



**AGENDA**  
**Maynard Board of Selectmen's Meeting**  
**August 16, 2011**  
**Town Building—Michael J. Gianotis Meeting Room**  
**(No. 201)**  
**Regular Meeting Time 7:00 PM**

(All public meetings may be recorded and or videotaped)

1. Call to order (7:00)
2. Pledge of Allegiance
3. Public Discussion
4. Acceptance of Minutes\*
  - a) August 2, 2011
  - b) July 19, 2011
5. Consent Agenda (7:05)\*
  - a) Facilities Report
  - b) MacDonald Development Letter
  - c) Cheryl McCadden request for appointment as Constable
  - d) Melissa Tomyl request for appointment as Constable
  - e) Vikki Denaro request for appointment as Recreation  
Commissioner
  - f) DPW Report

- g) Water/Sewer 1<sup>st</sup> quarter commitment
- h) Town Clerk Report
- i) Andrew Kuhn request for appointment to Cultural Council
- j) DOR Cherry Sheet FY 12 Payment Schedule

6. Maynard Community Life Center Update\*

7. Executive Session

- a) Firefighters Negotiations
- b) Secretarial Negotiations
- c) Police Negotiations

8. Old Business/New Business

9. Chairman's Report

10. Annual Board Planning Discussion

- a) Capital Projects
- b) Financial Outlook
- c) Policy Issues
- d) Fall Special Town Meeting
- e) Spring Annual Town Meeting
- f) Economic Development

11. Adjourn

Submitted August 11, 2011

Michael J. Sullivan

Town Administrator



Draft

OFFICE OF THE  
**BOARD OF SELECTMEN**  
**TOWN OF MAYNARD**

MUNICIPAL BUILDING  
195 MAIN STREET

MAYNARD, MASSACHUSETTS 01754

Tel: 978-897-1001 Fax: 978-897-8457

**Selectmen's Meeting Minutes**  
**Tuesday, August 2, 2011**  
**Town Hall Building, Room 201**  
**Time: 7:00 pm**

**Present Chairman, David Gavin, Selectman Robert Nadeau, Selectman Brendon Chetwynd, Selectman Jim Buscemi, Selectman Dawn Capello and Town Administrator, Michael Sullivan**

Pledge of Allegiance

Public Discussion: NONE

Consent Agenda

**Motion** made by Selectman Capello to approve the consent agenda. Second by Selectman Nadeau. Vote 5-0. Motion approved.

**List of correspondences**

- a) Letter from Don Garlick
- b) Letter from Ellie Waldron

Request for appointment as Constable, William Pickett Jr. **TABLED**

Request for appointment as Constable, Ronald J. Raffi Sr. **TABLED**

One-Day Liquor Permit, Stow Conservation Trust, October 15, 2011  
13<sup>th</sup> Annual Harvest Ball, Clock Tower Place

**Motion** made by Selectman Chetwynd to approve a One-Day Liquor License Permit to Carol A. Gumbart on behalf of the Stow Conservation Trust for the 13<sup>th</sup> Annual Harvest Ball. Saturday, October 15, 2011 from 6:30 pm – 12:00 midnight at the Clock Tower Place, Clock Tower Café with Tips bartender, Barbara Michaelson. Second by Selectman Capello. Vote 5-0. Motion approved.

~~Pleasant Café, Special Permit, Maynard fest/October fest October 1, 2011~~

**Motion** made by Selectman Nadeau to approve a One-Day Liquor License to Pleasant Café Inc. Owner/Manager Frank Dzerkacz for Maynard fest, October 1, 2011 from 12:00 noon until 7:00 pm. Pleasant Café Inc. at 36 Main Street requests permission to expand the 300 ft. outdoor patio space for liquor license to include the adjacent parking lot for the one day town event. The parking lot will be fenced off and access will be from the 36 Main St entrance and access from River St. with Rain date October 2, 2011. Second by Selectman Jim Buscemi. Vote 5-0. Motion approved.

Superintendent Robert Gerardi, Introduction Chairperson Amy Rebecca Gay  
Both welcomed by Board of Selectmen and Town Administrator, Mike Sullivan.

- Open lines of communication
- Joint budget process to begin early in fall, Chair-Selectman Dawn Capello.

Special Town Meeting, 7:00 pm October 24, 2011, Fowler School

a) Acceptance of Timeline for Special Town Meeting

**Motion** made by Selectman Chetwynd to approve and set the date and time of a Special Town Meeting at 7:00 PM on October 24, 2011 and designates the Fowler Middle School Auditorium as the location for this Special Town Meeting. Second by Selectman Buscemi. Vote 5-0. Motion approved.

Update October 22, 2011, Dec Reunion

TA, Mike Sullivan, in meeting with the committee from DEC, they are planning to build a memorial for Ken Olson. As plans roll out Town will hear first-hand.

Finance Policy Review

One page policy in the works,

- How you receive money
- How you x-spend money

Discussion Fire Chief Search Committee

TA, Mike Sullivan to advertise for 5-member search committee.

Need updated Job description to send out.

Old/New Business

TA, Mike Sullivan (1) Amendment for BOS to accept and sign for MCC.

**Motion** made by Selectman Chetwynd to accept this milestone for the Maynard Country Club to purchase with CPC funds as proposed. Second by Selectman Capello. Vote 5-0. Motion approved.

(2) MOA to be approved and signed by BOS for CTP.

**Motion** made by Selectman Chetwynd to approve and sign the Memorandum of Agreement (MOA) which owns Property located in the Health Care Industrial District (HCID) as set forth in the Maynard Zoning By-law. Second by Selectman Capello. Vote 5-0. Motion approved.

**Motion** made by Selectman Nadeau to approve the following reappointments:

Edward J. Kiley Special Auxiliary Officer

James Loomer Special Auxiliary Officer  
Douglas MacGlashing Special Auxiliary Officer  
Bruce Noah Special Auxiliary Officer  
Deborah Richardson Matron/Special Auxiliary Officer  
Walter Sarvela Special Auxiliary Officer  
Martha Shugrue Crossing Guard  
Phyliss Tower Matron  
Alfred T. Whitney Special Auxiliary Officer  
Timothy O'Neil Special Auxiliary Officer  
Ralph Aulenback Special Auxiliary Officer  
Bouchra Blickenstaff Matron  
Cheryl Budrewicz Matron  
John Kaziukonis Special Auxiliary Officer  
Parnell Houle Crossing Guard  
Robert DeCosta Special Auxiliary Officer  
John Connors Special Auxiliary Officer  
Richard Clark Special Auxiliary Officer  
James J. Clark Special Auxiliary Officer

All terms expires, August 1, 2013. Second made by Selectman Chetwynd. Vote 4-0-1 (Selectman Buscemi not present) Motion approved.

Chetwynd requested update from TA on the bond projects. TA, Bond to be completed in September, quotes in some of the areas are in the works, etc, DPW road work quotes.

Buscemi comment, this past week, one of the restaurants put up a no smoking sign in the window for the front of their building. Question, How do we have the parking meters repaired? TA, once meter is reported, Officer gives a list to DPW. (5-6) meters they change out batteries or make repairs.

Gavin, request BOS to have a list of goals, and objectives for the next 12 months ready for August 16, 2011 meeting.

Motion to adjourn Selectman Chetwynd Second by Selectman Nadeau. Vote 5-0. Motion approved. Time, 9:30 pm.

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

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

\_\_\_\_\_  
Selectman, Chetwynd, Clerk

Initials: BJM



Draft

OFFICE OF THE  
**BOARD OF SELECTMEN**  
**TOWN OF MAYNARD**

MUNICIPAL BUILDING  
195 MAIN STREET

MAYNARD, MASSACHUSETTS 01754

Tel: 978-897-1001 Fax: 978-897-8457

**Selectmen's Meeting Minutes**  
**Tuesday, July 19, 2011**  
**Town Hall Building, Room 201**  
**Time: 7:00 pm**

**Present Chairman, David Gavin, Selectman Robert Nadeau, Selectman Brendon Chetwynd, Selectman Jim Buscemi, Selectman Dawn Capello and Town Administrator, Michael Sullivan**

Pledge of Allegiance

Public Discussion:

Cooling Centers Opened for the next few days: Request Connect CTY call made to all residents. Per BOS.

**Motion** by Selectman Nadeau to approve the minutes of July 5, 2011. Second by Selectman Chetwynd. Vote 5-0. Motion approved.

**Motion** by Selectman Capello to approve the minutes of July 12, 2011. Second by Selectman Nadeau. Vote 5-0. Motion approved.

Consent Agenda

**Motion** made by Selectman Chetwynd to approve the consent agenda. Second by Selectman Capello Vote 5-0. Motion approved.

**List of correspondences**

- a) Request to appoint, MCLSC, Jerry Culbert
- b) Council on Aging correspondence
- c) Town Clerk Report
- d) Maynard Road Race correspondence
- e) Response to Citizen Donald Garlick
- f) Request to appoint, MCLCSC, Joanne Sheehan
- g) State Legislature Conference Report
- h) Police Department Report

- i) Incident Report, Morey's Café
- j) Library Report
- k) Minuteman Regional Report
- l) DPW Report
- m) Dog Officer Report
- n) MOA Union AFSCME 1702
- o) MOA Union Fire 1947
- p) Conscom Report
- q) Thomas Hauenstein MAPC Letter
- r) Nstar, Anne Marie Walsh
- s) Comcast Cable, Timothy Kelly
- t) Request to appoint, Maynard Cultural Council, Andrew Kuhn
- u) Janet Domenitz, Bottle Bill

**Board of Selectmen Scholarship Presentation, Micaela Krauss (Marist, Biomedical)**

Downtown Business Group Presentation, John Grasso, Bob Gottlieb et.al  
John Grasso made requests per group of Downtown businesses,

- Need help to bring more business and businesses Downtown.
- Keep active with Downtown events.
- This group has over 100 employees; businesses here pay over \$100,000.00 in taxes, meal taxes over \$30,000.00.
- Request open communication with TA & BOS.

One Day Wine & Malt License, October 1, 2011 October 2, 2011 Rotary Club.

**Motion** made by Selectman Chetwynd to approve the special Entertainment and One-Day Wine & Malt License to Rotary Club on October 1, 2011 with rain date of October 2, 2011 3:00 p.m. to ½ hour before fireworks display  
. Second made by Selectman Nadeau. Vote 5-0. Motion approved.

One-Day Special Permit October 1 2011

**Motion** made by Selectman Chetwynd to approve the October Fest permit on October 1, 2011. Maynard Fest: October 1, 2011

In addition to closing Nason Street and Main Street from the corner of Walnut Street. Close the exit from municipal parking lot at Naylor Court to Main Street during the Maynard Fest on Saturday, October 1, 2011 from 9:00 A.M. to 4:00 P.M. To make River Street one way in the opposite direction from what is normal during the same period to allow a flow of traffic to that end of town and that every effort is made to place all vendor carts so that they are not within 100 feet of a directly competing business permanently located within the downtown. Second made by Selectman Nadeau. Vote 5-0. Motion approved,

Amended, Motion made by Selectman Chetwynd to amend Walnut Street and River Street for flow of traffic. Second made Selectman Capello. Vote 5-0. Motion approved.

One Day Special Permit December 4, 2011 Nancy Quinn Christmas Parade

**Motion** made by Selectman Nadeau to approve the Annual Christmas Parade on December 4, 2011 at 2:00 PM. No Parking on Parade Route: Main Street and Nason Street from 12:00 until 3:00 PM

Second made by Selectman Capello. Vote 5-0. Motion approved.

Interviews for Maynard Community Life Center Study Committee "at Large" position

- a) Jerry Culbert
- b) Joanne Sheehan
- c) Ed Bruckert
- d) Erica Puglielli
- e) Jack MacKeen
- f) Bill Freeman
- g) Other candidates as of deadline July 15

Old/New Business

Chetwynd comments, (1) now that we have a new Superintendent of Schools, (Robert Gerardi) let us invite him to a Board of Selectmen's meeting, Board yes. (2) At next BOS meeting let us plan to discuss how we will go forward with the full time Fire Chief Position., Board agreed.

Nadeau comments, invite Chair of School Committee also. (Amy Rebecca Gay) Board agreed.

Gavin comments, (1) thank you to Representative Kate Hogan for her help with getting the time line with the Utilities for the Bridgework done here in Maynard in a timely manner. (2) Thanked the Library Trustees and Friends of the Maynard Public Library for a wonderful 5<sup>th</sup> birthday, celebration event last Saturday, July 16<sup>th</sup>, 2011.

TA Report

Nadeau asked if we had any updates on the pedestrian that was hit downtown. TA, Man was home two days later from hospital.

Executive Session

In the matter of: Real Property and Collective Bargaining.



Draft

~~Motion~~ made by Selectman Nadeau to go into Executive Session at 8:30 pm for Labor Negotiations and not go back into open session. Second by Selectman Capello.

Roll Call

Gavin	Yea
Capello	Yea
Buscemi	Yea
Nadeau	Yea
Chetwynd	Yea

Motion to adjourn Selectman Gavin Second by Selectman Chetwynd. Vote 5-0. Motion approved. Time, 8:30 pm.

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

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

\_\_\_\_\_  
Selectman, Chetwynd, Clerk

Initials: BJM

**FACILITIES DEPARTMENT  
JULY 2011  
Gregg Lefter, Facilities Manager**

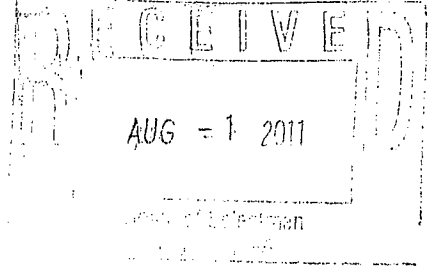
**Activity Report**

**FACILITIES:**

- Initial Meet and Greet most all town staff
- Walk thru Fowler and Green Meadow, met with staff
- Toured all of the towns well sites and Waste Water Treatment Facilities with DPW Director
- Review of AECOM evaluation for town buildings
- Evaluating Fire Escape for Fire Station, collecting optional information replace or repair
- Attended first Green Community Meeting
- Attended 2 High School bid openings and meetings
- Met with some outside contractors or spoke on phone
- Completed on-line course in Bidding Basics: M.G.L. 30B
- Collecting quotes for painting Town Hall trim and copula
- Collecting quotes for 3 new doors and ADA door opener at rear entrance of Town Hall



**MacDonald Development**  
**140 School Street**  
**Wayland, Ma 01778**



July 20<sup>th</sup>, 2011

Town of Maynard  
Town Administrator  
Mr. Sullivan

Ref: Development Agreement between the Town of Maynard and MacDonald Development signed April 30<sup>th</sup> 2008.

Mr. Sullivan,

I, James MacDonald on behalf of MacDonald Development propose to The Town of Maynard a sum of money. This will be paid at a later date agreed upon by both parties.

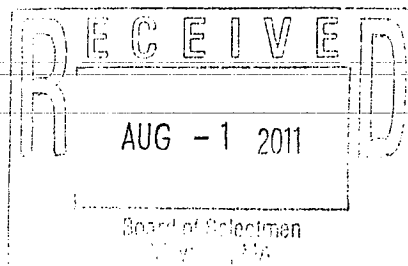
This signed agreement will release James MacDonald and MacDonald Development of any and all obligations remaining on said agreement.

The sum of Thirty Thousand Dollars to be paid to the Town of Maynard.

Sincerely,

James G. MacDonald  
MacDonald Development

Cheryl McCadden  
353 West St  
Lunenburg, Ma 01462



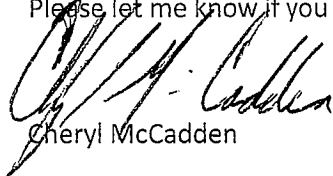
July 25, 2011

Mrs. Becky Mosca  
Selectman's Office  
195 Main St  
Maynard, MA 01754

Dear Mrs. Mosca,

I have been working in the Maynard Community for 7 years and appreciate the opportunity to apply for the constable position in the Town of Maynard. Attached you will find a copy of my resume.

Please let me know if you would like any further information,

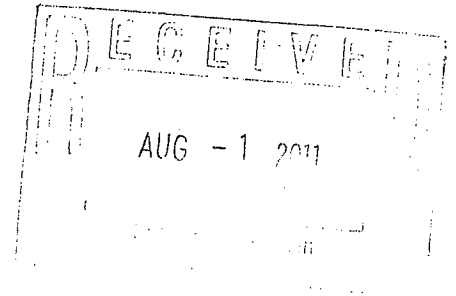


Cheryl McCadden

Melissa Tomyl  
13 Willard Street  
Ayer, MA 01432

August 1, 2011

Mr. Michael Sullivan  
Board of Selectmen  
195 Main Street  
Maynard, MA 01754



Dear Mr. Sullivan:

This letter shall represent my interest toward fulfilling the vacancy that is current for the position of Constable in the Town of Maynard. Although my residence is in Ayer am I currently employed at Hawes Florist, our family business since 1961 and is located at 70 Powdermill Road in Maynard. I grew up in Maynard and attended Maynard schools through high school and consider myself a lifelong participant in Maynard, a true Maynardite. I know Maynard streets thoroughly and many residents well.

I am prepared to immerse myself in study toward fulfilling the needs and obligations of this vital position. Your consideration is completely appreciated. I look forward to meeting with the board for further discussions.

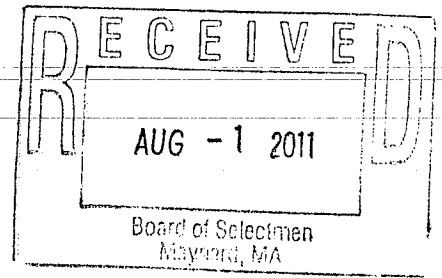
Very truly yours,

A handwritten signature in cursive script that reads "Melissa Tomyl". The signature is written in dark ink and is positioned above the printed name.

Melissa Tomyl

Town of Maynard  
Town Administrator & Board of Selectmen

August 1, 2011



**RE: Statement of Interest in Recreation Commission Appointment**

Dear Mike, Bob, David, Dawn, Brendan, and Mr. Buscemi –

After a short time away from formal civic involvement, I feel the need to contribute again to the Town of Maynard. As you know, I was a member of the Capital Planning Committee with my term coming to a close this past June. I chose not to seek reappointment due to the considerable time commitment that I was unable to maintain given my family and professional responsibilities. As I stated in my resignation letter, I am very proud of what we were able to accomplish together and look forward seeing those plans come to fruition.

It has come to my attention now that the Maynard Recreation Commission is in need of an additional member and that the time commitments of this Commission are somewhat less than what the Capital Planning Committee required. I am quite interested in continuing to serve our community and the Rec. Commission may be a good fit. I have two school age children and would enjoy exploring and furthering the recreation opportunities for them and for all of Maynard's citizens.

Your consideration of my potential contribution to the Commission would be appreciated and I'd be happy to discuss this further at your convenience.

Thank You,

Vikki Denaro  
8 Rickey Drive  
Cell: 781-367-4270

**DEPARTMENT OF PUBLIC WORKS**  
**JULY**  
Jerry Flood, Acting Superintendent

**Activity Report**

**WWTP**

- Began contracting out lab work except for daily process control
- Carlin punch list near completion
- Increased % of sludge by decanting tanker – higher % sludge means less loads
- We are also looking into options for more efficient mixing of sludge holding tank
- Mailed Lab SOPs to DEP
- Will set up sampling SOPs as requested by DEP
- We are still refining operations, however, we continue to meet permit and operations are beginning to become routine for operators
- DMR-QA test meet or exceeded all requirements and parameters

**WATER/SEWER**

- Water Sampling for D.E.P
- All Water Treatment Plants running to keep up with summer demand, water tank is full
- Mow grass at all plants and lift stations
- Final Reads
- Water & Sewer Mark Outs
- Sewer Blocks at 81 Powder Mill Road, 15 Forest Street, 32 Hayes Street
- New Fire Hydrant installed at Amory Ave and Brooks St. Every hydrant is now operational.
- Started Hydrant Replacement Program. Program will consist of updating Hydrant list to confirm all Town Hydrants. Purchase of Mini Excavator to use for installation. First Hydrant on the list will be White Ave, it is an old 2 Cap Corey from the 1950's that does not drain or have a gate valve on it. The program will involve replacing one hydrant a week unless any unforeseen emergencies arise.

**HIGHWAY/FORESTRY/CEMETERY**

- Primary focus for the month was mowing all fields and parks as well at Cemetery
- 2 internments
- Spent 3-4 days each week mowing/parks & Cemetery
- Contractor was in to clean Catch Basins 13 days
- Continue to assist other departments as needed with manpower or equipment as requested? Drive WWTP Tanker
- Spent at least 1 day each week paving, concentrating on main roads, then we initiated our road paving project-going into every neighborhood and repairing all pot holes
- Marked and measured several roads for future contract paving – 2 days
- Began to locate and map (GPS) all drain outfalls, concentrating on outfalls that flow directly into the Assabet River – 4 days, 2 mean each day-EPA assisted 2 days
- Continue to sweep areas with heavy debris town wide
- Continue to cut back road side brush
- Spent 3 days installing new street signs and removing unnecessary signs.

**ADMINISTRATION**

- Bid Opening for sidewalk projects will be awarded 1<sup>st</sup> week of August – RFP put out in July
- I&I draft reviewed and returned for revisions
- Developed final punch list for WWTP – only three or four items to complete we are still in negotiations over several change orders and credits

- **Lab work at WWTP contracted out – significant savings – it is still necessary to perform several tests in house as they are needed for process control**
- **All annual contracts finalized including lights for parking garage – work at parking deck will commence once parts are ordered**
- **All irrigation meter customers notified of back flow inspection to begin this week through August**
- **EPA Municipal Assistance Program devoted several days to Town to set up and begin outfall inspection program which will be a component of the Stormwater Regulations**
- **First month of statement billing from NSTAR which will make bill tracking and payment easier and more efficient**
- **Close out of FY 2011 and set up record keeping for FY 2012**
-





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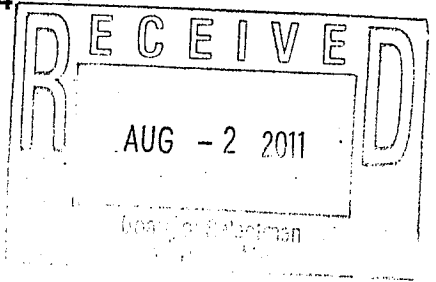
# DEPARTMENT OF PUBLIC WORKS

MUNICIPAL BUILDING - 195 MAIN STREET

MAYNARD, MASSACHUSETTS 01754

TELEPHONE 978-897-1017

FAX 978-897-7290



DATE: JULY 25, 2011

FIRST QUARTER BILLING 2012 TO THE COLLECTOR OF TAXES

COMMITMENT	WATER/SEWER BILLING			
	2011 4 <sup>TH</sup> OTR	2011 3 <sup>RD</sup> OTR	2011 2 <sup>ND</sup> OTR	2012 1 <sup>ST</sup> OTR
WATER CHARGES:	\$386,167.52	\$423,630.37	\$528,998.42	\$406,603.36
SEWER CHARGES:	\$577,163.33	\$607,867.61	\$699,818.10	\$584,662.91
CROSS CONNECTIONS:	\$50.00	\$1,000.00	\$500.00	\$1950.00
FLAT RATE FOR CHURCHES:	\$109.00	\$109.00	\$109.00	\$130.80
SEWER ONLY- IN TOWN:	\$266.40	\$310.80	\$266.40	\$310.80
SPRINKLER COST:	\$325.00	\$325.00	\$325.00	\$325.00
HYDRANT COST:	\$15.00	\$15.00	\$15.00	\$15.00
SEWER ONLY- OUT OF TOWN:	\$61.80	\$61.80	\$61.80	\$61.80
MISCELANOUS CHARGES:	\$150.00	\$150.00	\$375.00	\$225.00
TOTAL CHARGES:	\$964,308.05	\$1,033,469.58	\$1,230,468.72	\$994,284.67
TOTAL USAGE CU. FT.	6,418,482	6,827,018	8,605,737	7,061,370

### IN TOWN WATER RATES

000 - 500 CUBIC FT	\$4.36/100 CU FT
501 - 1000 CUBIC FT	\$5.62/100 CU FT
1001 - 2500 CUBIC FT	\$6.03/100 CU FT
2500 + CF CUBIC FT	\$6.88/100 CU FT

IN TOWN SEWER RATES \$8.88/100 CU FT

### OUT OF TOWN WATER RATES

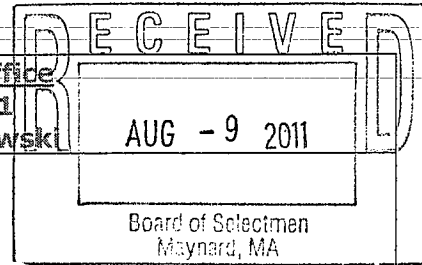
000 - 500 CUBIC FT	\$6.10/100 CU FT
501 - 1000 CUBIC FT	\$7.86/100 CU FT
1001 - 2500 CUBIC FT	\$8.45/100 CU FT
2500 + CF CUBIC FT	\$9.69/100 CU FT

OUT OF TOWN SEWER RATES \$12.36/100 CU FT

*Jerry Flood*  
\_\_\_\_\_  
Jerry Flood  
Superintendent of Public Works

*Aug. 1, 2011*  
\_\_\_\_\_  
Date:

**Report of the Town Clerk's Office  
For the month of July, 2011  
Submitted by Michelle Sokolowski  
Activity Report**



**2011 Dog Licenses are being processed as they arrive. 830 dogs have been licensed as of July 31, 2011. Late fees are in effect.**

**Money taken in reported and turned over to Treasurer-Collector's Office.**

**The following documents were issued:**

**Business Certificates - 7  
Birth Certificates - 25  
Death Certificates - 48  
Marriage Certificates - 13  
Marriage Intentions - 6**

**All birth, death & marriage records have been reported to the Registry of Vital Records and Statistics.**

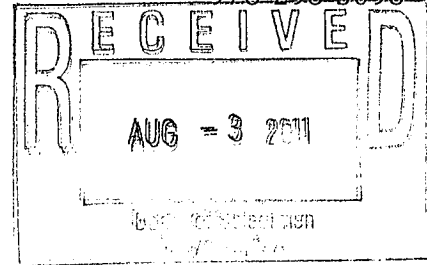
**Division of Local Services Directory updated to reflect newly elected officials.**

**Twenty-four Board/Committee members were sworn into office.**

June 23, 2011

Andrew Kuhn  
12 Driscoll Ave.  
Maynard, MA 01754  
978-298-5098

Becky Mosca  
Administrative Secretary  
Maynard Board of Selectmen  
Maynard, MA 01754

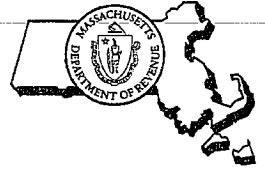


Dear Ms. Mosca,

I would like to become a member of the Maynard Cultural Council, as I feel I can contribute something to it, and Maynard by becoming a member. Priscilla Cotter, who is the current chairperson, is willing to sponsor me in regards to becoming a member of the council.

Sincerely,

Andrew Kuhn



# ***Informational Guideline Release***

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Municipal Data Management and Technical Assistance Bureau  
Informational Guideline Release (IGR) No. 11-301  
July 2011

## **FISCAL YEAR 2012**

### **PAYMENT SCHEDULE FOR CHERRY SHEET PROGRAMS**

This Informational Guideline Release provides municipal and regional school officials with information on the FY2012 payment schedule for Cherry Sheet programs. In addition, this guideline explains how assessments will be deducted from local aid distributions. This information will be useful in cash flow analysis.

If you need any additional information, please contact the Municipal Data Management and Technical Assistance Bureau at (617) 626-2386.

**Topical Index Key:**

Cash Management  
Local Aid

**Distribution:**

Accountants/Auditors  
Municipal/Regional School Treasurers  
Regional School Business Managers

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*The Division of Local Services is responsible for oversight of and assistance to cities and towns in achieving equitable property taxation and efficient fiscal management. The Division regularly publishes IGRs (Informational Guideline Releases detailing legal and administrative procedures) and the Bulletin (announcements and useful information) for local officials and others interested in municipal finance.*

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Post Office Box 9569, Boston, MA 02114-9569, Tel: 617-626-2300; Fax: 617-626-2330 <http://www.mass.gov/dls>

**FISCAL YEAR 2012**

**PAYMENT SCHEDULE FOR CHERRY SHEET PROGRAMS**

The information below is intended to provide you with helpful links to answer your questions regarding the FY2012 Cherry Sheets and actual payments to be made to your community or school district in FY2012.

The Division of Local Services publishes local aid distribution and reimbursement figures on its website the day that they are disbursed to cities, towns and regional school districts. Among the files you will find are the quarterly local aid distribution breakdowns, Community Preservation Act state matching grants, State Owned Land payments, and property tax exemption reimbursements for elderly, veterans, blind persons and surviving spouses.

Visit the State Comptroller's website at <https://massfinance.state.ma.us/VendorWeb/vendor.asp> to view actual state payments received by cities, towns and regional school districts that are made by other state agencies.

For information regarding your Community's vendor code and TIN, which are necessary to access payments from vendor web, click on the link below:

<http://www.mass.gov/Ador/docs/dls/mdmstuf/LocalAidDist/VendorCodes.xls>

For information on how the estimates were determined and what may cause them to change, please refer to the Cherry Sheet Manual link below:

<http://www.mass.gov/Ador/doc/dls/cherry/csmanual.pdf>

## FY2012 Cherry Sheet Programs Payment Schedule

### Receipts

#### Program

Chapter 70  
Regional School Transportation  
Charter Tuition Reimbursements  
Smart Growth School Reimbursement  
School Lunch  
School Choice Receiving Tuition  
Essex County Technical Institute Receiving Tuition  
Unrestricted General Government Aid  
Local Share of Racing Taxes  
Regional Public Libraries  
Police Career Incentive  
Urban Renewal Projects  
Veterans' Benefits  
Exemptions: Veterans, Blind Persons & Surviving Spouses  
Elderly Exemptions  
State-Owned Land  
Public Libraries

#### Timing of Payments

Quarterly  
Semiannually, December & June  
December, March & June  
Annually, October  
Monthly  
December, March & June  
Quarterly  
Quarterly  
Quarterly  
Monthly or Quarterly  
Annually, April  
Semiannually, December & June  
Quarterly  
Annually, after filing  
Annually, December  
Annually, November  
Annually or Semiannually

### Assessments

For cities and towns, cherry sheet assessments (Form C.S. 1-EC) will automatically be deducted from quarterly local aid distributions. One quarter (¼) of the State Assessments and Charges, Transportation Authority programs (Lines B-1 through C-3) and Essex County Technical Institute Sending Tuition program (Line E-3) will be deducted from a community's quarterly local aid distribution. One third (1/3) of the School Choice and Charter School Tuition Assessments (Lines E-1 and E-2) will be deducted from a community's December, March and June quarterly local aid distributions.

In addition, Annual Charges Against Receipts will be deducted from a community's quarterly local aid distribution as follows:

**1st quarter:** STRAP Repayments (Line D-2)

**4th quarter:** Special Education (Line D-1)

County assessments (Line A-1) are paid directly to the county by the city or town. The Suffolk County Retirement assessment (Line A-2) will be deducted from the City of Boston's quarterly local aid distributions.

For regional school districts, cherry sheet charges (Form C.S. 2-ER, Line 7A) will be deducted from quarterly local aid distributions as follows:

**4th quarter:** Special Education (Line 7A)

For regional school districts, cherry sheet charges for School Choice and Charter School Tuition (Lines 8A and 9A) will be deducted from the December, March and June quarterly local aid distributions.

**Massachusetts Department of Revenue**  
**Division of Local Services**  
**FY2011 Local Aid Distributions Administered by DLS**

Select A Community Below:

WYNNABD



**Fiscal Year 2011**

**Quarterly Receipt Programs**

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total to Date
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Chapter 70	878,852	878,852	878,852	878,852	3,515,408
Unrestricted General Government Aid	332,204	332,204	332,204	332,204	1,328,816
School Choice Receiving Tuition	0	48,287	48,288	14,834	111,409
Charter Tuition Reimbursement	0	9,617	9,618	9,618	28,853
<b>Total Quarterly Receipts</b>	<b>1,211,056</b>	<b>1,268,960</b>	<b>1,268,962</b>	<b>1,235,508</b>	<b>4,984,486</b>

**Quarterly Assessment Programs**

School Choice Sending Tuition	0	87,901	87,900	89,094	264,895
Charter School Sending Tuition	0	40,445	40,341	40,338	121,124
RMV Non-Renewal Surcharge	4,545	4,545	4,545	4,545	18,180
Retired Employees Health Insurance	0	0	0	0	0
Retired Teachers Health Insurance	0	0	0	0	0
Mosquito Control	0	0	0	0	0
Air Pollution	697	696	696	696	2,785
Metropolitan Area Planning Council	768	768	767	767	3,070
Old Colony Planning Council	0	0	0	0	0
Boston MDC	0	0	0	0	0
MBTA	0	0	0	0	0
Regional Transit Authority	16,651	16,651	16,651	16,650	66,603
Essex County Sending Tuition	0	0	0	0	0
Special Education (Quarter 4)	0	0	0	296	296
STRAP Repayments (Quarter 1 & 2)	0	0	0	0	0
Qualified Bond Interest (Quarter 4)	0	0	0	0	0
Suffolk County Retirement	0	0	0	0	0
<b>Total Quarterly Assessments</b>	<b>22,661</b>	<b>151,006</b>	<b>150,900</b>	<b>152,386</b>	<b>476,953</b>
<b>Net Local Aid Distribution</b>	<b>1,188,395</b>	<b>1,117,954</b>	<b>1,118,062</b>	<b>1,083,122</b>	<b>4,507,533</b>

Other Local Aid Distributions	Amount	Date Distributed
Community Preservation State Match	47,968	10/12/10
State Owned Land		11/16/10
Elderly Reimbursements	16,064	12/07/10
Veterans, Blind & Surviving Spouse Reimbursement		
Motor Vehicle Excise Reimbursement		
<b>Total Other Local Aid Distributions</b>	<b>64,032</b>	

Questions regarding local aid should be directed to the Municipal Databank at [databank@dor.state.ma.us](mailto:databank@dor.state.ma.us) or (617) 626-2384.