



AGENDA
Maynard Board of Selectmen Meeting
Tuesday, February 2, 2016
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) January 19, 2016

3. Correspondence

- a) Department of Public Works monthly report Dec 2015
- b) Library monthly report Jan 2016
- c) Maynard Community Preservation Committee meeting, January 20, 2016
- d) Cultural Council meeting, January 21, 2016
- e) Maynard Public School Committee meeting, January 21, 2016
- f) Finance Committee meeting, January 25, 2016
- g) Board of Health meeting, January 26, 2016
- h) Planning Board meeting, January 26, 2016
- i) Board of Assessors meeting, January 26, 2016
- j) Maynard Local Emergency Planning Committee meeting, January 26, 2016
- k) Maynard Public School Committee meeting, January 28, 2016
- l) By-Law meeting, February 1, 2016
- m) Economic Development Committee meeting, February 2, 2016
- n) Conservation Commission meeting, February 2, 2016
- o) Community Preservation Committee meeting, February 3, 2016
- p) Council on Aging meeting, February 4, 2016
- q) Maynard Business Alliance meeting minutes, January 12, 2016
- r) Metropolitan Area Planning Council update January 21, 2016
- s) Xfinity Municipal Emergency Report Procedure and Change of Address Notification
- t) Kevin Sweet appointment to 495 MetroWest Suburban Edge Community Commission
- u) Beep Update from Bill Nemser, Town Planner, dated January 26, 2016
- v) Minuteman Senior Services, News you can use, dated January 26, 2016
- w) Women's Business Network, Feb 19, 2016, Emma Café Stow, MA
- x) Xfinity (Comcast) provided copy of Form 500 for 2015.
- y) Boys & Girls Club, 18th Annual Golf Tournament
- z) Memorandum to BOS from TA – Vacation Notice

AGENDA
Maynard Board of Selectmen's Meeting
February 2, 2016

4. Cemetery Deed # 2025 request for approval.
5. Pavement Management System Updates: Conrad Leger, BETA Group
6. Water/Sewer Regulations & Fees
7. Municipal Naming Nomination Form: Review & Scheduling
8. FY2017 Budget Discussion
9. 129 Parker Street Updates
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 – February 16, 2016

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, January 19, 2016
Room 201, Town Hall
Time: 7:00 pm**

Present: Chairman, Chris DiSilva, Selectman 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, January 5, 2016

A motion was made by Selectman DiSilva to approve the minutes of January 5, 2016 as shown. Second by Selectman Gavin. Vote 5-0 Motion approved.

List of Correspondences (mail to the Selectmen's Office for January 19, 2016). A-P

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

Consent Agenda;

OARS, One-day Liquor License, March 30, 2016
Appointments Patrolman

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

Interview and Appointments

Chief DuBois introduced new candidates, Patrick Brenna and Trista Manchuso

Chief DuBois had given board update on both candidates at the last BOS meeting. Both have (8) more weeks at the academy.

Board members asked a few questions but mostly thanked them for the current time at the academy and dispatch positions. In addition, both live here in Maynard.

A motion was made by Selectman DiSilva to accept and approve Patrick Brennan and Trista Manchuso to the Maynard Police Department with indefinite terms. Second by Selectman Egan. Vote 5-0. Motion approved.

Girl Scout Gold Award Project

Presentation by Haley Fritz in collaboration with: The Maynard Historical Commission and Maynard Town Planner, Bill Nemser prepared “Stories Found “Only in Maynard”: Our Town’s Guide to Historic Preservation” as part of her Gold Award Project. Ms Fritz explained that her gold award project is an 80+-hour project to develop a sustainable guide for historic preservation in Maynard.

Presented a power point of “Stories Found “Only in Maynard” Our Town’s Guide to Historic Preservation highlights:

- Public Private Partnership
- Economic Benefits
- 400 sites in Maynard
- Only (1) (Historical site) is registered, Maynard Glenwood Cemetery
- Historical Scavenger Hunt
- Suggested starting an annual Founders Day celebration in Maynard at the end of April. April 27th Founders Day to follow up every year on the nearest Saturday to April 27th .
- This project is sustaining for the Girl Scout Gold Award. Project needs to be 80 hours or more.
- Requests support from the Maynard Board of Selectmen.

BOS members complimented Ms. Fritz on her work and presentation and will consider her Founder’s Day request.

Hayes Street Drain Pipe Investigation: Stantec Engineering

Victor Olson, P.E. provided a summary of DPW Operation Manager, Chris Okafor’s request to investigate and provide recommendations for improvements to the Hayes Street drain between Harrison Street and Waltham Street.

Summary of report:

- Drain Configuration – pipe takes drainage from an open stream and wetland area adjacent to Glenwood Cemetery northerly toward Waltham Street/Douglas Avenue then westerly to Assabet River.
- Enters into 24” pipe.
- Raised steel plate covers provide limited access. Require heavy equipment to move.
- Access to some of the location is difficult to access on private property.
- Two garages and other uses have encroached over the drain line.
- These are just a few of the issues found.
- Plan 1. Hayes Street Drain Recommendations Budget Costs: \$225,000.00 – would return drain to full operation and extend useful life. The rehabilitation cost does not include costs for the Town to obtain easements (temporary or permanent) or acquire property along the drain line.

- Plan 2. Consideration of Hayes Street Drainage Relief Pipe Option Budget Costs: \$375,000.00 consisting of re-routing drainage into the public way (Hayes Street) to convey water from the wetland area behind the cemetery and street runoff toward Waltham Street and limited rehabilitation of the existing drain for local use only.

Water/Sewer Rules & Regulations; Stantec Engineering/ Pioneer Consulting Group

Garry McCarthy, Victor Olson P.E. from Stantec, Doug Gardener, Pioneer Group

Doug Gardener of Pioneer Group presented updated water and sewer connection and inspection fees adjusted to reflect personnel costs to perform various tasks. Further discussion of why Maynard should charge for these services.

Water Fees and Charges:

Fees of current fees vs proposed fees.

Garry McCarthy and Victor Olson provided an update on sewer infiltration and inflow investigation now entering year 2 (Check with Chris O) of a 5-year investigation and rehabilitation plan required as part of the Town's NPDES Permit for wastewater treatment and discharge.

Maynard needs a 5-year plan 1-year implementation

Use enterprise fund – fund \$500,000.00 every year to replace all aging pipes for both water and sewer. Impacts – down time heavy costs when this becomes emergency for either of the water or sewer.

Town's On-call Engineering Consultant, Wayne Amico, commented about a storm Utility fee. Currently Improvements are made as needed from General Fund. Storm water utilities are becoming more popular recently as a means of generating funding designed for storm drain rehabilitation, such as improvements to the Hayes Street drainage system, and upcoming costs associated with the Town Small Municipal Systems (MS4) permit. The issues are (Cost drivers for which) Maynard needs to find ways to fund.

Selectman Gavin asked if the recent funding for water and infrastructure could be sought for these improvements. Ta to talk with Senator Eldridge's office for funding assistance and grant opportunities.

Selectman Kreil noted that Stormwater utilities were introduced to equitably spread costs to our customers. They are user fees.

BOS/TA will keep looking at this thru budget process with DPW.

Set time and place for Annual and Special Town Meeting. Date set by Charter; 3rd Monday in May, May 16, 2016.

A motion was made by Selectman DiSilva to set time and place for Annual and Special Town meeting to Monday, May 16, 2016 at 7:00 pm, Fowler School Auditorium. Second by Selectman Donovan. Vote 5-0. Motion approved.

Economic Development Updates

Kevin Sweet,

- The Planning Board, has scheduled a special pre application meeting for 1/21/16 at 7pm to discuss town expectations for details of a conceptual plan submittal (basically to review the NBOD requirements for materials etc. that need to be included).
- Mill & Main Comprehensive Signage Plan (special permit + future zoning text amendment) is scheduled for PB meeting of January 26th, 7PM.
- Open Table has scheduled a Site Plan Modification application and Special Permit request with the PB to move into Aubuchon Hardware location. The Boys and Girls Club and the Council on Aging may also utilize the space. The PB meeting is scheduled for February 9, 7PM.
- The Town has received an application for site plan approval for an additional building at 109 Powder Mill Road, Maynard (storage facility). This is a by right use and will encompass 39,900sf of new storage area. Hearing date TBD.
- Meeting with Cary Tarpanian at Saracen next week on bringing Higher Education tenant to town. Interest from two colleges and a list of four others, Town Administration help them reach out.
- Meeting this morning with EDC, goals & priorities for 2016.

Town Administrator Report.

- Annual MMA meeting this week, Saturday we have the MIIA lunch, they will give us notice for Health Insurance rate.
- Coolidge school property carve out is being conducted. Expect a formal survey back within four weeks or less.
- Contracting to do the same for the MGC carve out for the CR.
- FY17 Budget focus next couple of weeks

Chair Report –

- Thursday, 1/21/16 Planning Board will start the process with Capital Group – 129 Parker Street. Open to Public. Note pre meeting earlier.

Board Member Reports

Selectman Egan:

- Question; who takes care of the sidewalks in lower lot near laundry mat? TA, indicated that the area in question may be (private) TA office will reach out to the owner of the property. Owners need to step up.

Selectman Donovan:

- None

Selectman Gavin:

- Memorial Park meeting well attended. Bill Nemser did a good job. Comment to take down wall near Movie Theater, parking issue. Telephone pole near ramp of old parking area needs to be moved.
- DPW clearing of sidewalks, all looked clean, they did a good job, commend them for their work.

- Way find sign missing on Nason Street? TA, yes it was parking sign for former parking deck. The sign was removed after the deck was removed. Need to remove pole.

Selectman Kreil:

- Murphy Snyder building looks much better. Thanks for the push to get that looking right.
- Parking wayfinding sign on Summer Street near the theater is loose.

A motion to adjourn the meeting was made by Selectman DiSilva. Second by Selectman Donovan. Vote 5-0. Motion approved Revise to indicate Roll call vote to go into Executive Session all 5 affirmative votes, not to reconvene.

Time: 9:35 pm

Approved: _____

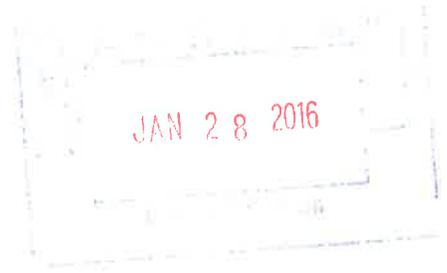
Date:

Selectman, _____, Clerk

Initials: BJM



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



Administration Highway Parks/Forestry/Cemetery Water & Sewer WWTP

To: Board of Selectmen
From: Christopher Okafor, Operations Manager
Date: January 19, 2016
Re: Monthly Report – December 2015

Administration: Submitted by Christopher Okafor, Operations Manager

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

- Analysis of DPW – ongoing
- Personnel Management – ongoing
- Customer Services - ongoing
- Training and seminars - 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.
- Coordinating with the Town Planner on various projects - ongoing
- Flow Isolation Schedule - Infiltration /Inflow Year 2 Plan – ongoing
- Working with Stantec Engineering on Water and Sewer Regulations
- Working with Stantec Engineering on Hayes Street Drainage Issues
- Working with Stantec Engineering on Sewer I/I programs
- Working with BETA Engineering on Roads Improvement plans (CIP)
- New Water Source Investigation with Woodard & Curran – ongoing
- Winter Season Readiness - ongoing
- Snow & Ice Removal - ongoing
- Monitoring WWTP Contract - ongoing
- Collaborating with other departments - ongoing
- Parks maintenance – ongoing
- 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
- Town wide water meter read
- Replaced hydrant at the American Legion
- Daily water treatment plant rotation and operations
- DEP water quality reports
- 129 Acton Street sewer tied-in
- A@D instrument in to calibrate all plants
- I/I with Stantec Engineering
- Repaired 2 inch water line broke at Art Space.
- Leaves clean up at all pump stations.
- Winterize all parks and fields irrigation, water bubblers etc.

Highway Division: Submitted by Joe Foster, Foreman

- Leaves clean up – Town wide
- Leaves clean up – Catch Basins, Culverts and sidewalks
- Road maintenance - Patching Potholes
- Repairing misc. structures
- Grading all Gravel Roads
- Signs Installations - ongoing
- Parking meter repairs
- Winter Season Readiness - receiving and putting away Road Salt – 200 Ton
- Snow & Ice Removal – 3 inches snow followed by ice
- Winter equipment prep - ongoing
- Roads repair and patching town wide
- Sweeping Streets and misc. 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

- 6 Funerals
- Leaves clean up at the Cemetery
- Leaves clean up all town parks
- Shut off and blew out water lines at Cemetery
- Removed backflow device from Rockland Ave
- Coolidge cleanup Brush and Leaves
- Chipped Christmas trees at Boys club
- Trash pickup all parks and downtown
- Full cleanup of Memorial Park

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

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

- November'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.
- There were no permit exceedances for December
- Attached is the Maintenance Report for December 2015.
- Monthly Co Mag equipment rotation.
- Yard hydrants: 2 hydrants leaking to surface, scheduling repair with Water Dept. forthcoming.

Library Monthly Report Jan 2016



Building Issues: The book drop is leaking. The Facilities Manager is looking into it.

Meeting Room Use: 28 meetings were held during December 2015.

Long Range Plan/Grant Update: A letter of Intent, the first step of the grant process, was delivered on deadline.

Reference Report: Reference Transactions: 306. One-on-One Help Sessions: 4

Young Adult Librarian's Report: 10 reference questions were answered, and 6 programs implemented. There were 29 total attendees between both Make It Take It sessions, and 19 attendees between 4 baby story times. NOTE: the Young Adult Librarian offers a Baby Storytime on Mondays.

Children's Report: 306 participants attended Children's programs during December.

Circulation: 9,203 items circulated. 764 went out through the Overdrive program. 6,272 items were discharged. 32 new cards were registered. There were 1,018 computer log ins & Ancestry Com was accessed 880 times.

Miscellaneous: Dennis Morrissey is retiring. Carol Casey will be assuming his job. I expect to be hiring a new Circulation Assistant (Carol's current job) by the end of the month.

Respectfully submitted,

Steve Weiner, Library Director

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, January 20, 2016 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
- Discussion of Administrative aide
- Filling Committee vacancies (new member?)
- Other Administrative issues

CORRESPONDENCE:

- Mail received

BUSINESS:

- Discussion of CPA and Maynard Golf Course
- Discuss responses to questions for applicants
- Financial Subcommittee update and review updated funding buckets
- Update on ongoing projects
- Updating CPC information on Town website
- Recommendations on CPC Bylaw rewrite
- New/Old Business

Upcoming Meetings:

- Determine next regularly scheduled meeting.

THIS AGENDA IS SUBJECT TO CHANGE

Posted: M. John Dwyer, CPC Chairman

January 19, 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

Lower Level Mtg Rm

Room

THURSDAY, January 21, 2015 at 7:00 PM

AGENDA for 01.21.2015 meeting of the Maynard Cultural Council

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

- | | | |
|---|-----------|------|
| 1. Confirm or adjust tonight's agenda. | (5 mins) | 7pm |
| 2. Approve past meetings' minutes. | (10 mins) | 7:05 |
| 3. Wrap-Up Grant Cycle | (15 mins) | 7:15 |
| Letters to applicants | | |
| Reporting to State | | |
| Other | | |
| 4. Plan Grant Awards Ceremony | (45 mins) | 7:30 |
| Space | | |
| Refreshments | | |
| Notice | | |
| Certificates | | |
| other | | |
| 6. Discuss Community Survey | (5 mins) | 8:15 |
| Have we got a plan / schedule? | | |
| 7. ToM Sesquicentennial Celebration | (10 mins) | 8:20 |
| Review Letter | | |
| Consider whether / how to support | | |
| Vote on whether or not to sign-on to letter | | |
| 8. Adjourn | | 8:30 |

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: January 19, 2015

MAYNARD PUBLIC SCHOOLS

3-R Tiger Drive,
Maynard, MA 01754
www.maynardschools.org



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

MAYNARD PUBLIC SCHOOLS SCHOOL COMMITTEE MEETING FOWLER SCHOOL LIBRARY JANUARY 21, 2016 7:00 P.M.

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

AGENDA

1. Minutes
2. Chairman's Report
3. Superintendent's Report
4. Student Representative Report
5. Citizen's Comments
6. Budget Update
7. Theory of Action Update
8. Inclusive Practice Initiatives
9. Assabet Valley Quarterly Report
10. Citizen's Comments
11. Member's Comments/Questions

Chairperson: Dawn Capello
Posted by: Colleen Moore
Date: 01/15/16

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 _____ Jan _____ 25 _____ 2016 _____ 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: _____
Review FY17 budget proposals and timelines
Review FY16 spending reports

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 – January 26, 2016 – 6:30 p.m. – Municipal Services Conference Room,
lower level, Town Hall (*195 Main Street*)

New Business

- Any item not anticipated at time of posting

Old Business

- Miscellaneous

General Business

- Health Agent update- Housing/Nuisance
- Avian Flu
- Tobacco21
- Landfill Monitoring
- BOH meeting dates
- Any item not anticipated at time of posting

Minutes

- Minutes of the October 27, 2015 meeting

THIS AGENDA IS SUBJECT TO CHANGE
CHAIRPERSON: RON CASSIDY
POSTED BY: KELLY PAWLUCZONEK
DATE: January 21, 2016



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

Town Clerk's Stamp

Planning Board Meeting Agenda – 7:00 PM January 26, 2016
195 Main Street, Maynard - Room 201

1. 07:00 - Call to order

2. Approval of minutes (11-10-15, 12-10-15, 12-21-15)

3. Public Hearing – Special Permit Request

The petitioner (Saeid Borghani, 57 Highland Ave, Sudbury, MA 01776) is requesting Special Permit approval to allow Motor Vehicle Sales in the Business District as required by Section 3.0 (Use Regulation) of the Zoning By-laws. The subject property is located at 76 Powdermill Road, Maynard, MA 01754 (former Enterprise Car Rental).

4. Public Hearing – Signage Special Permit Request

The petitioner (Saracen Properties, 10 Clock Tower Place, Suite 200, Maynard, MA 01754) is requesting Special Permit approval for signage at the Mill and Main campus Map 14, Parcel 201 and Map 19, Parcel 272, located in Maynard, MA 01754.

The petitioner is requesting relief for signage including, but not necessarily limited to:

- ***Wayfinding Signs***
- ***Directional Signs***
- ***Monument Signs***
- ***Wall Signage***

5. Other Business – Discussion items from Board

6. Town Planner Updates

7. Correspondence – Review/questions

8. Adjourn

This Agenda is subject to change
Bernard Cahill, Chairperson
Posted by: Bill Nemser, Town Planner
Date: January 21, 2016



TOWN OF MAYNARD
Office of Municipal Services

Meeting Notice

195 Main Street

Maynard, MA 01754

Tel: 978-897-1302

Fax: 978-897-8489

www.townofmaynard-ma.gov

Town Clerk's Stamp

Planning Board Meeting Agenda – 7:00 PM January 26, 2016
195 Main Street, Maynard - Room 201

Maynard Planning Board
PUBLIC HEARING GUIDELINES

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

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

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

The order of discussion is as follows:

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

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



BOARD OF ASSESSORS

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

TOWN OF MAYNARD BOARD OF ASSESSORS MEETING

~

TOWN HALL

Tuesday, January 26th, 2016

6:30 PM

Room 202 – Upstairs (Finance Conference Room)

AGENDA

- REVIEW AND SIGN MINUTES
- MONTHLY REPORTS
- REVIEW AND VOTE ON REAL ESTATE EXEMPTIONS
- ANY MISCELLANEOUS MATTER

Posted 01/21/2016

Maynard Local Emergency Planning Committee

LEPC Meeting
Tuesday January 26, 2016
8:30am
EOC at MPD
197 Main Street, Maynard

Agenda

- I. Roll Call & Determination of Quorum

- II. Review of Minutes
 - a. April 28, 2015
 - b. June 23, 2015

- III. Old Business
 - a. Training Opportunities
 - b. January 26-28, Blizzard Update
 - c. Flu Clinic/EDS Drill Re-cap
 - d. Senior Safety Expo Re-cap

- IV. New Business
 - a. Town Updates
 - b. Regional Updates
 - c. MEMA eCEMP Yearly Review
 - d. Pet Sheltering Discussion
 - e. Misc.

- V. Adjournment – *next meeting: March 22, 2016*



THIS AGENDA IS SUBJECT TO CHANGE

CHAIRPERSON: KEVIN SWEET
POSTED BY: STEPHANIE DUGGAN

DATE: JANUARY 21, 2016

MAYNARD PUBLIC SCHOOLS

3-R Tiger Drive, Maynard, MA 01754
www.maynardschools.org



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Superintendent of Schools
Voice: (978) 897-2222 Fax: (978) 897-4610
email: rgerardi@maynard.k12.ma.us

JAN 26 2016

MAYNARD PUBLIC SCHOOLS SCHOOL COMMITTEE BUDGET SUB-COMMITTEE MEETING

FOWLER SCHOOL
SUPERINTENDENT'S CONFERENCE ROOM
JANUARY 28, 2016
6:00 P.M.

AGENDA

1. FY17 BUDGET

Chairperson: Dawn Capello
Posted by: Colleen Moore
Date: 01/26/16

Date Posted

28 January 2016

TOWN OF MAYNARD

MEETING NOTICE

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

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

By-Law Committee

Address of Meeting:

Room: 201 of Municipal Building

To be held Monday, 1 February 2016 at 7:15 PM

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

1. Minutes
2. Chairman's report
3. Update on warrant articles for Annual Town meeting
4. Preparation of Report
5. New business

Chairperson: William Kohlman

Posted by:

Date:

Date Posted: January 28, 2016

TOWN OF MAYNARD

MEETING NOTICE

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

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

Economic Development Committee

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

M T W T H F Tuesday – February 2, 2016 8:00 – 9:30 AM

Month Date Year Time AM/PM

Agenda or Topics to be discussed listed below

1. Call meeting to order: 8:00 AM
2. Approval of Meeting Minutes
3. Visitor: Michelle Ciccolo (President & CEO at The Ciccolo Group, LLC)
4. New Business – Re-establishing focus for the EDC 8:45 AM
 - a. Discuss/Approve Draft Mission Statement for the EDC
 - b. Discuss/Approve Draft Objective/Strategies for the EDC for 2016
 - c. Maynard Sesquicentennial Celebration Planning (Jack)
5. Next Steps and Meeting Wrap Up

THIS AGENDA IS SUBJECT TO CHANGE

Chair: Dave Krijger

Posted by: Dave Krijger

Date: January 28, 2016

TOWN OF MAYNARD
MEETING NOTICE

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

Maynard Conservation Commission

Maynard Town Hall
Municipal Services Conference Room (basement)
TUESDAY, February 2, 2016 at 6:30 PM

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

ADMINISTRATIVE BUSINESS:

- Review minutes from 01/19/2015
- Register for MACC annual meeting on March 5

PUBLIC HEARING:

- none

WETLANDS/STORMWATER ISSUES:

- Stormwater Management Bylaw regulations review
- Review stormwater management application for 109 Powder Mill
- Storage container on riverbank at Euclid property

LAND MANAGEMENT:

- Land Management conference on April 2
- Maple syrup tapping on conservation land
- Re-visit Open Space goals

BUSINESS:

- None

Mail of note:

- None

Upcoming Meetings:

- Next Conservation Commission meeting, **February 16, 2015.**

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson: Mr. Fred King

Posted by: Linda Hansen, agent

TOWN OF MAYNARD
MEETING NOTICE

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

Maynard Community Preservation Committee
PUBLIC MEETING NOTICE

Maynard Town Hall, Room # 101 (lower level)
Wednesday, February 3, 2016 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
- Discussion of Administrative aide
- Filling Committee vacancies (new member?)
- Other Administrative issues

CORRESPONDENCE:

- Mail received

BUSINESS:

- **Interview applicants and discuss responses to questions for applicants**
- Discuss the Conservation Restriction for the Golf Course
- Financial Subcommittee update and review updated funding buckets
- Update on ongoing projects
- Annual report?
- New/Old Business

Upcoming Meetings:

- Determine next regularly scheduled meeting.

THIS AGENDA IS SUBJECT TO CHANGE

Posted: M. John Dwyer, CPC Chairman

Date Posted: December 21, 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 T H F February 4, 2016, 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 March 3, 2016, 10:30 a.m.

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson: TBA

Posted by: Amy Loveless, Director, Council on Aging

Date: January 25, 2016

Maynard Business Alliance Meeting Minutes January 12, 2016 5:30p.m. at Serendipity Cafe

Attendees: Lynda Thayer, Laura Hobson, Kim Giovacco, Melissa Levine-Piro, Deb Hledik, Mary Brannelly, Kelli Costa

The meeting was called to order at 5:36 p.m.

A MOTION was made by Mary to approve the minutes from the December 12, 2015 Holiday Sip & Stroll wrap up meeting. The motion was seconded by Deb and unanimously approved, pending two additions to be made by Laura. (completed as of 1/16/16)

NEW MEMBERS: Welcome to VV's Hair Studio and Assabet Village Food Coop

MEMBERSHIP:

- 2016 Membership dues are due by January 31, 2016
- Melissa will send a notice to members who are presently unpaid for 2016
- Ideas for attracting increased membership were brainstormed
- Benefits of MBA membership, specifically maynard-centric events and networking, were discussed
- The current MBA Brochure will be updated with new logos and current info to be ready for a renewed distribution effort
- Business "Welcome Wagon" effort was discussed; those planning to attend the February meeting will share thoughts on what our businesses could contribute.

SPRING ART WALK PLANNING/EVENTS:

- The 2016 MBA Spring Art Walk will take place on Saturday, May 7, 2016 from 5p-7p.
- Intensive planning will kick-off at the February MBA meeting, all interested in participating in planning should attend
- At the February meeting, a policy will be drafted regarding our response to participation interest from outside businesses & groups
- Kelli will contact Indian Hill & Acton School of Art to confirm interest in continued participation

GUEST PRESENTATION: HALEY FRITZ

- Members in attendance listened to a presentation by MHS Senior Haley Fritz in regards to her Gold Award Project.
- Haley has been working with the Maynard Historical Commission and the Maynard Library to establish a scavenger hunt event focused on Maynard History in conjunction with Maynard's Founders Day (Founders Day is April 27, but the event would take place on the closest Saturday). As part of this scavenger hunt, Haley will be asking specific businesses to place QR codes in their windows, and potentially participate in other ways (such as offering a history focused activity, or special offer to participants). Haley will be coming around to these businesses to speak to you about this, please consider helping her in her endeavors.

Becky Mosca

From: MAPC <alinehan@mapc.org>
Sent: Thursday, January 21, 2016 6:12 AM
To: Becky Mosca
Subject: Happy New Year from MAPC



Happy New Year from MAPC

With the release of our annual report for 2016, the MAPC family wishes you and yours a happy new year and best wishes for the coming year.

Calendars & Annual Report Now Available!

Our annual calendar featuring beautiful data visualizations of Metro Boston communities is now available! If you would like to receive a copy, please email Communications Manager, Amanda Linehan at alinehan@mapc.org.

We also invite you to visit the digital edition of our latest annual report at 2015.mapc.org. The annual report highlights accomplishments of the past year and specific goals for 2016.

Massachusetts Municipal Association Trade Show

Visit our booth at the MMA trade show this weekend to learn about all the services MAPC offers - procurement, clean energy, master plans, engagement, and more - and network with our staff!
For time and location information please visit [the event webpage](#).

Please Check Your Subscription Settings

There's no time like the New Year to get yourself organized; please take a few minutes to review your mailing list subscriptions from MAPC.

Across our departments, MAPC sends out a variety of different email newsletters and updates. You may wish to unsubscribe from certain lists or subscribe to new ones.

In the footer of this email, please select "**Update Profile/Email Address.**" You will then receive an email containing a link to edit your subscriptions.

Connect with us on social media!



Forward this email

✓ **SafeUnsubscribe**

This email was sent to bmosca@townofmaynard.net by alinehan@mapc.org
[Update Profile/Email Address](#) | Rapid removal with [SafeUnsubscribe™](#) | [About our service provider.](#)



Metropolitan Area Planning Council | 60 Temple Place | Boston | MA | 02111



January 14, 2016

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



Re: Municipal Emergency Reporting Procedure

Dear Chairman and Members of the Board:

In our effort to better assist our municipal customers, we are writing once again to provide you with the emergency reporting procedures for certain outside plant and service problems.

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

MUNICIPAL - EMERGENCY/TROUBLE REPORTING PROCEDURES

*(Please note the XOC telephone number listed below **IS NOT** for public dissemination)*

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

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

Please do not hesitate to contact me at 978-267-4274 should you have questions.

Very truly yours,

Ben Pearlman

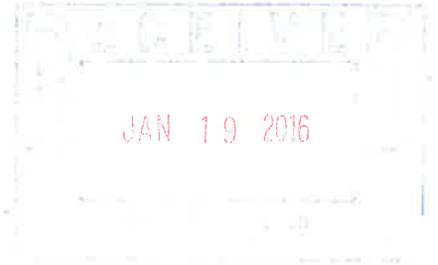
Ben Pearlman, Sr. Manager
Government Affairs



January 14, 2016

Via UPS Delivery

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



Re: Change of Address Notification

Dear Chairman and Members of the Board:

We are writing to provide you with updated address information relative to the "Notices" section of your current Cable Television License.

Please be advised that all notices to be served upon the Licensee ("Comcast") should be sent by certified mail (postage prepaid) or by overnight delivery to the following address:

Comcast
Attn: Government Affairs
181 Ballardvale Street – Suite 203
Wilmington, MA 01887

With a copy to the following addresses:

Comcast
Attn: Government Affairs
676 Island Pond Road
Manchester, NH 03109

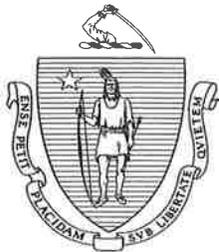
Comcast Cable Communications, Inc.
Attn: Government Affairs
1701 JFK Blvd
Philadelphia, PA 19103

Should you have any questions, please do not hesitate to contact me at 978-267-4274.

Very truly yours,

Ben Pearlman

Ben Pearlman, Sr. Manager
Government Affairs



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

January 20, 2016

Mr. Kevin Sweet

J. Doe Drive
Boston, MA 02058



Dear Mr. Sweet:

I am pleased to appoint you as a member of the 495 Metrowest Suburban Edge Community Commission, pursuant to Section 233 of Chapter 165 of the Acts of 2014.

Before commencing your responsibilities, you must take an oath of office. This appointment will be void unless that oath is taken within three months of the date of this letter.

Lieutenant Governor Polito and I appreciate your willingness to serve the Commonwealth in this capacity.

Congratulations on your appointment and best wishes for success.

Sincerely,

A handwritten signature in black ink that reads "Charles D. Baker". The signature is fluid and cursive.

Charles D. Baker

cc: Karyn E. Polito, Lieutenant Governor
William Francis Galvin, Secretary of the Commonwealth
Thomas G. Shack III, Comptroller of the Commonwealth
Jay Ash, Secretary of the Executive Office of Housing and Economic Development



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



MEMORANDUM

To: Kevin Sweet, Town Administrator
From: Bill Nemser, Town Planner
Date: January 26, 2016
Subject: BEEP Update

Kevin,

In September 2015, the Board of Selectmen approved the Business Environment Enhancement Program (BEEP). The purpose of this program is to provide funding for efforts conducive to enhancing Maynard's business environment.

While there have been a large number of inquiries, only one application has been submitted. The Economic Development Committee (EDC) returned the application for additional information and has not heard back from the applicant (Aubuchon Realty). Several other applications are believed to be pending. It is worth noting that with a few exceptions, downtown property owners have not made any inquiries regarding the BEEP to date.

Staff has promoted the program through various business groups, the Chamber of Commerce and through the press and we are preparing a new promotional campaign through the Economic Development Committee. This will include a press release, direct contacts with local business groups and possibly an editorial release from the EDC.

Despite the absence of applications, business and community groups have indicated strong interest in this program. By and large this has been for "community type" projects (rather than specific businesses or structures) downtown. At least two requests are expected this winter. One is for the implementation of a community marketing program linked to the cultural district application and the other is for the installation and maintenance of flower baskets on downtown streets. It is also possible that town efforts to foster small-scale downtown units may spur requests for site specific improvement to existing downtown structures.

Staff will provide regular updates as this series of initiatives progresses.

Bill Nemser, AICP, LEED AP Town Planner

From: Minuteman Senior Services <rsvp=minutemansenior.org@mail165.atl171.mcdlv.net> on behalf of Minuteman Senior Services <rsvp@minutemansenior.org>
Sent: Tuesday, January 26, 2016 10:36 AM
To: Becky Mosca
Subject: News You Can Use



IN THIS ISSUE

- [Healthy Living Programs](#)
- [Holiday Auction Update](#)
- [Holiday Giving Tree Thank You!](#)
- [Food, Glorious Food](#)
- [New! Online Referral Form](#)
- [Minuteman 101](#)
- [Join Our Team](#)
- [Volunteers Needed](#)
- [Pharmacy Benefits Week Begins January 25](#)
- [Shop at Amazon](#)
- [TD Bank Affinity Program](#)
- [Cell Phone Collection](#)

NEW! ONLINE REFERRAL FORM
Our new [online referral form](#) enhances customer service

MINUTEMAN 101
Find out more about our services on Tuesday, February 9 from 2:00-3:30pm. RSVP by [email](#) or by calling 781-221-7067. (Snow date Thursday,

JANUARY 2016



It is with great sadness that we announce the retirement of Executive Director Joan Butler, effective June 30, 2016. In her letter to staff and board, Joan writes, "It has been an amazing 33 year journey in so many ways, thanks in part to people like you, but now it's time for me to move on. Our Board will conduct an open search process and I will be working hard over the next 6 months with my leadership team and the Board to make sure the transition to a new executive director is a smooth one as we serve consumers and move forward on some very exciting initiatives". **The search is on!**

HEALTHY LIVING PROGRAMS
Free educational workshops offer information and support in a caring environment.

Chronic Disease Self-Management
Lexington: Mondays, March 7 - April 11 from 9:30AM - 12:00PM

Powerful Tools for Caregivers
Maynard: Thursdays, April 14 - May 19
Information Session Thursday, March 10, 1:00PM
Lexington: Thursdays, May 5 - June 9

Matter of Balance Fall Prevention Program
Winchester: Wednesdays, April 27 - June 22 from 10:00AM -

January 28)

JOIN OUR TEAM

We are growing and often have positions open.

Executive Director
Options Counselor

VOLUNTEERS NEEDED

The **Minuteman**

Ombudsman

Program (Advocates for Nursing Home Residents) is seeking volunteers in **Littleton and Wilmington.**

Money Management

volunteers are needed in **Arlington, and Woburn.**

Meals on Wheels Drivers are needed in **Arlington, Maynard and Woburn.**

To find out more about these and other opportunities, please call Harriet at 781-221-7001.

PHARMACY BENEFITS WEEK BEGINS

JANUARY 25

Walgreens and the National Association of Area Agencies on Aging developed the **Answers on Aging® | Pharmacy Benefits** campaign to raise public awareness about the importance of maximizing pharmacy benefits.

SHOP AT AMAZON

When you designate Minuteman as your charity on AmazonSmile, Amazon will donate 0.5% of your purchase price. [Click here to get started](#)



TD BANK AFFINITY PROGRAM

12:00PM

New classes are added regularly. Check out the **latest schedule** on our website.

Programs are funded in part through generous grants from:

 **Lahey Hospital & Medical Center**



FOUNDATION FOR METROWEST



HOLIDAY AUCTION UPDATE

Our annual Holiday Online Auction in December was a great success thanks to your support! We had a catalog of 140 items, 528 bids, 8 sponsors and raised over \$12,000!!

A special thank you to our sponsors: ABC Home Healthcare Professionals, Acton Nursing Services, Associated Home Care, The Gables at Winchester, Metropolitan Home Health Services, Inc., Marsh & McLennan Agency, Right At Home and TLC@Home!

HOLIDAY GIVING TREE THANK YOU!

Thanks to Kathy Fields and the staff of **Crafty Yankee** for making this another successful year for the Giving Tree! We appreciate the generosity of Crafty Yankee customers who bought gifts and brought some cheer to many grateful seniors.

We appreciate Metropolitan Home Health Services, Inc.'s generous donation which allowed us to fulfill all the requests on the Giving Tree this year

FOOD, GLORIOUS FOOD

We are excited to have received a \$5,000 grant from BJ's Wholesale Club and Meals on Wheels America for a volunteer training and support project. The application asked us for a more "creative" approach than a traditional grant proposal, and Minuteman staff met the challenge. Enjoy **Food, Glorious Food** - our video-proposal!



America's Most Convenient Bank®

**CELL PHONE
COLLECTION**

**Minuteman has earned
nearly \$13,000 from
donated cell phones!**

We collect cell phones and Smartphones and recycle them to benefit our Protective Services program. Please bring to our office at 26 Crosby Drive, Bedford, MA or visit one of our **community partners**.



[Home](#) | [About Us](#) | [Our Services](#) | [Resources](#) | [Join Our Team](#) | [Support](#) | [Contact Us](#) | [Privacy Policy](#)

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This email was sent to bmosca@townofmaynard.net

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Minuteman Senior Services · 26 Crosby Drive · Bedford, MA 01730 · USA

Becky Mosca

From: Diane Taylor <D.Taylor@minutemansenior.org>
Sent: Wednesday, January 27, 2016 10:31 AM
To: Becky Mosca
Cc: Jason Kreil; Tim Egan; David Gavin; Terrence Donovan; Chris DiSilva
Subject: MARCH FOR MEALS with Meals on Wheels



Minuteman
SENIOR SERVICES



Dear Selectman:

Minuteman Senior Services is once again excited to participate in the national **March for Meals** campaign, which is an annual month-long event, sponsored by Meals On Wheels America. It is designed to generate public awareness about senior hunger and to celebrate the invaluable services provided by Senior Nutrition Programs across the country.

The Meals on Wheels Program provides a valuable service each weekday to the seniors living in your community, and as a Selectman for Maynard, you are in an excellent position to assist us in this effort. You are a recognizable and strong voice in your town and **we would be honored if you would participate in the March for Meals campaign by selecting one day to help prepare and/or deliver meals to our homebound senior clients during the month of March.** In doing so, you can connect with your constituents and help Meals on Wheels gain much needed visibility. **March for Meals** is also intended to help recruit new volunteers from our community and to increase fundraising from local businesses and supporters. For more information, visit www.marchformeals.com.

Staff from my office will be contacting you shortly, to determine your availability and find a day that works for you. If you or your staff have any questions, please contact Diane Taylor at 781-221-7093 or by email at d.taylor@minutemansenior.org. Thank you for your serious consideration of our request. We look forward to speaking with you.

From: Assabet Valley Chamber <info@assabetvalleychamber.org>
Sent: Thursday, January 28, 2016 6:00 AM
To: Becky Mosca
Subject: Womens Business Network - February 2016 Meeting

JAN 29 2016



Women's Business Network



Friday February 19th, 2016

11:45 am - 1:00 pm

Emma's Café

117 Great Road, Stow

Guest Speaker:

Carolyn Read, Habitat for Humanity

Carolyn Read, Executive Director of Habitat for Humanity North Central Massachusetts, will share with us her life journey from corporate to nonprofit leadership, as well as update us on Habitat's latest efforts to ensure that every human has a decent home to live in.

Lunch, Learn, and Network in a supportive environment! \$16 for members and their guests, \$21 for future members. Once again, the event will feature a Book (and DVD) Swap. Reservations Required; click below to RSVP (24 hr. cancellation policy applies).

[Yes, I will attend](#)

[No, I can't make it](#)

Special Thanks to our WBN Sponsors:

follow the links for more information

Avidia Bank...Cambridge Focus...Griffin Group CPAs
Hair Cattery...Ladybugz Interactive Agency...Laurel Learning
Levine-Piro Law...Paint Misbehavin'...Reflections
Star Custom Framers...St. Mary's Credit Union...TD Bank



January 27, 2016

Via UPS

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



Dear Chairman and Members of the Board:

Pursuant to G.L. Ch. 166A, Section 10, Comcast is pleased to provide a copy of its Form 500 for 2015. The Form 500 contains information on customer video service related issues in your community and how Comcast responded, including the time taken to resolve these complaints. For the Form 500, the Massachusetts Department of Telecommunications and Cable defines a complaint as:

Any written or verbal contact with a cable operator in connection with subscription in which a person expresses dissatisfaction with an act, omission, product or service that is (1) within the operator's control, and (2) requires a corrective measure on the part of the operator.

Comcast also has forwarded a copy of the enclosed Form 500 to the Department of Telecommunications and Cable.

If I can be of further assistance on any matter related to the Form 500, please contact me at 978-267-4274.

Very truly yours,

Ben Pearlman
Senior Manager of Government Affairs

cc: Department of Telecommunications and Cable



Form 500 Complaint Data

26-Jan-16

Code Key: Avg. Resolution Time

<1> Less than 1 Day <2> 1-3 Days <3> 4-7 Days <4> 8-14 Days <5> 15-30 Days <6> >30 Days

Code Key: Manner of Resolution

A. Resolved to the satisfaction of both parties.
B. Resolved, customer dissatisfied. C. Not Resolved.

Town MAYNARD
Year 2015
Subscribers 1898

Manner of Resolution (see code key above for the manner represented by the letters below) The number below each letter indicates the number of complaints resolved in that manner.

	Total Complaints	Avg Resolution Time (see code above)	A.	B.	C.
Advertising/Marketing	0	<1>	0	0	0
Appointment Service Call	0	<1>	0	0	0
Billing	7	<2>	7	0	0
Customer Service	0	<1>	0	0	0
Equipment	1	<2>	1	0	0
Installation	4	<2>	4	0	0
OTHER	0	<1>	0	0	0
OTHER	0	<1>	0	0	0
Reception	0	<1>	0	0	0
Service Interruption	6	<2>	6	0	0

Form 500 Service Interruption Data

26-Jan-16

Code Key: Duration of Service Interruption

<1> Less than 1 Day <2> 1-3 Days <3> 4-7 Days <4> 8-14 Days <5> 15-30 Days <6> >30 Days

Town

Maynard

Year

2015

Subscribers

1819

Town	Year	Date of Service Interruption	Subscribers	Duration of Service Interruption (see Code Key above)
Maynard		3/6/2015 3:47:00 AM		<1>
Maynard		9/14/2015 8:31:00 AM		<1>
Maynard		9/5/2015 6:57:00 AM		<1>
Maynard		6/5/2015 11:57:00 AM		<1>
Maynard		5/25/2015 10:34:00 PM		<1>
Maynard		3/28/2015 5:36:00 PM		<1>
Maynard		3/6/2015 2:29:00 PM		<1>
Maynard		3/5/2015 2:49:00 PM		<1>
Maynard		2/24/2015 6:48:00 AM		<1>
Maynard		2/24/2015 5:47:00 AM		<1>
Maynard		2/5/2015 2:42:00 PM		<1>
Maynard		1/29/2015 5:01:00 AM		<1>
Maynard		1/27/2015 7:49:00 PM		<1>
Maynard		1/8/2015 12:05:00 AM		<1>
Maynard		3/19/2015 9:20:00 AM		<1>

From: Boys and Girls Club of Assabet Valley <allegro@bgcav.org>
Sent: Thursday, January 28, 2016 6:01 PM
To: Becky Misco
Subject: [Register Today] 18th Annual Golf Tournament



BOYS & GIRLS CLUBS
OF ASSABET VALLEY



**18th Annual
Golf for Youth**

Register Today bgcavgolf.com!

Yes! It's time to start thinking about GOLF!

Join us at the 18th Annual Golf for Youth Tournament
at Nashawtuc Country Club.

GREAT Course, GREAT Club, GREAT Kids

**Sponsorship Spots
Fill up Quickly!**

Don't miss out on our excellent sponsorship opportunities. Get your name out in front of all tournament players while really helping out the Club. [Learn More](#)

Event Info

LET'S PLAY!

Monday, May 23, 2016
1:00 pm Shotgun Start

11:00 am Registration & Box Lunch
1:00 pm Tournament begins
5:30 pm Dinner, raffle and prizes



**Start Creating Your
Foursome!**

Download a PDF of the flyer for distribution at your workplace or to friends.

Entry Fee: \$250.00 per golfer, includes:

- Greens Fee and Cart
- Gift
- Dinner after tournament

Raffles: Top Notch Prizes

Awards:

- Winning Teams
- Longest Drive
- Closest to the Pin

Golf Attire: Collared shirts, no jeans

REGISTER NOW

Sponsorship Information

- \$5,000 **Tournament Gold Sponsor**
- \$2,500 **Tournament Silver Sponsor**
- \$2,000 **Lunch Sponsor**
- \$1,500 **Corporate Sponsor w/ Foursome**
- \$1,000 **Corporate Sponsor w/ Twosome**
- \$500 **Hole Sign Sponsor**

FIND OUT MORE

Boys Girls Club of Assabet Valley | 978-461-2871 | allegrone@bgcav.org |
www.bgcav.org
212 Great Road
Maynard, MA 01754

For more information on all of our programs visit
BGCav.org

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Ready to Sign Up?
We make it easy to do
securely online!

[Register Now](#)



The Constant Contact Cares for Kids program supports youth oriented nonprofit organizations. Learn more about the [Cares for Kids](#) program.

More than 600,000 small businesses and organizations trust Constant Contact to connect with their customers and members. [Signup for a free 60-day trial](#).

[Forward this email](#)

✉ SafeUnsubscribe®

This email was sent to bmosca@townofmaynard.net, by allegrone@bgcav.org
[Update Profile/Email Address](#) | Instant removal with [SafeUnsubscribe™](#) | [Privacy Policy](#).



Boys Girls Club of Assabet Valley | 212 Great Road | Maynard | MA | 01754



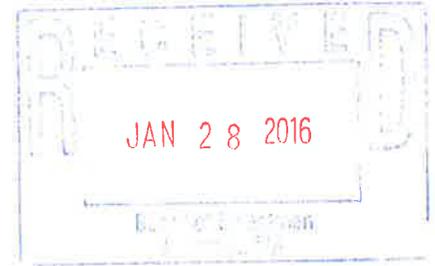
TOWN OF MAYNARD
OFFICE OF THE TOWN ADMINISTRATOR
MUNICIPAL BUILDING
195 Main Street
Maynard, MA 01754
Tel: 978-897-1375 Fax: 978-897-8457
www.townofmaynard-ma.gov

Kevin A. Sweet
Town Administrator

Andrew Scribner-MacLean
Assistant Town Administrator

MEMORANDUM

To: Board of Selectmen
From: Kevin Sweet, Town Administrator
Date: January 19, 2016
Re: **Vacation Notice - Fiscal Year 2017**



I will be on vacation the following days this the Fiscal Year:

- *February 17-26, 2016 (Orlando, FL)*
- *April 27 – May 2, 2016*

As always I will continue to make myself available via cell phone and email during this time to respond to imminent issues that may arise.

Respectfully Submitted:
Kevin Sweet
Town Administrator

