



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, January 7, 2014**

**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 is recorded).**

**Pledge of Allegiance**

**Public Comments – no public comments**

**Minutes of December 3, 2013 Meeting for December 17, 2013 canceled per weather issue.**

**A motion** was made by Selectman Capello to approve the minutes for December 3, 2013, (regular meeting). Second by Selectman Gavin. Vote 4- 0. Motion approved.

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

- Fire Dept. Monthly Report for November, 2013
- Town Clerk's Monthly Report for November, 2013 & December 2013
- Facilities Monthly Report for December 2013
- Police Dept. Monthly Report for November, 2013
- DPW Monthly Report for November, 2013
- Library Monthly Report for November, 2013
- Assessors Monthly Report for September, October and November, 2013
- Meeting Notice, 129 Parker Street Ad-hoc 12/4/7/11/13, 1/8/13

- Retirement Meeting Notice 12/5/13
- Town Hall hours through June 30, 2014
- MIIA, RE: credit approved by MIIA BOD 12/4/13
- Meeting Notice, 1/6/14 Revitalize Maynard Collaborative
- Meeting Notice, Planning Board, 12/10/13
- Meeting Notice, Board of Assessors, 12/10/13, 12/23/13
- Meeting Notice, Finance Committee, 12/9/13
- Meeting Notice, Community Preservation Committee 12/18/13 & 1/15/14
- Public Hearing Notice Conservation Committee 12/19/13 & 1/7/14
- VHB, On Call Engineering Service, Wayne Amico
- Notice, Costa vs MHS, Nov. 22, 2013
- Resignation letter, COA, Rosalie Poitras 12/6/13
- Resignation letter, COA, Nancy Hatch, 12/6/13
- Meeting Notice, Recreation, 12/18/13
- Meeting Notice, Cultural Council 1/16/14
- Meeting Notice, Board of Appeals, 12/16/13
- Meeting Notice, Golf Re-Use Comm, 12/9/13, 1/6/14
- DOR Notice for Assabet Valley High School, 11/26/13
- Meeting Notice, CPC, 12/4/13
- Incident Report, Peyton's 12/3/13
- Resignation from Jerry Culbert Dec 2013 - moved to FL.
- Resignation from Josh Morse no date.
- Resignation from Josh Philbrook June 2013.
- Resignation from Robert Horn, Capital Planning 12/27/13
- Final Tax Rate set FY 2014
- Update from Senator Jamie Eldridge 12/11/13
- Charter Review Meeting Minutes 10/28/13 & 10/16/13

- Comcast important information price changes
- MAPC, 12/16/13, Maynard BOS vote to promote 'Complete Streets'
- OARS December newsletter 2013
- Notice, A.B.C.C. Farmer series pouring permit, Town Tips Class

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

**Consent Agenda:**

Cemetery Deed 2009 and Liquor License, Skylight)  
Renewal of all Ad-Hoc Committees: 129 Parker Street Ad-Hoc, Local Emergency Planning Committee, Maynard Green Communities Committee.

**A motion** was made by Selectman Gavin to amend the Consent Agenda, remove the Liquor License, Skylight and approve. Second by Selectman Capello.  
Vote 4 - 0. Motion approved.

**A motion** was made by Dawn Capello to approve the Common Victualler License to expose, keep for sale, and to sell all kinds of alcoholic beverages to be drunk on the premises to Skylight LLC at 51 Waltham Street under Manager, Cyril F. Clark.  
Vote 3 – 1. (Selectman Cranshaw). Motion approved.

**Introduction: Andrew Scribner-MacLean, Assistant Town Administrator.**

Town Administrator, Kevin Sweet, introduced and welcomed Andrew Scribner-MacLean to the Town in the position as Assistant Town Administrator. Kevin expressed the confidence he has in Andrew's ability to focus on and manage a myriad of responsibilities i.e. Capital Projects, Personnel and Human Resource Functions, Town Procurement Issues, Capital Budgets, Information Technology and the Office of Municipal Services. He also noted that Andrew has already made great strides in several of these areas.

**Appointment: Cultural Council, Reya Stevens**

**A motion** was made by Selectman Capello to approve the appointment of Reya Stevens to the Cultural Council; her term expires June 30, 2016. Second by Selectman Gavin.  
Vote 4 – 0. Motion approved

**Discussion:** Elizabeth Milligan, Making Maynard an Art destination and Cultural Council updates. **Email from Elizabeth, still away cannot make this meeting.**

**Water Abatements; ID # 3783-1, ID # 581, ID # 8338**

**A motion** was made by Selectman Gavin to approve water abatement for ID # 3783-1 with abatement for \$689.09. Second by Selectman Bill Cranshaw. Vote 4 – 0. Motion approved.

Water abatement for ID # 581 request tabled until the BOS meeting January 21, 2014.  
**TABLED UNTIL 1/21/14.**

**A motion** was made by Selectman Brendon Chetwynd to approve water abatement for ID # 8338 with abatement for \$191.28. Second by Selectman Dawn Capello. Vote 4 - 0. Motion approved.

**Reserve Fund Transfer, Library, New Server for the Library**

Board of Selectmen acknowledges this RFT at meeting 1/7/2014.

Discussion followed regarding process of the reserve fund transfers.

**Discussion: Chairman Finance Committee, Peter Campbell – FY15 Budget**

- Budget, request to have more than bottom line item budget.
- Request Transparency with Budgets and Departments.
- Article for Budget to include appendix.
- Contracts within a department, contract limits per a contract if the costs go over what was budgeted i.e. amendments per the contract and or over runs.
- Funding, C9 cuts, Local Aid.

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

- Ad-hoc has met (5 ~6 times) 7 members, Eric Smith, Bernie Cahill, Ron Calabria, Ken Estabrook, Amy Hart, Eugene Redner, and Lynda Thayer.
- Kick off meeting, foundation, Nov. 6, 2013.
- Reviewed all past documents from 129 Parker Street plans. Looked at options based on that, want to look at 3 to 5 concept plans with owners.
- Site visit in December 2013 with committee, residents and owners.
- They need to come up with a recommendation; it will be one or more concept plans.
- We are starting education process with residents.
- Traffic Study on the table. This has been done in the past.
- Check points
- Residents will want to know the steps, scope, and numbers change and footage change.
- Department Head meeting to get some of the questions out on the table and have some of those answered.

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

- **Solar Array Update**, the project is on NSTAR's schedule for completing the interconnection and having their Witness Test on 1/15/14. WGES is working with contractors to assist as needed to make sure they can pass the test. Witness Test completed as scheduled, they will receive an approval to operate the photovoltaic array, and effectuate the Power Purchase Agreement billing term.
- **Waste Water Treatment Plant (WWTP)** a few changes to the original RFP for the Management, Operations and Maintenance of the WWTP, which was, release on January 6, 2014 and are now due on January 30, 2014. Our current provider, Western & Sampson, has been very accommodating with contract flexibility and continued service.
- **Route 27 – Acton/Concord Street Intersection**, Chris Okafor, Wayne Amico and I met with MA DOT District 3 staff to discuss the intersection improvements project at Route 27 Acton/Concord Street that was approved and advertised back in February, 2004. Specifically, to see what if anything the Town could do to get this project looked at again and on a future TIP. Based on design standard changes and competitive funds, etc. it does not look positive that we will be able to get state funding for this project, but we are discussing and exploring potential options.
- **Waltham Street Bridge Update**, at this point MA DOT and site Contractor MIG have completed the majority of the work, they will be returning in the spring to complete sidewalks and driveway aprons on the westerly side (McDonald's Tedeschi's). The easterly is complete.
- **FY 15 Budget**, All departments have submitted there FY 15 budget requests. Over the next, several weeks I will continue to be working on budget related items in preparation of a final TA recommended budget and presentation at the joint Budget Meeting on Feb. 8<sup>th</sup>. I have completed a preliminary revenue projection for FY15. As you are aware, the climate is always changing. Concerning Local AID, things look positive. The growing improvements to the national economy and some other factors are expected to help boost state collections, resulting in higher expectations of revenue.
- **Capital Planning Committee**, ATA, A. Scribner-MacLean, BOS Chair, Chetwynd met with Tim Caldwell of the CPC in an effort to get a status update. The committee has yet to meet since last year and currently does not have a chair due to resignation. This has put a delay on capital requests, as there are no Depart liaisons. Andrew will be overseeing capital projects moving forward and he will be working closely with the Committee and Depart Heads over the next several weeks.

- **3<sup>rd</sup> Quarter Bills**, these past bills for water/sewer were not sent in same envelope as the real estate bills. There was some lack of planning on the part of the vendor. The finance team will be discussing potentially looking for a new vendor to mail our bills for future mailing and looking at ways to continue to refine the process.
- **Labor Negotiations**, We held an initial kickoff and ground rules setting meeting with the Maynard Police Local 55 & 56. I anticipate hearing from the other Union's regarding opening bargaining and scheduling meetings in the near future.
- **Snow Removal**, The DPW crews have been tasked over the last several weeks with significant snow removal and ice difficulties. I want to thank them for all the hard work and dedication the last 2 storms. Congratulation goes out to Chris Okafor for his storm preparation and rallying of his crew to get the job done. I know that several of you have joined me in thanking them for their efforts, which is much appreciated and goes a long way to build morale.

**In Corr**

#### **Chairman Report - Brendon Chetwynd:**

- I need to schedule public meeting for the Charter review committee changes to Town Charter.
- Need to reach out to other Towns' chairs
- Need to reschedule the meeting with the school group.
- (2) Employees processing paperwork for disclosure. A motion was made by Selectman Capello to approve the disclosure paperwork to be filed on record for Frederick J Brooks and Gerald Byrne to our personal. Second by Selectman Gavin. Vote 4-0. Motion approved.

#### **Old/New Business:**

##### **Selectman Cranshaw:**

- Follow up on a couple of issues from BOS meeting. TA said they are scheduled on the BOS agenda for 1/21/14. 2 street issues and cemetery policy.
- Town Planner, Eric Smith, update on his projects, economic development, complete streets and analysis
- Labor Contracts, when they will be added to the web site. TA will get it on the web. Request for contracts on the BOS page.
- 40B, do we have answer back from State? TA, the State has not accepted this project at this time.
- Looking at tax assessment for 129 Parker Street, it is low. The assessment / revenue, we have a problem on under developed properties.
- School Budget number? We need a real number from the school. The letter from the Supt. Dated Dec 27, 2013 does not give us the real number. Their request is community expectations. No what can the town afford.

- Looking for information regarding the fees for Water/Sewer hook ups on the web site.
- Request 15 second update on the McDonald past issue. TA and legal have a meeting scheduled and this should be finalized soon.

**Selectman Capello:**

- Wayne Amico does a nice job with his report and it is very useful.

**Selectman Gavin:**

- From correspondence, notice of incident at Peyton's', are we all set or should we have hearing. TA will check with Chief.
- Notice from Senator Eldridge, regarding grant program for energy manager. Acton / Boxborough have a manager and have a record of accomplishment of saving money. Thinks we should look into this. TA said our Green Communities Committee works on this type of concerns and issues.
- WAVM, radio program, wondering if anyone is doing programs for the Town?
- Town Clerk report, notice on the article for a By-Law change on the Dog Kennel was denied. TA, it is now all set.

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

Time: 10:45 pm

Approved: 1/28/14

Date: 1/29/14

*David Gavin*

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Selectman, David Gavin, Clerk

Initials: BJM