



COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, SS.

TOWN OF MAYNARD

Report, Budget, Recommendations, and Official Warrant

ANNUAL TOWN MEETING

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the voters of said Maynard, to assemble in **MILL & MAIN Parking Lot, 5 Mill and Main**, IN SAID town, on Saturday, May 15, 2021 at 12:00 noon. then and there to act on the following articles:

SPECIAL NOTICE TO VOTERS

The Maynard Finance Committee (FinCom) will hold a public hearing on Monday, May 10, 2021, at 7:00 pm as mandated by the Town Charter, to provide an opportunity for members of the Maynard community to ask questions or offer comments on any of the articles on the Town Meeting Warrant, including the proposed Town Budget. The intent of this public hearing is to allow Town Meeting voters to provide input and inform themselves more fully on the issues to be voted on at the May 15, 2021, Town Meeting.

NOTE: As a COVID-19/Coronavirus prevention measure, the FinCom hearing is, at the time of the printing of this Warrant, scheduled to be conducted online via Zoom as a remote meeting, in accordance with the Governor's March 12, 2020 Order "Suspending Certain Provisions of the Open Meeting Law." However, in the event that the State of Emergency is lifted and the exception to the Open Meeting Law is reversed, the meeting will be held on the same date/time in Fowler School auditorium. For the most-timely information on the agenda and location of, and how to participate in, any public hearing, please review the information in the Meeting Notices for each meeting posted on the Town website: www.townofmaynard-ma.gov

ADA ADVISORY

Anyone in need of special arrangements for the Town Meeting, such as a wheelchair or signing for the hearing impaired, please contact the Office of the Select Board at (978) 897-1301 by May 10, 2021 in order that reasonable accommodations may be made.

PROCEDURES AT TOWN MEETING

Order of Articles: Articles are voted on in the order they are presented unless Town Meeting votes to do otherwise.

Secret Ballot Votes: The Moderator determines whether or not an article requires a secret ballot according to Town By-laws. If the Moderator determines that an Open Vote applies to an article, at least 25 voters may request that a secret ballot vote be taken. The request for a secret ballot vote must be made prior to the open vote being taken.

Amending an Article at Town Meeting: Any time after a main motion has been made and seconded, but before being voted on, it is possible to amend the main motion:

1. Ask the Moderator for recognition.
2. Present a motion to amend verbally and submit a copy of the motion in writing to the Moderator. The motion to amend must include your name as sponsor, any change in appropriation and its source.
3. The motion to amend must be seconded.
4. The motion to amend must be voted on by Town Meeting separately from the main motion.
5. The motion to amend must pass by a simple majority vote.
6. More than one motion to amend can be made to the main motion, but must be presented and voted on one at a time. A motion to amend must be made before the main motion is voted on.
7. After all motions to amend are voted, the main motion, (or as amended), must be voted on.

Reconsider an Article: An article can only be reconsidered upon a motion by a voter who was present at the vote on the article in question **only with the addition of new information which shall be determined by the Town Moderator.** To reconsider:

1. Ask the Moderator for recognition.
2. At the proper time, present your motion for reconsideration and state your name.

NECESSARY MAJORITIES*

9/10 majority is required for unpaid bills of prior fiscal years (Special Town Meeting) that had no appropriation.

4/5 majority is required for unpaid bills of prior fiscal years (Annual Town Meeting).

2/3 majority is required for all borrowing, land acquisitions or transfers and most zoning by-laws. However, due to changes in the law in 2021, certain voting bylaws having to do with multifamily housing may only require a simple majority vote.

Simple majority is required for all else, such as: regular by-laws, current appropriations and transfers, unpaid bills of prior years that have money appropriated but arrived too late to be included.

Note:

Yes and No votes only will be considered in the calculations (i.e. Blanks shall be ignored).

9/10th The YES votes divided by the total YES&NO votes shall be 0.9 or greater

4/5th The YES votes divided by the total YES&NO votes shall be 0.8 or greater

2/3rd two times the NO votes shall be less than or equal to the YES votes.

Example: 101 YES , 49 NOs - $2 \times 49 = 98$ is less than 101 passes

101 YES, 51 Nos - $2 \times 51 = 102$ is greater than 101 and fails

Majority shall have 1 more YES vote than NO votes

*Please note these vote quanta are for example only and there may be other types of votes, which fall under each of the categories listed above.

GLOSSARY OF TERMS USED AT TOWN MEETING

APPROPRIATE: The authority to tax and spend funds for the purpose stated.

ASSESSMENT: The estimated value of worth of a piece of property or a group of properties. Assessment of property is done within specific guidelines by the Board of Assessors.

BY-LAWS: The Town's guidelines – laws that cannot be deviated from “by-law.”

CHERRY SHEET: The state document that details the actual amount of state aid to the Town, and the charges the town must pay the state.

DEBT LIMIT: The maximum amount that a Town can borrow. In most cases, state law prohibits borrowing more than 5% of the total valuation of taxable property. There are certain exceptions to this limit.

CERTIFIED FREE CASH: The amount of Surplus Revenue over and above uncollected taxes of prior years, certified by the Director of Accounts as of June 30th each year.

GENERAL FUND: Account from which all transactions are made, pay bills, collections, etc.

OVERLAY: The amount raised by the Assessors in excess of anticipated expenditures (appropriations and charges) to cover abatements, etc.

OVERLAY RESERVE: A city, town, or district may appropriate overlay surplus for any lawful purpose, including funding any known or anticipated overlay deficit for any fiscal year. Any amount not appropriated by June 30 closes to undesignated fund balance in the General Fund.

RESERVE FUND: Fund under the control of the Finance Committee to provide for extraordinary or unforeseen expenditures, may only be appropriated at Annual Town Meeting.

SURPLUS REVENUE: The amount by which cash, accounts receivable, and other current assets exceed liabilities and reserve.

STABILIZATION FUND: A savings account. Each year an amount not exceeding 10% of the preceding years' taxation of real and personal property may be appropriated. This fund is intended for purchasing capital items, which the town would otherwise borrow for.

The balances of the Town's Stabilization Funds are as follows:

General Fund Stabilization	\$1,424,544.64
Capital Fund Stabilization	\$313,996.96
Water Enterprise Fund Stabilization	\$496,207.00
Sewer Enterprise Fund Stabilization	\$197,328.56

The amounts of "Free Cash" and "Retained Earnings" as certified by Director of Accounts are as follows:

General Fund – Free Cash	\$ 841,579.00
Water Enterprise Fund – Retained Earnings	\$ 561,756.00
Sewer Enterprise Fund – Retained Earnings	\$1,202,649.00

Article #	Title	Department	Vote	Page #
1	Town Report Acceptance	Select Board	Open Majority	7
2	Obsolete Equipment, Material	Select Board	Open Majority	7
3	Community Preservation Fund Close Out Undesignated Fund Balance	Community Preservation Committee	Open Majority	7
4	Community Preservation Reserve Fund Appropriations Fiscal Year 2021	Community Preservation Committee	Open Majority	8
5	Community Preservation Fund Budget Fiscal Year 2022	Community Preservation Committee	Open Majority	9
6	Adopt Massachusetts General Law (MGL) Chapter 40, Section 8J	ADA Commission	Open Majority	10
7	Amend By-Law Chapter 18: Handicapped Parking	By-Law Committee	Open Majority	12
8	Authorize Revolving Funds per MGL Chapter 44, Section 53E ½	Select Board	Open Majority	13
9	Ambulance Receipts Transfer	Select Board	Open Majority	14
10	Golf Course Management Contract Terms Length	Select Board	Open Majority	14
11	Salary Administration Plan	Select Board	Secret Majority	15
12	Town General Fund Budget Fiscal Year 2022	Select Board	Secret Majority	16
13	Certified Free Cash Appropriation	Select Board	Secret Majority	17
14	Establish Revolving Funds for Electric Vehicle Charging Stations per MGL Chapter 44, Section 53E ½	Select Board	Secret Majority	18
15	Sewer Enterprise Fund Budget Fiscal Year 2022	Select Board	Secret Majority	19
16	Water Enterprise Fund Budget Fiscal Year 2022	Select Board	Secret Majority	20
17	Sewer Retained Earnings	Department of Public Works	Secret Majority	21
18	Well 4A Treatment Plant Borrowing	Department of Public Works	Secret Two/Thirds	22

19	Amend Zoning By-Law Section 9.1 Flood Plain District	Planning Board	Secret Two/Thirds	23
20	Amend Zoning By-Law 3.1.2 Marijuana Courier and Delivery Facilities; and Section 11.0 Marijuana Definitions	Planning Board	Secret Two/Thirds	29
	Appendix A FY2021 Budget – General Fund			33
	Appendix B Salary Administration Plan			40

ARTICLE: 1 TOWN REPORT ACCEPTANCE

To hear and act upon the reports of Town Officers and Committees.

To do or act thereon.

SPONSORED BY: Select Board
APPROPRIATION: None
FINCOM RECOMMENDATION: Recommends

Comments (Sponsor): This is a regular procedural article to accept the report of the town's committees.

Comments (Finance Committee): This is an annual procedural article to accept reports from various Town committees.

ARTICLE: 2 OBSOLETE EQUIPMENT, MATERIAL

To see if the town will vote to authorize the Select Board to dispose of surplus and or obsolete equipment or materials, as authorized by M.G.L. c. 30B

To do or act thereon.

SPONSORED BY: Select Board
APPROPRIATION: None
FINCOM RECOMMENDATION: Recommends

Comments (Sponsor): Annual article to allow sale/disposal of surplus equipment, if any, in accordance with state law.

Comments (Finance Committee): This is an annual procedural article to allow the Select Board to sell or dispose of surplus equipment in accordance with state law.

ARTICLE: 3 COMMUNITY PRESERVATION FUND CLOSE OUT UNDESIGNATED FUND BALANCE

To see if the Town will vote to reserve from the Community Preservation Fund the FY2019 undesignated fund balances in the amounts recommended by the Community Preservation Committee (CPC), with each item to be considered a separate appropriation:

Reserves:

Historic Preservation Reserve	\$ 8,684.66
Open Space Reserve	\$ 8,684.66
Community Housing Reserve	\$ 8,684.66
Budgeted Reserve	<u>\$ 60,792.57</u>

TOTAL BALANCE **\$86,846.55**

To do or act thereon.

SPONSORED BY: Community Preservation Committee
APPROPRIATION: None
FINCOM RECOMMENDATION: Recommends

Comments (Sponsor): Undesignated fund balances are unspent funds generated by favorable operation during the previous fiscal years that are available for appropriation.

Comments (Finance Committee): Passage of this article would re-allocate unspent Community Preservation funds from previous fiscal years to specific areas within the Community Preservation Fund. The Town's Community Preservation Committee (CPC) designated amounts based on guidance from Massachusetts General Laws (M.G.L.) Chapter 44B.

**ARTICLE: 4 COMMUNITY PRESERVATION RESERVE FUND
APPROPRIATIONS FISCAL YEAR 2021**

To see if the town will vote to appropriate from Community Preservation Funds the amounts recommended by the Community Preservation Committee (CPC) for community preservation projects, as presented to the CPC, with each item to be considered a separate appropriation, in accordance with the requirements of Massachusetts General Laws Chapter 44B.

Appropriations:

From the Budgeted Reserve Fund the amount of **\$10,500.00** for membership dues to the Regional Housing Services Office.

From the Community Housing Reserve Fund the amount of **\$28,000.00** for the Maynard Affordable Housing Trust Fund.

From the Historic Preservation Reserve Fund the amount of **\$10,000.00** for the Restoration of Historic Gravestones project, with unexpended funds as of June 30, 2023 being returned to their funding source.

From the Budgeted Reserve Fund the amount of **\$101,717.00** for the Marble Farm Park and Historic Site project, with unexpended funds as of June 30, 2023 being returned to their funding source.

From the Open Space Reserve Fund, the amount of **\$20,000.00** for the Conservation Trust Fund.

To do or act thereon.

SPONSORED BY: Community Preservation Committee
APPROPRIATION: \$170,217.00
FINCOM RECOMMENDATION: Recommends

Comments (Sponsor): The funding for these projects comes from a 1.5% real estate tax surcharge on residential properties and a partial state match. Applications for projects can come from community groups and town departments. Project eligibility to use this funding is defined by state Community Preservation Act legislation.

- The Regional Housing Services Office Membership will help the Town effectively implement, administer and monitor affordable housing projects.
- The funding for the Maynard Affordable Housing Trust will add to funds provided in previous years to support initiatives to create affordable housing in Maynard.
- The Restoration of Historic Gravestones project will fund the restoration of additional historic gravestones located in Glenwood Cemetery in preparation for Maynard's Sesquicentennial celebrations this year.
- The Marble Farm Park and Historic Site project will fund the creation of a public park. The plan includes landscaping and the installation of fencing and other elements that will ensure the site is safe to the public, while still allowing visitors to admire the historic foundations and learn about the history of the Marble Farm Homestead.
- The funding for the Conservation Fund will add to funds provided in past years to support efforts to purchase property for conservation land protection.

Comments (Finance Committee): Passage of this article would appropriate \$170,217 in FY2021 Community Preservation Funds to five projects, as detailed in the article. The funds in this article were collected through the Town's Community Preservation Act (CPA) real estate tax surcharge, and this vote is needed for those funds to be used. The Town's Community Preservation Committee (CPC) oversees these funds and makes recommendations to Town Meeting voters on appropriations. The Finance Committee believes that the CPC has properly vetted these projects and that these projects provide long-term enhancements to our Town while keeping incurred future expenses to a minimum. *(Please refer also to the Sponsor's Comments in the Warrant.)*

**ARTICLE: 5 COMMUNITY PRESERVATION FUND BUDGET
FISCAL YEAR 2022**

To see if the Town will vote to appropriate or reserve from Fiscal Year 2022 (FY22) Community Preservation Fund revenues in the amounts recommended by the Community Preservation Committee (CPC), with each item to be considered a separate appropriation:

Appropriations:

Administrative & Operating Expenses	\$ 10,000.00
Long-Term Debt - Principal	\$110,000.00
Long-Term Debt - Interest	\$ 16,300.00

Reserves:

Historic Preservation Reserve	\$ 30,000.00
Open Space Reserve	\$ 30,000.00
Community Housing Reserve	\$ 30,000.00
Budgeted Reserve	\$ 73,700.00

TOTAL FY2022 BUDGET **\$300,000.00**

To do or act thereon:

SPONSORED BY: Community Preservation Committee

APPROPRIATION: \$300,000.00

FINCOM RECOMMENDATION: Recommends

Comments (Sponsor Comments): Community Preservation Fund monies come from a 1.5% real estate tax surcharge on Maynard residential properties and a partial state match. This article authorizes the FY22 amounts to be added to the community preservation reserve funds. The funds can be used to support a variety of community projects, as defined by state Community Preservation Act legislation. Applications for projects are reviewed annually, generally in the fall, and can come from community groups and town departments. This article also includes funding to cover ongoing debt payments on the municipal golf course land, which was purchased as a Community Preservation Fund project.

Comments (Finance Committee): Passage of this article would authorize \$300,000 in FY2022 Community Preservation Funds to be appropriated or reserved as recommended by the Town's Community Preservation Committee (CPC), as detailed in the article. This budget is based on the projection of revenue collected through the Community Preservation Act (CPA) real estate tax surcharge. The CPA program continues to be a valuable source of revenue to our Town with the benefit of the state partial match of funds, which was set at 17.7% base state match for FY2021 (FY2022 match forthcoming). CPA funds can be used for designated uses only, and the CPC has distributed the anticipated monies according to the rules set forth by the CPA.

**ARTICLE: 6 ADOPT MASSACHUSETTS GENERAL LAW
CHAPTER 40, SECTION 8J**

To see if the town will vote to accept the provisions of Massachusetts General Law Chapter 40, Section 8J, establishing an Americans with Disabilities Acts (ADA) Commission and amend the General Bylaws as follows:

Add a new Chapter 43, Americans with Disabilities Acts (ADA) Commission.

Section 1. Membership:

- a. There shall be an Americans with Disabilities Acts (ADA) Commission which shall consist of at least five (5) members which shall be appointed by the Select Board. The terms of the first members of said commission shall be for one, two or three years, and so arranged that the term of one-third of the members expires each year, and their successor shall be appointed for terms of three years each.
- b. A majority of said commission members shall consist of people with disabilities, one member shall be a member of the immediate family of a person with a disability and one member of said commission shall be either an elected or appointed official of that city or town.
- c. Any member of said commission may, after a public hearing, if so requested, be removed for cause by the appointing authority.
- d. A vacancy occurring otherwise than by expiration of a term shall be filled for the unexpired term in the same manner as an original appointment.
- e. The chairperson and other officers shall be chosen by a majority vote of said commission members.

Section 2. Purpose and Authority:

- a. It shall be the purpose of the Commission to cause the full integration and participation of people with disabilities in the town.
- b. The Commission shall (i) research local problems of people with disabilities; (ii) advise and assist municipal officials and employees in ensuring compliance with state and federal laws and regulations that affect people with disabilities; (iii) coordinate or carry out programs designed to meet the problems of people with disabilities in coordination with programs of the Massachusetts Office on Disability; (iv) review and make recommendations about policies, procedures, services, activities and facilities of departments, boards and agencies of said city or town as they affect people with disabilities; (v) provide information, referrals, guidance and technical assistance to individuals, public agencies, businesses and organizations in all matters pertaining to disability; (vi) coordinate activities of other local groups organized for similar purposes.

Section 3. Operations:

- a. The Commission shall keep records of its meetings and actions and shall file an annual report which shall be printed in the town annual report and shall have at least ten meetings annually.
- b. The Commission may receive gifts of property, both real and personal, in the name of the town, subject to the approval of the

Select Board such gifts to be managed and controlled by said commission for the purposes of this section.

To do or act thereon.

SPONSORED BY: ADA Commission
APPROPRIATION: None
FINCOM RECOMMENDATION: Recommends

Comments: (Sponsor) In order for the state to officially recognize the ADA Commission the town needs to officially adopt M.G.L. Chapter 40, section 8J. Without the adoption we cannot enact other M.G.L.s to help the ADA Commission, such as M.G.L. Chapter 40, Section 22G. M.G.L. Chapter 40, Section 22G makes part or all the fines that are for illegal parking in Handicap Parking to go into an account for improvements in accessibility throughout town. An approval to officially adopt M.G.L. Chapter 40, Section 8J would not add any financial burden to the town and can open the pathways for the town to get state funded grants to make accessibility improvements.

Comments (Finance Committee): Passage of this article would adopt Massachusetts General Law (M.G.L.) Chapter 40, section 8J, and allow for creation of a state-recognized Americans with Disabilities Act (ADA) Commission in the Town. This committee will be made up of volunteers and Town employees and will not add additional full-time employees (FTEs). It will allow the Town to pursue ADA improvements through state grants and certain fines, such as those gathered from illegal parking in Handicapped spaces (see Article 5). Costs associated with this commission are expected to be offset by these grants/fines and will benefit accessibility within the community.

ARTICLE: 7 AMEND BY-LAW CHAPTER 18: HANDICAPPED PARKING

To see if the town will vote to Amend the Town By-Law by deleting the following passage in Chapter 18 General Section 5B,

“Ch. 40, Section 21, Clause 34; for the first offense, fifteen dollars (\$15); for the second offense, twenty-five dollars (\$25); and for each subsequent offense, the vehicle may be removed according to the provisions of Section 120D of Massachusetts General Law, Ch. 266, as amended.”

and replace it with,

“Ch. 40, Section 21, Paragraph 24, a fine of two hundred dollars (\$200) and shall provide for the removal of the vehicle in accordance with G.L. Ch. 40 Section 22D.”

To do or act thereon.

SPONSORED BY: By-Law Committee
APPROPRIATION: None

FINCOM RECOMMENDATION: Recommends

Comments (Sponsor): It was found that the fine for a handicapped parking violation did not comply within the range of fines specified in Massachusetts General Law Ch. 40 Section 21. The Maynard Police Department has been enforcing a fine of \$200, in accordance with state law and the change to the By-Law is to reflect current practice.

Comments (Finance Committee): Passage of this article would revise outdated Town By-Law text to reflect current range of fines and actions specified in Massachusetts General Law (M.G.L.) Chapter 40, Section 21, in accordance to handicapped parking violations. The Finance Committee supports updating this article language to be aligned with current state law.

**ARTICLE: 8 AUTHORIZE REVOLVING FUNDS
PER MGL CHAPTER 44, SECTION 53E1/2**

To see if the Town will vote to authorize the total expenditures for the following revolving funds pursuant to MGL Chapter 44, Section 53E ½ for the fiscal year beginning July 1, 2021 (FY22) to be expended in accordance with the bylaws heretofore approved.

Revolving Fund	Spending Limit
Conservation Commission - Wetlands Bylaw Consultant Fees	\$25,000.00
Planning Board - Site Plan Review	\$25,000.00
Disposal - Drop Off Center	\$15,000.00
Board of Health - Licensing Fees	\$25,000.00
Council on Aging - COA Van Service	\$70,000.00
Sealer of Weights & Measures	\$5,000.00
Electrical/Wiring Inspection Services	\$65,000.00
Plumbing & Gas Inspection Services	\$60,000.00
Municipal Permitting	\$40,000.00
Recreation	\$20,000.00
Electric Vehicle Charging Stations	\$20,000.00
TOTAL OF ALL REVOLVING FUNDS	\$370,000.00

To do or act thereon.

SPONSORED BY: Select Board
 APPROPRIATION: None
 FINCOM RECOMMENDATION: Recommends

Comments (Sponsor): Revolving funds provide the flexibility to deposit funds and pay expenditures across fiscal years. The Town Meeting has previously established the funds listed above with specific allowed purposes and this article authorizes each fund's annual revolving limit.

Comments (Finance Committee): This is annual procedural article to authorize revolving funds in the amounts detailed in the article, so that the Town can collect and disburse money for certain stated purposes.

ARTICLE: 9 AMBULANCE RECEIPTS TRANSFER

To see if the town will vote to transfer the sum of \$79,413.00 from Fund 3017 Ambulance Receipts Reserved for Appropriation to pay for the second year of the five-year lease appropriated at the June 2020 Town Meeting for the purchase of an ambulance.

To do or act thereon.

SPONSORED BY: Select Board
 APPROPRIATION: \$79,413.00
 FINCOM RECOMMENDATION: Recommends

Comments (Sponsor): This is the second payment in a five-year plan to lease purchase an Ambulance to purchase a new ambulance to allow the fire department to move the existing 2013 ambulance to reserve status. Ambulances are the busiest vehicles in most fire department fleets and are typically replaced about every six-year's or even less based on the condition of the vehicle.

Comments (Finance Committee): Passage of this article would appropriate \$79,413 for the second year of a five-year lease-to-purchase agreement on a new ambulance, authorized by voters during the June 2020 Annual Town Meeting. A lease/purchase arrangement was viewed as a more balanced option for acquiring a new vehicle, given the other financial demands on the Town. Furthermore, the lease payments will be covered by the income derived from ambulance services.

ARTICLE: 10 GOLF COURSE MANAGEMENT CONTRACT TERMS LENGTH

To see if the Town will vote to authorize the Select Board, to negotiate and enter into a contract with the most appropriate vendor in respect to management of the

Maynard Municipal Golf Course, through an equitable and fair process, for three (3) or more years but not greater than seven (7) years.

To do or act thereon.

SPONSORED BY: Select Board
 APPROPRIATION: None
 FINCOM RECOMMENDATION: Recommends

Comments (Sponsor): Per the state's procurement laws, contracts with terms longer than three years require Town Meeting approval. It is advantageous to the town to have the option to negotiate a longer contract than three years. Procurement procedures will be followed to negotiate a contract for the management of the course with the most advantageous, reputable and responsible company.

Comments (Finance Committee): Passage of this article would provide for the continued management and maintenance of the Town's golf course by procuring these services under a longer-term contract than is currently authorized. The Finance Committee supports this article because its passage would enable the Select Board to seek out the best management and terms that are reflective of today's market. Additionally, the golf course is self-sustaining and has no financial impact on the Town's budget, and there is currently no plan in place for alternative maintenance or development of the property.

ARTICLE: 11 SALARY ADMINISTRATION PLAN

To see if the Town, under the authority of M.G.L. Chapter 41 Section 108A, will vote to amend the Maynard Salary Administration Plan Salary Table:

Appendix B: Salary Table

	<i>Minimum</i>	<i>Maximum</i>
Full-Time Employees	\$20.00	\$45.00
Part-Time Employees (no less than MA minimum wage)	\$13.50	\$40.00
Part-Time Specialized (i.e. certified/licensed)	\$20.00	\$50.00
Veterans' Agent	Annually	\$10,082.00
Inspector of Animals	Annual Stipend	\$105.00
Registrar of Voters	Annual Stipend	\$105.00
Clerk, Registrar of Voters	Annual Stipend	\$515.00
Moderator	Annual Stipend	\$75.00

To do or act thereon.

SPONSORED BY: Select Board
 APPROPRIATION: None
 FINCOM RECOMMENDATION: Recommends

Comments (Sponsor): Part-time Employee minimum wage has been increased from \$12.75 per hour to \$13.50 per hour, staying current with Massachusetts Minimum Wage. Veterans' Agent annual salary has been increased by a 2% cost of living allowance (COLA) from \$9,884.00 to \$10,082.00.

Comments (Finance Committee): This is an annual procedural article to make adjustments to the salary table and other terms in the Town's Salary Administration Plan.

**ARTICLE: 12 TOWN GENERAL FUND BUDGET
 FISCAL YEAR 2022**

To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide to meet the salaries and wages of Town Officers and employees, expense, and outlays of the Town Departments, and other sundry and miscellaneous, but regular, expenditures necessary for the Town for Fiscal Year 2022 (July 1, 2021 – June 30, 2022) and further, to accept and expend Federal and State Funds to offset certain salaries or expenses or outlays.

General Government	\$3,535,866.00
Public Safety	\$5,116,894.00
Public Works	\$2,152,847.00
Cultural & Recreation	\$601,344.00
Education - Assabet	\$1,250,559.00
Employee Benefits	\$8,767,577.00
Debt Service	\$4,181,171.00
Reserve Fund	\$250,000.00
Total General Fund Expenses	\$46,992,519.00

To do or act thereon.

SPONSORED BY: Select Board
 APPROPRIATION: \$46,992,519.00
 FINCOM RECOMMENDATION: Recommends

Comments (Sponsor): See Attachment Appendix "A" – the appendix information is only a guide and is non-binding except to the single raise and appropriation vote of **\$46,992,519.00** The categories noted above are for explanation purposes.

Comments (Finance Committee): Passage of this article would adopt the proposed Town General Fund Budget for Fiscal Year 2022 (FY22) in the amount of \$46,992,519.00. The break-down by nine major Town functions in the table above, which shows how the budget is to be allocated to various purposes, is in line with prior Town budgets. The Finance Committee believes that the proposed budget balances revenues and expenditures and addresses the municipal services priorities established by the Select Board and School Committee, in consultation with the Town Administrator and the Finance Committee. *(Please refer also to Appendix A in the Warrant for more general comments and context.)*

ARTICLE: 13 CERTIFIED FREE CASH APPROPRIATION

To see if the town will vote to appropriate from available free cash the following amounts for designated purposes:

Snow & Ice Deficit	\$ 300,000.00
Capital Stabilization	\$ 19,579.00
General Stabilization	\$ 300,000.00
OPEB	\$ 25,000.00
Public Works Truck	\$ 40,000.00
Police Cruiser	\$ 45,000.00
School District Wi Fi	\$ 72,000.00
Maynard Public School Bathrooms	\$ 40,000.00
Total Requested Appropriation	\$ 841,579.00

To do or act thereon.

SPONSORED BY:	Select Board
APPROPRIATION:	\$841,579.00
FINCOM RECOMMENDATION:	Recommends

Comments (Sponsor): Free Cash is taxpayer money that has not been appropriated for spending. Traditionally, Maynard uses these funds to pay for one-time items or events, like a deficit in the snow and ice budget or a capital project. All the capital items listed above have been prioritized by the Capital Planning Committee. The recommendation for the General Stabilization transfer serves towards replenishing this fund following the already committed withdrawal for the cost of a feasibility study to replace or renovate the Green Meadow Elementary School. The one-time capital proposals include: purchasing a police cruiser; purchasing a public works truck at a discount from the Housing Authority; funding the renovations of bathroom facilities in schools; and, completing the second of a two-year upgrade to the “wifi” across the entire school-district.

Comments (Finance Committee): Passage of this article would appropriate the stated amounts (totaling \$841,579) from available Free Cash. This article continues

the best practice of using Free Cash for one-time expenses (such as snow and ice deficit) and prioritized capital projects. The Finance Committee strongly supports the return of \$300,000 to General Stabilization, to restore a portion of the funds withdrawn by Fall 2020 Special Town Meeting to pay for the Green Meadow Elementary School feasibility study, as well as allocation of \$19,579 to the Capital Stabilization fund as a prudent measure of setting aside funds for future capital projects.

**ARTICLE: 14 ESTABLISH REVOLVING FUND FOR ELECTRIC
VEHICLE CHARGING STATIONS
PER MGL CHAPTER 44, SECTION 53E1/2**

To see if the Town will amend Chapter 36 Section 5 of the Town By-Laws by adding a Electrical Vehicle Charging Station Revolving Fund to the Table established under and governed by MGL Chapter 44, Section 53E ½.

Revolving Fund	**Authorized Department to Spend	Revenue Source	Use of Fund	Fiscal Years
Electrical Vehicle Charging Stations	Department of Public Works	Fees for charging station use	Maintenance, improvements, and utility costs associated with the electrical vehicle charging stations	Fiscal Year 2021 and subsequent years

To do or act thereon.

SPONSORED BY: Select Board
 APPROPRIATION: None
 FINCOM RECOMMENDATION: Recommends

Comments (Sponsor): Plans to install new electric vehicle charging stations include consideration of fees for the stations' use. Collected revenue could be used by the Department of Public Works (DPW) to fund the maintenance, improvements, and utility costs applicable to the stations.

Comments (Finance Committee): Passage of this article would establish a revolving fund to manage (a) fees collected for using electric vehicle charging station and (b) expenditures to support the maintenance, improvements, and utility costs associated with the electrical vehicle charging stations. The Select Board is exploring options for the installation of new fee-based electric vehicle charging stations in various locations throughout Maynard. Revenue from any electric vehicle charging stations would be collected into this revolving fund where expenditures may only be utilized for its specific stated uses; in this case, maintenance, improvements, and utility costs associated with the electrical vehicle charging stations. A revolving fund provides flexibility to deposit funds and pay

expenditures across fiscal years; this is of benefit for larger expenses. The Finance Committee supports the establishment of a revolving fund for this purpose because it would reduce the need for future capital spending on the electric vehicle charging stations.

**ARTICLE: 15 SEWER ENTERPRISE FUND BUDGET
FISCAL YEAR 2022**

To see if the town will vote to recommend that the following sums be appropriated to operate the Sewer Enterprise Fund, in accordance with the provisions of M.G.L. c. 44 § 53F ½. Such sums of money as may be necessary, together with revenue from the Sewer Enterprise Fund operations, to defray the expenses for Fiscal Year 2022 (July 1, 2021 – June 30, 2022).

TOTAL REVENUES	\$ 3,521,138.00
EXPENSES - DIRECT	
Sewer - Salaries	\$ 293,196.00
Sewer – Expense	\$ 308,193.00
Sewer - Capital	\$ 295,456.00
Sewer - Long Term Debt Principal	\$ 639,440.00
Sewer - Long Term Debt Interest	\$ 179,896.00
Sewer - Waste Water Treatment Plant Expense	\$ 1,277,739.00
TOTAL EXPENSES - DIRECT	\$ 2,993,920.00
EXPENSES - INDIRECT	
Insurance - Health/Life/Unemployment	\$ 185,427.00
Retirement	\$ 15,668.00
Shared Employee Costs	\$ 326,123.00
TOTAL EXPENSES - INDIRECT	\$ 527,218.00
TOTAL FY2022 BUDGET	\$ 3,521,138.00

To do or act thereon.

SPONSORED BY: Select Board
 APPROPRIATION: \$2,993,920.00
 FINCOM RECOMMENDATION: Recommends

Comments (Sponsor): The Fiscal Year 2022 (FY22) Sewer Enterprise Budget is a 5% increase from Fiscal Year 2021. The increase in FY22 Sewer Enterprise Fund Budget is a result of rising expenditures due to several factors including contract services, collective bargaining, state and federal unfunded mandates, and increased need for capital improvements to collection and treatment.

Comments (Finance Committee): Passage of this article would adopt the proposed Sewer Enterprise Fund Budget for FY22, total \$3,521,138, and appropriate \$2,993,920 for Direct Expenses. (While the \$527,218 in Indirect Expenses is appropriated through the Town General Fund Budget in Article 7, this amount is reimbursed by the Sewer Enterprise Fund.) The Finance Committee supports the increase in the Sewer Enterprise Fund budget, as it reflects needed spending for operating expenses and sewer infrastructure.

**ARTICLE: 16 WATER ENTERPRISE FUND BUDGET
FISCAL YEAR 2022**

To see if the town will vote to recommend that the following sums be appropriated to operate the Water Enterprise Fund, in accordance with provisions of M.G.L. c. 44 §53F ½ such sums of money as may be necessary, together with revenue from Water Enterprise Fund operations, to defray the expenses for FY2022 (July 1, 2021 – June 30, 2022).

TOTAL REVENUES	\$ 2,272,248.00
EXPENSES - DIRECT	
Water - Salaries	\$ 326,325.00
Water – Expense	\$ 793,317.00
Water - Capital	\$ 158,482.00
Water – Long Term Debt Principal	\$ 556,481.00
Water – Long Term Debt Interest	\$ 130,593.00
TOTAL EXPENSES - DIRECT	\$ 1,965,198.00
EXPENSES - INDIRECT	
Insurance - Health/Life/ Unemployment	\$ 96,548.00
Retirement	\$ 10,446.00
Shared Employee Costs	\$ 200,056.00
TOTAL EXPENSES - INDIRECT	\$ 307,050.00
TOTAL FY2022 BUDGET	\$ 2,272,248.00

To do or act thereon.

SPONSORED BY: Select Board
 APPROPRIATION: \$1,965,198.00
 FINCOM RECOMMENDATION: Recommends

Comments (Sponsor): The Fiscal Year 2022 (FY22) Water Enterprise Budget is a 6% increase from Fiscal Year 2021. The increase in Fiscal Year 2022 Water Enterprise Fund Budget is a result of rising expenditures due to several factors including contract services, collective bargaining, state and federal unfunded mandates, and increased need for capital improvements to distribution and

treatment. Including debt service for the #4 Water Treatment Facility upgrades to support the installation of the utilities new water source, Well “4A”.

Comments (Finance Committee): Passage of this article would adopt the proposed Water Enterprise Fund Budget for FY2022, total \$2,272,248, and appropriate \$1,965,198 for Direct Expenses. (While the \$307,050 in Indirect Expenses is appropriated through the Town General Fund Budget in Article 7, this amount is reimbursed by the Water Enterprise Fund.) The Finance Committee supports the increase in the Water Enterprise Fund budget, as it reflects needed spending for water infrastructure, including debt service for the #4 Water treatment facility upgrades.

ARTICLE: 17 SEWER RETAINED EARNINGS

To see if the town will vote to transfer from “Sewer Retained Earnings” the sum of \$500,000.00. Funds are to be used for the purchase of a capital equipment item as a vactor/jet truck.

To do or act thereon.

SPONSORED BY:	Department of Public Works
APPROPRIATION:	\$500,000.00
FINCOM RECOMMENDATION:	Recommends

Comments (Sponsor): The proposed procurement of one (1) vactor/jet truck is a direct replacement for our current 25+ year old Department of Public Works (DPW) vactor/jet truck which has become incapable of providing its designed operation and reliability. This equipment is vital to the operation and repair of both water and sewer distribution systems as well as catch basin and culvert cleaning as it relates to the town’s municipal separate storm sewer system (MS4) requirements by the state’s Department of Environmental Protection (DEP). The upgrade of this equipment will provide safe and efficient means of excavation / maintenance in and around underground utilities such as gas, electric, water, sewer, and drainage systems throughout the community. The cost of procurement is directed to the water and sewer enterprise retained earnings, which will avoid debt/borrowing and long-term interest payments. Procurement will not influence the water and sewer rates.

Comments (Finance Committee): Passage of this article would transfer \$500,000 from “Retained Earnings” in the Sewer Enterprise Fund for the purchase of a vactor/jet truck, which is needed due to the age and condition of the Town’s current equipment. *(Please refer also to the Sponsor’s Comments in the Warrant.)*

ARTICLE: 18 WELL 4A TREATMENT PLANT BORROWING

To see if the town will vote to raise and appropriate, or transfer from available funds or otherwise, the sum of \$1,000,000.00 to be expended by the Select Board to procure, purchase and construct equipment necessary for the operation of water treatment and distribution services and to meet said appropriation to authorize the Town Treasurer, with Approval of the Select Board, to borrow \$1,000,000.00 under M.G.L Chapter 44, or any other enabling authority.

<u>PURPOSE</u>	<u>AMOUNT</u>
Water Treatment #4 Facility Capital Improvements	\$1,000,000.00
TOTAL APPROPRIATION	\$1,000,000.00

To do or act thereon.

SPONSORED BY:	Department of Public Works
APPROPRIATION:	\$1,000,000.00
FINCOM RECOMMENDATION:	Recommends

Comments (Sponsor): The Town of Maynard has identified the need to pursue additional drinking water sources. The town has worked closely with state regulatory agencies, local officials and water engineering experts to identify appropriate solutions to meet the current water demand for the town. This article asks the town to approve funding for water treatment facility repair / replace / upgrade to our current water treatment facility #4 to support the installation of the utilities new water source well 4A. The installation of well 4A and treatment plant upgrades are phase one of the towns long-term water utility capital plan. These are all items which need to be completed to ensure the town can continue to provide safe drinking water and fire protection for the residents and business in Maynard.

Comments (Finance Committee): Passage of this article would authorize the Select Board to borrow the sum of \$1,000,000 for needed capital improvements to the Water Treatment #4 Facility. Debt service would be funded through the Town's Water Enterprise Fund. *(Please refer also to the Sponsor's Comments in the Warrant.)*

**ARTICLE: 19 AMEND ZONING BY-LAW, SECTION 9.1
FLOOD PLAIN DISTRICT**

To see if the town will vote to amend the Town's Zoning By-laws as follows:

Replace Section 9.1 Flood Plain District in its entirety so that it reads:

9.1 Floodplain District

9.1.1 Purpose. The purpose of the Floodplain District is to:

1. Ensure public safety through reducing the threats to life and personal injury.
2. Eliminate new hazards to emergency response officials.
3. Prevent the occurrence of public emergencies resulting from water quality, contamination, and pollution due to flooding.
4. Avoid the loss of utility services which if damaged by flooding would disrupt or shut down the utility network and impact regions of the community beyond the site of flooding.
5. Eliminate costs associated with the response and cleanup of flooding conditions.
6. Reduce damage to public and private property resulting from flooding water.

9.1.2 Location. The Floodplain District is herein established as an overlay district. The District includes all special flood hazard areas within the Town of Maynard designated as Zone A, AE, AH, AO, or A99 on the Middlesex County Flood Insurance Rate Map (FIRM) dated July 6, 2016 issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The exact boundaries of the District shall be defined by the 1%-chance base flood elevations as shown on the FIRM and further defined by the Middlesex County Flood Insurance Study (FIS) report July 6, 2016. The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk, the Building Commissioner, and Conservation Commission.

9.1.3 Abrogation and greater restrictions. The floodplain management regulations found in this Floodplain District section shall take precedence over any less restrictive conflicting local laws, ordinances, or codes.

9.1.4 Disclaimer of Liability. The degree of flood protection required by this zoning bylaw is considered reasonable but does not imply total flood protection.

9.1.5 Severability. If any section, provision, or portion of this by-law is deemed to be unconstitutional or invalid by a court, the remainder of the ordinance shall be effective.

9.1.6 Designation of Community Floodplain Administrator. The Town of Maynard hereby designates the position of Building Commissioner to be the official floodplain administrator for the Town.

9.1.7 Requirement to submit new technical data. If the Town acquires data that changes the base flood elevation in the FEMA mapped Special Flood Hazard Areas, the Town will, within six (6) months, notify FEMA of these changes by submitting the technical or scientific data that supports the change(s). Notification shall be submitted to:

FEMA Region I Risk Analysis Branch Chief

99 High St., 6th Floor, Boston, MA 02110

And a copy of notification to:

Massachusetts NFIP State Coordinator

MA Dept. of Conservation and Recreation, 251 Causeway Street, Boston, MA 02114

9.1.8 Variances to Building Code floodplain standards. The Town will request from the State Building Code Appeals Board a written and/or audible copy of the portion of the hearing related to the variance and will maintain this record in the community's files.

The Town shall also issue a letter to the property owner regarding potential impacts to the annual premiums for the flood insurance policy covering that property, in writing over the signature of a community official that (i) the issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage and (ii) such construction below the base flood level increases risks to life and property.

Such notification shall be maintained with the record of all variance actions for the referenced development in the Floodplain District.

9.1.9 Variances to local Zoning Bylaws related to community compliance with the National Flood Insurance Program (NFIP). A variance from these floodplain zoning by-laws must meet the requirements set out by State law, and may only be granted if:

1. Good and sufficient cause and exceptional non-financial hardship exist;
2. The variance will not result in additional threats to public safety, extraordinary public expense, or fraud or victimization of the public; and
3. The variance is the minimum action necessary to afford relief.

9.1.10 Permits are required for all proposed development in the Floodplain District. The Town of Maynard requires a permit for all proposed construction or other development in the Floodplain District, including new construction or

changes to existing buildings, placement of manufactured homes, placement of agricultural facilities, fences, sheds, storage facilities or drilling, mining, paving, and any other development that might increase flooding or adversely impact flood risks to other properties.

- 9.1.11 Assure that all necessary permits are obtained. The Town's permit review process includes the review of all local, state, and federal permits that will be necessary to carry out the proposed development in the Floodplain District. The proponent must acquire all necessary permits and must submit documentation demonstrating that all necessary permits have been acquired.
- 9.1.12 Subdivision proposals. All subdivision proposals and development proposals in the Floodplain District shall be reviewed to assure that:
1. Such proposals minimize flood damage.
 2. Public utilities and facilities are located and constructed to minimize flood damage.
 3. Adequate drainage is provided.
- 9.1.13 Base flood elevation data for subdivision proposals. When proposing subdivisions or other developments greater than 50 lots or five (5) acres (whichever is less), the proponent must provide technical data to determine base flood elevations for each developable parcel shown on the design plans.
- 9.1.14 Unnumbered A Zones. In A Zones, in the absence of FEMA BFE data and floodway data, the building department will obtain, review, and reasonably utilize base flood elevation and floodway data available from a Federal, State, or other source as criteria for requiring new construction, substantial improvements, or other development in Zone A as the basis for elevating residential structures to or above base flood level, for flood proofing or elevating non-residential structures to or above base flood level, and for prohibiting encroachments in floodways.
- 9.1.15 Floodway encroachment. In Zones A, A1-30, and AE, along watercourses that have not had a regulatory floodway designated, the available Federal State, local, or other floodway data shall be used to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.

In Zones A, A1-30, and AE, along watercourses that have a regulatory floodway designated on the Town's FIRM or Flood Boundary & Floodway Map encroachments are prohibited in the regulatory floodway which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.

- 9.1.16 Watercourse alterations or relocations in riverine areas. In a riverine situation, the Building Commissioner shall notify the following of any alteration of relocation of a watercourse:
1. Adjacent communities, especially upstream and downstream
 2. Bordering states, if affected
 3. NFIP State Coordinator
Massachusetts Department of Conservation and Recreation
251 Causeway Street, 8th Floor
Boston, MA 02114
 4. NFIP Program Specialist
Federal Emergency Management Agency, Region I
99 High Street, 6th Floor
Boston, MA 02110
- 9.1.17 AO and AH zones drainage requirements. Within Zones AO and AH on the FIRM, adequate drainage paths must be provided around structures on slopes, to guide floodwaters around and away from proposed structures.
- 9.1.18 Recreational vehicles. In A1-30, AH, and AE Zones, all recreational vehicles to be placed on site must be elevated and anchored in accordance with the zone's regulations for foundation and elevation requirements or be on site for less than 180 consecutive days or be fully licensed and highway ready.
- 9.1.19 Definitions for the Floodplain District
1. Development. Any man-made change to improved or unimproved real estate, including but not limited to building or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials. [US Code of Federal Regulations, Title 44, Part 59]
 2. Floodway. The channel of the river, creek or other watercourse and the adjacent land areas that must be reserved to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height. [Base Code, Chapter 2, Section 202]
 3. Functionally Dependent Use. A use which cannot perform its intended purpose unless it is located or carried out near water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities. [US Code of Federal Regulations, Title 44, Part 59] Also [Referenced Standard ASCE 24-14]

4. Highest Adjacent Grade. The highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure. [US Code of Federal Regulations, Title 44, Part 59]
5. Historic Structure. Any structure that is:
 - Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
 - Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
 - Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
 - (d) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 - By an approved state program as determined by the Secretary of the Interior or
 - Directly by the Secretary of the Interior in states without approved programs. [US Code of Federal Regulations, Title 44, Part 59]
6. New Construction. Structures for which the start of construction commenced on or after the effective date of the first floodplain management code, regulation, ordinance, or standard adopted by the authority having jurisdiction, including any subsequent improvements to such structures. New construction includes work determined to be substantial improvement. [Referenced Standard ASCE 24-14]
7. Recreational Vehicle. A vehicle which is:
 - Built on a single chassis;
 - 400 square feet or less when measured at the largest horizontal projection;
 - Designed to be self-propelled or permanently towable by a light duty truck; and
 - Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use. [US Code of Federal Regulations, Title 44, Part 59]
8. Regulatory Floodway - see Floodway.

9. Special Flood Hazard Area. The land area subject to flood hazards and shown on a Flood Insurance Rate Map or other flood hazard map as Zone A, AE, A1-30, A99, AR, AO, or AH. [Base Code, Chapter 2, Section 202]
10. Start of Construction. The date of issuance for new construction and substantial improvements to existing structures, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement is within 180 days after the date of issuance. The actual start of construction means the first placement of permanent construction of a building (including a manufactured home) on a site, such as the pouring of a slab or footings, installation of pilings or construction of columns.

Permanent construction does not include land preparation (such as clearing, excavation, grading or filling), the installation of streets or walkways, excavation for a basement, footings, piers or foundations, the erection of temporary forms or the installation of accessory buildings such as garages or sheds not occupied as dwelling units or not part of the main building. For a substantial improvement, the actual “start of construction” means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether that alteration affects the external dimensions of the building. [Base Code, Chapter 2, Section 202]
11. Structure. A walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home. [US Code of Federal Regulations, Title 44, Part 59]
12. Substantial Repair of a Foundation. When work to repair or replace a foundation results in the repair or replacement of a portion of the foundation with a perimeter along the base of the foundation that equals or exceeds 50% of the perimeter of the base of the foundation measured in linear feet, or repair or replacement of 50% of the piles, columns or piers of a pile, column or pier supported foundation, the building official shall determine it to be substantial repair of a foundation. Applications determined by the building official to constitute substantial repair of a foundation shall require all existing portions of the entire building or structure to meet the requirements of 780 CMR. [As amended by MA in 9th Edition BC]
13. Variance. A grant of relief by a community from the terms of a flood plain management regulation. [US Code of Federal Regulations, Title 44, Part 59]
14. Violation. The failure of a structure or other development to be fully compliant with the community's flood plain management regulations. A

structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in §60.3(b)(5), (c)(4), (c)(10), (d)(3), (e)(2), (e)(4), or (e)(5) is presumed to be in violation until such time as that documentation is provided. [US Code of Federal Regulations, Title 44, Part 59]

To do or act thereon.

SPONSORED BY: Planning Board
 APPROPRIATION: None
 FINCOM RECOMMENDATION: Recommends

Comments (Sponsor): The rewrite of the Floodplain District section of the Zoning By-laws is to ensure that the Zoning By-law contains the necessary and proper language for compliance with the National Flood Insurance Program (NFIP). The Floodplain Zoning by-law is part of a federal requirement for communities that choose to participate in the NFIP. The program enables property owners in participating communities to purchase insurance protection, administered by the government, against losses from flooding. Without these changes, the Town of Maynard will lose its status as a NFIP Massachusetts Community and residents will lose access to the program.

Comments (Finance Committee): Passage of this article would amend the Town's flood plain zoning by-law to be in compliance with the National Flood Insurance Program and would enable Town residents to apply for flood insurance where applicable. The Finance Committee supports this article because there is no financial impact to the Town's budget and provides continuity of the availability of national flood insurance.

**ARTICLE: 20 AMEND ZONING BY-LAW
 SECTION 3.1.2: MARIJUANA COURIER AND DELIVERY;
 AND SECTION 11.0: MARIJUANA DEFINITIONS**

To see if the town will vote to

- 1. AMEND SECTION 3.1.2, USE REGULATIONS, TABLE A, "4. BUSINESS USES** to allow Marijuana Courier Facilities by right in the "I" and "HCI" Districts, and by Planning Board Special Permit in the "B" District; and Marijuana Delivery Operator Facilities by Planning Board Special Permit in the "B", "CB", "HCI", and "I" Districts. This will amend the Use Regulations Table as depicted below:

4. Business Uses	S-1	S-2	GR	B	CB	HCI	I	GA	OS
<u>Marijuana Courier Facility*</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>PB</u>	<u>N</u>	<u>Y</u>	<u>Y</u>	<u>N</u>	<u>N</u>
<u>Marijuana Delivery Operator Facility *</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>PB</u>	<u>PB</u>	<u>PB</u>	<u>PB</u>	<u>N</u>	<u>N</u>

*The Special Permit Granting Authority may impose additional conditions and limitations on parking or storage of vehicles used to deliver marijuana as part of the Special Permit Conditions of Approval.

2. AMEND SECTION 11.0 TO ADD THE FOLLOWING DEFINITIONS:

A. MARIJUANA COURIER FACILITY: A Marijuana Courier is an entity licensed to deliver, but not sell, Finished Marijuana Products, Marijuana Accessories and Branded Goods directly to Consumers from a Marijuana Retailer. A Marijuana Courier shall not be considered a Marijuana Retailer under 935 CMR 500.002 or 500.050 and shall be subject to 935 CMR 500.050(1)(b). A Marijuana Courier Facility is any building used in the facilitation of, execution of, or operation of a Marijuana Courier License. A Marijuana Courier Facility does not store Marijuana products on site.

B. MARIJUANA DELIVERY OPERATOR FACILITY A Marijuana Delivery Operator is an entity licensed to sell and deliver finished marijuana products and goods directly to consumers but is not authorized to repackage marijuana projects or operate a storefront under its license. A Marijuana Delivery Operator shall not be considered a Marijuana Retailer. For the purpose of this zoning by-law, the Marijuana Delivery Operator's facility is any building used in the facilitation of, execution of, or operation of a Marijuana Delivery Operator License.

3. AMEND SECTION 11.0, DEFINITION OF "MARIJUANA RETAILER" SO THAT IT READS:

Marijuana Retailer is an entity licensed to purchase and sell ~~and deliver~~ marijuana and marijuana products from marijuana establishments and to ~~deliver~~, sell or otherwise transfer marijuana and marijuana products to marijuana establishments and to consumers, as defined the Massachusetts General Laws, Chapter 94G, further provided that Marijuana Retailers may not be considered Retail Business in any other context. A Marijuana Retailer

may also deliver marijuana products with a delivery license as authorized under 935 CMR 500 and by a (separate) Special Permit of the Planning Board.

To do or act thereon.

SPONSORED BY: Planning Board
 APPROPRIATION: None
 FINCOM RECOMMENDATION: Recommends

Comments: (Sponsor) These zoning amendments involve defining the different delivery uses and adding them to the use table. In January of 2021, the state passed its most recent updates to the Marijuana Regulations, adding delivery regulations. By adding this information to the local by-law, we can regulate these uses. This article also amends the currently existing definition for “Marijuana Retailer”, referencing that a Marijuana Retailer can also function as a Marijuana Delivery Operator per state regulations. It also replaces the previous use of the word “deliver” with “sell”, as when this definition was added to the Zoning by-laws,

Comments (Finance Committee): Passage of this article would amend the Town’s Zoning By-Laws as follows: (a) Addition to Section 3.1.2 for use regulations of Marijuana Couriers and Delivery Operators, (b) addition of these use definitions, and (c) modification of the existing Marijuana Retailer definition. The Finance Committee supports this article because the regulated addition of these businesses would increase revenue to the Town while also regulating the operational impacts.

The Marijuana Courier and Delivery Operator definitions and use regulations are being added to allow such facilities in specific locations and enable suitable and appropriate regulation of these specialty businesses separately from that of Marijuana Retailers. This would allow these businesses to obtain licenses in Maynard through the Host Community Agreement process, separate and unique from Marijuana Retail licenses. These businesses would subsequently increase revenue to the Town, and Marijuana Couriers and Delivery Operators sited in other towns but operating in Maynard would have no revenue impact and would not be regulated by the Town. Siting of these businesses within the Town would only be permissible as noted in the Section 3.1.2 Use Table, and specifics of each site would be discussed in accordance with the special permitting process of the Planning Board, as noted. Special permitting allows the Town to assess specific sites and regulate planned operations, if necessary, in order to address parking, traffic, safety, security, etc.

Given under our hands this **6th** day of April in the year of Two Thousand and Twenty One.



Justine St. John, Select Board



Jeffrey Swanberg, Select Board



Chris DiSilva, Select Board

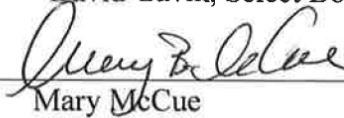


Armand Diarbekirian, Select Board



David Gavin, Select Board

A true copy, Attest


Mary McCue

Constable of Maynard.

Appendix A: Town General Fund Budget Fiscal Year 2022

ACCOUNT NAME	FY2021		FY2022		% Change	
	BUDGET	BUDGET	FY2022			% Change
	Revised	Town Administrator	vs	FY2022 vs		
		FY2021 Budget	FY2021			
114 Total Salaries - Moderator	\$ -	\$ -	\$ -		0.00%	
114 Total Other Expenses - Moderator	\$ 149	\$ 149	\$ -		0.00%	
114 Total Moderator Expenses	\$ 149	\$ 149	\$ -		0.00%	
122 Total Salaries - Selectman	\$ 71,240	\$ 72,665	\$ 1,425		2.00%	
122 Total Other Expenses - Selectman	\$ 26,500	\$ 25,500	\$ (1,000)		-3.77%	
122 Total Selectman Expenses	\$ 97,740	\$ 98,165	\$ 425		0.43%	
129 Total Salaries - Town Administrator	\$ 296,456	\$ 298,743	\$ 2,287		0.77%	
129 Total Other Expenses- Town Administrator	\$ 13,200	\$ 15,200	\$ 2,000		15.15%	
129 Total Expenses - Town Administrator	\$ 309,656	\$ 313,943	\$ 4,287		1.38%	
131 Total Salaries - Finance Committee	\$ -	\$ -	\$ -		0.00%	
131 Total Other Expenses- Finance Committee	\$ 500	\$ 500	\$ -		0.00%	
131 Total Expenses - Finance Committee	\$ 500	\$ 500	\$ -		0.00%	
135 Total Salaries - Accountant	\$ 168,053	\$ 169,405	\$ 1,352		0.80%	
135 Total Other Expenses- Accountant	\$ 3,625	\$ 3,625	\$ -		0.00%	
135 Total Expenses - Accountant	\$ 171,678	\$ 173,030	\$ 1,352		0.79%	
141 Total Salaries - Assessor	\$ 166,434	\$ 168,389	\$ 1,955		1.17%	
141 Total Other Expenses-Assessor	\$ 34,470	\$ 34,470	\$ -		0.00%	
141 Total Expenses - Assessor	\$ 200,904	\$ 202,859	\$ 1,955		0.97%	
145 Total Salaries - Treasurer	\$ 201,175	\$ 201,175	\$ -		0.00%	
145 Total Other Expenses-Treasurer	\$ 34,660	\$ 41,660	\$ 7,000		20.20%	
145 Total Expenses - Treasurer	\$ 235,835	\$ 242,835	\$ 7,000		2.97%	
151 Total Salaries - Legal	\$ -	\$ -	\$ -		0.00%	
151 Total Other Expenses-Legal	\$ 78,000	\$ 78,000	\$ -		0.00%	
151 Total Expenses - Legal	\$ 78,000	\$ 78,000	\$ -		0.00%	
155 Total Salaries - Data Processing	\$ -	\$ -	\$ -		0.00%	
155 Total Other - Data Processing	\$ 334,109	\$ 344,494	\$ 10,385		3.11%	
155 Total Expenses - Data Processing	\$ 334,109	\$ 344,494	\$ 10,385		3.11%	
156 Total Salaries - PEG Access	\$ 245,215	\$ 246,554	\$ 1,339		0.55%	
156 Total Other - PEG Access	\$ 115,359	\$ 119,880	\$ 4,521		3.92%	
156 Total Expenses - PEG Access	\$ 360,574	\$ 366,434	\$ 5,860		1.63%	
158 Total Salaries - Tax Title	\$ -	\$ -	\$ -		0.00%	
158 Total Other - Tax Title	\$ 4,700	\$ 4,700	\$ -		0.00%	
158 Total Expenses - Tax Title	\$ 4,700	\$ 4,700	\$ -		0.00%	
161 Total Salaries - Town Clerk	\$ 119,910	\$ 113,745	\$ (6,165)		-5.14%	
161 Total Other Expenses-Town Clerk	\$ 7,550	\$ 7,550	\$ -		0.00%	
161 Total Expenses - Town Clerk	\$ 127,460	\$ 121,295	\$ (6,165)		-4.84%	
162 Total Salaries - Elect & Regist..	\$ 935	\$ 935	\$ -		0.00%	
162 Total Other Elect & Regist..	\$ -	\$ -	\$ -		0.00%	
162 Total Expenses - Elect & Regist..	\$ 935	\$ 935	\$ -		0.00%	
163 Total Salaries - Election	\$ 14,000	\$ 14,000	\$ -		0.00%	
163 Total Other - Election	\$ 10,000	\$ 10,000	\$ -		0.00%	
163 Total Expenses - Election	\$ 24,000	\$ 24,000	\$ -		0.00%	

ACCOUNT NAME	FY2021	FY2022	FY2022	% Change
	<u>BUDGET</u> Revised	<u>BUDGET</u> Town Administrator	vs FY2021 Budget	FY2022 vs FY2021
192 Total Salaries - Facilities	\$ 77,500	\$ 93,000	\$ 15,500	20.00%
192 Total Other - Facilities	\$ 276,500	\$ 306,500	\$ 30,000	10.85%
192 Total Expenses - Facilities	\$ 354,000	\$ 399,500	\$ 45,500	12.85%
195 Total Salaries - Town Reports Printing	\$ -	\$ -	\$ -	0.00%
195 Total Other - Town Reports Printing	\$ 4,500	\$ 5,500	\$ 1,000	22.22%
195 Total Expenses - Town Reports Printing	\$ 4,500	\$ 5,500	\$ 1,000	22.22%
500 Total Salaries - Municipal Services	\$ 288,554	\$ 290,424	\$ 1,870	0.65%
500 Total Other - Municipal Services	\$ 31,739	\$ 35,699	\$ 3,960	12.48%
500 Total Expenses - Municipal Services	\$ 320,293	\$ 326,123	\$ 5,830	1.82%
541 Total Salaries - Council on Aging	\$ 122,188	\$ 123,762	\$ 1,574	1.29%
541 Total Other - Council on Aging	\$ 37,250	\$ 35,250	\$ (2,000)	-5.37%
541 Total Expenses - Council on Aging	\$ 159,438	\$ 159,012	\$ (426)	-0.27%
543 Total Salaries - Veterans	\$ 9,690	\$ 9,884	\$ 194	2.00%
543 Total Other - Veterans	\$ 43,500	\$ 41,500	\$ (2,000)	-4.60%
543 Total Expenses - Veterans	\$ 53,190	\$ 51,384	\$ (1,806)	-3.40%
930 Total Salaries - Capital Projects	\$ -	\$ -	\$ -	100.00%
930 Total Other - Capital Projects	\$ -	\$ 121,075	\$ 121,075	100.00%
930 Total Expenses - Capital Projects	\$ -	\$ 121,075	\$ 121,075	100.00%
945 Total Salaries - Liability Insurance Premiums	\$ -	\$ -	\$ -	0.00%
945 Total Other - Liability Insurance Premiums	\$ 385,923	\$ 466,933	\$ 81,010	20.99%
945 Total Expenses - Liability Insurance Premiums	\$ 385,923	\$ 466,933	\$ 81,010	20.99%
955 Total Salaries - Town Audit	\$ -	\$ -	\$ -	0.00%
955 Total Other - Town Audit	\$ 35,000	\$ 35,000	\$ -	0.00%
955 Total Expenses - Town Audit	\$ 35,000	\$ 35,000	\$ -	0.00%
Total Salaries - General Government	\$ 1,781,350	\$ 1,802,681	\$ 21,331	1.20%
Total Other - General Government	\$ 1,477,234	\$ 1,733,185	\$ 255,951	17.33%
Total Expenses - General Government	\$ 3,258,584	\$ 3,535,866	\$ 277,282	8.51%
210	\$ 2,300,057	\$ 2,350,570	\$ 50,513	2.20%
210 Total Other - Police	\$ 202,122	\$ 202,122	\$ -	0.00%
210 Total Expenses - Police	\$ 2,502,179	\$ 2,552,692	\$ 50,513	2.02%
220 Total Salaries - Fire	\$ 2,104,740	\$ 2,116,393	\$ 11,653	0.55%
220 Total Other - Fire	\$ 146,600	\$ 152,000	\$ 5,400	3.68%
220 Total Expenses - Fire	\$ 2,251,340	\$ 2,268,393	\$ 17,053	0.76%
215 Total Salaries - Dispatch	\$ 291,775	\$ 292,359	\$ 584	0.20%
215 Total Other - Dispatch	\$ 3,450	\$ 3,450	\$ -	0.00%
215 Total Expenses - Dispatch	\$ 295,225	\$ 295,809	\$ 584	0.20%
Total Salaries - Public Safety	\$ 4,696,572	\$ 4,759,322	\$ 62,750	1.34%
Total Other - Public Safety	\$ 352,172	\$ 357,572	\$ 5,400	1.53%
Total Expenses - Public Safety	\$ 5,048,744	\$ 5,116,894	\$ 68,150	1.35%
300 Total Salaries - Education	\$ 15,735,806	\$ 16,349,530	\$ 613,724	3.90%
300 Total Other - Education	\$ 4,291,532	\$ 4,786,731	\$ 495,199	11.54%
300 Total Expenses - Education	\$ 20,027,338	\$ 21,136,261	\$ 1,108,923	5.54%

ACCOUNT NAME	FY2021	FY2022	FY2022	% Change
	<u>BUDGET</u> Revised	<u>BUDGET</u> Town Administrator	vs FY2021 Budget	FY2022 vs FY2021
310 Total Salaries - Assabet Valley Assessment	\$ -	\$ -	\$ -	0.00%
310 Total Other- Assabet Valley Assessment	\$ 1,256,568	\$ 1,250,559	\$ (6,009)	-0.48%
310 Total Expenses- Assabet Valley Assessment	\$ 1,256,568	\$ 1,250,559	\$ (6,009)	-0.48%
Total Salaries - Education	\$ 15,735,806	\$ 16,349,530	\$ 613,724	3.90%
Total Other - Education	\$ 5,548,100	\$ 6,037,290	\$ 489,190	8.82%
Total Expenses - Education	\$ 21,283,906	\$ 22,386,820	\$ 1,102,914	5.18%
421 Total Salaries - DPW Administration	\$ 190,294	\$ 199,440	\$ 9,146	4.81%
421 Total Other - DPW Administration	\$ 113,000	\$ 113,000	\$ -	0.00%
421 Total Expenses - DPW Administration	\$ 303,294	\$ 312,440	\$ 9,146	3.02%
422 Total Salaries - Construction and Maint.	\$ 435,593	\$ 447,104	\$ 11,511	2.64%
422 Total Other - Construction and Maint.	\$ 992,500	\$ 1,001,900	\$ 9,400	0.95%
422 Total Expenses - Construction and Maint.	\$ 1,428,093	\$ 1,449,004	\$ 20,911	1.46%
423 Total Salaries - Snow and Ice	\$ 85,000	\$ 85,000	\$ -	0.00%
423 Total Other - Snow and Ice	\$ 32,000	\$ 32,000	\$ -	0.00%
423 Total Expenses - Snow and Ice	\$ 117,000	\$ 117,000	\$ -	0.00%
491 Total Salaries - Cemetery	\$ 185,302	\$ 190,603	\$ 5,301	2.86%
491 Total Other - Cemetery	\$ 75,000	\$ 83,800	\$ 8,800	11.73%
491 Total Expenses - Cemetery	\$ 260,302	\$ 274,403	\$ 14,101	5.42%
Total Salaries - Public Works	\$ 896,189	\$ 922,147	\$ 25,958	2.90%
Total Other - Public Works	\$ 1,212,500	\$ 1,230,700	\$ 18,200	1.50%
Total Expenses - Public Works	\$ 2,108,689	\$ 2,152,847	\$ 44,158	2.09%
610 Total Salaries - Library	\$ 488,518	\$ 497,835	\$ 9,317	1.91%
610 Total Other - Library	\$ 67,826	\$ 72,509	\$ 4,683	6.90%
610 Total Expenses - Library	\$ 556,344	\$ 570,344	\$ 14,000	2.52%
612 Total Salaries - Roosevelt Building	\$ -	\$ -	\$ -	0.00%
612 Total Other - Roosevelt Building	\$ 29,000	\$ 29,000	\$ -	0.00%
612 Total Expenses - Roosevelt Building	\$ 29,000	\$ 29,000	\$ -	0.00%
619 Total Salaries - Historical Preservation	\$ -	\$ -	\$ -	0.00%
619 Total Other - Historical Preservation	\$ 2,000	\$ 2,000	\$ -	0.00%
619 Total Expenses - Historical Preservation	\$ 2,000	\$ 2,000	\$ -	0.00%
Total Salaries - Culture & Recreation	\$ 488,518	\$ 497,835	\$ 9,317	1.91%
Total Other- Culture & Recreation	\$ 98,826	\$ 103,509	\$ 4,683	4.74%
Total Expenses - Culture & Recreation	\$ 587,344	\$ 601,344	\$ 14,000	2.38%
710 Total Salaries - Principal Long Term Debt	\$ -	\$ -	\$ -	0.00%
710 Total Other - Principal Long Term Debt	\$ 2,678,770	\$ 2,964,691	\$ 285,921	10.67%
710 Total Expenses - Principal Long Term Debt	\$ 2,678,770	\$ 2,964,691	\$ 285,921	10.67%
751 Total Salaries - Interest Long Term Debt	\$ -	\$ -	\$ -	0.00%
751 Total Other - Interest Long Term Debt	\$ 692,573	\$ 1,204,480	\$ 511,907	73.91%
751 Total Expenses - Interest Long Term Debt	\$ 692,573	\$ 1,204,480	\$ 511,907	73.91%

ACCOUNT NAME	FY2021	FY2022	FY2022	% Change
	<u>BUDGET</u> Revised	<u>BUDGET</u> Town Administrator	vs FY2021 Budget	FY2022 vs FY2021
752 Total Salaries - Interest Short Term Notes	\$ -	\$ -	\$ -	0.00%
752 Total Other - Interest Short Term Notes	\$ 12,000	\$ 12,000	\$ -	0.00%
752 Total Expenses - Interest Short Term Notes	\$ 12,000	\$ 12,000	\$ -	0.00%
Total Salaries - Debt Service	\$ -	\$ -	\$ -	0.00%
Total Other - Debt Service	\$ 3,383,343	\$ 4,181,171	\$ 797,828	23.58%
Total Expenses - Debt Service	\$ 3,383,343	\$ 4,181,171	\$ 797,828	23.58%
910 Total Salaries - Ret Sys Pension Contrib.	\$ -	\$ -	\$ -	0.00%
910 Total Other - Ret Sys Pension Contrib.	\$ 2,532,453	\$ 2,678,899	\$ 146,446	5.78%
910 Total Expenses - Ret Sys Pension Contrib.	\$ 2,532,453	\$ 2,678,899	\$ 146,446	5.78%
911 Total Salaries - Ret Sys Non Contribution	\$ -	\$ -	\$ -	0.00%
911 Total Other - Ret Sys Non Contribution	\$ -	\$ -	\$ -	0.00%
911 Total Expenses - Ret Sys Non Contribution	\$ -	\$ -	\$ -	0.00%
913 Total Salaries - Unemployment Compens.	\$ -	\$ -	\$ -	0.00%
913 Total Other - Unemployment Compens.	\$ 48,000	\$ 48,000	\$ -	0.00%
913 Total Expenses - Unemployment Compens.	\$ 48,000	\$ 48,000	\$ -	0.00%
914 Total Salaries - Health Insurance	\$ -	\$ -	\$ -	0.00%
914 Total Other - Health Insurance	\$ 5,601,458	\$ 5,665,558	\$ 64,100	1.14%
914 Total Expenses - Health Insurance	\$ 5,601,458	\$ 5,665,558	\$ 64,100	1.14%
915 Total Salaries - Life Insurance	\$ -	\$ -	\$ -	0.00%
915 Total Other - Life Insurance	\$ 10,500	\$ 10,500	\$ -	0.00%
915 Total Expenses - Life Insurance	\$ 10,500	\$ 10,500	\$ -	0.00%
916 Total Salaries - Medicare	\$ -	\$ -	\$ -	0.00%
916 Total Other - Medicare	\$ 354,000	\$ 364,620	\$ 10,620	3.00%
916 Total Expenses - Medicare	\$ 354,000	\$ 364,620	\$ 10,620	3.00%
917 Total Salaries - OPEB	\$ -	\$ -	\$ -	0.00%
917 Total Other - OPEB	\$ -	\$ -	\$ -	0.00%
917 Total Expenses - OPEB	\$ -	\$ -	\$ -	0.00%
Total Salaries - Employee Benefits	\$ -	\$ -	\$ -	0.00%
Total Other - Employee Benefits	\$ 8,546,411	\$ 8,767,577	\$ 221,166	2.59%
Total Expenses - Employee Benefits	\$ 8,546,411	\$ 8,767,577	\$ 221,166	2.59%
132 Reserve Fund - Original Budget	\$ 250,000	\$ 250,000	\$ -	0.00%

ACCOUNT NAME	FY2021	FY2022	FY2022	% Change
	BUDGET Revised	BUDGET Town Administrator	vs FY2021 Budget	FY2022 vs FY2021
Total Town W/O PEG and Reserve Fund	\$ 10,642,787	\$ 11,040,517	\$ 397,730	3.74%
PEG Access	\$ 360,574	\$ 366,434	\$ 5,860	1.63%
Education	\$ 21,283,906	\$ 22,386,820	\$ 1,102,914	5.18%
Employee Benefits	\$ 8,546,411	\$ 8,767,577	\$ 221,166	2.59%
Debt Service	\$ 3,383,343	\$ 4,181,171	\$ 797,828	23.58%
Reserve Fund	\$ 250,000	\$ 250,000	\$ -	0.00%
	<u>\$ 44,467,021</u>	<u>\$ 46,992,519</u>	<u>\$ 2,525,498</u>	<u>5.68%</u>
Total Town W/O PEG and Reserve Fund	\$ 22,572,541	\$ 23,989,265	\$ 1,416,724	6.28%
PEG access	\$ 360,574	\$ 366,434	\$ 5,860	1.63%
Education	\$ 20,027,338	\$ 21,136,261	\$ 1,108,923	5.54%
Education - Assabet	\$ 1,256,568	\$ 1,250,559	\$ (6,009)	-0.48%
Reserve Fund	\$ 250,000	\$ 250,000	\$ -	0.00%
TOTAL EXPENSES MAYNARD	<u>\$ 44,467,021</u>	<u>\$ 46,992,519</u>	<u>\$ 2,525,498</u>	<u>5.68%</u>

ACCOUNT NAME	FY2021	FY2022	FY2022	% Change
	<u>BUDGET</u>	<u>BUDGET</u>	<u>vs</u>	<u>FY2022 vs</u>
	Revised	Town Administrator	FY2021 Budget	FY2021
<u>SALARIES</u>				
General Government	\$ 1,536,135	\$ 1,556,127	\$ 19,992	1.30%
Public Safety	\$ 4,696,572	\$ 4,759,322	\$ 62,750	1.34%
Public Works	\$ 896,189	\$ 922,147	\$ 25,958	2.90%
Cultural & Recreation	\$ 488,518	\$ 497,835	\$ 9,317	1.91%
Education - Maynard	\$ 15,735,806	\$ 16,349,530	\$ 613,724	3.90%
Education - Assabet	\$ -	\$ -	\$ -	0.00%
Employee Benefits	\$ -	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	\$ -	0.00%
Reserve Fund	\$ -	\$ -	\$ -	0.00%
Peg Access	\$ 245,215	\$ 246,554	\$ 1,339	0.55%
TOTAL SALARIES	\$ 23,598,435	\$ 24,331,515	\$ 733,080	3.11%
<u>OTHER EXPENSES</u>				
General Government	\$ 1,361,875	\$ 1,613,305	\$ 251,430	18.46%
Public Safety	\$ 352,172	\$ 357,572	\$ 5,400	1.53%
Public Works	\$ 1,212,500	\$ 1,230,700	\$ 18,200	1.50%
Cultural & Recreation	\$ 98,826	\$ 103,509	\$ 4,683	4.74%
Education - Maynard	\$ 4,291,532	\$ 4,786,731	\$ 495,199	11.54%
Education - Assabet	\$ 1,256,568	\$ 1,250,559	\$ (6,009)	-0.48%
Employee Benefits	\$ 8,546,411	\$ 8,767,577	\$ 221,166	2.59%
Debt Service	\$ 3,383,343	\$ 4,181,171	\$ 797,828	23.58%
Reserve Fund	\$ 250,000	\$ 250,000	\$ -	0.00%
Peg Access	\$ 115,359	\$ 119,880	\$ 4,521	3.92%
TOTAL OTHER EXPENSES	\$ 20,868,586	\$ 22,661,004	\$ 1,792,418	8.59%
<u>TOTAL EXPENSES</u>				
General Government	\$ 2,898,010	\$ 3,169,432	\$ 271,422	9.37%
Public Safety	\$ 5,048,744	\$ 5,116,894	\$ 68,150	1.35%
Public Works	\$ 2,108,689	\$ 2,152,847	\$ 44,158	2.09%
Cultural & Recreation	\$ 587,344	\$ 601,344	\$ 14,000	2.38%
Education - Maynard	\$ 20,027,338	\$ 21,136,261	\$ 1,108,923	5.54%
Education - Assabet	\$ 1,256,568	\$ 1,250,559	\$ (6,009)	-0.48%
Employee Benefits	\$ 8,546,411	\$ 8,767,577	\$ 221,166	2.59%
Debt Service	\$ 3,383,343	\$ 4,181,171	\$ 797,828	23.58%
Reserve Fund	\$ 250,000	\$ 250,000	\$ -	0.00%
Peg Access	\$ 360,574	\$ 366,434	\$ 5,860	1.63%
TOTAL EXPENSES MAYNARD	\$ 44,467,021	\$ 46,992,519	\$ 2,525,498	5.68%
Budget Prior to Reserve Fund Calculation	\$ 44,217,021	\$ 46,742,519	\$ 18,683	0.04%

TOWN OF MAYNARD - FY2022 GENERAL FUND ESTIMATED REVENUE

FY2021 Levy Limit	32,083,704
Plus 2.5%	802,092
Plus New Growth Estimate	500,000
Plus Debt Exclusion	3,004,460

TOTAL ESTIMATED REVENUE FROM TAXATION 36,390,256

Education - Chapter 70	5,480,621
Education - Charter School Reimbursement	175,164
General Government	1,773,634
Less: Cherry Sheet Assessments - General Government	(110,760)
Less: Cherry Sheet Assessments - School Choice	(212,097)
Less: Cherry Sheet Assessments - Charter School	(1,414,939)
School Building Assistance Reimbursement	897,660

TOTAL LOCAL AID 6,589,283**ESTIMATED LOCAL RECEIPTS 2,835,000**

Bond Premium Reimbursement - Police Station	1,936
Bond Premium Reimbursement - School Boilers	350
Bond Premium Reimbursement - High School	19,653
Bond Premium Reimbursement - High School	12,607
Bond Premium Reimbursement - High School	14,532

TOTAL BOND PREMIUM REIMBURSEMENT 49,078

Water Enterprise Indirect Costs - Transfer to General Fund	307,050
Sewer Enterprise Indirect Costs - Transfer to General Fund	527,218
Public Education & Government Access (PEG)- Comcast	182,317
Public Education & Government Access (PEG) - Verizon	182,317
Ambulance Receipts - Transfer to General Fund	170,000

TOTAL TRANSFERS FROM OTHER FUNDS 1,368,902**TOTAL GENERAL FUND REVENUE 47,232,519**

Appendix B: Salary Administration Plan and Salary Table

Salary Administration Plan Town of Maynard

This plan shall become effective on **July 1, 2021**.

Section 1: Titles of Positions

The existing job titles, which are articulated in this plan or the annual budget, will not be added to without the recommendation of the Town Administrator and approval by the Board of Selectmen. Any such position(s) which are to be added during the fiscal year, must have sufficient funding sources. Any said position must be within the compensation ranges stated in Appendix A of this plan.

Section 2: Job Descriptions

The Town Administrator shall review job descriptions and recommend additions, changes or edits to the Board of Selectmen. Adjustments to the job descriptions shall not affect the power of any administrative authority to reasonably appoint, assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

Section 3: Work Schedule

Work schedules may vary among positions. Some schedules are seasonal, part-time, full-time, require work to be performed evening or weekend hours, as appropriate to the position. Actual schedules will be determined by the employees' supervisors, in consultation with the Town Administrator. There shall be no reduction of service to the public under this clause.

Section 4: Salary Schedule

The Salary Schedule of the Salary Administration Plan, set forth in Appendix A of the Personnel Bylaw shall consist of the minimum and maximum hourly rates and annual salaries, as applicable. The minimum and maximum rate ranges and annual salaries will be set annually. Any change must be submitted as part of the budget process for the subsequent fiscal year by the Department Head to the Town Administrator. There will be no retroactive pay under this plan.

Section 5: New Personnel

The hiring rate shall be no greater than allowed by Appendix A. All offers of employment must be reviewed and approved by the Town Administrator. All new hires are subjected to a ninety (90) day probationary period which may be extended for up to an additional ninety (90) days if directed by the Town Administrator. Accrued time off benefits may not be used during the probationary period. Any employee who is not retained after said probationary period will not be entitled to any additional benefits other than those required by law.

Section 6: Departmental Budgets

If a Department Head, in consultation with and with the approval of the Town Administrator, determines that a pay adjustment is recommended, said adjustment shall be included in the annual budget. No adjustment shall be effective or paid unless sufficient funds are made available. No salary or wage adjustments will be made during the fiscal year except under extenuating circumstances. In such cases, and with the approval of the Town Administrator and the Board of Selectmen, an exception may be made to the previous provision.

Section 7: Benefits

A. Definitions

1. Full-time- employees will work 40 hours per week as defined by their job work schedule and are benefits eligible.
2. Permanent, part-time employees must work 20 or more hours per week to be eligible for benefits.
3. Part-time, employees work less than twenty (20) hours per week as an annual average and are not benefits eligible.
4. Positions paid by annual stipend work a schedule as prescribed by their job description and are paid on an annual basis. Monthly payments may be made depending on the position. These employees are not entitled to any benefits.
5. Temporary Employees work occasionally, on call or as needed on a non-continuing basis. Temporary employees do not work more than twelve (12) weeks consecutively or more than 1000 hours annually. These employees are considered as seasonal and / or occasional employees and are not entitled to any benefits or, upon separation of service, completion of the project for which they were hired or the completion of the term, entitled to other compensation, including unemployment benefits, to the extent allowable by law..

B. Holidays with Pay

All Full-Time employees shall receive credit for scheduled hours at straight time pay for the holidays listed in this section. Permanent, part-time employees receive credit for the value of hours on a prorated basis (based on a 40 hour work week). For example, a 20 hour per week employee will receive forty-six (46) hours of total time off compensation for Town recognized holidays (20 hours per week is half of 40 hours and 46 is half of the 92 hours of annual time scheduled for Town recognized holidays); provided, however, that said time shall not be considered actual time worked for the purpose of overtime calculation. Holidays occurring on Saturday are observed on the previous Friday and Sunday holidays are observed on the following Monday.

The holidays recognized by the Town of Maynard for the purposes of this agreement are: New Year's Day, Martin Luther King Day, President's Day,

Patriot's Day, Memorial Day, Independence Day, Labor Day, Indigenous Peoples Day, Veteran's Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Day, and a half day on Christmas Eve.

Salary Administration Plan employees will be paid if Town Hall is closed, due to weather or other emergencies, if they were scheduled to work on the day and time period of the closing. However, if an employee is out on a vacation or sick day, corresponding paid time off will be charged.

C. Vacations with Pay

1. 80 hours of vacation with pay shall be granted to all full-time employees upon hire, pro-rated from date of hire through June 30th. Thereafter, all vacation will be granted on July 1st and must be taken by the subsequent June 30. A maximum of one week can be carried over, subject to Town Administrator approval.
2. 120 hours of vacation with pay shall be granted to all full-time employees on July 1st of the fiscal year in which the employee will reach their fifth anniversary with the Town.
3. 160 hours of vacation with pay shall be granted to all full-time employees on July 1st of the fiscal year in which the employee will reach their tenth anniversary with the Town.
4. 200 hours of vacation with pay shall be granted to all full-time employees on July 1st of the fiscal year in which the employee will reach their fifteenth anniversary with the Town.
5. Permanent, part-time, employees will receive vacation pay pro-rated based on the number of hours scheduled each work week as an annual average (see section 7B for more details). Years of service are credited in full, regardless of number of hours worked.
6. All vacation under this clause must be approved by the department manager. Vacations shall be granted by the Department Heads at such time as, in their opinion, will cause the least interference with the performance of the regular work of the departments within reason. Vacation time shall be taken within the fiscal year it is granted, except that up to one week of earned vacation time may be carried forward to September 30th of the ensuing fiscal year, subject to Town Administrator approval.

D. Sick Leave

1. Sick leave is a privilege, not a right, and shall be payable only in cases of bona-fide illness or non-work connected accident.
2. All full-time and permanent, part-time employees shall accumulate sick leave at the rate of 80 hours per year, pro-rated for part-time schedules.

3. Employees who are absent because of sickness shall be required to notify a supervisor immediately during first day of absence. An employee out sick for more than three working days may be required to bring a letter from a healthcare professional verifying their condition, which is acceptable to the Town Administrator and which will be placed in the employee's personnel file.
4. An employee out sick for more than three working days may be required to bring a letter from a healthcare professional verifying that he/she is able to return to work without restriction. The Town reserves the right to ask for an examination by a medically qualified third party to determine suitability to return to work without restriction.
5. Sick time may accumulate from year to year. Buy-back of sick time is not permitted under the Salary Admin Plan.

E. Leaves of Absence

An unpaid leave may be granted an employee for a reasonable period of time with approval of the Board of Selectmen with the recommendation of the Town Administrator.

F. Insurance Benefits

As permitted under Chapter 32B General Laws of the Commonwealth of Massachusetts.

G. Retirement Benefits

As Permitted under the Contributory Retirement Law.

H. Unscheduled Additional Time

Overtime must have prior approval by the Department Head and the Town Administrator. Overtime is considered greater than forty hours per week. After forty hours in a week, non-salaried employees covered by this plan will receive one and one half times their hourly rate for each hour worked or part of an hour worked. Any salaried employee working more than 40 hours in a week may request an adjustment of their schedule for the subsequent week. This request will be accommodated where possible and appropriate.

Appendix B: Salary Table

	<i>Minimum</i>	<i>Maximum</i>
Full-Time Employees	\$20.00	\$ 45.00
Part-Time Employees (no less than MA minimum wage)	\$13.50	\$ 40.00
Part-Time Specialized (i.e. certified/licensed)	\$20.00	\$ 50.00
Veterans' Agent	Annually	\$10,082.00
Inspector of Animals	Annual Stipend	\$ 105.00
Registrar of Voters	Annual Stipend	\$ 105.00
Clerk, Registrar of Voters	Annual Stipend	\$ 515.00
Moderator	Annual Stipend	\$ 75.00