



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

Meeting Minutes **Tuesday, July 7, 2020**

Held Remotely.

(This public meeting was recorded.)

Present:

Armand Diarbekirian, Selectman
Chris DiSilva, Chair, Selectman
David Gavin, Selectman
Justine St. John, Selectman

Jeffrey Swanberg, Selectman
Gregory W. Johnson, Town Administrator
Megan Zammuto, Assistant Town Administrator
Becky Mosca, Administrative Assistant

1. Meeting Opening

Mr. DiSilva called the meeting to order at 7:00 pm.

Public Comments: None offered.

2. Board Organization for new Fiscal Year (FY21)

A motion was made by Mr. DiSilva and seconded by Mr. Swanberg to nominate Ms. St. John as Chair of the Board of Selectmen with a term of July 1, 2020 thru June 30, 2021.

Voted: By roll call. Motion carried unanimously.

The Board will continue deliberation for the Board's Clerk position to its meeting scheduled July 21, 2020.

The Board reviewed and indicated preferences for assignments as liaisons to the town's boards/committee/commissions.

The Board will continue deliberation as to the schedule and conduct of the Board's Goal Setting Session for FY21.

3. Acceptance of Minutes

A motion was made by Ms. St. John and seconded by Mr. Diarbekirian to accept and approve the June 12, 2020 Meeting Minutes, as shown.

Authorizing use of digital signatures.

Voted: By roll call. Motion carried unanimously.

4. Correspondence

A motion was made by Ms. St. John and seconded by Mr. Diarbekirian to accept the list of eleven correspondence items (A thru F), as presented.

- A. Maynard Retirement Financial 2019 – Roselli, Clark & Associates
- B. Assabet RVSD School Committee Re-Organization notice

- C. Notice from the Alcohol Beverage Control Commission advisory regarding start of indoor service
- D. Town Planner letter to Planning Board in regard to development status for 115 Main Street
- E. Maynard Delivers from Maynard Cultural District
- F. Indian Independence Flag Hoisting on town property request

Mr. Diarbekirian recognized the volume of information provided in item D regarding the development procedures for 115 Main Street. Mr. Gavin concurred.

Mr. Swanberg acknowledged the support of Maynard Delivers, as described in item E, as one way to support downtown businesses.

Mr. DiSilva inquired as to the protocol and logistical details of the request described in item F. Mr. Johnson will request the town's legal counsel provide advice and a proposed location will be determined. Mr. Gavin requested a town policy be drafted to guide deliberations for the use of public flag poles. Mr. Johnson will work with legal counsel on the matter.

Voted: **By roll call. Motion carried unanimously.**

5. Appointments

A motion was made by Ms. St. John and seconded by Mr. Diarbekirian to appoint Page Czepiga as an alternate member of the Zoning Board of Appeals with a term to expire June 30, 2021. Authorizing use of digital signatures if approved.

Town Planner Bill Nemser gave support to this new appointment.

Voted: **By roll call. Motion carried unanimously.**

6. Application for Common Victualler and Entertainment License

Presented by Mark Pesce, owner of MDM Management Group, LLC, for the Dunkin Donuts at Maynard Crossing- 2 Digital Way.

A motion was made by Ms. St. John and seconded by Mr. Diarbekirian to approve the Common Victualler License for MDM Management Group, LLC doing business as d/b/a Dunkin Donuts at 2 Digital Way, contingent upon approval of all other applicable permits, including a food permit. Authorizing use of digital signatures if approved.

The Board asked if Mr. Pesce planned to closed the other Maynard Dunkin Donuts location. Mr. Pesce said that is not his plan.

Voted: **By roll call. Motion carried unanimously.**

7. Open Space Request

A motion was made by Ms. St. John and seconded by Mr. Swanberg to approve the use-request submitted by Mandy Sim, owner of Jam Time for use of Reo Park for the following dates: July 13, 20, 27, August 3, 10, September 7, 14, 21, and 28, for the hours of 9:45 am to 11:15 am, in accordance with all federal, state and local public health and safety guidelines. Authorizing use of digital signatures if approved.

Ms. Sim indicated that the age group for the sessions are 1 to 5 years old, and to be managed in small groups.

Mr. Gavin thanked Ms. Sims for submitting in all the complete paperwork for the request.

Voted: **By roll call. Motion carried unanimously.**

8. Economic Development

A motion was made by Ms. St. John and seconded by Mr. Swanberg to approve the designation of 15-minute parking spaces downtown, temporarily allowed by the Board of Selectmen in 2008, as presented.

Voted: **By roll call. Motion carried unanimously.**

A motion was made by Ms. St. John and seconded by Mr. Swanberg to add metered parking on Main Street, including the striping and installation of meters, as presented.

Voted: **By roll call. Motion carried unanimously.**

A motion was made by Ms. St. John and seconded by Mr. Swanberg to approve two-hour time limits at all parking meters on Main and Nason Streets, except those parking spaces otherwise defined.

Voted: **By roll call. Motion carried unanimously.**

A motion was made by Ms. St. John and seconded by Mr. Swanberg to re-affirm the parking enforcement hours of 8:00 am to 5:00 pm on Main and Nason Streets.

Voted: **By roll call. Motion carried unanimously.**

Ms. Zammuto went over the presentation that was in the agenda packet with examples from Downtown Maynard with the options from plans the Maynard Parking Authority worked from.

Ms. Zammuto presented an overview of the parking analysis in consideration of Outdoor Business expansion.

9. Fire Department

A motion was made by Ms. St. John and seconded by Mr. DiSilva to approve the contract with Greenwood Emergency Vehicles, Inc. for the purchase of a new ambulance for \$327,275.00. Authorizing use of digital signatures if approved.

Fire Chief Anthony Stowers indicated that this is one of the purchases that a town can make without going out to bid because its on a state bid program. The operational requirements for ambulances have changed over the years.

Mr. Gavin asked what we had in the current receipts for the ambulance. Finance Director Mike Guzzo reported \$300,000.00 in that account. Mr. Gavin asked where this vehicle would be garaged. Chief Stowers said they had room inside the station to house the new ambulance.

Voted: **By roll call. Motion carried unanimously.**

10. Collective Bargaining Agreement

LIUNA Professionals collective bargaining unit contract for FY20-22 is continued to July 21, 2020.

11. Public Works Staffing Reorganization

Deliberation over the reorganization of town staff to establish a Water Superintendent position is continued to July 21, 2020. Inquiries from the Board included a cost-analysis of the position in comparison to current management and private-outsourcing.

A motion was made by Ms. St. John and seconded by Mr. Gavin to approve the reorganization of town staff with the addition of the Direction of Building Operations position under the supervision of the Department of Public Works Director and the Maynard Public School District Superintendent.

Voted: **By roll call. Motion carried unanimously.**

12. Financial Conditions due to COVID-19

Mr. Johnson requested direction in response to recommendations to address projected FY21 General Fund shortfall and the planning for the Joint Budget Review (Tri-Board Meeting) Date set for July 15, 2020. The Board reviewed the proposed budget strategies to address a projected shortfall in revenues from local receipts and state aid. The Board indicated their preference to focus on the operating and capital budget plans for FY21, including water and sewer infrastructure improvements, and to consider financial policies and forecasting exercises at a later joint meeting.

13. Town Administrator Report

Mr. Johnson referenced his report as submitted publicly and to be posted on the town's website.

14. Board of Selectmen Goals for FY21

The Board will continue deliberation on the conduct and schedule for the Board's Goal Setting Session to July 21, 2020.

The Board will develop and deliberate on goals for the Maynard Police Department for FY21, in accordance with the terms of the Maynard Police Chief contract, at a later date.

15. Chairman's Report

Ms. St John thanked all her fellow Board members for their work this past year and she is ready to work together in the forthcoming year.

16. Board Member Reports

Mr. DiSilva inquired as to the status of determining ownership of Garfield Avenue between Crane and Butler Avenues.

Mr. DiSilva inquired as to the status of addressing reported conditions at the Maynard Housing Authority facilities.

Mr. Johnson responded that he would follow up on these topics.

Mr. Gavin requested town staff address issues related to the development at 129 Parker Street, including: the use of handicap parking placards; the removal of a fallen tree; and the use of water for landscaping.

The Board members directed town staff to prepare and submit input to the Acton Planning Board in consideration of the development known as the Apartments at Powdermill Place, specifically addressing traffic concerns and emergency services availability.

17. Adjournment

A motion was made by Ms. St. John and seconded by Mr. Gavin to adjourn the meeting at 10:45 p.m. Voted: By roll call. Motion carried unanimously.

Approved: 7.06 pm

Date: 7/27/2020

Initials: bjm

_____, Clerk/Selectman

