



**AGENDA**  
**Maynard Board of Selectmen Meeting**  
**Tuesday, November 3, 2015**  
**Town Building – Michael J. Gianotis Meeting Room**  
**(No. 201)**  
**Regular Meeting Time: 7:00 pm**

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

**Call to order (7:00 pm)**

**Pledge of Allegiance**

**1. Public Comment**

**2. Acceptance of Minutes**

a) October 20, 2015

**3. Correspondence**

- a) OMS report for Sept. 2015
- b) Facilities Reports for Aug, Sept. and Oct. 2015
- c) DPW report for Sept. 2015
- d) Notice of meeting, CPC, 10/21/15
- e) Notice of meeting, SC, 10/22/15
- f) Notice of meeting, Cult. Council, 10/22/15
- g) Notice of meeting Finance 10/26/15
- h) Notice of meeting, BOH, 10/27/15
- i) Notice of meeting, PB, 10/27/15
- j) Notice of meeting, Library, 11/10/15
- k) Notice of meeting, Republican Town Committee
- l) Legal Notice – PB Nov. 10, 2015
- m) Notice from Open Table Fall 2015
- n) 2016 – Tree Warden of the Year – Nomination time
- o) MassWildLife Habitat management Grant Program and meeting notice 11/3/2015
- p) Artwork at Town Hall – Thank Alice Shafer and Welcome Ernie Stonebraker
- q) Assabet Valley Chamber Fall updates
- r) MBA minutes for 10/20/15
- s) Save the Date – Magic 11/19/15
- t) Notice of meeting, Rep. Kate Hogan, Nov 3, 2015 at MHS 6:00 pm The Opioid Crisis

**4. 129 Parker Street:** Attorney Jon Witten, Special Town Counsel

**5. Special Town Meeting Warrant Articles**

**6. Code Enforcement Discussion**

**AGENDA**  
**Maynard Board of Selectmen's Meeting**  
**November 3, 2015**

7. Downtown Parking Discussion
8. FY16 BOS Goals Status Update
9. FY17 Budget Discussion and Direction
10. Economic Development Updates
11. Town Administrator Report
12. Chairman's Report
13. Board Member Reports
14. Adjournment (9:30)

Respectfully submitted,



**Kevin Sweet, Town Administrator**

Regular Meeting – November 17, 2015

**THIS AGENDA IS SUBJECT TO CHANGE**



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

MUNICIPAL BUILDING  
195 MAIN STREET

MAYNARD, MASSACHUSETTS 01754

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

**Selectmen's  
Meeting Minutes  
Tuesday, October 20, 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, October 6, 2015**

**A motion was made by Selectman DiSilva to approve the minutes of October 6, 2015 as shown. Second by Selectman Donovan. Vote 5-0. Motion approved.**

**List of Correspondences (mail to the Selectmen's Office for October 20, 2015). A-Y**

TE; The letters from residents – Do we have any updates on the Mill & Main project in the upper parking lot. CD – no paperwork yet at this time.

CD; COA, Minuteman services funding source for from? TA – State funds most and town has a small budget with line item for this cost. Cable contracts with Comcast and Verizon – do we need to set up Cable Advisory Committee? TA – Yes – this process ends with a 10-year contract for the Town.

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

**Consent Agenda:**

- Proclamation B & G Club Youth of the Year 2015
- 4<sup>th</sup> Annual Request for Special Permit Sip & Stroll, Dec. 5, 2015
- Appointments, Special Police Officers, Mary McCue and Emmanuel Avril

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

**Board Opening Interview:**

- Conservation Commission Board (1 opening):
  - James Bullis

New to Maynard, a Neurobiologist, has children in schools, wants to make Maynard a permanent home. Likes the area and wants to give back to his community.

JK; asked if Jamie had attended any meetings – attended 3, and is recommended by ConsCom.

DG; Thanked JB for stepping up. Question; can you talk a little about conservation; JB; to balance our new developments and make sure it takes place.

TE; Thank you for volunteering. To bring your professional acumen to this board.

TD; Asked JB want he goes by for a name, Jamie. Thanked him for his service.

CD; Thank you for your interest.

**A motion was made** by Selectman DiSilva to approve the appointment of James Bullis to the Conservation Commission with a term ending June 30 2018. Second by Selectman Donovan. Vote 5-0. Motion approved.

Noted Lorne Bell withdrew application.

**Request for Common Victualler and Carry-In License:** GiGi Restaurant, LLC 177 Main Street Owners, Giaochi (GiGi) Cao and Phan Nguyen.

DG, Welcome to Maynard, What attracted you to Maynard. Phan; the downtown and the other restaurants as we live in Acton. 2<sup>nd</sup> question, is this your 1<sup>st</sup> restaurant. Phan, no we had a catering business in Miami FL.

TE; Thank you for adding a restaurant to our downtown

TD; so you are requesting a carry-in, do you plan to go for a full liquor license? Yes, it is scheduled for a hearing with Board on Nov. 17, 2015.

CD; Carry in liquor license. Tips trained.

- GiGi Restaurant, LLC 177 Main Street

**A motion was made** by Selectman DiSilva to approve the request for a Common Victualler license for 177 Main Street Maynard LLC d/b/a GiGi's Restaurant 177 Main Street Maynard, MA. Second by Selectman Donovan. Vote 5-0. Motion approved.

**A motion was made by** Selectman DiSilva to approve the request for a Carry-In Alcohol license for GiGi's Restaurant at 177 Main Street, Maynard. Second by Selectman Egan. Vote 5-0. Motion approved.

Phan, working with Board of Health, will plan to open once all permits are received.

**Request Special Permit, Road Race: The Greg Hill Foundation (Jingle All The Way) Dec. 12, 2015. Starting at 10:00 am**

Kaitlyn Montagna, we plan to have a road race, TA commented that we come up with the route with Chief DuBois. Race to start and end at Sudbury Street parking lot of Mill & Main. They expect minimal impact and notify residents on streets running route.

**A motion was made by** Selectman DiSilva to accept and approve the request for a fundraiser road race to start and end at 5 Clock Tower Place, Maynard the New Mill and Main, for the Greg Hill Foundation on December 12, 2015 at 10:00 am. Second by Selectman Donovan. Vote 5-0. Motion approved.

**Request For One-Day Liquor License – Whole House Group: December 12, 2015**

Ashley Hanson, we plan to host the runners and guest over to Amory Maynard's after the race.

JK: Is there an age limit on event? A Hanson, no, tips trained servers from 29 Sudbury.

Function open to all.

DG; how many people to you think will attend this portion of the event? Ashley – around a 100 or so people. Do you plan to have entertainment? Yes – ok then you need an entertainment permit.

Do you plan to have walkers in this race also? Yes.

**A motion was made by** Selectman DiSilva to accept and approve a One-Day All Alcohol license at Amory Maynard Café, 8 Clock Tower Place (Mill and Main) after road race event / ceremony for the Greg Hill Foundation, December 12, 2015. License to pick up alcohol on December 11, sell on December 12, and return on Monday, December 14, 2015. Second by Selectman Gavin. Vote 5-0. Motion approved.

**CDBG request from homeowner: 00-60**

ATA to provide an overview and homeowner to be present Ted Lowney.

ATA, ASM; Mr. Lowney has lived at 6 Hazelwood Drive for many years. In 2003, he received a CDBG grant for \$24400.00 for 4 projects at this property. A condition of the grant includes a 20-year lien on the property. If the property is sold prior to the 20-year period, all or some of the grant is repaid to the Town. ASM; commented that he reviewed Mr. Lowney's records documenting issues with construction, contractors and lack of response by project administrators. Work was procured by low bid with some of the work then subbed out to other vendors/contractors.

All agreed it was not managed with the best of care by the Commonwealth and local liaison. This request is to waive the lean on the work on his roof valued at \$14,200.00. The roof has been repaired again at Mr. Lowney's cost.

**A motion was made by** Selectman DiSilva to approve the request to waive the lien for the CDBG grant at 6 Hazelwood Road, Maynard for \$14,200.00 under the CDBG from 2003 case # 00-60. Second by Selectman Donovan. Vote 5-0. Motion approved.

**Winter Parking Ban: December 1, 2015 thru March 15, 2016**

TA, this is the annual winter parking ban.

Chief DuBois spoke about the times during storms and current signs around time with notices of parking and times. Note the 1<sup>st</sup> couple of weeks- Police will give out warnings. Parking issue with Town not having a lot that the downtown area has during storms and overnight parking. It is a bigger issue for town. Storm clean up issues with people not moving cars fast enough. It is a limited amount of cars downtown that need to find parking during storms and overnight.

TD; we need to think about the parking issue from a different way. Resident parking – Main Street. The Property Owners need to think about parking for their tenants also.

DG; Tenants before could park up on Walnut Street across from Mill & Main. That is a problem, for those cars.

Chief is open to ideas for parking.

CD; Offer the Maynard Golf course as option to park cars during storms or to move cars to while storms are coming. Use Town Van for moving people to and from that parking lot. Work on solutions as we go.

**A motion was made by** Selectman DiSilva to accept and approve the Winter Parking Ban starting December 1, 2015 thru March 15, 2016. During all snowstorms and snow removal events, we have additional parking bans. Second by Selectman Gavin. Vote 5-0. Motion approved.

**A motion was made by** Selectman DiSilva to accept and approve the Holiday Parking meters downtown- from November 27 thru December 31, 2015, with a 2-hour limit, the first 2 hours is free parking. Second by Selectman Gavin. Vote 5-0. Motion approved.

**495/MetroWest Partnership Discussion:** Paul Matthews, Executive Director

Discussion with Paul Matthews, Executive Director to provide an overview of who the Partnership is; TA, Welcomes Paul Matthews to our Board It is a Partnership that we have been working with of the region to utilize our competitive advantages to leverage both public and private sector investment, ensuring continued economic prosperity for years to come.

TD; great information we are on track to bring back businesses – model to bring businesses – busy Route 117. Growth in the area. (Location- location- location) That this area is between 495 //128

CD; MetroWest Biz by monthly magazine do you work with them.

TE; Amount of people with 495/MetroWest Partnership, PM; we have over 100 members not that all attended the meeting this morning but all will receive a copy of the presentation from Mill & Main. It is the network and partnership which we can and do share information.

DG; Thank you for coming in and sharing this information and partnership.

JK; Thank you for coming in, I did attend a meeting about a month ago with Bill Nemser regarding water quality challenges and meeting with the Commissioner and other members of the MassDEP.

P. Matthews thanked JK for mentioning that meeting.

**Abatement:** ID# 2380 repeat BOS requested more details

Note repeat request for abatement.

TA, no written or formal request from the DPW regarding the details other than the DPW is recommending this rebate. There is a pool on site as well. No other issue was found other than the computer error.

CD; has a problem with the process on this one. Now we find out that there is a pool. Do we choose which ones we go out and visit? I guess this is as good as we are going to get for an answer.

**A motion was made by** Selectman DiSilva to approve and accept the request ID # 2380 for \$333.95 computer error. Second by Selectman Kreil. Vote 5-0. Motion approved.

**Update: Records Management and Archive System – Cancelled per TA**

### **129 Parker Street Updates**

TA, not a lot of update from Thursday to now – Email from DG regarding the SHI and 10% affordable threshold, spoke to Jon Witten regarding NBOD; By-law comments awaiting clarifications from Hawthorn Presentation.

CD; potentials additional meeting on Thursday, November 12, 2015.

Positive feedback on the Hawthorne Presentation from last Thursday.

KS received email sent today from Capital Group to the Grant opening /Ribbon cutting for the new Market 32 store in Sutton. This is expected to be a model of what may be requested by Capital Group at 129 Parker Street.

### **Economic Development updates**

- Mill & Main is hoping to have their new office open in building 3 for their new leasing office.
- Spoke with CBRE (Ryan Minnehan) about the Walgreen's site and potential uses. Connecting them with Emerson Hospital (Christine Gallery) which is interested in Maynard medical clinic about 5000 square feet.
- Spoke with Fine Arts Theatre Owner (Steve Trumble) about his current plans at Fine Arts Theatre and on Main Street. Fine Arts Theatre adjacent space is in negotiations. Mill St. is cleaned up and will be available for undetermined business or residential use in near future.
- GiGi's is set to open in November in the former Cast Iron Kitchen location, Vietnamese / Sushi
- To Die for Dips and Spreads' a wholesale distributor and on-line retailer of high-end cheese products is moving from their current location in Acton to Maynard. Moving Halloween weekend and opening in Maynard on November 2, 2015. No retail but 4+ employees. 24 Main Street. (Margaret Hamill and Dick Schroder)
- REIT Property Management (Kristina Perkins) is doing a complete renovation of the Powder Mill property for future office sub-division. Open to changing/adding the mix on the parcel but no specific plans.
- Housing Production Plan Phase II October 21, 2015.
- Keene Ave. – Infrastructure instillation in process. Paving anticipated first week of November.
- M & M Phase 1A: Site Plan, Special Permit schedule for Nov. 10. Planning Board Meeting.

### **Town Administrator Report.**

#### **Improve Communications**

- New Town Hall sign has been installed. Messages are managed through OMS.
- Spoke with a Concord business owner about parking meters.
- Housing Production Plan Phase II (October 21, 2015).  
Strengthen Fiscal Policies
- Joint Meeting between members of FinCom, School Dept., School Board, BOS, and Town Officials to sketch out consensus on policies.
- Looking at single tax rate / new growth caps; Stabilization funding – capital, OPEB, other; Accommodated costs – health insurance, etc.; Use of Free Cash, others. Sharing of Chapter 70 to accommodate healthcare costs for school employees.

**Other – Code Enforcement**

- 35 River Street – contacted owner (Margie Cocco) reported to her that the property has been vandalized – at least two broken windows. The lull parked there is with permission. It belongs to a local developer (Jimmy McDonald). Turns out her husband died last week. Awkward.
- 13 Parker is asking for a special permit from the ZBA for storage of construction vehicles on site.
- 7 Parker Street is being sent a letter outlining violations, expectations, and next steps.

**Other – Conservation Restriction**

- Sudbury Valley Trustees are considering taking on the CR but want to make changes to our draft.
- Oct. 24, AVRTHS – Ribbon cutting Selectmen are invited.
- Request for Photo with new LRTA van.
- Legislative meeting in Concord discussed Solar credit cap, alcohol licenses, narcans issues, Chapter 70 formula.
- No Civil Service update.

**Chair Report –**

- The presentation from the Hawthorn Group from Oct. 15, 2015 seems to be getting good feedback from community and outsiders alike. All good news.
- We have 12 Board openings on our Boards and Committees – We need people to help step up and take on these rolls.
- Request a copy of the Time line for the STM.
- Add the Board Goals on the next agenda.

**Board Member Reports****Selectman Kreil**

- none

**Selectman Gavin:**

- Survey of license fees – please add to agenda so back can make some recommendations
- Drop box item with alcohol incident. TA spoke about that happened with the current owner. License transfer to new owner should be final within a few days. Board could potentially vote to bar the current owner from holding a license in the future.

**Selectman Egan**

- Commented on the Boards and Committees – We still have openings.
- CPC has received (4) applications for new project.
- Question for ATA – What is the Sel. “I” drive. It is where we store information on our computers.
- Draft of the Maynard Golf Course – Trust – it is in process – we have questions and they are being worked out.

**Selectman Donovan:**

- Property Owner of building that Morey's was in needs to be fixed. We have many that need to step up and take care of their buildings. Babico's had a problem and fixed it the next day – we need to thank those that take care of their property.

**Executive Session – Land Purchase  
Roll Call**

Selectman Donovan    yea  
 Selectman Egan        yea  
 Selectman Gavin       yea  
 Selectman Kreil        yea  
 Selectman DiSilva     yea

Will not reconvene in open session

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

Time: 9.45 pm

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

Date:

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

Initials: BJM

<u>Article</u>	<u>Title</u>	<u>Department</u>	<u>Page #</u>
	129 Parker Street - NBOD By-Law	Board of Selectmen	
	129 Parker Street Conceptual Plan	Board of Selectmen	
	129 Parker Street - Sign Plan	Board of Selectmen	
	Mill & Main Amendment (HCI)	Planning Board	
	ArtSpace transfer of Ownership	Board of Selectmen	
	Peg Access Amendment	Board of Selectmen	
	Reuse of Fire Capital Outlay	Board of Selectmen	

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	Reuse of Fire Capital Outlay	Board of Selectmen	

The Maynard Board of Library Trustees will meet Tuesday, Nov 10, 2015 @ 6:30 PM in the Trustees Room at the Maynard Public Library.

Respectfully submitted,

Steve Weiner, Library Director

### Meeting Agenda

Review financial information/sin warrants

Open Session

Minutes of prior meetings

Correspondence

Director's report

Old Business

Building Maintenance

New Business—Collection Development Policy

Other New Business



# TOWN OF MAYNARD

## Office of Municipal Services

MUNICIPAL BUILDING  
195 Main Street  
Maynard, MA 01754  
Tel: 978-897-1302 Fax: 978-897-8489  
www.townofmaynard-ma.gov

Andrew Scribner-MacLean  
Assistant Town Administrator  
Executive Director

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*Board of Health  
Conservation Commission*

*Building & Inspections  
Licensing*

*Board of Appeals  
Planning Board*

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**TO:** Kevin Sweet, Town Administrator

**FROM:** Andrew Scribner-MacLean, Executive Director, OMS

**DATE:** October 15, 2015

**RE:** Monthly Report to the Board of Selectmen –September 2015

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### PUBLIC HEALTH DIVISION

- September 29, 2015 Meeting
- Housing and Nuisance Complaints
  - 3-10 Railroad Street- The roof leaked in apartment units 3 through 10 Railroad Street on Thursday evening September 10, 2015. The Board of Health inspected unit #'s 3, 4, 6, 7, and 10 with the acting fire chief and the building commissioner the following morning Friday September 11, 2015. There was no structural damage according to fire and building. Unit #10 was issued an order to vacate/emergency condemnation order as the electrical inspector shut off the electrical in the unit since water was coming through electrical fixtures (bathroom vent fan etc.). Order letters were sent to the property owner. The order to vacate/emergency condemnation was lifted for unit #10 as a licensed electrician certified the electrical was safe. If the owner does not make repairs within the time-frame (30 days) the Board of Health will file in Northeast Housing Court.
  - 174 ½ Main Street- A housing inspection was conducted at the property as a result of a complaint and an order letter was sent to the property owner and property manager.
  - 12 Percival Street- A housing inspection and lead determination was conducted at apartment B and an order letter was sent to the property owner.
  - 48 Summer Street- A housing inspection was conducted (relating to trash and debris) at the property as a result of a complaint, an order letter was sent to the property owner and property manager.
  - 1 Riverview- This is an abandoned home which is now in the hands of a bank in New York, there is overgrown vegetation on the property, as well as a pool that has not been maintained. The building commissioner and health agent have been at the property. An order letter was sent to the bank to clean-up the property.
  - 1 Ethelyn Circle- The septic system has been installed, several inspections were made, certificate of compliance has been issued.
  - The Toast and Shine- tanning salon inspection was conducted.

➤ Emergency Management/Local Emergency Planning Committee

○ Flu Clinics

- 140 staff and seniors were vaccinated at the free Senior and Staff Clinics on Tuesday 9/22, staffed by Emerson Hospital Home Care registered nurses, Trish McGean, Dawn Olsen, and Kathy Castle. The Senior Clinic was held at the new Senior Center at MGC and experienced a much larger turnout than in previous years (approx. 40 ppl!).
- 125 residents were vaccinated in two hours at the Resident Clinic on Saturday 9/26 at the Fowler School. This free Clinic is held in conjunction with the Town's annual Emergency Dispensing Site (EDS) Drill to fulfill Region 4A Emergency Management grant funding deliverables, and tests our response to setting up and managing an emergency mass prophylaxis dispensing site. The clinic is run through the joint efforts of the Town's Local Emergency Planning Committee (LEPC), Board of Health, and staffed by Maynard Citizens Corps/Medical Reserve Corps (MRC) volunteer responders. A big thank you to this year's participating MRC responders:

Mary Hilli, RN  
Jan Hales, RN  
Deb Hlidek  
Bernadine Perham, RN  
Jeanette Potter  
Kathy McMillan, RN  
Betty Morrow  
Shirley Grigas  
Joyce Kraley  
Beth Rubio  
Deb Roussell  
Mary-Ellen Quintal  
Pat Fino

○ Shelter Training

- MRC Coordinator, Stephanie Duggan, attended the Region 4A Municipal and Emergency Management Shelter Training on September 30th. The information-packed day included presentations from the MEMA Mass Care and Sheltering Plan team, the Army National Guard Homeland Response Force, and a Mass Shelter Overview and Simulation by Precision Planning and Simulation (PPS), as well as tours of several, rentable shelter equipment trailers and the Ambu Bus, a type of ambulance used to transport and treat multiple patients who require ambulance-level care during a mass casualty incident or disaster response. Of particular interest was the new Pet Sheltering information, which every city and town is now federally-mandated to provide for within their Shelter Plan – the LEPC is currently working to incorporate this legislation into Maynard's current Shelter Plan. This mandate was put in place in response to the large numbers of abandoned pets following Hurricane Katrina in 2005.

#### **BUILDING AND INSPECTIONS DIVISION**

- 90 Building Permits were issued throughout the month of September
- Permits totaled \$4,904,035.00 in Construction Value and generated \$71,179.00 in collected fees
- 72 Building Inspections were completed
- Throughout the month of September, 13 Plumbing Permits were issued (totaling \$22,800.00 Construction Cost), 16 Gas Permits were issued (totaling \$25,900.00 Construction Cost), and 25 Electrical Wiring Permits were issued (totaling \$169,658.00 Construction Cost).

#### **CONSERVATION DIVISION**

- The Conservation Commission held one meeting in the month of September.
  - The Commission interviewed two candidates for the Commission: Neil Pederson and James Bullis
  - An emergency certification was issued for the sewer repair work at Florida Road and Mill Street
  - The Order of Conditions was issued for 129 Acton Street townhouse development
  - The Order of Conditions was issued for 2-4 Reeves Road to replace the non-functioning detention basin with a rain garden that includes a new outlet.
  - The local Boy Scout troop, supervised by David Mark constructed a new boardwalk at the Assabet River Walk.
  - OARS organized a river clean up on September 19th.
  - The agent was consumed with Assabet River Rail Trail design work/easement acquisitions during the first part of September. The work was completed before the deadline and the construction bid was advertised on September 19th.

#### **PLANNING & ZONING DIVISION**

- Zoning Board of Appeals
  - The ZBA granted Variance to allow creation of a new non-conformity, reducing the side setback from 15 feet to approximately 2 feet for the construction of garage at the 52 Glendale Street.
- Planning Board
  - The PB granted Special Permit allowing reduced signage setbacks for the Maynard Town Library, Mill and Main presented a preliminary plan for Phase 1 and 1A. The PB has employed a peer reviewer for reviews of architectural details where design review is required. The fee is born by the applicant.



**TOWN OF MAYNARD**  
**Office of the Facilities Manager**

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**Aaron Miklosko**  
*Facilities Manager*

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To: Board of Selectmen  
From: Aaron Miklosko, Facilities Manager  
Date: October 28, 2015  
Re: Monthly Report – August 2015

Environmental, Health & Safety:

- One employee injury reported. Slip & Fall while operating floor stripping machine resulting in a lower back strain. Lost time injury. Employee has returned to work.

Facility Inspections:

- During the month of August, the Facilities Department completed regular inspections and walkthroughs of all town buildings, including: Town Hall, Police Station, Fire Station, Coolidge School, Green Meadow School, Fowler Middle School, Maynard High School, Maynard Golf Course/COA, Maynard Public Library, DPW Garage, Well 4, Old Marlboro WTP, and Rockland WTP.
- Completed storm damage inspection following heavy rains and flooding on 08/04.
- Completed School Dude equipment inventory for all town owned facilities, including HVAC, plumbing, electrical and lifts.
- Fire Extinguisher inspections completed at Green Meadow School, Fowler Middle School and Maynard High School.

Meetings:

- Weekly team meetings with the Facilities Department.
- Weekly Office of Municipal Services Team Meetings.
- Maynard Golf Course Monthly Review.
- Bi-weekly meetings with the School Department Administration.
- Planning and pre-Construction meetings for Town Hall electrical service upgrade.
- Participated in multiple irrigation planning meetings for town fields.
- Planning meeting for lobby remodeling at the Town Hall building.
- Attended Meet the Cabinet Forum with Secretary Beaton.
- Facilitated multiple pre-bid meetings for the Coolidge School roof repair construction project.
- Attended Capital Planning Committee meeting.
- Participated in Fire Station RFP discussions and finalist screenings.
- Facilitated pre-construction meeting for the Water Treatment Plant Lighting upgrade project.

Projects/Assessments/Significant Maintenance Repairs:

- Assessed ADA building modifications at the Green Meadow School.
- Completed Coolidge School building weatherization.
- Town Hall 1<sup>st</sup> Floor Air Conditioning Project started construction. Ongoing.
- Installed new scoreboard at the Maynard High School Field Hockey/ Baseball Field.
- Completed pipe insulation project at the Maynard High School.



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**Aaron Miklosko**  
*Facilities Manager*

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To: Board of Selectmen  
From: Aaron Miklosko, Facilities Manager  
Date: October 28, 2015  
Re: Monthly Report – September 2015

Environmental, Health & Safety:

- No employee occupational injuries or first aid incidents were reported.
- Conducted employee safety training for all Facilities Department Employees. Training topics included:
  - Hazard Communication
  - Blood Borne Pathogen Safety
  - Global Harmonized System – Safety Data Sheets

Facility Inspections:

- During the month of September, the Facilities Department completed regular inspections and walkthroughs of all town owned buildings, including: Town Hall, Police Station, Fire Station, Coolidge School Building, Green Meadow School, Fowler Middle School, Maynard High School, Maynard Golf Course/COA, Maynard Public Library, DPW Garage, Well 4, Old Marlboro WTP, and Rockland WTP.
- Completed facility and feasibility inspection at the Alumni Stadium Field House.

Meetings:

- Weekly team meetings with the Facilities Department.
- Weekly Office of Municipal Services Team Meetings.
- Maynard Golf Course Monthly Review.
- Bi-weekly meetings with the School Department Administration.
- Pre-construction meetings to repair sewer station grinder pumps at the Fowler Middle School.
- Pre-construction meeting to repair fountain pump at the Maynard Golf Course.
- Attended Bulletproof Leadership Training.
- Attended Town Hall phone system upgrade kickoff meeting.
- Fire Station door timer pre-construction meeting.
- School security upgrade pre-construction meeting.
- Met with the Maynard Litter League to develop plan for improving litter control in town.
- Pre-construction meeting for the Coolidge School Roof Repair Project.

- Pre-construction meeting for DPW Garage electrical service upgrade.
- DPW Yard security upgrade walkthrough completed.
- Veterans Memorial Park design bid review meetings.

Projects/Assessments/Significant Maintenance Repairs:

- Consolidated electronic equipment at the Town Hall building.
- Completed wall installation at the Fire Station gym.
- Installed multiple air conditioning units at the Green Meadow School and Fowler Middle School.
- Completed Town Hall lobby renovation.
- Completed Town Hall air conditioning installation project.
- Completed 2<sup>nd</sup> round of pipe insulation audits at the Town Hall, Police Station, Fire Station, DPW Garage, Fowler Middle School and Green Meadow School.
- Facilitated installation of new phone system at the Town Hall building.
- Completed installation and playground safety inspection of the Fowler School Playground.
- Completed blind installation at the Maynard Public Library.
- Completed assessment for the Maynard Police Station security upgrade.
- Solicited bids for the Maynard High School Baseball Fence installation.
- Completed lighting retrofit installation at the Well 4 and Old Marlboro Rd. Water Treatment Plants.



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195 Main Street  
Maynard, MA 01754  
Tel: 978-897-1308 Fax: 978-897-8457  
www.townofmaynard-ma.gov

**Aaron Miklosko**  
*Facilities Manager*

---

To: Board of Selectmen  
From: Aaron Miklosko, Facilities Manager  
Date: October 28, 2015  
Re: Monthly Report – October 2015

Environmental, Health & Safety:

- No employee occupational injuries or first aid incidents were reported.

Facility Inspections:

- During the month of October, the Facilities Department completed regular inspections and walkthroughs of all town owned buildings, including: Town Hall, Police Station, Fire Station, Coolidge School Building, Green Meadow School, Fowler Middle School, Maynard High School, Maynard Golf Course/COA, Maynard Public Library, DPW Garage, Well 4, Old Marlboro WTP, and Rockland WTP.
- Completed roof inspections at the Green Meadow School, Fowler Middle School, Maynard High School, Town Hall building and Police Station.

Meetings:

- Weekly team meetings with the Facilities Department.
- Weekly Office of Municipal Services Team Meetings.
- Maynard Golf Course Monthly Review.
- Bi-weekly meetings with the School Department Administration.
- Negotiated new natural gas utility supply contract.
- Solicited quotes for roof preventive maintenance, inspections and repairs for all town buildings.
- Participated in ALICE preparation and planning with Fire and Police representatives.
- Participated in the Memorial Park Design RFQ selection committee.
- Facilitated pre-construction meeting for LED street lighting installation.
- Facilitated pre-bid meeting for the Maynard High School Baseball Field Fence Project.

Projects/Assessments/Significant Maintenance Repairs:

- Repaired sewer station grinder pumps at the Fowler Middle School.
- Repaired fountain pump at the Maynard Golf Course.
- Installed irrigation connection at Rockland Ave Field and tested irrigation options.

- Town Building HVAC walkthroughs completed and preventive maintenance service contracts awarded.
- Repaired multiple roof leaks at the Town Hall building and Police Station.
- Completed annual elevator inspections at the Maynard High School, Town Hall building and Maynard Public Library.
- Completed DPW Garage breakroom renovation.
- Started construction on the Coolidge School slate roof repair project, ongoing.
- Solicited and awarded preventive maintenance contracts for energy management control systems at the Maynard High School and Fowler Middle School.



**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

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**Administration**      **Highway**      **Parks/Forestry/Cemetery**      **Water & Sewer**      **WWTP**

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To: Board of Selectmen

From: Christopher Okafor, Operations Manager

Date: October 29, 2015

Re: Monthly Report – September 2015

**Administration: Submitted by Christopher Okafor, Operations Manager**

Some of the major issues worked on in the month of September 2015 include:

- Analysis of DPW – ongoing
- Personnel Management - ongoing
- Continue implementation of Facility Dude Work Order Program
- Attending to various public complaints and requests
- Monitoring Trash/Recycling programs Contract - monthly meeting with contractor
- Discussions with Eversource Gas – Ongoing.
- Roads Repaving Projects – Concord Street
- Sidewalks & Ramps Improvements – Concord Street
- Coordinating with the Town Planner on various projects - ongoing
- Flow Isolation Schedule - Infiltration /Inflow Year 2 Plan – ongoing
- Exterior recoating of the concrete water storage tank – ongoing
- Working with Stantec Engineering on Water and Sewer Regulations
- Working with Stantec Engineering on Hayes Street Drainage Issues
- Florida Street Bridge Sewer Line Repairs – ongoing
- Mill Street Bridge Sewer Line Repairs
- Working with Stantec Engineering on Sewer I/I programs
- Monitoring WWTP Contract - ongoing
- FY16 Roadway Improvement Plan – ongoing
- Collaborating with other departments - ongoing
- FY 16 Sidewalk & Ramp Improvement Plan – ongoing

- Winter Season Prep - ongoing
- Level 1 Water Use Restrictions (May – October)
- Parks maintenance – ongoing
- Rockland Fields – Installation of Irrigation System
- Glenwood Cemetery maintenance - ongoing
- Tree Works – various locations
- Misc.

**Water and Sewer Division:            Submitted by Tim Mullally, Foreman**

- DEP monthly reports
- Daily sewer lift station checks and repairs as needed
- Daily final reads
- Daily Dig Safe mark out
- Daily water treatment plant rotation and operations
- DEP water quality reports
- Service leak 23 Thompson st lead goose neck leaking old galvie line we replaced with plastic from main to the curbstop
- Underwater solutions into clean clear well at rockland ave wtp.
- Elm ct water main break 6inch bell split.
- New LED lights installed at well4 WTP and OMR WTP.
- Fenton replaced Mill st sewer line on bridge.

**Highway Division:                            Submitted by Joe Foster, Foreman**

- Sweeping Streets
- Cutting road side brush
- Loam and seeding – Concord St
- Installing signage town wide
- Roads repair and patching town wide
- Manholes and catch basins repairs
- Recycling Drop-off Day

We continued to assist other Departments and Groups with manpower and equipment as needed.

**Parks/Forestry/Cemetery Division: Submitted by Marc Currier, Foreman**

- Mow and Weed wack all town owned parks
- Mow and weed wack cemetery
- Painted shed and fence at cemetery
- 4 burials
- Fire station room repaired
- Put out and secured benches at cemetery
- Planted flowers at cemetery
- Took tree down on Silver Hill Road
- Trash barrels townwide and at Parks
- Painted point on top of Maynard Tomb

**Waste Water Treatment Plant: Submitted by Gerald Ballentine, Chief Operator, Veolia**

The following is a brief summary of August's Operation and Maintenance at the Maynard Water Pollution Control Facility.

- August's DMR sent to the EPA and DEP.
- All permit required laboratory analyses were conducted.
- Daily equipment rounds, weekly exercising of emergency generator (under load), conducted equipment maintenance as preventive work orders are generated.
- CMMS: Continuing to add equipment and task into system.
- Grounds maintenance, clearing vines from fence and mowing conducted.
- There was one permit exceedances for September; effluent chlorine residual 190 ug/l., caused by tape falling off plugged holes in sulfur dioxide discharge header in chamber #1. This cause chamber #2 not to receive or receive very little sulfur dioxide. Corrective action was to plug, tape and hose clamp all holes in header (chambers 1 & 2) not being used.
- Primary clarifier #2 – inspected, found no problem. Placed back into service
- Primary clarifier #1 – drained and inspected, found no problem. Unit off line due to low flows to the facility.
- Attached is the Maintenance Report for September 2015.
- Monthly Co Mag equipment rotation.
- Yard hydrants: 2 hydrants leaking to surface, scheduling repair with Water Dept. forthcoming.

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

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

Maynard Community Preservation Committee  
**PUBLIC MEETING NOTICE**

Maynard Town Hall, Room # 101 (lower level)  
Wednesday, October 21, 2015 at 7:00 PM

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

**CALL TO ORDER:**

**ADMINISTRATION:**

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

**CORRESPONDENCE:**

- Mail received

**BUSINESS:**

- Evaluate submitted, preliminary applications
- Notification of accepted preliminary applications
- Comments on Golf Course Conservation Restriction (CR)
- Update on ongoing projects
- Filling Committee vacancies
- Financial Subcommittee update
- Recommendations on CPC Bylaw rewrite
- Review procedure for submitting applications (likely table)
- New/Old Business

**Upcoming Meetings:**

- Determine next regularly scheduled meeting.

**THIS AGENDA IS SUBJECT TO CHANGE**

Posted: M. John Dwyer, CPC Chairman

# MAYNARD PUBLIC SCHOOLS

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



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

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## MAYNARD PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING FOWLER SCHOOL LIBRARY OCTOBER 22, 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. Technology Plan/Budget
6. Budget Update
7. Core Values
8. Policies 1st Reading
  1. Physical Restraint
9. Citizen's Comments
10. Member's Comments/Questions

**Chairperson:** Dawn Capello  
**Posted by:** Colleen Moore  
**Date:** 10/16/15

October 20, 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 22, 2015** at 7:00 PM

### AGENDA for 10.22.2015 meeting of the Maynard Cultural Council

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

- |   |      |
|---|------|
| 1. Confirm or adjust tonight's agenda.              | 7pm  |
| 2. Approval of past meetings' minutes.              | 7:10 |
| 3. Fundraising ideas/opportunities                  | 7:20 |
| a. MassCreative / Tracy Konopinsky talk             |      |
| 4. Grant Applications                               |      |
| a. Quick review of those received                   | 7:30 |
| b. Planning for Award Winners' reception            | 7:45 |
| c. Follow-up on PR efforts for grant applicants/MCC | 8:00 |
| i. Banner Update, Grant Forms retention, MCC Manual |      |
| ii. Facebook page, Beacon, paper copies             |      |
| 5. Maynard Center Sculpture funding & update        | 8:10 |
| 6. LCC account form                                 | 8:20 |
| 7. Cultural District Initiative Update              | 8:30 |
| 8. Community Input for MCC grants, etc              | 8:40 |
| Adjourn   | 8:50 |

*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 20, 2015

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

# TOWN OF MAYNARD

## MEETING NOTICE

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

Finance Committee

\_\_\_\_\_  
Name of Board/Committee

Address of Meeting: \_\_\_\_\_ Town Hall \_\_\_\_\_ Room: 201

Monday                    Oct                    26                    2015                    7:00                    PM  
Day of week                    Month                    Date                    Year                    Time                    Circle One  
(Circle One)

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

1. Approve Minutes of previous Meeting(s): \_\_\_\_\_  
(Meeting Dates)

2. Old Business Topics: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. New Business Topics: \_\_\_\_\_

Planning for FY16 and discussion of priorities  
Discussion and Prep for Special Town Meeting  
Review of potential articles

4. Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THIS AGENDA IS SUBJECT TO CHANGE**

Chairperson Peter Campbell

Posted by: \_\_\_\_\_

Date: \_\_\_\_\_

# TOWN OF MAYNARD BOARD OF HEALTH

TOWN OF MAYNARD  
MEETING NOTICE POSTED IN ACCORDANCE WITH THE PROVISIONS OF MGL 30A §18-25

Agenda – October 27, 2015 – 6:30 p.m. - Town Hall (*195 Main Street*)

## **New Business**

- Creating a Hazard Analysis Critical Control Point (HACCP) fee, under food-in Permit Fee Schedule for Board of Health.
- Sushi Rice Variance request, New Establishment-Gigi's
- Food Consultant pay increase/inspection
- Any item not anticipated at time of posting

## **Old Business**

- Miscellaneous

## **General Business**

- Health Agent update- Housing/Nuisance
- Mosquito Control
- Landfill Monitoring
- Any item not anticipated at time of posting
- BOH meeting dates

## **Minutes**

- Minutes of the September 29, 2015 meeting

**THIS AGENDA IS SUBJECT TO CHANGE**  
**CHAIRPERSON: RON CASSIDY**  
**POSTED BY: KELLY PAWLUCZONEK**  
**DATE: October 23, 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](http://www.townofmaynard-ma.gov)

Town Clerk's Stamp

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***Planning Board Meeting Agenda - 7:00 PM October 27, 2015***  
***195 Main Street, Maynard - Room 201***

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- 1. 07:00 - Call to order**
- 2. Additions/deletions/reordering of agenda**
- 3. Approval of minutes**
- 4. Housing Production Plan Takeaways (Andrew Scribner-MacLean)**
- 5. Planning Board Rules and Regulations (review)**
- 6. Other Business –Discussion items from Board**
- 7. Town Planner Updates**
- 8. Correspondence – Review/questions**
- 9. Adjourn**

**This Agenda is subject to change**  
**Bernard Cahill, Chairperson**  
**Posted by: Bill Nemser, Town Planner**  
**Date: October 22, 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](http://www.townofmaynard-ma.gov)

Town Clerk's Stamp

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***Planning Board Meeting Agenda – 7:00 PM October 27, 2015***  
***195 Main Street, Maynard - Room 201***

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**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.

## Republican Town Committee

Third Wednesday of each month

Town Hall, Room 202

7:00 p.m.

To discuss upcoming events, regional candidates for office, fundraising and membership drives.

Janet King, Treasurer



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

195 Main Street  
Maynard, MA 01754  
Tel: 978-897-1302 Fax: 978-897-8489  
www.townofmaynard-ma.gov

OCT 16 2015

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

**Legal Notice**  
**Maynard Planning Board**

Pursuant to Massachusetts General Laws, Chapter 40A s.5, the Maynard Planning Board will hold a public hearing on Tuesday, November 10, 2015 at 7:00 p.m. at the Maynard Town Building, 195 Main Street, Maynard, Room 201 to hear all persons interested in the Petition filed by Saracen Properties, 10 Clock Tower Place, Suite 200, Maynard, MA 01754.

The petitioner is proposing modifications to the Mill and Main campus located at 146 Main Street Maynard, MA 01754. The petitioner is requesting:

***Site Plan Approval and/or Special Permit Approvals and/or Design Review Approval as required by Sections 10.4, 10.5 and 10.6 of the Zoning By-laws, to:***

- 1) Replace entrances - Building 5.***
- 2) Reconfiguration of exteriors - Buildings 2 + 12.***
- 3) Addition of ornamental features - Garage exterior.***

A copy of the application package is on file with the Office of Municipal Services Office, Planning Division during normal business hours.

Bill Nemser, AICP, LEED AP  
Town Planner

Date Posted: October 23, 2015

**TOWN OF MAYNARD**

**MEETING NOTICE**

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

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

**Council on Aging**

Address of Meeting: **Maynard Council on Aging, 50 Brown Street, Maynard, MA 01754**

**M T W TH F November 5, 10:30 a.m.**

Month                      Date                      Year                      Time                      AM/PM

Agenda or Topics to be discussed listed below:

1. Approval Minutes of previous meeting (s):
2. COA Director Report
3. New Business
4. Next meeting December 3, 2015 10:30 a.m.

**THIS AGENDA IS SUBJECT TO CHANGE**

Chairperson: TBA

Posted by: Amy Loveless, Director, Council on Aging

Date: October 23, 2015

# Open Table

Caring for Families & Creating Community



Fall 2015

## *The Sudbury United Methodist Church Comes to the Rescue*

Open Table's first dinner at the Sudbury United Methodist Church was a great success. The energy was palpable as the team of dedicated cooks and servers welcomed guests to the new location. The pleasant church hall and handsome kitchen are a temporary home for the Maynard dinners, which were displaced from Clock Tower Place in June. The delicious meal and well-laid tables spoke of the team's sustained commitment to the mission of Open Table, and to the regular guests at the Maynard dinner. The Sudbury team wanted the dinner to carry on, while a new permanent site is sought in Maynard.

"I'm thrilled," said team leader Barbara Blankenship about the outcome of the first Sudbury dinner. Barbara and co-leader Troy Liston, along with Volunteer Coordinator Patty Helsingius, were the driving forces behind the continuation of the Maynard dinners in a temporary location.

With resourcefulness and determination, a new plan was created. Patty's Methodist church generously offered their space for the Tuesday dinners. The Town of Maynard helped with making transportation available, using the Council on Aging van. Flyers announcing the Open Table dinners in Sudbury were posted in the food bank, the library, and the COA. The Sudbury Flyer ran an article, and social media was put into service. Volunteer schedules were rearranged.

And on August 18 a delicious meal was served to 45 appreciative guests, 18 of whom were new to Open Table.



### *Our Mission*

*Open Table's mission is to provide healthy food, friendship and support to those in need while respecting their privacy and dignity.*

Open Table offers weekly community dinner programs and food pantries in Concord and Maynard (dinner currently in Sudbury) to more than 300 guests. Founded in 1989, we provide a welcoming community of support and assistance to families and individuals, including many seniors and children – all are welcome.

### *Finding More at Open Table*

Norman Carroll and Tracey Hurd have found more than food at Open Table - they have found friendship.

Norman is a guest who is much more. Often the first one to help our other guests out to their cars, he unloads all the bags from the Everett Street pantry when they arrive at the Church and - with his booming voice - he makes sure that everyone hears announcements. He has been coming to Open Table for eight or ten years and says that means that the money he doesn't have to spend for food can be used to pay his other bills.

Tracy has volunteered at Open Table for many years. Although she was interested in Open Table and loved the values and a philosophy that felt like neighbors-helping-neighbors, it was her daughter Keely who made her become a volunteer. After four years of volunteering at Open Table and helping to grow her school's involvement with it, Keely simply told Tracey that since she was going to college Tracy needed to take over volunteering. She encouraged her to make sure that she worked directly with the guests, adding, "Mom, you will really love them...you'll love their stories too." And Tracey says she was right!

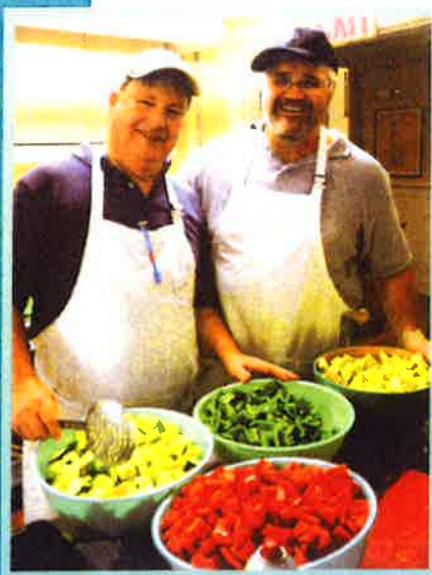
When asked to describe Open Table, Norman just said "Awesome." Tracey and Norman are two of the people who make it so.



## Do You Know?

### WEEKLY WE:

- Serve over 300 guests.
- Purchase nourishing food for the two weekly community dinners.
- Send home fresh produce, protein and dairy, in addition to staples.
- Provide Kids Bags containing healthy snacks and child-friendly food to families.
- Provide discrete assistance to guests who need special help.



### ANNUALLY WE:

- Serve 19,000+ meals.
- Distribute 300,000 pounds of food.
- Commit 15,000+ hours of volunteer time as a group of 400+ volunteers.
- Distribute school supplies, shoe vouchers and holiday gifts to school-aged children.
- Spend 89% of our budget on items that support our dinner, pantry, and guest services.

## Collaboration is on the Menu For These Chefs

"Cooking with someone who is experienced in the kitchen is a real pleasure," says Walter Hickman as he sautees fresh tomatoes, eggplant and zucchini for the evening's meal. He's talking about friend and co-head cook Jim Levinger. The two are busy racing the clock to have the meal for 100 ready by 5:30 PM. Jim planned this dinner while Walter acted as the kitchen logistics guy, delegating shopping lists and veggie prep to other volunteers who come to help with meal preparation. The menu: roasted pork with balsamic vinegar, garlic and thyme rub, ratatouille, red skinned roasted potatoes and for dessert, fresh peaches and ice cream.

The two speak "food" like others might talk about sports or cars - they have real passion when it comes to what dishes pair well together and what's in season. You might wonder if that culinary detail is lost on those attending a community dinner - just the opposite - the aroma alone seems to lure people in. When a new group of guests checked-in at the

door and were informed of the menu and that chicken could be provided if they didn't eat pork- one young man rubbed his hands together and quickly searched for open seats, saying "I love roast pork." Many guests know the two head cooks. Jim and Walter make it their business to walk around and ask folks what they think of the meal. The instant feedback - sometimes not all positive - is great fodder for the next menu plan. Serving guests with such diverse cultural backgrounds means a lot of thought goes into what is "comfort food" for this crowd. We try to maintain our commitment to deliver healthy low-cost meals that appeal to the majority. The dialogue is rich and challenging. Walter and Jim are poised to respond.

\*Head cooks at Open Table are volunteers who have had experience cooking for large groups and have demonstrated on the cooking team that they can execute a meal for 100. Walter is a head cook in Concord and Jim in Maynard - their collaboration is an unexpected treasure as both cooks learn the ropes in each site's kitchens.

## Meet our Co-Chairpersons

Deena Whitfield and Patty Chambers share the duties of Chairman of the Board of Open Table. Leading an organization like Open Table is a challenging role.

Why, given their busy lives, did they take on this role? Deena said, "I've had years of volunteer experience doing the day-to-day tasks that make an organization run. I joined Open Table Board of Directors to use my strategic planning and leadership skills to make a difference in an organization that makes a difference"

Patty responded, "I was raised with strong family values about helping others and making sure that nobody goes to bed hungry. So when asked to visit Open Table to see what it was about I realized their mission was the same as the values that I was raised upon. It seemed like a perfect match." We are fortunate to have them.



## Open Table

978.369.2275

P.O. Box 42, Concord, MA 01742

info@opentable.org



Follow us on Facebook

[www.opentable.org](http://www.opentable.org)

## More about the MTWFA Tree Warden of the Year Award

Organized in 1913 for the protection and preservation of trees, the Massachusetts Tree Wardens' and Foresters' Association (MTWFA) is recognized as the nation's oldest urban and community tree protection organization.

### Award recognition

The MTWFA Awards Committee presents the Tree Warden of the Year Award at the annual conference in January, where the recipient is recognized and presented with a sculpture of a silver windswept tree.

The award announcement is published in the quarterly newsletter and on the MTWFA website. A press release may be provided to the town and the local community newspaper. In the spring, an Arbor Day celebration in the home community includes a tree planting by the MTWFA in honor of the recipient.

A list of previous award winners is featured on our website at [www.masstreewardens.org/tree-warden-of-the-year](http://www.masstreewardens.org/tree-warden-of-the-year).



Town of Maynard  
Board of Selectmen  
195 Main St.  
Maynard, MA 01754

Massachusetts  
Tree Wardens' and Foresters'  
Association  
P.O. Box 326 • South Hadley, MA 01075



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ADDRESS SERVICE REQUESTS

# MTWFA

## Tree Warden of the Year 2016

# It's nomination time

## Annual award honors outstanding Tree Wardens



[www.masstreewardens.org](http://www.masstreewardens.org)







The Official Website of the Executive Office of Energy and Environmental Affairs

## Energy and Environmental Affairs

[EEA Home](#) > [Agencies](#) > [Department of Fish & Game](#) > [Fisheries & Wildlife](#) > [Wildlife & Habitat Conservation](#) > [MassWildlife Habitat Management Grant Program](#)

### MassWildlife Habitat Management Grant Program

#### INFORMATIONAL MEETING

November 3, 2015 at 7:00 P.M.

MassWildlife Field Headquarters, 1 Rabbit Hill Road, Westborough, MA 01581



The Massachusetts Division of Fisheries and Wildlife (MassWildlife) is responsible for the conservation - including restoration, protection and management - of the fish and wildlife resources of Massachusetts for the benefit and enjoyment of the public. Conservation of Massachusetts' fauna and flora is the statutory responsibility of MassWildlife. This responsibility is established and articulated in the Constitution and General Laws of Massachusetts and tasks MassWildlife with the stewardship of all wild amphibians, reptiles, birds, mammals, freshwater and diadromous fishes, and the habitats on which they depend.

Although MassWildlife and other conservation organizations across the Commonwealth have made unprecedented investments in land acquisition, we recognize that acquisition alone is not enough to guarantee the persistence of the Commonwealth's biological diversity. Investment in habitat restoration and management is urgently needed on public and private lands across the state. To address this need, MassWildlife is substantially increasing its investment in habitat management activities on its properties and is committed to working with partners to promote these efforts on other conserved lands across the state. MassWildlife understands that significant investments in habitat management will be required to protect the integrity of the Commonwealth's open space - ensuring that what we worked so hard to conserve will be there for future generations.

The MassWildlife Habitat Management Grant Program (MHMGP) was developed to establish partnerships between MassWildlife and private and municipal landowners to enhance habitat and increase recreational opportunities on properties that have been conserved across the state. Recognizing that land protection is only the first step in maintaining the diverse habitats of Massachusetts, the MHMGP program aims to encourage landowners to engage in active habitat management on their properties to maximize the benefit to the various wildlife species of the state.

#### MHMGP Goals:

The MassWildlife Habitat Management Grant Program (MHMGP) is designed to provide financial assistance to private and municipal landowners of protected lands to support active habitat management while fostering partnerships to encourage landscape scale habitat management and expand public recreation on conserved lands.

#### MHMGP Objectives:

1. Improve habitat(s) for game species (those species that can be legally hunted, fished, and trapped in MA).
2. Manage habitat(s) for Species of Greatest Conservation Need as identified in the [Massachusetts State Wildlife Action Plan](#) (SWAP) – special emphasis on State-Endangered and State-Threatened Species.
3. Expand public recreational opportunities for hunting, fishing, trapping, and other wildlife associated recreation on conserved lands.

**Eligible Entities:** Owners of private or municipal *conserved lands* in the Commonwealth of Massachusetts. *Conserved land* is defined as property protected in fee or by a Conservation Restriction, land enrolled in Chapter 61,61A/B, or has a current Landowner Incentive Program covenant.

**Grantee Match Commitment:** None

**Award Information:** Applicants are eligible to receive between \$10,000 and \$50,000 per grant towards their approved habitat management project.

**Application Deadline:** Applications must be postmarked by **November 30, 2015**

#### Allowable Activities/Costs:

Direct costs for on the ground habitat improvements specifically designed to benefit wildlife will be eligible for reimbursement. All project costs must be approved in the agreed upon contract budget to be eligible for reimbursement.

- Examples (*not limited to*) of eligible enhancements and/or practices: Mowing, brush hogging, heavy chipping, clearing of trees, contract grazing, control of invasive plants in the project area (mechanical and chemical), fencing for habitat protection, prescribed burning, woodland improvements (thinning, cutting or girdling of trees), tree planting of species beneficial to wildlife, nest site creation or installation of nesting structures, seeding/planting of native species, natural community enhancement, core habitat or critical natural landscape enhancements

#### MORE

MassWildlife Habitat Management Grant Program

How to Apply

Habitat Management Resources

Other Grant / Assistance Programs

Buy Licenses / Permits  
**MassFishHunt**  
 Check Your Game

#### Division of Fisheries & Wildlife

1 Rabbit Hill Road  
 Westborough, MA 01581  
 (508) 389-6300

[mass.wildlife@state.ma.us](mailto:mass.wildlife@state.ma.us)  
 Contact ALL DFW Offices



Questions?  
 Email Us



**From:** Assabet Valley Chamber <info@assabetvalleychamber.org>  
**Sent:** Thursday, October 29, 2015 6:03 AM  
**To:** becky Mosca  
**Subject:** Email Bulletin - Fall 2015



# Assabet Valley Chamber of Commerce

## Email Bulletin

Fall 2015

### In This Issue

- Welcome New Members
- Thank you Harvest Golf Classic Sponsors
- Schedule of Upcoming Events & Meetings
- Volunteer Salute

Follow the links to check out our **NEW MEMBERS!**

**Artisan Realty Group**  
Maynard

**Edgetech Instruments**  
Hudson

**Galano Remodeling**  
Berlin

**Guranteed Rate**  
Hudson & Natick

**H & R Block**  
Hudson & Stow

### Schedule of Upcoming Events & Meetings

10/29 - **Downtown Trick or Treats** (both Hudson & Maynard). 4 to 6 pm. (Both downtown's are closed to vehicular traffic during the event.)

11/11 - **Veterans' Day**, Office Closed.

11/13 - **Ribbon Cutting & Grand Opening Celebration at 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 Directors' Meeting** at Avidia Bank's Lamson Room (42 Main St., Hudson), 8 am.

11/20 - **Coffee Connections: an early riser networking opportunity** at 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.

11/26 - **Thanksgiving** (Office Closed on 11/26 & 11/27).

Intelligent Database  
Hudson

Keller Williams Realty  
Asia Momot-Schulman  
Maynard & Concord

Maurices  
Hudson

MetroWest  
Visitors Bureau  
Framingham

MOCA Gourmet  
Hudson

Nextility  
Hudson

Join Our Mailing List!

## THANK YOU

Harvest Golf  
Classic Sponsors

## PLATINUM

Avidia Bank  
Boyd Coatings Research  
Connolly Foundation

## GOLD

Bacardi USA  
Cain Electric  
Davis Architects  
ROI Industries  
Wachusett Brewing

## SILVER

Bacon's Wine & Spirits  
Body & Pain Center  
Boss Corporation  
Clyde & Jones  
Gray, Gray, & Gray CPAs

12/6 - Hanukkah begins at Sunset

12/11 - Women's Business Network at Emma's Café (117 Great Rd., Stow), 11:45am. Annual presentation by Rep. Kate Hogan, Free Trigger Massage, Book Swap, Delicious Lunch Buffet. \$16 for members and their guests, \$21 for future members. 48-hr cancellation policy applies

12/16 - Board of Directors' Meeting at Avidia Bank's Lamson Room (42 Main St., Hudson), 8 am.

12/25 - Christmas (Office Closed 12/24 & 12/25)

1/1 - New Year's Day (Office Closed on 12/31 & 1/1)

## New Member Spotlight: Catherine Pfau Photography

Catherine Pfau, hails from Bolton, MA, and specializes in pregnancy, newborn, and family photography. Her experience as a teacher, a mother, a grandmother, and her involvement in Alzheimer's research, fuels her passion to document life. Catherine captures the drama, beauty, and joy of pregnancy, childhood, and family, and provides her clients with images to relish for a lifetime. Over the past few years, Catherine has continued her studies at the NE School of Photography, Perfect Picture School of Photography, and workshops. Additionally, Catherine is a member of the Professional Photographers of MA, Professional Photographers of America, and Professional Photographers of NE. Treat yourself. Check out Catherine's gallery at [www.catherinepfauphotography.com](http://www.catherinepfauphotography.com).

Juniper Farms/Bolton Oil  
L & S Boule Insurance  
Connolly & Burger Law  
Middlesex Savings Bank  
Randall Properties  
St. Mary's Credit Union  
Sign Logic  
The Griffin Group, CPAs  
Tighe-Hamilton Funeral  
Verizon Wireless

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(P) 978-568-0360  
(F) 978-562-4118

[Website](#)  
[e-mail](#)

Stay Connected:



*To qualify for a New Member Spotlight, members must be a member for no more than a year, and submit copy and a picture in jpg. Copy will be edited and reformatted. Spotlights will be given on a first-come basis.*

## Volunteer Salute

A mighty round of applause to the 21 volunteers who insured that the 15th Annual Harvest Golf Classic was a success: Rob Callahan, Dan DeAngelis, Keith Dwinnells, Ray Murphy, Tess Sabolboro, and Adriana Silva from Avidia Bank; Jim McGowan (Baystate Financial Services); John Kovacs (Boyd Coatings Research Co.); Gavin and Cathy Livingstone (Bryley Systems); Dave Rykbost (Dave's Landscape Management Co.); Glenn Davis (Davis Architects); Sarah Maston (Green Footprint Commissioning); Marlene Thomas (Middlesex Savings Bank); Chuck Randall (Randall Properties); Darren Hill, Maria McCauliffe, Chris Monteiro, and Emilia Murdock from St. Mary's Credit Union; Becky Mosca (Town of Maynard), and John Agoglia (WriteOne Content Solutions).

We are immensely grateful to the 11 volunteers who assisted with the 23rd Annual Maynard Fest. Hats off to: Paula Copley and Marlene Thomas (Middlesex Savings Bank); David Gavin (Maynard Board of Selectmen); Bob Larkin (Maynard Rotary Club); Melissa Levine-Piro (Levine-Piro Law); Jim McGowan (Baystate Financial Services); Becky Mosca (Town of Maynard); Stephen Piotte (H & R Block); Sarah Salamone (Russell's Convenience Stores); Debbie Simon (Cambridge Focus); and Steve Ziegler (Star Custom Framers).

## MAYNARD BUSINESS ALLIANCE MEETING MINUTES

Tuesday, October 20, 2015

5:30 P.M. at Serendipity Cafe

Attendees: Mary Brannelly, Melissa Levine Piro, Laura & Johnny Hobson, Pablo Carbonell, Deb Hledik, Lynda Thayer, Gail Erwin, Priscilla Cotter, David Griffin

The meeting was called to order at 5:35pm

A MOTION was made by Melissa to approve the minutes from the September 15, 2015 meeting. The motion was seconded by Mary and unanimously approved.

### HOLIDAY SIP AND STROLL:

#### ● The following items have been completed:

- \$4,952 approved by the Board of Selectmen for downtown decor, Lynda to look into how we physically obtain the funds. For the long term this will be an ongoing line item/grant/possibly via BEEP. Noted by Lynda that we need to provide language to ensure that the funding provided by the town is designated as 'downtown holiday lights and decor' as opposed to the "Holiday Sip and Stroll" event itself. The MBA will retain sponsorship of the event.
- Board of Selectmen approval of event
- Dave's Landscape confirmed to install lights, will install week of 11/16
- Kate Hogan confirmed by Melissa to attend and do countdown
- Santa is confirmed via Nancy Quinn to be at Berkshire Hathaway
- Police detail confirmed via Chief Dubois with one police officer being donated MPD, Chief Dubois will advertising event via electronic signboard if possible.
- CAC Digital confirmed to have Hot Chocolate House
- Lynda met with DPW regarding status of electricity for lamp posts, they have to test once the lights are up, and will do so.
- Lynda in touch with Mark Minasian of WAVM for podium in the park and mikes for the choir and speakers that night. He needs number of singers participating prior to event.

#### ● The following action items were partially resolved at the meeting:

- Businesses to make donation of a Christmas Tree with lights for Memorial Park - Look Optical, Gallery 7, Levine-Piro on board already and Kelli to contact Jason Foley.
- Regarding additional/outside groups interested in also decorating trees, potentially as fundraisers for their groups, the decision was made that this would need to be done independently of the MBA Holiday Sip and Stroll event.
- Confirmed Dave Griffin available to photograph the event as well as update the MBA website to reflect event info.
- Music:
  - Students from MHS band confirmed to play at Union Congregational Church
  - Members from Acton Community Chorus & friends confirmed to participate
  - Flo's Catering confirmed to donate food to carolers via set-up in Congregational Church Basement

- The following items are action items that still need to be done:
  - Confirm Insurance is in place for both event and in general. Melissa to contact Kelli/Tom.
  - Marketing
    - Press Release needs to be created for the event and possible expanded distribution needs to be investigated
    - Beacon Villager needs to be contacted to write an article about the event
    - Check with Kelli for any templates for flyers previously used
    - Confirm with Kelli that she is available to photograph decorated windows and post via MBA facebook
    - Flyers need to be created and distribution/distribution volunteers secured for the following:
      - Green Meadow/Fowler for backpacks for 11/16
      - participating businesses and carolers
      - Distribution to Outdoor Store & Paper Store customers
      - Handing out at Memorial Park night of the event
  - Confirm attendance of BOS members at event
  - Mary to confirm MFD/Chief Stowers available to transport Santa.
  - Confirm additional music participants:
    - Need to contact Holy Annunciation Choir, St. Bridget's Parish, Deb to contact Bell Ringers and Ukulele Group.
  - Confirm participation of downtown businesses via in person canvas
    - Mary to contact Action Unlimited for Ad details to include pricing, limit of participants if any, parameters and deadline.
    - Packet to be put together to bring to businesses, including window contest flyer, membership info for non-MBA members, Advertising info (including examples of past year's ads), Sign-Up sheet for Sip & Stroll event including what items businesses will participate in.)
    - Sign-Up sheet will also be available at Serendipity Cafe for those that are not available when visited.
  - Additional decor around town:
    - Date when DPW should put lights on Memorial Park bushes
    - Deb Hledik - decorations around town: Some decor from last winter was damaged and needs to be re-done. Deb is seeking suggestions on a new theme.
    - Mary to contact Anne Heinonen to confirm light up small pine tree in Memorial Park at corner of Nason/Summer.
    - Contact UCC to confirm locating window decoration ballot box inside church entry again.
    - Confirm stores that will be on the Window Decorating Contest and make changes to old ballot to get to Allen Quinn for printing

**MEMBER ACTION ITEMS:**

**Please think about your interest and willingness to participate in the Downtown Sip and Stroll event so that you are ready to commit when Lynda, Mary, Melissa, Laura, Johnny or Pablo come around to your businesses with the sign-up sheet. Things to consider: Do you wish to participate in group print advertising? Do you wish to participate in the window decorating contest? Will you be open the night of the event? If so will you have any entertainment, a special project, offerings or promotions? If you are not already a member of the MBA would you like to join?**

It was determined necessary to have a meeting sooner than the previously scheduled date of November 17th:  
**The next meeting will be held in two weeks on TUESDAY NOVEMBER 3rd, 5:30 p.m. at Serendipity Cafe, 1 Nason St.**

The meeting was adjourned at 6:58 p.m.

Respectfully Submitted by Laura Hobson

**From:** Tanya Paglia, MAPC <tpaglia@mapc.org>  
**Sent:** Monday, October 26, 2015 6:16 PM  
**To:** Becky Mosca  
**Subject:** MAGIC Climate Resilience Plan Public Kick-off Forum - Thursday, November 19, 2015, 6:30 pm in Acton



## SAVE THE DATE

### MAGIC Climate Resilience Plan Kick-off Forum



Thursday, November 19, 6:30 PM - 8:45 PM

#### When

Thursday November 19, 2015  
from 6:30 PM to 8:45 PM EST

[Add to Calendar](#)

#### Where

**Acton Town Hall, Faulkner  
Room (204)**

472 Main Street  
Acton, MA 01720

#### Dear Becky,

Please save the date for the MAGIC Climate Resilience Plan's Kick-off Forum on **Thursday, November 19th from 6:30 pm to 8:45 pm** at **Acton Town Hall** to discuss climate risks and potential strategies to address them.

The Metropolitan Area Planning Council (MAPC), in partnership with the 13 towns that form its Minuteman Advisory Group on Interlocal Coordination (MAGIC) subregion, is creating a Climate Resilience Plan. MAPC will assist the MAGIC Communities in assessing vulnerabilities from, and developing an action plan for,

Driving Directors

**OARS**



**MAPC**

non-coastal-related climate impacts (e.g. increased precipitation, inland flooding, increased heat and drought).

Your input is essential! We are having this event:

- To hear from you!
- To share what we know about potential climate impacts threatening your region
- To discuss ways to ensure resilience in your town and surrounding towns

Schedule:

6:30 - 7:00 pm Open House, Refreshments, Networking

7:00 - 8:45 pm Formal Program

Refreshments will be provided, and the event is free and open to the public. Please click on the link below to register.

**[Register Now!](#)**

[I can't make it](#)

Thank you for your attention and response. We hope to see you on November 19th.

**Sincerely,**

Tanya Paglia, MAGIC Coordinator  
Metropolitan Area Planning Council  
tpaglia@mapc.org  
617-933-0781

**More information on MAGIC:**

MAGIC is comprised of 13 communities northwest of Boston including: **Acton, Bedford, Bolton, Boxborough, Carlisle, Concord, Hudson, Maynard, Lexington, Lincoln, Littleton, Stow, and Sudbury.**

[MAGIC's website](#)



Other Upcoming MAGIC Events:

- Next MAGIC Meeting: Thursday, November 5,



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

**For Immediate Release:**  
October 21, 2015

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

**Representative Kate Hogan to Host “The Opioid Crisis: Identifying  
Community and Statewide Solutions”**

**The Opioid Crisis: Identifying Community and Statewide Solutions**

Tuesday, November 3, 2015 at Maynard High School Auditorium, 1 Tiger Drive, 6:00-8:00PM.

State Representative Kate Hogan, Chair of the Joint Committee on Public Health, is hosting a panel of distinguished public servants discussing the opioid epidemic currently faced by our towns, our region and the Commonwealth.

States around the country are grappling with the epidemic of painkiller and heroin abuse, which was responsible for 24,000 overdose deaths nationwide in 2013. In Massachusetts, opioid-overdose deaths have risen sharply; with 1,256 in 2014. Prescription drug abuse and opioid addiction affects all members of our community.

Please join us to hear from prevention and treatment experts, law enforcement officials, as well as state and local leaders regarding what we can do as a community to aid in long-term recovery and deal effectively with this public health crisis.

Panelists will include:

- **Honorable Marian T. Ryan, Middlesex County District Attorney**
- **Honorable Paula M. Carey, Chief Justice of the Massachusetts Trial Court**
- **Chief Mark W. Dubois, Maynard Police Department**
- **Marcy Julian, Regional Manager at Learn to Cope, Parent**
- **Richard Ellbeg, Director of Emergency Services and ICU, Nashoba Valley Medical Center**

For additional information please contact Representative Hogan’s office at 617-722-2130 or [Jordan.Eldridge@mahouse.gov](mailto:Jordan.Eldridge@mahouse.gov).

###



## **The Opioid Crisis: Identifying Community and Statewide Solutions**

**Hosted by State Representative Kate Hogan  
Chair of the Joint Committee on Public Health**

**Tuesday, November 3rd, 2015**

**6:00 – 8:00 PM**

Maynard High School Auditorium

1 Tiger Drive, Maynard

Prescription drug abuse and opioid addiction affects all members of our community. Please join us to hear from prevention and treatment experts, law enforcement, and state officials regarding what we can do as a community to aid in long-term recovery. Rep. Hogan will also provide an update on actions being taken by the Massachusetts General Court to combat the opioid crisis.

Panelists will include:

- **Honorable Marian T. Ryan, Middlesex County District Attorney**
- **Honorable Paula M. Carey, Chief Justice of the Massachusetts Trial Court**
- **Chief Mark W. Dubois, Maynard Police Department**
- **Marcy Julian, Regional Manager at Learn to Cope, Parent**
- **Richard Ellbeg, Director of Emergency Services and ICU, Nashoba Valley Medical Center**

For more information, call Rep. Hogan's office and ask for Jordan at 617-722-2130 or [Jordan.Eldridge@mahouse.gov](mailto:Jordan.Eldridge@mahouse.gov)

**Kevin Sweet**

---

**From:** Bill Nemser  
**Sent:** Wednesday, October 28, 2015 9:48 PM  
**To:** Kevin Sweet  
**Subject:** Design Review - Mill and Main

**From:** Mark Rosenshein <[MRosenshein@architecturalteam.com](mailto:MRosenshein@architecturalteam.com)>  
**Subject: RE: Mill and Main**  
**Date:** October 7, 2015 at 4:41:38 PM EDT  
**To:** Bill Nemser <[bnemser@TownofMaynard.net](mailto:bnemser@TownofMaynard.net)>  
**Cc:** Bernie Cahill <[cahill.maynardpb@yahoo.com](mailto:cahill.maynardpb@yahoo.com)>

Bill;

I believe that the proposed change will be beneficial both to Mill and Main and to the Town of Maynard for a number of reasons:

- 1) In trying to provide the most inviting market opportunity for retailers, allowing for a broad range of retail and restaurant sizes will increase the likelihood that you will get a diversity of providers. The greatest level of flexibility of sizes possible will be most appealing to the broadest range of potential tenants.
- 2) Today's retail trend is toward local purveyors and away from retail box chains. The biggest challenge for local retailers and restaurateurs is the initial start-up costs, including the cost of fitting out their space and the base rent cost. Larger retail spaces are likely to be a financial challenge to smaller mom and pop retailers, so allowing smaller retail and restaurant spaces will encourage local businesses to start.
- 3) In today's market a lot of the best retailers are using between 1,700 and 2,500 square foot spaces for boutique retail, small café type dining, and specialty shops. The large retail sizes, particularly at 10,000 s.f., are really designed for CVS / Walgreens sized retail and discourage infill retail in existing building storefronts that tend toward smaller modules.
- 4) Finally, and most importantly, eliminating the minimum area does not prevent the 5,000 s.f. restaurant or 10,000 s.f. retailer from coming to Maynard. All this does is open the door for potential smaller retailers that may want to fill in spaces that exist or share the burden of the fit-out and lease costs of potential larger spaces with multiple smaller tenants, which should provide a greater diversity of retail outlets to the community.

I would encourage this change as being consistent with the current trend in retail marketing and local based business culture.

Let me know if there is anything else I can assist with.

Mark J. Rosenshein LEED AP  
Senior Project Manager

the architectural team

[mrosenshein@architecturalteam.com](mailto:mrosenshein@architecturalteam.com)



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

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***STAFF REPORT***

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**I. Petition Description**

Project: Zoning Bylaw's: proposed amendment to Section 9.6 "Health Care Industrial District."

Petition No: PB15-08.

Petition Type: Amendment of Zoning By-laws.

Applicant: Request initiated by Saracen Properties.

Sponsor: Planning Board (consideration to sponsor).

Description: Amendment modifying Section 9.6 "Health Care Industrial District" of the Zoning By-laws by removing the minimum allowable square footage for Retail, Restaurant and Supermarket.

Project Location: Text amendment – affects Mill and Main campus.

**II. Background**

This request is to determine if the Planning Board will recommend approval for placement of the proposed amendment on the Town Meeting warrant of January 11, 2016.

The proposed amendment will apply to any property with a "Health Care Industrial District" (HCI) zoning district designation. Currently this zoning is limited to the Mill and Main (Former Clock Tower Place) Campus.

The origin of the proposed amendment was discussions between the property owners (Saracen Group) and town staff regarding first floor retail, restaurant and grocery uses. The current HCI regulations, as well as the current development agreement, require:

- a) A restaurant shall contain at least 5,000 square feet of gross floor area.
- b) Retail shall contain at least 10,000 square feet of gross floor area, but not more than 50,000 square feet.
- c) A supermarket shall contain at least 20,000 square feet of gross floor area.

The property owners indicated that establishments of this scale are largely inconsistent with their business plan, and that offering a selection consisting primarily of smaller uses is more compatible with the campus. Currently any retail under 10,000 square feet is prohibited.

The request proposes removal of minimum square footage requirements for retail, restaurant and supermarket uses within the HCI. The maximum square footage for retail of 50,000 square feet is proposed to remain.

### **III. Staff Analysis**

Section 5 of Chapter 40A of the Massachusetts General Laws governs amendment of local zoning by-laws. Amending zoning by-laws requires approval by Town Meeting by a two-thirds vote. In order for a Town Meeting vote to be held on the proposed amendment, a report by the PB with recommendations is submitted to the Board of Selectmen (BOS). The BOS shall make a determination whether or not to place the item on the Town Meeting warrant.

The Planning Board has a public hearing for Mill and Main on October 13. This hearing is to determine if the Planning Board will recommend approval for placement of a proposed amendment on the Town Meeting warrant (of January 11, 2016). Saracen Properties has requested the following amendment to the Health Care Industrial District (HCI): removal of the following minimum square footage requirements:

Currently any retail under 10,000 square feet is prohibited. For reference, a typical CVS starts at about 10,000 square feet. The intent is to not discourage smaller uses from locating within the campus. The change is intended to allow smaller retailers that may want to fill in spaces that should provide a greater diversity of retail outlets to the community.

Exhibit "A" contains the current zoning HCI text with the proposed changes in "strike and change" (legislative) format.

#### **Consistency with Zoning By-laws**

The proposed amendment is consistent with the town Zoning By-laws. The change is an adjustment to current dimensional requirements of the zoning district.

#### **Consistency with Community Development Principles**

Maynard's Community Development Principles were adopted in 2009 by the Board of Selectman to provide general guidance for implementation of Maynard's community vision:

*Maynard is a community of neighborhoods which strives to preserve and enhance its essential character as a diverse, economically vibrant,*

*welcoming community with a wide range of housing opportunities, a rich cultural heritage, natural attractions and open spaces. This, coupled with an attractive, accessible, pedestrian friendly downtown firmly establishes Maynard as a desirable destination for people in the region. We strive to maintain that which characterizes Maynard today while fully exploiting available opportunities with a discipline that balances protection of natural resources with economic growth.*

While not the sole criteria for decision-making, all actions considered by Town Boards should be evaluated for consistency with **Maynard's Community Development Principals** as listed below:

**1. Concentrate Development and Integrate Uses**

*Findings: The proposed amendment would promote continued and diverse mix uses within the project area.*

**2. Protect the Village Character of Downtown Maynard**

*Findings: By allowing varying scale of smaller businesses the village character of Maynard is emphasized and encouraged.*

**3. Redevelop and Re-use**

*Findings: This is a redevelopment area and represents a reuse of a site and the town's existing infrastructure.*

**4. Use Natural Resources Wisely**

*Findings: Infill development lessons impact on natural resources.*

**5. Expand Housing Opportunities**

*Findings: Businesses located in the campus may offer services for residential units in the area which help make downtown living more desirable.*

**6. Provide a Variety of Transportation Choices**

*Findings: Increasing businesses downtown may reduce automobile dependency for some residents.*

**7. Respect Cultural and Historic Resources**

*Findings: The proposed design respects and is consistent with historical architecture. A variety of smaller spaces may foster additional cultural offerings for the town.*

**8. Protect Land and Ecosystems**

**Findings:** *The utilization of this site prevents "Greenfield development". This reduces environmental impacts from the project.*

**9. Make Effective Decisions**

**Findings:** *The proposed decrease in minimum square footage may provide additional business options for Maynard.*

**10. Manage Infrastructure Effectively**

**Findings:** *This site is already served by infrastructure.*

**IV. Public Notice**

- A meeting notice Posted on September 25, 2015 in Town Hall, the Maynard Police Station and the Town website.
- A newspaper display advertisement for the proposed amendment and meeting was placed in *The Beacon* on September 25, 2015 and on October 02, 2015.
- A courtesy meeting notice was mailed to the surrounding area.

**V. Advisory Board Comments**

This petition is to be heard by the Planning Board at the October 13, 2015 meeting.

**VI. Staff Recommendation**

Staff recommends approval placing the proposed amendment on the warrant of the Town Meeting of January 11, 2016. Proposed amendment to read as contained in Exhibit "A".

**CONDITIONS OF APPROVAL:**

1. None recommended.

## Exhibit "A"

### 9.6 HEALTH CARE INDUSTRIAL DISTRICT<sup>1</sup>

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

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

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

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

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

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

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

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

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

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

<sup>1</sup> Article 3 S.T.M. October 26, 2011

Special Town Meeting Articles for 1/11/16

<u>Article</u>	<u>Title</u>	<u>Department</u>	<u>Page #</u>
	129 Parker Street - NBOD By-Law	Board of Selectmen	
	129 Parker Street Conceptual Plan	Board of Selectmen	
	129 Parker Street - Sign Plan	Board of Selectmen	
	Mill & Main Amendment (HCI)	Planning Board	
	ArtSpace transfer of Ownership	Board of Selectmen	
	Peg Access Amendment	Board of Selectmen	
	Reuse of Fire Capital Outlay	Board of Selectmen	

Town of Maynard  
Special Town Meeting, January 11, 2016

Re: Amendment to the Zoning Bylaw

Sponsor: Planning Board

Proposed Warrant Articles: Zoning By-law Change for minimum size of a retail, restaurant and supermarket uses within the Healthcare Industrial District

---

**ARTICLE: \_\_\_ RE: Zoning By-law Amendment. Proposed Amendment to Section 9.6, Healthcare Industrial District.**

To see if the Town will vote to amend Section 9.6.1 and 9.6.2 of Town's Zoning By-laws as follows (Underline represents new language and ~~Strike through~~ represents removed language):

## 9.6 HEALTH CARE INDUSTRIAL DISTRICT

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

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

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

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

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

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

to do or act thereon

SPONSORED BY: Planning Board

APPROPRIATION: None

FINCOM RECOMMENDATION:

SUMMARY: In the Section 9.6.2, "Limitations on Certain Uses": Removal from the Zoning By-laws of minimum square footage requirements for retail, restaurant and supermarket uses within the Healthcare Industrial District. Update campus name within text.



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

**Becky Mosca**  
*Administrative Assistant*

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**DATE July 9, 2015**

**To All Boards and Committees**

**RE: Updated list of Liaison Selectmen to Boards and Committees**

**Selectman Gavin:**

**[dgavin@townofmaynard.net](mailto:dgavin@townofmaynard.net)**

- Council on Aging
- Finance Committee
- Cultural Council
- Co-Maynard Housing Authority

**Selectman Kreil:**

**[jkreil@townofmaynard.net](mailto:jkreil@townofmaynard.net)**

- \* Historical Committee
- \* Board of Appeals
- \* School Committee

**Selectman Egan:**

**[Tegan@townofmaynard.net](mailto:Tegan@townofmaynard.net)**

- Community Preservation Committee
- Conservation Commission
- Recreation Commission

**Selectman DiSilva:**

**[cdisilva@townofmaynard.net](mailto:cdisilva@townofmaynard.net)**

- \* Maynard Green Communities Committee
- \* Planning Board

**Selectman Donovan**

**[tdonovan@townofmaynard.net](mailto:tdonovan@townofmaynard.net)**

- Library
- Economic Development Committee
- Board of Assessors
- Co-Maynard Housing Authority

# **BOS Goal Planning for FY 2016**

## **Foster Economic Development**

- Business/Residential Development
- Community Development Principles
- 129 Parker St
- Mill & Main
- Affordable Housing
- Prioritize redevelopment
- Branding Maynard
- Empower the EDC/provide direction
- Regional Transportation
- Business Recruitment

## **Improve Communications**

- Internal /External /Transparency
- Town Government Organization
- Regulation updates (Water & Sewer, Cemetery) By-Law Review
- Master Plan
- Community Development Principles
- Budgets

## **Comprehensive Facilities Management**

- Fire Station
- Permanent COA
- Open Space purchases/protection
- Fields/Courts/Rec. spaces
- Roads & Sidewalks
- Protect Whites Pond Access
- Town Properties (buy/sell)
- School Dude/Capital Planning
- Properly Funded department

## **Strengthen Fiscal Policies**

- Capital & Debt
- OPEB
- Reserves
- Single Tax Rate
- Cap growth to state average, use excess growth to reduce overall tax rate.