



**AGENDA**  
**Maynard Board of Selectmen Meeting**  
**Tuesday, May 31, 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) May 17, 2016

**3. Correspondence**

- a) Accountant monthly report April 2016
- b) Maynard Golf Course monthly report April
- c) Council on Aging meeting notice June 2 2016
- d) OARS Annual meeting May 24, 2016
- e) School Sub-Budget meeting May 26 2016
- f) School Committee meeting May 26 2016
- g) Legal Notice Water & Sewer Public Hearing June 7 2016
- h) Email resident Mill & Main issue
- i) MAGIC Annual Meeting June 2016
- j) MDAR Farm and Market report
- k) Legal notice from Acton abutters of 429 Great Road
- l) Town of Maynard Staff notice, new Director of Public Works, Aaron Miklosko
- m) Board member resignation, Chris Etchechury

**4. Consent agenda**

a) Repeat, Special Permit for Block Party, Ricky Drive – July 4 2016

**5. Proclamation Award: Haley Fritz**

**6. Special Permit Request - Block Party; Sarah Lane**

**7. Discussion and Monetary Donation for Vietnam Era Memorial: Edward Wasiuk**

**8. Naming the Lower level Meeting Room at Town Hall - Stewart T. Campbell**

**AGENDA**  
**Maynard Board of Selectmen's Meeting**  
**May 31, 2016**

**9. Interview and Appointments**

a.) Appeals Board, Alternate Member: Molly Bergin

**10. 7:15pm Liquor License Alteration Request: El Huipil**

**11. Request Special Permit for Temporary Outdoor Events: El Huipil**

**12. mill&main Address Change Proposal: Saracen Properties**

**13. mill&main Building 5 Noise Discussion: Saracen Properties**

**14. Water/Sewer Rate Discussion**

**15. Water/Sewer Fee Discussion**

**16. Water/Sewer – Senior Discount Policy Discussion**

**17. Complete Streets Policy Adoption**

**18. Coolidge School Re-use Discussion**

**19. Fiscal 2015 Audit Report**

**20. Fiscal 2016 Reserve Fund Transfers**

**21. Town Administrator Report**

**22. Chairman's Report**

**23. Board Member Reports**

**24. Adjournment (9:30)**

**25. Executive Session:** To deliberate with respect to negotiation with non-union personnel

Respectfully submitted,



**Kevin Sweet, Town Administrator**

Regular Meeting – June 7, 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, May 17, 2016  
Room 201, Town Hall  
Time: 7:00 pm**

**Present: Chairman, Chris DiSilva, Selectman Jason Kreil, Selectman Terrence Donovan, Selectman Tim Egan, Town Administrator Kevin Sweet, and Administrative Assistant Becky Mosca. Selectman David Gavin arrived at 8:10 pm**

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

**Public Comments:** Theresa Herring 28 George Road, complaint about 2 Rice Road, issue with four trailers on property. (Found eBay request to purchase old trailers and parts). Theresa does not believe the neighborhood is currently zoned for campground or trailer park use. In addition, these trailers are eyesores, they are in disrepair and appear to be very unstable and unsafe. Had hand out of pictures of trailers and eBay notice. Had copy of the Town By-Laws for JUNK Dealers license. Owner is not a holder of this type of license.

**Acceptance of Minutes, April 19, May 4 2016**

**A motion was made by** Selectman DiSilva to approve the minutes of April 19, 2016 as shown. Second by Selectman Egan. Vote 3-0-1 (Selectman Kreil abstained). Motion approved.

**A motion was made by** Selectman DiSilva to approve the minutes of May 4, 2016 as amended. Second by Selectman Donovan. Vote 4-0. Motion approved.

**List of Correspondences (mail to the Selectmen's Office for May 17, 2016). A-hh**

**A motion was made by** Selectman DiSilva to accept the list of correspondences **A-hh** as amended. Second by Selectman Kreil. Vote 4-0. Motion approved.

**Consent Agenda**

- a) Repeat, maynard Public Library, sponsor free concert at Memorial Park, August 4, 2016
- b) Repeat, Brooks Street Block Party, June 25, 2016 from 3pm – 8pm
- c) Repeat, Annual Memorial Day Parade, Monday, May 30, 2016

**A motion was made** by Selectman DiSilva to accept and approve the consent as shown. Second by Selectman Donovan. Vote 4-0. Motion approved

**Cemetery Deeds: # 2027 and #2018**

**A motion was made** by Selectman DiSilva to accept and approve Deed # 2027 and Deed 2028 as shown. Second by Selectman Kreil. Vote 4-0. Motion approved.

**Special Permits: Maynard Lodge of Elks – Corn Hole Tournament, Relay for Life Benefit, July 9, 2016 11:00 am thru 9:00 pm**

Flo Huminik – Elks Manager, spoke on behalf of the Maynard Lodge of Elks, event will take place on the far right hand side of the parking lot. Beer & Wine only.

**A motion was made** by Selectman DiSilva to accept and approve the special permit for Maynard Lodge of Elks – Corn Hole Tournament, Relay for Life benefit, July 9, 2016 11:00 am thru 9:00 pm 34 Powder Mill Road. Second by Selectman Donovan. Motion approved.

**7:15 pm Public Hearing:** Wine & Malt application for 39A Main Street – Package Store. Owner, George Drizos.

Notice is hereby given, in accordance with Mass. General Laws, Chapter 138, as amended that a Public Hearing will be held May 17, 2016 at 7:15 P.M. in Room 201 of the Maynard Town Building on the application of new license as Package Store, Wine and Malt for Maynard Convenience LLC d/b/a, Maynard Convenience 39A Main Street, Maynard, MA. Copy of application is on file in the Office of the Selectman

**Questions from Board;**

J, Kreil, Have you ever worked at a store before. G. Drizos, No, but Dad will help out at store.

T. Donovan, Do you know that a large full liquor store is across the street. G. Drizos, yes, but we will have special Greek beers and our local brewed beers.

**A motion was made** by Selectman DiSilva to accept and approved the application for Wine & Malt package store located at 39A Main Street to George Drizos for Maynard Convenience Store. Second by Selectman Egan. Vote 2-2. Does not pass.

Comments from Board;

T. Donovan; No business plan and a bad location

T. Egan; Plan does not fit.

C. DiSilva; you can bring this back at another time if you have a better plan.

**A motion was made** by Selectman DiSilva to close hearing at **7:32 pm**. Second by Selectman Donovan. Motion approved.

**Interview and Appointment** – Recreation Commission; Denise Walsh  
Term June 30 2017 – Peter Falzone.

Comments from P. Falzone, it has been hard to get new members on the recreation commission. Denise Walsh is great with the basketball programming. Wendy from the Boys & Girls Club said it is too much work for her to handle the basketball program. Denise plans to work with lower grades to develop a good program.

**A motion was made by** Selectman DiSilva to accept and approve the Recreation Commission appointment for Denise Walsh term June 30 2017. Second by Selectman Donovan. Vote 4-0 Motion approved.

**Water Abatements Appeal to Board: Keith Mercer 4 Dartmouth Ct.**

K. Mercer sent letter to BOS to appeal his large. Acting DPW, Aaron Miklosko explained the mix up on this bill as it was tied to another address. This has all been fixed. Single water/sewer bill converted to a condominium unit.

Board thanked A. Miklosko for his sound explanation to this issue.

**A motion was made by** Selectman DiSilva to accept and approve the abatement for bill I.D. #. \$397.40. Second by Selectman Donovan. Vote 4-0. Motion approved.

**Mill & Main Address Change Proposal**

HOLD until another meeting.

**Water/Sewer Rate Discussion: Toby Fedder, P.E. – Woodard & Curran**

Discussion with Toby Fedder and Jessica Richard regarding recommendations for FY17 W/S rates

- Per Senior Discount – Town didn't collect around \$160,000.00
- 7/8 years of Town not changing to recommended rates.
- Rates that were recommended last year was not implemented until 3<sup>rd</sup> quarter and it was a split rate, which Town of Maynard ended with Shortfall in funds.
- Town of Maynard water rate is still ok.
- Town of Maynard sewer does need increase 3.5% this is directly related to the indirect costs
- City of Brookline has a policy for Eligible Seniors to receive the Water ~ Sewer discount.

Requests Maynard to review and make a policy for eligibility for seniors.

T. Donovan, example of Brookline policy, are their many towns without a policy or one like Maynard's? T. Fedder no it's mostly like Brookline's under the 17D and 41C.

C. DiSilva so currently we do not follow a policy and we just give to anyone at age 65. T. Fedder, if Maynard

Note: Selectman Gavin arrived at 8:10 pm

**Water/Sewer Fee Discussion**

Follow up discussion from prior presentation whether Board wants to accept any or all the proposed one-time fees for water and sewer related services

C. DiSilva requests all the numbers for next meeting so the board can review and make decision to move forward on the rates for water/sewer and senior eligibility policy. We have 584 senior that are now in the program for discount. So if we change back up to age 70 with 17D and 41C Property Tax Exemptions. This will make a difference for Town of Maynard.

### **Level 1 Water Use Restrictions Approval**

**A motion was made by** Selectman DiSilva to accept and approve the Special Condition 8 of the Massachusetts Water Management Acts permits (MGL C 21G) that the Town of Maynard is required to implement a Non-essential Outdoor Water Use and enforce the required restrictions starting May 1, 2016 through October 1, 2016. Second by Selectman Kreil. Vote 5-0. Motion approved.

T. Sweet this is consistent with the annual level 1 water use restrictions. Restrictions are listed on the town website.

### **Ratification of IAFF Local 1947 Firefighters Agreement**

TA, K. Sweet

- A major concession we received from the union was the removal of job descriptions from the contract.
- The new contract eliminates the educational incentive for credits only and lowers the incentive for Associates Degrees from 15% to 10% while raising the incentive for Bachelor's Degrees to 20% in the last year of the contract. This places the fire service educational incentive closer to the long established police service Quinn Bill.
- Substantial re-write of the promotion process giving the Chief more control over staffing.
- This contract resolves the issues the Union had when the Town established the civilian Dispatch.
- This contract also makes the health insurance opt-out consistent with the rest of the Town contracts and non-contract employees, with about a 50% cost savings versus the previous language. The Town has held the EMT stipend flat, no increase.
- The Union chose not to take stipends at this time, saving the Town about \$7000 per year.
- Finally, this contract provides the following cost of living adjustments (COLAs)
  - FY16 – 2.5%
  - FY17 – 1.5%
  - FY18- 2.0%
 Average of 2% a year and total of 6%

**A motion was made by** Selectman DiSilva to accept and approve the Collective Bargaining Agreement between the Town of Maynard and the Maynard Permanent Firefighters Associations IAFF Local 1947 from July 1, 2015 to June 30, 2018. Second by Selectman Gavin. Vote 5-0. Motion approved.

C. DiSilva,

- Salary for a Fire Fighter – and Steps (step 1, 2 and 3)
- Hours for a Fire Fighter – FF work a 24-hour shift. It is based on a 42-hour workweek.
- Therefore, this is the same contract we have since the last few rounds. TA, K. Sweet, yes.

**Interview and Appointment: Director of public Works**

TA, K. Sweet recommendation to AIM for the Director of Public Works – attachment to minutes.

**A motion was made by** Selectman DiSilva to appoint Aaron I Miklosko as the Director of Public Works for an indefinite term effective July 1, 2016 and furthermore authorize the Town Administrator to negotiate a 3-year employment agreement for BOS review and ratification. Second by Selectman Egan. Vote 5-0. Motion approved.

**A motion was made by** Selectman DiSilva to appoint Aaron Miklosko as the Tree Warden for an indefinite term effective May 18, 2016. Second by Selectman Egan. Vote 5-0. Motion approved.

Comments from Board,

T. Donovan – has worked with and seen work from Aaron on projects around town, (Golf Course and Coolidge School).

T. Egan; strongly in favor of Aaron for this role. Lives in Maynard

D. Gavin, echo other comments regarding Aaron for this role.

A. Miklosko has worked with DPW group on a variety of projects around town, street lighting projects, cemetery project, which has helped built a relationship with DPW.

Has some improvement ideas, Customer service, DPW represent out town and be accountable.

Daily meetings – on site or at projects.

Build department make it better

Ideas and input from DPW group

Upgrade department with some opportunities

D. Gavin, in favor of the Customer Service. Summary on the water abatement made it very clear to use that you understand the issue. So thank you.

J. Kreil, concerns with workload.

Time commitment – Better department – Facility – Water Challenges – Use resources available hopefully not over welled.

C. DiSilva, echoes that you are the right person to take over this precision fully support Aaron in this role. Very good.

**Town Administrator Report**

- Thursday May 26 MAPC is sponsoring a Street Improvement Community Workshop at Library, 5:30 – 8:30 PM (refreshments beginning at 5pm). Designed as prelude to Complete Streets initiative including grants, intended to be an educational forum and to gather public input.
- 129 Parker Street Concept Plan PB hearing continued to Wednesday June 1 in BOS Room 7pm
- 109 Powdermill approved for additional storage units in back property – approx. 30kSF of new units.
- Future meeting to continue talking about building interest in leasing space in Coolidge School. As roof leaks have been addressed, cosmetic upgrades are feasible for certain uses.

- Bathrooms upgrade will be biggest hurdle, establishing costs later this week. Is BOS in support, generally? Extra revenue will create a surplus based on current expenses and license payments from the food parties.
- Secretary Ash is in town next Tuesday, May 24, 2016 morning at Mill and Main
- Conservation / Asst. Planning position posted and 10 resumes received to date. Closes June 8<sup>th</sup>

#### **Chair Report;**

- Sent Board a letter from resident, K. Fox regarding issue at Mill & Main (Saracen). We need to talk with folks from Saracen, please set something up. We have had emails from neighbors on the noise issue from the roof vents. K. Sweet has a meeting on 5/19 with Richard Casern at Saracen.
- Town Meeting issue, direct response at Town Meeting from resident regarding the budget process concern – where Budget took a turn – about the School Budget. Request a meeting with Super. B. Gerardi and Chair of School Committee to clear air and get the facts straight.

#### **Board Member Reports**

##### **Selectman Egan;**

- none

##### **Selectmen Donovan;**

- none

##### **Selectman Gavin;**

- Finance Committee had no knowledge that the School was not happy with the budget. Agreed it is not good for the relationship. We need everyone on the same page.

##### **Selectman Kreil;**

- Is it the intention of the next meeting (BOS) to discuss the rates for water & sewer plus the senior discount on May 31, 2016 – K. Sweet yes. Then on June 7, 2016 set the rates for water & sewer.

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

Time: 9:00 pm

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

Date:

\_\_\_\_\_  
Selectman, Jason Kreil, Clerk

Initials: BJM



## MEMORANDUM

**To:** Board of Selectmen  
**From:** Kevin Sweet, Town Administrator  
**Date:** May 17, 2016  
**Re:** **Director of Public Works**

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I am pleased to support and recommend to the Board of Selectmen the appointment of Aaron Miklosko as the Director of Public Works. Aaron has served as the Acting Director of Public Works since April 29<sup>th</sup> and has done an exceptional job stepping in and managing the Department. He has received tremendous support from department staff and town-wide for the permanent position. I continue to have no reservations about Aaron's ability to effectively manage and bring the Department of Public Works to the next level.

I have had the privilege of working with Aaron for over a year and over that time he has consistently performed his duties with competence and has made significant contributions in each assignment he has been tasked with. He is a qualified candidate and accomplished leader comfortable working with the public, local businesses, elected officials, committee members, and government leaders at all levels. In the short term as Acting Director, he has displayed strong management and leadership attributes in this role.

Aaron brings a background in project management, operations, personnel management, budgeting, quality, safety, facilities/maintenance oversight and various skills important to a successful career in this position. He has significant experience in developing Standard Operating Procedures (SOPs), Operations and Maintenance (O&M) Plans and process controls. He has directly supervised over 25 unionized employees and has served as a member of various Joint Labor Relations Committees. Aaron holds a Master of Science in Management. He is Lean Six Sigma – Green Belt Certified and has completed the Massachusetts Certified Public Purchasing Official Program for Public Contracting Overview and Design & Construction Contracting.

Aaron Miklosko has my complete support for appointment as the Director of Public Works. He will bring credit to himself and to the Department.

*Respectfully Submitted:*

Kevin A Sweet  
Town Administrator



# TOWN OF MAYNARD

## Finance Director/Town Accountant

TOWN BUILDING  
195 MAIN STREET  
MAYNARD, MASSACHUSETTS 01754

TO: Board of Selectmen  
FROM: Michael Guzzo – Finance Director/Town Accountant  
DATE: May 14, 2016  
SUBJECT: FINANCE DIRECTOR REPORT – APRIL 2016

- Processed weekly invoice warrants
- Processed Bi-Weekly Payroll Warrant
- Processed journal entries
- Finalized FY2017 budgets for General Fund, Enterprise Funds, and CPA
- Reconciled March 2016 Receivables and Cash balances with the Treasurer
- Updated expense analysis for treasurer for health insurance, life insurance, Medicare, and unemployment
- Updated Health Insurance analysis for April 2016
- Updated End of Year FY2016 memo and supporting documentation. To be distributed in May
- Updated potential FY2016 General Fund budget shortfalls
- Worked with Town Administrator to finalize STM and ATM articles
- Updated potential FY2016 potential reserve fund transfers
- Attended meeting to prep for town meeting
- Attended meeting with Toby Fedder on Water and Sewer Financial Management FY2017 Utility rate setting to be presented to BOS
- Created STM and ATM pending journal entries and created new funds and accounts to be input and posted after town meeting results. ATM results to be input and posted in July 2016 after FY2016 end of year close
- Met with Town Administrator to finalize FY2017 General Fund and Enterprise budgets
- Submitted Town meeting articles to Town Administrator: FY2017 CPC budget, Distribution of FY2015 undesignated fund balance, Reserve Fund, and Revolving funds
- Discussed with DOR what is needed to create sick leave and vacation reserve for potential expense liabilities
- Updated and issued the following reports as of March 2016:
  - Available funds
  - Available Fund history
  - Capital Projects
  - CPC Summary – Revenue, Expenses, and fund reconciliation
  - Expense Summary – General Fund
  - Expense Summary – Enterprise Funds
  - Revenue Summary – Enterprise Funds
  - Performance/Surety Bonds
  - Peg Access Funds
  - Local Receipts – General Fund

Local Aid – General Fund  
Enterprise Fund Summaries – Sewer and Water  
Ambulance Receipts (Fund 3017)  
Student Activities Funds - JHS and MHS  
Education Circuit Breaker Fund  
School Choice Fund  
Snow and Ice summary  
Updated MHS Capital Project Summary  
Reserve Fund Transfer Summary  
DPW Chapter 90 Summary  
Expense Balances – Encumbrances and Articles  
Perpetual Care Fund summary



**Maynard Golf Course**  
 50 Brown Street  
 Maynard, MA 01754  
 Tel: (978) 637-2268 / Fax: (978) 637-2269

**April 2016 Report for Maynard Board of Selectmen**

**Revenue Update - YTD through April 30, 2016**

Season Passes	2016 =	88,402.00	vs. 2015 =	75,538.50	up	12,863.50	17%
Greens Fees	2016 =	32,805.00	vs. 2015 =	12,291.00	up	20,514.00	167%
Golf Carts	2016 =	7,761.33	vs. 2015 =	2,282.97	up	5,478.36	240%

**Capital Repairs paid out attached to this report.**

Capital paid out YTD = \$27,641.72

**Business** - April rounds continued to be strong and cart revenue was up compared to 2015 largely due to the dry conditions.

**Building** – Clubhouse renovations in the registration area have been receiving rave reviews to the enlargement and improvements. We still have some lighting improvements in the pro shop area we need to take care of.

**Kitchen/Function** - Kitchen will open for the season 1<sup>st</sup> week of May. Function business went from 3 functions in April 2015 to 7 functions this year and bar revenue was up as well.

**Lessons** – Summer golf camps will start as soon as school gets out.

**Grounds** – Golf course is in very good shape for this early in the season. Greens were plugged last week of April and should be back in great shape by mid May.

**Irrigation, Wells and Water:** - We finally had DAF to take care of pump problems from last fall. They came in to replace the bad pump isolation valve and to pull and rebuild the PM pump head which was completed. We also ran into problems with the intake lines that draw water from the pond to the pump that were corroded and leaking and wouldn't draw water and had them replaced with HDPE intake lines.

# *Sterling Golf Management, Inc.*

## Maynard Golf Course

### Statement of Revenues for April 2016

<u>Revenue Category</u>	<u>Amount</u>	<u>Y-T-D</u>
Season Passes	6,863.00	88,402.00
Greens Fees	21,425.00	32,805.00
Golf Carts	<u>4,899.73</u>	<u>7,761.33</u>
<b>Total Golf Revenue</b>	<b><u>33,187.73</u></b>	<b><u>128,968.33</u></b>
<b>Lease Fee Due on Golf Revenue (10%)</b>	<b>3,318.77</b>	<b>12,896.83</b>
Caterer's Food Sales	1,806.00	10,111.00
Food Sales	1,366.40	2,270.80
Liquor Sales	6,646.76	12,444.15
Hall Rentals	<u>3,730.00</u>	<u>6,900.00</u>
<b>Total Food Service Revenue</b>	<b><u>13,549.16</u></b>	<b><u>31,725.95</u></b>
<b>Lease Fee Due on Food Service Revenue (5%)</b>	<b>677.46</b>	<b>1,586.30</b>
<b>Total Lease Fee Due</b>	<b>3,996.23</b>	<b>14,483.13</b>
<b>Amount paid with this statement</b>	-	
Capital Improvements (in lieu of payment)	3,996.23	14,483.13
<b>Combined Amount paid (Check &amp; Capital)</b>	<b><u>3,996.23</u></b>	
<b>Total amount towards Lease Fee - 2016</b>	<b><u>3,996.23</u></b>	<b><u>14,483.13</u></b>

**Sterling Golf Management, Inc.**

5/25/2016

**Capital plan for 2016**

<u>Project cost</u>	<u>Contractor</u>	<u>Work Performed</u>
\$ 12,592.00	On-Course Golf Inc.	Resurface all carts paths with gravel path mix
\$ 1,200.00	Patrick Construction	Clubhouse renovation/expansion, partial invoice - 3/20/16
\$ 1,610.50	DAF Services Inc.	Pump House, pull PM Pump, replace butterfly valve - invoice 1 of 2
\$ 1,500.31	Cosetta Electric	Clubhouse renovation/expansion.
\$ 1,847.44	Cardoza Flooring	Clubhouse Renovation/expansion - entry area carpet
\$ 2,406.47	DAF Services Inc.	New PM Pump Discharge Head - Invoice 2 of 2
\$ 1,375.00	Patrick Construction	Clubhouse renovation/expansion, final invoice - 4/16/16
\$ 500.00	Ron Sebastian - Dive Svc.	To inspect/fix irrigation system
\$ 4,610.00	Builtwell Fence Co.	Fence Installation - partial of fence along 9th tee

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**\$ 27,641.72** Paid out Year To Date

\$ 50,000.00 Estimated Lease fee due in 2016

\$ (10,745.00) Overpaid Capital 2015

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\$ 39,255.00 Total Capital Available in 2015

\$ 27,641.72 Year to Date Paid outs

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**\$ 11,613.28** Balance Available of 2016 Lease fee



## *Green Fees - Rates - 2016*

	<u>9 Holes</u>	<u>18 Holes</u>
<b>Weekdays</b>	<b>\$21.00</b>	<b>\$32.00</b>
<b>Junior</b>	<b>\$15.00</b>	<b>\$22.00</b>
<b>Senior</b>	<b>\$18.00</b>	<b>\$29.00</b>
<b>Twilight</b>	<b>\$16.00</b>	<b>(after 6 pm weekdays)</b>
<b>Early Bird</b>	<b>\$15.00</b>	<b>(before 7:30 am)</b>
<b>Weekends</b>	<b>\$23.00</b>	<b>\$34.00</b>
<b>After 12</b>	<b>\$21.00</b>	<b>\$32.00 (after 12 pm)</b>
<b>Seniors</b>	<b>\$18.00</b>	<b>\$29.00 (after 12 pm)</b>
<b>Juniors</b>	<b>\$15.00</b>	<b>\$22.00 (after 12 pm)</b>
<b>Twilight</b>	<b>\$16.00</b>	<b>(after 3 pm weekends)</b>
<b>Family</b>	<b>\$40.00</b>	<b>(after 3 pm weekends)</b>
<b>Early Bird</b>	<b>\$16.00</b>	<b>(before 7:30 am)</b>
<b>Sunset ~ Adult \$10 Junior \$5 (1 hr. before Sunset, everyday)</b>		
<b>Golf Cart</b>	<b>\$10.00 p.p.</b>	<b>\$16.00 p.p.</b>
<b>Pull Cart</b>	<b>\$ 5.00</b>	<b>\$ 6.00</b>
<b>Club Rental</b>	<b>\$12.00</b>	<b>\$16.00</b>

**Junior - Ages 17 & under, or still in high school ~ Senior - Ages 62 & over**

**Golf Carts - Must be 18 years old with a valid driver's license**

**Tee times available 4 days in advance. Call the Pro shop - 978-637-2268**

**Weekend rates apply for Holidays**



50 Brown Street,  
Maynard, MA 01754

**2016 Season Pass**

Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_

**IMPORTANT - Please check type of Season Pass:**

- |                                     |          |  |          |
|-------------------------------------|----------|--|----------|
| <input type="checkbox"/> Individual | \$ 1,100 | <input type="checkbox"/> Sr. Citizen Individual* | \$ 975   |
| <input type="checkbox"/> Family*    | \$ 1,700 | <input type="checkbox"/> Sr. Citizen Family*     | \$ 1,500 |
| <input type="checkbox"/> Junior*    | \$ 375   | <input type="checkbox"/> Limited – Mon – Fri     | \$ 800   |
| <input type="checkbox"/> Student*   | \$ 475   | <input type="checkbox"/> GHIN Fee                | \$ 35    |

**Season Pass Benefits:**

- **Two golf courses for the price of one – play at Maynard GC and Chelmsford CC.**
  - **You must purchase your Season Pass at your primary home course, the course where you play the majority of your golf.**
  - **Allows unlimited golf within the timeframe of the season pass purchased.**
  - **Book tee times 7 days in advance, vs. general public can only book 5 days in advance.**
  - **Reduced Season Pass cart fees of \$8 for 9 holes and \$14 for 18 holes per person.**
  - **10% off pro shop merchandise.**
- (SENIOR CITIZENS must be 62 years and older)*

**INDIVIDUAL & SENIOR CITIZEN INDIVIDUAL:** allows unlimited golf 7 days a week.

**FAMILY:** allows unlimited golf and includes two individual Season Passes, and free children!!

**SENIOR CITIZEN FAMILY:** includes one Season Pass Holder 62 or older and a spouse over 50 years of age.

**LIMITED – Monday thru Friday:** allows unlimited golf Monday thru Friday, excludes Holidays.

**JUNIOR** Season Passes are available to current High School Students 18 years old and under. **STUDENT** Season Passes are available to individuals 18 to 22 years old with a College Student I.D. card. Juniors' and Students tee times on weekends and holidays are restricted until after 12:00 p.m. The regular weekend greens fee rate will be charged for play before 12:00 noon.

\*Birthdate(s) for Senior or Junior/Student Season Pass(s) \_\_\_\_\_

\*Junior Season Pass - Names and Ages \_\_\_\_\_

\*Family Season Pass - Name of Spouse \_\_\_\_\_

*Please make checks payable to Maynard Golf Course*  
 To pay with your credit card, please go to: <http://sterlinggolf.bizland.com/store/page6.html>

Signature \_\_\_\_\_ Date \_\_\_\_\_

New Pass Holder?\*  Referral?\* \_\_\_\_\_

*\*Get a new Season Pass Holder to Join – Season Pass Holder referral program - Receive a \$50 Gift Card when you bring in a new Season Pass Holder or if you are the new one who was referred. Please write in the name of the new person you referred or who brought you in. Junior & Student not eligible.*

# SGM

## Sterling Golf Management, Inc.

www.sterlinggolf.com



50 Brown Street,  
Maynard, MA 01754

### 2016 Season Pass – Pay by March 15<sup>th</sup> and take 5% off

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_

IMPORTANT - Please check type of Season Pass: 5% off (5% off only until March 15th, 2016) 5% off

<input type="checkbox"/> Individual	<del>\$1,100</del>	\$1,045	<input type="checkbox"/> Sr. Citizen Individual*	<del>\$ 975</del>	\$ 926
<input type="checkbox"/> Family*	<del>\$1,700</del>	\$1,615	<input type="checkbox"/> Sr. Citizen Family*	<del>\$1,500</del>	\$1,425
<input type="checkbox"/> Junior*	<del>\$ 375</del>	\$ 356	<input type="checkbox"/> Limited – Mon – Fri	<del>\$ 800</del>	\$ 760
<input type="checkbox"/> Student*	<del>\$ 475</del>	\$ 451	<input type="checkbox"/> GHIN Fee	\$ 35	(n/a)

#### Season Pass Benefits:

- Two golf courses for the price of one – play at Maynard GC and Chelmsford CC.
  - You must purchase your Season Pass at your primary home course, the course where you play the majority of your golf.
  - Allows unlimited golf within the timeframe of the season pass purchased.
  - Book tee times 7 days in advance, vs. general public can only book 5 days in advance.
  - Reduced Season Pass cart fees of \$8 for 9 holes and \$14 for 18 holes per person.
  - 10% off pro shop merchandise.
- (SENIOR CITIZENS must be 62 years and older)

**INDIVIDUAL & SENIOR CITIZEN INDIVIDUAL:** allows unlimited golf 7 days a week.

**FAMILY:** allows unlimited golf and includes two individual Season Passes, and free children!!

**SENIOR CITIZEN FAMILY:** includes one Season Pass Holder 62 or older and a spouse over 50 years of age.

**LIMITED – Monday thru Friday:** allows unlimited golf Monday thru Friday, excludes Holidays.

**JUNIOR** Season Passes are available to current High School Students 18 years old and under. **STUDENT** Season Passes are available to individuals 18 to 22 years old with a College Student I.D. card. Juniors' and Students tee times on weekends and holidays are restricted until after 12:00 p.m. The regular weekend greens fee rate will be charged for play before 12:00 noon.

\*Birthdate(s) for Senior or Junior/Student Season Pass(s) \_\_\_\_\_

\*Junior Season Pass - Names and Ages \_\_\_\_\_

\*Family Season Pass - Name of Spouse \_\_\_\_\_

Please make checks payable to Maynard Golf Course

To pay with your credit card, please go to: <http://sterlinggolf.bizland.com/store/page6.html>

Signature \_\_\_\_\_ Date \_\_\_\_\_

New Pass Holder? \*  Referral? \* \_\_\_\_\_

\*Give a new Season Pass Holder to Julia – Season Pass Holder referral program - Receive a \$50 Gift Card when you bring in a new Season Pass Holder or if you are the new one who was referred. Please write in the name of the new person you referred or who brought you in. Junior & Student not eligible.

# SGM



**Sterling Golf Management, Inc.**  
www.sterlinggolf.com



**50 Brown Street,  
Maynard, MA 01754**

## 2016 Season Pass – Pay by December 15<sup>th</sup> and take 10% off

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_

IMPORTANT - Please check type of Season Pass: 10% off (10% off only until December 15<sup>th</sup>, 2015) 10% off

<input type="checkbox"/> Individual	<del>\$1,100</del>	990	<input type="checkbox"/> Sr. Citizen Individual*	<del>\$975</del>	877
<input type="checkbox"/> Family*	<del>\$1,700</del>	1,530	<input type="checkbox"/> Sr. Citizen Family*	<del>\$1,500</del>	1,350
<input type="checkbox"/> Junior*	<del>\$375</del>	337	<input type="checkbox"/> Limited – Mon – Fri	<del>\$800</del>	720
<input type="checkbox"/> Student*	<del>\$475</del>	427	<input type="checkbox"/> GHIN Fee	\$ 35	(n/a)

### Season Pass Benefits:

- Two golf courses for the price of one – play at Maynard GC and Chelmsford CC.
- You must purchase your Season Pass at your primary home course, the course where you play the majority of your golf.
- Allows unlimited golf within the timeframe of the season pass purchased.
- Book tee times 7 days in advance, vs. general public can only book 5 days in advance.
- Reduced Season Pass cart fees of \$8 for 9 holes and \$14 for 18 holes per person.
- 10% off pro shop merchandise.

(SENIOR CITIZENS must be 62 years and older)

**INDIVIDUAL & SENIOR CITIZEN INDIVIDUAL:** allows unlimited golf 7 days a week.

**FAMILY:** allows unlimited golf and includes two individual Season Passes, and free children!!

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\*Birthdate(s) for Senior or Junior/Student Season Pass(s) \_\_\_\_\_

\*Junior Season Pass - Names and Ages \_\_\_\_\_

\*Family Season Pass - Name of Spouse \_\_\_\_\_

*Please make checks payable to Maynard Golf Course*

*To pay with your credit card, please go to: <http://sterlinggolf.biz/land.com/store/page6.html>*

Signature \_\_\_\_\_ Date \_\_\_\_\_

New Pass Holder?  Referral? \_\_\_\_\_

*\*Get a new Season Pass Holder to join – Season Pass Holder referral program – Receive a \$50 Gift Card when you bring in a new Season Pass Holder or if you are the new one who was referred. Please write in the name of the new person you referred or who brought you in. Junior & Student not eligible.*



**Maynard Golf Course**  
50 Brown Street  
Maynard, MA 01754  
Tel: (978) 637-2268 / Fax: (978) 637-2269

2016

Dear Outing Chairman,

We are pleased to hear that you are considering Maynard Golf Course to host your golf event. As you undoubtedly know, a golf outing can be used as a fundraiser for your favorite charity, a reward for loyal customers or employees, as a function that is part of a class or family reunion, or just a great day on the links with your friends.

The facilities include a well maintained 9-hole golf course conveniently located on Rte 27 near the center of Maynard. Our function hall and bar can accommodate groups of up to 136 people. Our Pro shop offers a nice selection of golf related merchandise and apparel, and we can have your logo imprinted on hats, shirts, golf balls and other items.

We are pleased to enclose our Brochure, Outing Agreement, Menu, and directions to the course. You will also find information on Maynard GC and other Sterling Courses by visiting our website, [www.sterlinggolf.com](http://www.sterlinggolf.com).

Thank you for considering Maynard GC for your golf outing. For further information or to reserve a date for your event, please contact Brad Durrin, PGA Professional at 978-637-2268 or email him at [braddurrin@pga.com](mailto:braddurrin@pga.com). Please be assured that we will do our utmost to assist with all your arrangements to make your event a huge success.

Sincerely,

Brad Durrin,

PGA Head Golf Professional

# Sterling Golf Management, Inc.

Invites you to

Host your 2016 tournament or outing at

## Maynard Golf Course

### Our outing packages include:



- Greens Fees
- Golf Carts for all Players
- Scoring Sheets
- Loudspeaker for Announcements
- Proximity Markers for Skills Contests
- Registration Table
- Outing Coordinator to assist in orchestrating your event

### Tee Time Outings

- Outings for more than 40 players may be scheduled up to 180 days in advance.
- Outings for 16 or fewer players may be scheduled up to 30 days in advance. Please call for details.
- Players are assigned tee times on the first hole and start approximately every 9 minutes.
- Can be scheduled Monday – Friday at any time, or weekends and holidays after 11:00 a.m.

### Shotgun Outings

- Available for up to 52 players.
- Available any non-holiday weekday at 8:00 a.m.
- All players start at the same time at different tees.
- Staging of golf carts.
- Outings with over 40 players will receive a Certificate for a foursome of golf with carts to play at choice of one SGM managed course to be used as a prize or raffle item or for a round in the future. (Under 40 players – one Certificate for a twosome.) Also included with tee times outings.

### Pricing

- 9 Holes - \$31 Weekdays, \$33 Weekends & Holidays
- 18 Holes - \$48 Weekdays, \$50 Weekends & Holidays

We would welcome the opportunity to assist in the coordination of your event to assure that every participant has a pleasant time.

Please call (978) 637-2268

[www.SterlingGolf.com](http://www.SterlingGolf.com)

# Sterling Golf Management, Inc.

Maynard Golf Course

50 Brown St. Maynard Ma. 01754

Tel: (978) 637-2268 FAX: (978) 637-2269

## 2016 Golf Outing Agreement

Code # \_\_\_\_\_ Office Use Only

### ◆ Outing Information

Outing date & day: \_\_\_\_\_ Shotgun time or tee times: \_\_\_\_\_

Outing Name: \_\_\_\_\_

Number of Players: \_\_\_\_\_ Ability of Players: \_\_\_\_\_ (pin placement)

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### ◆ Cost Per Player

Greens Fee \$ \_\_\_\_\_

Cart Fee \$ \_\_\_\_\_

Prize Fee \$ \_\_\_\_\_

Total Cost (per player) \$ \_\_\_\_\_

Catering is handled separately by Events All in One.

### ◆ Payment Information

Total Due \$ \_\_\_\_\_

Deposit \$ 200.00

Net Due \$ \_\_\_\_\_

Method of Payment: Cash / Check / MC/VISA

Full payment is due on the day of the outing.

### ◆ Additional Requirements/Notes

Long Drive \_\_\_\_\_ Hole Numbers \_\_\_\_\_ ◆ \_\_\_\_\_

Nearest The Pin \_\_\_\_\_ Hole Numbers \_\_\_\_\_ ◆ \_\_\_\_\_

### ✓ Conditions of Contract:

- A. **GUARANTEE:** The number of players stated above is the guaranteed number for which you will be financially responsible with the confirmation (10 days ahead of outing).
- B. **GOLF PRIZES/ MERCHANDISE:** A prize fee may be added to the outing package at any desired per person amount. This money will go toward Pro Shop merchandise Gift Cards to be available to the outing. The Club will not allow any golfing merchandise of any description to be brought onto the premises purchased from other stores for use as prizes. **All merchandise shall be purchased in the Pro Shop only.**
- C. **DEPOSITS:** Deposits are required on all outings. A reserved date will be confirmed only upon receipt of a deposit, which will be acknowledged. Until such acknowledgment is received, no reserved date can be assumed. Deposits are only refundable if golf course closes due to weather or cancels the outing. **The Deposit required is \$200.00.**
- A. **ALCOHOL:** Due to Massachusetts State Liquor regulations it is illegal for any outside alcohol to be brought onto the premises. **No coolers are allowed on the course at any time.** MGC holds a liquor license and bartenders will be available to serve beverages for your outing. All of our bartenders have received TIPS training and are qualified to serve alcoholic beverages. It is the responsibility of the person in charge of the outing to inform all players of the Club's policy on alcoholic beverages. The Club reserves the right to insist that any person violating the policy must leave the premises immediately.
- D. **LIABILITY:** The Club reserves the right to inspect and control all outings. Liability for damage to the premises will be charged accordingly. The Club will not assume responsibility for personal property and equipment brought onto the premises.
- E. **CATERING:** Catering is available for your outing or tournament through our in house caterer Events All in One. We have included their Catering Menu in this package, please contact Events All in One directly with questions or special requests.

Signature \_\_\_\_\_ Accepted by \_\_\_\_\_ Date \_\_\_\_\_



**Maynard Golf Course**  
50 Brown Street  
Maynard, MA 01754  
Tel: (978) 637-2268 / Fax: (978) 637-2269

Dear Event Planner,

We appreciate your consideration of the Maynard Golf Course Function Hall as the location for your special event. The facility has been recently renovated and offers pleasant golf course views that offer a welcoming and hospitable atmosphere. Recent additions have been, a showpiece Fireplace renovation, new function room chairs, new carpet and a new built-in dance floor along with fresh paint. Come enjoy a summer cocktail on our new beautiful deck overlooking the golf course. We would be pleased to customize an event to include virtually any aspiration, so please don't hesitate to ask if there is something we can assist with to make your function a memorable occasion.

If you would like to check available dates or schedule a visit to view our facilities, please call Kerriann at 978-967-7723 or email her at [kerriann@sterlinggolf.com](mailto:kerriann@sterlinggolf.com). We hope we have answered most of your questions in our function package, but we realize you may have other inquiries or would like a special request, so we welcome your call. We look forward to working with you to make your event as wonderful as possible. Due to high demand, we are able to hold a date for a few days, but require a \$100 deposit to guarantee your special day.

We hope you will choose the Maynard Golf Course Function Hall for your event and that we will have the opportunity to work with you to make sure it is a memorable occasion for both you and your guests.

Best Regards,

Brad Durrin  
General Manager  
978-637-2268  
Maynard Golf Course

# Function Hall Rental Information

## Maynard Golf Course

50 Brown Street - Maynard, MA 01754  
 Tel: (978) 637-2268 Fax: (978) 637-2269  
[www.SterlingGolf.com](http://www.SterlingGolf.com)

Our Function Hall offers a relaxing atmosphere with beautiful views of the golf course. The hall is a perfect setting for all occasions including weddings, birthdays, banquets, and showers.

It can comfortably accommodate groups of up to 132 guests.

Hall Rental for Four Hours – Friday, Saturday and Sunday .....	\$ 350.00
Hall Rental for Four Hours – Monday thru Thursday.....	\$ 250.00
Weddings for Four Hours – Friday, Saturday and Sunday.....	\$ 500.00
Minimum Beverage Fee less than 40 guests .....	\$ 150.00
40 or more guests .....	\$ 200.00
If you do not spend the minimum on beverages you will be required to pay the difference at the end of your function	
<b>One bartender/manager provided for up to 75 guests</b>	
Additional bartender fee (75 guests and above requires 2 <sup>nd</sup> bartender) .....	\$ 25.00
Additional hour .....	\$ 50.00
Police Detail* .....	\$ market
Linen tablecloths (each).....	\$ 7.50
Linen napkins (each) .....	\$ 1.25
Chafing Dish Rental (each) includes Sterno .....	\$ 8.00
Coffee Service - less than 40 guests .....	\$ 35.00
40 or more guests .....	\$ 45.00
Outside Catering Surcharge per person (Includes Home made food)*.....	\$ 4.00
Deposit:.....	\$ 100.00

The hall rental fee includes set-up, four hours of rental and one bartender. Please note that the bar area and bartender are open to public use, but special arrangements may be made for its exclusive use. The hall will only be open and available for decoration one hour before the start of your event. Additional hours are available for purchase as noted if extra time is needed for decorating purposes. All events must be completed no later than 11:00 pm Sunday - Wednesday and 12:00am Thursday, Friday & Saturday. The minimum beverage fee is due at the completion of the event. Beverages purchased from the bar at the event are deducted from the fee. For example: a group of 35 guests must purchase a total of \$150 from the bar, or if the total is less than \$150, the difference must be paid.

Maynard Golf Course would be pleased to provide meals prepared by our exclusive caterer Events All In One, as shown on the menu included with this package. If any outside caterer is used, or home made food is brought in, there will be a \$4 per person surcharge, plus the caterer must provide a certificate of insurance naming Sterling Golf Management and Maynard Golf Course as additional insured. \* Guests may bring in their own food, such as desserts, snacks, finger foods, appetizers, or pot luck, but beverages may only be provided by the Club. All food brought in must be fully prepared. There is no use of the kitchen allowed. All beverages including juice, coffee, soda, water, beer, and liquor must be purchased through the bar.

The hall is expected to be left in the same condition as rented. All decorations and trash must be removed at the completion of the function. Confetti may not be sprinkled as decoration. \*A security detail is required for birthday parties for ages 16 to 21. The manager will inspect the rooms for cleaning problems or markings on the doors, walls, tables, chairs or in the restrooms. Extra cleaning charges or damages will be billed approximately 7-10 days after the event if there are problems.

Thank you for your interest in Maynard Golf Course

*Sterling Golf Management, Inc.*  
**Maynard Golf Course**  
50 Brown Street, Maynard, MA 01754  
[www.sterlinggolf.com](http://www.sterlinggolf.com)  
Tel: (978) 637-2268      FAX: (978) 637-2269

✓ **Conditions of Contract:** (Page 1 of 2)      **2016 Function Hall Rental Agreement**

---

- A. **DEPOSIT:** Deposits are required on all function hall rentals. A reserved date will be confirmed only upon receipt of a deposit. Until your Function Hall Agreement and deposit are received, no reserved date can be assumed and prices may be subject to change until that time. Deposits are refundable only up to 90 days prior to the event. **The Deposit required is \$100. The Balance is due 10 days prior to the event. The minimum beverage fee is due the night of the event.**
- B. **HALL RENTAL:** All hall rentals are for four (4) hours. Additional hours are available for an extra fee. The function hall can comfortably seat one hundred (100) guests in the 38' by 36' function room, leaving the dance floor area open for a total of 132 guests with tables on the dance floor. (The dance floor is 13'by 25'. Tables can be taken down after dinner to open up space for dancing, if necessary.)
- C. **HOURS OF OPERATION:** The function hall and bar will close at 11:00 pm Sunday through Wednesday and 12:00am Thursday, Friday and Saturday.
- D. **TABLES:** There are twelve (12) round tables available that may be set for eight (8) people. There are also two (6) buffet tables and five (5) small cocktail tables available.
- E. **SECURITY DETAIL:** A security detail is required for birthday parties for ages 16 to 21 and graduation parties. The club reserves the right to require a police detail for other types of events.
- F. **FINAL CHANGES:** Final head counts, any service additions (i.e. linen rentals), and any seating arrangements are due ten (10) days prior to the function. *PLEASE HELP US WITH KEEPING WITH THIS TIMELINE.*
- G. **PAYMENT:** Balance of payment in full is due prior to the start of the function with exception to the minimum beverage fee, which is due at the completion of the event. Accepted payment policy is: Cash, Visa, MasterCard and Check.
- H. **MINIMUM BEVERAGE FEE:** A minimum beverage fee of \$150 for less than 40 guests or \$200 for 40 or more guests is due at the completion of the event. Beverages purchased at the cash bar are deducted from the fee. For example, a group of 35 guests must purchase a total of \$150 from the bar, or if the total is less than \$150, the difference must be paid.
- I. **BEVERAGES:** No liquor, soft drinks, or water may be brought into or leave the hall. Arrangements for pitchers of soda or for a toast can be made by a per person cost. In compliance with Massachusetts state liquor statutes, only alcoholic beverages served by the Club on the premises are allowed. Guests must possess and display a valid form of identification verifying their age. The Club reserves the right to insist that any person violating this policy must leave the premises immediately. We may, at our discretion, limit or deny service of alcohol to any person that appears to be consuming more alcohol than is to be considered responsible and safe. We ask that you support us in meeting this responsibility. A 18% Gratuity will be added onto the "Open Bar" total.

*Please keep this page for your reference and records.*

- J. **BARTENDERS:** One bartender is provided by the club for up to 50 guests. An additional bartender is available as an option for \$25 and is required for over 50 guests. **The bartender and bar area are open to the public.** If requested, special arrangements for exclusive use may be made for an additional fee.
- K. **KITCHEN:** All food brought in must be fully prepared. **Per Massachusetts State Law food preparation, cooking or baking in the kitchen is not allowed by customers.**
- L. **IN-HOUSE FOOD SERVICE:** Events All In One is Maynard Golf Course's exclusive in house caterer and provides wonderful food for all functions, we discourage the use of **outside caterers and will charge a \$4 per person surcharge** in the event that an outside catering service or home made food is used. We can provide a wide variety of meals and appetizers to compliment any occasion and have included our function menu with this package. We will do our best to accommodate all food requests and will be happy to customize a menu to suit your special event. **Please note that 7% meals tax and 18% gratuity will be added to the final food and beverage service invoice.**
- M. **OUTSIDE CATERERS:** All outside caterers are subject to the approval of the Club and must supply a copy of their catering license as well as a Certificate of Insurance naming Sterling Golf Management and Maynard Golf Course as the party insured for the date of the event. Any supplies needed for the event must be provided by the caterer. No food preparation, cooking or baking will be allowed in the kitchen, nor can we provide use of our appliances, equipment, utensils or condiments. **Outside caterers must be made aware of all conditions of this rental and will be expected to abide by them.**
- N. **SET UP:** The function hall will only be available for set up and decoration one hour prior to the event. Special arrangements must be made for any items that must be delivered to the Club in advance. **If extra time is needed for decorating purposes, additional hours may be purchased as indicated on the rate sheet.**
- O. **DECORATIONS:** All displays and decorations proposed by the client shall be subject to the approval of Maynard Golf Course. **We do not allow confetti, sparkles, rice, etc. to be thrown or sprinkled within the function hall, lobby or building areas. No candles other than votive type can be used due to fire liability.** Decorations and entertainment are the responsibility of the client. The Club will not be liable for any loss or damage to such property. No using pins or tape on the walls or fireplace will be allowed.
- P. **GIFTS:** Please request one of your guests to be responsible for any money and gifts received during the function. Our employees are not authorized to hold gifts for safekeeping.
- Q. **DAMAGES:** The hall is expected to be left in the condition you rented it. **All decorations and trash must be entirely removed at the completion of the function.** The manager will inspect the rooms for cleanliness, wall or door markings, markings on tables or chairs and markings in the restrooms. Liability for damage to the premises will be charged accordingly, approximately 7-10 days after the event.

*Please keep this page for your reference and records.*

*Sterling Golf Management, Inc.*  
**Maynard Golf Course**  
 50 Brown Street- Maynard, MA 01754  
 Tel: (978) 637-2268 FAX: (978) 637-2269  
*www.SterlingGolf.com*

<b>2016 Function Hall Rental Form</b>	<i>For Office Use Only</i>	Received by: _____
	Date Reserved _____	Credit Book# _____

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ # of Guests \_\_\_\_\_

Event Type/ Description: \_\_\_\_\_  Surprise Party

Non-profit ID # \_\_\_\_\_ Food:  None  Bringing Own  Other Caterer\* \_\_\_\_\_  
(must provide copy of tax exempt certificate) (\*must provide Certificate of Insurance & copy of Catering License with address & phone number)

Contact Person \_\_\_\_\_ Phone (H): \_\_\_\_\_

Address: \_\_\_\_\_ Phone (W): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Notes / Set up Instructions: \_\_\_\_\_

Check Here  
for Diagram on  
Reverse Side

- ✔ **Please enclose a \$100.00 deposit and Facility Insurance Waiver to reserve the above time & date.**
- ✔ **Payment in full is due prior to the start of the event. The beverage fee is due at the close of the event.**
- ✔ **The total number of guests must be confirmed 10 days before the event.**

Hall Rental (4 Hours) Friday thru Sundays	\$ 350	
Hall Rental (4 Hours) Monday thru Thursday	\$ 250	
Weddings (4 Hours) Friday thru Sundays	\$ 500	
Additional Hour	\$ 50	
Additional Bartender	\$ 25	
Security Detail	\$ 150	
Linen Tablecloths Rentals (each) \$ 7.50 x _____ tablecloths	=	
Linen Napkin Rentals (each) \$ 1.25 x _____ napkins	=	
Chafing Dish Rental (ea. including Sterno) \$ 8.00 x _____ chafing dishes	=	
Coffee Service \$35 for <40 guests or \$45 for 40 or more guests		
Food Service Total (after finalizing with Chef – see menu) <b>OR</b> Catering Surcharge		
Less Deposit	Date Received: _____ -	<b>100.00</b>
<b>Balance Due (must be paid 10 days in advance)</b>	=	
Minimum Beverage Fee \$150 for <40 guests or \$200 for 40 or more guests		

I hereby have read and accept the terms and payment policies explained in this Agreement as well as the conditions outlined in the Conditions of Contract.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_ (Event Organizer/  
Contact Person)

# EVENTS ALL IN ONE

Events All In One, LLC  
Lowell, MA  
Tel: (978) 654-6400, Cell: (978) 815-0369  
www.EventsAllInOne.com  
Email: [events@allinone.com](mailto:events@allinone.com)



MAYNARD GOLF COURSE

Event Your Way. Every Time.

## APPETIZERS

Breaded Boneless Chicken  
enders

- Chicken Wings

Sweet Chili, Buffalo, or Teriyaki

- Nachos

chili, cheese, salsa & sour cream

- Buffalo Chicken Dip

Served w/ Tortilla Chips

- Quesadilla

- Mozzarella Sticks w/ Sauce

\$8.25

\$7.25

\$7.00

\$5.75

\$7.00

\$5.50

## SOUPS

- Chili

\$4.50

\* All Sandwiches are served with  
Potato chips\*

## ENTREE SALADS

- Grilled Chicken Caesar

\$8.50

- Grilled Thai Chicken

\$8.50

- Buffalo Chicken

\$8.50

MA. Meals tax

City of Maynard tax

\*Cooked to order, may be served raw or under cooked. "Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions." Before placing your order, please inform your server if a person in your party has a food allergy.

## COLD SANDWICHES

- Chicken Caesar wrap

\$7.50

\$7.50

- Chicken Parmesan

\$6.50

Bacon/Lettuce/Tomato/Avocado & mayo

- Tuna Salad

\$6.75

\$8.50

- Chicken Salad

\$7.25

\$7.25

Add walnuts and cranberries

\$0.50

\$7.75

- Club Sandwich w/ fries

\$8.00

\$7.50

- Thai Chicken wrap

\$7.50

\$7.50

W/ Coconut, peanuts romaine  
and Thai dressing

- Shaved Steak sub

\$8.00

- Hot Dog  
Koyem natural casing

\$2.50

- Grilled cheese and tomato

\$4.50

## SIDES

- French Fries

6.25%

SMALL \$2.50

LARGE \$3.75

- Onion rings

0.75%

SMALL \$3.75

LARGE \$4.75

Date Posted: May 16, 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)

**Council on Aging**

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

**M T W T H F June 2, 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. Misc.
4. Next meeting September 1, 10:30 a.m.

**THIS AGENDA IS SUBJECT TO CHANGE**

Chairperson: Anita Dolan, Acting Chairperson

Posted by: Amy Loveless, Director, Council on Aging

Date: May 16, 2016

**Becky Mosca**

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**From:** OARS <office@oars3rivers.org>  
**Sent:** Monday, May 23, 2016 11:24 AM  
**To:** Becky Mosca  
**Subject:** Reminder - OARS Annual Meeting and Presentation Tomorrow

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

**OARS**

**FOR THE ASSABET SUDBURY & CONCORD RIVERS**

## **OARS 30th Annual Meeting**

**Tuesday, May 24**

**7:00 - 9:00 pm**

**Assabet River National Wildlife Refuge Visitor Center**

(680 Hudson Road, Sudbury, [map](#))

### **Is it Really Changing?**

The Impacts of Climate Trends on River Flooding in New England

**David Vallee**, Hydrologist-in-Charge of the National Weather Service's Northeast River Forecast Center, will examine observed climate trends, the increasing rainfall intensity of our weather systems, and their impacts on river flooding in our region.



We will begin with a short business meeting and Board of Directors elections. [Nominees and details.](#)

Light refreshments will be served. This event is free and open to the public.

# MAYNARD PUBLIC SCHOOLS

3-R Tiger Drive, Maynard, MA 01754

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

**Robert J. Gerardi, Jr. Ph.D.**

Superintendent of Schools

Voice: (978) 897-2222 Fax: (978) 897-4610

email: [rgerardi@maynard.k12.ma.us](mailto:rgerardi@maynard.k12.ma.us)



---

## MAYNARD PUBLIC SCHOOLS SCHOOL COMMITTEE BUDGET SUB-COMMITTEE MEETING

**FOWLER SCHOOL  
CENTRAL OFFICE CONFERENCE ROOM  
MAY 26, 2016  
6:00 P.M.**

### AGENDA

#### **1. SEPAC Proposal Discussion**

**Chairperson: Dawn Capello  
Posted by: Colleen Moore  
Date: 05/23/16**

# 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)

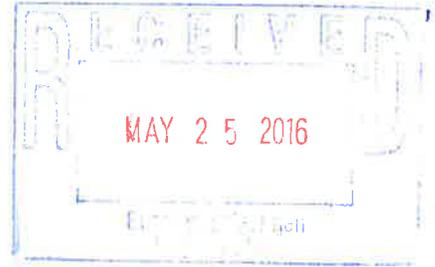
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## MAYNARD PUBLIC SCHOOLS SCHOOL COMMITTEE AGENDA FOWLER SCHOOL ASSEMBLY HALL MAY 26, 2016 AGENDA 7:00 p.m.

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

1. Minutes
2. Chairman's Report
3. Superintendent's Report
4. Student Representative Report
5. Citizen's Comments
6. Spanish Immersion Program Discussion
7. Assabet Valley Quarterly Report
8. End of Year Account Transfer
9. Holiday Calendar 16-17
10. Citizen's Comments
11. Member's Comments/Questions
12. Executive Session MGL: CH30A;SEC.21(2)

Chairperson: Dawn Capello  
Posted by: Colleen Moore  
Date: 05/23/16



## **LEGAL NOTICE**

The Maynard Board of Selectmen will hold a Public Hearing on Tuesday June 7, 2016 at 7:15 P.M. in Room 201 of the Maynard Town Building for the purposes of amending the Town Water Use By-Laws specifically, Water and Sewer Rates. The Public is invited to attend.

### **Maynard Board of Selectmen**

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

## Becky Mosca

---

**From:** Tom Hesbach <thesbach@gmail.com>  
**Sent:** Monday, May 16, 2016 9:02 AM  
**To:** Kevin Sweet  
**Cc:** Chris DiSilva; Jason Kreil; D Gavin; Terrence Donovan; Tim Egan; Andrew Scribner-MacLean; Richard Asmann; Kelly Pawluczzonek; M Dubois; Becky Mosca; Stephanie Duggan  
**Subject:** Re: mill&main

Unfortunately, I was out of town on business travel and missed this meeting. I was filled in by my neighbors, as we spoke outside over the din of the blowers this weekend.

One observation that was conveyed to me was that "we" stopped complaining. That pause was, in affect, my acknowledgement that you were working the issue and that I need not bombard your office with the same concern you are already aware. Please understand the only "silence is concurrence" you should accept is the replacement of the nuisance noise with the quiet that preceded its installation.

Another observation that several of us share is the lack of an appropriate scientific method being applied by the Saracen Properties in their investigation of the noise. I, as I'm sure my neighbors would as well, would invite them to our homes to take any sound measurements they would like. I would recommend they do it on "best case" and "worst case" days so they understand our complaints. If Saracen needs any help in designing an experiment or other expertise, I'm confident one of the several scientists and engineers on our block would be willing to assist.

Please do not take my concern over the noise as my disdain for the development of the Mill. In fact - having spoken with several long-time residents - we were "warned" that our block often was congested with Mill overflow parking when the Mill was fully occupied - a sight I would welcome! However, everyone agrees that at its peak the Mill did not make this much noise.

Please continue to push Saracen for resolution. While I'm sure the the HVAC system they installed is an excellent, efficient system - the noise signature of it is best suited for the roof of a skyscraper in downtown Boston - not a 19th century mill nestled in a New England river valley.

Take care...  
Tom

On Fri, May 6, 2016 at 1:32 PM, Kevin Sweet <[ksweet@townofmaynard.net](mailto:ksweet@townofmaynard.net)> wrote:

Dear residents,

At the request of the Board of Selectmen, I have arranged for a public forum with Saracen Properties to discuss the noise issue at mill&main building 5.

## Becky Mosca

---

**From:** Heidi Stucker, MAGIC Coordinator, MAPC <hstucker@mapc.org>  
**Sent:** Monday, May 16, 2016 4:34 PM  
**To:** Becky Mosca  
**Subject:** MAGIC Annual Meeting, June 2 & more!

## MAGIC Annual Meeting

Dear Becky,

**Join us for MAGIC's Annual Meeting in Acton!**

June 2, 2016  
2:30 - 4:30  
Acton Town Hall  
Faulkner Room  
472 Main Street  
Acton, MA 01720  
[Driving Directions](#)



*Note: MAGIC's Climate Change Working Group Meeting will also happen on June 2, in Acton in the morning. See below for more.*

### Annual Meeting Agenda Items

#### **Officer Elections**

MAGIC holds annual elections for one Chairperson and two Vice Chairpersons. A Nominating Committee was appointed at the May MAGIC meeting, and its report containing a proposed slate of officers for the coming year is available [here](#). At the June annual meeting, nominations from the floor with the assent of the nominee will also be accepted.

#### **FY 2017 Work Plan Adoption**

During the May MAGIC meeting, MAGIC representatives discussed updating the Work Plan and identified a range of project ideas of regional interest, some of which MAGIC is interested in pursuing in the coming 2017 Fiscal Year. The FY 2017 Work Plan will be discussed and adopted at the Annual Meeting.

For a description of MAGIC policies and procedures, see the [MAGIC bylaws](#).

#### **Expanded Community Exchange**

We all have plenty to learn from one another. This extended community exchange will serve as a forum for MAGIC town representatives to speak about one major recent achievement or challenge their town has had. MAGIC partner organizations will also be invited to share one achievement or challenge.

Registration: [Click here](#)

As MAGIC's Subregional Coordinator, I act as a liaison to the thirteen towns in the MAGIC Subregion. In this role, I provide a bridge to the Metropolitan Area Planning Council, and I work with the MAGIC Officers to meet regional goals. I coordinate meetings that enable MAGIC towns to convene and discuss regional issues and priorities, and informative workshops of topical and regional interest. Additionally, I support the MAGIC subregion in pursuing priority projects in partnership with MAPC. MAGIC is currently working in partnership with MAPC on the Climate Resilience project to identify regional strategies for addressing climate risks in the region.



I share information about upcoming MAGIC events, meeting, and opportunities through this newsletter. Additional information is available on the MAPC MAGIC Webpage.

I look forward to your involvement!

Heidi

---

## Minuteman Advisory Group on Interlocal Coordination

*A subregion of the Metropolitan Area Planning Council*  
Acton · Bedford · Bolton · Boxborough · Carlisle · Concord · Hudson  
Lexington · Lincoln · Littleton · Maynard · Stow · Sudbury  
[www.MAPC.org/MAGIC](http://www.MAPC.org/MAGIC)

### Accessibility, Translation, Interpretation

Your participation is important to MAPC.  
Call 617.933.0700 for accommodations.  
Advance notice (10 days) is necessary  
for certain accommodations.



How can we help? Let us know.



## Becky Mosca

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**From:** Richard.LeBlanc@state.ma.us  
**Sent:** Monday, May 16, 2016 2:48 PM  
**To:** Becky Mosca  
**Subject:** MDAR: Farm and Market Report Extras



- **Urban Farmers: MDAR FY2017 Urban Agriculture RFR Posted**
- **Massachusetts Building at the Big E – One day Options to Exhibit**

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## Urban Farmers: MDAR FY2017 Urban Agriculture RFR Posted

The [MDAR FY2017 Urban Agriculture RFR](#) has been posted to [Commbuys](#).



Please visit the recently updated MDAR's [Urban Agriculture Program Resource webpage](#). In the 2016 MA Urban Farming Conference section, you will find panelist and keynote [presentations!](#)

MDAR continues to support our partners in cities across the Commonwealth to advance urban food production. **Municipal planners and urban farmers** can find a listing of [Toolkits, Resources and Publications](#), as well as a comprehensive listing of examples from dozens of US cities' zoning and ordinances for urban commercial farms and community gardens.

---

## Massachusetts Building at the Big E – One day Options to Exhibit

**Becky Mosca**

---

**From:** Richard.LeBlanc@state.ma.us  
**Sent:** Thursday, May 19, 2016 5:04 PM  
**To:** Becky Mosca  
**Subject:** MDAR: State Agriculture Officials Remind Horse Owners to Vaccinate Against Mosquito-Borne Diseases



**Commonwealth of Massachusetts  
Executive Office of Energy and Environmental Affairs**

Governor Charles D. Baker  
Lt. Governor Karyn E. Polito  
Secretary Matthew A. Beaton

**Press Release Contact:** Katie Gronendyke — 617-626-1129 or [katie.gronendyke@state.ma.us](mailto:katie.gronendyke@state.ma.us)

## **State Agriculture Officials Remind Horse Owners to Vaccinate Against Mosquito-Borne Diseases**

Officials from the Department of Agricultural Resources (DAR) are advising horse owners to plan “spring shots” with their veterinarians to ensure proper protection from mosquito-borne diseases like West Nile Virus (WNV) and Eastern Equine Encephalitis virus (EEE).

“It is important to stay a step ahead of these diseases and administering vaccinations in a timely manner is the best way to protect our equine population,” said **DAR Commissioner John Lebeaux**. “The timely use of these preventative measures are a benefit to both horses and horse owners and ensure a safe and healthy equine population across the Commonwealth.”

There were zero cases of WNV and EEE in 2015, however, DAR reminds horse owners that annual vaccinations should be administered during this time of year to ensure their animals are protected prior to the peak arboviral season beginning in late July and August. Owners are urged not to wait until positive cases are reported in their area, since it can take several weeks for an animal to be fully protected by a vaccine. WNV and EEE pose serious risks to horses. Horses and other equines infected by EEE and WNV develop neurologic symptoms that can lead to death. Horses are not considered to play a role in further spread. Other species such as pheasants, emus, llamas, and alpacas can be affected as well. Owners should consult with their veterinarian regarding other at-risk species.



**Board of Selectmen**

BOS

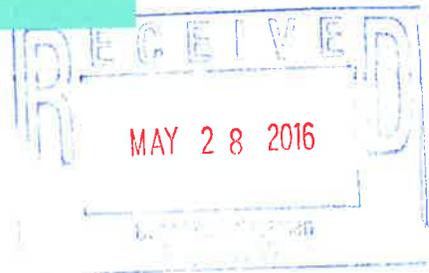
**TOWN OF ACTON**  
472 Main Street  
Acton, Massachusetts 01720  
Telephone (978) 929-6611  
Fax (978) 929-6340  
[bos@acton-ma.gov](mailto:bos@acton-ma.gov)  
[www.acton-ma.gov](http://www.acton-ma.gov)

May 16, 2016

**To:** Abutters of 429 Great Road

**From:** Acton Board of Selectmen  
472 Main Street  
Acton, MA 01720

**Re:** SITE PLAN SPECIAL PERMIT # 06/06/15 – 462



**ACTON BOARD OF SELECTMEN**

**NOTICE of PUBLIC HEARING**

The Acton Board of Selectmen will hold a public hearing on June 6, 2016 at 7:10 PM in the Francis Faulkner Hearing Room 204 at the Town Hall, 472 Main Street, Acton on the application of Country Properties, LLC for a Site Plan Special Permit under Zoning Bylaw Sections 10.4 at 429 Great Road, Acton. The applicant is proposing to construct a vehicle sales and vehicle service station building. The application and accompanying plans can be inspected at Town Hall during normal business hours.

5-18-16 Talked to Shannon, she'll try and find out and call back

5-19-16 Kim from Acton called back - this should go to BOS.

## Becky Mosca

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**From:** Kevin Sweet  
**Sent:** Wednesday, May 18, 2016 9:38 AM  
**To:** Aaron Miklosko; Amy Loveless; Andrew Scribner-MacLean; Angela Marrama; Ann Camaro; Anthony Stowers; Ashley Duggan; Barbara Johnston; Becky Mosca; Bill Nemser; Cheri Poirier; Cheryl Kane; conscom; Debbie Bendall; Debra Mealey; Diane Donovan; EMA; Gloria Congram; Joe Foster; Kelly Pawluczonek; Kevin Petersen; Kevin Sweet; L Distefano; M Dubois; Marc Currier; Marianne Dee; Marie Morando; Michael Abbondanzio; Michael Guzzo; Michael Noble; Michelle Sokolowski; Nancy Brooks; Patricia Kozik; Richard Asmann; S Weiner; Sandra Baltazar; Stephanie Duggan; Tim Mullally; Wayne Amico; 'rgerardi@maynard.k12.ma.us'; 'Peter DiCicco'; 'Lisa Mead (lisa@bbmatlaw.com)'; 'sarahb@bbmatlaw.com'; 'gerald.ballentine@veolia.com'; 'darlene.domingos@veolia.com'; Fred Brooks  
**Subject:** Director of Public Works  
**Importance:** High

All staff,

I am pleased to announce that Aaron Miklosko has been appointed the Director of Public Works and Town Tree Warden. Aaron will continue to serve as Acting DPW Director / Facilities Manager as this appointment is effective July 1, 2016. In this capacity, he will continue to manage the Facilities Department. We will be working on a facilities replacement and structure moving forward.

I have full confidence in his abilities to serve in this capacity and expand beyond the good work already being done. Please join me in congratulating Aaron on his permanent role.

Regards,  
Kevin

**Kevin A. Sweet**  
**Town Administrator**  
Town of Maynard  
195 Main Street  
Maynard, Massachusetts 01754  
Tel: 978.897.1375  
Fax: 978.897-8457  
[www.townofmaynard-ma.gov](http://www.townofmaynard-ma.gov)



## Becky Mosca

---

**From:** Bill Nemser  
**Sent:** Tuesday, May 10, 2016 10:41 AM  
**To:** Michelle Sokolowski; Diane Donovan; Becky Mosca; Kevin Sweet  
**Cc:** Paul Scheiner; Debra Mealey  
**Subject:** FW: Letter stepping down from ZBA

Hello all,

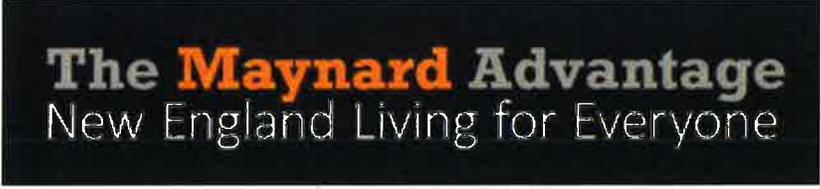
Christopher Etchechury has sent a resignation (below).

This opens up a full time ZBA member spot for potential appointment. I expect Carlos Perez's resignation soon also.

Thank you!

Bill

Bill Nemser, AICP, LEED AP  
Town Planner  
Office of Municipal Services  
Town of Maynard  
195 Main Street  
Maynard, Ma. 01754  
(978) 897-1302



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

**From:** [cetchechury@gmail.com](mailto:cetchechury@gmail.com) [<mailto:cetchechury@gmail.com>] **On Behalf Of** Christopher Etchechury  
**Sent:** Tuesday, May 10, 2016 10:32 AM  
**To:** Bill Nemser  
**Subject:** Re: Letter stepping down from ZBA

Yes, unfortunately at this time, I am unable to make a consistent time commitment.

On Tue, May 10, 2016 at 10:32 AM, Bill Nemser <[bnemser@townofmaynard.net](mailto:bnemser@townofmaynard.net)> wrote:

Hi Chris,



## OFFICE OF THE SELECTMEN

Maynard, Massachusetts

### **PERMIT- BLOCK PARTY RICKY DRIVE**

*This permit is issued to*

***Janet Boucher- 978-793-1607***

*For the following purpose:*

**Ricky Drive Annual Block Party, July 4, 2016  
from 11:00 AM – 4:00 PM**

*Subject to the conditions as herein stated:*

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

#### **Board of Selectmen:**

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**Becky Mosca**

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May 31, 2016

**From:** Janet Boucher <djboucher1@verizon.net>  
**Sent:** Sunday, May 22, 2016 8:30 PM  
**To:** Becky Mosca  
**Subject:** Rickey Drive block party

Hello,

We would like to request to have Rickey drive (from Patti Lane to Nick Lane) blocked off for our annual block party, July 4, 2016 from 11:00 am to 4:00pm.

Thank you for this consideration,

Janet Boucher  
7Rickey Drive  
978-793-1607



## **OFFICE OF THE SELECTMEN**

Maynard, Massachusetts

### **PERMIT One – Day, Block Party**

*This permit is issued to*

***Charles Sacco and Steve Walczewski***

Cell # 617-869-7051

*For the following purpose:*

***Location of party – Sarah Lane***

***Date of party, Saturday, June 18, 2016 rain date, Saturday, June 25, 2016***

***From – To time of party, from 12:00 noon until 8:00 pm***

*Subject to the conditions as herein stated:*

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

### **Board of Selectmen:**

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**Becky Mosca**

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May 31, 2016

**From:** Charles Sacco <charlessacco12@gmail.com>  
**Sent:** Tuesday, May 17, 2016 11:03 AM  
**To:** Becky Mosca  
**Cc:** swalczewski@gmail.com  
**Subject:** Sarah Lane Block Party on June 18th

BOS.

Good morning Becky,

Thank you for taking the time out of your day to walk me through the process. Per our discussion, here is an email outlining the event.

The residents of Sarah Lane would like to have a block party from 12 pm to 8 pm on Saturday, June 18th (rain date of Saturday, June 25th, same time) to meet a lot of the new neighbors and to have the children meet each other along with their friends. To create a safer environment for the children who will be attending, we would like to temporarily close half of Sarah Lane. This street is a cul-de-sac and does not have any through traffic, but we would like the area to be blocked off since there will be many young toddlers there. This will also leave the fire hydrants easily accessible, since they are located at each end of the street.

Our plans for the day include games for the many children who have recently moved into the neighborhood, a cookout for adults, and bouncy house for the kids. Most of the Sarah Lane families have met to organize and plan this event. We are aware of the no-alcohol policy on public land and will ensure this policy is followed. We are very excited about this gathering and appreciate your support of this endeavor. Also, if the police or fire department is available, we would love for them to stop by for the kids!! We would also be happy to feed them while they were there!

We look forward to your approval of the street closing during this time period.

Steve Walczewski and I will be the main contacts for this event. If you have any questions, please feel free to contact us.

Sincerely,

Charles Sacco and Steve Walczewski, on behalf of the Sarah Lane residents

Charles Sacco

## Becky Mosca

---

**From:** Edwin Wasiuk <ed.wasiuk@verizon.net>  
**Sent:** Monday, May 02, 2016 10:28 PM  
**To:** Becky Mosca  
**Subject:** Placed on Selectmen Agenda May 31st

Hi Becky, enjoyed chatting with you this afternoon. The reason for the email: David Galvin suggested I ask to be put on the Agenda to present a \$5,425 check to the Town of Maynard for a Bronze Vietnam Era Memorial. I've attended 3 of 4 Maynard War Memorial meetings and have quotes for the bronze memorial.

Cheers,  
Ed Wasiuk

Sent from my iPad

## Becky Mosca

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**From:** Aaron Miklosko  
**Sent:** Monday, May 02, 2016 3:08 PM  
**To:** Chris DiSilva Personal; Bill Nemser; Kevin Sweet; Chris DiSilva  
**Cc:** Becky Mosca  
**Subject:** RE: REQUEST FOR AGENDA TIME

Ed had reached out during one of the Veterans Memorial Park forums requesting to install a plaque on the back of an existing memorial. He had \$5,400 to donate and wanted to request an additional \$3,700 from the Town. He would like to install the plaque prior the November 11<sup>th</sup> Veterans Day event. I have some more details if you would like to review prior to the meeting.

**Aaron Miklosko**  
Facilities Manager  
Acting Director of Public Works  
Town of Maynard

Office: 978-897-1308  
Mobile: 978-793-9376  
[amiklosko@townofmaynard.net](mailto:amiklosko@townofmaynard.net)

195 Main Street  
Maynard, MA 01754  
[www.townofmaynard-ma.gov](http://www.townofmaynard-ma.gov)



The **Maynard Advantage**  
More People. More Jobs. More Community.

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**From:** Chris DiSilva [<mailto:cdisilva@comcast.net>]  
**Sent:** Monday, May 02, 2016 14:36  
**To:** Becky Mosca  
**Cc:** Kevin Sweet; Chris DiSilva; Aaron Miklosko  
**Subject:** Re: REQUEST FOR AGENDA TIME

OK with me

Sent from my iPhone

On May 2, 2016, at 2:01 PM, Becky Mosca <[BMosca@TownofMaynard.net](mailto:BMosca@TownofMaynard.net)> wrote:

Kevin & Chris,

## Becky Mosca

---

**From:** Kevin Sweet  
**Sent:** Monday, May 02, 2016 2:50 PM  
**To:** Becky Mosca  
**Subject:** RE: REQUEST FOR AGENDA TIME

Sounds good lets add it to the 31st

----- Original message -----

From: Becky Mosca <[BMosca@TownofMaynard.net](mailto:BMosca@TownofMaynard.net)>  
Date: 5/2/16 2:01 PM (GMT-05:00)  
To: Kevin Sweet <[ksweet@TownofMaynard.net](mailto:ksweet@TownofMaynard.net)>, Chris DiSilva <[cdisilva@TownofMaynard.net](mailto:cdisilva@TownofMaynard.net)>  
Cc: Aaron Miklosko <[amiklosko@TownofMaynard.net](mailto:amiklosko@TownofMaynard.net)>  
Subject: REQUEST FOR AGENDA TIME

Kevin & Chris,

Edward Wasiuk, want to be on one of our agendas (May 31, 2016) works well for him.  
Wants to give the Town money for war memorial.

\$5425.00  
Please confirm,.

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



Town of Maynard Municipal Naming Nomination form

NOMINEE INFORMATION

Name of Nominee (s): Stewart T. Campbell
Title (s): Chief Warrant Officer (CWO), Retired

DESCRIPTION OF ACCOMPLISHMENTS

1. What lifetime accomplishment(s) has this nominee achieved that would make him/her eligible for municipal naming consideration.

see attached.

2. How has this nominee's accomplishment(s) impacted The Town of Maynard, and or The State of Massachusetts or United States of America?

see attached.

3. Are there any other specific reasons for nominating this person?

see attached.

NOMINATOR INFORMATION:

Name of Nominator: Elizabeth M. Duncan + Rebecca Mosca

Dept:

Relationship of Nominator to Nominee (s): Friend, neighbor, co-worker and former fellow citizen of Maynard.

Signature of Nominator: Elizabeth M. Duncan

Date: December 7, 2015

Signature of Nominator: Rebecca Mosca

Please complete and return to the Selectmen's Office
Please return by December 31 of the current year to ensure action prior to the next annual town meeting.

TO BE COMPLETED BY COORDINATOR ONLY:

Nominee (check one) was was not selected for a citation award.

Signature of Maynard Board of Selectmen

Date

## Town of Maynard Municipal Naming Policy

1. Purpose:  
To establish a uniform policy regarding requests for the naming or renaming of Town owned land and facilities including Parks, recreation facilities, buildings, streets, and the designation of commemorative street names and plaques that are compatible with the community interest and will enhance the values and heritage of the Town of Maynard.
2. General:
  - A. This policy shall establish the guidelines, criteria and process for naming or renaming of town owned buildings, streets and to designate commemorative street names and plaques.
  - B. The Board of Selectmen shall have final authority to name and rename any and all town owned property, parks, recreational facilities, city owned buildings, streets and to designate commemorative street names and plaques.
  - C. Under extraordinary circumstances that would cast a negative image upon the town, any naming of town owned facilities in honor of an individual, family or group may be revoked at the discretion of the Board of Selectmen.
  - D. The names of individuals or corporations or groups involved in controversial enterprises or activities, such as those that would be detrimental to the mission or image of the town of Maynard should be avoided.
  - E. The donation of land, facilities, or funds for the acquisition, renovation or maintenance of land or facilities shall not constitute an obligation by the town to name the land and/or facility or any portion thereof after an individual, family or organization.
3. Criteria:
  - A. Honoree must be or have been a long time Maynard Resident, and or a resident at his or her time of death in the line of duty either to the town or the United States Armed Forces.
  - B. Honoree must have served either the town of Maynard and or The United States Armed Forces, either of which must be verifiable through public records or service discharge papers. This includes volunteer service and or individuals serving as elected town officials.
  - C. Compelling facts or circumstances that would justify the town's ongoing and permanent recognition.
4. The Process:
  - A. Written request submitted to BOS.  
The initial requests must include the following:
    - i. Full Name of the honoree
    - ii. Dates of residency as a citizen of the town of Maynard
    - iii. Verifiable Service dates as outlined above
    - iv. Narrative as to the extraordinary circumstances or achievements on which the request is based
  - B. BOS reviews request & schedules applicant for interview.
  - C. Service and residency dates & facts verified (how)
  - D. Board votes to approve and fund naming rights & costs
  - E. Notice of intent to name a park, recreational facility, town owned building, or commemorative naming of a street shall be posted in public places and published in the towns newspaper of record for a period of 30 days. During which time public comments will be accepted.

- F. After the 30-day public comments period, the request will be placed on the agenda for the next regularly scheduled Board of Selectmen's meeting as a noted public hearing for the Boards consideration.
- G. Dedication for approvals – location, ceremony date made public.
- H. BOS makes dedication in towns name.



## **PUBLIC NOTICE**

Notice of intent; to name The Lower Level room at Town Hall known as room 101 to be named as the Stewart T. Campbell room number 101 at the Town Hall Municipal Building 195 Main Street Maynard, MA. The notice as of the publication dated April 28, 2016 for the recorded period of 30 days. During which time public comments will be accepted. Copy of record is on file in the Office of the Selectmen.

### **Maynard Board of Selectmen**

Christopher DiSilva  
Terrence Donovan  
Jason Kreil  
Tim Egan  
David Gavin



Date: May 31, 2016

**Molly Bergin**  
6 Oak Ridge Drive

*You are hereby appointed to the*

**Board of Appeals ~ Alternate**

*Term expires June 30, 2018*

FOR THE

**TOWN OF MAYNARD**

To hold office during our pleasure, or our term.

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

**BOARD OF SELECTMEN**

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

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

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

## Becky Mosca

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**From:** Molly Bergin <MBERGIN@MCWALTERVOLUNTEER.COM>  
**Sent:** Friday, March 25, 2016 9:30 AM  
**To:** Becky Mosca  
**Cc:** Bill Nemser  
**Subject:** Zoning Board of Appeals

Becky

I would like to be considered for the Alternate on the Zoning Board of Appeals.

I have been living in Maynard for 11 years. I believe it is important to get involved and work together to improve our community.

I am a licensed Insurance Agent and have been working at McWalter-Volunteer for the past 20 years.

I previously lived in Concord where I was on the following committees:

- Public Ceremonies and Celebrations Committee for six years, and chair for 4.
- The Melvin Memorial Restoration Project
- Chair, The War Memorial Restoration Project
- Member of The Thomas J Hudner Monument project

Currently I am serving on The Board of Trustees for the Oak Ridge Condo Association. Have been on the Board for 9 years, and Secretary for the last 7 years.

Also a member of the Concord Independent Battery Association.

Please let me know if you have any questions.

I believe I will need to go before the Board of Selectmen. Could you please let me know what dates would be considered because I work Tuesday nights and would need to adjust my schedule.

Thank you

Molly Bergin  
6-1 Oak Ridge Drive  
Maynard, MA 01754  
(978)897-3790 Home  
(508)380-8328 Cell

## **APPLICATION AND GUIDE FOR OUTDOOR SEATING ON TOWN SIDEWALKS**

Pursuant to Chapter IX, Sections 16-19 of the Town of Maynard By-laws, a license must be obtained annually from the Board of Selectmen for the temporary use of a portion of a sidewalk immediately adjoining a business. A license is valid through December 31. The following steps must be completed for the Board to consider any request for such a permit. The nonrefundable application fee is \$ \_\_\_\_\_.00.

1. Complete the attached Application. Sign and date the Release and Indemnity Agreement to Encumber A Public Way. Fill in and sign the top half of the Certificate of Good Standing. Fill in and sign the State Dept. of Industrial Accidents Workers' Compensation Insurance Affidavit.
2. If you are a restaurant applying for outdoor seating, make sure that your toilet facilities are sufficient for the total capacity of the indoor seating AND the outdoor seating you are seeking. You must comply at all times with Massachusetts regulations for minimum toilet facilities (248 CMR 10.10).
3. If you are applying for a new license or making any changes to your license this year, proceed to the Department of Public Works to obtain a sign-off.
4. Proceed to the Town Treasurer-Collector to confirm that all taxes and fees have been paid and obtain a sign-off on the Certificate of Good Standing,
5. Designate the Town of Maynard as an Additional Insured on your business liability insurance, or obtain a City and County Licenses and Permits Bond in the amount of \$5,000.
6. Finally, sign and date the Application and Conditions and file it with the Town Clerk. The Clerk will submit the Application to the Board of Selectmen for approval. The Board meets on the 1st and 3rd Tuesday of each month at 7:00 p.m. at Town Hall in the Michael J. Gianotis Room.



Business (DBA) Name: _____
Application for: _____ tables and _____ chairs. _____ A-frame sign. _____ Other: _____
Provide a detailed description of the request, including the location of the items on the sidewalk or public way: _____
Attach a scale plan on 8½" x 11" paper, showing the location and dimensions of the seating, containment area, the sidewalk or public way, and any signs, trees, or other obstructions.

**RELEASE AND INDEMNITY AGREEMENT TO ENCUMBER A PUBLIC WAY**

I, the undersigned Applicant or Duly Authorized Agent, hereby agree to release, discharge and hold harmless, the Town of Maynard, a municipal corporation of the Commonwealth of Massachusetts, and its officers, employees, agents and servants from all actions, causes of action, claims, demands, damages, costs, loss of services, expenses and compensation associated with the undersigned's use of the public way as described herein.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**ACKNOWLEDGEMENT**

I hereby state that all information provided on this application is true and accurate, and I understand that any information that is found to be false or misleading may result in the forfeiture of this license. This license will be subject to all of the terms, conditions, and limitations set forth in the Town of Maynard By-laws, any applicable State and Federal laws, and any conditions prescribed by the Town of Maynard. I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all State tax returns and paid all State taxes required under law.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**FOR ALL NEW OR CHANGING APPLICATIONS:**

**TOWN ENGINEER APPROVAL:**

The Plan is compliant with the Americans with Disabilities Act: \_\_\_\_ Yes \_\_\_\_ No.

Additional conditions \_\_\_\_\_

Signature: \_\_\_\_\_ Name and Title: \_\_\_\_\_

**LICENSE CONDITIONS**

1. This license is issued annually and is valid through December 31.
2. The Applicant agrees to use only those items described in the description and attached plan, and place all items on the sidewalk or public way in such a manner as not to obstruct pedestrian traffic and to permit an unobstructed path of travel in accordance with applicable federal and state law. The Applicant agrees to maintain a minimum clearance of \_\_\_\_ from streetlights, signs, trees, benches, Town garbage barrels, or other sidewalk obstacles at all times.
3. The Applicant agrees to submit a City and County Licenses and Permits Bond in the amount of \$5,000, or a current Certificate of Insurance listing the Town of Maynard as an Additional Insured on the business liability insurance in a form satisfactory to the Town before the License will be issued.
4. The Applicant shall comply at all times with 248 CMR 10.10 (minimum toilet facilities), and hereby certifies that the Applicant has sufficient toilet facilities to accommodate the maximum indoor and outdoor seating capacity.
5. The Applicant shall install a containment system, which is satisfactory to the Town, around the periphery of the outdoor seating area in order to delineate and separate the proposed use from the public sidewalk or public way and which will not interfere with curb ramps, driveways, fire escapes, and/or doorways.
6. The Applicant shall close all outdoor seating no later than \_\_\_\_ PM.
7. The Applicant acknowledges that the service of alcohol in the outdoor seating area is prohibited, and may result in criminal and/or civil sanctions, unless separately licensed by the Licensing Commission.
8. The Applicant shall place and maintain a trash receptacle on the sidewalk or public way in front of the business in order to minimize extra litter associated with outdoor seating.
6. Permission for outdoor seating on Town property is revocable at the discretion of the Board of Selectmen.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by:

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

TOWN OF MAYNARD  
BOARD OF SELECTMEN

\_\_\_\_\_  
Chris DiSilva

\_\_\_\_\_  
Jason Kreil

\_\_\_\_\_  
David Gavin

\_\_\_\_\_  
Tim Egan

\_\_\_\_\_  
Terrence Donovan

### **CERTIFICATE OF GOOD STANDING**

Exact name of taxpayer/applicant's business: \_\_\_\_\_

Address of taxpayer/applicant's business in Maynard: \_\_\_\_\_

Address of taxpayer/applicant's home in Maynard: \_\_\_\_\_

Taxpayer/applicant's phone: day: \_\_\_\_\_ evening: \_\_\_\_\_

I, \_\_\_\_\_, the undersigned Taxpayer, do hereby certify that all the information contained herein is true and correct and all taxes and fees due the Town have been paid or that the Taxpayer has entered into an agreement to pay all taxes and fees and is current on said agreement.

**SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY, this \_\_\_\_\_ day of**

\_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_  
(Taxpayer's signature)

**TOWN ACKNOWLEDGEMENT**

**DATE OF ISSUANCE:** \_\_\_\_\_

**TAXES AND ACCOUNT NUMBER(S) INCLUDED IN CERTIFICATE:**

<input type="checkbox"/> Real Estate	<input type="checkbox"/> Water/Sewer	<input type="checkbox"/> Personal Property	<input type="checkbox"/> Other: ____
# _____	# _____	# _____	# _____

**NOTES:**

**CLERK'S INITIALS:** \_\_\_\_\_

**ORIGINAL STAMP:**



## **LEGAL NOTICE**

Notice is hereby given, in accordance with MGL Chapter 138 as amended, that a Public Hearing will be held on Tuesday May 31, 2016 at 7:15 P.M. in Room 201 of the Town Building on application for Alteration of Premises at El Huipil Restaurant, Inc adding additional 720 sq. feet of outdoor patio to 51R Main St. Maynard. Manager; Sergio A. Moreno. Copy of plan is on file in the Office of the Selectmen.

### **Maynard Board of Selectmen**

Chris DiSilva  
Terrence Donovan  
Jason Kreil  
Tim Egan  
David Gavin

## Alteration of Premises Checklist

This application will be returned if the following documentation is not submitted:

- Retail Transmittal Form
- \$200.00 Fee made payable to the Commonwealth of Massachusetts or the ABCC
- Newspaper Notice
- Abutter Notification
- Petition for Change of License
- Floor Plan
- Signed lease or documents proving a legal right to occupy premises (if needed)
- All records, loan agreements, documents, as well as affidavits detailing the source(s) of money for this license transaction
- Supporting Financial Records (if needed)
- 3 Months worth of bank statements confirming the sources of funds
- Vote of Corporate Board or LLC
- Completed Financial Information

The Commonwealth of Massachusetts  
 Alcoholic Beverages Control Commission  
 239 Causeway Street  
 Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
 MONETARY TRANSMITTAL FORM**

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE  
 LOCAL LICENSING AUTHORITY.

REVENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA: \$200.00

(CHECK MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL)

CHECK NUMBER

2561

IF USED EPAY, CONFIRMATION NUMBER:

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY):

067600020

LICENSEE NAME:

El Huipil Restaurant, INC.

ADDRESS:

51 R. main Street

CITY/TOWN:

Maynard

STATE MA

ZIP CODE

01754

**TRANSACTION TYPE (Please check all relevant transactions):**

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> New License              | <input type="checkbox"/> New Officer/Director                       | <input type="checkbox"/> Pledge of License          | <input type="checkbox"/> Change Corporate Name      |
| <input type="checkbox"/> Transfer of License      | <input type="checkbox"/> Change of Location                         | <input type="checkbox"/> Pledge of Stock            | <input type="checkbox"/> Seasonal to Annual         |
| <input type="checkbox"/> Change of Manager        | <input checked="" type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Transfer of Stock          | <input type="checkbox"/> Change of License Type     |
| <input type="checkbox"/> Cordials/Liqueurs Permit | <input type="checkbox"/> New Stockholder                            | <input type="checkbox"/> Issuance of Stock          | <input type="checkbox"/> Other <input type="text"/> |
| <input type="checkbox"/> 6-Day to 7-Day License   | <input type="checkbox"/> Management/Operating Agreement             | <input type="checkbox"/> Wine & Malt to All Alcohol |   |

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL  
 FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND  
 SUPPORTING DOCUMENTS TO:

**ALCOHOLIC BEVERAGES CONTROL COMMISSION  
 P. O. BOX 3396  
 BOSTON, MA 02241-3396**

The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
239 Causeway Street  
Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

PETITION FOR CHANGE OF LICENSE

067600020

ABCC License Number

Maynard

City/Town

The licensee El Huipil Restaurant, INC. respectfully petitions the Licensing Authorities to approve the following transactions:

- |  |  |
|--|--|
| <input type="checkbox"/> Change of Manager   | <input checked="" type="checkbox"/> Alteration of Premises |
| <input type="checkbox"/> Pledge of License/Stock   | <input type="checkbox"/> Cordial & Liqueurs                |
| <input type="checkbox"/> Change of Corporate Name/DBA                                    | <input type="checkbox"/> Change of Location                |
| <input type="checkbox"/> Change of License Type (\$12 ONLY, e.g. "club" to "restaurant") |  |

Change of Manager

Last-Approved Manager:

Requested New Manager:

Pledge of License /Stock

Loan Principal Amount: \$

Interest Rate:

Payment Term:

Lender:

Change of Corporate Name/DBA

Last-Approved Corporate Name/DBA:

Requested New Corporate Name/DBA:

Change of License Type

Last-Approved License Type:

Requested New License Type:

Alteration of Premises: (must fill out financial information form)

Description of Alteration:

See Appendix

Change of Location: (must fill out financial information form)

Last-Approved Location:

Requested New Location:

Signature of Licensee



(If a Corporation/LLC, by its authorized representative)

Date Signed

4/29/16

**Financial Information:**

**Costs Associated with License**

1. Real Property:	\$	<input type="text"/>
2. Business Purchase:	\$	<input type="text"/>
3. Renovations/Construction:	\$	<input type="text"/>
4. Start up/Operating Capital:	\$	<input type="text"/>
5. Inventory:	\$	<input type="text"/>
6. Goodwill:	\$	<input type="text"/>
7. Furniture:	\$	<input type="text"/>
<b>8. TOTAL COST:</b>	\$	<input type="text"/>
<b>9. TOTAL CASH:</b>	\$	<input type="text"/>
<b>10. TOTAL FINANCED:</b>	\$	<input type="text"/>

The amounts in items 9 and 10 must total the amount reflected in item 8. **IMPORTANT:** Submit any and all records, documents and affidavits including loan agreements that explain the sources of money for this transaction.

May 11, 2016

Board of Selectmen

Town of Maynard

195 Main Street

Maynard, MA 01754

Dear Local Licensing Authority:

In observance of Cinco de Mayo, El Huipil, Inc., located at 51R Main Street, is requesting for an other permission to temporarily expand the permitted space to include in front of already closed business (Aubuchon's) that is a town property . The weekends El Huipil Restaurant, Inc., is requesting are: June 10, 11, 12 from noon to 11:00P.M., June 17,18, 19 from noon to 11:00P.M. and June 24, 25, 26 from noon to 11:00P.M. The space will include additional seating approximately 40 additional patrons where food, beer and wine will be served and musical entertainment will be on going. The request area will be fenced off with planters construction at least 3ft in height, such that access from any public walkway is limited to the single control point at a hosting station adjacent to the existing premises' from door.

Thank you for your consideration,

Sergio and Alma Moreno

Owners

## Becky Mosca

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**From:** Becky Mosca  
**Sent:** Wednesday, May 11, 2016 2:03 PM  
**To:** Kevin Sweet (ksweet@TownofMaynard.net)  
**Cc:** Chris DiSilva (cdsilva@TownofMaynard.net)  
**Subject:** Request for Temporary outdoor seating with Special Liquor License  
**Attachments:** Week-end requests for June 2016.pdf

Kevin,

We just received a request form El Huipil for temporary outdoor seating with liquor license for 3 – weekends in June. When can we add to the BOS agenda?

May 17 or

May 31

Please confirm.

Thanks,

*Becky Mosca*

Administrative Assistant

Maynard Board of Selectmen

195 Main Street

Maynard, MA. 01754

e-mail: [bmosca@townofmaynard.net](mailto:bmosca@townofmaynard.net)

Voice: 978-897-1351

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



# LICENSE ALCOHOLIC BEVERAGES



THE LICENSING BOARD OF THE  
*TOWN OF MAYNARD*  
MASSACHUSETTS

HEREBY GRANTS A

*Fee:*  
\$85.00

*One Day*  
*License to Sell Beer and Wine to*  
**El Huipil Restaurant, Inc.**  
**d/b/a El Huipil Restaurant**

51R Main Street, Maynard, MA 01754

*Sergio A. Moreno (978) 793-1608*

*License Number: ODL16-ElHuipil-06-09-2016*

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

**Delivery: Thursday June 9, 2016**

**Sales & Consumption:**

**Friday, June 10 2016 from Noon to Eleven pm**

**Saturday June 11 2016 from Noon to Eleven pm**

**Sunday, June 12 2016 from Noon to Ten pm**

**Return Delivery: Monday, June 13, 2016**

License grants permission to temporarily expand the permitted space to include a portion of the adjacent municipal parking lot, extending out into the parking spaces to the left side of the restaurant (Aubuchon's side). Parking lot area is required to be fenced off, permitting only one, strictly-monitored access point at the main entrance. No Smoking is allowed within the permitted space.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures  
this 31st day of May 2016.

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

LICENSING BOARD

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

# LICENSE ALCOHOLIC BEVERAGES



THE LICENSING BOARD OF THE  
*TOWN OF MAYNARD*  
MASSACHUSETTS

HEREBY GRANTS A

Fee:  
\$85.00

*One Day*  
*License to Sell Beer and Wine to*  
**El Huipil Restaurant, Inc.**  
**d/b/a El Huipil Restaurant**

51R Main Street, Maynard, MA 01754

Sergio A. Moreno (978) 793-1608

License Number: *ODL16-ElHuipil-06-09-2016*

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

**Delivery: Thursday June 16, 2016**

**Sales & Consumption:**

**Friday, June 17 2016 from Noon to Eleven pm**

**Saturday June 18 2016 from Noon to Eleven pm**

**Sunday, June 19 2016 from Noon to Ten pm**

**Return Delivery: Monday, June 20 2016**

License grants permission to temporarily expand the permitted space to include a portion of the adjacent municipal parking lot, extending out into the parking spaces to the left side of the restaurant (Aubuchon's side). Parking lot area is required to be fenced off, permitting only one, strictly-monitored access point at the main entrance. No Smoking is allowed within the permitted space.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures  
this 31st day of May 2016.

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

\_\_\_\_\_  
LICENSING BOARD

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

# LICENSE ALCOHOLIC BEVERAGES



THE LICENSING BOARD OF THE  
*TOWN OF MAYNARD*  
MASSACHUSETTS

HEREBY GRANTS A

*Fee:*  
**\$85.00**

***One Day***  
***License to Sell Beer and Wine to***  
***El Huipil Restaurant, Inc.***  
***d/b/a El Huipil Restaurant***

51R Main Street, Maynard, MA 01754

*Sergio A. Moreno (978) 793-1608*

*License Number: ODL16-ElHuipil-06-09-2016*

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

**Delivery: Thursday June 23, 2016**

**Sales & Consumption:**

**Friday, June 24 2016 from Noon to Eleven pm**

**Saturday June 25 2016 from Noon to Eleven pm**

**Sunday, June 26 2016 from Noon to Ten pm**

**Return Delivery: Monday, June 27, 2016**

License grants permission to temporarily expand the permitted space to include a portion of the adjacent municipal parking lot, extending out into the parking spaces to the left side of the restaurant (Aubuchon's side). Parking lot area is required to be fenced off, permitting only one, strictly-monitored access point at the main entrance. No Smoking is allowed within the permitted space.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures  
this 31st day of May 2016.

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

LICENSING BOARD

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

## CHAPTER XIII

**Section 5:** The provisions of this By-law regulating the movement, parking and standing of vehicles shall not apply to authorized emergency vehicles as defined in this By-law while the driver of such vehicle is operating the same in an emergency in the necessary performance of public duties. This exemption shall not, however, protect the driver of such vehicle from the consequence of a reckless disregard of the safety of others.

**Section 6:** No person shall publicly display the name of any street or other thoroughfare without the sanction of the Board of Selectmen, who shall notify the Police and Fire Departments and the Town Clerk.

**Section 7:** The Fire Department shall maintain three shifts or tours of duty within the hours to be established by the Fire Chief.

**Section 7A:** The minimum number of permanent members of the fire-fighting force of the Town on duty on any shift or tour of duty shall be four, excluding lunch or dinner periods.

**Section 8:** Inspector of Gas Piping and Gas Appliances shall enforce the rules and regulations established by Massachusetts General Laws, Ch. 25, Section 12H, inserted by Section 1 of Ch. 737 of Acts of 1960 and amendments thereto.

### **Section 9:**

A. Except as permitted by license and the Board of Selectmen of the Town of Maynard (the Town) no person shall consume or possess in an open or unsealed container any alcoholic beverage, as defined in Ch. 138, Section 1 of the Massachusetts General Law, while in or upon any public property of the Town including, but not limited to the following areas:

1. While in or upon any public way to which the public has a right of access;
2. While in or upon any grounds or buildings owned by, in the exclusive possession of or under the control of the Town;
3. While in or upon any motor vehicles traveling or remaining stationary in any public areas of the Town referred to herein.

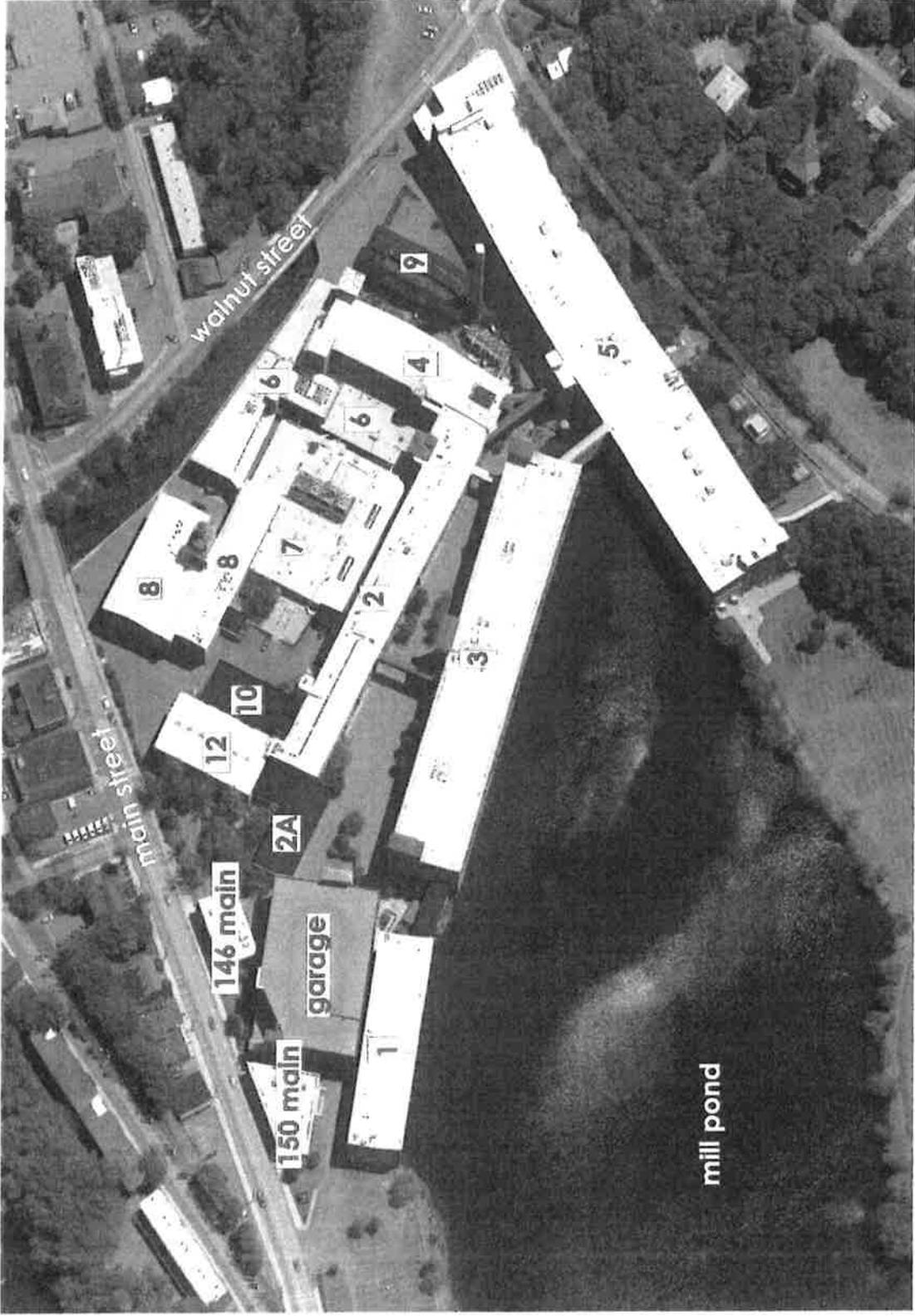
Such public consumption shall be allowed upon any privately owned or possessed land in the Town either by the owner or person in control of the land or with the consent of such owner or person in control.

B. Should a violation of this By-law occur in the presence of a Police Officer of the Town, such officer shall have the authority either to arrest such alleged offender without a warrant or to summons such alleged offender to court.

C. A fine of not more than three hundred dollars (\$300) shall be imposed upon a person cited by the Police Department of the Town for a violation of this By-law.

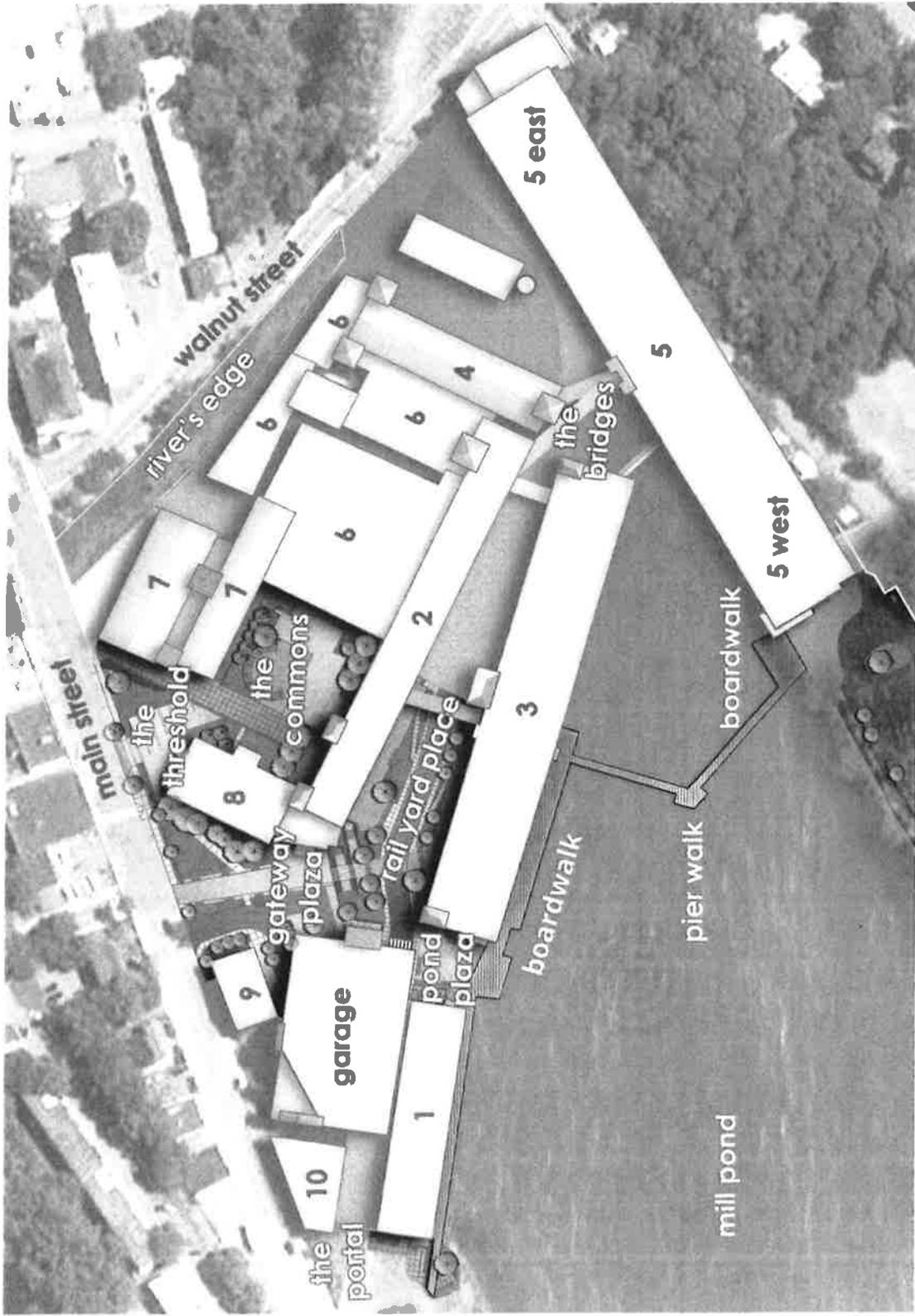
## ADDRESS CHANGE PROPOSAL

CURRENT ADDRESS	PROPOSED NEW ADDRESS	COMMENTS
1 Clock Tower Place	1 Mill and Main Place	
2 Clock Tower Place	2 Mill and Main Place	
3 Clock Tower Place	3 Mill and Main Place	
4 Clock Tower Place	4 Mill and Main Place	
5 Clock Tower Place	5 E Mill and Main Place	
	5 W	
6 Clock Tower Place	6 Mill and Main Place	The Commons will be located in Building 6
7 Clock Tower Place	6 Mill and Main Place	
8 Clock Tower Place	7 Mill and Main Place	
9 Clock Tower Place		
10 Clock Tower Place		The Boiler Building will have no number
146 Main Street	9 Mill and Main Place	This building was razed
150 Main Street	10 Mill and Main Place	



CLOCK TOWER PLACE  
MAYNARD, MA 01754

EXISTING



MILL & MAIN PLACE  
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:** May 17, 2016  
**Re:** **Fiscal Year 2017 Water & Sewer Rates**

---

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

I am recommending the Board of Selectmen maintain the current water rates and **raise the current sewer rates by 3.5%** as recommended in the Woodard & Curran FY17 Rate Setting Letter. This rate increase is needed to ensure that sufficient revenues are planned to meet the expenses of the fund. Overall, this will increase combined water and sewer bill values by approximately 2% above FY16 levels. Should FY17 end as forecast and rates are raised, we should close with minimal/modest "retained earnings." Such a balance is not only prudent financial policy, but such a reserve is essential to maintain operations while avoiding mid-year rate increases.

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

*Respectfully Submitted:*  
Kevin A Sweet  
Town Administrator



April 29, 2016

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

**Re: Water and Sewer Financial Management  
FY17 Utility Rate Setting**

Dear Mr. Sweet:

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

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

## **REVENUE REQUIREMENTS**

### Town Water and Sewer Budgets

In setting water and sewer rates, the primary goal is to match revenue to expenses, allowing for any desired adjustments or non-expense line items which need to be raised through the utility rates. The FY2017 Water Enterprise budget includes overall water salary and expense data, as well as straight-funded line items for debt for FY2017.

The FY2017 Sewer Enterprise budget includes the same costs broken down into categories for the wastewater treatment plant and the costs for the Town's sewer system. In addition, it contains funding to allow the Town of Maynard to comply with the Draft NPDES MS4 permit. A simplified breakdown of the two budgets (based upon information provided by the Town) is presented on the Table on below.

<b>FY2017 Operating Budgets</b>	<b>Water</b>	<b>Wastewater</b>
Salary	\$246,460	\$165,860
Expenses	\$551,782	\$1,341,689
Long Term DS – Interest	\$542,530	\$843,880
<b>Direct Cost Budget – Subtotal</b>	<b>\$1,340,772</b>	<b>\$2,351,429</b>



Water and Sewer Indirect Costs – DPW

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

	Water	Wastewater
<b>DPW Indirect Costs – Subtotal</b>	<b>\$177,621</b>	<b>\$276,911</b>

Water and Sewer Indirect Costs – Non-DPW Municipal Departments

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

	Water	Wastewater
<b>Municipal Indirect Costs – Subtotal</b>	<b>\$111,904</b>	<b>\$174,458</b>

Enterprise Stabilization Funds

Prior to Fiscal Year 2013, the Town annually appropriated \$135,000 to both the Water and Sewer Enterprise Fund Stabilization accounts. Due to the healthy level of funds currently in these stabilization accounts, Woodard & Curran recommends that this line item no longer be carried within the water and sewer budgets/rates. The balances of these two funds (shown on the table below) are within the range that would be considered appropriate and are available to fund deficits in the event of a revenue shortfall in the current fiscal cycle.

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

Capital Outlays

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

Total Revenue Requirements for Water and Sewer

The table below presents the total costs associated with the provision of water and sewer utility service within the Town of Maynard. Consequently, the Town should use the figures in the bottom, highlighted line as the targeted revenue levels for each Enterprise Account for FY2017.



Direct Cost Budget – Appropriated Subtotal	\$1,340,77	\$2,,351,429
DPW Indirect Costs – Subtotal	\$177,621	\$276,911
Municipal Indirect Costs – Subtotal	\$111,904	\$174,458
Enterprise Stabilization Funds – Appropriated Subtotal	\$0	\$0
<b>TOTAL ENTERPRISE FUND REVENUE REQUIREMENT</b>	<b>\$1,630,297</b>	<b>\$2,802,798</b>

## FY2016 RATE PERFORMANCE

### Current Practices

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

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

Block #	1	2	3	4
Consumption (cf/quarter)	0-500	501-1,000	1,001 – 2,500	>2,501
WATER – in Town	\$4.36 (1.00)	\$5.62 (1.29)	\$6.03 (1.38)	\$6.88 (1.58)
SEWER – in Town	\$9.79 (1.00)	\$9.79 (1.00)	\$9.79 (1.00)	\$9.79 (1.00)
WATER – non-resident	\$6.10 (1.40)	\$7.86 (1.80)	\$8.45 (1.94)	\$9.69 (2.22)
SEWER – non-resident	\$13.62 (1.39)	\$13.62 (1.39)	\$13.62 (1.39)	\$13.62 (1.39)

### Non-Rate Based Revenue

Non-rate based revenues include things such as fees, fines, and service charges which generate revenue for the Water and Sewer enterprise accounts. These fees are assessed by the DPW and (in Maynard) are not included in the water and sewer commitments. Based upon recent year's assessment of fees and fines, the Maynard DPW requested that Woodard & Curran assume a similar level of non-rate based revenue generation. For the past several years, these fees and other revenues have averaged approximately \$40,000 for the water enterprise account and \$65,000 for the sewer enterprise account. A total value of rate-based revenues is shown at the bottom of the following table.

### Comparison of FY2016 Rate to Project Consumption and Revenue Generation Estimates

Woodard & Curran conducted a review of the performance of the recommended rates for FY16 in comparison to the amount of revenue they were designed to generate. After that assessment was complete, we reviewed last year's revenue generation characteristics in comparison to this year's revenue requirements. Our review concluded the following:

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

1. In 2014, the Board of Selectmen voted to change the Senior Water and Sewer Discount Program by lowering the eligibility from 75 years old to 65 years old.



- The value of the expanded Senior Water and Sewer Discount Program resulted in a combined revenue reduction of approximately \$150,000, with the large majority of the impact falling on the sewer enterprise fund.

**FY16 Rate Performance Assessment**

	Water	Sewer	Comment
<b>Consumption in Rates</b>	29,500,000	27,500,000	- metered cubic feet
<b>Actual Consumption</b>	31,585,056	29,067,959	- metered cubic feet
<b>% Difference</b>	7.1%	5.7%	
<b>Targeted Commitment in Rates</b>	\$1,531,346	\$2,669,075	
<b>Actual Commitment</b>	\$1,720,675	\$2,475,113	
<b>% Difference</b>	12.4%	-7.3%	

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

- The overall value of water sold in FY2017 was 12.4% higher than targeted when the rates were calculated. This is primarily due to an increase in water sales over the levels seen in prior years. Similarly, sewer sales volumes were higher than projected but revenues lagged behind expectations due to delayed implementation of the recommended rates.
- In 2014, the Board of Selectmen voted to change the Senior Water Discount program by lowering eligibility age from 75 years old to 65 years old. This change in the Town's Senior Discount policy has resulted in significant growth in the number of customers receiving this discount resulting in a decrease in water revenue by approximately \$50,000 and sewer revenue of approximately \$110,000.
- The implementation of the new sewer rates was not fully effected until part-way through the 3<sup>rd</sup> quarter billing. The result of this delay was a significant decrease in sewer revenues as compared to the cost of running the utility. A review of the FY2106 billing records indicates that, had the recommended rates been implemented at the beginning of the fiscal year, no revenue shortfall would have occurred.

**Rate Recommendation for FY2017**

Given the existing structure's revenue performance, Woodard & Curran recommends that the Town of Maynard maintain its current water rate structure and increase its sewer rates by 3.5% to reflect the increasing cost of service in that utility. The table below present our recommended water and sewer rates for FY2017. Overall, this will increase combined water and sewer bill values by approximately 2% above FY2016 levels.

**RECOMMENDED WATER AND SEWER RATE STRUCTURE**

Block #	1	2	3	4
Consumption (cf/quarter)	0-500	501-1,000	1,001 – 2,500	>2,501
WATER – in Town	\$4.36	\$5.62	\$6.03	\$6.88
SEWER – in Town	\$10.13	\$10.13	\$10.13	\$10.13
WATER – non-resident	\$6.10	\$7.86	\$8.45	\$9.69
SEWER – non-resident	\$14.10	\$14.10	\$14.10	\$14.10



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

Sincerely,

WOODARD & CURRAN INC.

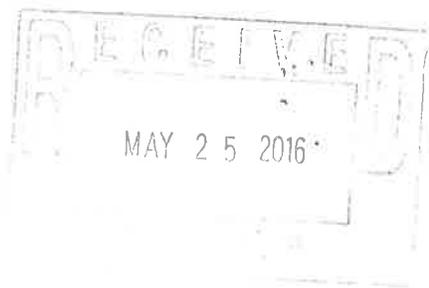
A handwritten signature in blue ink, appearing to read "Toby Fedder".

Toby Fedder, P.E.  
Project Manager

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

May 24, 2016

Maynard Board of Selectmen  
195 Main Street  
Maynard, Mass. 01754



Dear Members of the Board of Selectmen:

During recent meetings you have been discussing eliminating the senior discount on water and sewer bills. From what I have observed, some of your discussion to date appears to have been based on misinformed assumptions and mistaken information.

The attached information provides more comprehensive and accurate information for consideration in your future discussions about eliminating the senior discount on water and sewer bills.

Regards,

Bill Cranshaw  
20 Mockingbird Lane  
Maynard, Mass.

## A PRIMER ON SENIOR DISCOUNTS FOR WATER/SEWER RATES

**What is the senior discount?** Maynard's senior rate relief program (aka senior discount) provides homeowners age 65 or older a reduction of their water and sewer bills. Seniors are not charged for the first 500 cubic feet (approx. 3,700 gallons) of water/sewer use each quarter. Seniors pay the standard rate for water and sewer use above 500 cubic feet each quarter.

**Why do we have a senior discount?** The senior discount was established by the Board of Selectmen in 2006. The program was originally for those age 75 or older. The amount of the discount (first 500 cubic feet of usage) was determined based on an analysis of water use in homes with only one or two persons. The objective was for most eligible seniors to not have to pay water/sewer bills.

In 2014 the program was expanded to seniors age 65 or older. The Board of Selectmen wanted to provide all seniors some relief against the rapidly increasing burden of housing costs in Maynard and to help more seniors stay in their homes.

**Why are we talking about the senior discount?** When the age limit for the senior discount was changed, the number of people applying for the discount increased from fewer than 100 to more than 500. Some of the increase was related to more people being eligible. Some of the increase was because of an active publicity effort about the discount. The original discount policy was not widely known and people who had always been eligible for the discount recently became aware of it.

**How much does the senior discount affect water/sewer revenues?** The senior discount has no effect on revenues. As an enterprise fund, water/sewer fees are set each year to match the annual budget for those services. Changing the senior discount program would not change the annual water/sewer budgets and thus would not change how much revenue needs to be raised.

**If it doesn't affect revenues, what's the big deal?** The senior discount is not a revenue issue, it is a cost-shifting issue. Just like those who use lots of water are charged higher rates and thus subsidize the costs for those who don't use much water, the costs for seniors who receive discounted rates are subsidized by other users.

**Isn't cost shifting unfair?** Maybe; maybe not. Cost-shifting is systemic throughout the taxes and fees charged by Maynard. Out-of-town water users pay higher rates and subsidize those for in-town water users...Students are given discounts at the golf course...Seniors don't have to pay parking meters...people with higher priced homes pay proportionally more of a CPA tax surcharge than do those with lower-priced homes...businesses and those living in apartment buildings pay taxes that include trash collection costs yet aren't provided trash collection services by the town...the costs to water recreational fields are paid for by all water users rather than by those who use the fields...everyone pays taxes to cover school costs yet most don't have children in the schools...everyone pays taxes to cover the cost of the senior services yet most don't use them. And, of course, the biggest cost shift of all is the 33% surcharge on commercial property taxes to provide a 3% subsidy of residential property taxes.

**How much is Maynard's discount and how does it compare to other towns?** Maynard's discount is that the first 500 cubic feet used each quarter is free. The dollar amount of that discount changes every time the rate for that first increment of use changes. When established in 2006, the combined annual savings for water and sewer charges was less than \$75. It is now more than \$250. (Note: Most of the cost increase has been on the sewer charges, due in large part to the WWTP)

## A PRIMER ON SENIOR DISCOUNTS FOR WATER/SEWER RATES

Other towns are roughly split between those that offer a fixed dollar amount discount and those that provide a percentage discount on the entire water/sewer bill. Only a few towns are like Maynard and provide a discount of usage rather than fee. It is difficult to provide a precise comparison of the dollar amount of the discount provided by those other towns. Maynard's discount is higher than that of some towns simply because those towns don't have sewer service. Maynard's discount is lower than that of some towns because we discount only some of the usage and while others provide a discount of, for example, 25% on the entire bill regardless of how much water was used. Overall it is fair to say that Maynard is not an outlier in the amount of the discount – it is not among the smallest discounts and not among the largest discounts.

**Why are we the only town to provide a senior discount based on age and not income?** Au contraire. A simple google search will show many other communities provide a discount based on age, without regard to income. Here are ten: Melrose, Charlton, Cambridge, Middleborough, Webster, Whitman, Lowell, Duxbury, Everett and Westfield.

Much of the confusion about whether towns "typically" use only age as the qualification for a senior discount is because many communities have both a senior discount program and a low income discount program. The low income discount is almost always tied to real estate tax exemptions, such as Clauses 17 and 41 (seniors), Clause 37 (blind) and Clause 22 (veterans). A town's senior discount program occasionally has the same income thresholds as does the town's low-income discount programs, but most often the senior discount income thresholds are different or there are none at all.

**An aside** – When established in 2006, Maynard's rate relief program not only covered seniors, but also included the provision that, regardless of age, those eligible for real estate tax exemptions through Clauses 17/22/37/41 were also eligible for a discount on water/sewer rates. Unfortunately, those discounts were never provided by Maynard. In other towns, those receiving real estate tax exemptions are automatically enrolled in the water/sewer discount program. What a concept!

**For those programs that use age as a criteria, what age do they use?** Age 65 is by the far the most common age used for qualifying for the discount. A very few go as low as 60 or as high as 70.

**For those programs that use income as criteria for senior discounts, what are the income thresholds?**

Some towns, such as Belmont and Brookline, use the Clause 17 and 41 criteria. Most towns have more inclusive programs. Lexington provides a discount to anyone who receives fuel assistance. Northborough provides a discount to those who are enrolled in any of a variety of low-income assistance programs, including the Women, Infants Children (WIC) nutrition program. Many set eligibility to a maximum household income. Newton has a simple threshold of \$60,000 regardless of household size. Framingham

**What is the state Circuit Breaker tax credit?**

The Circuit Breaker tax credit provides an income tax refund up to \$1,070 to seniors who pay more than 10% of their household income for real estate taxes.

uses the same income thresholds (which vary if single or married) used for the state Circuit Breaker tax credit but doesn't require that the homeowner otherwise be eligible for the Circuit Breaker tax credit. Concord provides a discount only if the homeowner actually received a state Circuit Breaker tax credit the prior year.

**What type of senior discount program the easiest to manage?** That may depend on for whom, staff or residents. The easiest program for both staff and residents is an age-based program like Maynard now has. Age can be easily verified and does not have to be re-verified every year.

## A PRIMER ON SENIOR DISCOUNTS FOR WATER/SEWER RATES

The easiest type of income-base program is one where the information is already available. Water/sewer discounts could be automatically provided for those who have already filed with the Assessor's Office the annual paperwork to receive Clause 17/22/37/41 real estate tax exemptions or the affordable housing exemption for the Community Preservation Act (CPA) real estate tax surcharge (which applies to those who meet state criteria for low-income, or low and moderate income senior, housing eligibility).

Most other programs require annual applications, with various levels of complexity depending on what information needs to be verified. It is simplest for staff if the information has already been verified by another trusted source and simplest for residents if they have that information readily available. If eligibility is tied to receiving a state Circuit Breaker tax credit, then the applicant would need only to provide copies of the prior year Massachusetts tax return. If eligibility is tied to another benefit program (fuel assistance, food stamps etc.) only recent participation in that program need to be verified.

It should be noted that some towns do not require annual reverification of eligibility. For example, once a person has been deemed eligible for three years, they no longer have to re-apply annually. This eliminates paperwork for all but new applicants and is particularly useful for a program such as one tied to receiving state Circuit Breaker tax refunds.

Another consideration is how the amount of the discount relates to typical use. If the discount is less than the typical use then everyone still gets a bill, albeit with a discounted price. Maynard's program was established so that the discount equaled typical use (of the targeted seniors) and thus there was no need to send out bills to most participants.

### **What should we do about the senior discount?**

Regardless of any change in eligibility rules for the senior discount, two things can be done:

1. The program can be expanded to automatically include all people who qualify for real estate tax exemptions, regardless of age. These exemptions are generally income based and include some persons with disabilities and some veterans.
2. The rate for the first 500 cubic feet of water and sewer use can be permanently held constant or reduced. That way the magnitude of cost shifting will never again increase, yet the policy objective of helping seniors stay in their homes will continue.

As for the eligibility rules for the senior discount, it depends on the objective of the change.

- If the primary concern is that the amount of cost being shifted to other users is too high, then reducing the rate for the first increment of water use (for all users) can mitigate that issue and no change in eligibility rules would be necessary.
- If the concern is "rich" seniors shouldn't benefit from a program intended to help "poor" seniors, then an income based program is best. The one that would be simplest to manage and would help the most "poor" seniors is one where the water/sewer discount is provided to anyone who already receives the affordable housing exemption for the Community Preservation Act real estate tax surcharge.