



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

MUNICIPAL BUILDING  
195 MAIN STREET

MAYNARD, MASSACHUSETTS 01754

Tel: 978-897-1301 Fax: 978-897-8457

**Selectmen's Meeting Minutes**

**Tuesday, December 3, 2013**

**Room 201, Town Hall**

**Time: 7:00 pm**

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

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

**Pledge of Allegiance**

**Public Comments:** Vic Tomyl resident of Maynard commented on the balance of the "PEG FUNDS" since the transfer approval of the \$90,000.00 over to MHS/WAVM. The Meal Tax what is in that account? TA, K. Sweet will follow up with that information. Memorialize the "PARKS" Sel. Gavin is still working that task. Do we still have issue with Mr. MacDonald? His property abuts GATEWAY into our Downtown. TA said our legal is still working that issue for us. Glenwood Cemetery is in bad shape! Problem with lighting Downtown it is bad. Nason / Main Street in very bad shape, someone could get hurt. When is the Solar Park going to be done? TA said they are waiting for NStar. Water Tower, what are we waiting for, the water to flow down the hill?

Katie Angis resident from McKinley Street had a hand out with her request for a Flashing Push button LED crosswalk warning light to be located at the crosswalk at the intersection of Parker Street and McKinley. Board asked the Police and DPW to work together and come back to the Board in Jan, 17 with feedback.

Jennifer, resident from Mockingbird Lane, had a handout with her for a request to add stop signs at the 5-way intersection at Brooks, Lincoln, Brooks, Jethro and Mockingbird. Board asked the Police and DPW to work together and come back to the Board in Jan – 17 with feedback.

**A motion** was made by Selectman Gavin to approve the minutes for November 19, 2013, (regular meeting). Second by Selectman Capello. Vote 4-0. Motion approved.

**List of Correspondences (mail to the Selectmen's Office for December 3, 2013).**

- Monthly Report for October 2013 Department of Public Works
- Town Clerk's monthly report October 2013
- Facilities Manager monthly report October 2013
- Meeting Notice, Board of Health 11/26/13
- Meeting Notice, Recreation 11/20/13
- Meeting Notice, Retirement 11/26/13
- Incident report, Maynard Elks 11/17/13
- Cancellation notice from Central Hudson, Inc. regarding Special parking grant.
- Legal Notice 13 Elm Court, 12/16, 2013 with ZBA
- Meeting notice, 129 Parker Street Ad Hoc Committee 11/25/13
- PAC Activist Notice, Arleen Martino 11/25/13
- Notice, Rep. Kate Hogan, Tourism, Arts and Cultural Dev. Day 12/3/13
- Monthly Report for October 2013 Town Accountant
- Letter dated December 2, 2013 from Selectman James Buscemi. (Due to ongoing health problems, I must reluctantly resign my position as a member of the Maynard Board of Selectmen.

**A motion made** by Selectman Capello to approve the list of correspondences as shown. Second by Selectman Gavin. Vote 4-0. Motion approved.

**Consent Agenda:**

License renewals 2014; Common Victualler, Entertainment, Liquor Licenses, Class I, Class II, Livery, Automatic Amusements.  
Cemetery Deed 2009.

List of Business license renewals and Cemetery Deed as shown:

Morey's Tavern	Pleasant Café	Siam Village
Savoring Indian Cuisine	River Rock Grill	El Huipil
Blue Coyote Grille	China Ruby	Knights of Columbus
Maynard Golf Course	Maynard Rod & Gun Club	Maynard Elks
Thai Chilli	American Legion	Skylight
Halfway Café	Main Street Liquor	Merai Liquors
The OWL	Bud's Variety	Russell's Conv. Store
The Corner Store	Little Pusan	Peyton's

Quarterdeck Fish Market	Roasted Peppers	Paragon Livery
Artisan Automotive	Assabet Mack Service	AVIS Car Rental
Babico's Café	Brown's Auto body	Christmas Motors
Duncan's Beemer's	Fun Hondas	Greater Auto Sales
Maynard Motors	McCabe Motors	Shorette's Automotive
Paint N' Pour	Willys Philllys	31-R Main Sr. RM
137 Main Street RM	1-2 Railroad Str. RM	Boston Bean House
Nexdine	Fine Arts Theatre	Jam Time
Maynard Pizza House	Maynard Village Pizza	McDonald's
Pizza Express	Serendipity Café	Subway
Walgreen's	Wendy's	Brasiliana Café
Dunkin Donuts	Epicurean Feast	Erikson's Dairy
Deed 2009		

Per Selectman Cranshaw, License for Skylight and Cemetery Deed 2009 pulled and not approved at this time.

**A motion** was made by Selectman Gavin to approve the Consent Agenda. Second by Selectman Capello. Vote 4-0. Motion approved.

**DPW, Proposed Reorganization and Staffing Presentation. Chris Okafor, Operation Manager DPW.**

Chair Chetwynd indicated he reviewed the report with the new positions. Contract services, cost of RFP, Add new position, over time costs and the tradeoffs.

Sel. Gavin, Thanked Chris Okafor for all the efforts and his challenge for the past 6 months. His view is not to add staff as we cannot add to our budget. Out Source, contract out work for Parks. Use of Public space needs to be kept up.

Sel. Capello, (Thanked Chris Okafor for his report). Asked Chris to look at the dollar costs and level service. (The costs of Health insurance when adding on staff). Not smart for the long-term costs. (Would like to see analysis).

Sel. Chetwynd would like to see a list of things that need to be done say by a contractor and a list of thing that staff should be doing.

Sel. Cranshaw, had questions from the staffing chart. The cost of the Maynard staff, we pay them a lot of money. Maynard has the 3<sup>rd</sup> highest total budget per the chart. Chris said it is the cost of the union contracts, overtime and longevity of the Maynard staff. Question, Does the DPW have to maintain any of the other department's property. Chris, no not at this time.

New playgrounds – Have no budget to maintain. Chris has added recycle bins and trash bins at both parks.

Sel. Chetwynd will bring this up at the next Leadership meeting with the School on all the grounds.

TA, K. Sweet commented that we should combine all the playgrounds, parks and public areas and maintenance with work force and budget.

### **Discussion 129 Parker Street Ad-Hoc Committee Update**

TA told the Board in the Drop Box menu sub folder- he would post copies of the minutes from the Ad-hoc committee. He thinks information will be more streamline. Committee will take a site visit over the weekend of Dec 6, 2013.

Sel. Cranshaw is attending meetings and had this to say, meetings are every Wednesday, except during the holiday weeks. Next meeting Dec 11<sup>th</sup>. They discussed housing, school, set back, senior housing. Someone asked about lodging, Sel. Cranshaw said that has not come up.

### **Town Hall Hours**

TA K. Sweet indicated that he had feedback from the Town Clerks Office, Assessors and Treasurer/Collectors Offices;

Town Clerk, had positive feedback, as it works well to have a late night for couples that needed to fill out marriage certificates, new residents for filling out for voter registration and other documents they needed from her office.

Assessors had positive feedback, residents starting calling on the late night, made appointments with her to come in with their issues, and filled for abatements.

Treasurer/Collector has many residents that now come in on the late night to pay taxes, and other payments. Her one observation is to plan coverage on the Friday near tax due date.

Selectmen Office is able to work with the Veterans Agent with some issues that arise regarding veterans and their paperwork.

Board requested the TA to add MOA to both the Union contracts that this will affect.

Sel. Cranshaw requested that offices track activity on Tuesdays, prior to and after 4pm.

A motion was made by Selectman Gavin to extend the hours the current Town Hall hours until June 30, 2013 (FY14). Second by Selectman Capello. Vote 4-0.

Motion approved.

### **Fiscal Year 2015 Budget Discussion**

TA, Kevin Sweet commented that at the last Leadership meeting, all his staff in full prep mode of their budgets, all working in Softright and had expectations and would weigh in on the finance changes with Town Meeting approval.

(Bottom line Budget).

Request from Selectman Cranshaw wants the preliminary estimate of the real estate tax increase based on known commitments.

### **Town Administrator's Report - Kevin Sweet:**

**Electric Vehicle Charging Station:** The charging stations are being utilized and the artwork is completed. We have a 3-hour parking limit at this time. The funding for this project was obtained through the Green Communities Designation and Grant Program.

**Waste Water Treatment Plant:** The RFP for the Management, Operations and Maintenance of the WWTP was released and is due back on Dec. 19, 2013. Chris Okafor and I met with our current provider Weston & Sampson and they have been very accommodating with contract flexibility and continued service.

**Pedestrian Crossing:** We have had several discussions over the last few months around this topic and it has been a focus of the Police Depart. in addition, my office. An integral part of what we have been discussing is purchasing a portable speed radar sign that can be put up around Town, and this item has been purchased through grant funds. In addition, we will be replacing all four School Zone Signs on Route 117 with new LED style lights and installing two permanent Speed feedback signs on Route 117. As another proactive measure, I have asked the DPW to assess the street lighting at all of our crosswalks. Areas that have been identified as inadequate have been prioritized for street light replacement to the new LED lights, which provide significant enhancements.

**CrossTown Connect:** All five original communities; Acton, Boxborough, Littleton, Maynard and Stow have now agreed to become part of CrossTown Connect. CrossTown Connect is currently in the process of bringing the businesses on board. The original partner Clock Tower Place has agreed to join and IBM has given verbal agreement. Once the study of Concord and Westford is complete, they will work towards getting them on board.

**Leadership Team Meeting:** At our recent Leadership Team meeting, we discussed the FY15 budget process and Departmental updates. Andrew Scribner-MacLean our new Assistant Town Administrator attended the Leadership meeting with Department Heads and has had informal discussion with staff. Andrew will be starting on Dec 16, 2013 and will be meeting with the Board of Selectman on Dec. 17, 2013.

**Miscellaneous:**

Held monthly LEPC and Information Technology meeting  
Attended Tourism, Arts and Cultural Development Day in Maynard.

**Chairman Report - Brendon Chetwynd:**

- Met with Rep Kate Hogan on issue and now need to reach out to the MMA for some advice.
- This Saturday is the ribbon cutting at the new MHS. December 7, 2013 at noon
- This Saturday evening Sip & Stroll from 6 to 8 pm Downtown
- Requested the TA to reach out to the School Leadership Team to have another meeting in December.

**Old/New Business:**

**Selectman Cranshaw:**

- We received email today about the Beacon Santa Telethon, Who from the Selectmen will be going? Selectman Capello said she would attend.
- Liquor Licenses; whether we want to talk about adding more liquor licenses out at 129 Parker Street. TA, said it will be on agenda at another time and that we have other business owners that have requested full licenses also.
- The Complete Street Resolution, should we make that a part of the 129 Parker Street plans? Yes, TA will ask Eric Smith to bring that up at the next meeting.
- Did we post the contracts on the web? No, per TA, not yet.
- When will we have the cemetery discussion? TA, in January at the 2<sup>nd</sup> meeting.

**Selectman Capello:**

- Recap of the Tourism, Arts and Cultural Development Day at Art Space today with Representative Kate Hogan. Our Cultural Councilor, Elizabeth Mulligan was a spokesperson, along with Anita Walker from the State. One of the items they talked about was, if we want to have Maynard as an Art destination then we need to have partnerships with the Arts groups, businesses, and municipalities. Elizabeth Milligan will need to do some work with TA, Kevin Sweet.

**Selectman Gavin:**

- Resignation letter from Selectman Jim Buscemi, wishes him the best.
- Joint Budget meeting, do we have a date set? TA, February 8<sup>th</sup> is the scheduled date.
- Naming of Facilities, Parks, and Conference Rooms etc. can we turn this over to the Historical Group and some group to ask them to come up with a criteria. Brendon will email Jack MacKeen.
- Art Work is missing from the BOS room, can we get some new art work? Selectman Capello will email Jero over at Art Space.
- Christmas Parade, want to thank the Rotary and the residents of Maynard for coming out to our parade on such a bad weather day, cold and rainy.

A motion to adjourn the meeting was made by Selectman Capello. Second by Selectman Gavin. Vote 4-0. Motion approved.

Time: 10:10 pm

Approved: January 7, 2014

Date:

*David Gavin*

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Selectman, David Gavin, Clerk

Initials: BJM