



AGENDA
Maynard Board of Selectmen's Meeting
September 18, 2012
Town Building—Michael J. Gianotis Meeting Room (No. 201)
Regular Meeting Time: 7:00pm

(All public meetings may be recorded, broadcast and or videotaped)

1. Call to order (7:00)

2. ~~Pledge of Allegiance~~
3. Public Discussion
4. Appointment of Police Chief Mark Dubois
5. Appointment of Firefighter Angela Lawless and Service Anniversary for Mark Tomyl
6. Acceptance of Minutes
 - a) September 4, 2012
7. Correspondence
 - a) Facilities Department, Monthly Report – August 2012
 - b) Fire Department Monthly Report – August 2012
 - c) Treasurer / Collector Monthly Report – August 2012
 - d) Letter to Civil Service Unit dated Sept. 11, 2012
 - e) Letter from Main Street Liquors dated Aug 25, 2012
 - f) MAPC, Professional Technical Planning Assistance dated August 15, 2012
 - g) Email from Senator Jamie Eldridge
 - h) Maynard Business Alliance, Membership Application

i) Event for Doug Robinson

8. Consent Agenda (7:10)

- a) One Day License Maynard Fest – Pleasant Café Beer & Wine
- b) One Day License Maynard Fest – Halfway Café Beer & Wine
- c) One Day Block Party, Chandler / Elmwood Street, October 6, 2012

9. Clock Tower Licenses (2) Clock Tower & Lily Friedman (1) ABFM (1)

10. Abatement I.D. # 378-1

11. Remove Water Restriction BOS had added back in May 2012

12. Revolving Fund Increase for Plumbing Inspector

13. CPA Proposal discussion for BOS proposal

14. Open Positions

- a) Town Accountant
- b) DPW Superintendent, Interim Strategy

15. Special Town Meeting October 18, 2012

16. EPG Solar update

17. Town Administrator's Report

18. Old/New Business

19. Chairman's Report

20. Adjourn

Submitted

Michael J. Sullivan

Town Administrator, Maynard



Date: September 18, 2012

Chief Mark W. Dubois

You are hereby appointed to the

Maynard Police Department

Term expires: **Indefinite**

FOR THE

TOWN OF MAYNARD

To hold office during our pleasure, or our term.

PLEASE BE SWORN IN AT THE TOWN CLERK'S OFFICE.

Board of Selectmen

Sworn: _____

Town Clerk

Mark W. Dubois

19 Maple Circle

Shrewsbury, MA

508-842-8556 mhdubois@verizon.net

PROFESSIONAL EXPERIENCE

Operations Division Commander - Lieutenant

Feb 2007-Present

Town of Shrewsbury, Massachusetts

Administrative manager of all functions of the Operations Division which has five Sergeants, thirty patrolman, dispatch supervisor, and six dispatchers. Operations Division includes; Uniform Patrol, K-9, Marine Unit, Motorcycle Unit, Traffic Officer, Court Liaison, Training, Communications and fleet maintenance. Establish operational goals, policies, regulations, and procedures based upon the needs of the town and department. ~~Review department activities to determine problem areas, crime trends, and~~ the need for special action. Manage all department scheduling, special events, training, and any specialty area affecting a member or unit of the department. Administer department budget in accordance with established town policy and agency needs. Oversee the selection, training, and evaluation programs for all sworn and non-sworn personnel. Assigned to professional standards committee to conduct internal investigations of citizen complaints and employee misconduct

Captain - United States Army Reserve

October 2007-Present

Judge Advocate General's Corps

Trial Defense Counsel assigned to the 154th Legal Support Organization, Trial Defense Service. Currently assigned to the New England Region, Boston team. Representing Soldiers at administrative separation proceedings and court-martial cases. Active duty in Ansbach Germany from November 2009 to October 2010 assigned as a Legal Assistance Attorney, Part time Military Magistrate, and Supervisor of Tax Center. Taught for Central Texas College satellite campus, undergraduate division: Introduction to Criminal Justice.

Police Sergeant

September 2002-Feb 2007

Town of Shrewsbury, Massachusetts

Supervise and direct work of patrol officers, detectives, and dispatchers. Supervise response to incidents and investigations by patrol officers and detectives. Review, approve, and prepare incident reports. Communicate directives, policies, and procedures to employees in order to maintain cohesive and efficient work environment. Assigned to professional standards committee to conduct internal investigations of citizen complaints and employee misconduct. Developed officer field training manual and department policy. Developed department policy and procedure for emergency response to all nine public schools. Assigned to state wide steering committee for the Executive Office of Public Safety on Racial Profiling. President of Superior Officer Union, facilitate collective bargaining negotiations and agreement, co-host of monthly television show on department activity.

Police Officer July 2000- September 2002
Town of Shrewsbury, Massachusetts
Uniform patrol officer interacting with the community in a diplomatic manner with tact, persuasion and empathy. Field training officer.

Police Officer August 1994-July 2000
Town of Northborough, Massachusetts
Nationally Accredited Agency
Patrolman, Shift Supervisor for approximately five months, field training officer, union president for five years, negotiated patrol officers employment contract, initiated and organized annual department golf tournament with over 150 attending. Developed and presented power point presentation at annual town meeting relative to the passing of Quinn Bill legislation. Instructor for civilian police.

Staff Instructor January 2002-Present
Massachusetts Municipal Police Training Academy Boylston, MA
Teach various courses to supervisors, officers, new recruits, and reserve officers at a regional police academy. Courses include Law of Arrest, Motor Vehicle and Criminal Law annual updates, racial profiling, civil liability, and courtroom testimony. Supervisors Basic Training: Report Writing, Stress Management, Ethics, and conducting the In-Basket exercise. Staff Instructors for the 19th MPOC full time recruit class, July 25, 2011 to December 15, 2011.

EDUCATION

New England Law Boston, Massachusetts
Juris Doctor, Evening Division May 2001
General Studies including Constitutional Law, Criminal Law, Criminal Procedure, Evidence, Administrative Law, Employment Law, and Conflicts of law.

Westfield State College Westfield, Massachusetts
Bachelor of Science in Criminal Justice August 1996

Quinsigamond Community College Worcester, Massachusetts
Associates of Science in Criminal Justice, Highest Honors, May 1994

United State Army
Judge Advocate Officer Advanced Course – 2 weeks Charlottesville, VA January 2012
Basic Officer Leadership Course I - 2 weeks Fort Lee, VA October 2007
Basic Officer Leadership Course II – 12 weeks Charlottesville, VA November 2007
Direct Commissioned Officer Course – 4 weeks Fort Benning, GA February 2008

PROFESSIONAL ACTIVITIES AND MEMBERSHIPS

Member of Massachusetts Bar, Admitted January 2002 BBO# 650649
Member of New England Narcotics Enforcement Officers Association
Elected Town Meeting Member in a representative form of local government (2 terms)
New England School of Law Class Agent – Class of 2001

SPECIALIZED POLICE TRAINING

Municipal Finance and Department Budgeting
Grant Training: How to locate money & write winning proposals
Executive Leadership – leadership communications, team building and goal setting
Employee Discipline – discipline issues facing Police Chiefs
Practical Skills – administrative and personnel issues
Racial Bias Policing for Supervisors
Supervisor Basics (80 hours)
SWAT 1 Basic Tactical Operations and High-Risk Warrant Service
Several speaking engagements most notably a presentation to Parent Teacher Association on Terrorism.
Received Academic Award for graduating first in class at Burlington Police Academy
Proficient in Microsoft Office products

HOBBIES AND INTERESTS

Spending time with my wife and children at our summer cottage in Ocean Park, Maine
Completed Wurzburg Germany Marathon 2010
Completed 111th Boston Marathon 2007
Completed 110th Boston Marathon 2006
Completed Bay State Marathon 2005
KPJ Memorial Golf Tournament – volunteer director
Coach for Shrewsbury Youth basketball
Manager and Coach Shrewsbury Little League Baseball 2007 to Present.
Committee Chairman for Boy Scout Troop 158.



Date: September 18, 2012

Angela Lawless

You are hereby appointed

Maynard Fire Fighter

FOR THE

TOWN OF MAYNARD

PLEASE BE SWORN IN AT THE TOWN CLERK'S OFFICE.

Fire Chief and Board of Selectmen

Fire Chief, Anthony Stowers

Sworn: _____

Town Clerk



Draft minutes for September 4, 2012

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, September 4, 2012
Room 201, Town Hall
Time: 7:00 pm

Present: Acting Chairman Brendon Chetwynd, Selectman David Gavin, Selectman Mick Hurrey, Town Administrator, Michael Sullivan and Becky Mosca. Absent, Selectman Dawn Capello and Selectman James Buscemi.

Pledge of Allegiance

Public Discussion

Resident, Vic Tomyl stated that he is hearing from a lot of his customers that people are starting to like coming into the town building and the place is looking great. Board thanked Vic for the welcoming comment.

Motion made by Selectman Gavin to approve the minute for the August 21, 2012 meeting. Second by Selectman Hurrey. Vote 3-0. **Motion approved.**

List of Correspondences

- a) Resignation letter, DPW employee.
- b) Record list from Town Clerk for appointments, August 24, 2012
- c) Maynard Can events list date of event August 26, 2012
- d) Chapter 87 New Section 14, meeting date Sept. 26, 2012
- e) Public Notice from ZBA, meeting date Sept 24, 2012
- f) MBA, Profits & Loss Statement August 24, 2012

Motion made by Selectman Hurrey to approve the list of correspondences as shown. Second by Selectman Gavin. Vote 3-0. **Motion approved.**

Consent Agenda

- a) Appointment of Maynard High School Principal Caragianes
- b) Grant permission BGCAV to use parking deck for Road Race

Motion made by Selectman Gavin to approve the consent agenda as shown. Second by Selectman Hurrey. Vote 3-0. **Motion approved.**

Proclamation to Retired Chief Corcoran



OFFICIAL PROCLAMATION

**COMMONWEALTH OF MASSACHUSETTS
TOWN OF MAYNARD**

WHEREAS: Chief James Francis Corcoran has served the community of Maynard as Chief for the past twelve years, past Detective/Sergeant, Sergeant and Patrolman in the Maynard Police Department for 33 years; and

WHEREAS: Chief Corcoran will serve as a Special Police Officer for the Town and will continue to do so upon his retirement; and

WHEREAS: Chief Corcoran retired on January 31, 2012 and with this "Retirement Party" to commemorate his tenure with the Maynard Police Department; and

NOW, THEREFORE, WE, the Maynard Board of Selectmen offer our congratulations to Chief Corcoran and wish him many happy years of retirement with his wife Karyn, daughters Casey, Meghan, McKenzie and his son Jimi.

Given in the Selectmen's Chambers this 4th day of September, in the year two thousand and twelve.

Maynard Board of Selectmen

Motion made by Selectman Gavin to approve the proclamation as read into the records as shown above. Second by Selectman Hurrey. Vote 3-0. **Motion approved.**

Maynard Community Life Center Survey

TA, Mike Sullivan commented that the MCLC had a survey that would be mailed out to every house in Maynard. The hope is that we get the surveys back and go from there. Collection boxes are at the Maynard Public Library and Town Hall along with a mail address to return the survey.

Maynard Contributory Retirement Board appointment James McCann

Motion made by Selectman Hurrey to approve James B. McCann as the Rep for the Board of Selectmen with a term ending on June 30, 2015. Second by Selectman Gavin. Vote 3-0. **Motion approved.**

Maynard Business Alliance

a) Special Permit, MBA/Dave's Landscaping Holiday Lights

Motion made by Selectman Gavin to approve the permit for Holiday lights with the Maynard Business Alliance and Dave's Landscaping. To provide, maintain and put up holiday lights on 9 feet of garland and 18" red bows for 20 lampposts in downtown Maynard. Also to decorate the center isle at the intersections of Main and Nason Street with lights and illuminated figures. Second by Selectman Hurrey. Vote 3-0. **Motion approved.**

b) Special Permit for Sip and Stroll

Motion made by Selectman Gavin to approve the permit for a Holiday Sip and Stroll with the Maynard Business Alliance on Saturday, December 1, 2012 from 6:00 p.m. thru 9:00 p.m. Second by Selectman Hurrey. Vote 3-0. **Motion approved.**

c) Lighting ceremony, school involvement

d) Winter events schedule

Fire Fighter Contract, (previously accepted as MOU)

Motion made by Selectman Gavin to approve the agreement between Town of Maynard and the Maynard Permanent Fire Fighters Association Local 1947, I.A.F.F. AFL/CIO with a term July 1, 2012 thru June 30, 2015. Second by Selectman Hurrey. Vote 3-0. **Motion approved.**

Updates on Job Postings

- a) Police Chief, interviews scheduled for Tuesday, September 11 and 12 starting at 6:00 p.m. We have (5) candidates.
- b) Town Accountant, job posted with MMA, final date for applications is September 10, 2012.
- c) Admin Assistant, Accounting, offer with MHS past graduate, start date is Wednesday, September 5, 2012.

- d) DPW Superintendent, Interim Strategy, currently we pay (1) employee \$75 per day but new plan is to divide between (3) employees \$30 per day. Will do up RFP for temporary services for filing and reviewing documents regarding DPW issues.

Town Administrator's Report

- Vacation
- Solar Project
- Police Chief Search
- Maynard Alteration of premises
- MIAA Board Seminar
- Sidewalk Updates
- Town hall Upgrades and Re-Organization Efforts
- Professional Development Afternoon

Old/New business

Selectman Gavin inquired about an injured officer. TA, Officer is back to work after having staples in head removed.

Water meter issue from the Maynard Country Club/ piles at a private home to club course at no charge. TA, Mike Sullivan comments, Per Legal and Middlesex AG's office charges would be very difficult to recover any unmetered costs. As we have no records of how much water was used over time and for how long?

Board received email from school committee that they will need more money in their budget for the upcoming FY2014 year. BOS needs to set a clear plan very soon.

Selectman Chetwynd comments for TA, to add the budget to the next BOS meeting on 18 September.

Selectman Hurrey comments he wants follow up some issues over the summer with accidents.

Adjourn

Motion to adjourn made by Selection Hurrey. Second by Selectman Gavin. Vote 3-0.
Motion approved.

Time: 8:50 pm

Approved: _____

Date:

Selectman, Chetwynd, Clerk

Initials: BJM

FACILITIES DEPARTMENT
Aug 2012
Gregg Lefter, Facilities Manager

Activity Report

FACILITIES:

- Finished floors at Green Meadow
- Removed damaged canopy at Green Meadow school
- Selected contractor for Memorial Gym Demo
- Moved all furnishings and supplies back into Green Meadow
- Completed renovations in lower town hall
- Started ceilings and electrical upper town hall
- Completed Fire Safety replacement lower level town hall
- Weekly High School Building Meetings
- Monthly High School building Meeting
- Monthly Assabet School renovation meeting
- Meeting with residents/contractor regarding Memorial gym Demo





MAYNARD FIRE DEPARTMENT

Fire Chief
Anthony Stowers

Monthly Report

AUGUST 2012

FIRE RESPONSE ACTIVITIES

Number of requests for service break down for the month break down as follows:

Vehicle fire	0
Basic life support ambulance	25
Advanced life support ambulance	21
Mutual aid ambulance	8
Motor vehicle accident	3
Pedestrian hit by motor vehicle	0
Flammable gas leak	3
Flammable liquid spill	0
Fire Drill	0
Carbon monoxide detector activation	2
Medical assist with no patient care	4
Lock-out	3
Mutual aid building fire/Automatic aid	1
Good intent/assist police/investigation	7
Well-being check	1
Rescue with no medical emergency	0
No incident found	1
System malfunction	2
Smoke detector activation with no fire	4
LP gas inspection/Tank Truck	3
Investigation of citizens complaint	0
Smoke detector inspection	19
Arcing electrical/wires down/overheat	1
Cooking Fire/barbeque fire	2
Unintentional false/canceled/unauthorized burning/other	12
Total	121

TRAINING ACTIVITIES

All shifts have been involved with the training of our new probationary firefighters. All together members completed over 100 hours of on-shift training in August in a variety of topics such as driver/operator, dispatch operations, and hydrant and drafting operations, building familiarity with walks through multiple buildings among other topics. Training also continued for our probationary firefighters as they become familiar with Maynard Fire Department procedures and methods.

SHIFT PROJECTS AND ACTIVITIES

In-house repairs were completed on the Ambulance after parts were sent from our vendor. This allowed for the ambulance to be out of service for a minimal amount of time and saved a considerable amount of money in labor charges. The Ambulance also had some repair work done to repair its air ride system.

Requests for proposals have been sent out for a new ambulance and should be returned by late September. We have also chosen a new extrication tool built by Holmatro and it should be delivered by September 1st.

We have been working closely with a software company called GovCentric. We have been chosen to help develop a prototype fire department records management program to be marketed nationally. This program should be up and running by late fall and will increase efficiency in fire department operations.

We have continued developing and review standard operating guidelines and general orders. Most notably we have updated our responses to suspicious powders and or packages.

ACTIONS OF NOTE:

Sean Kiley worked closely with Maynard Police Officer Bill Duggan on another successful safety day for area children attending the Middlesex County Sheriffs Kids Camp and Kids attending Camps at the Maynard Boys and Girls Club. This involved over 300 children from the communities of Maynard, Acton and Stow. Participation also included members of the Acton and Stow's Fire and Police Departments respectively and Sheriffs Deputies from Middlesex County, as well as Boys and Girls Club Staff and Counselors. This year's program was a huge success; great job by all demonstrated the power of teamwork and cooperation!

A hiring process for a new firefighter has been on-going in August. It has involved a review of application packages, skills review and oral boards. We expect to have a new firefighter on-board by early September. Our skills review process was completed on August 21st, but this process was given a little twist to add realism to the candidates. We were fortunate enough to have four volunteer actors from the Acme Theater Company, Kate Blair, Kevin Nessman, Nancy Gahagan and Kathy Lague. These wonderful actors took turns being either victims or distraught family members during our emergency medical scenarios. The candidates were evaluated by members of Pro-EMS, and this realistic approach gave us a good opportunity to evaluate all the candidates so that we hire someone who can immediately fill the role of a Maynard Firefighter. Oral boards were conducted on August 30th and a new firefighter should be in place by the middle of September.

We have submitted two more grant requests with the Federal Emergency Management Agency under the Assistance to Firefighters Grant Program. These are SAFER Grants and would fund the recruitment and retention of 9 on-call firefighters over the next 4 years, as well as fund a full-time training and safety officer's position.

Fire Department personnel spent a considerable amount of time dealing with a residence on Martin Street where numerous hazardous chemicals were being improperly stored. We worked very closely with the Environmental Protection Agency and the chemicals have been removed from the home and should be shipped out for disposal next week.

Our public education campaign has continued and we have added some very important safety information to both the Fire Department website and our Maynard Fire Department Facebook Page. Look for more going forward.

Respectfully Submitted,
Anthony Stowers

**Report of Treasurer/Collector's Office
For the Month of August 2012
Submitted by Cheryl Kane**

Activity Report

July 2012 Collections:

- Collector: Taxes and water/Sewer: \$5,063,807
- Treasurer: Dept Turn-ins and wire receipts: \$1,129,694

Bills sent out due August 1:

- Real Estate Commitment: \$5,878,848
- Personal Property: \$ 192,686
- Community Preservation: \$ 50,265

Comments

Massachusetts Collector's Treasurer's School at U.Mass was attended by Assistant Treasurer, Assistant Collector, Treasurer/Collector from August 14th- 17th.

Project in process:

Reconcile receivables and cash for DOR fiscal 2012 with Town Accountant and Accounting Assistant.

Review product options for online payments.

MAYNARD POLICE DEPARTMENT (978) 897-1011
FAX: (978) 897-8002

197 Main Street
Maynard, MA 01754

September 11, 2012

Loren Fitzgibbons
Supervisor, Examination Administration & Development
Comm of MA – Civil Service Unit
One Ashburton Place, Room 301
Boston, MA 02108

Dear Ms. Fitzgibbons,

Three years ago, a Lieutenant's exam was scheduled, and offered to Sergeants. Since we did not have four sergeant's sign up for the exam, the exam was cancelled.

For the last two years, the Lieutenant's test has been open for both Sergeant's and Patrolmen to take.

This year, the listing for the Maynard Lieutenant's exam only lists Sergeants as eligible. If there are not 4 Sergeants applying this will postpone the exam.

We are requesting that you modify and open the exam up to both ranks.

Sincerely,



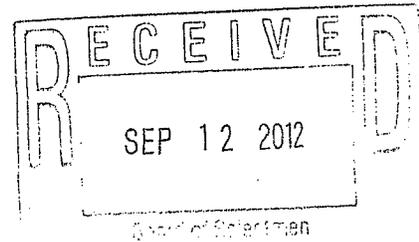
Dawn Capello
Chairman, Board of Selectmen

August 25, 2012

Board of Selectmen
Town of Maynard
195 Main Street
Maynard, MA 01754



Re: Main Street Liquors
48 Main Street
Maynard, MA 01754
978-897-2041



Dear Chairman Gavin,

Mr. Mark Benoit, Senior Director of Operations at Anheuser-Busch, visited our store on Wednesday, August 22, 2012. He received a letter from Mr. Richard Grace of Manufacturer's Direct, 52 Main Street, Maynard regarding the Budweiser trucks making deliveries to our store.

Mr. Benoit explained that the letter he received was also copied to you. I did not receive a copy.

Over the last few years, Mr. Grace has addressed various delivery truck drivers with regard to what he perceives to be parking violations in front of our store. He claims that delivery trucks block his driveway and that he cannot get by in his car if he needs to. He has contacted the Maynard Police Department numerous times to lodge complaints. The officers have responded and, to my knowledge, no delivery vehicles have been ticketed.

Mr. Grace has never written or spoken to me regarding the issue he seems to have regarding these trucks in front of our store.

I'd like to point out that not all of the delivery vehicles that park in front of our store are making deliveries to us.

In the course of a week, we have the following number of large/long trucks:

Monday = one, Tuesday = two, Wednesday = four

All of these drivers have been instructed by us to make sure the end of their truck does not infringe on Mr. Grace's driveway. The rest of our orders are in smaller van-style trucks or can fit up our back driveway to the back door.

We cannot monitor the parking of every vehicle that parks in front of our store making deliveries to other businesses on Main Street.

For example, on Thursday, August 23rd I noticed that a Wachusett Potato Chip truck was parked in front of our store in the "15 minute only" spot for over 25 minutes. That truck

did indeed have the rear bumper back a bit too far toward, but not blocking in any way, the driveway of Mr. Grace's business. We do not carry Wachusett chips and I can only assume that he was delivering to one of the Main Street restaurants. I couldn't possibly know if Mr. Grace has also sent a letter to Wachusett Potato Chip company, or any other company, stating his parking complaint.

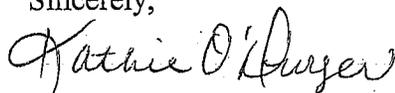
If Mr. Grace is having trouble seeing around the end of a properly parked delivery vehicle when pulling out of his driveway, a solution would be to suggest that he unlock his second driveway gate located on the opposite side of his building away from the liquor store. In that way, he may feel more comfortable pulling out into traffic since he will only have to concern himself with oncoming traffic from his left hand side.

We can probably all agree that parking can be difficult in the downtown area at times. We try to be good neighbors and keep an eye on our delivery vehicles to ensure that they do not block Mr. Grace's driveway.

With so many pressing issues in front of the Board, I regret that I have had to take up your time with something that could be solved between neighbors.

As with any dispute or disagreement, cooperation and compromise is the key.

Sincerely,



Kathie O'Dwyer

Owner

Main Street Liquors



MEMORANDUM

To: MAPC Council Representatives and Other Local Officials
From: Marc D. Draisen, Executive Director
Subject: Professional Technical and Planning Assistance to MAPC Municipalities
Date: August 15, 2012

I am once again very pleased to announce that the Governor and Legislature have funded the District Local Technical Assistance (DLTA) Program, which enables Regional Planning Agencies such as MAPC to provide technical assistance to municipalities for "any subject within regional planning expertise."

Over the past several years, MAPC has assisted dozens of cities and towns to undertake local and inter-municipal plans, re-write local zoning, procure cost savings through energy services contracts, or enter into inter-municipal agreements to save money and/or to improve service delivery. This is a great opportunity for your community and MAPC to collaborate on projects that meet local needs while advancing regional and state goals regarding smart growth and regional collaboration.

The funds that were recently approved are for calendar year 2013, and MAPC anticipates receiving a contract for these funds in the fall of 2012. ***Although we will not issue a formal RFP for projects until late fall, I am writing at this time to encourage you to begin thinking about potential proposals for projects.*** I invite you to look over the past projects undertaken by MAPC (see <http://mapc.org/dlta-projects>) and consider what needs you may have (either in traditional land use planning, energy, or shared municipal services planning). We encourage you to contact MAPC to propose possible projects and begin initial discussions related to your ideas for 2013.

As in the past years, we anticipate that eligible projects will fall into two major funding categories — 1) Sustainable Development and Preservation in support of a regional plan, and 2) Regional Collaboration in Service Delivery or Procurement.

For further information on this program, previously funded projects, or to discuss a project concept, please contact:

Mark Racicot (land use projects): 617-451-2770 ext. 2063, mracicot@mapc.org.
Steve Daly (municipal services projects): 617-451-2770 ext. 2047, sdaly@mapc.org.
Rebecca Davis (energy related projects) 617-451-2770 ext 2029, rdavis@mapc.org

Subregional Coordinators: see contacts at <http://www.mapc.org/subregions>, or as below:

Inner Core: Manisha Bewtra mbewtra@mapc.org

North Shore Task Force: Sam Cleaves: scleaves@mapc.org

North Suburban Planning Council: Jennifer Erickson: jerickson@mapc.org

Minuteman Advisory Group on Interlocal Coordination: Julie Conroy: jconroy@mapc.org

MetroWest Regional Collaborative: Bruce Leish: bleish@mapc.org

SouthWest Advisory Planning Committee: Cynthia Wall: cwall@mapc.org

Three Rivers Interlocal Council: Steve Winter: swinter@mapc.org

South Shore Coalition: Barry Keppard: bkeppard@mapc.org

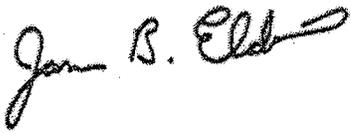
Becky Mosca

From: Carr, Michael (SEN) <Michael.Carr@masenate.gov>
Sent: Wednesday, August 29, 2012 1:42 PM
To: Eldridge, James (SEN)
Subject: From Senator Jamie Eldridge
Attachments: image001.png; DLTA 2013 Initial letter to communities.pdf

Attention Municipal Officials:

I wanted to let you know that the Metropolitan Area Planning Council has announced that they will soon be soliciting proposals for the 2013 round of District Local Technical Assistance (DLTA) funds. They don't yet know what the exact grant parameters will be but are encouraging people to start discussing project ideas with them for any land use planning that may require some technical assistance, in order to create a successful proposal and project outcome. MAPC said they will likely be informed of the parameters in October and will send out an announcement at that time. Attached is the initial letter from Marc Draisen, MAPC Executive Director. If you have any questions or would like to discuss a potential project idea you can contact your Subregional Coordinator: Minuteman Advisory Group on Interlocal Coordination: Julie Conroy: jconroy@mapc.org or MetroWest Regional Collaborative: Bruce Leish: bleish@mapc.org Also if I can be of any assistance please don't hesitate to contact me.

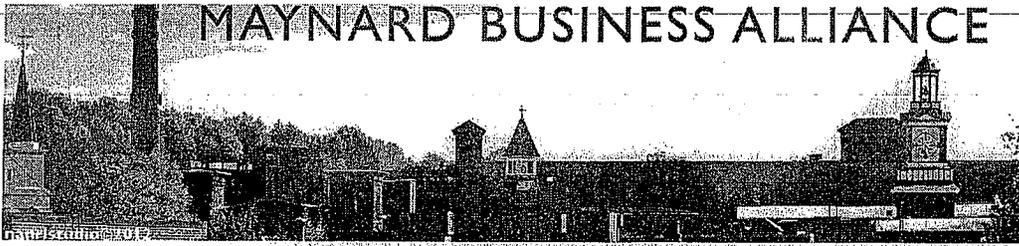
Best Wishes,



Jamie Eldridge
State Senator
Middlesex Worcester District
State House, Room 413A
Boston, MA 02133-1054

Website: www.SenatorEldridge.com
Email: James.Eldridge@masenate.gov
Phone: 617-722-1120
Fax: 617-722-1089

Michael B. Carr
Chief of Staff
Office of Senator Jamie Eldridge
State House, Room 413-A
T: 617.722.1120
F: 617.722.1089
www.SenatorEldridge.com



MEMBERSHIP APPLICATION

COMPANY NAME: _____

TYPE OF BUSINESS: _____

CONTACT PERSON: _____

ADDRESS: _____

PHONE: _____ DATE: _____

EMAIL: _____

Membership Dues

Membership dues along with attending meetings allows your business one vote at our quarterly meetings. Membership is \$50 annually, checks should be made out to: Maynard Business Alliance and accompany this application. (If necessary, you may make 2 installments of \$25 each. Second payment due 3 months after joining. Any member with financial hardship can apply for a waiver or reduction of fee to the Executive Board.)

How did you hear about the MBA:

Your reason(s) for joining: (please check)

To play a role in improving the business vitality of the Maynard retail and service community.

To meet fellow Maynard business owners and discuss common goals and challenges.

To establish a positive relationship with Town Government and be part of the political decisions affecting the business community.

To participate in creating and implementing special events designed to increase consumer foot traffic.

If you would like to join a committee please check:

Membership _____ Finance _____ Events _____ Advertisement _____

Becky Mosca

From: Gallery Seven <info@gallerysevenmaynard.com>
Sent: Thursday, September 06, 2012 9:50 AM
Subject: Maynard Business Alliance Update
Attachments: MBA Membership Application.pdf; ATT07483.htm

Hello Everyone,

My name is Nick Johnson. My wife and I own Gallery Seven Frame Shop on Nason Street in Maynard and I am the new President of the Maynard Business Alliance (MBA).

As you may have heard the alliance has gone thru some changes recently. Bob Gottlieb, who worked very hard to get the MBA up and running, has moved on to other ventures. We have subsequently continued to develop a very strong and dedicated core group of members.

~~Below is a list of ideas that we are pursuing. These are all events geared toward revitalizing Maynard's downtown and helping Maynard to grow as a wonderful place to do business.~~

Many of these ideas are in the preliminary stages. They are not finalized. We're letting you know about them because we would love the larger business community's feedback and creative ideas. The MBA is looking forward to developing a mutually supportive working relationship with the Assabet Valley Chamber of Commerce, the Cultural Council, the management at Clock Tower Place, Town Hall, the Maynard Rotary Club and other area groups.

The MBA is working on:

Getting Holiday Lit Garland and Bows on the downtown lampposts.

Holiday Decorations for the center island at the intersection of Main and Nason.

A Holiday Sip & Stroll on Saturday, Dec. 1 from 6-9 p.m. We would love it if all of the businesses could be open and have some light refreshments available. We hope to have a Santa Clause and Carolers for the event.

A Spring Art Walk sometime next May to promote area artists and Maynard as a destination for the arts community. That would involve artwork in businesses windows as well as having all of the galleries in town open that evening. We may also bring in some classical musicians. (THIS WILL NOT BE A FAIR WITH VENDORS SELLING PRODUCTS ON THE STREET)

A Wellness Day highlighting Maynard's vast array of wellness practitioners.

A Charity Cut-a-Thon. A charity event involving local hair salons. This will help raise money for a worthy cause and also raise awareness of Maynard's numerous and creative hair salons.

Attached is a membership application. The annual fee is \$50. If interested please mail application and fee to Maynard Business Alliance, P.O. Box 693, Maynard, MA 01754.

Please do not hesitate to email or call me if you have any thoughts or questions about the MBA going forward.

We're planning another MBA social get together, we'll let you know the date when we have it finalized.

Becky Mosca

From: Jabusc@aol.com
Sent: Saturday, September 08, 2012 10:05 AM
To: Michael_Hurrey@vrtx.com; dawncapello@gmail.com; bchetwynd@yahoo.com; daviddgavin@verizon.net; stowkate@gmail.com; sa_bubier@verizon.net; rnads@yahoo.com; Michael Sullivan; Becky Mosca
Subject: Event for Doug Robinson
Attachments: carnival day.jpg

I received this email from Olivia Kelley, and just wanted to pass this information along -
~~Please see attached flyer.~~

Regards,
Jim Buscemi

"My brother, Doug Robinson, grew up in Maynard and could really use the support of our community! Last year, he was in a tragic motorcycle accident in NH that has left him blind and paralyzed. He is no longer able to support his wife and small children. He is a really good man and has a beautiful family. He is working hard at recovery but its a struggle everyday. I'd like to urge the community to come together and attend this incredible event! There are lots of really amazing auction items; a weekend on Nantucket, A weekend getaway in FL, Patriots tickets, ski vacation, professional photo sessions, Signed sports memorabilia, a children's bike, hotel stays, gift certificates to hair salons, toy stores, restaurants, etc...and lots of themed gift baskets! There will be fun carnival games and lots of things for the kids: caricature artists, bouncy house, face painting and food and drinks! If you can't come to the event please consider donating by visiting www.friends4doug.com."



OFFICE OF THE SELECTMEN

Maynard, Massachusetts

ONE-DAY Beer & Wine License & Entertainment License

This permit is issued to

Halfway Café; 51 Main Street
Cell # 781-820-5966, John Grasso Owner

For the following purpose:

Maynard Fest: October 6, 2012 time: 11:00 until 3:00 P.M.
Halfway Cafe at 51 Main St. requests permission for Beer & Wine license with a roped-off area to front/side of the Halfway Cafe Building for the one day town event.
No Smoking in this area.

Subject to the conditions as herein stated:

This permit is issued upon the specific condition that the Town of Maynard will not be held responsible or in any manner liable for and shall be indemnified by the Permit holder against any and all causes of action, damages, injuries/or other claims arising out of or relating to the issuance of this permit.

Board of Selectmen



OFFICE OF THE SELECTMEN

Maynard, Massachusetts

ONE-DAY Beer & Wine License & Entertainment License

This permit is issued to

Pleasant Cafe' Inc., owner, Frank Dzerkacz
Cell # 978-793-2405

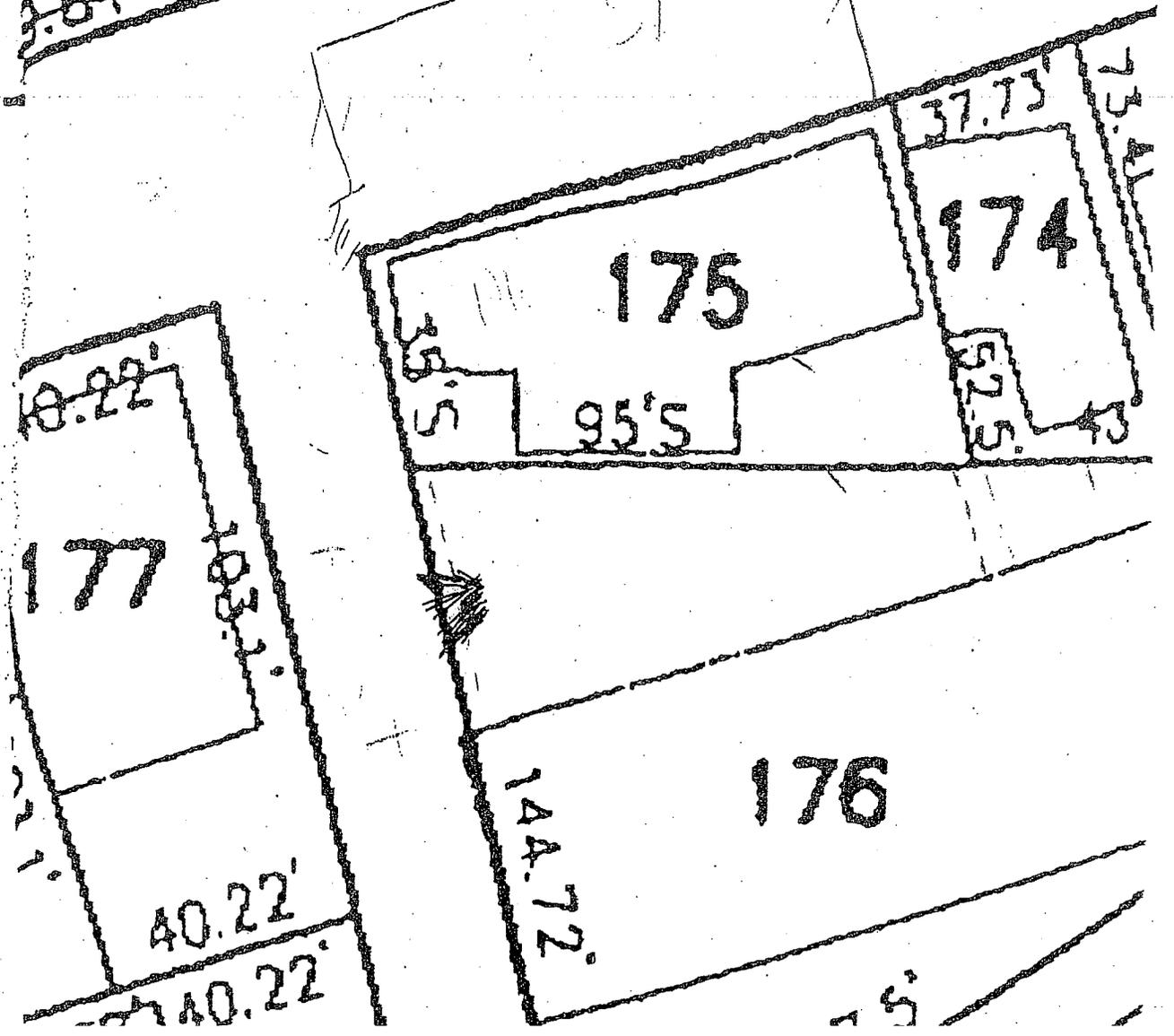
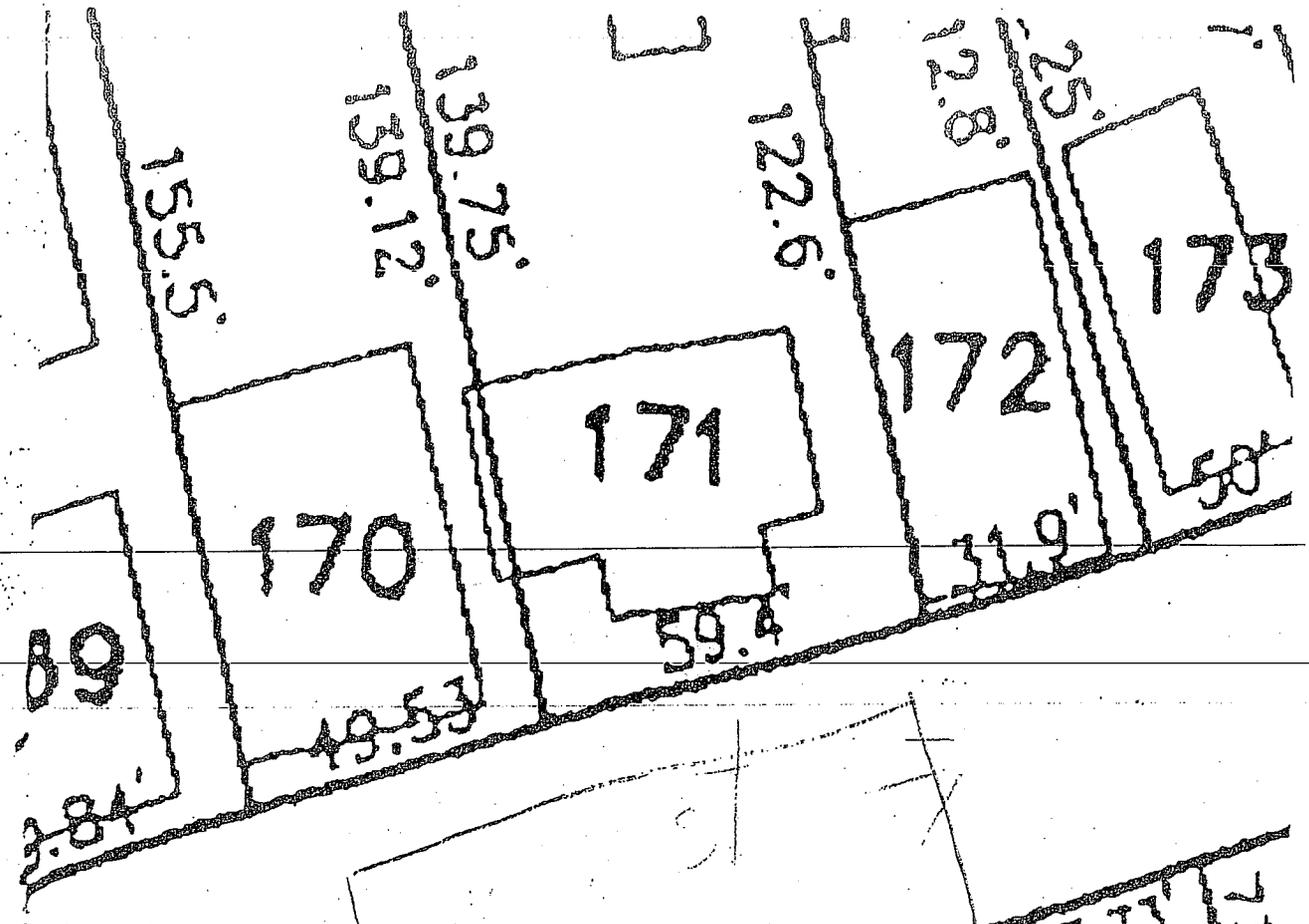
For the following purpose:

*Maynard Fest: October 6, 2012 time: 11:00 until 3:00 P.M.
Pleasant Cafe' Inc. at 36 Main St. requests permission for Beer & Wine license to
front of the Pleasant Café Building for the one day town event. The parking lot and
Main Street will be fenced off with access from 36 Main Street entrance. No
Smoking.*

Subject to the conditions as herein stated:

This permit is issued upon the specific condition that the Town of Maynard will not be held responsible or in any manner liable for and shall be indemnified by the Permit holder against any and all causes of action, damages, injuries/or other claims arising out of or relating to the issuance of this permit.

Board of Selectmen



Pleasant Cafe' Inc. of Maynard, located at 36 Main Street, requests permission to expand the 300 FT. outdoor patio space on liquor licence - to include the adjacent parking lot and Main Street with sidewalk area in front of Cafe' building - for the one day town event of "October Fest" on Saturday, Oct 6, 2012.

The parking lot and Main Street area will be fenced off with access from 36 Main Street entrance

Pleasant Cafe' : owner/
manager

~~Frank Dzerkacz~~
FRANK DZERKACZ

Becky Mosca

To: Marie Morando; Stephanie Duggan (sduggan@TownofMaynard.net); Kevin Sweet
Cc: (jdawson@maynardpolice.com); Anthony Stowers
Subject: Special One Day events with One-Day Liquor permit

Please review the One-Day Liquor & Entertainment license the BOS gave out for the October Fest.

Per the Board of Selectmen.
With this in mind it's a Family Event.

- 1) No Smoke in the roped off area.
- 2) No person to stand up and drink alcohol outside in the roped off areas.
- 3) All drinking to be done at table with food outside.

Becky Mosca
195 Main Street
Maynard, MA. 01754
Phone # (978) 897-1351
Email : bmosca@townofmaynard.net

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



Public Notice

Notice is hereby given, in accordance with Massachusetts General Laws that a Public Hearing will be held on Tuesday, September 18, 2012 at 7:10 p.m. in the Michael J. Gianotis Meeting Room (201) of the Maynard Town Building on the application of Pleasant Café Inc. for a temporary alteration of premises. A copy of this application is on file in the Office of the Selectmen and will be made available upon request.

Board of Selectmen,
Dawn Capello, Chair
M. Hurrey
David Gavin
James Buscemi
Brendon Chetwynd, Clerk



OFFICE OF THE SELECTMEN

Maynard, Massachusetts

ONE-DAY Liquor License PERMIT

This permit is issued to

**Mike Adams on behalf of Lily Friedman
Cell # 508-309-0433**

For the following purpose:

Subject to the conditions as herein stated:

Bar Mitzvah being held at the Clock Works Cafe' at 8 Clock Tower Place on November 12, 2012 from 7:00 PM until 11:00 PM. We will be serving beer, wine and sodas.

TIPS bartender: Shana Adams and Duarte Calveo

This permit is issued upon the specific condition that the Town of Maynard will not be held responsible or in any manner liable for and shall be indemnified by the Permit holder against any and all causes of action, damages, injuries/or other claims arising out of or relating to the issuance of this permit.

Board of Selectmen

Maynard Board of Selectmen
Maynard Town Hall
195 Main Street
Maynard, MA 01754

September 19, 2011

Dear Selectpeople:

On behalf of Jennifer Friedman and the operators of the ClockWorks Café in the Mill, I am requesting a one-day liquor license/permit for the fundraiser for the Bat Mitzvah of Lily Friedman being held at the ClockWorks Café at the Clock Tower Place on Saturday November 10, 2012 from 7:00-11:00PM. We will be providing a Bar of beer, wine and sodas and basic alcohol drinks. We are expecting ~70 Adults and 50 teens. The teens will have a drink set up of sodas and waters at a location in another area completely separate from the Adults' Bar.

NexDine at ClockWorks Café is a Food Management Service operating the cafeteria for the Wellesley Management Company, the managers of the Clock Tower Place. NexDine, through our General Liability Coverage has Host Liability for all size events. We will be serving passed and stationary hors d'oeuvres, complete dinner and dessert/coffee. We will have 2 TIPS approved bartenders (Shana Adams, Duarte Calveo) who have years of experience in catering and bartending and are extremely familiar with the surroundings at Clock Tower as they do most of our on-site events

We are excited to be holding this event at the Clock Tower and are looking forward to holding several of these kinds of events each year.

For NexDine and Jennifer Friedman,



Mike Adams, Manager
ClockWorks Café
8 Clock Tower Place
Maynard, MA 01754
978/897-2276
508/309-0433 ©



NexDine, LLC
100 Pleasant Street • Dracut, MA 01826
P. 978.674.8464 • F. 978.458.8827
www.nextdine.com

NexDine
THE FRESH IDEA PEOPLE

Attn:
Mike
Adams

U

ServSafe Alcohol
 ID No. 4738968
 CARD NO. 6119066

ServSafe Alcohol® CERTIFICATE

SHANA ADAMS

Card expires three years from the date of the examination. Local laws apply.

DATE OF EXAMINATION
 10/1/2008

NATIONAL RESTAURANT ASSOCIATION SOLUTIONS

ServSafe
 Exam Form No. 4310
 Cert. No. 0017243

ServSafe® Certification

SHANA ADAMS

for successfully completing the standards set forth by the National Restaurant Association Educational Foundation for the ServSafe Food Protection Manager Certification Examination.

Date of Examination: 7/23/2008

Date of Expiration: 7/23/2013

National Restaurant Association EDUCATIONAL FOUNDATION
 Local laws apply. Check with your local regulatory agency for recertification requirements.

©2008 National Restaurant Association Educational Foundation. All rights reserved.

Choke/Save Participant
 SHANA ADAMS

Has successfully completed a Choke/Save class for Adult/Child/Infant Conscious & Unconscious on

3/16/10

Beth D. Olcson
 Beth D. Olcson

AHA Instructor Trainer
 American Safety Health Institute Inst. 508-758-3188
 boleson@partner.org

American Heart Association
 Learn and Live

Heartsaver® AED

Shana Adams

This card certifies that the above individual has successfully completed the objectives and skills evaluations in accordance with the curriculum of the AHA for Heartsaver AED Program.

Modules Completed: (A) (B) (C)

03/16/2010
 Issue Date

3/15/2012
 Recommended Renewal Date



ID NO. 6028937
CARD NO 7371378

ServSafe Alcohol CERTIFICATE

Duarte Calvao

Card expires three years from the date of the examination. Local laws apply.

DATE OF EXAMINATION
10/20/2010

NATIONAL
RESTAURANT
ASSOCIATION



OFFICE OF THE SELECTMEN

Maynard, Massachusetts

ONE-DAY Liquor License PERMIT \$75.00

This permit is issued to

**Clock Works Café on behalf of Acton Boxboro Friends of Music
Mike Adams Cell # 508-309-0433**

For the following purpose:

Subject to the conditions as herein stated:

2nd Annual Acton Boxboro Friends of Music fundraiser. The event will be held at the Clock Works Café at 8 Clock Tower Place on Saturday, October 13 2012 from 7:00 ~ 11:00 PM. We will be serving beer, wine and sodas. Expecting ~100-150 guests.

TIPS bartender: Duarte Calveo, Shana Calveo

This permit is issued upon the specific condition that the Town of Maynard will not be held responsible or in any manner liable for and shall be indemnified by the Permit holder against any and all causes of action, damages, injuries/or other claims arising out of or relating to the issuance of this permit.

Board of Selectmen

Maynard Board of Selectmen
Maynard Town Hall
195 Main Street
Maynard, MA 01754

September 19, 2011

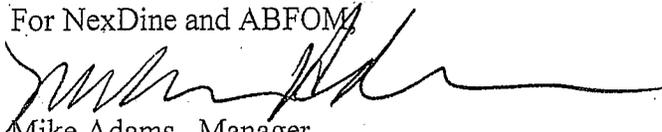
Dear Selectpeople:

On behalf of the Acton Boxboro Friends of Music (ABFOM) and the operators of the ClockWorks Café in the Mill, I am requesting a one-day liquor license/permit for the fundraiser for the ABFOM being held at the ClockWorks Café at the Clock Tower Place on October 13, 2012 from 7:00-11:00PM. We will be providing a Cash Bar of beer, wine and sodas and one "Specialty Drink" (Sangria). This will be an identical event to the one held last year on September 24.

NexDine at ClockWorks Café is a Food Management Service operating the cafeteria for the Wellesley Management Company, the managers of the Clock Tower Place. NexDine, through our General Liability Coverage has Host Liability for all size events. We are expecting 100-150 attendees and they will be having music provided by the students with hors d'oeuvres. We will have 2 TIPS approved bartenders (Shana Adams, Duarte Calveo) who have years of experience in catering and bartending and are extremely familiar with the surroundings at Clock Tower as they do most of our on-site events. The students will be in a separate part of the building with their own drinks (soda/water) and not accessible to the Bar.

We are excited to be holding this event at the Clock Tower and are looking forward to holding several of these kinds of events each year.

For NexDine and ABFOM,



Mike Adams, Manager
ClockWorks Café
8 Clock Tower Place
Maynard, MA 01754
978/897-2276
508/309-0433 ©



NexDine, LLC
100 Pleasant Street • Dracut, MA 01826
P. 978.674.8464 • F. 978.458.8827
www.nexdine.com

NexDine
THE FRESH IDEA PEOPLE

Attn:
Mike
Adams

ServSafe ALCOHOL CERTIFICATE

Exam No. 47100000
Barcode 61100000

ServSafe Alcohol® CERTIFICATE

SHANA ADAMS

Exam expires three years from the date of the examination. (See rules apply)

DATE OF EXAMINATION
10/1/2008

NATIONAL RESTAURANT ASSOCIATION
EDUCATIONAL FOUNDATION

ServSafe Certification

Exam Form No. 4310
Cert. No. 0017243

ServSafe Certification

TO SHANA ADAMS

Has successfully completed the standards set forth by the National Restaurant Association Educational Foundation for the ServSafe Food Protection Manager Certification Examination.

Date of Examination: 7/23/2008

Date of Expiration: 7/23/2013

National Restaurant Association Educational Foundation

Local laws apply. Check with your local regulatory agency for reproduction requirements.

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Choke/Save Participant

SHANA ADAMS

Has successfully completed a Choke/Save class for Adult/Child/Infant Conscious & Unconscious

[Signature]

Beth D. Olson

AHA Instructor Trainer
American Safety Health Institute Inst. 508-758-3188
boleson@partners.org

American Heart Association
Learn and Live

Heartsaver® AED

Shana Adams

This card certifies that the AHA individual has successfully completed the objectives and skills evaluations in accordance with the curriculum of the AHA for Heartsaver AED Program.

Modules Completed: **A B C**

Issue Date: **03/16/2010**

Expiration/Reissue Date: **03/15/2012**



ID NO 6028937

CARD NO 7371378

ServSafe Alcohol CERTIFICATE

Duarte Calvao

Card expires three years from the date of the examination. Local laws apply.

DATE OF EXAMINATION

10/20/2010

STATE OF
VIRGINIA
RESTAURANT
CERTIFICATION



OFFICE OF THE SELECTMEN

Maynard, Massachusetts

PERMIT One – Day, Block Party

This permit is issued to

*Alex Thayer cell # 978-764-2726
Chandler and Elmwood Street Block Party*

For the following purpose:

*Chandler and Elmwood Street Block Party of Maynard,
Saturday, October 6, 2012
From 1:00 PM – 8:00 PM*

Subject to the conditions as herein stated:

This permit is issued upon the specific condition that the Town of Maynard will not be held responsible or in any manner liable for and shall be indemnified by the Permit holder against any and all causes of action, damages, injuries/or other claims arising out of or relating to the issuance of this permit.

Board of Selectmen:



OFFICE OF THE
DEPARTMENT OF PUBLIC WORKS
MUNICIPAL BUILDING, 195 MAIN STREET
MAYNARD, MASSACHUSETTS 01754

TELEPHONE: 978-897-1017

FAX: 978-897-7290

UTILITY BILLING

ABATEMENT REQUEST

ACCOUNT #: 51-378-1

DATE: 8/23/2010

NAME: Amy Gay

ADDRESS: 37 Old Marlboro Rd

PHONE: 978-897-9893



CUSTOMER HAS PAID ALL UNCONTESTED WATER/SEWER
BILLS IN FULL BY DUE DATE AND AN AMOUNT AT LEAST
EQUAL TO PRIOR BILL OF CONTESTED BILL.

Please attach a copy of the bill in question, Full Description of Request: (be specific)

We were double charged for a penal
bill.

Amy Gay

Reviewed by: Timothy Mullally

Approved: _____ Denied: _____

Reason: Computer Error

Abatement Policy on back of form

Amy

978 8979893

Yr: 2013 Seq: 51-UB Bill: 369 Bank :
 Owner: GAY AMY REBECCA & Id: 175 25.0--48.0
 Loc: 37 OLD MARLBORO RD
 Acct#: 5100003781

Qtr	Due Dt	Purpose	Type	Tran Dt	Batch	Rec/Ref#	Amount	Trans No / Seq
1	06/19/2010	Wtr-Metered-In	CHG	06/19/2010	UB27			0000006286 000001
				06/19/2010	Total=		\$0.00	
	08/02/2010	Wtr-Metered-In	CHG	07/01/2010	0701		21.80	0000021493 000001
				07/01/2010				
		*Mtr Read Fr:		03/01/10	To: 06/02/10	CNS: 60 A		
		Wtr-Metered-In	PMT	07/06/2010	COUN	2680.01	21.80-	0000526383 100000
				08/02/2010	Total=		\$0.00	
	11/01/2010	Wtr-Metered-In	CHG	10/01/2010	BILL		81.26	0000534018 000001
				10/01/2010				
		*Mtr Read Fr:		06/02/10	To: 09/01/10	CNS: 1520 A		
		Wtr-Metered-In	PMT	10/04/2010	COUN	8737.01	81.26-	0000538189 100000
				11/01/2010	Total=		\$0.00	
	02/01/2011	Wtr-Metered-In	CHG	12/31/2010	DP		21.80	0000551782 000001
				12/31/2010				
		*Mtr Read Fr:		09/01/10	To: 11/30/10	CNS: 35 A		
		Wtr-Metered-In	PMT	01/04/2011	COUN	16503.01	21.80-	0000555768 100000
				02/01/2011	Total=		\$0.00	
	05/02/2011	Wtr-Metered-In	CHG	04/01/2011	BILL		21.80	0000592362 000001
				04/01/2011				
		*Mtr Read Fr:		11/30/10	To: 03/02/11	CNS: 0 A		
		Wtr-Metered-In	PMT	04/13/2011	COUN	32805.01	21.80-	0000605399 100000
				05/02/2011	Total=		\$0.00	
	08/01/2011	Wtr-Metered-In	CHG	07/01/2011	DP		21.80	0000616077 000001
				07/01/2011				
		*Mtr Read Fr:		03/02/11	To: 05/31/11	CNS: 120 A		
		Wtr-Metered-In	PMT	07/05/2011	COUN	40023.01	21.80-	0000631987 100000
				08/01/2011	Total=		\$0.00	
	11/01/2011	Wtr-Metered-In	CHG	09/30/2011	BILL		35.85	0000642125 000001
				09/30/2011				
		*Mtr Read Fr:		05/31/11	To: 08/30/11	CNS: 750 A		
		Wtr-Metered-In	PMT	10/05/2011	COUN	48340.01	35.85-	0000646962 100000
				11/01/2011	Total=		\$0.00	
	01/13/2012	Wtr-Metered-In	CHG	12/13/2011	FIN		21.80	0000655067 000001
				12/13/2011				
		*Mtr Read Fr:		08/30/11	To: 12/13/11	CNS: 55 F		
		Wtr-Metered-In	CHG	12/13/2011	FIN		21.80	0000655068 000001
				12/13/2011				
		*Mtr Read Fr:		08/30/11	To: 12/13/11	CNS: 55 F		
		Wtr-Metered-In	PMT	12/19/2011	MAIL	55551.01	21.80-	0000655390 100000
		Wtr-Metered-In	PMT	08/02/2012	LKBX	85149	21.80-	0000721221 100001
		Wtr Interest	CHG	08/02/2012	LKBX		1.68	0000721221 000001
		Wtr Interest	PMT	08/02/2012	LKBX	85149	1.68-	0000721221 100001
				01/13/2012	Total=		\$0.00	
	05/01/2012	Wtr-Metered-In	CHG	03/30/2012	BILL		21.80	0000688435 000001
				03/30/2012				
		*Mtr Read Fr:		12/13/11	To: 02/27/12	CNS: 0 A		
		Wtr-Metered-In	PMT	08/02/2012	LKBX	85149	21.80-	0000721221 100002
		Wtr Interest	CHG	08/02/2012	LKBX		0.77	0000721221 000002

*** Continued

Yr: 2013 Seq: 51-UB Bill: 369 Bank :
Owner: GAY AMY REBECCA & Id: 175 25.0--48.0
Loc: 37 OLD MARLBORO RD
Acct#: 5100003781

Qtr	Due Dt	Purpose	Type	Tran Dt	Batch	Rec/Ref#	Amount	Trans No / Seq	
1	05/01/2012	Wtr Interest	PMT	08/02/2012	LKBX	85149	0.77-	0000721221 100002	
					05/01/2012	Total=	\$0.00		
	08/01/2012	Wtr-Metered-In	CHG	07/02/2012	BILL		21.80	0000710947 000001	
				07/02/2012					
		*Mtr Read Fr: 02/27/12 To: 05/31/12 CNS: 15 A							
		Wtr-Metered-In	PMT	08/02/2012	LKBX	85149	21.80-	0000721221 100003	
					08/01/2012	Total=	\$0.00		
						Qtr Total=	\$0.00		
						Bill Total=	\$0.00		

Town of Maynard, Massachusetts
195 Main Street, Maynard, MA 01754

[Home](#)

On BOS for 9/18/12

Level 1 Water Restriction in effect

Posted on [April 18, 2012](#) by [daveq](#)

X ① Request Joe to remove all signs
② Request Dave Griffin remove from web

The restriction was enacted by the [Board of Selectmen](#) effective May 1, 2012 until further notice.

9/18/12
Per MS.
BJM

[Continue reading "Level 1 Water Restriction in effect" »](#)

Posted in [General Information](#) | [Comments Off](#)

Fire Department offering Home Safety Inspections in October

Posted on [September 11, 2012](#) by [daveq](#)

The [Maynard Fire Department](#) will begin conducting home safety inspections for those residents in Maynard who wish to have one. These inspections are designed to educate the resident on the dangers they face in their homes on a daily basis and some methods to reduce these hazards. The inspection will take about an hour and will involve [Maynard Fire Department](#) firefighters going through the home with the occupant to look for hazards.

The inspection will start outdoors and look for street numbers making sure they are at least 4" high and of contrasting color so responders can see it from the street. If the occupant has a pool, some safety tips are available to ensure the safety of all occupants and children. The inspection then moves inside and looks at smoke and carbon monoxide detector operation and placement, electrical safety, slip trip and fall hazards among other items.

The inspections are slated to begin in October to coincide with fire prevention month and will be conducted on Saturdays. Inspections will be done on a first-come first-served basis and can be scheduled by emailing Administrative Assistant Nancy Brooks (NBrooks@townofmaynard.net)

If you'd like to schedule an appointment, please give Nancy the date and time you'd like between 9:00 AM and 2:00 PM and she'll schedule it. Please leave your contact information so we can confirm your appointment.

Posted in [General Information](#), [Public Health and Safety Updates](#) | [Comments Off](#)

Maynard Community Life Survey

Posted on [September 9, 2012](#) by [daveq](#)

Last year, the [Maynard Community Life Center Committee](#) was appointed by the [Board of Selectmen](#) to determine the feasibility of establishing a community center. The center would serve the needs of the town, with emphasis on seniors and recreation. The Committee will document needs, examine alternatives and propose options at a future town meeting.

Becky Mosca

To: Joe Foster
Cc: (djay@townofmaynard.net); Michael Sullivan (MSullivan@TownofMaynard.net);
(davebets@mac.com)
Subject: Water Restrictions to be removed

Joe,

Please remove all the water restriction signs.
BOS meeting 9/13/12 will amend the water restriction for the Town.

Dave Griffin please remove the water restriction from the web site.

Any questions please contact the TA office.

Becky Mosca

Administrative Assistant

195 Main Street

Maynard, MA. 01754

Phone # (978) 897-1351 Fax # 978-897-8457

Email : bmosca@townofmaynard.net



REVOLVING FUND INCREASE FORM

Name: Kevin A. Sweet, Municipal Services Executive Director
O/B Adam Sahlberg, Plumbing Inspector

Date: September 5, 2012

Request is hereby made of the following transfer from the Reserve Fund in accordance with Ch 44 section 53E1/2 of the Massachusetts General Laws.

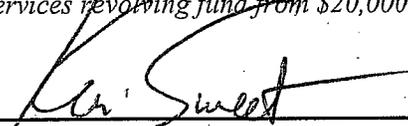
Name of Fund: Plumbing Inspectional Services Revolving Fund (3020.0243.511002)
Town Meeting Fund limit: \$20,000.00 **Total Expenditure Year to Date:** \$6,635.22
Requested Fund Limit: \$45,000.00

Please provide a detailed explanation of why a transfer is needed. Attach additional pages as needed.

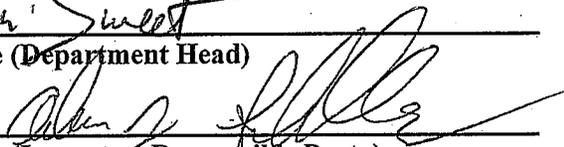
Due to the Maynard High School Build and the Summer Hill Glen Renovation Project, the number and value of inspections has substantially and temporarily increased for FY 2013. With regard to the High School Build, the contractor has paid the plumbing inspection fees – the cost was built into the construction budget. A total of \$8,298.00 in inspection fees are scheduled to be paid out to the Plumbing Inspector in six (6) installments over the life of the project during FY 2013.

The Summer Hill Glen Renovation was a large, unforeseen, short-term project, paid in full by the plumbing contractor – the job is close to completion. A total of \$23,835.00 in inspectional fees are scheduled to be paid out to the Plumbing Inspector in two (2) installments over the remaining life of the project during FY13.

Taking into account that approximately \$10,000 in plumbing inspection fees were expended in FY 2012, a total of \$6,635.22 has been expended year-to-date for FY 2013, and \$32,133.00 are due to be expended for the above projects, the Municipal Services Department is requesting an increase in the fund expenditure cap of the Plumbing Inspectional Services revolving fund from \$20,000.00 to \$45,000.00.

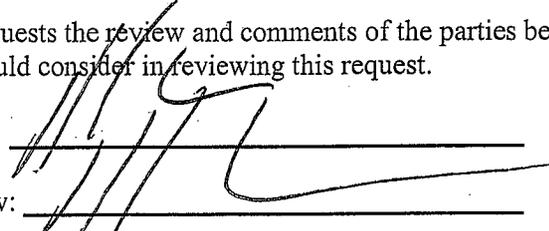


Signature (Department Head)



Signature (Inspector, Responsible Party)

The Finance Committee requests the review and comments of the parties below. Each party should attach any comments the Finance Committee should consider in reviewing this request.

Town Accountant Review:  _____

Town Administrator Review: _____

Board of Selectmen Vote: _____ Date of meeting: _____

Board of Selectmen Signature: _____

Finance Committee Vote: _____ Date of meeting: _____

Finance Committee Chairman Signature: _____

No funds should be expended over TM limit until all votes are taken and necessary internal adjustments are made by the Town Accountant.

Planning Board: for the purpose of fees and expenses associated with Site Plan Review, Special Permit and Subdivision Applications, and Zoning Bylaw and Subdivision Regulation revisions; the funds to be set at \$22,400.00 in Fiscal Year 2013 from Site Plan Special Permit and Subdivision Application fees; said funds to be expended by Planning Board.

0.00 T **Off Center Fees:** For the purpose of fees and expenses associated with household hazardous products, yard waste, tires and electronics collected at off center at the Highway Garage, the funds to be set at \$8,000.00 in Fiscal Year 2013 and said funds to be expended by the DPW.

approx FY12 → 10,000.00 +
Projects → 32,133.00 +
Est. Total → 42,133.00 T

Inspections: for the purpose of fees and expenses associated with inspections of food service establishments in the Town of Maynard, the funds to be set at \$12,000.00 in Fiscal Year 2013 and said funds to be expended by the Board of Health.

Senior Center: For the purpose of fees and expenses associated with operating the Senior Center, the funds to be set at \$10,000.00 in Fiscal Year 2013 and said funds to be expended by the Council on Aging.

Weights and Measures: for the purpose of fees and expenses associated with inspections performed by the Sealer of Weights and Measures, the funds to be set at \$2,000.00 in Fiscal Year 2013 from Sealer and Weights and Measurers Fees, said funds to be expended by the Board of Health.

Wiring Services: for the purposes of fees and expenses associated with inspections performed by the Wiring Inspector, the funds to be set at \$22,000.00 in Fiscal Year 2013 from Wiring Fees, said funds to be expended by the Fire Department.

Plumbing Inspectional Services: for the purpose of fees and expenses associated with inspections performed by the Plumbing Inspector, the funds to be set at \$20,000.00 in Fiscal Year 2013 from Plumbing Fees, said funds to be expended by the Board of Health.

Gas Inspection Services: for the purpose of fees and expenses associated with inspections performed by the Gas Inspector, the funds to be set at \$6,600.00 in Fiscal Year 2013 from Gas Fees, said funds to be expended by the Board of Health.

To do or act thereon.

SPONSORED BY: Board of Selectmen
APPROPRIATION: None
FINCOM RECOMMENDATION: At Town Meeting

Passed

Comments:

ARTICLE: 4 AUTHORIZE TREASURER TO BORROW

To see if the Town will vote to authorize the treasurer, with the approval of the Board of Selectmen, to borrow money from time to time in anticipation of the revenue of the Fiscal Year beginning July 1, 2012 in accordance with provision of General Laws, Chapter 44, Section 4,

Town of Maynard
Plumbing & GAS Inspector

DATE: January 23, 2012

DESCRIPTION

ACCOUNT #

AMOUNT

FEES - MISC	0001.0242.445002		\$15.00
Gas - Salary	3020.0242.484000		\$2,000.00
Fees - Misc	0001.0243.445012		\$15.00
Plumbing Salary	3020.0243.484000		\$12,447.00
PAY OUT EVERY 2 MONTHS 9 PAYMENTS			
Total:			\$14,477.00

*- \$8,298.00
on hold until
approved by
BUS / FinCom
(S)*

Maynard, MA

January 23, 2012

The above is a detailed list of money collected by me, amounting in the aggregate to
\$14,477.00

Dollars,

January 23, 2012

, whose receipt I hold therefore.

Becky Mosca

Administrative Assistant

TITLE

Maynard, MA

January 23, 2012

Received of - Board of Selectmen

, the sum of

\$0.00

Dollars,

January 23, 2012

Doree Howard

Treasurer's Office

Schedule of Weekly Departmental Payments to Treasurer
Town of Maynard
 Municipal Services

FILE COPY

RECEIVED
 AUG 22 2012

DATE: August 22, 2012

DESCRIPTION	ACCOUNT #	AMOUNT
FEES - BOH DISPOSAL/DUMPSTER	0001.0500.432008	
FEES - BOH SEPTIC HAUL	0001.0500.432011	
TOBACCO FEES	0001.0500.477002	
EMERGENCY PREPAREDNESS GRANT	1015.0500.455000	
EOEA GRANT	2010.0500.464000	
FOOD SERVICE PERMITS 53E 1/2	3007.0500.484000	
BOH REVOLVING - MISC RECEIPTS	3022.0500.484000	
MISC PERMIT FEES	0001.0500.445011	
LIC - ALCOHOL	0001.0500.441001	
LIC - OTHER	0001.0500.442005	
GAS FEES - MISC	0001.0500.445002	\$20.00
GAS - SALARY	3020.0500.484000	\$290.00
PLUMBING FEES - MISC	0001.0500.445012	\$95.00
PLUMBING - SALARY	3020.0500.484004	\$24,285.00
WEIGHTS & MEASURES	3032.0500.484000	
ELECTRICAL INSPECTOR FEES (Pete)	3019.0500.484000	
ELECTRICAL FEES - TOWN SHARE	0001.0500.445003	
ELECTRICAL INSPECTOR FEES (Jim)	3019.0500.484000	
ELECTRICAL FEES - TOWN SHARE	0001.0500.445003	
53E 1/2 PLANNING	3003.0500.484000	
FILING FEES (PLANNING)	0001.0500.432002	
ZONING FEES	0001.0500.432038	
CONTRIB & DONATIONS	3003.0500.483000	
STATE FILING FEES	3014.0500.484000	
WETLAND BY LAW	3030.0500.484000	
CONSERVATION GIFT ACCOUNT	8002.0500.483000	
CARBONE GIFT ACCOUNT	4003.0500.483000	
MISC REV	0001.0919.484000	
Total:		\$24,690.00

*C/Lech
 date
 8-30-12
 # 23415-212*

*Holding still
 \$23,835.00
 until approve
 by BOS / Fin
 Comm
 (SD)
 - paid out
 \$450.00
 Ok date 8-30-12*

Maynard, MA August 22, 2012

To the Accounting Officer:

The above is a detailed list of money collected by me, amounting in the aggregate to

\$24,690.00 Dollars,

which I have paid to the Town Treasurer on August 22, 2012, whose receipt I hold therefore.

Cash: \$0.00
 Checks: \$24,690.00

Kevin A. Sweet
 Kevin A. Sweet
 Assistant Town Administrator/Executive Director
 TITLE

Maynard, MA August 22, 2012

To the Department Officer making the Payment:

Received of - Municipal Services, the sum of

\$24,690.00 Dollars,

on August 22, 2012

Denee Howard

Town of Maynard, Massachusetts

195 Main Street, Maynard, MA 01754

[Home](#) > [Government](#) > [Committees](#) > [Community Preservation Committee](#) > CPA Project Proposals

CPA Project Proposals

The Maynard [Community Preservation Committee](#) is seeking **your** ideas! We encourage you to submit proposals that can utilize CPA funds to improve our community.

The Community Preservation Act (CPA) provides money, raised from a local surcharge and from state matching funds, to be spent on projects in four areas: Community Housing, Historic Preservation, Open Space, and Recreation. The Maynard [Community Preservation Committee](#) (CPC) reviews proposals requesting CPA funds and submits articles to Town Meeting recommending funding for some projects.

Some of the considerations the CPC uses when reviewing proposals are:

- Is the proposal eligible for CPA funds?
- Does the proposal fill a community need?
- Is the proposal consistent with Town goals, such as those described in the Community Development Principles?
- Is there widespread community support?
- Does the proposal include other sources of funds?
- Will the proposal be highly visible?
- Does the proposal include multiple CPA goals?
- Is the proposal complete and through?
- Are cost estimates backed up by hard data?
- Will the Town incur ongoing maintenance costs?

Examples of Allowable Projects

Community Housing projects could:

- Promote affordable housing.
- Encourage diversity of income, ethnicity, religion, and age.
- Ensure long-term affordability.
- Promote use of existing buildings and infrastructure.
- Give priority to local residents, Town employees, and employees of local businesses, to the extent permitted by law.
- Modify existing homes to allow disabled and elderly persons to continue living in their home

Historic Preservation projects could:

- Protect, preserve, or restore historic structures.*
- Protect, preserve, or restore historic sites.

- Protect, preserve, or restore historic artifacts.

* CPA funds can not be used for routine maintenance.

Open Space projects could:

- Acquire land for open space.
- Acquire land for well head or watershed protection.
- Rehabilitate brown fields for open space.
- Remove invasive plant species.
- Restore and landscape open space that has been acquired using CPA funds.
- Purchase conservation restrictions.
- Purchase easements for open space access.

Recreation projects could:

- Acquire land for recreational use.
- Preserve existing athletic fields.
- Convert existing non-recreational structures and land to recreational use.
- Improve parks, fields, and structures that had been acquired with CPA funds*

*At the present time CPA funds can not be used for improvements to recreational facilities that had not been acquired with CPA funds. The Massachusetts DCS has two grant programs that may provide funds. See www.mass.gov/eea/dcs

How do I get my ideas proposed?

We're here to help guide your ideas into completed projects.

- You can send inquiries to the CPC via email: maynardcpc@gmail.com
- Feel free to attend our meetings. The Maynard CPC meets the 2nd and 4th Wednesday of each month, at 7 PM in Room 101 (lower level) of Town Hall.
- Learn more about Community Preservation projects at the Community Preservation Coalition web site: www.communitypreservation.org
- [Download the application process and forms.](#) (pdf)

Important Dates

- 1st Friday in September -- 10 copies of Preliminary Applications due at Town Hall
- 1st Monday in November -- 10 copies of Final Applications for those proposals that the CPC considers eligible for funding under the CPA.
- November through February -- The CPC may request applicants meet with the Committee to discuss their proposal.
- March -- CPC submits articles for Town Meeting

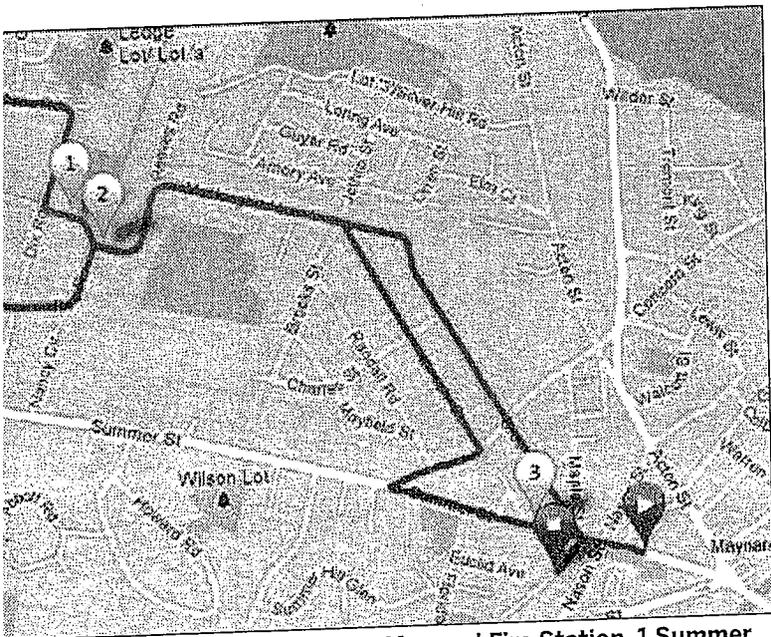
- May -- - Town Meeting votes on CPC articles.

Town of Maynard, Massachusetts
Proudly powered by WordPress.

gs you want ow about nard Road Race

on, route begins first thing for 5K

Run/2MWalk will begin at 10:30 a.m. at Memorial Park, Summer Registration is from 9 to 10:15 a.m. at the Knights of Columbus Hall, 52 St. Medals will be awarded for the top three finishers male and female age-based categories. Entry fees are \$25 in advance or \$30 day of the race. Registration will be at Walnut Street parking lot for Clock Tower Place. Look for volunteers to parking, or other town parking.



ater road race starts between the Maynard Fire Station, 1 Summer St. The race will continue through the Maynard before returning to Summer Street. COURTESY GRAPHIC



MBA holds logo contest

5 The Maynard Business Alliance sponsored a logo contest as part of this year's road race. MBA member Nanri Tenney from Nanri Studio and the Boys and Girls Club of Assabet Valley Program Director Laura Booth showed the children how to designing cohesive pieces of art to make logos. The contest entries will be

MAYNARD

CPC looking for project proposals

The Maynard Community Preservation Committee (CPC) wants Maynard residents to submit proposals for Community Preservation Act (CPA) funding. The deadline for submitting applications for CPA funds is Oct. 1. CPA funds can be used for four kinds of projects.

The first allowed use are community housing projects that, for example, promote affordable housing, or modify existing homes to allow disabled and elderly persons to continue living in their home.

The second allowed use are historic preservation projects that, for example, protect, preserve, or restore historic structures, sites, or artifacts.

The third allowed use is are open space projects that, for example, acquire land for open space,

remove invasive plant species, or purchase conservation restrictions.

The fourth allowed use are recreation projects that, for example, acquire land for recreational use; preserve and improving existing athletic fields, or convert existing non-recreational structures and land to recreational use.

In past years in Maynard funds have been used to restore Veteran's Memorial Park, provide sprinkler systems to Crowe Park and to Alumni Field, preserve historic artifacts, and support design and acquisition for the Assabet River Rail trail and acquire the Maynard Country Club property.

Informational booklets and application forms are available at the Town Clerk's office and at the library.

OBITUARIES

Obituaries appearing in this section are paid for and written by families, often through the services of a funeral director.

Patrick O. Bannon

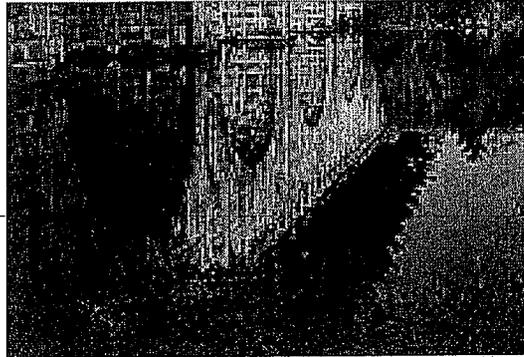
MAYNARD - Patrick O. "Pat" Bannon of Maynard, passed away unexpectedly in his loving wife's arms early Monday morning September 3rd, 2012 at the age of 54.

Born on March 18, 1958 in Waltham; beloved son of Priscilla (Hall) Thomasian and Austin Thomasian of Waltham,

his life and soul mate his devoted & loving wife of 11 years Gail A. (Montgomery) Bannon, his daughter Christine Russell of Marlboro, his step-daughter Carrieann Murphy of Waltham, his siblings Kathy Cusano and Stephen Thomasian both of Waltham, and his dear aunt Madeline

TOWN OF MAYNARD
COMMUNITY PRESERVATION PLAN

Interim Draft – June 2007



SECTION TWO
APPLICATION PROCEDURES and FORMS

CONTENTS:

1. Application Process
2. Checklists – general and specific core categories
3. Proposal Guidelines – specific core categories
4. Preliminary Application Form
5. Final Funding Form



COMMUNITY PRESERVATION ACT Town of Maynard

To Prospective Community Preservation Act (CPA) Grant Applicants:

This packet contains the following information and forms:

- Application Process Guideline
- Preliminary Application*
- General Criteria Checklist* for all CPA proposals
- Specific Guideline(s) for your category of CPA funding:
 - Historic Preservation
 - Open Space
 - Community Housing
 - Recreation
- Specific Checklist(s)* for your category of CPA funding

* These documents must be completed and returned to the Community Preservation Committee (CPC) for review

The CPC will review all three preliminary forms describing your proposal and determine whether you are eligible for CPA funding. If your grant proposal is eligible, you will be mailed the **Final Proposal for Funding**. The final proposal form will require more detailed information about your funding request, including supporting documentation. The form will enable the CPC to determine which grant proposals to recommend for CPA funding at the next Maynard Town Meeting.

Application timeline for applicants seeking recommendation for the May 2008 Town Meeting warrant:

- **September 1, 2007:** Preliminary Application deadline
- **November 1, 2007:** Final Proposal for Funding deadline
- **November through mid-January:** Proposal review process, hearings, and revisions
- **End of January:** CPC completes list of recommended proposals for inclusion on the May 2008 Town Meeting Warrant Article

Other timelines may be created in order to bring proposals to a Special Town Meeting, when applicable. The Committee encourages the year-round submission of project proposals.

Questions? Contact us by mail at: **Community Preservation Committee, Maynard Town Hall, 195 Main St., Maynard, MA 01754** or by email at: CPA@townofmaynard.net

Information and forms are available at our web site: <http://web.maynard.ma.us/gov/cpc/>



COMMUNITY PRESERVATION ACT Town of Maynard

APPLICATION PROCESS

The Community Preservation Committee (CPC) looks forward to working with individuals and groups in the development of projects – small and large – that will enhance the Town of Maynard using Community Preservation Act (CPA) funds. If you have a project idea, be sure to inform yourself about the legal requirements as well as the inspiring possibilities of the CPA by visiting www.communitypreservation.org. Be advised that CPA funds cannot be used for the maintenance and upkeep of real and personal property, nor can CPA funds replace existing operating funds.

The CPC usually meets on the second and fourth Wednesday of each month at the Town Hall, Room 101. Meeting dates are posted at the Town Hall. Applications must be submitted by the first Friday of each month for consideration at the regular monthly meeting. The Committee may also request that you attend a meeting to present your idea in person.

The Town of Maynard CPC solicits proposals for projects that qualify for CPA funding. The CPC will review proposals and select projects to propose for CPA funding via Town Meeting vote in May 2008. Proposals can be submitted under one or more topic categories:

- Acquisition, creation, and preservation of open space
- Acquisition, preservation, rehabilitation, and restoration of historic resources
- Acquisition, creation, preservation, rehabilitation, or restoration of land or facilities for recreation
- Creation, preservation, and support of community housing.

Projects will be evaluated according to the following criteria: (not all criteria will apply to every project).

- Is consistent with Maynard's Master Plan, Open Space Plan, Freedom's Way Heritage Landscape Survey, and other planning documents that have been adopted by the Town
- Demonstrates practicality and feasibility, and demonstrates the ability to be implemented expeditiously and within budget
- Demonstrates urgency
- Exhibits affordability
- Serves a currently under-served population
- Serves multiple needs and populations
- Preserves or utilizes currently owned Town assets, and preserves the essential character of the Town
- Promotes acquisition of threatened resources
- Makes use of multiple sources of funding (does it leverage additional public and/or private funding?)
- Promotes use of local contractors where possible
- Produces an advantageous cost/benefit value
- Receives endorsement by other municipal boards or departments

Preliminary Application. This initial document will introduce your proposal to the Committee for determination of project eligibility. The completed application, along with a General Criteria Checklist and applicable Specific Category Checklists, should be returned to the CPC by mail.

Deadline: Submit by September 1, 2007 for consideration at the May 2008 Town Meeting. Although Preliminary Applications may be submitted at any time, project proposals received by the September deadline will have the best chance of being evaluated and processed in time to meet the deadline for Spring Town Meeting Warrant Articles.

Final Proposal for Funding. If the Committee determines that your proposal meets CPA guidelines, you will be mailed the Final Proposal for Funding to complete and submit for evaluation. The CPC will review the Final Proposal for Funding according to guidelines developed for community housing, open space, historic preservation, or recreation categories.

Deadline: November 1, 2007 for consideration at the May 2008 Town Meeting.

Review Process. Projects will be evaluated using the criteria checklists provided to you as well as your Final Proposal for Funding form. The CPC will review all applications and schedule meetings or public hearings beginning in December to assess each proposal. These discussions may lead to the need for proposal revisions. The CPC will select, from submitted proposals, those it will recommend for the May 2008 Town Meeting Warrant. The Committee anticipates that this process will be completed by its last meeting in January 2008.

Town Meeting Approval. Funding for each project must be approved at a Town Meeting. The Meeting can approve, reduce, or reject recommended amounts for a project, by majority vote.

Project Implementation. Funds for approved projects may be available following Town Meeting. Other funds may not be available until the Fiscal Year 2008. Payment of funds is subject to the satisfaction of any conditions or procedures established by the CPC. Invoice submission procedures will be given to project recipients following Town Meeting vote.

Application timeline for applicants seeking project recommendation for inclusion on the May 2008 Town Meeting warrant:

- September 1, 2007: Preliminary Application deadline
- November 1, 2007: Final Proposal for Funding deadline
- November through mid-January: Proposal review process, hearings, and revisions
- End of January: CPC completes list of recommended proposals for inclusion on the May 2008 Town Meeting Warrant Article

Other timelines may be created in order to bring proposals to a Special Town Meeting, when applicable. The Committee encourages the year-round submission of project proposals.

Conflict of Interest: The CPC is governed by Massachusetts General Law Chapter 268A Conflict of Interest Law, which regulates the standards of conduct of all state, county and municipal employees and volunteers, whether paid or unpaid, full or part-time, intermittent or temporary.



CPC USE ONLY:

Application #: _____

COMMUNITY PRESERVATION ACT Town of Maynard

FUNDING FOR CPA PROPOSALS

Your project must meet all the legal criteria of the Community Preservation Act. The project must be well documented and provide sufficient information to be feasible. The following criteria will be considered as the project is evaluated. However, meeting all of the criteria does not guarantee CPC support for the project. Please check all items that apply to your proposal.

Please submit ten copies to:

Community Preservation Committee
Maynard Town Hall
195 Main Street
Maynard, MA 01754

GENERAL CRITERIA

- 1. Does the project require urgent attention?
- 2. Does the project serve a currently underserved population?
- 3. Does the project preserve a threatened resource?
- 4. Is the project consistent with existing Maynard Planning Documents such as the Master Plan or Open Space Plan?
- 5. Does the project fit within current or proposed zoning regulations?
- 6. Does the project have a means of support for maintenance and upkeep?
- 7. Does the project involve currently owned municipal assets?
- 8. Does the project involve currently owned private property?
- 9. Does the project have one or more other sources of funding?
If so, indicate percentages.
- 10. Does the project have community support and provide a positive impact to the community?
- 11. Does the project have sufficient supporting documentation? (This documentation will be required along with the Final Proposal for Funding.)
- 12. Does the project have support from another Maynard Town Board or Committee?
- 13. Does the project have the support of the majority of immediate abutters?
- 14. Does the project reclaim abandoned or previously developed lands?
- 15. Does the project require special permitting?



COMMUNITY PRESERVATION ACT Town of Maynard

HISTORIC PRESERVATION PROPOSAL GUIDELINES

Maynard has a small but rich diversity of historic resources, dating back many years before the incorporation of the town in 1871. Historic preservation goals include:

- Recognizing, restoring, preserving, and enhancing the historic heritage of the Town of Maynard in its entirety
- Optimizing the use and enjoyment of the town's historic resources by residents and visitors, and the contribution such resources make to the town's character and history

An "Historic resource" is defined as a building, structure, vessel, document, artifact, or real property that is listed, or eligible for listing, on the National or State Register of Historic Places or has been determined by the Historical Commission to be significant in the history, archaeology, architecture, or culture of Assabet Village and Maynard. Community Preservation funds may be used for the preservation, restoration, and rehabilitation of historic resources (including town-owned historic resources), but not for routine maintenance. Community Preservation Act (CPA) funds invested in the preservation of historic property require the property to be protected by a permanent historic preservation restriction. A proposal for the historic preservation any type of resource must also provide evidence of public benefit.

The Community Preservation Committee (CPC) supports projects that further these goals. While the CPC welcomes a variety of participants and projects, an understanding of the statutory guidelines will help guide applicants through the process. The CPA sets a preliminary standard for historic preservation projects. In order for an historic resource to be eligible for CPA funding, it must first be determined to be not just historic (i.e., old) but to be of historic significance.

In order to be historically significant, a property must have maintained its historic integrity and also must have gained significance beyond age through association with noteworthy people, through architectural significance, or through the potential to yield important historical or archaeological information.

There are three ways a resource can qualify as historically significant:

- Listing on the State or National Register of Historic Places;
- A written determination by the Massachusetts Historical Commission that a resource is eligible for listing on the State Register of Historic Places; or
- A written determination by the Maynard Historical Commission that a resource is significant in the history, archaeology, architecture, or culture of Maynard.

If the property is not already listed on the State Register of Historic Places or if there is no written determination of eligibility by the Massachusetts Historical Commission, you may request a written determination of historical significance through the Maynard Historical Commission.

Once a resource has been officially determined to be of historical significance, it is eligible for funding consideration by the CPC.

The first step for a historical proposal seeking CPA funding is to bring a preliminary proposal to the CPC. This preliminary discussion will not only introduce the project to the Committee, but will help the applicant to refine a future formal presentation. A formal application to the CPC should then be made. The CPA also encourages combining historic preservation projects with affordable housing projects or with open space efforts.

In deciding whether to recommend funding for specific historic resource projects, the CPC will consider:

- Level of historical significance to the town.
- Public benefit.
- Public support.
- Appropriateness and professionalism of proposed work (rehabilitation work is expected to comply with Standards for Rehabilitation stated in the United States Secretary of the Interior's Standards for the Treatment of Historic Properties).
- Level of additional financial or in-kind services, beyond CPA funds, committed to the project.
- Administrative and financial management capabilities of the applicant in order to ensure that the project is carried out in a timely manner, and that the historic resource can be maintained for continued public benefit.
- Potential loss or destruction of the resource if proposed action is not taken.

PLEASE NOTE: The CPA specifically excludes funding for maintenance. The act does allow for the remodeling, reconstruction, and making of extraordinary repairs to historic resources for the purpose of making such historic resources functional for their intended use, including but not limited to improvements to comply with the Americans with Disabilities Act and other federal, state, or local building or access codes.

Historic proposals that address as many of the following criteria as possible will receive preference:

- Protect, preserve, enhance, restore, and/or rehabilitate historical, cultural, architectural, or archeological resources of significance, especially those that are threatened.
- Protect, preserve, enhance, restore and/or rehabilitate town-owned properties, features, artifacts, documents, or resources of historical significance.
- Protect, preserve, enhance, restore and/or rehabilitate the historical function of a property or site.

Additional Information concerning Historic Preservation Proposals:

Historic resources contribute to our understanding of the historical development of the community's heritage, culture, and/or character. They contain or may contain artifacts of cultural or historical importance. Heritage landscapes can include buildings, vistas, objects, structures, or sites. One factor in considering classification as a historic resource, landscape, or structure may include previous recognition such as an award or inclusion in an historic survey or publication.

Integrity of the historic resource or property includes location on original site, location in original historic context, retention of elements of historic design or style, retention of original materials, retention of elements of historic workmanship, and retention of association with the history of town.

Further information and resources are available at the Community Preservation Coalition web site at: <http://www.communitypreservation.org/>



CPC USE ONLY:

Application #: _____

COMMUNITY PRESERVATION ACT
Town of Maynard

HISTORIC PRESERVATION PROPOSAL CRITERIA

Please submit ten copies to:
Community Preservation Committee
Maynard Town Hall
195 Main Street
Maynard, MA 01754

- ___ 1. Is the property eligible for, or listed on, the State or National Register of Historic Places?
-
- ___ 2. Does the project demonstrate public benefit?
- ___ 3. Has the property been included in a local survey of historic properties?
- ___ 4. Is the property in danger of being demolished?
- ___ 5. Are there potential archeological artifacts at the site?
- ___ 6. Has the property been noted in published histories of the town or county?
- ___ 7. Is there a realistic chance of restoring the property?
- ___ 8. Are there other potential uses for the property that could benefit the town?
- ___ 9. Could the building be converted to affordable housing, while still retaining its historic appearance, value, or quality?
- ___ 10. Is the property part of an historic area or district in the town?
- ___ 11. Is the owner also interested in preserving the historic integrity of the property?
- ___ 12. Is there an opportunity for additional matching funds from other sources to assist in preservation costs of the property or resource? Explain.
- ___ 13. Does the project demonstrate the ability to provide permanent protection for maintaining a historic resource, such as a deed restriction?
- ___ 14. Was a known architect of the era involved in the design of the structure?



COMMUNITY PRESERVATION ACT Town of Maynard

OPEN SPACE PROPOSAL

GUIDELINES

CPA Open Space Projects: The Act requires that a participating community "... shall spend, or set aside for later spending, not less than 10 percent of the annual revenues in the local Community Preservation Fund for open space, but **not** including land for recreational use...". A city or town must either spend or reserve not less than 10% of current CPA revenues annually for acquisition, creation, preservation, rehabilitation, or restoration of open space. If a community desires to acquire, create, preserve, rehabilitate, or restore recreational facilities, these programs must be funded from the 70% of CPA receipts that may be divided among all the permissible use categories on a discretionary basis.

With regard to permissible purposes for which CPA funds may be spent on open space, the Act specifically provides that CPA funds may be expended for "... *the acquisition, creation, and preservation of open space ... and for the rehabilitation or restoration of such open space ... that is acquired under the CPA.*"

Open space includes, but is not limited to, the following:

- Well fields, aquifers, recharge areas, and other watershed lands
- Agricultural land
- Grasslands, fields, or forest lands
- Fresh water marshes and other wetlands
- Rivers, streams, lakes, and pond frontages
- Scenic vistas
- Land for habitats of threatened or endangered species of plants and animals, nature preserves, or areas of biodiversity
- Habitat areas that are in danger of vanishing.

Examples of Open Space Expenditures using CPA Funds:

Acquisition

- Purchase land to protect water supplies such as well fields, aquifers, recharge areas, lake or reservoir frontage, and other watershed lands

Creation

- Raze aging, vacant, municipally-owned building to create an open field
- Reconstruct a road to create a median strip with grass and trees
- Rehabilitate and/or redevelop brownfields such as capping a landfill and converting site to open space

Preservation

- Purchase permanent conservation or agricultural preservation restrictions to protect open space or farmland from future development
- Remove invasive plant species from ponds and wetlands to protect existing open space environment and wildlife habitats from harm or injury
- Purchase easements to protect water supplies such as well fields, aquifers, recharge areas, lake or reservoir frontage, and other watershed lands

Rehabilitation and Restoration

- Restore natural areas such as wetlands or marshlands acquired using CPA funds to their original state.
- Seed and plant trees and otherwise landscape an open space created by the removal of buildings on site.

Open Space Criteria

Open space proposals which address as many of the following criteria as possible will receive preference:

- Protect drinking water quantity and quality
- Provide flood control/storage
- Preserve important surface water bodies, including wetlands, vernal pools, or riparian zones
- Permanently protect important wildlife habitat, including areas that are of local significance for biodiversity, contain a variety of habitats with a diversity of geologic features and types of vegetation, contain a habitat type that is in danger of vanishing from Maynard, or preserve habitats for threatened or endangered species of plants or animals.
- Provide connections with existing trails or potential trail linkages
- Preserve scenic views
- Border a scenic road
- Contribute to open space in parts of Maynard where open space is very limited or non-existent

Sample CPA Questions and Answers

Question: *An opportunity arose where a landowner was willing to work with the town to sell his development rights on a few parcels of quality watershed/habitat/ agricultural land. Can CPA funds be used to purchase a conservation restriction (CR) that meets many of the Town's goals, but does not explicitly purchase the property? Also, at what point must a parcel purchased with CPA funds have a CR in place? Must this be done immediately after purchase?* **Answer:** The use of CPA funds to purchase a CR is certainly an allowable use of such funds.

Technical CR questions are beyond our areas of expertise. For more detailed information, we suggest you contact the state's CR program at 617-626-1012.

Question: *Can CPA funds be appropriated to a city or town conservation fund?* **Answer:** The Massachusetts Department of Revenue (DOR) has indicated that municipalities that have adopted the CPA may appropriate Community Preservation Fund monies to a Conservation Fund established under the Conservation Commission Act (G.L. Ch. 40 sec. 8c.) Under Ch. 40 sec. 8C, cities and towns may appropriate monies into the Conservation Fund, which the Conservation Commission may then spend without further appropriation, or other legislative body action, for various purposes including the acquisition of fee or other interest in land for open space or other conservation purposes.

The town may use Community Preservation Fund monies to fund all or part of an annual appropriation to the Conservation Fund. The Commission may then spend the money for any purposes allowable by both laws. These include acquisition of land and placing deed restrictions

on the land as required by the CPA. DOR gave this opinion in a 2003 letter to the Town of Duxbury.

Question: *Can a CPA Committee purchase a house with land and then turn around and sell the house to recover some of the money and keep the land?* **Answer:** The answer depends on how you do it. If you want to sell the home at a market rate, then you would have to use another source of funding for that portion of the purchase because market rate housing is not an allowable use of CPA funds. If you wanted to purchase the entire lot with CPA funds, attach a deed restriction to the home to designate it as affordable housing and then sell it at an affordable rate, you could do that with CPA funds. The proceeds from the sale would then go back to the CPA fund.

CPA Expenditure Conditions

- **Incidental Project Costs.** CPA funds may be used for site surveys, environmental assessments, ~~historic or housing consultants, architectural and engineering fees, permit processing fees, construction consultants, financing consultants, legal and accounting fees, and similar costs associated with and incidental to the development of a CPA project.~~ Such expenditures should be made from the appropriation for the particular project and, as project costs, they do not constitute operation or administration expenses of the committee subject to the 5% limitation.
- **Projects in Other Communities.** CPA funds may be spent anywhere in Massachusetts, meaning communities are not confined to expending funds only within their jurisdiction. For example, this flexible provision allows a community to purchase land surrounding its water supply even if located in another city or town. CPA funding also may support intercommunity cooperation on regional housing needs, allowing development that spans borders or shared development in one community that serves several towns. Another example is the coordinated efforts of several communities to establish a "heritage corridor" that celebrates the shared history of a region.
- **Leveraging CPA Funds.** CPA funds may be used as a municipality's matching monies for state and federal grant programs that require a local match such as the Massachusetts Housing Partnerships' Soft Second Program, state Department of Housing and Community Development (DHCD) Self-Help program, Massachusetts Preservation Program Fund (MPPF), and the Executive Office of Environmental Affairs (EOEA) Massachusetts Forest Legacy program, Self-Help and Urban Self-Help programs. Applications for Self-Help and Urban Self-Help matching funds through EOEA receive significantly higher weight if the applying community has already adopted the CPA.
- **Borrowing.** Communities may borrow against the local CPA surcharge revenue they expect to receive under the CPA in subsequent years (not against the state matching funds). Such borrowings may be useful to aggregate sufficient funds to undertake a more costly undertaking in one or all three categories than is possible using funds available on an annual basis. Any bonds issued under the CPA are payable from future revenues, and such expenditures will count toward the 10% minimum expenditure required for the purpose category for which the bond proceeds were spent. Future revenues will not be available to pay debt service, however, to the extent that such revenues are needed to satisfy the other 10% minimum expenditure requirements for other

purpose categories. However, bonds issued under the CPA are general obligation bonds of the city or town, and to the extent that CPA revenues are insufficient to pay off the principal and interest, these obligations must be met with other funds of the city or town.

- **Partnerships.** A city or town may partner with other public entities and, in certain circumstances, with private entities, including for-profit and non-profit entities, to undertake allowable uses.

- **Multiple Purpose Projects.** Communities are encouraged to consider the creative combination of allowable uses in their expenditure of CPA funds. For example, a large tract of land can be acquired for open space protection while reserving part of the parcel for the development of community housing. Another example is adaptive re-use of an historic structure to convert a building to a residential or non-residential CPA-related use.

- **Deed Restrictions.** Section 12(a) of the Act requires that a permanent deed restriction be placed on any "real property interest" acquired using CPA funds to ensure that the property continues to be used for the applicable CPA purpose. If a deed restricted, real property interest ~~acquired using CPA funds is subsequently sold, any proceeds from the sale must be deposited in~~ the local CPA fund. Also, the sale of property acquired under the CPA for open space or recreational purposes may require a two-thirds vote of the Legislature. However, real property interests, as defined by the CPA, do not include those interests with a term of less than 30 years or which represent only a security interest arising under a loan agreement. In any case, the Community Preservation Coalition strongly recommends that use restrictions consistent with the amount and duration of any CPA support be placed on any property receiving CPA assistance in order to preserve the public purposes for which the real property was supported with CPA funds, consistent with the amount and duration of support.

- **Ownership and Management Requirements.** Section 12(b) of the Act further requires that any "real property interest" (e.g. land or buildings) acquired with CPA funds must be owned and managed by the municipality (although management may be delegated to certain municipal agencies and to certain types of non-profit organizations). However, this limitation only applies to real property interests with a term greater than 30 years, excluding security interests in loan agreements. Therefore, CPA funds may be structured to allow an acquisition in the name of a third party provided there is a short-term holding period and/or the form of the funding is a loan.

CPA Definitions

Open space - shall include, but not be limited to, land to protect existing and future well fields, aquifers and recharge areas; watershed land; agricultural land, grasslands, fields, forest land; fresh and salt water marshes and other wetlands; ocean, river, stream, lake, and pond frontage; beaches, dunes, and other coastal lands; lands to protect scenic vistas; land for wildlife or nature preserve; and, land for recreational use.

Preservation - protection of personal or real property from injury, harm, or destruction, but not including maintenance.

Real property - land, buildings, appurtenant structures, and fixtures attached to buildings or land, including where applicable, real property interests.

Real property interest - a present or future legal or equitable interest in or to real property, including easements and restrictions, and any beneficial interest therein, including the interest of a beneficiary in a trust which holds a legal or equitable interest in real property, but shall not include an interest which is limited to the following: an estate at will or at sufferance and any estate for years having a term of less than 30 years; the reversionary right, condition or right of entry for condition broken; the interest of a mortgagee or other secured party in a mortgage or security agreement.

Recreational use - active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground, or athletic field. **Recreational use** shall not include horse or dog racing or the use of land for a stadium, gymnasium, or similar structure.

Rehabilitation - the remodeling, reconstruction, and making of extraordinary repairs to historic resources, open spaces, lands for recreational use, and community housing for the purpose of making such historic resources, open spaces, lands for recreational use, and community housing functional for their intended use including, but not limited to, improvements to comply with the Americans with Disabilities Act and other federal, state or local building or access codes. With respect to historic resources, rehabilitation shall have the additional meaning of work to comply with the *Standards for Rehabilitation* stated in the United States Secretary of the Interior's Standards for the Treatment of Historic Properties codified in 36 C.F.R. Part 68.

Further information and resources are available at the Community Preservation Coalition web site at: <http://www.communitypreservation.org/>



CPC USE ONLY:

Application #: _____

COMMUNITY PRESERVATION ACT Town of Maynard

OPEN SPACE PROPOSAL CRITERIA

Please submit ten copies to:

Community Preservation Committee
Maynard Town Hall
195 Main Street
Maynard, MA 01754

-
1. Is the parcel within a delineated wellhead protection area (Zone I or Zone II)?
 2. Would the parcel enhance protection of a wellhead area?
 3. Is wetland or vernal pool protection a consideration?
 4. Is stream and riverbank protection an issue?
 5. Is the parcel within an area of critical environmental concern?
 6. Would this proposal contribute to a greenway or forested parcel?
 7. Would this proposal enhance protection of any FEMA-designated floodway?
 8. Will this purchase protect other open space or abut protected land?
 9. Does this parcel support a significant wildlife habitat?
 10. Is this parcel at risk for development or been part of a past proposal for development?
 11. Is this parcel listed for sale?
 12. Are additional funds or grants available? If so, have any applications been made?
 13. Is there an historic significance to this parcel?
 14. Are there any old foundations or stone walls located in this parcel?
 15. Does this parcel include any old roads, trails, cart paths, or scenic vistas?
 16. Are there any active or passive recreation possibilities associated with this parcel?
 17. Is this parcel suitable for a community garden or farm?
 18. Is this parcel suitable for nature observation and educational programs?
 19. Will the parcel fulfill an underserved need in the town?



COMMUNITY PRESERVATION ACT Town of Maynard

COMMUNITY HOUSING PROPOSAL GUIDELINES

The Community Preservation Act requires that a participating community "...shall spend, or set aside for later spending, not less than 10 per cent of the annual revenues in the Community Preservation Fund for community housing. The Act provides that community preservation funds may be expended for the creation, preservation, and support of community housing, and for the rehabilitation or restoration of community housing that is acquired or created under the Act.

With respect to the permissible purposes for which CPA funds may be spent on community housing, the Act requires that wherever possible, preference be given to the adaptive reuse or rehabilitation of existing buildings, replacement of existing housing, or construction of new buildings on previously developed or disturbed sites. Community housing means housing for low and moderate income individuals and families, including seniors.

Preference will be given to project proposals based on the degree to which they address the following criteria:

- Promotes the goal of having 10 percent of Maynard's housing stock considered affordable
- Ensures long-term affordability
- Promotes the use of existing buildings or construction on town-owned land
- Attracts matching funds or grant opportunities to complete construction.
- Converts market-rate housing to affordable housing
- Intermingles affordable and market-rate housing
- Requires limited management by the Town of Maynard
- Does not create a significantly greater impact on town or natural resources than market-rate housing on the same site
- Provides housing that is harmonious in design and style with the surrounding neighborhood
- Promotes a socioeconomic environment that encourages a diversity of income, ethnicity, religion and age
- Gives priority to local residents, Town employees, and employees of local businesses

Potential allowable uses to which this housing funding may be applied include creation, preservation, support, or rehabilitation and restoration of community housing:

Creation

- Convert existing non-residential properties to community housing (schools, mills, churches office buildings, warehouses, etc)
- Create in-law apartments and other ancillary housing
- Acquire real property (land and/or buildings) for new housing development, both rental and homeownership.

- Grant or loan funds for the creation of community housing to non-profit or for-profit parties (provided that the funds are not used by the private party to acquire a real estate interest and that the municipality establishes sufficient safeguards to ensure that the funds are used primarily for the creation of community housing and that any benefit to the private entity is merely incidental). It is anticipated that many local CPA housing initiatives will utilize private non-profit or for-profit intermediaries for the creation of community housing
- Restore "brown fields" sites for housing or other mitigation of contaminated sites in preparation for housing development

Preservation

- Refinance "expiring use" properties which are at risk of going market rate
- Acquire a preservation restriction to limit the occupancy of certain units in a privately owned rental building to persons of low or moderate income housing

Support

- Modify existing homes, including accessibility improvements that allow the disabled or senior citizens to continue to live in their homes
- Provide a match for state Home Modifications funds to adapt the homes of elderly and disabled town residents, including the installation of such safety measures as ramps and bars
- Assist the local housing authority to support its low income rental properties
- Use as a subsidy to write down interest rates for first-time homebuyer programs such as the Massachusetts Housing Partnership's Soft Second Program or the state's Self Help Program that has specific matching requirements; this subsidy makes the Soft Second Program the most affordable mortgage in the state
- Fund a housing trust or a housing authority to support a particular community housing initiative. Income from an endowment for local affordable housing can be applied directly or matched with state or federal funding
- Provide matching funds under the Housing Innovations Fund which helps to build limited equity coops, housing for people with AIDS, etc

Rehabilitation and Restoration of Community Housing Created Using CPA Funds

- Make site improvements such as water/sewer connections, well installation, septic installation or repair, or other underground utilities associated with the creation of affordable housing
- Rehabilitate or restore existing public or private property being converted to affordable housing units in a mixed income residential environment

As noted above, if a CPA assisted community housing project serves individuals and families earning less than 80% of HUD area median income, any newly created units may count toward a city's or town's Chapter 40B affordable housing inventory. If CPA funds are used in conjunction with established rental or homeownership programs, the eligibility of this housing under 40B is generally assured. However, innovative new programs using CPA will require a determination by DHCD as to whether the amount or form of funding will qualify the housing.

Every housing opportunity should be considered and evaluated. Existing housing that has the following attributes, in order of priority, will be viewed as a more desirable proposal:

- Rehabilitation costs are not prohibitive

- Is structurally sound
- Is free of lead paint, asbestos, pollutants, and other hazards
- Septic system complies with Title 5 and passes inspection or has an existing town sewer connection
- Complies with relevant building and sanitary codes.

When choosing between two or more community housing proposals:

- Multi-unit is preferable to single unit
- Three or more bedrooms is preferable to two bedrooms, and one-bedroom units are likely to be appropriate only in a multi-unit building
- Units with handicapped accessibility are desirable
- The age and style of the building, and the likely maintenance costs and requirements, should be considered (e.g., post-WWII ranch or cape may be preferable to historic Victorian, except when the desire to take advantage of multiple-goal opportunities—such as combining housing and historic preservation—may overcome this consideration).

Location of the housing unit(s) is not critical; however, the following characteristics are favored:

- Located on a site not prone to flooding or burdened with cumbersome restrictions
- Located near conveniences (e.g., shopping) for handicapped and/or elder units
- Not located on a major road.

While undeveloped and developed parcels should be considered for multiple uses, the privacy of persons residing in community housing should be respected by ensuring adequate living room (indoors and out) and not intruding into that space with public access and related easements.

Finally, because of the scarcity of housing opportunities in Maynard, any site or structure that does not score highly according to the above criteria should be reviewed to determine whether use for community housing is feasible and practical.

Maynard Affordable Housing Qualifications

General Requirements

1. The units must serve households at or below 80% of the area median household income (refer to DHCD/HUD tables).
2. The units must be subject to Use Restrictions of a substantial duration to ensure that the units remain available exclusively to persons with qualifying incomes.
3. The units must be rented or sold on a fair and open basis.

Determining Rental/Sales Prices

Affordable units must be priced at levels affordable to buyers with a range of incomes of at least 10% below the maximum listed income. Rent must include heat and utilities or include a utility allowance. Sale prices are based upon principal, interest, and insurance payments assuming a 5% down payment and the low or moderate families spending no more than 30% of their income on housing costs.

Marketing

All units must have a marketing plan approved by DHCD. The three elements are of the plan are as follows:

1. Affirmative marketing to minority households whereby the percentage of minority ownership is equal to the greater of the percentage of income eligible minority households in the community *and* the percentage of income eligible minority households in the regional planning area.
2. 70% local preference as freely determined by the community.
3. Buyer/tenant selection process must be fair and equitable, such as a lottery. Preference may be given to single handicapped individuals.

Section 12 (a) of the Act requires that **real property interest** that is purchased with monies from the Community Preservation Fund shall be bound by a **permanent deed restriction** that meets the requirements of Chapter 184, limiting the use of the interest to the purpose for which it was acquired. The deed restriction shall **run with the land and shall be enforceable** by the city or town or the commonwealth. The deed restriction may also run to the benefit of a nonprofit, charitable corporation or foundation selected by the city or town with the right to enforce the restriction.

Section 12 (b) of the Act requires that if real property interests are acquired using CPA funds, the property must be **owned and managed by the municipality** (unless the interest has a term of less than 30 years or involves only a security interest such as a mortgage). Direct municipal ownership may constrain the development of community housing by limiting the availability of financing from certain federal and state housing assistance programs and by limiting the potential for private investment. Therefore, municipalities should consider creative ways to acquire and improve real property for community housing under the CPA that do not involve municipal ownership. The legislative body **may also delegate** management of such property to a nonprofit organization created under Chapter 180 or Chapter 203.

Definitions:

Acquire: obtain by gift, purchase, devise, grant, rental, rental purchase, lease or otherwise. "Acquire" shall not include a taking by eminent domain, except as provided in this chapter.

Assets: the cash, savings, and valuable things you own that you can use to pay for the things you need.

Annual income: a family's or person's gross annual income less such reasonable allowances for dependents, other than a spouse, and for medical expenses as the housing authority or, in the event that there is no housing authority, the department of housing and community development, determines.

Community housing: low and moderate income housing for individuals and families, including low or moderate income senior housing. Community housing is defined to include housing for persons or families earning up to 100% or less of the locality's area-wide median income. Applicable area-wide median income (as further differentiated by household size) is established annually by the United States Department of Housing and Urban Development (HUD). HUD income limits are available from its web site: <http://www.huduser.org>. However, for housing

units created with CPA funds to be counted toward a community's Chapter 40B affordable housing inventory, the units must serve those earning less than 80% of area median income.

Low income housing: housing for those persons and families whose annual income is less than 80 per cent of the area-wide median income. The area-wide median income shall be the area-wide median income as determined by the United States Department of Housing and Urban Development. For income limits in Massachusetts communities, see the HUD 2006 Median Family Incomes.

Low or moderate income senior housing: housing for those persons having reached the age of 60 or over who would qualify for low or moderate income housing.

Maintenance: the upkeep of real or personal property.

Moderate income housing: housing for those persons and families whose annual income is less than 100 per cent of the area-wide median income. The area-wide median income shall be the area-wide median income as determined by the United States Department of Housing and Urban Development.

Qualifying Families: Families at or below 80% of the current area median income qualify for affordable housing. The passbook values of any assets are included as income. An applicant may not own any residential property unless, in the case of elderly units, it will be sold to create income to provide a down payment or monthly housing expenses. Allowable assets shall not exceed \$50,000. Affordable unit applicants must meet the program income limits in effect at the time they apply for a unit and must continue to meet the program income limits in effect at the time of all subsequent reviews.

Real property: land, buildings, appurtenant structures and fixtures attached to buildings or land, including, where applicable, real property interests.

Real property interest: a present or future legal or equitable interest in or to real property, including easements and restrictions, and any beneficial interest therein, including the interest of a beneficiary in a trust which holds a legal or equitable interest in real property, but shall not include an interest which is limited to the following: an estate at will or at sufferance and any estate for years having a term of less than 30 years; the reversionary right, condition or right of entry for condition broken; the interest of a mortgagee or other secured party in a mortgage or security agreement.

Rehabilitation: the remodeling, reconstruction and making of extraordinary repairs to community housing for the purpose of making such community housing functional for its intended use, including but not limited to improvements to comply with the Americans with Disabilities Act and other federal, state or local building or access codes.

Further information and resources are available at the Community Preservation Coalition web site at: <http://www.communitypreservation.org/>



CPC USE ONLY:

Application #: _____

COMMUNITY PRESERVATION ACT
Town of Maynard

COMMUNITY HOUSING PROPOSAL CRITERIA

Please submit ten copies to:

Community Preservation Committee
Maynard Town Hall
195 Main Street
Maynard, MA 01754

- ___ 1. Will this involve the renovation of an existing building? If so,
- ___ Is the building structurally sound?
 - ___ Is it free of lead paint? (This would be necessary if children are to live there.)
 - ___ Is it free of asbestos, pollutants, and other hazards?
 - ___ Is there Town sewerage?
 - ___ Is the septic system in compliance with Title 5?
 - ___ Does the building comply with building and sanitary codes?
 - ___ Is it handicap accessible?
 - ___ Is this a conversion of market rate to affordable housing?
 - ___ Is this a tax title property?
- ___ 2. Does this project involve the building of a new structure? If so,
- ___ Will the structure be built on tax title property?
 - ___ Will it be built on Town owned land?
 - ___ Will it be built on donated land?
 - ___ Are there other grants available to help fund this project? Explain.
 - ___ Are there other programs such as Habitat for Humanity involved?
 - ___ Will the project be built on a previously developed site?
- ___ 3. Does the project provide housing that is similar in design and scale with the surrounding community?
- ___ 4. Does this serve the 60% income level population?
- ___ 5. Does this serve the 80% income level population?
- ___ 6. Will this be geared to one age group?
- ___ 7. Is this infill development?
- ___ 8. Will there be more than two bedrooms?

- 9. Will it be located near conveniences (grocery, town services, etc.)?
 - 10. Does this project fit with the Master Plan?
 - 11. Will there be multiple units?
 - 12. Is long term affordability assured?
 - 13. Will priority be given to local residents, Town employees, or employees of local businesses?
-



COMMUNITY PRESERVATION ACT Town of Maynard

RECREATION PROPOSAL GUIDELINES

CPA Open Space Projects: The Act requires that a participating community "... shall spend, or set aside for later spending, not less than 10 percent of the annual revenues in the local Community Preservation Fund for open space, but not including land for recreational use..." If a community desires to also acquire, create, preserve, rehabilitate, or restore recreational facilities, these programs must be funded from the 70% of CPA receipts that may be divided among the permissible use categories on a discretionary basis.

Recreation proposals which address as many of the following criteria as possible will receive preference:

- Support multiple active and passive recreation uses
- Serve a significant number of residents
- Expand the range of recreational opportunities available to Maynard residents of all ages
- Jointly benefit Conservation Commission and Recreation Commission initiatives by promoting a variety of recreational activities
- Maximize the utility of land already owned by Maynard
- Further broaden the diversity of Recreation Department-administered programs to include activities beyond traditional "sports and games".
- Promote the creative use of railway and other corridors to create safe and healthful non-motorized transportation opportunities

Potential Uses of CPA Funds for Recreation:

Once a community has expended or reserved at least 10% of the annual funds generated by the CPA on each required use category (open space, historic preservation and community housing), the City or Town may use all or a portion of the remaining 70% for recreational purposes.

Recreational use is defined to include active or passive recreational use, including, but not limited to, the following:

- Community gardens
- Trails
- Noncommercial youth and adult sports
- Parks, playgrounds, and athletic fields

The Act provides that CPA funds may be expended on the acquisition and/or preservation of land for recreation use, and for rehabilitation or restoration of land or facilities for recreational use that is acquired or created under the CPA. The following are examples of the types of recreational use projects that may be carried out under the CPA:

Acquisition

- Purchase of land to create new athletic fields for noncommercial youth and adult sports

- Purchase of existing, privately owned recreational facilities for municipal use, such as a tennis court

Creation

- Convert existing structures such as a railroad bed to a recreational use such as walking, biking, or inline skating trails
- Convert underutilized municipal lot to community gardens
- Clean up contaminated industrial site or cap landfills to create new soccer or baseball fields or playgrounds

Preservation

- Install an irrigation system at a public park to prevent the grass from dying or otherwise being harmed
- Install new drainage at an existing athletic field to prevent flooding and water damage
- Provide new drainage at an existing athletic field that has severely deteriorated; however, monies cannot be used for routine maintenance or capital improvement for which municipal funding has been already been committed

Rehabilitation and Restoration of Recreational Lands Acquired Using CPA Funds

- Create recreational opportunities through brownfields rehabilitation and/or redevelopment such as capping a landfill and establishing a new outdoor park, tennis courts or other athletic facilities on site
- Restore unused walking trails in forest land acquired with CPA funds to usable condition
- Resurface tennis courts created on municipally owned property

Note: The Act prohibits CPA funds from being used to acquire or create or preserve facilities for horse or dog racing, or land for a stadium, gymnasium, or similar structure.

Question: *The text of the Act does not appear to mention anything about being able to use the 70% of CPA funds (after the obligatory 10 percent to use of the three uses) for recreation. Where does this come from?*

Answer: Section 5(b) of the CPA states the purposes for which the CPA funds can be used, including the acquisition, creation and preservation of recreational lands. Consequently, once you satisfy the three 10% requirements stated in section 6, you are free to use the remaining CPA funds for these recreational purposes.

Question: *Have any towns utilized CPA funds for recreational projects, other than purchasing land? If raw land is purchased for recreational use, it might require some improvements to make it usable for recreation, including grading, installation of an irrigation system, construction of a parking lot, etc. Are these improvements valid uses of CPA funds? Would they be valid uses if applied to an already owned piece of land that needs only the improvements to become a recreation area?*

Answer: Many communities have either completed or are in the process of completing recreation projects. The improvements you mention would be fine, regardless of whether the land is purchased now or was previously owned by the town. The one exception might be the use of CPA funds to construct a parking lot, although if it is an incidental part of a larger project, it could be allowable. The other things mentioned would be fine and have been done in other communities. One note on the already-owned piece of land - these improvements would be allowable so long as they are creating a new recreational facility where none existed previously. For example, if residents currently play ball on an unimproved area of grass, CPA funds could be used to improve that area to create a formal soccer field. This would fall under creation of a

recreational resource since CPA funds would be used to construct a soccer field on a previously unimproved lot, regardless of what the prior use of that lot was. One thing to note is that a goal of the CPA is to create new recreational opportunities, so it would not be allowable, for example, to simply replace a goalpost on an existing soccer field. Improvements to existing facilities are currently limited to preservation.

CPA Definitions

Open space - shall include, but not be limited to, land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and salt water marshes and other wetlands, ocean, river, stream, lake and pond frontage, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use.

Preservation - protection of personal or real property from injury, harm or destruction, but not including maintenance.

~~**Recreational use** - active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field. **Recreational use** shall not include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.~~

Rehabilitation - the remodeling, reconstruction and making of extraordinary repairs to open spaces or lands for recreational use for the purpose of making such open spaces or lands for recreational use functional for their intended use, including but not limited to improvements to comply with the Americans with Disabilities Act and other federal, state or local building or access codes.

Further information and resources are available at the Community Preservation Coalition web site at: <http://www.communitypreservation.org/>



CPC USE ONLY:

Application #: _____

COMMUNITY PRESERVATION ACT Town of Maynard

RECREATION PROPOSAL CRITERIA

Please submit ten copies to:

Community Preservation Committee
Maynard Town Hall
195 Main Street
Maynard, MA 01754

-
1. Will the project be used by more than one age group?
 2. Can the project be used for more than one activity (multi-use)?
 3. Does the project require maintenance costs of less than \$1000 per year?
 4. Does the project require maintenance costs of less than \$500 per year?
 5. Is this project the only facility of its kind in the town or general area?
 6. Are other grants available to help pay for this project?
If so, has application been made for another grant?
 7. Can any of the cost be offset by in-kind services (or "non-cash" contributions), including, but not limited to, labor and materials or equipment?
 8. Does the project include considerations for additional parking?
 9. Can the project be used more than one season per year?
 10. Does the project blend in to the surrounding neighborhood?
 11. Does the project include all normal safety considerations?
 12. Does the project meet all building and safety codes?
 13. Is the project accessible by pedestrians? Cars?
 14. Does the project take advantage of connections to other resources?