



AGENDA
Maynard Board of Selectmen Meeting
Tuesday, June 7, 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 24, 2016
- b) May 31, 2016

3. Correspondence

- a) Fire Department May 2016 report
- b) Maynard Citizens Corp./Medical Reserve Corps. meeting June 9 2016
- c) Conservation Commission meeting June 7, 2016
- d) Fire Station Building Committee meeting, June 14, 2016
- e) Job – Water Sewer Operator- Full Time

4. Consent agenda

- a) Renewal appointments to Board and Committees
- b) Repeat, Special Permit, Maynard Community Band

5. Farmer Winery License to Sell at Maynard Farmer's Market: Turtle Creek Winery

6. Continued Hearing - Liquor License Alteration Request: El Huipil

7. 7:15pm Public Hearing: Set FY17 Water & Sewer Rates

8. Set Water/Sewer Fees & Charges

9. Water/Sewer – Senior Discount Policy

10. Update on MOA, 129 Parker Street

11. Complete Streets Policy Adoption

12. Ratification of Director of Public Works Contract

AGENDA
Maynard Board of Selectmen's Meeting
June 7, 2016

13. Ratification of Town Administrator Contract

14. Town Administrator Review Process

15. Town Administrator Report

16. Chairman's Report

17. Board Member Reports

18. Adjournment (9:30)

Respectfully submitted,



Kevin Sweet, Town Administrator

Regular Meeting – July 5, 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 24, 2016
Maynard Public Library
Time: 7:30 pm**

Present: Chairman, Chris DiSilva, Selectman Jason Kreil, Selectman David Gavin, Selectman Terrence Donovan, Selectman Tim Egan, Town Administrator Kevin Sweet.

(This public meeting was recorded).

Public Comments:

C. DiSilva; Control of noise- Who has authority over the noise at Saracen, Dry Coolers on roof of Building 5. What legal standing Town has to help get this to an understanding. What and when Saracen will take action and get this under control. What action Board of Selectman can do As Selectmen and Town – What force we have – Data and information is yet to be completed. Data – if it shows as a violation of the law. Who will pay to gather this type of information?

D. Gavin; By-Laws of Town – do we have a noise ordinance? Does that hold way weight? Ta, Sweet; that is why we have Town Counsel to review the information we have currently to date. Local Health Department would be able to help if this was a smaller issue but in this case, it is the residents in a neighborhood (Walnut, Thompson, Dartmouth, Chandler and Bancroft) to name a few Streets of residents. Currently on the report we have some information is missing. The numerous daily complaints continue and we have reached out to Michelle Dellamare from the Mass DEP, her office had received officials' complaints regarding noise as well.

C. DiSilva agreed to write letter to Saracen. We will move forward with a request to have them at our next regular Board of Selectmen is meeting, May 31, 2016.

Many comments from residents with noise concerns, what is to happen and with future of the area?

By-laws to be reviewed and to move forward with Town to address some updates on by-laws with this type of action in mind.

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



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 31, 2016
Room 201, Town Hall
Time: 7:00 pm**

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

(This public meeting was recorded).

Public Comments: none

Acceptance of Minutes May 17 2016

A motion was made by Selectman DiSilva to approve the minutes of May 17, 2016 as amended. Second by Selectman Egan. Vote 5-0. Motion approved.

List of Correspondences (mail to the Selectmen's Office for May 31, 2016). A-M

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

Proclamation Award: Haley Fritz

Consent Agenda

- a) Repeat, Special Permit request Brooks Street Block Party – July 4, 2016

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

Special Permit Request – Block Party, Sarah Lane

A motion was made by Selectman DiSilva to accept and approved the request for special permit, Block Party on Sarah Lane, June 18th with rain date of June 25, 2016 from 12, noon until 8:00 pm. Second by Selectman Gavin. Vote 5-0. Motion approved.

Discussion and Monetary Donation for Vietnam Era Memorial: Ed Wasiuk

Ed Wasiuk has worked this project since 2008 Maynard has about 288 names that need to be added to plaque. This money was raised in honor of our Vietnam Era Veterans. Funding source from a group that took a bicycle trip over 350 miles. In addition, American Legion, Ed Wasiuk Company, Maynard Lodge of Elks and 5 citizens of Maynard to name a few that helped raise money for this memorial.

A motion was made by Selectman DiSilva to accept and approve the monetary donation of \$ 5,425.00. Second by Selectman Donovan. Vote 5-0. Motion approved.

**Naming the Lower Level Meeting Room at Town Hall – Stewart T. Campbell
Campbell - Event to take place Veteran’s Day November 11, 2016**

A motion was made by Selectman DiSilva to approve the naming of room # 101 at Town Hall to Stewart T. Campbell. Second by Selectman Gavin. Vote 5-0. Motion approved.

Interview and Appointment –

A motion was made by Selectman DiSilva to approve the **appointment** of Molly Bergin to the Board of Appeals as Alternate member with a term until June 30, 2018 Second by Selectman Egan. Vote 5-0. Motion approved.

7:15 pm Liquor License Alteration Request: El Huipil

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.

Discussion Sergio and Alma Moreno along with Tim Hess, AIA, Design Director InSitu – **Continue until June 7, 2016**

Questions and comments from Board;

T. Donovan, reach out to both Chiefs, if we plan to push out to next week would like their feedback. TA. Sweet asked them to reach out to Building Commissioner. Town to prep license for the space to tenant

D. Gavin; what is the if the store behind this space wants to reopen for business. Do know at this time. Bathrooms

B. Cranshaw, complete streets added sidewalks from one end of parking lot to other (Main Street to Summer Street thru that area). Do not know at this time. No answer

Request Special Permit for Temporary Outdoor Events:

Discussion Sergio and Alma Moreno along with Tim Hess, AIA, Design Director InSitu

A motion was made by Selectman DiSilva to accept and approve the Special License to Sell Beer & Wine to El Huipil Restaurant 51R Main Street Maynard, MA. On the weekend of June 9 thru 13, June 16 thru 20 and June 23 thru 27. Second by Selectman Donovan. Vote 5-0. Motion approved.

Questions from Board

D. Gavin, is this going up for a month and then taken down after the event. Yes. Concern with length of time

C. DiSilva, How many special licenses to one customer can we give out in a calendar year – 30.

Mill & Main Address Change Proposal

Ted Saraceno, owner, Richard Casner from Saraceno

Board wants to know the length of time this will take to get new signs up.

Is there a cost to the Town – No.

A motion was made by Selectman DiSilva to accept and approve the Mill & Main Address Change Proposal. Second by Selectman Egan. Vote 5-0. Motion approved.

Mill & Main Building 5 Noise Discussion

Ted Saraceno, owner, Richard Casner from Saraceno;

Ted Saraceno, owner, Richard Casner and Andy Cavallaro (Engineer) – Consultant from Sudbury Design

Note; Large group of residents with concerns regarding the noise.

Questions; Any progress with design ~ anyone here from Stratus – No, T. Saraceno commented that they have asked to meet with Stratus – As the Landlord, we take our rights. Noise issue – Dry Coolers on roofs. We have spent a lot of time on this matter. Saraceno very disappointed that Stratus is not at this meeting.

Period to have a solution to the noise issue – working on it with Andy Cavallaro.

The install of current equipment done by a vendor Saraceno hired for the tenant – Stratus – Saraceno owns equipment as it is bolted to roof of their building 5

Andy Cavallaro commented that his plan is to have blades from each fan removed. (10 fans per motor)

Board comments;

D. Gavin; this issue is going on 6 to 8 weeks – Saraceno – that fix ended up not working and was stopped. The residents are not happy and now that the Town is in the middle along with MASSDEP, it is our entire problem. This needs to be addressed.

T. Donovan; The data shows that this will work with a blade change – base line range.

MASSDEP violation – We need a follow-up for the community at the locations within the range of noise it needs to be monitored and documented.

Andy Cavallaro believes the proof will be in the sound

Water/Sewer Rate Discussion

Board went over rates with comments to bring back to the public hearing for June 7th at 7:15 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 Board reviewed and asked to bring back to the June 7th meeting to set rates.

Water/Sewer – Senior Discount Policy Discussion

Board requested additional information and to bring back to the June 7th meeting.

Complete Streets Policy Adoption

TA commented that this just got to our office before meeting so none of the Board members had chance to review. Request to bring back to the June 7th meeting.

Coolidge School Re-Use Discussion

TA, K. Sweet recommended for the Director of Public Works, Aaron Miklosko to comment on the Coolidge as he had the most recent work done on the building, (roof) is working with designer on the building. The 1st floor is okay but it has occupancy limits. 2nd floor of building is off limits to everyone. It is in very bad shape.

TA, Sweet reminded board that we do have the food pantry and Open table at that location with its limits

Tim Hess also commented on building – he was on the Re-Use Committee. Some of the first work to be done would be to restore the restroom on 1st floor and then the restrooms in the basement.

J. Kreil; we did a big investment to playground.

Sweet – That hill has winter use.

C. DiSilva; send report to Planning Board to split property. Final say is with Town Meeting

Note; if Town decides to reuse Coolidge, the School Business Office would be willing to move back in.

Fiscal 2015 Audit Report;

TA, K. Sweet; Per the Management letter, The Town Finance is in good shape. Note the Retirement System is back with same Audit firm and started audit last week. The Town Audit was hard pressed to find any issues now. We have a stable work force and processes in place. School failed on the same issue for the past 3-years. Issue is a software problem. School and one and Town has another and they do not speak. Until they get a new business manager. The software issue will not go away.

M. Guzzo commented that after 3-years of our stable business practice the Town should now get a better bond rating and be able to move up to Standard & Poor's

C. DiSilva, Audit Find with (School), it is unacceptable that the school is not making effort to change. Request for TA. Sweet to set meeting up with School Comm. Chair and Supt. Gerardi to discussion this matter.

Fiscal 2016 Reserve Fund Transfers

TA, Sweet, this year our (4) reserve fund transfers are as follows

- 1) Facilities – Air Cond Repairs at Town Hall
- 2) Highway – Police Details for our Chapter 90 work that was done in town
- 3) Snow & Ice – treated salt
- 4) Fire Depart. FY2016 Salary increases

Next Town Accountant, M. Guzzo is working on the department transfers.

Town Administrator Report; will have report for June 7, BOS meeting

Chair Report; can we get a remedy from MASSDEP on the noise level at Mill & Main. Town needs to do the enforcements, daily fines and any other options that we have available. Options ~ regulations TA, Sweet it is their but all information needs to be documents.

Board Member Reports

Selectman Egan; none

Selectmen Donovan; The CVS parking lot entrance and exit, Question; can you make a left turn out of the parking lot. Yes, per TA. Sweet. The Planning Board had those conditions set but it is not legal. The Police cannot give tickets or warning.
Please add to the list of things for the DPW to remove sign.
Maybe think about adding a cross walk from that area over to the Bean House.

Selectman Gavin; first, Thank DPW for getting the room downstairs at Town Hall ready on Veteran Day with short notice. Maybe next time to have this event at the high School, it is a bigger area.

Selectman Kreil; with the issues across the Street at Mill & Main – our next conversation needs to be about the early morning landscapers.

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

Roll Call;

Gavin	Yea
Egan	Yes
DiSilva	Yea
Donovan	Yea
Kreil	Yea

After the Executive Session, the meeting will not reconvene.

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

Time: _____ pm

Approved: _____

Date:

Selectman, Jason Kreil, Clerk

Initials: BJM



MAYNARD FIRE DEPARTMENT

Fire Chief
Anthony Stowers

Monthly Report

MAY 2016

FIRE RESPONSE AND OTHER FIRE DEPARTMENT ACTIVITIES

Number of requests for emergency service from May 1, to May 31, was 127 resulting in over 250 emergency responses and a total of 672 additional activities or service requests for the month. The requests break down for the month break down as follows:

Fire and Emergency Incidents:	127
In-house Training Classes/other training:	47
Fire Safety Inspections-Pre-fire Plans other Fire prevention	58
Administrative/Other:	413
Station/Vehicle Maintenance	115
Total activities for February:	799

TRAINING ACTIVITIES

All shifts have been involved with the training of our new probationary firefighters. All together members completed over 153 hours of on-shift training this month in a variety of topics such as Recruit Training, Emergency Medical Recertification, driver/operator, Fire Safety Surveys, Leadership Development, Ice Rescue Operations, RIT, Fitness and hydrant operations, and building familiarity with walks through multiple buildings among other topics.

SHIFT PROJECTS AND ACTIVITIES

This month we continued our annual hose testing process.

Engine 1 is still out for a partial refurbishment, we anticipate its return in early June

All groups have been involved in continuing maintenance of our cache of fire suppression hand tools

Retired career firefighter and current on-call firefighter Gerry Byrne took a trip to the New York/New Jersey Port Authority on May 25th. We had petitioned the Port Authority for a piece of steel from the World Trade Center to use for a memorial to the firefighters killed on September 11th, 2001. After almost 4 years and a few requests we were given a fractured piece of marble as the steel is all given out. Gerry picked it up and will store it until we have a new station built to accommodate a memorial of some type. Gerry, along with Mark Tomyl and retired Firefighter George Murphy worked on the pile searching for firefighters and other victims in the immediate aftermath of the terrorist attacks. This is

something near and dear to our hearts and we are thankful we were given the opportunity to obtain one of the last sacred artifacts from this tragedy.

ACTIONS OF NOTE:

We have two recruits who started at the Massachusetts Fire Academy on May 2, Derek Maskalenko and James McGowan. They are both doing well and are scheduled to graduate on July 1st. Firefighter Mark Tomyl completed the "Advanced Fire Investigation" class through the Massachusetts Fire Academy.

We have again seen a rise in permit requests and inspection requests, as well as a drastic rise in fire details; most of these involve the Mill and Main project.

We have also seen a sharp rise in the number of small arson fires as of late. We hope this is not a trend and certainly not an escalating trend as is sometimes the case.

This month saw the continuation of our Fire Station Building Committee as we continue working with our Architectural Firm to deal with our growing need for a new facility.

Our public education campaign has continued and we have added some very important safety information to both the Fire Department website and our Maynard Fire Department Facebook Page, we are also now on Twitter, follow us: @Maynard_MAFire

Respectfully submitted

Anthony Stowers



Figure 1 This is a large section of fractured marble that was in the lobby of one of the buildings destroyed during the September 11th terrorist attacks in NYC.

It is the mission of the Maynard Fire Department to protect the lives and property of the citizens and visitors of Maynard from disasters both natural and man-made, with compassion, motivation, teamwork, commitment and quality fire protection and education.

Date Posted _____

TOWN OF MAYNARD

MEETING NOTICE

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

MAYNARD CITIZENS CORP/MEDICAL RESERVE CORPS

Address of Meeting: Town Hall

Room: Municipal Services Meeting Room

M T W **Th** F June 9, 2016
Day of Week Month Day Year

Time: 6:30PM

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

- Approve Minutes of Previous Meeting; May 12, 2016
- Region 4A / MEMA updates:
 Questions from May statement
- Town Updates:
- Newsletter
- Training
 MMS Program
- OLD BUSINESS
 - a. Pet Shelter Progress Report
 - b. CASPER – next steps
 - c. Relay for Life feedback
 - d. Recruitment
- NEW BUSINESS TOPICS
 - a. Truck Day
 - b. Farmers Market
 - c. Road Race
- Other
 - a. AED status and maintenance
 - b. Equipment management for events
 - c. Summer Meetings
 - d. Flu Clinic
- Adjourn –

NEXT MEETING: TBD at 6:30 PM in Municipal Services Meeting Room

THIS AGENDA IS SUBJECT TO CHANGE

CHAIRPERSON(S)

Jan Hales

Mary Ellen Quintal

TOWN OF MAYNARD

MEETING NOTICE

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

Maynard Conservation Commission

Maynard Town Hall
OMS Meeting Room
Tuesday, June 7, 2016 at 6:30 PM

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

ADMINISTRATIVE BUSINESS:

- Review minutes from 04/19/2016, 05/02/2016, 05/17/2016
- Status of Ice House Landing / Kayak Launch and Ch. 91 Application

PUBLIC HEARING:

WETLANDS/STORMWATER ISSUES:

- GMES Playground upgrade discussion

LAND MANAGEMENT:

- Open Space & Recreation Plan – Blossom mapping and draft to review
- Assabet Trucking and 60 Summer Hill natural barrier
- Walcott Woods discussion
- Summer Street Conservation area

BUSINESS:

- Mill & Main changes to plan

Mail of note:

- Submittals from 213 Main Street, Deed Restriction and contact paperwork

Upcoming Meetings:

- Next Conservation Commission meeting, **June 21, 2016.**

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson: Mr. Fred King

Posted by: Andrew Scribner-MacLean

Date Posted

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)

Fire Station Building Committee

Address of Meeting: 195 Main Street, Town Hall

Room: 101 (lower level)

M T W T H F Month June Date 14, Year 2016 Time 6:00 AM/PM PM

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

Fire Station Location (potential)

Subcommittee work

Report from Dore and Whittier

Other

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson: Ron Calabria

Posted by: Chief Stowers

Date: May 31, 2016



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

Aaron I. Miklosko
Director of Public Works

Administration Highway Parks/Forestry/Cemetery Water & Sewer WWTP

Job Vacancy: Full Time

WATER / SEWER OPERATOR

Hourly rate - \$22- \$25

The Town of Maynard Department of Public Works is accepting applications for the position of a full time Water/Sewer Operator. This position will primarily be responsible for the operation of a drinking water treatment facility. In addition to water treatment this position will also assist in the maintenance of the water distribution and sewer collection systems. Work includes repairing water and sewer mains, related systems, installing and repairing meters and conducting water sampling and testing.

Must be able to work independently, possess strong problem solving abilities and be detailed oriented.

Minimum Training and Experience:

High School education or equivalent and 3 to 5 years technical experience, pump mechanics or other technical trade; or any equivalent combination of education and experience. Licenses required: Water Treatment II and Water Distribution II, a Class A or B State of Massachusetts Commercial Driver's License (CDL). A Class 2B Hoisting License is required or within twelve months of employment.

Application procedure: Detail Job description is available at DPW Office. Submit applications/resume, list of three professional references and cover letter to the Acting Director of Public Works, Aaron I. Miklosko, Department of Public Works, 195 Main Street, Maynard, MA 01754, or to dpw@townofmaynard.net Position opened until filled.

Becky Mosca

From: Lucie Distefano <ldistefano@maynardpolice.com>
Sent: Thursday, June 02, 2016 8:54 AM
To: Becky Mosca
Subject: Special Officer Ruggiero

Good Morning,

We will need an appointment slip for Mirella Ruggiero to be sworn in as a Special Officer. Chief would like her sworn in for July 1, 2016.

Thank you,

Lucie DiStefano

Administrative Assistant to Chief
Maynard Police Department
197 Main Street
Maynard, Ma 01754
978-897-1004 Fax 978-897-8002
ldistefano@maynardpolice.com

Becky Mosca

From: Lucie Distefano <ldistefano@maynardpolice.com>
Sent: Thursday, June 02, 2016 9:28 AM
To: Becky Mosca
Subject: RE: Special Officer Ruggiero

Becky,

Thanks, 2 years is fine.

I also noticed that the following Specials will expire this June 30, 2016. They will also need to be renewed.

James Loomer
Mary McCue
Ellis Corey
Sean Grendon
Salvatore Albanese
Brittany Eager
Douglas MacGlashing
James F. Dawson
Emmanuel Avril
Ralph Aulenback

From: Becky Mosca [<mailto:BMosca@TownofMaynard.net>]
Sent: Thursday, June 02, 2016 9:10 AM
To: Lucie Distefano
Subject: RE: Special Officer Ruggiero

Lucie,

I've prepped her slip ~ Please review as I've added a two year term? Or do you want something else?

Becky

From: Lucie Distefano [<mailto:ldistefano@maynardpolice.com>]
Sent: Thursday, June 02, 2016 8:54 AM
To: Becky Mosca
Subject: Special Officer Ruggiero

Good Morning,

We will need an appointment slip for Mirella Ruggiero to be sworn in as a Special Officer. Chief would like her sworn in for July 1, 2016.

Thank you,

Lucie DiStefano

Administrative Assistant to Chief
Maynard Police Department
197 Main Street
Maynard, Ma 01754
978-897-1004 Fax 978-897-8002
ldistefano@maynardpolice.com



Date: **June 7, 2016**

Mirella Ruggiero

You are hereby appointed to the

Maynard Police Department

As: Special Officer

Term expires: **June 30, 2018**

FOR THE

TOWN OF MAYNARD

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

Board of Selectmen

Sworn: _____

Town Clerk



Date: **June 7, 2016**

James Loomer

You are hereby appointed to the

Maynard Police Department

As: Special Officer

Term expires: **June 30, 2018**

FOR THE

TOWN OF MAYNARD

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

Board of Selectmen

Sworn: _____

Town Clerk



Date: **June 7, 2016**

Mary McCue

*You are hereby appointed to the
Maynard Police Department*

As: Special Officer

Term expires: **June 30, 2018**

FOR THE

TOWN OF MAYNARD

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

Board of Selectmen

Sworn: _____

Town Clerk



Date: **June 7, 2016**

Ellis Corey

You are hereby appointed to the

Maynard Police Department

As: Special Officer

Term expires: **June 30, 2018**

FOR THE

TOWN OF MAYNARD

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

Board of Selectmen

Sworn: _____

Town Clerk



Date: **June 7, 2016**

Sean Grendon

*You are hereby appointed to the
Maynard Police Department*

As: Special Officer

Term expires: **June 30, 2018**

FOR THE

TOWN OF MAYNARD

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

Board of Selectmen

Sworn: _____

Town Clerk



Date: **June 7, 2016**

Salvatore "Sal" Albanese

You are hereby appointed to the

Maynard Police Department

As: Special Officer

Term expires: **June 30, 2018**

FOR THE

TOWN OF MAYNARD

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

Board of Selectmen

Sworn: _____

Town Clerk



Date: **June 7, 2016**

Brittany Eager

*You are hereby appointed to the
Maynard Police Department*

As: **Special Officer**

Term expires: **June 30, 2018**

FOR THE

TOWN OF MAYNARD

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

Board of Selectmen

Sworn: _____

Town Clerk



Date: **June 7, 2016**

Douglas MacGlashing

You are hereby appointed to the

Maynard Police Department

As: Special Officer

Term expires: **June 30, 2018**

FOR THE

TOWN OF MAYNARD

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

Board of Selectmen

Sworn: _____

Town Clerk



Date: **June 7, 2016**

James F. Dawson

*You are hereby appointed to the
Maynard Police Department*

As: **Special Officer**

Term expires: **June 30, 2018**

FOR THE

TOWN OF MAYNARD

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

Board of Selectmen

Sworn: _____

Town Clerk



Date: **June 7, 2016**

Emmanuel Avril

*You are hereby appointed to the
Maynard Police Department*

As: **Special Officer**

Term expires: **June 30, 2018**

FOR THE

TOWN OF MAYNARD

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

Board of Selectmen

Sworn: _____

Town Clerk



Date: **June 7, 2016**

Ralph Aulenback

You are hereby appointed to the

Maynard Police Department

As: Special Officer

Term expires: **June 30, 2018**

FOR THE

TOWN OF MAYNARD

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

Board of Selectmen

Sworn: _____

Town Clerk

Becky Mosca

From: Amy Loveless
Sent: Wednesday, June 01, 2016 3:03 PM
To: Becky Mosca
Cc: Amy Loveless
Subject: FW: COA Reappointments

Importance: High

Becky – see below. This is what Andrew asked me to forward to you. Anita and Diane have already indicated they are interested in continuing as Board members

Amy Loveless, LICSW
Director of the Council on Aging

Town of Maynard
50 Brown Street
Maynard, MA 01754
(978) 897-1009
aloveless@townofmaynard.net



The Maynard Advantage
New England Living for Everyone

From: Amy Loveless
Sent: Friday, May 13, 2016 9:25 AM
To: Becky Mosca
Cc: Amy Loveless; Andrew Scribner-MacLean
Subject: COA Reappointments

Dear Becky,

On behalf of Anita Dolan, the Acting Chair of the Council on Aging Board I am submitting her recommendation for the following COA Board Members to be reappointed/have their terms extended. They are:

Anita Dolan
Diane Wasiuk
Angelina Flannery

Council on Aging	Anita	Dolan	6/30/2016	BoS
Council on Aging	Diane	Wasiuk	6/30/2016	BoS
Council on Aging	Rachelle	Greenaway	6/30/2018	BoS
Council on Aging	Paula	Copley	6/30/2017	BoS
Council on Aging	Angelina	Flannery	6/30/2016	BoS



Date: June 7, 2016

Angelina Flannery
62 Brooks Street

You are hereby appointed

Council on Aging

Term expires June 30, 2019

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

Angelina Flanney

Dear Becky, I would like
to have a new term
on the Council of Aging board.

sincerely,

Angelina Flanney



Date: June 7, 2016

Diane Wasiuk
3C Concord Street Circle

You are hereby appointed

Council on Aging

Term expires June 30, 2019

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

From: Diane Wasiuk <diane747@outlook.com>
Sent: Wednesday, June 01, 2016 6:32 PM
To: Becky Mosca
Subject: Re: Terms on COA expire on June 30 2016

Dear Becky, I would like to have a new term on the Council of Aging
sincerely
Diane Wasiuk Secretary of the COA

Sent from Windows Mail

From: [Becky Mosca](#)
Sent: Wednesday, June 1, 2016 2:49 PM
To: adbabe@comcast.net, diane747@outlook.com
Cc: [Amy Loveless](#), [Becky Mosca](#)

Anita & Diane,

Per the Town Clerk's records your terms expire on June 30, 2016.
Please confirm by email if you would like a new term by Monday, June 6, 2016.

Thanks,

Becky Mosca

Administrative Assistant
Maynard Board of Selectmen
195 Main Street
Maynard, MA. 01754
e-mail: bmosca@townofmaynard.net
Voice: 978-897-1351
www.townofmaynard-ma.gov





Date: June 7, 2016

**Peter Falzone
15 Dettling Road
Maynard, MA 01754**

You are hereby appointed to the

Recreation Commission

Term expires: June 30, 2019

FOR THE

TOWN OF MAYNARD

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

Board of Selectmen

Sworn: _____

Town Clerk

Becky Mosca

From: Peter <peter@falzone1.com>
Sent: Wednesday, June 01, 2016 4:40 PM
To: Becky Mosca
Cc: Steve Jones
Subject: Re: Recreation Commission terms

Confirmed

Peter Falzone

On Jun 1, 2016, at 3:08 PM, Becky Mosca <BMosca@TownofMaynard.net> wrote:

Steve & Peter,

Per the Town Clerk's records your terms on the Rec end June 30 2016.

Please confirm by email if you would like to have a new term, by Monday June 6, 2016

Thanks,

Becky Mosca

Administrative Assistant
Maynard Board of Selectmen
195 Main Street
Maynard, MA. 01754
e-mail: bmosca@townofmaynard.net
Voice: 978-897-1351
www.townofmaynard-ma.gov
<image003.jpg>



Date: June 7, 2016

Stephen Jones
112 Summer Street
Maynard, MA 01754

You are hereby appointed to the

Recreation Commission

Term expires: June 30, 2019

FOR THE

TOWN OF MAYNARD

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

Board of Selectmen

Sworn: _____

Town Clerk

Becky Mosca

From: Steve Jones <stevejones8@comcast.net>
Sent: Wednesday, June 01, 2016 7:18 PM
To: Becky Mosca
Cc: Peter Falzone
Subject: Re: Recreation Commission terms

Confirmed

Sent from my iPhone

On Jun 1, 2016, at 3:08 PM, Becky Mosca <BMosca@TownofMaynard.net> wrote:

Steve & Peter,

Per the Town Clerk's records your terms on the Rec end June 30 2016.

Please confirm by email if you would like to have a new term, by Monday June 6, 2016

Thanks,

Becky Mosca

Administrative Assistant
Maynard Board of Selectmen
195 Main Street
Maynard, MA. 01754
e-mail: bmosca@townofmaynard.net
Voice: 978-897-1351
www.townofmaynard-ma.gov
<image003.jpg>



Date: June 7, 2016

Joyce McJilton Dwyer
4 Durant Avenue

You are hereby appointed to the

Cultural Council

Term expires: June 30, 2019

FOR THE

TOWN OF MAYNARD

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

BOARD OF SELECTMEN

Sworn: _____

Town Clerk

Becky Mosca

From: joycedwyer.artist <joycedwyer.artist@verizon.net>
Sent: Wednesday, June 01, 2016 3:26 PM
To: Becky Mosca
Cc: Gail Erwin
Subject: RE: FW: Term on Cultural Council expire on June 30, 2016

Becky--

I don't plan to continue as a Maynard Cultural Council for another 3-yr term. I plan to stop at the end of June 2016.

I had a good experience and understand the workings of the Town of Maynard better. Thank you and the Board of Selectmen.

Sincerely,
Joyce Dwyer

Sent via the Samsung GALAXY S® 5, an AT&T 4G LTE smartphone

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

From: Becky Mosca <BMosca@TownofMaynard.net>
Date: 06/01/2016 2:54 PM (GMT-05:00)
To: joycedwyer.artist@verizon.net
Subject: FW: Term on Cultural Council expire on June 30, 2016

fyi

From: Becky Mosca
Sent: Wednesday, June 01, 2016 2:53 PM
To: joycedwyer.artist@verizon.com; reya@friendlymind.com
Cc: Gail Erwin (gail@erwinarts.com); Becky Mosca
Subject: Term on Cultural Council expire on June 30, 2016

Joyce & Reya,

Per the Town Clerk's records, your terms expire on June 30, 2016.



Date: June 7, 2016

Carrie O'Connell

You are hereby reappointed to the

Conservation Commission

Term expires: June 30, 2019

FOR THE

TOWN OF MAYNARD

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

Board of Selectmen

Sworn: _____

Town Clerk



Date: June 7, 2016

**Gregory Tuzzolo
1 Randall Road
Maynard, MA 01754**

You are hereby appointed to the

Planning Board

Term Expires: June 30, 2019

FOR THE

TOWN OF MAYNARD

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

Board of Selectmen

Sworn: _____

Town Clerk



Date: June 7, 2016

**Jack MacKeen
3 Country Lane
Maynard, MA 01754**

You are hereby appointed to the

Historical Commission

Term expires June 30, 2019

FOR THE
TOWN OF MAYNARD

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

Board of Selectmen

Sworn: _____

Town Clerk

Becky Mosca

From: Jack MacKeen <jmackeen@verizon.net>
Sent: Thursday, June 02, 2016 11:47 AM
To: Becky Mosca
Subject: Re: Term expires on June 30 2016

Confirm.

Jack

On 6/1/2016 3:02 PM, Becky Mosca wrote:

Jack,

Per Town Clerks records your term expires on the Historical Commission on June 30 2016.

Please confirm by email if you would like a new term by Monday, June 6, 2016.

Thanks,

Becky Mosca

Administrative Assistant

Maynard Board of Selectmen

195 Main Street

Maynard, MA. 01754

e-mail: bmosca@townofmaynard.net

Voice: 978-897-1351

www.townofmaynard-ma.gov





Date: June 7, 2016

Reya Stevens
29 Driscoll Avenue

You are hereby appointed to the

Cultural Council

Term expires: June 30, 2019

FOR THE

TOWN OF MAYNARD

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

BOARD OF SELECTMEN

Sworn: _____

Town Clerk



Date: **June 7, 2016**

**Thomas Hesbach
2 Chandler Street**

You are hereby appointed to the
Community Preservation Committee

Term expires: June 30, 2019

FOR THE
TOWN OF MAYNARD

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

BOARD OF SELECTMEN

Sworn: _____

Town Clerk

Becky Mosca

From: firechiefhoppy@comcast.net
Sent: Thursday, June 02, 2016 2:01 AM
To: Becky Mosca
Subject: Re: Term on Board of Health expires on June 30 2016
Attachments: image003.jpg

I would like to be reappointed to the Maynard Board of Health for another term.

Thank you, Ron Cassidy

From: "Becky Mosca" <BMosca@TownofMaynard.net>
To: firechiefhoppy@comcast.net
Cc: "Kelly Pawluczzonek" <kpawluczzonek@TownofMaynard.net>, "Becky Mosca" <BMosca@TownofMaynard.net>
Sent: Wednesday, June 1, 2016 2:37:56 PM
Subject: Term on Board of Health expires on June 30 2016

Ron,

Per the Town Clerk's records your term on the Board of Health expires on June 30, 2016.
Please confirm if you would like a new term by Monday June 6, 2016.

Thank you,

Becky Mosca

Administrative Assistant
Maynard Board of Selectmen
195 Main Street
Maynard, MA. 01754
e-mail: bmosca@townofmaynard.net
Voice: 978-897-1351
www.townofmaynard-ma.gov



Becky Mosca

From: pjpgauth@aol.com
Sent: Thursday, June 02, 2016 4:34 AM
To: Becky Mosca
Subject: Re: terms expire on Finance Committee June 30 2016

Please e-mail mine. PJ

-----Original Message-----

From: Becky Mosca <BMosca@TownofMaynard.net>
To: Dick Downey <ddowney@verizon.net>
Cc: Nathan Ulrich (nathaniel.ulrich@gmail.com) <nathaniel.ulrich@gmail.com>; (pjpgauth@aol.com) <pjpgauth@aol.com>; (plcampbell@runbox.com) <plcampbell@runbox.com>
Sent: Wed, Jun 1, 2016 2:58 pm
Subject: terms expire on Finance Committee June 30 2016

Dick,

You have (3) of your FinCom members with terms that expire on June 30, 2016. (Nathan Ulrich, PJ Gauthier and peter Campbell).

If your members would like a new term I'd be glad to prep the paperwork and either email or leave at Police Station ?

Please confirm if all would like a new term?

Thanks,

Becky Mosca

Administrative Assistant
Maynard Board of Selectmen
195 Main Street
Maynard, MA. 01754
e-mail: bmosca@townofmaynard.net
Voice: 978-897-1351
www.townofmaynard-ma.gov





Date: June 7, 2016

Anita Dolan
2 Chance Farm Lane
Maynard, MA. 01754

You are hereby appointed to

Council on Aging

Term expires June 30, 2019

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



Date: June 7, 2016

Anita Dolan
2 Chance Farm Lane
Maynard, MA. 01754

You are hereby appointed to

Council on Aging

Term expires June 30, 2019

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



OFFICE OF THE SELECTMEN

Maynard, Massachusetts

PERMIT 2016

This permit is issued to

Maynard Community Band,

For the following purpose:

***Maynard Community Band will provide free concerts at Memorial Park on Wednesdays, June 15, 22, 29
July 6, 13, 20, 27, and August 3, 10, 17, 24, 31st of 2016. The concert starts around 7:00 PM until 8:30
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:

Becky Mosca

From: Michael Karpeichk <mkarp143@verizon.net>
Sent: Thursday, June 02, 2016 7:33 AM
To: Becky Mosca
Cc: Rick Fardy; Ginny Brown; 'Paul Chastell'
Subject: MAYNARD COMMUNITY BAND

GOOD MORNING BECKY, GOOD MORNING MAYNARD BOARD OF SELECTMEN,

Hello Again.

The Maynard Community Band has been warming up their instruments over the past few months at the Fowler Middle School in preparation of their 70th concert season at Memorial Park. That said, we're requesting a permit for setting up and performing Wednesday evening concerts. We anticipate starting our performances on Wednesday, June 15th, and continuing every Wednesday throughout July, and August...weather permitting. As in the past, we're requesting the use of the area electrical outlets. Through several donations, and a grant from the Maynard Cultural Council, we've been able to procure seating, new music and have been able to attract new members to our musical family.

We'd also like to place two of lawn signs at the park in the morning of the concert and remove it after the concert is completed on the same day.

Concerts start at 7 and end roughly at 8:30 or so. If possible, we'd like the permit to read "Maynard Community Band" vs Michael Karpeichik as being the responsible party.

In closing, we'd like to invite all town officials to join us over the course of the summer to come, relax, and enjoy one of Maynard's long time traditions and maybe even conduct a number or two. Since 1947 the band has been performing FREE concerts for the local towns' people every Wednesday throughout the summer months. One of the longest, if not *THE* longest tradition the town can claim. With an updated twist of years gone by, the members "Give Back" their musical gift of talent to the town of Maynard . The Maynard Community Band welcomes your support.

I look forward to hearing when this request will be added to your agenda as I'd like to attend that meeting, if possible.

With Best Regards,
Michael L. Karpeichik
Conductor, Maynard Community Band

Cell: 508 284-0841
Email: Mkarp143@verizon.net

Michael Karpeichik
143 Blanchette Drive
Marlborough, MA 01752

LICENSE ALCOHOLIC BEVERAGES



THE LICENSING BOARD OF THE
TOWN OF MAYNARD
MASSACHUSETTS

Fee:
\$50.00

HEREBY GRANTS A

Farmer-Winery
License to Sell at a Farmer's Market to
Lexington Consulting Group, Inc

d/b/a Turtle Creek Winery

Manager: Kipton Kumpler

License Number: **FW-2016 -01**

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:

Saturdays from 9:00 to 1:00 pm
June 25, 2016 through October 15, 2016
At Mill and Main Parking Lot, Mill & Main
Main Street, Maynard, MA

License grants permission to temporarily serve wine and malt beverages in a designated area inside the theatre building. Written permission Fine Arts Theatre Place, LLC to occupy the space to include the sale of Wine and Malt Beverages to be kept on file with this license. No Smoking is allowed within the permitted space. All servers must have successfully completed an Alcohol Training for Intervention Procedures (TIPS) certification, copies to be kept on file with this license. The Maynard Police and Fire Departments have also been notified of the event.

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

LOCAL 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.

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.



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

**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**

Re: Petition For Change of License

To the Commonwealth of Massachusetts
Alcoholic Beverages Control Commission

At: El Huipil Restaurant
51-R Main Street
Maynard, MA 01754

Date: 2016/04/27

Alteration of Premises:

Description of Alteration:

The proposed extension of the premises is situated in an "L" shape immediately to the North and to the West of the present premises. The long North-South leg of the "L" ranges in width from 12ft to 20ft and has a max length of 51ft. The short East-West leg of the "L" has a width of 10ft and a length of 24ft. The net area available for seating and occupancy is 720 square feet. The proposed seating is not fixed, so the maximum occupancy is calculated at 15 net sf per occupant, or 48. The entirety of the proposed extension is contiguous to the presently licensed premises, and we propose to add a glass door to enhance visual and pedestrian (servers') access. The proposed extension is enclosed by planter 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' front door.

END

Becky Mosca

From: Becky Mosca
Sent: Tuesday, April 26, 2016 9:25 AM
To: (laura.peckham@cabotrisk.com)
Cc: Kevin Sweet; Becky Mosca
Subject: Re: What is needed for Insurance regarding leasing out some town property to restaurant

Laura

RE: We have a restaurant that wants to lease space from the Town of Maynard. They want to add an outdoor patio.

What additional insurance would that restaurant need to cover Town owned land. (Parking Lot)

Alcohol would be served at this site.

We need your advice.

Thank you,

Becky Mosca

Administrative Assistant
Maynard Board of Selectmen
195 Main Street
Maynard, MA. 01754
e-mail: bmosca@townofmaynard.net
Voice: 978-897-1351
www.townofmaynard-ma.gov



Becky Mosca

From: Laura Peckham <laura.peckham@cabotrisk.com>
Sent: Tuesday, April 26, 2016 10:36 AM
To: Becky Mosca
Cc: Kevin Sweet
Subject: RE: What is needed for Insurance regarding leasing out some town property to restaurant

Hi Becky,

In order to protect the Municipality's Liability, it is our recommendation that the Town obtain Certificates of Insurance from the restaurant, affording the following coverage's:

- 1) General Liability of at least \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$3,000,000 Annual Aggregate Limit. The Municipality should be named as an "Additional Insured."
- 2) Workers' Compensation Insurance as required by law – Proof of Coverage
- 4) Umbrella Liability of at least \$2,000,000/ occurrence, \$2,000,000/aggregate. The Municipality should be named as an Additional Insured.
- 5) Liquor Liability (applicable if Liquor will be served on the Patio) of at least \$1,000,000/occurrence, \$3,000,000 aggregate. The Municipality should be named as an "Additional Insured".

Please be advised that the above requirements are the minimum insurance limits we recommend, it is the Municipality's decision as to whether higher or lower limits are needed.

Also it is our recommendation that Municipal Council draft a hold harmless agreement with the restaurant.

Let me know if you have any questions.

Thanks, Laura

Laura J Peckham
Account Manager
MIIA Member Services
15 Cabot Road
Woburn, MA 01801-1003
Direct Number: 781-939-6864
Fax Number: 781-376-9907

Confidentiality Notice: The information in this e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure of distribution is prohibited. If you are not the intended recipient, and have received this communication in error, please contact the sender by reply e-mail and destroy all copies of the original message. Thank you

Help make the earth a greener place. If at all possible resist printing this e-mail and join us in saving paper.

From: Becky Mosca [mailto:BMosca@TownofMaynard.net]
Sent: Tuesday, April 26, 2016 9:25 AM
To: Laura Peckham

The LLA may issue a limited number of seasonal off-premises alcoholic beverages licenses based on an estimate of the temporary increase in resident population for the upcoming season as of July 10th. The LLA must set the estimate before March 1st of the calendar year, at a special meeting described in detail by M.G.L. c. 138, §17. The LLA must submit the estimate to the Commission prior to April 1st.

The LLA may issue off-premises seasonal licenses based on that estimate at the rate of one license for each 5,000 persons (or fraction thereof) and can be issued effective April 1st to November 30th until January 15th, or any portion thereof, as set by the LLA. Franklin and Berkshire counties may issue winter seasonal licenses and estimate before October 15th the temporary increased resident population as of the following February 10th. Such licenses are effective from December 1st to April 1st.

FIRE SAFETY CERTIFICATIONS

Local Licensing Authorities (the "LLA") must be aware that applicants for a new on-premises alcoholic beverages license are required to submit a valid fire safety certification issued by the building inspector and the head of the fire department for the city, town or district in which the premises is located, or their license will not be issued. Thereafter, existing licensees are required to complete and sign an annual renewal form by November 30th of each calendar year. A valid certificate of inspection signed by the building inspector and the head of the fire department for the city, town or district in which the premises is located must be filed with the LLA. If an existing licensee does not submit a signed annual renewal form by November 30th, the license will expire on December 31st of that calendar year. The LLA IS REQUIRED to forward to the ABCC for EACH LICENSEE an attestation, on the renewal application, that the authority is in possession of the required fire safety certification.

TRANSPORTATION (DELIVERY) PERMIT

In order for an individual to transport and deliver alcoholic beverages lawfully, they must apply for and receive an ABCC transportation (delivery) permit for each vehicle transporting and delivering the alcoholic beverages. The operators must carry either the permit or a certified copy of it when transporting the alcoholic beverages.

Transportation Permit for Retail Licensees

Persons who have an off-premises alcoholic beverages license (M.G.L. c. 138, §15) are required to obtain a transportation permit to deliver alcoholic beverages to customers and "pick up" alcoholic beverages from authorized suppliers inside Massachusetts.

Persons who have an on-premises alcoholic beverages license (M.G.L. c. 138, §12) are required to obtain a transportation permit to "pick up" alcoholic beverages from authorized suppliers inside Massachusetts. **On-premises licensees may never deliver alcoholic beverages outside of the licensed premises.**

Individuals in charge of an ABCC permitted vehicle shall carry an invoice or sales slip stating the:

1. names and addresses of the purchaser and seller,
2. the date and the amount of the purchase, and
3. an itemization of the number of the various kinds of containers and the kinds, quantities and brands of alcoholic beverages or alcohol.

POURING PERMIT

A farmer-winery (§19B), a farmer-brewery (§19C), and a farmer-distillery (§19E) may each sell for on premises consumption wines, malt beverages and spirits produced by the winery, brewery or distillery, as the case may be, in accordance with section 12 of the Massachusetts Liquor Control Act. For each of these kinds of license, section 12 creates a pouring permit that is issued outside of the population-based quota of licenses.

The application forms for a new or original §12 license should be filled out and filed with the local board, who will process the application as it would any other application for a new license under §12 and, if granted by the local board, submitted to the ABCC for its approval.



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



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.

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



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
DPW Indirect Costs – Subtotal	\$177,621	\$276,911

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
Municipal Indirect Costs – Subtotal	\$111,904	\$174,458

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
Enterprise Stabilization Funds – Balances	\$451,279	\$766,599

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
TOTAL ENTERPRISE FUND REVENUE REQUIREMENT	\$1,630,297	\$2,802,798

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
Consumption in Rates	29,500,000	27,500,000	- metered cubic feet
Actual Consumption	31,585,056	29,067,959	- metered cubic feet
% Difference	7.1%	5.7%	
Targeted Commitment in Rates	\$1,531,346	\$2,669,075	
Actual Commitment	\$1,720,675	\$2,475,113	
% Difference	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 3rd 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.

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

APPENDIX A
SCHEDULE OF RATES AND CHARGES

**Maynard Department of Public Works
Current vs Proposed Rates & Charges
Departmental Fees**

Exhibit 3

	Current Fee	Proposed Fee
Water Service Application	\$0.00	\$250.00
Sewer Service Application	\$0.00	\$250.00
Water Service Inspection	\$75.00	\$150.00
Sewer Service Inspection	\$75.00	\$150.00
Trench Permit (First 30ft, \$2.00/ft Thereafter)	\$100.00	\$150.00
Street Opening Permit	\$100.00	\$150.00
Inspectional Services Fee (Surcharge)	\$0.00	5%
Excavations - Inspectional Fees (Surcharge) ++	\$0.00	5%
Application for Plan Review	\$0.00	**
Cost to Separate a Service	\$0.00	\$250.00
Reconnection Fee	\$0.00	\$250.00
Drain Layer License (Annually)	\$0.00	\$150.00
Utility Contractor License (Annually)	\$0.00	\$250.00
Driveway/Curb Permit	\$100.00	\$150.00
Demand Charge	\$0.00	\$0.00
Water Lien Notice	\$0.00	\$0.00
Lien Recording Charge	\$0.00	\$0.00
Interest on past due bills	14%	14%
Return Check Fee	\$25.00	\$25.00

**

\$100.00 per 11"x17" Sheet

\$150.00 per 18"x24" Sheet

\$200.00 per 24"x36" Sheet

++

\$175.00 for first 150 SqFt Plus \$50.00 for each 150 SqFt

**Maynard Department of Public Works
Current vs Proposed Rates & Charges**

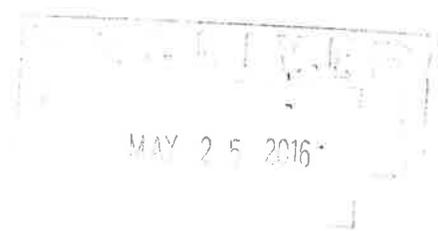
Exhibit 1

Water Fees & Charges

	Current Rates	Proposed Rates
Minimum Charge - Quarterly		
All Sizes - includes 0 CF	\$21.80	\$21.80
IN TOWN USAGE		
Metered Water Charges - Quarterly - per 100 CF		
1st Step: 0 - 500 CF	\$4.36	\$4.36
2nd Step: 501 - 1,000 CF	\$5.62	\$5.62
3rd Step: 1,001 - 2,500 CF	\$6.03	\$6.03
4th Step: Over 2,500 CF	\$6.88	\$6.88
OUT OF TOWN USAGE		
Metered Water Charges - Quarterly - per 100 CF		
1st Step: 0 - 500 CF	\$6.10	\$6.10
2nd Step: 501 - 1,000 CF	\$7.86	\$7.86
3rd Step: 1,001 - 2,500 CF	\$8.45	\$8.45
4th Step: Over 2,500 CF	\$9.69	\$9.69
Private Fire Protection - Annual Charge		
4"	\$0.00	\$200.00
6"	\$0.00	\$300.00
8"	\$0.00	\$400.00
10"	\$0.00	\$500.00
Cross Connection Testing (Added to the cost of private tester)	\$0.00	\$35.00
Other Charges		
Meter Testing, Customer's Request (Refunded if meter registers too high)	\$75.00	\$200.00
New Meter, Customer's Request	\$0.00	\$225.00
Water Meter Inspection	\$75.00	\$75.00
Final Reading by Water Department	\$0.00	\$75.00
Turn on/off - regular hours - Per man (Each service)	\$75.00	\$75.00
Turn on/off - after hours - Per man (Each service)	\$75.00	\$300.00
Turn on/off non-payment - regular hours, per hour	\$75.00	\$75.00
Turn on/off non-payment - after regular hours- per man, per hour	\$75.00	\$300.00
Service call - regular hours, per hour	\$75.00	\$75.00
Service call - after hours, per man, per hour	\$75.00	\$300.00
Reseal Tampered Meter (plus cost of new meter, if necessary)	\$0.00	\$75.00
Meter Tampering Charge - (plus the cost of water & meter)	\$0.00	\$250.00
Frozen Meter	\$0.00	\$250.00
Meter Damage	\$0.00	\$250.00
Flow Test (Conducted at night) (Per hour, plus cost of water)	\$150.00	\$300.00
Unauthorized Hydrant Use (MGL, Chapter 65) up to	\$0.00	\$1,000.00

APPENDIX A
SEWER REGULATIONS – FEE SCHEDULE

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:

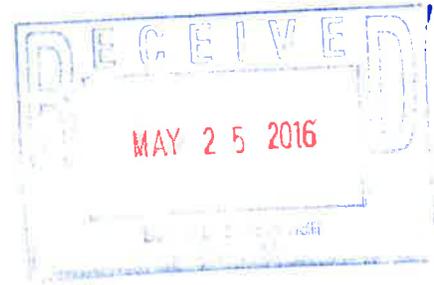
1. The program can be expanded to automatically include all people who qualify for real estate tax exemptions, regardless of age. These exemptions are generally income based and include some persons with disabilities and some veterans.
2. The rate for the first 500 cubic feet of water and sewer use can 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.

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.



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
Wednesday, May 7, 2014
Room 201, Town Hall
Time: 7:00 pm**

Present: Chair Chetwynd, Selectman David Gavin, Selectman William Cranshaw, Town Administrator Kevin Sweet, and Admin. Assistant Becky Mosca. Absent, Selectman Dawn Capello.

(This public meeting was recorded).

Pledge of Allegiance

Public Comments – Resident, Casey Robinson request for added gate at Reo Park. Issue, at this playground, small children can dart out of the area on to the road. This part of the road is at a corner. Board has asked the TA, K. Sweet to work with engineer and DPW, Operations Manager, Chris Okafor and come up with a solution.

Minutes of April 15, 2014

A motion was made by Selectman Gavin to approve as amended the minutes of April 15, 2014. Second by Selectman Cranshaw. Vote 3-0. Motion approved.

List of Correspondences (mail to the Selectmen's Office for May 7, 2014).

- Assessing Department report for Feb & March 2014
- Fire Depart., monthly report April 2014
- Town Clerk, monthly report April 2014
- Police Depart. monthly report April 2014.
- DPW, monthly report April 2014
- Town Accountant report for March 2014
- On-Call activity log for March and same April, engineer VHB, Wane Amico
- Notice of meeting, MSBC, agenda 4/16/14

- Notice of meeting, BOH, agenda 4/22/14
- Notice of meeting, PB, agenda 4/22/30/14
- Notice of meeting, CC, agenda 4/24/14 & 4/15/14
- Notice of meeting, CPC, agenda, 5/7/14
- Notice of meeting, ZBA, agenda 5/12/14
- Thank you, from World Tai Chi Day, 4/25/14 at Memorial Park.
- Notice of resignation from CC, P. K. effective immediately.
- Board Openings as of May 2014
- Notice of meeting, Rec, agenda 5/1/14
- Letter from MASS DOT
- Notice of meeting, ConsCom, agenda 4/15/14
- Notice of filing, public hearing and procedural conference 4/8/14
- Notice of meeting, LRTA 4/28/14
- Notice of change, Xfinity, Changes to Multilatino Services
- Notice of meeting, Finance Com, agenda, 4/28/14, 5/7/14
- Notice of meeting, MSBC, agenda, 5/7/14
- Notice of meeting, MGC, agenda, 5/5/14
- Memo, Nighttime Illumination of American Flat at Memorial Park
- Memo, Water/Sewer Rate Relief, Senior Discount
- Memo on de minimums Water and Sewer billings
- Memo, Water use Restrictions
- Memo, Water Conservation
- Memo, FY2014 Updates, All Departments.

A motion was made by Selectman Gavin to approve the list of correspondences as shown. Second by Selectman Cranshaw. Vote 3-0. Motion approved.

Consent

- Maynard Community Gardeners, Plant Sale, Saturday, May 17, 2014

A motion was made by Selectman Gavin to approve the consent agenda as amended. Second by Selectman Cranshaw. Vote 3-0. Motion approved.

Junk Dealer's License request, Transfer license Picker's Pocket, 12 Nason Street, Owner Paul Brogra.

A motion was made by Selectman Gavin to approve the transfer of junk dealer's license of Picker's Pocket to new owner, Pickers Pocket, Paul Brogra. Second by Selectman Cranshaw. Vote 3-0 Motion approved.

Proclamation, The American Cancer Fund for Children and Kids Cancer Connection. Request from Steven Firestein, M.A. Volunteer Director.

A motion was made by Selectman Chetwynd to approve and support this proclamation recognizing June 8th thru June 14th as Childhood Cancer Awareness Week in Maynard, for the American Cancer Fund for Children and Kids Cancer Connection. Second by Selectman Cranshaw. Vote 3-0. Motion Approved.

Annual Memorial Day Parade, New parade route, Monday, May 26, 2014

A motion was made by Selectman Gavin to approve the annual Memorial Day parade with new parade route. Second by Selectman Cranshaw. Vote 3-0. Motion Approved.
Board is requesting that no parking on either side Downtown for this parade, so noted and will have the Police place notices on meters that morning.

Mark Grundstrom, Chairman Golf Re- use Committee Presentation.

Board discussed the report with committee

Sel. Cranshaw does not think this report covers the big issue with any of the costs to keep the golf course and clubhouse up and running.

Town would need a special town meeting article to cover the funding. How much would we be willing to spend for the maintenance? No items have been costed out at this time.

Member, Kathy Campbell, mentioned renewing contract (RFP) longer than 3 –years for the management of the Golf Course

This needs to be on the Town's Capital Plan list.

TA, K. Sweet thinks we need to explore, club house, foot print, Life Center, CPC, open space, CPA, dual use.

Concern; Request to have public hearing and have the residents input on the next phase for the golf course

MayDog Dog Park License Agreement. Delayed

Kayla O'Mahony, MHS Senior Project Proposal, Accessible ICON.

Senior at MHS, Kayla O'Mahony is request the Town of Maynard move to using the new Accessible Icon. Board agreed with this new Icon. The first place to get the new ICON will be down in the Municipal lot where we took down the parking deck. That will all be repaved in the spring.

Kayla will reach out and get the Icon stencil and will receive help from MHS Art group to help with Stencil. She needs help with fund raising.

Approval: Motions & Presenters, ATM & STM, May 19, 2014

ATM, #'s	ATM, Titles	Presenter:
1,2,3	Town Report Acceptance, Obsolete Equipment, Material Authorize Revolving Funds Chapter 44, Section 53E 1/2	SEL. CRANSHAW
4	Fiscal Year 2015 Salary Administration Plan	SEL. CRANSHAW
5	Town General Fund Budget Fiscal Year 2015	SEL. CRANSHAW
6	Sewer Enterprise Fund Budget Fiscal Year 2015	SEL. GAVIN
7	Water Enterprise Fund Budget Fiscal Year 2015	SEL. GAVIN
8	Finance Committee Reserve Fund	SEL. GAVIN
9	Community Preservation Fund Budget Fiscal Year 2015	SEL. GAVIN
10	Amend By-Law Flood Plain District	PLANNING BOARD
11	Optional Additional Exemptions	CHAIR
12	Municipal Permitting Revolving Fund	CHAIR
13	Charter: Omnibus Changes	CHAIR
14	Charter: Introduction	CHAIR
15	Charter: Article 2, Legislative Branch	CHAIR
16	Charter: Article 3, Elected Officials	CHAIR
17	Charter: Article 4, Town Administrator	CHAIR
18	Charter: Article 5, Administrative Organization	CHAIR
19	Charter: Article 6, Finance and Fiscal Procedures	CHAIR

20	Charter: Article 7, General Provisions	CHAIR
21	Revoke Chapter 31 of the Acts of 1917, Civil Service	SEL. CAPELLO
22	Vendor Contract, Information Technology	SEL. CAPELLO
23	Vendor Contract, Emergency Notification Services	SEL. CAPELLO
STM #'s	STM, Titles	
S-1	Certified Free Cash Appropriation	SEL. CRANSHAW
S-2	Overlay Reserve Appropriation	SEL. CRANSHAW
S-3	Water Enterprise Stabilization Fund	SEL. GAVIN
S-4	Water Retained Earnings Appropriation	SEL. GAVIN
S-5	Sewer Enterprise Stabilization Fund	SEL. GAVIN
S-6	Community Preservation Fund Reserve	SEL. GAVIN

NOTE: FINCOM HEARING ON MONDAY, MAY 8, 2014,

Please post so the Board can attend.

Update Downtown Parking Deck.

TA, K. Sweet gave Board update, deck is down and the parking lot is open for parking.

The next phase will be the repaving of the entire lot. The final phase will be the landscaping at the end of May early June.

Town Administrator Report

TA, Kevin Sweet:

- Dawn, TA, Andrew, Becky, Dave Griffin and Drew; went over to Mildred Duggan's' home earlier today. We presented Mildred Duggan the Boston Post Cane and Proclamation. The Family requested we keep it small. Mildred's birthday is Sept. 1, 2014; she will be 102 year young. We had a photo op and Town Report from 1913 to show that Mildred Duggan was born here in Maynard.
- Planner Interviews; we had 25 resumes, interviewed 17 candidates, will narrow it down to (3) then work with Andrew and Dawn to pick from the next round.

- COA Van, now up and running on the new Dispatch service. Driver has IPAD to receive requests. They can schedule more pick up times. They have expanded the service for senior. A dinner trip is planned at the Chateau next month, Along with a few other plans.
- Veteran Housing; Daniel Cahill Consultant, for affordable housing, Funding from Article, CPC funds Study.
- Meet with AVRVHS, discussion, tends, enrollment, budget with noted placeholder 2017, capital either \$260,000.00 or \$280,000.00 cap. Upgrades Increase over 2016.
- June 3, 2014 agenda item, Another BAN for MHS for 1.5 mil. This will hit the taxpayers in 2016.

Chair, report;

- Request, TA evaluation, needs input from each BOS member.
- Any update on the slide at Coolidge Park. TA. K. Sweet said a contractor is in working on that project this week, BSC revised design. Contractor is removing 6 steps on slide. Site work, work behind the backstop. Money held from original design should take care of the fixes.

Old/New Business

Selectman Cranshaw

- McDonald intersection at Waltham and Parker any confirmation? TA. K. Sweet, no bond yet. Therefore, we have not signed contract. McDonald did bring in check to Planning Board for Main Street project.
- Schedule cemetery plan/policy? TA. K. Sweet shortly but, not at next meeting, maybe in June.
- Capital Group; extra permits and liquor licenses? TA. K. Sweet, home rule and will ask counsel to draft the request for additional liquor licenses for 129 Parker Street and extra other areas of town.
- Wondering if now is the time we should have a working meeting in prep for the 129 Parker Street project; we do not want delays.
- Couple of correspondences; flag at memorial park lights; TA. K. Sweet thinks that is now fixed and working. Will drive by tonight after meeting.
- Corr. Issue with water/sewer bills, policy on *de minimus* water and sewer billings.

A motion was made by Selectman Cranshaw to establish the following policy: Effective July 1, 2014, all water/sewer bills with Total Current Charges of less than \$10.00 are automatically abated in the full amount of the Total Current Charges . **Second by Selectman Gavin. Vote 3-0. Motion approved.**

A motion was made by Selectman Cranshaw to change the eligibility criteria for the water/sewer rate relief policy to age 65 for homeowners. Second by Selectman Gavin. Vote 3-0. Motion approved.

Selectman Gavin

- Status on Downtown committee
- DPW; fencing around cemetery, dirt, rocks entrance looks awful.
- Policy/process at DPW, Winter Street at the gas pumps

- Complaint; neighbors on Filed Street and Dettling, the dust coming from 129 Parker St. BOS requested the TA to write letter to property owner and have response back to board for the next BOS meeting.
- Noise ordinance – Where is it covered; Town By-law? Trucks and construction at 129 Parker Street. Police don't do anything and Building Inspector not around on Fridays or week-end
- And we take zero ACTION
- Zero Assessment value on buildings at 129 Parker Street
- Value on Stratus Building is higher than 129 Parker Street. Why?
- If our Assessor is not able to do this job, we need to get professional in that can maybe have Assessor in to explain the differences between the two areas 129 Parker vs Stratus lot.
- Police logs show many animal complaints, more animal activity?
- Seniors cannot live on fixed income.
- Sudbury; discounts taxes for seniors, but must live in town for more than 10 years to apply for this benefit.
- BOS – needs Home rule petition
- Request to do the Memorial Day speech for Board at the parade.

A motion to adjourn the meeting was made by Selectman Chetwynd. Second by Selectman Gavin. Vote 3-0. Motion approved.

Time: 10:35 pm

Approved: _____

Date:

Selectman, David Gavin, Clerk

Initials: BJM

April 30, 2014

TO: Maynard Board of Selectmen

FROM: Bill Cranshaw

RE: Water/Sewer Rate Relief, Senior Discount

The Board implemented a water/sewer rate relief policy roughly 7 or 8 years ago. Certain persons, including homeowners age 70¹ or older, are eligible. For those eligible, there is no charge for the first 500 cubic feet of water and sewer usage with each quarterly bill. The policy currently saves \$264.80 annually for those eligible.

When the water/sewer rate relief policy was initiated, it was done so in a fiscally conservative manner, by setting the eligibility age to 70 years, since we were then just starting the water and sewer enterprise funds and didn't have a full understanding of the financial impacts. The enterprise funds are now well established and the town's consultant who conducted the recent rate analysis indicated that the fiscal impacts of the rate relief policy are negligible.

Although the financial impacts of the policy on the enterprise budgets are slight, the monetary savings are meaningful to many of the town's seniors. **I suggest that we change the eligibility criteria for the water/sewer rate relief policy to age 65 for homeowners.**

This policy change is consistent with our desire to help seniors stay in their homes, is consistent with the town's Community Development Principles regarding maintaining a diverse community, and is simply a good thing to do.

¹ The age limit might be 75. It is surprisingly difficult for someone to get information on the policy.

Town of Maynard Complete Streets Policy

Vision and Purpose:

Complete Streets are designed and operated to provide safety and accessibility for all the users of our roadways, trails and transit systems, including pedestrians, bicyclists, transit riders, motorists, commercial vehicles, and emergency vehicles and for people of all ages and of all abilities. Furthermore, Complete Streets principles contribute toward the safety, health, economic viability, and quality of life in a community by providing accessible and efficient connections between home, school, work, recreation and retail destinations by improving the pedestrian and vehicular environments throughout communities.

The purpose of Maynard's Complete Streets policy is to accommodate all road users by creating a road network that meets the needs of individuals utilizing a variety of transportation modes. It is the intent of the Town of Maynard to formalize the plan, design, operation and maintenance of streets so that they are safe for all users of all ages and abilities as a matter of routine. This policy directs decision-makers to plan, design, and construct streets to accommodate all anticipated users including, but not limited to pedestrians, bicyclists, transit vehicles, motorists, delivery and service personnel, emergency vehicles, and freight and commercial vehicles.

Core Commitment:

The Town of Maynard (Town) recognizes that users of various modes of transportation, including, but not limited to, pedestrians, cyclists, transit and school bus riders, motorists, delivery and service personnel, freight haulers, and emergency responders, are legitimate users of streets and deserve safe facilities. "All Users" includes users of all ages and abilities.

The Town recognizes that all street construction projects: new, maintenance, or reconstruction, are opportunities to apply Complete Streets design principles. The Town will, to the maximum extent practical, design, construct, maintain, and operate all streets to provide for a comprehensive and integrated street network of facilities for people of all ages and abilities.

Complete Streets design recommendations shall be incorporated into all publicly and privately funded projects, as appropriate. All transportation infrastructure and street design projects requiring funding or approval by the Town, as well as projects funded by the state and federal government, such as with Chapter 90 funds, city improvement grants, Transportation Improvement Program (TIP), the MassWorks Infrastructure Program, Community Development Block Grants (CDBG), town capital funding and other local, state, and federal funds for street infrastructure design shall adhere to and comply with the Town of Maynard Complete Streets Policy.

Private developments and related street design components or corresponding street-related components shall adhere to and comply with the Complete Streets principles. In addition, to the extent practical, state-owned roadways will comply with the Complete Streets resolution, including the design, construction, and maintenance of such roadways within Town boundaries.

Complete Streets implementation and effectiveness should be constantly evaluated for success and opportunities for improvement. The town will develop performance measures to gauge implementation and effectiveness of the policies.

Implementation:

The Town shall make Complete Streets practices a routine part of everyday operations, shall approach every transportation project and program as an opportunity to improve streets and the transportation network for all users, and shall work in coordination with other departments, agencies, and jurisdictions to achieve Complete Streets.

In 2016 the Maynard Planning Board updated its “Rules and Regulations” to require proposed projects address Complete Streets elements. Although not an unconditional mandate, the Planning Board approval process now requires all projects subject to Site Plan review address “Complete Streets” elements for non-automobile transportation/circulation.

The Town shall review and either revise or develop proposed revisions to all appropriate planning documents (master plans, open space and recreation plan, etc.), zoning and subdivision codes, laws, procedures, rules, regulations, guidelines, programs, and templates to integrate Complete Streets principles in all Street Projects on streets. A committee of relevant stakeholders designated by the Town Administrator will be created to implement this initiative.

The Town shall maintain a comprehensive inventory of pedestrian and bicycle facility infrastructure that will prioritize projects to eliminate gaps in the sidewalk and bikeway network.

The Town will reevaluate Capital Improvement Projects prioritization to encourage implementation of Complete Streets implementation.

The Town will train pertinent town staff and decision-makers on the content of Complete Streets principles and best practices for implementing policy through workshops and other appropriate means.

The Town will utilize inter-department coordination to promote the most responsible and efficient use of resources for activities within the public way.

The Town will seek out appropriate sources of funding and grants for implementation of Complete Streets policies.

(Exhibit “A” – Complete Streets Resolution adopted 11-5-16)

projects may be excluded from application of Complete Streets elements when costs are excessively disproportionate to future use or would be inappropriate in light of the scope of the project, as determined by the Town Administrator in consultation with the Department of Public Works.

BE IT FURTHER RESOLVED that incorporation of Complete Streets design principles will be considered for the planning, design, approval, and implementation of all transportation projects and processes for construction, reconstruction, retrofit, maintenance, alteration, or repair of streets, bridges, or other portions of the transportation network;

BE IT FURTHER RESOLVED that the role of the existing Green Communities Committee be expanded: to recommend short-term and long-term steps, planning, and policy adoption necessary to create a comprehensive and integrated transportation network serving the needs of all users; to assess potential obstacles to implementing Complete Streets in the Town of Maynard and understand the associated costs; to work with MassDOT and MAPC to confirm existing and proposed pedestrian and bicycle facilities infrastructure inventory and gaps, as necessary; and to develop proposed revisions to all appropriate plans, zoning and subdivision codes, laws, procedures, rules, regulations, guidelines, programs, templates, and design manuals in order to integrate, accommodate, and balance the needs of all users in all projects.

BE IT FURTHER RESOLVED that the Town will utilize the latest design guidance and standards available in the implementation of Complete Streets, including:

- The Massachusetts Project Development and Design Guide (2006)
- The American Association of State Highway and Transportation Officials (AASHTO) Guide for the Development of Bicycle Facilities (1999)
- The Architectural Access Board (AAB) 521CMR Rules and Regulations
- Plans created for the Town of Maynard, such as the Assabet River Rail Trail Bicycle/Pedestrian Network Plan (MAPC, 2013)