489)	\$ 803,432
Administration	1,113,228	(25,000)	-	1,088,228	1,140,188	(197,477)	942,711
Architecture and Engineering	3,015,860	-	-	3,015,860	2,790,281	(174,514)	2,615,767
Site Acquisition	-	-	-	-	-	-	-
Construction	36,650,000	(2,847,835)	-	33,802,165	36,740,957	(3,164,112)	33,576,845
Alternates	-	-	-	-	-	-	-
Construction contingency	1,861,582	(712,572)	(541,429)	607,581	541,429	(609,195)	(67,766)
Change Orders	-	(541,428)	541,429	1	167,747	(129,668)	38,079
Miscellaneous Project Cost	60,000	-	-	60,000	1,449,836	(441,836)	1,008,000
Furnishings & Equipment	1,454,000	(446,000)	-	1,008,000	-	-	-
Owner's Contingency	600,000	-	-	600,000	-	-	-
Total	\$ 45,654,695	\$ (4,572,835)	\$ -	\$ 41,081,860	\$ 43,754,359	\$ (4,837,291)	\$ 38,917,068
Reimbursement Rate							\$ 56,42%
Final Total Facilities Grant							\$ 21,957,010

Substantial Completion Date 8/28/2013

- (a) Approved BRR within Divisions
- (b) Includes additional \$40K that was submitted to A & E Programming that is no longer a valid cost code and is not reflected in Propay.
- (c) Costs associated with legal fees
- (d) Relates to Bid overruns, exclusion markups, VAT, radio station, LV daylight harvesting cont and over site cap.
- (e) Total eligible change orders net to a credit of (\$67,766). Therefore, the scope exclusion applied brought the eligible basis to zero. \$70,297 of change order were booked against the Divisions, for presentation purposes, we carried all change orders on the change order line.
- (f) Relates to costs in excess of cap.
- (g) Relates to FF & E Cap.

Massachusetts School Building Authority
 Town of Maynard
 High School
 Project Number: 200601740505
 Schedule of Ineligible Costs

Class	Vendor	Date Paid	Amount Paid	Invoice Amount	Ineligible Cost	Request #	Reasons for Ineligible Cost
OPM - Construction Contract Administration	Municipal Building Consultants, Inc.	03/04/2013	32,560	32,560	32,560	17	A
OPM - Construction Contract Administration	Municipal Building Consultants, Inc.	04/05/2013	32,560	32,560	17,180	19	A
Computer Equipment	Okters	08/23/2013	17,180	17,180	11,083	19	A
Division 12 - Furnishings	Life Fitness	08/02/2013	11,083	5,070	5,070	1	A
OPM - Feasibility Study	Municipal Building Consultants, Inc.	10/05/2009	47,000	47,000	47,000	2	A
A&E - Feasibility Study	Tapco Associates, Inc.	10/04/2010	2,498	2,498	2,498	3	A
A&E - Feasibility Study	Town of Maynard	12/02/2010	2,498	2,498	2,498	3	A
OPM - Design Development	Municipal Building Consultants, Inc.	12/02/2011	17,298	17,298	4,106	3	A
Furnishings	Municipal Building Consultants, Inc.	02/02/2011	4,106	4,106	4,106	18	A
OPM - Construction Contract Administration	Valley Communications	08/19/2013	3,630	3,630	195	18	A
Computer Equipment	Okters	07/24/2013	30,850	30,850	30,850	19	A
Computer Equipment	Okters	10/02/2013	1,638	1,638	1,638	19	A
Other Project Costs	Municipal Building Consultants, Inc.	09/05/2013	1,414	1,414	1,414	19	A
Computer Equipment	Okters	09/05/2013	870	870	870	19	A
Computer Equipment	Okters	09/05/2013	241	241	241	22	A
Other Project Costs	Maynard High School Class Account	04/04/2014	1,082,531	1,082,531	51,543	9	A
Division 5 - Metals	CTA Construction Co.	02/25/2012	8,400	8,400	400	9	A
Division 8 - Openings	CTA Construction Co.	02/29/2012	62,282	62,282	62,282	9	A
Reimburse to Contractor	CTA Construction Co.	04/05/2013	3,498	3,498	3,498	17	B
Other Administrative Costs	School Dude	05/10/2014	164	164	164	23	B
Other Project Costs	J. G. Perry Plumbing and Heating, Inc.	01/29/2012	3,468	3,468	3,468	10	B
Computer Equipment	School Dude	08/20/2013	48,776	48,776	7,042	19	B
Computer Equipment	Okters	08/20/2013	71,543	71,543	365	19	B
Division 31 - Electrical	Okters	01/31/2012	105,364	105,364	105,364	8	C
Other Administrative Costs	CTA Construction Co.	04/23/2013	225	225	225	17	C
Division 21 - Fire Suppression	Verizon	06/30/2013	1,172	1,172	1,172	18	C
OPM - Closeout	CTA Construction Co., Inc.	10/02/2013	30,850	30,850	30,850	24	C
OPM - Closeout	Municipal Building Consultants, Inc.	12/8/2013	30,000	30,000	30,000	24	C
Other Project Costs	Municipal Building Consultants, Inc.	02/05/2014	7,273	7,273	7,273	24	C
Other Project Costs	Municipal Building Consultants, Inc.	09/27/2013	2,939	2,939	2,939	20	D
Other Project Costs	Rentracore	04/30/2013	1,102	1,102	1,102	17	D
Other Administrative Costs	Rentracore	06/28/2013	727	727	727	18	D
Other Project Costs	John Palmer Moving & Storage, Inc.	06/18/2013	149	149	149	18	D
Other Project Costs	Pods Enterprises, Inc.	06/18/2013	149	149	149	18	D
Other Project Costs	Pods Enterprises, Inc.	06/18/2013	149	149	149	18	D
Other Project Costs	Pods Enterprises, Inc.	06/18/2013	149	149	149	18	D
Other Project Costs	Pods Enterprises, Inc.	06/18/2013	149	149	149	18	D
Other Project Costs	Pods Enterprises, Inc.	07/30/2013	6,742	6,742	6,742	19	D
Other Project Costs	REntacore	07/30/2013	2,450	2,450	2,450	19	D
Other Project Costs	REntacore	07/30/2013	76	76	76	19	D
Other Project Costs	Pods Enterprises, Inc.	08/14/2013	76	76	76	19	D
Other Project Costs	Pods Enterprises, Inc.	08/14/2013	261	261	261	19	D
Other Project Costs	Pods Enterprises, Inc.	08/14/2013	149	149	149	19	D
Other Project Costs	Pods Enterprises, Inc.	08/14/2013	261	261	261	19	D

Class	Vendor	Date Paid	Amount Paid	Invoice Amount	Ineligible Cost	Request #	Reasons for Ineligible Cost
Other Administrative Costs	Fed Ex Express Services	12/17/2012	13	13	13	16	M
Other Administrative Costs	Fed Ex Express Services	10/15/2012	13	13	13	16	M
Other Administrative Costs	Gregg Limer	04/03/2013	20	20	20	17	M
Other Project Costs	WB Mason	06/10/2013	59	59	59	18	M
Other Administrative Costs	Fed Ex Express Services	06/30/2013	115	115	128	16	M
Other Project Costs	Russell's Convenience Store, Inc.	03/26/2013	1,507	1,507	1,507	17	O
Other Administrative Costs	DR Power Equipment	08/16/2013	17,500	17,500	17,500	19	O
Computer Equipment	Apple Inc.	12/02/2010	2,498	2,498	2,498	3	O
A&E - Feasibility Study	Town of Maynard	12/07/2010	429	429	429	3	O
A&E - Feasibility Study	Town of Maynard	12/03/2010	140	140	140	3	O
A&E - Feasibility Study	Town of Maynard	10/03/2010	10,000	10,000	10,000	1	P
A&E - Feasibility Study	Tappe Associates, Inc.	10/16/2008	10,000	10,000	10,000	1	P
A&E - Programming	Tappe Associates, Inc.	11/09/2008	10,000	10,000	10,000	1	P
A&E - Programming	Tappe Associates, Inc.	11/06/2008	10,000	10,000	10,000	1	P
A&E - Programming	Tappe Associates, Inc.	12/13/2008	10,000	10,000	10,000	1	P
A&E - Programming	Tappe Associates, Inc.	01/17/2007	8,000	8,000	8,000	1	P
A&E - Programming	Tappe Associates, Inc.	02/05/2007	2,000	2,000	2,000	1	P
Change Orders	Tappe Associates, Inc.	02/28/2014	541,429	541,429	609,195	23	Q
A&E - Construction Contract Administration	CTA Construction Co., Inc.	03/04/2013	30,072	30,072	30,072	78	R
Other Project Costs	Tappe Associates, Inc.	07/10/2013	11	11	11	18	R
Other Project Costs	WB Mason	06/10/2013	86	86	86	18	R
Other Project Costs	WB Mason	06/10/2013	558	558	558	18	R
Other Project Costs	WB Mason	06/10/2013	28	28	28	18	R
Other Project Costs	WB Mason	06/10/2013	45,310	45,310	45,310	20	R
Furnishings	Tucker Library Interiors	10/28/2013	14,125	14,125	14,125	20	R
Computer Equipment	Williams Plans Shop, Inc.	09/30/2013	51,000	51,000	51,000	20	R
Other Furnishings & Equipment	Saribon	09/16/2013	53	53	53	20	R
Furnishings	Ward Science	09/24/2013	246,829	246,829	69,852	20	R
Computer Equipment	Creative Pavilion	01/14/2013	4,560	4,560	4,560	20	R
Computer Equipment	Valley Computer Associates	01/04/2013	590	590	590	20	R
Furnishings	Apple Inc.	11/01/2013	3,456	3,456	3,456	20	R
A&E - Hazardous Materials	Robert H. Lord Company	08/05/2013	24,344	24,344	24,344	20	R
A&E - Geotech & Geotech Environment	Tappe Associates, Inc.	09/05/2013	24,761	24,761	1,377	20	R
Other Furnishings & Equipment	Tappe Associates, Inc.	09/05/2013	908	908	908	20	R
Other Project Costs	Kitredge Equipment Co.	08/02/2013	19,736	19,736	19,736	20	R
Other Project Costs	Greys Letter	12/18/2013	2,159	2,159	2,159	20	R
Other Project Costs	Home Depot	12/02/2013	405	405	405	20	R
Other Project Costs	Wholesale Distribution	12/09/2013	4,519	4,519	4,519	20	R
Other Furnishings & Equipment	Tracec	11/06/2013	1,440	1,440	1,440	20	R
Computer - Equipment	Valley Communications	11/29/2013	2,264	2,264	2,264	20	R
Furnishings	Mico	11/14/2013	7,323	7,323	7,323	20	R
Computer Equipment	Saribon	11/25/2013	1,462	1,462	1,462	20	R
Furnishings	Robert H. Lord Company	11/27/2013	4,675	4,675	4,675	20	R
Other Project Costs	Coastal Electric	04/05/2014	2,762	2,762	2,762	22	R
Computer Equipment	Commons Wireless Communications	03/28/2014	3,679	3,679	3,679	22	R
Computer Equipment	Commons Wireless Communications	05/07/2014	58,010	58,010	58,010	22	R
Other Project Costs	Vanasia Hargen Eustell, Inc.	04/22/2014	1,200	1,200	1,200	22	R
Other Project Costs	Municipal Building Consultants, Inc.	05/01/2014	12,350	12,350	12,350	22	R
Other Project Costs	John F. Moffica	02/03/2011	1,254	1,254	1,254	23	R
A&E - Design Development	Tappe Associates, Inc.	04/27/2011	274,500	274,500	342	3	R
A&E - Site Survey	Tappe Associates, Inc.	04/27/2011	342	342	342	4	R

Reasons for Ineligible Cost

Class	Vendor	Date Paid	Amount Paid	Invoice Amount	Ineligible Cost	Request #	Reasons for Ineligible Cost
A&E - Bidding	Tappe Associates, Inc.	09/06/2011	127,500	127,500	0	6	R
Division 26 - Electrical	CTA Construction Co., Inc.	09/30/2012	380,380	380,380	7,658	13	R
A&E - Geotech & Geotech Environment	Tappe Associates, Inc.	11/05/2012	965	965	548	14	R
A&E - Construction Contract Administration	Tappe Associates, Inc.	04/03/2013	30,072	30,072	30,072	17	R
A&E - Construction Contract Administration	Tappe Associates, Inc.	05/09/2013	30,072	30,072	30,072	17	R
A&E - Construction Contract Administration	Tappe Associates, Inc.	06/05/2013	30,072	30,072	30,072	17	R
A&E - Construction Contract Administration	Tappe Associates, Inc.	07/08/2013	30,072	30,072	30,072	18	R
Other Project Costs	Cosetta Electric	09/16/2013	1,230	1,230	1,230	19	R
Furnishings	ProAV Systems	10/24/2013	589	589	599	20	R
Equipment	Vico	10/24/2013	277	277	277	20	R
Equipment	Kitredge Equipment Co.	09/27/2013	265	265	285	20	R
Other Project Costs	Lowe's	11/02/2013	3,544	3,544	3,544	20	R
Other Project Costs	Brodie Scaisor-Lit	05/10/2013	1,000	1,000	1,000	20	R
Other Project Costs	William Goddard	01/13/2014	11,900	11,900	11,900	20	R
Other Project Costs	Ward Science	11/07/2013	3,755	3,755	3,755	20	R
Other Project Costs	Life Fitness	09/06/2013	654	654	654	20	R
Other Project Costs	United Art and Education	11/12/2013	699	699	699	20	R
Furnishings	W. B. Mason	01/08/2014	444	444	444	20	R
Other Project Costs	Trucker Library Interiors	11/25/2013	537	537	537	20	R
Other Project Costs	C & D Glass Co. Inc.	12/14/2013	3,292	3,292	3,292	20	R
Other Project Costs	Hillyard/Robic	10/19/2014	5,996	5,996	5,996	20	R
Other Project Costs	Broadcast Tower	10/15/2013	3,486	3,486	3,486	20	R
Other Project Costs	Cosetta Electric	11/24/2014	146	146	146	21	R
Other Project Costs	Cosetta Electric	01/24/2014	540	540	540	21	R
Equipment	Collins Video Services	12/03/2013	6,245	6,245	6,245	21	R
Equipment	CB Seating	05/14/2014	4,715	4,715	4,715	22	R
Computer Equipment	Ockers	10/16/2013	739	739	739	22	R
Computer Equipment	Ockers	10/16/2013	260	260	250	22	R
Computer Equipment	Ockers	11/22/2013	350	350	350	22	R
Other Project Costs	Venhaus Hansen Bousfin, Inc.	03/21/2014	1,650	1,650	1,650	22	R
Other Project Costs	Danlar Applied	03/12/2014	2,900	2,900	2,900	22	R
Other Project Costs	Danlar Applied	03/12/2014	3,500	3,500	3,500	22	R
Other Project Costs	Cosetta Electric	02/22/2014	2,387	2,387	2,387	22	R
Other Project Costs	Cosetta Electric	02/26/2014	793	793	793	22	R
Other Project Costs	Creative Pavilion	02/06/2014	55,715	55,715	55,715	22	R
Other Furnishings & Equipment	Creative Pavilion	01/27/2014	8,136	8,136	8,136	22	R
OPM - Construction Contract Administration	Municipal Building Consultants, Inc.	03/03/2014	12,952	12,952	12,952	22	R
Other Project Costs	W. B. Mason	04/02/2014	248	248	248	22	R
Other Project Costs	Gregg Leffer	04/15/2014	1,106	1,106	1,106	22	R
Other Project Costs	Gregg Leffer	04/15/2014	1,510	1,510	1,510	22	R
Other Project Costs	Orsaurie Home Improvements	03/12/2014	900	900	500	22	R
Other Project Costs	Orsaurie Home Improvements	03/23/2014	311	311	311	22	R
Other Project Costs	Cosetta Electric	04/01/2014	10,960	10,960	10,960	22	R
Other Project Costs	Municipal Building Consultants, Inc.	04/01/2014	18,500	18,500	18,500	22	R
Other Project Costs	Electric Light	04/17/2014	7,550	7,550	7,550	22	R
Other Project Costs	Electric Light	04/19/2014	8,535	8,535	8,535	22	R
Other Project Costs	Comptics Wireless Communications	04/22/2014	17,797	17,797	17,797	22	R
Other Project Costs	Risk World Cafe, Inc.	05/20/2014	93	93	93	22	R
Other Project Costs	Wayward Supply Company, Inc.	06/20/2014	19	19	19	23	R
Other Project Costs	Wayward Supply Company, Inc.	06/20/2014	29	29	29	23	R
Other Project Costs	Cosetta Electric	07/17/2014	260	260	260	23	R
Other Project Costs	Cosetta Electric	05/19/2014	12,500	12,500	4,200	23	R
A&E - Closeout	Municipal Building Consultants, Inc.	05/02/2014	7,060	7,060	7,060	23	R
OPM - Construction Contract Administration	Municipal Building Consultants, Inc.	09/04/2014	4,150	4,150	4,150	23	R
Equipment	CTA Construction Co.	12/31/2011	418,261	418,261	213,820	8	S
Division 5 - Metals	CTA Construction Co.	12/31/2011	221,734	221,734	189,502	8	S
Division 31 - Earthwork	CTA Construction Co.	01/31/2012	150,383	150,383	7,159	9	S
Division 7 - Thermal and Moisture Protection	CTA Construction Co.	02/29/2012	37,275	37,275	1,775	9	S
Division 9 - Finishes	CTA Construction Co.	02/29/2012	7,508	7,508	368	9	S
Division 26 - Electrical	CTA Construction Co.	04/30/2012	10,100	10,100	10,100	10	S
Division 31 - Earthwork	CTA Construction Co.	05/31/2012	25,350	25,350	25,350	10	S
Division 26 - Electrical	CTA Construction Co.	05/31/2012	83,425	83,425	7,500	11	S
Division 31 - Earthwork	CTA Construction Co.	05/30/2012	16,828	16,828	16,828	11	S
Division 31 - Earthwork	CTA Construction Co.	07/31/2012	22,772	22,772	22,772	12	S

Class	Vendor	Date Paid	Amount Paid	Invoice Amount	Ineligible Costs	Request #	Reasons for Ineligible Costs
Division 31 - Earthwork	CTA Construction Co., Inc.	09/11/2013	7,828	7,828	7,828	12	\$
Division 31 - Earthwork	CTA Construction Co., Inc.	09/30/2012	11,456	11,456	11,456	13	\$
Division 9 - Finishes	CTA Construction Co., Inc.	10/31/2012	349,165	349,165	10	14	\$
Division 9 - Finishes	CTA Construction Co., Inc.	01/31/2013	938,136	938,136	256,524	16	\$
Division 14 - Conveying Systems	CTA Construction Co., Inc.	01/31/2013	10,500	10,500	572	16	\$
Division 14 - Conveying Systems	CTA Construction Co., Inc.	02/28/2013	37,450	37,450	18,698	17	\$
Division 4 - Masonry	CTA Construction Co., Inc.	02/28/2013	3,000	3,000	3,000	17	\$
Division 14 - Conveying Systems	CTA Construction Co., Inc.	02/28/2013	5,728	5,728	5,728	17	\$
Division 31 - Earthwork	CTA Construction Co., Inc.	02/28/2013	30,210	30,210	30,210	17	\$
Division 4 - Masonry	CTA Construction Co., Inc.	03/01/2013	329,355	329,355	(76,203)	17	\$
Division 12 - Furnishings	CTA Construction Co., Inc.	03/01/2013	15,168	15,168	6,669	17	\$
Division 12 - Furnishings	CTA Construction Co., Inc.	03/01/2013	455,120	455,120	289,948	17	\$
Division 27 - Communications	CTA Construction Co., Inc.	04/30/2013	65,420	65,420	66,420	17	\$
Division 4 - Masonry	CTA Construction Co., Inc.	04/30/2013	145,984	145,984	13,048	17	\$
Division 8 - Openings	CTA Construction Co., Inc.	04/30/2013	131,360	131,360	18,562	17	\$
Division 10 - Specialties	CTA Construction Co., Inc.	04/30/2013	53,470	53,470	17,570	6	\$
Division 11 - Equipment	CTA Construction Co., Inc.	04/30/2013	53,220	53,220	53,220	17	\$
Division 21 - Fire Suppression	CTA Construction Co., Inc.	04/30/2013	600	600	600	17	\$
Division 21 - Fire Suppression	CTA Construction Co., Inc.	04/30/2013	52,967	52,967	52,967	17	\$
Division 31 - Earthwork	CTA Construction Co., Inc.	05/31/2013	24,828	24,828	24,828	17	\$
Division 31 - Earthwork	CTA Construction Co., Inc.	05/31/2013	45,196	45,196	13,500	17	\$
Division 3 - Metals	CTA Construction Co., Inc.	05/31/2013	75,211	75,211	55,427	17	\$
Division 7 - Thermal and Moisture Protection	CTA Construction Co., Inc.	05/31/2013	24,136	24,136	24,136	17	\$
Division 8 - Openings	CTA Construction Co., Inc.	05/31/2013	12,925	12,925	12,925	17	\$
Division 12 - Furnishings	CTA Construction Co., Inc.	05/31/2013	5,721	5,721	5,721	17	\$
Division 21 - Fire Suppression	CTA Construction Co., Inc.	05/31/2013	62,200	62,200	62,200	17	\$
Division 31 - Earthwork	CTA Construction Co., Inc.	05/31/2013	10,200	10,200	3,165	18	\$
Division 3 - Concrete	CTA Construction Co., Inc.	06/30/2013	3,000	3,000	3,000	18	\$
Division 4 - Masonry	CTA Construction Co., Inc.	06/30/2013	67,931	67,931	35,351	18	\$
Division 7 - Thermal and Moisture Protection	CTA Construction Co., Inc.	06/30/2013	28,110	28,110	28,110	18	\$
Division 8 - Openings	CTA Construction Co., Inc.	06/30/2013	42,670	42,670	42,670	18	\$
Division 12 - Furnishings	CTA Construction Co., Inc.	06/30/2013	1,172	1,172	1,172	18	\$
Division 21 - Fire Suppression	CTA Construction Co., Inc.	06/30/2013	98,320	98,320	58,903	18	\$
Division 23 - HVAC	CTA Construction Co., Inc.	06/30/2013	124,617	124,617	(308,917)	18	\$
Division 31 - Earthwork	CTA Construction Co., Inc.	06/30/2013	8,560	8,560	8,560	19	\$
Division 3 - Concrete	CTA Construction Co., Inc.	06/30/2013	12,976	12,976	12,976	19	\$
Division 7 - Thermal and Moisture Protection	CTA Construction Co., Inc.	06/30/2013	6,236	6,236	6,236	19	\$
Division 8 - Openings	CTA Construction Co., Inc.	06/30/2013	1,850	1,850	1,850	19	\$
Division 12 - Furnishings	CTA Construction Co., Inc.	06/30/2013	19,050	19,050	19,050	19	\$
Division 23 - HVAC	CTA Construction Co., Inc.	06/30/2013	255,815	255,815	255,815	19	\$
Division 7 - Thermal and Moisture Protection	CTA Construction Co., Inc.	06/30/2013	1,250	1,250	1,250	19	\$
Division 8 - Openings	CTA Construction Co., Inc.	06/30/2013	1,000	1,000	1,000	19	\$
Division 12 - Furnishings	CTA Construction Co., Inc.	06/30/2013	5,900	5,900	5,900	19	\$
Division 23 - HVAC	CTA Construction Co., Inc.	06/30/2013	1,400	1,400	1,400	19	\$
Division 31 - Earthwork	CTA Construction Co., Inc.	06/30/2013	17,432	17,432	17,432	20	\$
Division 1 - General Requirements	CTA Construction Co., Inc.	10/31/2013	68,357	68,357	75,700	20	\$
Division 7 - Thermal and Moisture Protection	CTA Construction Co., Inc.	10/31/2013	2,500	2,500	2,500	20	\$
Division 12 - Furnishings	CTA Construction Co., Inc.	10/31/2013	5,650	5,650	5,650	20	\$
Division 23 - HVAC	CTA Construction Co., Inc.	10/31/2013	6,300	6,300	6,300	20	\$
Division 31 - Earthwork	CTA Construction Co., Inc.	10/31/2013	87,250	87,250	87,250	20	\$
Division 1 - General Requirements	CTA Construction Co., Inc.	11/30/2013	194,920	194,920	194,920	20	\$

Massachusetts School Building Authority
 Town of Maynard
 High School
 Project Number: 200801740505
 Summary of General Contractor and Change Orders
 CTA Construction Co., Inc

CO #	DESCRIPTION	TOTAL AMOUNT	TOTAL ELIGIBLE AMOUNT	TOTAL INELIGIBLE AMOUNT
1	Contract adjustment as result of the glazing subcontractors bid withdrawal and the rebid elevator	121,662	0	121,662
2	Contract adjustment as a result of add 1' rock excavation exceeding the allowances	118,880	0	118,880
3	Removal of unforeseen unsuitable materials at the direction of Weston and Sampson:	13,290	0	13,290
4	which identified add 1' structural steel and concrete required to support roof top units, as well as structural steel modifications	34,169	34,169	0
5	Credit associated with using industry standard form ties in place of stainless steel, credit for substituting the specified double wall piping for the acid waste line with a single wall piping at underground, costs associated with CCI#1 Rev#1 which identified add 1' structural steel and concrete required to support roof top units, as well as structural steel modifications	7,582	7,582	0
6	Steel and foundation revisions, finish of fin tube radiation cover and credit for reducing the size of the fin tube radiation, add 1' partition, door and transfer duct, credit for use of non-plenum rated cable, credit associated with an alternate ETA installation at aluminum windows, straight windows in lieu of segmented windows, add 1' angle supports for auditorium seating, cutting back the slab edge at second floor along column line	9,987	9,987	0
7	Costs associated with add 1' acid waste line, adding 3 roof drains and a net add of approx. 40 feet of 4 inch piping for area C	10,085	(1,228)	11,313
8	Costs associated with reusing existing gas line, substitution for no thermal storefront at interior vestibule locations, add 1' sunshade support system along CL R9, temp storm drainage at Westside, accepted standard decking in lieu of the remedial work to install acoustical decking over WAVM.	(7,024)	(7,024)	0
9	Credit for deleting 35 interactive white boards and providing marker boards instead, roof davits to be provided by misc. metals, credit	26,296	26,296	0
10	Cost associated with steel and roof modification of the auditorium roof, add 1' storm piping vent, add 1' framing details at the loading dock canopy and credit for omitted W10's at RTU supported reference	15,196	0	15,196
11	RCP 029R which revised partition between rooms B134 and B135	(1,556)	(13,171)	11,615
12	Modify the X-bracing along 2 bays of the roof joints at the auditorium, work performed under protests for earthwork scope under slab conduits, credit for deletion of sprinkler heads at casework, addition of dryer vent, add of sound attenuators, add 1' drip pans for roof drains at electrical room, add exit signage and changes to door credit for tile substitution, credit for add 1' design and engineering services	14,588	4,442	10,146
13	Casework revisions, credit for substitution of owner provided donor bricks, addition of access panels, add Demoglass sheathing, change of specified kitchen equipment, response to RFI, furnish and install emergency eye wash with a point of use mixing valve, add 1' sprinkler upright at skylight, add 1' overstock material to owner	5,163	(968)	6,131
	Modifications to fire alarm system and credit for omission of the red dye			

CO.#	DESCRIPTION	TOTAL AMOUNT	TOTAL ELIGIBLE AMOUNT	TOTAL INELIGIBLE AMOUNT
14	Work performed under protest for modification to the acid waste tank to accommodate installed pipe elevation, deletion of fireproofing at steel locations, technology modifications, delete toilet partition supports, add 1 guardrails at the auditorium, delete of athletic equipment, restocking fees for size changes of fixtures, add the audio system for all PE, provide the required over current protection	28,560	(40,526)	39,086
15	Revision of 1 manual, addition of security window per RCP, providing slab on grade for shed, changes to signage	31,909	23,228	8,681
16	Correction to amount in CO #14, cost associated with the addition of piping and related changes per the RCP, deletion of CNV, addition of condensate drain and receptor, deletion of draft shop, addle rock excavation, fire protection system modification and add 1 data per RCP	36,701	20,941	15,760
17	Deletion of roof davits, relocation of electric meter, auditorium clouds, access hatch at control booth, chemicals removal, exterior door signage, revise light & duct, modify wall pads at gym, panels at bleachers, add 1 ledge, fire alarm drawing cabinets, starters equipment, add map holders, power to OH door, Power at PH system, fire alarm master box, added phone lines, added module for kitchen, added FA in stair, added pull station in control booth, relocate remote FA annunciator, wire chorus room, walkway paving	(154,026)	(256,517)	102,491
18	Gas check meter replacement, staining of MDF at auditorium, added push button at main office, break metal at curtain wall, ACT damaged by owners, erosion control seeding, paint touch up for damage caused by mowers, arch paint selection changes, outlets @ carriers and donor bricks	89,406	8,120	81,286
19	Dryer vent, remote access to the CCTV, added site work for shed lab and substitute refrigerant piping at split AC's	9,140	3,670	5,470
20	Roof access stairs, revise storefront, mechanical coordination, fire protection coordination, soffits and ceiling mods, reinforcement at light poles, security changes, door changes, door hardware, door vision panel, change circuit for kitchen OH door, add outlet for UPS, relocate lab receptacles and fume hood exhaust	125,730	83,233	42,497
21	Flow fit materials & labor for installation of underground electrical conduit, addition of related power for Barbizon lighting, ASI D15 site layout adjustments, added condensate pump and condensate receptor, changing voltage feed, add fin tube radiation cover, wire hand dryers in locker room and step down transformer	5,691	0	5,691
		\$ 541,429	\$ (67,766)	\$ 609,195

1.5% (a)

Original contract amount	\$ 36,650,000
Total change orders	541,429
Total amended contract	37,191,429
Total paid to contractor	37,175,428
Variance	16,000

(e) The number represents 1.5% of the original contract amount. Therefore, no adjustment was needed.
 (b) Total amount paid to the contractor is within the contract amount.

Reconciliation of original contract and change orders to amounts paid:

**Massachusetts School Building Authority
Town of Maynard
High School
Project Number: 200801740505
Schedule of Architects Contract and Amendments
Tappe Associates, Inc**

Reconciliation of original contract and change orders to amounts paid:

Prior study Contract	40,000
Original Contract	175,000
Total amendments	3,105,000
Estimates	91,230
Plus Additional Services, Consulting and Reimbursables	-
Total contracts plus additional services, consulting and reimbursables	\$ <u>3,411,230</u>
Total amount paid to Architect	<u>3,432,336</u>
Variance	\$ <u>(21,106) (a)</u>

(a) Total payments to the Architect exceed the total contract amount. However we have disallowed more than the adjustment amount. Therefore no adjustment was necessary.

**Massachusetts School Building Authority
Town of Maynard
High School
Project Number: 200801740505
Schedule of OPM Contract and Amendments
Municipal Building Consultants**

Reconciliation of original contract and change orders to amounts paid:

Original budget	64,780
Total amendments	1,181,380
Estimates	-
Plus Additional Services, Consulting and Reimbursables	-
Total contracts plus additional services, consulting and reimbursables	<u>\$ 1,246,160</u>
Total paid to OPM	<u>1,056,635</u>
Variance	<u>\$ 189,525 (a)</u>

(a) Total payments to the OPM are within the total amount of the contract. Therefore no adjustment was necessary.

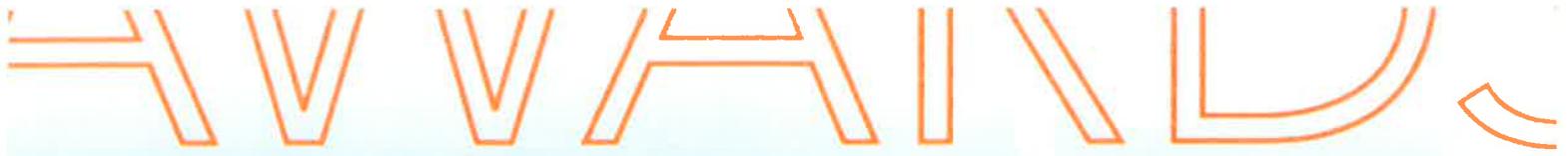


2015 ICMA

AWARDS

CrossTown Connect • Acton, Boxborough, Littleton, Maynard, and Westford, Massachusetts

Steve Ledoux, town manager, Acton • Selina Shaw, town administrator, Boxborough • Keith Bergman, town administrator, Littleton • Kevin Sweet, town administrator, Maynard • Jodi Ross, town manager, Westford



COMMUNITY PARTNERSHIP AWARD

This award recognizes innovative programs or processes between and/or among a local government and other governmental entities, private sector businesses, individuals, or nonprofit agencies to improve the quality of life for residents or provide more efficient and effective services.

Populations of less than 10,000



Ledoux

CrossTown Connect • Acton, Boxborough, Littleton, Maynard, and Westford, Massachusetts

Steve Ledoux, town manager, Acton • Selina Shaw, town administrator, Boxborough • Keith Bergman, town administrator, Littleton • Kevin Sweet, town administrator, Maynard • Jodi Ross, town manager, Westford



Shaw

In Acton, Boxborough, Littleton, Maynard, and Westford—five towns about 20 miles northwest of Boston with populations ranging between 5,000 and 22,000—transportation needs were becoming acute. The two stations on the Fitchburg Commuter Rail line had limited daily parking, poorly scheduled outbound trains, and minimal last-mile transport. Residents working within the Metro-Boston area needed better commuting options; Boston residents commut-



Bergman

ing to those towns needed last-mile transportation to reach their places of employment. Senior citizens who could no longer drive could not get to doctor appointments, shop for food, or attend social events. Parents of first-generation Asian citizens, hampered by minimal English-language skills, were stranded while

their children were at school or work. And lower-income populations, for whom equity housing was built, lacked transportation choices.

In 2009, the five towns worked with the Massachusetts Institute for Transportation Coordination to identify their transportation needs. At the same time, Work Without Limits, a statewide network of employers and innovative partners, was encouraging the formation of regional groups to address transportation gaps and increase employment among people with disabilities. The towns joined that effort.

In 2012, the towns and a private corporation, Clock Tower Place of Maynard, applied for and received a state grant to regionalize transportation services and put a formal association in place for future collaboration. The result was CrossTown Connect, which launched in September 2013. Soon after, four more private companies—Gutierrez Company, IBM, Juniper Networks, and Red Hat—joined the partnership through intermunicipal agreements and memoranda of understanding. The association then consolidated four towns' Council on Aging shuttles and on-demand ride services under one central dispatch call center, increasing each community's daily dispatch hours and



Meeting the transportation needs of all riders

ridership. Currently it is working with two regional transit associations to enable vehicle sharing across municipal and regional transportation boundaries.

In 2014, CrossTown Connect lobbied successfully to expand the outbound train schedule from Boston, and it is currently lobbying for more and earlier trains to meet the reverse commuting needs of its local businesses. It is also studying possible shuttle routes in hopes of growing its corporate membership and expanding the region's economic base.

Among the services it provides are an online database that matches people with similar commutes for carpooling, assistance with vanpool formation, emergency cabs or rental cars for carpoolers who need to leave work for an emergency, and information about commuter options and management of transit benefits.

Ross

WHAT'S IT LIKE TO BE IN A MEETING RUN BY YOU?



CHARLES PENNY, ICMA-CM
City Manager
Rocky Mount, North Carolina
charles.penny@rocky
mountnc.gov

I usually start with an agenda so everyone knows the outline of the meeting. Meetings also can't last more than 90 minutes unless all participants agree. If we get caught on a topic that needs more time, we will set the item aside and come back to it.

In this digital age, I don't ban electronic devices, but I certainly expect people not to be on their cellphones. I implemented a \$5 fee should a cellphone ring during a meeting. This fee goes into a fund called "Christmas Aid," and at year's end, the funds are used to help employees.

If I want input from meeting participants, I avoid stating my position up-front because that tends to hinder team input.

Minutes are kept, and department heads can distribute them to supervisors and employees. In quarterly supervisor meetings, the sessions are videotaped and shared with all employees on YouTube, helping with transparency and ensuring a consistent message.



EILEEN STEIN, ICMA-CM
City Manager
Mount Angel, Oregon
estein@ci.mt-angel.or.us

I took this opportunity to ask Mount Angel staff members the same question. They tell me I am prepared, thorough, thoughtful, and inclusive.

They can count on meetings I lead to have enough detail to make for a good discussion. I was interested to learn of their assessment, because it is my intent to do just these things.

I believe in the power of collective wisdom and think the best decisions are the ones the team makes together. I try to impart as much perspective as possible and solicit just as much to inform my own.

I like to see an issue from different angles and perspectives, with different possible courses of action. In turn, my team feels well informed and has the context team members need to do their jobs.



KEVIN SWEET
Town Administrator
Maynard, Massachusetts
ksweet@townofmaynard.net

In Maynard, the local governmental structure is that of open town meeting/board of selectmen/town administrator, with a minimum of one annual town meeting and board meetings occurring on a bimonthly basis.

Careful planning must occur, with the agenda being a crucial item as it's the meeting's road map. Selecting the proper time allotment and scheduling the flow of topics is essential. After the agenda has been set, information is dispersed to the board members several days ahead so they can be prepared.

Once a meeting has begun, it is important to define the meeting rules to keep it running smoothly and civilly. When meetings become contentious, it's okay to call a recess or even table the discussion for a future date.

When closing a meeting, we let the public know how soon they can expect action on open items and when they can view the meeting minutes.

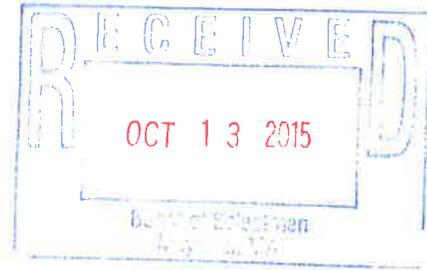


CARINA WALTERS
City Administrator
Burlington, Wisconsin
cwalters@burlington-wi.gov

What I have learned from my mentor, and try to faithfully practice in a meeting, is "setting the context." Setting the context explains to your audience what is the purpose and goal of the meeting. This integral piece can be framed in the form of an agenda.

Another important piece is knowing who your audience is and articulating the message toward them. You may, for example, address a dignitary and an elected official differently from a work crew meeting on a construction site.

Regardless of the audience, having an open dialogue, acknowledging your stakeholder questions, and fostering a participatory environment have allowed me to see successful meetings, even in times of conflict. **PM**



October 8, 2015

Ms. Amy Loveless
Maynard Council on Aging
50 Brown Street
Maynard, MA 01754

Dear Ms. Loveless:

In FY15 Minuteman Senior Services provided services to over 1,000 residents of Maynard at a total value of \$950,491. A detailed breakdown of the services used is attached.

As a non-profit Aging Services Access Point and Area Agency on Aging our mission is to help seniors and individuals with disabilities live in the setting of their choice by engaging community resources and supporting caregivers.

The majority of our funding comes from government grants and contracts which have not kept pace with the growing needs of the senior population in our 16 community region.

As you know, we coordinate our work with Councils on Aging and other local social service and health care providers and community safety personnel. A resident of your town is a voting member of our Board of Directors to assure that your community's interests are represented in our program planning and decision making.

We are grateful for the continued support received from your community. Your local assessment for FY17 is \$2,866 per year. It is based on the most recent federal census and adjusted annually by the Consumer Price Index. These funds are critical as they enable us to leverage federal funds and help pay for our extensive Senior Nutrition Program. If you have any questions regarding Minuteman Senior Services please call me. As always, we look forward to working with you.

Sincerely,



Joan Butler
Executive Director

CC: Minuteman Board Member
Town Manager



Minuteman Senior Services is a nonprofit organization, which has been helping people find practical solutions to long term care issues since 1975. Our goal is to help seniors, disabled adults and their family caregivers find the best available services that fit within family resources. We offer a wide range of services creatively designed to support the challenges of daily life and independent living. Some are free of charge, others are offered on a sliding fee scale or fee basis.

In FY15 over 1,000 MAYNARD residents used Minuteman's services valued at \$950,491.

Information & Referral: Resource specialists offer FREE advice and referrals from our extensive database of local, state and national resources. Assistance is available by telephone, email or a home visit by an experienced Care Advisor.
646 contacts served at a cost of \$12,015

Care Management & In-Home Care: A range of programs for seniors designed to provide assistance with activities of daily living (bathing, dressing, etc.) for those who wish to remain in their own homes. Includes in-home assessment by a care manager, the development of a care plan, and delivery of approved services.
106 consumers served at a cost of \$803,081

Caregiver Support: Services may include an in-home assessment, caregiver training and education regarding such areas as memory loss, home safety, respite care and fall prevention. Provides useful resources especially for working and long distance caregivers.
10 consumers served at a cost of \$4,199

Protective Services: Social workers investigate reports of elder abuse, neglect, self-neglect and financial exploitation and work toward resolution.
45 consumers served at a cost of \$34,675

Transportation: Providing rides to medical appointments and adult day health centers.
32 consumers served at a cost of \$643

Meals on Wheels: A mid-day meal and daily check in by a friendly driver for those over 60 who are homebound and unable to prepare their own food.
62 consumers served at a cost of \$48,945

Senior Dining: Centers in 12 locations offer seniors an opportunity to meet and enjoy a nutritious lunch.
8 consumers served at a cost of \$3,571

Nursing Home Screening: Nurses determine clinical eligibility for nursing home placement for seniors on MassHealth and explore community options when appropriate and available.
78 consumers served at a cost of \$34,226

Long Term Care Ombudsman: Trained volunteers visit nursing facility residents and assist with resolving problems and concerns.
0 consumers served at a cost of \$0

SHINE Health Benefits Counseling: Trained counselors provide seniors with free, confidential counseling and accurate, unbiased information regarding health insurance and prescription drug options.
75 consumers served at a cost of \$5,108

Money Management Assistance: Trained volunteers provide assistance with bill paying, budgeting and banking tasks.
3 consumers served at a cost of \$2,759

Senior Citizens Law Project: Free legal assistance and education on issues such as public benefits, landlord tenant disputes and loss of independence.
6 consumers served at a cost of \$1,269

*Acton – Arlington – Bedford – Boxborough – Burlington – Carlisle – Concord – Harvard
Lexington – Lincoln – Littleton – Maynard – Stow – Wilmington – Winchester – Woburn*



**COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF TELECOMMUNICATIONS AND CABLE**

1000 Washington Street, Suite 820
Boston, MA 02118-6500
Telephone: (617) 305-3580
www.mass.gov/dtc

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR



JAY ASH
SECRETARY OF HOUSING AND
ECONOMIC DEVELOPMENT
JOHN C. CHAPMAN
UNDERSECRETARY
OFFICE OF CONSUMER AFFAIRS AND
BUSINESS REGULATIONS
KAREN CHARLES PETERSON
COMMISSIONER

October 10, 2015

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

Re: License Expiration Notice

Dear Chairman:

According to the Department of Telecommunications and Cable's (Department) records, your cable television license (license) with Comcast Cable Communications, Inc. expires on 11/24/2018. Federal law provides for a formal renewal process that begins between 36 and 30 months before a license expires. As the Issuing Authority, you may begin the process of determining your community's cable-related needs and to review Comcast Cable Communications, Inc.'s performance under the current license. This is known as the "ascertainment process." You must notify Comcast Cable Communications, Inc. if you elect to begin the ascertainment process. You may also be required to begin the ascertainment process if you receive a notice from Comcast Cable Communications, Inc. invoking the formal renewal process. In that instance, you must begin the ascertainment within six months of receiving such notice.

You may want to form a cable advisory committee (CAC) as part of the formal renewal process and delegate to it certain duties. If you form a CAC, please provide the Department with the name and contact information for at least one CAC member. I have enclosed a fact sheet describing the typical responsibilities of a CAC, and please see M.G.L. c. 268A concerning potential conflicts of interest for both municipal officials and CAC members.

For your convenience, the Department has prepared a "Practical Guide to Cable Television License Renewal" that is available at www.mass.gov/dtc. The Department is also available to advise you regarding your duties and rights during the renewal process. While we may not assist you with substantive negotiations, we would be happy to meet with you and/or your CAC to discuss procedural requirements.

If you would like to schedule a meeting or if you have any questions regarding the renewal process, please contact the Department at 617-305-3580 or dte.filing@state.ma.us.

Sincerely,


Sara J. Clark



**COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF TELECOMMUNICATIONS AND CABLE**

1000 Washington Street, Suite 820
Boston, MA 02118-6500
Telephone: (617) 305-3580
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CHARLES D. BAKER
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BUSINESS REGULATIONS
KAREN CHARLES PETERSON
COMMISSIONER

October 10, 2015

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

Re: License Expiration Notice

Dear Chairman:

According to the Department of Telecommunications and Cable's (Department) records, your cable television license (license) with Verizon New England, Inc. expires on 11/25/2018. Federal law provides for a formal renewal process that begins between 36 and 30 months before a license expires. As the Issuing Authority, you may begin the process of determining your community's cable-related needs and to review Verizon New England, Inc.'s performance under the current license. This is known as the "ascertainment process." You must notify Verizon New England, Inc. if you elect to begin the ascertainment process. You may also be required to begin the ascertainment process if you receive a notice from Verizon New England, Inc. invoking the formal renewal process. In that instance, you must begin the ascertainment within six months of receiving such notice.

You may want to form a cable advisory committee (CAC) as part of the formal renewal process and delegate to it certain duties. If you form a CAC, please provide the Department with the name and contact information for at least one CAC member. I have enclosed a fact sheet describing the typical responsibilities of a CAC, and please see M.G.L. c. 268A concerning potential conflicts of interest for both municipal officials and CAC members.

For your convenience, the Department has prepared a "Practical Guide to Cable Television License Renewal" that is available at www.mass.gov/dtc. The Department is also available to advise you regarding your duties and rights during the renewal process. While we may not assist you with substantive negotiations, we would be happy to meet with you and/or your CAC to discuss procedural requirements.

If you would like to schedule a meeting or if you have any questions regarding the renewal process, please contact the Department at 617-305-3580 or dtc.efiling@state.ma.us.

Sincerely,

Sara J. Clark
Department Secretary



COMMONWEALTH OF MASSACHUSETTS DEPARTMENT OF TELECOMMUNICATIONS AND CABLE



Cable Advisory Committee

Under Massachusetts regulations, an Issuing Authority (“IA”), such as the mayor of a city or the board of selectmen of a town, may appoint a Cable Advisory Committee (“CAC”) to advise the IA throughout the licensing process. 207 C.M.R. § 3.01(3). In many instances, the CAC remains as an active committee throughout the term of the license. Currently, there are over 280 CACs in the Commonwealth. The composition of the CAC is determined by the IA, including the number of members on the CAC.

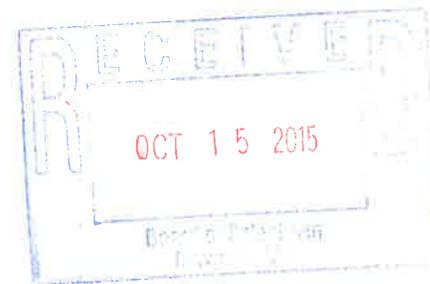
The IA may, at its discretion, define the role and responsibilities of the CAC to the extent permitted under G.L. c. 166A. Thus, there is almost complete local control as to the tasks assigned to an advisory committee, so long as these tasks do not conflict with the statutory requirements of the IA in G.L. c. 166A. While an IA may delegate to a CAC the authority to negotiate a license agreement, an IA may not delegate authority to execute such an agreement. CAC responsibilities vary according to the current status of the license or the objectives of the IA. The following list includes some typical responsibilities assigned to CACs in the Commonwealth:

- Inform and educate the public about cable television service;
- Assess the cable needs of the community and recommend policy changes;
- Conduct regular meetings with cable company representatives to discuss matters of mutual interest;
- Report to the IA on company compliance with the license;
- Supervise the cable operator’s response to complaints;
- Respond to citizen’s questions regarding the cable television system; and
- Keep abreast of community programming issues.

CACs are considered “governmental bodies” within the purview of the Massachusetts Conflict of Interest law, G.L. c. 268A.

Recognizing that CACs fulfill an important and valuable link between the IA, the licensee, and the citizens of the community, the Department of Telecommunications and Cable (“Department”) seeks to build positive professional relationships with the CACs. The Department’s staff works closely with local committees to educate them on the licensing process and improve information-sharing.

The Department’s program includes an informational presentation available to communities. Please contact the Department to schedule a presentation or to discuss any cable licensing matter.



CABLE TELEVISION LICENSE RENEWAL PROCESS

A PRACTICAL GUIDE

Updated March 2015

**Prepared by the Massachusetts Department of
Telecommunications and Cable**

**1000 Washington Street, Suite 820
Boston, MA 02118-6500
617-305-3580
www.mass.gov/dtc**

INTRODUCTION

This Practical Guide is presented by the Massachusetts Department of Telecommunications and Cable (“Department”) in our supervisory role with respect to cable television licensing. Under both federal and Massachusetts law, no cable operator may construct and/or operate a cable television system in a community without first obtaining a license. In Massachusetts, the city manager, mayor or board of selectmen is responsible for issuing a license and, hence, is designated as the Issuing Authority. Since Massachusetts law limits the term of a license, Issuing Authorities must periodically review and renew licenses. The Department oversees the licensing renewal process, which has been established under federal law, and supplemented by our regulations.

By establishing a formal renewal process, Congress sought to protect a municipality’s right to a cable system that is responsive to the needs and interests of the local community. Congress also sought to protect cable operators, which have invested in infrastructure in a community, from an unfair denial of a renewal license. The Department’s goal in developing this Practical Guide is to ensure that both municipalities and cable operators are aware of their rights and responsibilities as they contemplate license renewal and to guide them through the process.

In this Practical Guide, the Department first presents an overview of the role of government in cable television licensing. We describe each level of regulatory oversight with a focus on the resources available to Issuing Authorities. Next, the Department outlines the formal renewal process, highlighting the rights and responsibilities of each party under that process. Lastly, we discuss an alternative method by which parties may negotiate informally to reach an agreement. Since there are no procedural protections in informal negotiations, we recommend that this method be used only where there are no contested issues between the parties.

The guidance we provide herein offers both Issuing Authorities and cable operators direction on the most prudent manner in which to proceed under the rules established by Congress so that each party’s rights and interests are protected. The information in this Practical Guide is necessarily general in nature. The Practical Guide is not a substitute for particularized advice from an attorney. In addition, federal and Massachusetts laws and regulations are subject to change. Therefore, persons should refer to the current Massachusetts General Laws, the Code of Massachusetts Regulations, the federal Communications Act of 1934, as amended, or the appropriate federal rules and regulations, or they may consult the Department with case-specific questions.

THE ROLE OF GOVERNMENT

Licenses to construct and/or operate cable television systems are granted by the “Issuing Authority” of a city or town. Pursuant to section 1 of chapter 166A of the Massachusetts General Laws, the Issuing Authority is the mayor of a city, the board of selectmen of a town, or the city manager of a city with a plan D or E charter. The Issuing Authority decides initially whether to go forward with the licensing process, recommends services and terms to be included in the license, and decides whether to grant a license. Upon license renewal, the Issuing Authority reviews the performance of the cable operator, determines the services and terms to be included in the renewal license, and decides whether to grant a renewal license.

The Issuing Authority takes these actions within the framework provided by federal and state law. Congress has enacted a series of laws that establish many of the substantive and procedural requirements governing cable television licensing. For example, federal law requires that each operator obtain a license to service a particular area, and that the license be non-exclusive. Federal law also specifically addresses local access programming and franchise fees. Further, federal law establishes the process by which licenses are granted and renewed. The Federal Communications Commission (“FCC”) is charged with ensuring that cable operators and licensing authorities comply with federal law.

In addition to federal oversight regulation, many states have enacted laws regarding cable television regulation. In Massachusetts, the Department oversees cable television licensing and ensures that municipalities and cable operators comply with both federal and state law, particularly where state law is more restrictive than federal law. For example, state law limits the term of a license to 15 years for an initial license and ten years for a renewal license. The Department also acts as an appellate body, as a cable operator may appeal to the Department for review of an Issuing Authority decision.

Since it is the Department’s enabling legislation and regulations promulgated thereunder that establish the regulatory framework for Issuing Authorities to follow, the Competition Division has created the position of Municipal Liaison to bridge these two bodies. The Municipal Liaison’s chief function is to assist municipal officials as they work through the licensing process. The Municipal Liaison will meet with local governments to explain the statutory and regulatory requirements. The Department maintains, as public records available for inspection, a copy of each license granted in Massachusetts. In addition, we maintain, on our website, an electronic library of many of the licenses executed in Massachusetts. By providing this assistance, the Department seeks to ensure that Issuing Authorities act in compliance with federal and state law to obtain a license that best serves the needs of the community.

THE FORMAL RENEWAL PROCESS

Under federal and Massachusetts law, cable operators may not provide cable television service without obtaining a license from the Issuing Authority. Congress anticipated that cable operators would seek renewal licenses in order to continue providing cable television service in areas where money has been invested in infrastructure. Congress also recognized that municipalities should review the performance of a cable operator and ensure that the operator continues to meet the community's needs and interests. Thus, Congress established a formal renewal process that considers each of these interests. By following the formal renewal process, Issuing Authorities protect their right to a cable television system that serves the needs and interests of the community and cable operators protect their investment from a unfair denial of a renewal license. An Issuing Authority or cable operator must explicitly invoke the protections of the formal renewal process. Generally, each party must notify the other that it intends to proceed under the formal process.

The framework set forth by federal law provides a 36-month period in which to conduct license renewal proceedings. This 36-month period is often referred to as the "Renewal Window." The process consists of two phases: 1) reviewing the cable operator's performance under the current license and ascertaining the needs and interests of the community ("Ascertainment"); and 2) applying the results of the first phase to the review of the cable operator's proposal. The Department recommends that a municipality complete the first phase within 24 months. At most, the ascertainment phase should not extend longer than 30 months. This timeframe affords the municipality sufficient time to review and consider the cable operator's proposal and make a determination whether to grant renewal of the license before the current license expires.

PHASE I -ASCERTAINMENT

COMMENCEMENT

The formal renewal process must begin between 36 and 30 months prior to expiration of the license. The Issuing Authority may commence the formal renewal process on its own initiative and must inform the cable operator that it has done so. While there is no specific action that an Issuing Authority must take in order to demonstrate it has commenced the formal renewal process, the Issuing Authority should perform some tangible act to begin to ascertain the community's cable-related needs and interests. For example, the Issuing Authority could begin to survey the community or hold a public hearing.

Most often, the cable operator will request, in writing, that the Issuing Authority commence the renewal process. The cable operator will make this request between 36 and 30 months prior to the expiration of the license. If the cable operator requests that the Issuing Authority commence the renewal process, the Issuing Authority must begin ascertaining the community's cable-related needs and interests within six months of receiving the cable operator's request.

In either case, the letter requesting commencement of the formal license renewal process or advising that a community has commenced the formal renewal process is called a "Renewal Letter." The Renewal Letter is often referred to as the "626 letter" (626 refers to the section of the federal Communications Act that sets forth the franchise renewal process).

The protections of the formal renewal process must be invoked in a timely manner, that is between 36 and 30 months prior to the expiration of the current license. If neither the Issuing Authority nor the cable operator requests commencement of the formal process within this period, the

opportunity to conduct the renewal license under the formal renewal process expires and neither party is able to claim the protections provided by federal law.

ASCERTAINMENT

Ascertainment is a series of actions taken by the Issuing Authority by which the Issuing Authority reviews the cable operator's performance under the existing license and identifies the cable-related needs and interests of the community. Many Issuing Authorities find it helpful to appoint a committee to assist in gathering information about a cable operator's performance and the community's needs and interests. The size and make-up of the cable advisory committee ("CAC") is determined by the Issuing Authority, and its members may include both residents and non-residents of the community. A CAC is considered a governmental body within the purview of the Massachusetts conflict of interest laws, at General Laws chapters 268A and 268B, and is subject to the guidelines contained therein.

The Issuing Authority, in appointing a CAC, should define the CAC's role and duties. Under Massachusetts law, only the Issuing Authority may make the final licensing decision. However, this does not preclude the Issuing Authority from relying on the CAC's recommendations.

An Issuing Authority and its CAC may choose a wide variety of methods to assess the cable operator's past performance and determine the future needs and interests of the community. An Issuing Authority may:

- Hold a public hearing. While a public hearing is required after receipt of the cable operator's proposal as part of the Issuing Authority's deliberative process, some municipalities choose to hold additional hearings during the ascertainment phase to solicit input from the community with respect to the cable operator's performance as well as the future needs and interests of the community;
- Conduct a municipality-wide survey;
- Meet with community organizations such as schools, senior citizen centers, and police and fire services to determine their proposed needs;
- Review the current license held by the cable operator in the municipality to determine, for example, which terms and conditions have been particularly beneficial to the community;
- Review the cable operator's financial forms (CTV Forms 200 and 400);
- Review consumer complaint records, including CTV Form 500 and municipal records;
- Obtain and review a map of the service area (often referred to as a street or strand map) to determine, in part, whether there are unserved parts of the community;
- Tour the cable operator's technical facilities (i.e., headend) and PEG access studio; and
- Review licenses granted by other communities in Massachusetts (many have been filed electronically and are available at the Department's web page).

There is no law or regulation that explicitly establishes a deadline by which an Issuing Authority must complete ascertainment. The Department has interpreted federal law as requiring Issuing Authorities to complete ascertainment no later than six months prior to the current license expiration date. The better practice, however, is to ensure that ascertainment is complete 12 months prior to license expiration in order to maximize the amount of time an Issuing Authority has to review a cable operator's proposal. Under federal law, a cable operator may not submit a formal renewal proposal until the Issuing Authority has completed ascertainment. This timeline allows a cable operator to respond to the results of the ascertainment studies in preparing its proposal. Upon receipt of the proposal, an Issuing Authority has only four months, or until the expiration of the current license, whichever occurs first, to make a determination on the proposal. Prolonging completion of the ascertainment thus reduces the amount of time during which an Issuing Authority may review and deliberate on a cable operator's proposal.

Under Massachusetts regulations, the Issuing Authority must notify the cable operator in writing upon completion of ascertainment. In its written notification, the Issuing Authority must specifically state the date that ascertainment was complete. The Issuing Authority should provide its ascertainment results as a part of a Request for Proposals ("RFP"). Presenting the ascertainment results to the cable operator is critical in demonstrating the community's needs and without it, a proposal in response to an RFP may not accurately represent the community's needs.

As part of the RFP, the Issuing Authority may provide the cable operator with a draft license in its RFP that contains terms and conditions consistent with the ascertainment results. The Issuing Authority should provide a reasonable deadline for the cable operator to respond to the RFP, that is, to submit what is known as the Formal Renewal Proposal. Generally, a period of at least 30 days is considered a reasonable response time. However, in establishing a deadline for responses, the Issuing Authority must be aware of the length of time remaining before the current license expires.

PHASE II -REVIEW OF PROPOSAL

After the Issuing Authority has completed ascertainment, the cable operator may (on its own initiative) or must (within the time frame established by the Issuing Authority in the RFP) submit its renewal proposal. The cable operator submits its proposal on the Department's Form 100 and often supplements it with additional information.

Upon receipt of the proposal, the Issuing Authority must:

- 1) provide prompt public notice that the cable operator has submitted a renewal proposal; and
- 2) during the four-month period that begins upon the receipt of the proposal, renew the franchise or issue a preliminary assessment that the franchise should not be renewed; and
- 3) at the request of the cable operator or on its own, commence an administrative proceeding to consider whether:
 - A) the cable operator has substantially complied with the material terms of the existing franchise and with applicable law;
 - B) the quality of the cable operator's service, including signal quality, response to consumer complaints, and billing practices, but without regard to the mix or quality of cable services or other services provided over the cable system, has been reasonable in light of community needs;

- C) the cable operator has the legal, financial, and technical ability to provide the services, facilities, and equipment as set forth in the cable operator's proposal; and
- D) the cable operator's proposal is reasonable to meet the future cable-related community needs and interests, taking into account the cost of meeting such needs and interests.

If the Issuing Authority determines, upon initial review of the proposal, that it will accept the cable operator's proposal and grant the license, there is no need to commence an administrative proceeding. Nonetheless, under the Department's regulations, the Issuing Authority must conduct a public hearing to allow the public an opportunity to comment on the cable operator's proposal.

The administrative proceeding is an evidence gathering proceeding that must be conducted so as to afford both the Issuing Authority and cable operator due process, including the right to introduce evidence, question witnesses, and require the production of evidence. If the Issuing Authority bases the preliminary denial of the renewal proposal on criteria (A) or (B), the Issuing Authority must provide the cable operator with notice of non-compliance and an opportunity to cure.

At the conclusion of the administrative proceeding, the Issuing Authority must issue a written decision granting or denying the cable operator's proposal for renewal.

GRANTING A RENEWAL LICENSE

If the Issuing Authority determines that the cable operator satisfies each of the four criteria, and decides to grant a renewal license to the cable operator, the Issuing Authority must issue a public, written statement detailing the reasons for the grant of the renewal. The Issuing Authority must file a copy of the issuing statement, renewal license, and license application (Form 100) with the Department within seven days of granting the license. In addition, the Department requests that the Issuing Authority also submit the license in electronic format.

DENYING A RENEWAL LICENSE

If the Issuing Authority determines that the cable operator has failed to satisfy one or more of the criteria, and has not cured any claimed non-compliance, the Issuing Authority must issue a written statement detailing the reasons for its denial within 14 days of the decision to deny. The written decision must include the basis for the denial, that is, identify which of the four criteria the cable operator did not satisfy. The Issuing Authority must file a copy of this statement along with the renewal proposal (Form 100) with the Department.

APPEAL OF ISSUING AUTHORITY DECISION

A cable operator who is aggrieved by a decision of an Issuing Authority to deny a renewal license may appeal to the Department for review of that decision. Any such appeal must be filed within 30 days of the date of the Issuing Authority decision.

INFORMAL NEGOTIATIONS

While Congress established the formal renewal process, Congress also determined that where Issuing Authorities and cable operators are able to negotiate an agreement outside of the formal renewal process, they should be allowed to do so in a manner that best fits the parties' needs. That is, where a municipality has a good working relationship with a cable operator and there are no compliance issues, the parties are not required to follow the formal process. Rather, the parties may negotiate an agreement informally. Since there are no procedural safeguards in informal negotiations, this method should be used only where there are no contested issues between the parties.

When negotiating informally, a cable operator may submit a proposal for the renewal of a license at any time, and the Issuing Authority may, after affording the public adequate notice and an opportunity to be heard, grant or deny such a proposal. By negotiating informally, parties avoid the time requirements of the formal process. For example, Issuing Authorities are not obligated to review a cable operator's proposal within 120 days, as required under the formal process. However, even with informal negotiations, state law requires that the Issuing Authority hold a public hearing on the cable operator's proposal.

There is no regulatory requirement that an Issuing Authority conduct ascertainment if it chooses to negotiate with a cable operator rather than follow the formal process. Nevertheless, the Issuing Authority's negotiating position can only be enhanced if it has ascertainment results to substantiate its requests. It is highly recommended that an Issuing Authority conduct some form of ascertainment prior to entering into negotiations with a cable operator.

In practice, cable operators in Massachusetts will often request an Issuing Authority to commence the formal renewal process, but simultaneously request that the parties negotiate informally. Thus, the parties actually enter into informal negotiations while conducting the formal renewal process. While this is acceptable, there are two potential areas where confusion may result:

1) The Nature of the Proposal - Formal Proposal versus Informal Proposal

There is a distinction between a proposal submitted for discussion purposes and one that is submitted as a formal renewal proposal, namely, the submission of the formal renewal proposal triggers the 120-day review period. In order to avoid any confusion or violation of process, an Issuing Authority negotiating informally should ensure that the cable operator identify any informal proposal submitted as "Informal" or "For Informational Purposes Only."

2) "Reservation of Rights"

As indicated above, often a cable operator will request that the parties negotiate informally, while "reserving its rights" under the formal renewal process. In essence, the cable operator protects itself from an unfair license denial, but is relieved of following the strict time requirements of the formal process. The Issuing Authority is similarly relieved of the strict requirements of the formal process, including the requirement to conduct ascertainment. However, it is unlikely that a decision to deny a license will stand without appropriate ascertainment to support it. Thus, it is recommended that an Issuing Authority conduct ascertainment even when negotiating informally. Moreover, if informal negotiations do not result in a renewal license, the cable operator may revert back to the formal process, and submit a formal renewal proposal for the Issuing Authority's consideration. The review is limited to 120 days under federal law. Therefore, in order to ensure that sufficient time exists

for the Issuing Authority to review a formal proposal, the Department recommends that an Issuing Authority complete ascertainment 12 months prior to the license expiration date, but absolutely no later than six months prior to the license expiration date.

Informal negotiations may be a productive and efficient means for many Issuing Authorities and cable operators to reach mutually agreeable license terms, particularly where the parties have developed a solid professional relationship. However, where a party which has agreed to proceed informally has "reserved its rights" under the formal renewal process, both parties should proceed with the understanding that the requirements of the formal process may become applicable.

REFERENCES

RELEVANT LAWS AND REGULATIONS

Massachusetts General Laws, Chapter 166A

Code of Massachusetts Regulations, 207 C.M.R. §§ 3.00-10.00

United States Code, 47 U.S.C. § 546

ADDITIONAL RESOURCES

Information regarding cable television licensing may be found on the Department's website at www.mass.gov/ocabr/government/oca-agencies/dtc-lp/competition-division/cable-tv-division/municipal-info/. The Department's website also provides several licenses in electronic format that are available for download.

A comprehensive glossary of cable-related terms is available on the Department's website at www.mass.gov/ocabr/government/oca-agencies/dtc-lp/competition-division/cable-tv-division/glossary-of-cable-television-terms.html.



OFFICIAL PROCLAMATION
COMMONWEALTH OF MASSACHUSETTS
TOWN OF MAYNARD

- WHEREAS:** Shannon Smith has been an active member at the Boys & Girls Club of Assabet Valley for the past 9 years and;
- WHEREAS:** Shannon has fulfilled many rolls at the club assisting with youth activities, Counselor in Training Program, volunteering in our Big Friends Mentoring Program, basketball camps and clinic, girls programing, volunteering at youth dances, fund raisers and;
- WHEREAS:** Shannon has also been active Tutoring coordinator for National Honor Society, Social Media Coordinator of Peer Leadership, Basketball Captain, Soccer Captain, Track and Field Captain, Math League Member, Best Buddies member, and Chorus Member.

NOW, THEREFORE, WE, the Maynard Board of Selectmen do proclaim *November 12th* as:

“ SHANNON SMITH DAY”

in the Town of Maynard and do hereby congratulate *Shannon Smith* on her being named 2015 Youth of the year by the Boys & Girls Club of Assabet Valley and offer our thanks for or her service.

Given in the Selectmen’s Chambers this 20th day of October, in the year of two thousand and Fifteen.

Maynard Board of Selectmen

Chris DiSilva, Chairman

David Gavin

Jason Kreil

Terrence Donovan

Tim Egan



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

Proclamation Application Form

Your proclamation should include the following in the attached format.

1. Name: Shannon Smith
2. Date of Event: Thursday, November 12th
3. Place of Event: Nashawtuc Country Club- 1861 Sudbury Rd, Concord, MA 01742
4. Time: 6:00 pm
5. Department: Boys and Girls Club of Assabet Valley
6. Title: Youth of the Year
7. Years of Service: 5 Years
8. Personal Characteristics: Single (youth)
(Married, Single, children)
9. Professionalism: Student
10. Description of Service: Shannon has spent the past 5 years giving back to the community as well as the Boys and Girls Club of Assabet Valley. Shannon began her service to the Club at the age of 12 when she became a Counselor in Training, (CIT). After spending two summers as a CIT Shannon became one of the Clubs most dedicated staff members. Shannon has participated in our Big Friends Mentoring Program where she volunteers her time to a Club member who is in need of a supportive and healthy relationship. Shannon is the 2015-16 Big Friends President.
11. Retirement Date: N/A
12. Other: When Shannon is not helping out at the Club or spending time with her mentee, Shannon is very involved in her academics and athletics. Shannon has spent many hours volunteering at a peer tutor for students who are struggling academically. Shannon also has spent countless hours helping out at youth basketball games, practices and clinics.
13. Today's Date: Wednesday September 30, 2015
14. Signature of Person requesting proclamation: Wendy Allegrone-Leslie
15. Phone #: 978-461-2871
16. Email: allegrone@bgcav.org

Once application is back with Selectmen's Office. Selectmen will give you a date to appear before the Board of Selectmen. Would you like one of the Selectmen to present the Proclamation at your event, Yes X . No .



OFFICE OF THE SELECTMEN

Maynard, Massachusetts

ONE-DAY SPECIAL PERMIT

December 5, 2015

This permit is issued to

Mary Brannelly, 978-764-5279
Maynard Business Alliance

For the following purpose:

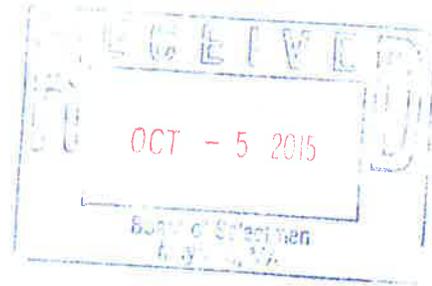
***4th Annual Holiday Sip & Stroll in Downtown Maynard.
Maynard Business Alliance (MBA)
From 6:00 to 8:00 PM***

Subject to the conditions as herein stated:

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

Board of Selectmen

Maynard Business Alliance
P.O.Box 693
Maynard, MA 01754



October 5, 2015

Maynard Board of Selectmen
195 Main Street
Maynard, MA 01754

Dear Board Members,

The Maynard Business Alliance (MBA) requests a permit to hold a Holiday Sip & Stroll on Saturday, December 5, 2015 from 6-8p.m. in downtown Maynard. We are estimating a crowd of 300. The MBA will coordinate with the Police and Fire Chiefs for all necessary details.

We also request permission to hire Christmas Décor by Dave's Landscape Management Co. of Hudson, MA to provide, maintain and install the following: white holiday lights on 9 feet of garland with 18" red bows on 20 lampposts in downtown Maynard; white holiday lights on the trunks and canopies of 3 crab apple trees in Memorial Park; colored holiday lights on a 12'-15' tree which will be donated by some businesses, also in Memorial Park. All decorating is consistent with what was done last year.

We are also asking for permission to decorate the center island at the intersection of Nason and Main streets with lights and figures as we did last year. We are aware that there are site line issues and the decorations will be kept low. Dave's Landscaping will provide the Town of Maynard with proof of liability insurance as they have in the past. Your approval of these requests is greatly appreciated .

Sincerely,

Mary Brannelly
Melissa Levine-Piro
MBA Co-Presidents

Oct 20, 2015.
BOS



Date: **October 20, 2015**

Mary McCue

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: **October 20, 2015**

Emmanuel Avril

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: *October 20, 2015*

James Bullis, Ph.D.

You are hereby reappointed to the

Conservation Commission

Term expires: June 30, 2018

FOR THE

TOWN OF MAYNARD

To hold office during our pleasure, or our term.

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

BOARD OF SELECTMEN

Sworn: _____

Town Clerk

James Bullis, Ph.D.
Maynard, MA
(781) 296-7895, jamesbullis@gmail.com

Education

University of Washington, Seattle, WA	2008
Ph.D., Neurobiology and Behavior	
Thesis: Modulation of h-channels in an <i>in vitro</i> model of status epilepticus	
University of Minnesota, Minneapolis, MN	2002
B.A., Psychology	

Experience

Genedata, Lexington MA	2013-present
Scientific Account Manager	

Genedata is a Life Sciences IT company that delivers enterprise-level software for data analysis and management. I specialize on their Expressionist platform, which is tailored for genomics, metabolomics, and proteomics.

- **Data Analysis:** Data analysis projects include both traditional statistical analyses, as well as other methods such as clustering and network analysis.
- **R plugins:** Wrote plugins for the limma and EBSeq R packages.
- **Customer Support:** In addition to general topics of data management and analysis, I help with specialized analyses for DNA and RNA -Seq, CHIP-Seq, and Methyl-Seq.
- **Application Support:** Update, install, and troubleshoot problems with Genedata applications. This involves working within complex and varied customer infrastructures, and includes working with systems administrators, database administrators, and informatics/applications support staff on a variety of issues.

Brandeis University, Waltham, MA	2008-2014
Postdoctoral Research Fellow, Lab of Professor Sacha Nelson	

The Nelson lab studies the development and function of neocortical neurons through genomics, electrophysiology, and imaging in mice. My research explored how ion channel expression influenced neuronal function.

- Utilized microarray data and forward genetics to identify ion channel expression in different neuronal types.
- Used AAV viruses, RNAi, and mouse models to measure assay the effects of knocking down/out of ion channels *in vivo*.
- Performed whole-cell electrophysiology recordings from acute brain slices.
- Analyzed data with R, Matlab, and Igor Pro.

University of Washington, Seattle, WA	2003-2008
Ph.D Researcher, Lab of Nicholas Poolos	

The Poolos lab investigates the role of neuronal ion channels in epilepsy. My research focused on the modulation of ion channels in an *in vitro* model of seizures.

References

Jens Hoefkens

Former manager at Genedata

Director Research, Strategic Marketing at Perkin-Elmer, Inc

hoefkens@gmail.com

Praveen Taneja

Colleague at Brandeis University

Electrophysiologist and Data Scientist at The Gladstone Institute

Praveen.taneja@gmail.com

Nicholas Poolos,

PhD Advisor

Associate Professor, University of Washington

npoolos@uw.edu



Date: **October 20, 2015**

Lorne A. Bell
8 Brooks Street

You are hereby appointed to the

***Planning Board
Alternate Member***

*Term expires: **June 30, 2017***

FOR THE

TOWN OF MAYNARD

To hold office during our pleasure, or our term.

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

BOARD OF SELECTMEN

Sworn: _____

Town Clerk

Lorne A. Bell
8 Brooks Street
Maynard, MA 01754
LorneABell@hotmail.com
(508) 241-2991

October 13, 2015

Kevin Sweet
Maynard Town Administrator
195 Main St.
Maynard, MA 01754

Dear Kevin,

I am writing to apply for the position of Alternate Member of the Maynard Town Planning Board. Maynard is my home, and I am eager to serve the town, its residents, and its businesses.

As I think you know, I am a journalist for *The Boston Globe* (and occasionally the *Beacon Villager*). My wife and I moved to Maynard in June 2014, due in large part to the many progressive initiatives on the horizon. From the Assabet Village Food Cooperative to the rail trail, brewery, cultural district, Fine Arts Theatre, and Mill & Main, we believe Maynard is on the cusp of becoming one of Metro West's most dynamic and desirable small communities.

Since moving to town, I've been active in several community groups and businesses. I wrote the Food Coop's newsletters and advised its board in communications. I briefly volunteered with the Cultural Council and drafted the marketing portion of the Cultural District application. I also managed the Web site redesign for Fine Arts Theatre Place and provided press outreach for its grand opening.

The position with the Planning Board is a natural extension of my professional and community work. It is an opportunity to help wade through the planning issues that come with so much change, to engage the community in thoughtful debate, and to seek consensus in helping Maynard reach its economic and cultural potential.

Thank you for your consideration, and please be in touch with any questions.

Best,



Lorne A. Bell

LORNE A. BELL

8 Brooks Street – Maynard, MA 01754
Lorneabell@hotmail.com - (508) 241-2991

Professional News Editor, Journalist, and Teacher

News editor and freelance journalist with five years' experience as leader of 30,000-reader weekly newspaper. Excels in researching, writing, and editing compelling news and feature content on deadline. Specializes in complex political, religious, economic, and social justice issues. Applies exceptional leadership and diplomacy to cultivate relationships with community leaders. Five years' experience as high school English teacher and Greater Boston Lead AP English Teacher. Proficient in Microsoft Office Suite. Working knowledge of WordPress and InDesign production software.

Editorial and Managerial Strengths:

- Writing compelling news and feature copy
 - Analyzing complex topics for broad audiences
 - Cultivating relationships with key constituents
 - Conducting exhaustive story research
 - Managing projects across departments
 - Mentoring young field reporters and freelancers
 - Moving multiple projects forward on deadline
 - Publication design conceptualization
-

PROFESSIONAL WRITING EXPERIENCE

The Boston Globe, MetroWest Daily News, and Others

November 2014-Present

Freelance Reporter

- Research, write, and edit feature and hard news stories for regional and national publications
- Conduct interviews throughout Greater Boston, the U.S., Europe, and Australia
- Cultivate relationships with community leaders, organizations, and institutions
- Develop probing, hard-hitting questions and fact check data to ensure stories' integrity
- Manage and report multiple stories on deadline

Boston Editorial Consulting, LLC

November 2014-Aug. 2015

Owner/Editor

- Develop strategic communications to enhance messaging for nonprofits and small businesses
- Design engaging Web sites to bolster community and customer support
- Launch compelling press outreach, using newsroom experience to capture prominent coverage
- Write and edit promotional content: Web sites, campaigns, donor solicitations, and presentations
- Bolster social media messaging to foster awareness and build support across diverse audiences
- Design ground-up fundraising campaigns using multimedia crowd-sourcing

The Jewish Advocate

2006-2011

Editor/Reporter (2006-2009), Contractual Editor (2009-2011)

- Managed team of dozens of freelancers, reporters, editorial, advertising, and production staff in the publication of 30,000-reader weekly newspaper
 - Wrote and edited compelling articles and editorials about scientific, environmental, educational, economic, and political issues in the Jewish community and beyond
 - Interviewed sources and cultivated relationships with political, academic, nonprofit, and interfaith leaders in Boston, Israel, and Europe
 - Mentored reporters in writing hard news and feature stories in fast-paced, deadline-driven environment
 - Engaged highly-politicized community in debates about controversial news issues
-

CAREER TRACK

Massachusetts Math and Science Initiative

September 2009-March 2015

AP English Workshops Instructor (September 2009-Present)

Greater Boston Lead Advanced Placement English Teacher (June 2013-June 2014)

- Design and run weekend workshops for 250 students across three districts of Greater Boston
- Develop instructional strategies and lessons to improve student scores and understanding of AP content
- Instructed teachers in recruitment strategies to increase enrollment across racial and socioeconomic lines

Winthrop High School

September 2009-August 2014

Lead English Teacher, World Religions Teacher

- Spearheaded AP Language and Composition program, designing curriculum and doubling enrollment
- Designed and implemented new English curriculum aligned with Common Core state standards
- Designed World Religions curriculum, using experiential learning to foster interfaith and inter-ethnic understanding and compassion
- Taught students in grades 9-12, using differentiated instruction to engage learners of all abilities
- Led six-member department to improve student performance on state assessments, resulting in 14% increase in advanced English scores and an 88% proficiency rate overall

Outdoors Club Founder, Hike Leader

- Founded 40-member club devoted to fostering students' environmental awareness and stewardship
- Planned and led outdoors trips, including climbing, hiking, skiing, camping, and environmental cleanups

Newton Free Library

2003-2007

Senior Library Assistant

- Communicated administrative policy changes to patrons and resolved patron account issues
- Supervised staff of 10-12 circulation workers

EDUCATION, ACCOLADES, AND CERTIFICATIONS**Northeastern University, Boston, MA**

August 2008

Master of Arts in Journalism - GPA 3.85

New England Press Association 2007 Scholarship

Paul E. Hirshon Byline Award for Academic Excellence and Journalistic Ethics

NU Merit-Based Teaching Assistantship 2006-2008

Wheaton College, Norton, MA

February 2003

Bachelor of Arts in Religion - GPA 3.7

Magna Cum Laude, Presidential Scholar, Charles A. Dana Scholarship, Dean's List

Stonehearth Open Learning Opportunities (SOLO)

June 2010

*Wilderness First Aid Certification***Massachusetts Department of Elementary and Secondary Education**

August 2009

*Massachusetts Teaching License in English 8-12***PROFESSIONAL REFERENCES**

Reference	Relationship	Years Known
Rabbi Y. A. Korff Publisher <i>The Jewish Advocate</i> Phone: 617-227-8200 E-mail: rebbe@rebbe.org	Rabbi Korff can speak to my leadership as editor of the nation's longest-running Jewish newspaper. He can comment specifically on my ability to manage challenging politics and translate complex topics for broad audiences.	Nine
Nathaniel Markley Former English Department Head Winthrop High School Phone: (610) 216-7948 E-mail: nathanielmarkley@gmail.com	As former head of the English Department at Winthrop High School, Mr. Markley can attest to my skills as a teacher and my work in redesigning the school's ELA curriculum.	Six
Gail Conlon Former Principal Winthrop High School Phone: (617) 257-6879 E-mail: gconlon763@aol.com	Ms. Conlon hired me in 2009 to develop the AP Language and Composition course at Winthrop High School. She can address my ability to engage students of all abilities and my passion for education.	Six

NUMBER
CV2015-43

FEE:
\$85.00



THE COMMONWEALTH OF MASSACHUSETTS

TOWN OF MAYNARD

This is to Certify that

Gigi's Restaurant LLC, d/b/a Gigi's Restaurant

177 Main Street, Maynard, MA 01754

IS HEREBY GRANTED A

COMMON VICTUALLER'S LICENSE

in said Town **Maynard** and at that place only and expires December Thirty-First, **2015**, unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victualler. This license is issued in conformity with the authority granted to the Licensing Authorities by General Laws, Chapter 140, and amendments thereto.

In Testimony Whereof, the undersigned have hereunto affixed their official signatures.



Licensing
Authority

October 20, 2015



**COMMONWEALTH OF MASSACHUSETTS
TOWN OF MAYNARD**

Number:
CIA2015-04

Fee:
\$25.00

This is to certify that:

GiGi's Restaurant LLC. d/b/a GiGi's Restaurant
Owners: Gaochi Cao and Phan NGuyan
177 Main Street

Is hereby granted a:

Carry-In Alcoholic Beverage License

In said Town **Maynard** and at that place only and expires **DECEMBER Thirty-First** in the year **Two Thousand and Fifteen**, unless sooner suspended or revoked for violation of the laws of the Commonwealth and the Town of Maynard respecting the licensing of Common Victualler. The authority Granted to the Licensing Authorities by Massachusetts General Laws, Chapter 138 and Town of Maynard "Carry-in Alcoholic Beverages" Policy and Regulations and amendments thereto.

Hours during which Carry-in Alcoholic Beverages are allowed: 11:30 a.m. - 11:00pm

I have read and understand the Carry-In Alcoholic Beverages Policy and Regulations of the Town of Maynard and agree to fully comply herewith. I understand that as manager I am responsible to assure that any wait staff, employees or other managers have completed the TIPS training program.

Manager Signature _____ Date _____

In Testimony Whereof, the undersigned have hereunto affixed their official signatures: this 20th day of October in the year Two Thousand and Fifteen.

Licensing Authority



OFFICE OF THE SELECTMEN

Maynard, Massachusetts

PERMIT
Kaitlyn Montagna
The Greg Hill Foundation

This permit is issued to

***Greg Hill Foundation at Mill and Main
5 Clock Tower Place
Maynard, MA. 01754***

For the following purpose:

1st Annual The Greg Hill Foundation a 501© 3 organization. 10:00 A.M. starting 5 Clock Tower Place Parking lot and ending at 5 Clock Tower Place Maynard. This JINGLE ALL THE WAY 5K Road Race will have Police Details. Along the route we will have two water stops. We also have carolers that will be singing holiday songs for runners as they pass by.

Subject to the conditions as herein stated:

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

Board of Selectmen:



To whom it may concern:

The Greg Hill Foundation is requesting permission to host our 5K Road Race in the Town of Maynard on December 12, 2015. Our Jingle All The Way 5K will start and end in the Clock Tower Parking lot. The race would be scheduled to start at 10 AM and end at 11:30 AM. We will hold registration in the morning in the Parking Lot as well.

We will be working with the Chief of Police to create a route that is safe for runners and not disrupt traffic badly. The course will have volunteers and officers to assist runners.

Along the route we will have two water stops. We also have carolers that will be singing holiday songs for runners as they pass by.

We anticipate approximately 400 runners for the event.

All proceeds of the event are to benefit The Greg Hill Foundation, a 501(c)3 organization. The mission of The Greg Hill Foundation is to help those who have been touched by tragedy. We host fundraising events throughout the year to be able to donate 100% of money raised by the community to our beneficiaries.

Thank you,

A handwritten signature in blue ink that reads "Kaitlyn Montagna". The signature is fluid and cursive, with a long horizontal stroke at the end.

Kaitlyn Montagna
The Greg Hill Foundation

LICENSE ALCOHOLIC BEVERAGES



THE LICENSING BOARD OF THE
TOWN OF MAYNARD
MASSACHUSETTS

HEREBY GRANTS A

Fee:

\$85.00

One Day
License to Sell All Alcohol
The Greg Hill Foundation
d/b/a Amory Maynard Cafe
8 Clock Tower Place, Maynard, MA 01754

License Number: ODL1C12122015

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license is granted for the following dates/times/locations unless sooner suspended, cancelled or revoked:

Delivery: Friday, December 11, 2015

Sales & Consumption:

Saturday, December 12 2015 from 10:30 am 5:00 pm

Return Delivery: Monday, December 14, 2015

License grants permission to sell alcohol at the 1st Annual Greg Hill Foundation event; Jingle All The Way 5K Road Race in Maynard. Starting and ending at 5 Clock Tower Place. No Smoking is allowed within the permitted space.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures
this 20th day of October, 2015.

LICENSING BOARD

THIS SPECIAL LICENSE SHALL BE DISPLAYED IN A CONSPICUOUS POSITION AT THE LICENSED PREMISES WHERE IT CAN EASILY BE READ. THIS SPECIAL LICENSE IS NON-TRANSFERABLE TO ANY OTHER PERSON, CORPORATION, OR ORGANIZATION.

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



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Along the route we will have two water stops. We also have carolers that will be singing holiday songs for runners as they pass by.

We anticipate approximately 400 runners for the event.

All proceeds of the event are to benefit The Greg Hill Foundation, a 501(c)3 organization. The mission of The Greg Hill Foundation is to help those who have been touched by tragedy. We host fundraising events throughout the year to be able to donate 100% of money raised by the community to our beneficiaries.

Thank you,

Kaitlyn Montagna
The Greg Hill Foundation



TOWN OF MAYNARD
Office of Board of Selectmen
MUNICIPAL BUILDING
195 Main Street
Maynard, MA 01754
Tel: 978-897-1351 Fax: 978-897-8457
www.townofmaynard-ma.gov

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

DATE October 20, 2015

To All Residents and Business Owners:

PARKING ENFORCEMENT

OVERNIGHT PARKING RESTRICTIONS:

From December 1st 2015 to March 15, 2016 there is NO Parking on the street overnight. Time restrictions are from 2:00 am to 6:00 am. The fine for violations is \$20.00. If a vehicle is disabled and unable to be moved please call the station. (978-897-1011)

PARKING METERS DOWNTOWN:

There is no cost for metered parking downtown after 5:00 PM Monday through Saturday. Parking is free Sundays and holidays.

HOLIDAY PARKING AT METERS:

First 2-hours of metered parking free from November 27th thru December 31, 2015.

Happy Holidays from the Board of Selectmen

Thank you,
Board of Selectmen



**DOWNTOWN HOLIDAY PARKING AT
METER LOCATIONS**

FREE 2-HOUR LIMIT

**STARTING NOVEMBER 27, 2015 THRU
DECEMBER 31, 2015**

**THANK YOU FOR SHOPPING
IN MAYNARD**

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



TOWN OF MAYNARD
Department of Public Works
MUNICIPAL BUILDING

195 Main Street
Maynard, MA 01754
Tel: 978-897-1317 Fax: 978-897-7290
www.townofmaynard-ma.gov

Christopher Okafor
Director of Operations

Administration

Highway Department
Department
WWTP

Water

August 19, 2015

Marion A. Richardson
204 Great Road
Maynard, MA 01754

Re: Water/Sewer Abatement – 204 Great Road

Dear Marion:

We are in receipt of your request dated November 18, 2014 for abatement on your water/sewer for the above named address. According to your letter, you noticed that your water/sewer bill almost doubled during the period of July 1, 2014 and October 1, 2014. Public Works opened a work order and discovered that there was a computer calculation problem.

We acknowledge a high water/sewer bill for this period. Our findings affirm your abatement request for the period ending on October 1, 2014. Therefore, we are recommending to the Board of Selectmen that they abate your water bill for this period in the amount of \$156.02 and your sewer bill for that period in the amount of \$178.93 for total abatement of \$334.95. I will be forwarding this recommendation to the Town Administrator for processing.

Once the recommendation is approved by the Board of Selectmen, I will forward a copy to the Treasurer/Collector and to you.

Please feel free to call or write back with any additional questions or concerns.

Sincerely,

Christopher Okafor
Operations Manager

Cc to: Kevin Sweet, Town Administrator
Tim Mullally, Water & Sewer Foreman
File



TOWN OF MAYNARD
Department of Public Works
 MUNICIPAL BUILDING
 195 Main Street
 Maynard, MA 01754
 Tel: 978-897-1317 Fax: 978-897-7290
 www.townofmaynard-ma.gov

Christopher Okafor
 Director of Operations

Administration

Highway

Water & Sewer

WWTP

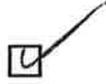
ABATEMENT REQUEST

Account No.: 51-0002455-0001 Date: 11/19/14

Name: MARION A. RICHARDSON

Address: 204 GROVE ROAD

Phone and e-mail address: 978-897-8095 ~~GRICH830@YAHOO.COM~~
GRICH830@YAHOO.COM



CUSTOMER HAS PAID ALL UNCONTESTED WATER/SEWER BILLS IN FULL BY DUE DATE AND AN AMOUNT AT LEAST EQUAL TO PRIOR BILL OF CONTESTED BILL.

Please attach a copy of the bill in question, Full Description of Request (Please be Specific)

I JUST CANNOT BELIEVE THE BILL COULD GO UP
10X HIGHER IN A SHORT PERIOD OF TIME. THERE
DIDN'T APPEAR TO BE ANY LEAKS OR DRIPPING
WATER FAUCETS. VERY RARELY USED OUTSIDE
HOSE. JUST ANY SORT OF PROBEF ON THE
BILL WOULD BE HELPFUL. THANKS

David J. Quinn

Received by: _____

TOWN OF MAYNARD

Billed Usage Report

Bill # 2390 Mailing Address 204 GREAT RD Meter Date / /
 Account # 51-0002455-0001 RICHARDSON MARION A Sewer Rate 25.00-11.0
 Owner 204 GREAT RD MAYNARD, MA 01754 Water Rate WTRSWR
 Location

Bill Date	Sewer Bill	Water Bill	Fees	Total Bill	Usage	Read Date	Type	Cur Read	Prev Read
07/01/2015	75.48	49.21	0.00	124.69	1,350	06/02/2015	A	82,490	81,140
04/01/2015	40.40	25.57		65.97	955	03/04/2015	A	81,140	80,185
01/01/2015	25.75	16.30		42.05	790	12/02/2014	A	80,185	79,395
10/01/2014	448.88	328.73		777.61	5,555	08/27/2014	A	79,395	73,840
07/01/2014	46.18	29.31		75.49	1,020	05/29/2014	A	73,840	72,820
03/20/2014	43.96	27.82		71.78	995	03/05/2014	A	72,820	71,825
01/01/2014	27.97	17.70		45.67	815	12/03/2013	A	71,825	71,010
10/01/2013	29.30	18.55		47.85	830	08/28/2013	A	71,010	70,180
07/01/2013	95.46	62.77		158.23	1,575	05/31/2013	A	70,180	68,605
04/01/2013	29.75	18.83		48.58	835	03/01/2013	A	0	0
01/01/2013	65.71	42.57		108.28	1,240	12/01/2012	A	0	0
10/01/2012	25.75	16.30		42.05	790	09/01/2012	A	0	0
07/02/2012	19.54	12.36		31.90	720	06/01/2012	A	0	0
03/30/2012	39.96	25.29		65.25	950	03/01/2012	A	0	0
12/30/2011	54.61	35.03		89.64	1,115	12/01/2011	A	0	0
09/30/2011	280.16	198.01		478.17	3,655	09/01/2011	A	0	0
07/01/2011	119.88	79.36		199.24	1,850	06/01/2011	A	0	0
04/01/2011	35.08	22.20		57.28	895	03/01/2011	A	0	0

	Usage	Read Date	Type	Cur Read	Prev Read
12/31/2010	83.58	126.10	A	0	0
10/01/2010	406.82	549.67	A	0	0
07/01/2010	14.61	23.09	A	0	0
	209.68				
	37.70				
	760	06/01/2010	A	0	0
	1,265	03/01/2010	A	0	0
	3,230	08/01/2009	A	0	0
	4,400	04/01/2009	A	0	0
	7,170	09/01/2008	A	0	0
	2,825	03/01/2008	A	0	0
	5,545	09/01/2007	A	0	0
	4,045	03/01/2007	A	0	0
	8,105	09/01/2006	A	0	0
	3,480	04/01/2006	A	0	0
	6,325	09/01/2005	A	0	0
	<u>47,150</u>				



TOWN OF MAYNARD
Department of Public Works

MUNICIPAL BUILDING
195 Main Street
Maynard, MA 01754
Tel: 978-897-1317 Fax: 978-897-7290
www.townofmaynard-ma.gov

Christopher Okafor
Director of Operations

Administration

Highway Department
WWTP

Water Department

To: Chris DiSilva, Chairman
Board of Selectmen

From: Chris Okafor, Operations Manager

Re: Summary of Abatements

Date: September 25, 2015

The Department of Public Works received thirteen requests for abatements during this billing cycle. Four abatements were denied and nine were abated for basically the same reason not for the reasons that the residents stated in their abatement forms. The following is a summary of each abatement.

1. **No. 1230 – 51 Acton Street** - the resident stated that they had a water leak on their property and is claiming that the water bill doubled; we opened a work order and the leak was on their property but before the meter. It was further determined that there was a software calculation problem and that portion of that amount was abated. Please look at the attached bill and any bill that showed an * next to the usage was determined a miscalculation of software.
2. **No. 2083 – 3 Michael Road** - resident stated that they left the hose running on their property and claimed that the water bill doubled; we opened a work order and determined that the water bill did double but that wasn't the town's responsibility that the resident left the hose running over a period of time. We did abate some of the water and sewer due to software calculation problem. Please look at the attached bill and any bill that showed an * next to the usage was determined to be a miscalculation.
3. **No. 2380 – 204 Great Road** – resident stated that the water bill went up ten times higher than the usage for previous readings; we opened a work order and determined that there was no apparent reasoning for this bill to go that high. We did notice from the current invoice that there was an * appeared and that was our determining factor that there was a miscalculation in the water and sewer billing. We abated that portion of the bill. See attached invoice.
4. **No. 1961 – 16 Brown Street** – the resident stated that she disputed the water and sewer bill; we opened a work order and determined that the bill doubled; we also found that

Need
more
information
BOS
10-6-15

there was an * showing on the original bill which was our determining factor that there was miscalculation in the water sewer billing, please see attached invoice. We abated that portion of the bill.

5. **No. 1102 – 80 Nason Street** – the resident claimed in their abatement request that they had a toilet running for a long period of time and that their bill doubled; we opened the work order and determined that their bill had doubled but it wasn't the town's responsibility that the resident left her toilet running for a long time. We did determine from the billing that there was a miscalculation in the water usage due to the * appearing on the invoice. We abated that portion of the invoice.
6. **No. 3035 – 4 Summer Hill Road** – the resident claimed in their abatement request that their water bill doubled during this period; we opened a work order and determined that their bill doubled and we also found that there was a miscalculation in the water usage due to the * appearing on the invoice we abated that portion of the bill.
7. **No. 694 – 40 Durant Ave** – the resident claimed that he had a high water and sewer bill when inherited the property from his elderly father; we opened a work order and determined that the bill had not been paid in many years and that is why he had a high water and sewer bill. We also found that their invoice was showing a miscalculation due to the * appearing on the invoice we abated that portion of the bill.
8. **No. 2799 – 2 Powder Mill Road** – the property owner stated in their abatement application that their water sewer bill was extremely high. We opened a work order and determined that the meter did not read properly, we fixed the meter and abated a portion of the invoice.
9. **No. 3294 – 212 Great Road** – the Boys and Girls Club noted that their invoice was extremely high because they had a toilet running for approximately two weeks before they had it fixed, unfortunately the Town cannot take responsibility for a leak that was not fixed for approximately two weeks; but we did determine that the bill was miscalculated due to * appearing on their invoice and we abated that portion.

added 10/5/15.
BJM/pek
KAS

Becky Mosca

From: Kevin Sweet
Sent: Saturday, October 03, 2015 9:38 AM
To: Becky Mosca
Subject: Oct. 20th Agenda

Becky,

So I don't forget please add to Oct. 20th Agenda "Records Management and Archive System"

Kevin A. Sweet
Town Administrator
Town of Maynard
195 Main Street
Maynard, Massachusetts 01754
Tel: 978.897.1375
Fax: 978.897-8457
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8/12/15



To the Maynard Selectmen,

I am writing in regard to a Community Development Grant for work at 6 Hazelwood Rd. signed on 9/17/02. The reason that I am addressing this issue after thirteen years is that the information of potentially sub-standard work has just come to light.

On June 30 of this year an inspector from Mass Save did an energy audit on my home. He climbed into my attic and took many pictures. They showed sagging, bowed plywood, wet spots and mold. No insulation or air sealing could be done until this was remedied, meaning a complete new roof. It looks like replacing the plywood and doing a complete new roof will cost 10-12 k. This is an unexpected expense because the roof was done in '02 or thirteen years ago. At that time I believed that I would not have to replace the roof in my lifetime.

The roof was about thirty five years old in 2002. The grant spec allowed for 32 sq. feet of plywood (spec attached) or one sheet of plywood. The contractor was instructed to document the need for any additional plywood and apply for some kind of waiver.

The contractor did not notify me or make known in any way that additional plywood was required. I don't believe that contractor Ideal or CDG inspector Don Bucchianeri inspected the roof work in progress nor after through the attic.

A roofing job replacing shingles only on a 35 year old roof was destined to fail.

At this time I request that Maynard accelerate the release of the lien on my property. I understand that this will not mean any cash to me. It will mean, however, that I will not be liable for two roofs in 13 years.

Thank you for your consideration of this matter.

Theodore Lowney