

TOWN OF MAYNARD



TOWN BY-LAWS

Effective Dec. 3, 2005
(Includes October 24, 2005 Special Town Meeting)

TOWN OF MAYNARD
BY-LAWS
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CHAPTER 1

TOWN MEETING

Section 1: The Warrant for the Annual Town Meeting, and any and all Special Town Meetings, shall be printed in a local publication or delivered to each household, at the discretion of the Board of Selectmen, and made available at the Town Building and Post Office at least 14 days prior to the meeting. The Warrant shall state the time and place at which the meeting is to convene and, by separate articles, the subject matter to be acted upon.

Section 1A: Town Meeting shall be notified by posting an attested copy of the warrant calling the same, one at the Post Office, and at each of the ten (10) other public places in Town, seven (7) days at least before the day appointed for said meeting.

Section 2: One Hundred (100) voters at a Town Meeting shall constitute a quorum, except for a motion to adjourn for which no quorum shall be required, provided, however, that no vote shall be held to be invalid by a reason of lack of the required quorum unless it appears from the records of the Clerk of the meeting that before the result of such vote was declared the question of the presence of a quorum was duly raised and that the record shows that the required quorum was lacking.

Section 3: The Selectmen shall submit to the Finance Committee a copy of all Town Warrants at least ten (10) days before printing the same.

Section 4: Terms of appointed officials of multiple member boards, commissions and committees shall commence on the first day of July. Newly appointed officials of multiple member boards, commissions and committees shall be appointed for terms as outlined in Section 8-7(b) of the Town Charter. Lengths of terms may be changed in accordance with the provisions of Section 5-1(b) of the Town Charter.

Section 5: The Annual Town Meeting to make appropriations for the ensuing year and act upon other business as may properly be considered shall be held on the third Monday of May of each year not earlier than 7:30 P.M. An Annual Town Election for the election of town officers (refer to Section 3-1(a) of the Town Charter for a listing of elected Town Officers) and for voting on all other matters to be determined by ballot shall be held on the first Monday of May of each year. The results of said election will be effective on the first day of July of said year.

Section 6: The Annual Town Report, containing reports of all officers and boards shall be printed and made available on or before the first Monday of May of each year. These reports shall be acted upon at the Annual Town Meeting.

Section 7: A vote shall be reconsidered only upon a motion by a voter who was present at the vote on the article in question. Any motion to reconsider a vote shall be made within 30 minutes of the time the result of that vote is announced. A vote of two-thirds of the voters present and voting is necessary in order to reconsider an article previously voted upon. No article can be moved for reconsideration more than once during any given town meeting. The result of a vote on a motion for reconsideration shall be final.

Section 8: No person shall speak more than twice upon any question without first obtaining leave of the meeting, except to correct an error, or make an explanation, nor until all others who have not spoken upon the question, and desire to do so, shall have an opportunity.

Section 9: No motion to end any town meeting shall be in order until every article in the warrant has been duly considered, acted upon or withdrawn. This section shall not operate to prevent any town meeting from being adjourned to a stated time prior to the time all articles have been considered and acted upon.

Section 10: No vote fixing the time for closing a ballot shall be reconsidered after such ballot has started, but the time for closing such ballot may be extended without such reconsideration.

Section 11: No motion to lay a matter on the table, the previous question or to postpone indefinitely shall be in order until a motion has been made under an article and a reasonable amount of discussion has taken place.

Section 11A: When a question is under debate, motions may be received to lay the matter on the table, the previous question, to postpone indefinitely, to postpone to a certain time, to commit and to amend, which several motions shall have precedence in the order in which they are herein enumerated, and the first two shall be decided without debate.

Section 12: A vote to receive the report of a committee shall place the report before the meeting but not discharge the committee. A vote to accept a report of a committee with or without amendments or modifications shall discharge the committee.

Section 13: Articles in the warrant shall be acted upon in their order unless directed by vote of the meeting.

Section 13A: Those motions that are deemed to be non-controversial may be listed and one vote shall be taken on the motions so listed. This is commonly called a Consent Calendar. Any motion so listed shall be removed from the list at the request of any voter prior to the vote thereon.

Section 14: Unless otherwise determined by the Town Meeting as specified below, a secret written ballot vote shall be taken for the adoption of any and all articles or amendments thereto where the article or amendments concerns or is related to any of the following subject matters:

- A. Wages or hours of employment, or benefits, or conditions of employment of any town officer or employee.
- B. The acquisition, sale or lease of any real estate by the Town.
- C. Borrowing by the Town.
- D. Authorization for expenditures of \$10,000.00 or more.
- E. Zoning Articles.
- F. An appropriation related to any of the subject matters listed in A. to E.

The Moderator shall determine whether the subject matter of the article or amendment falls within the subject areas. If the Moderator determines that an open vote shall apply, no fewer than twenty-five (25) voters may request that a secret ballot vote be used provided appropriate motion to do so is made before the actual open vote is taken. Should this be the case, the article or amendment shall be voted by secret ballot.

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CHAPTER II

FINANCE COMMITTEE

Section 1: There shall be a Finance Committee consisting of eleven (11) voters of the Town, no one of whom shall be a town officer elected by ballot, or departmental official or employee receiving a salary. The Finance Committee shall have all the powers and duties established in Article 2, Section 2-3(b) of the Town Charter plus additional powers and duties that are provided by general law or by this By-law. The members of this committee shall be sworn to the faithful performance of their duties and shall serve without a salary.

Section 2: The Finance Committee shall be appointed by the Moderator. The Moderator, after being elected at the annual town election shall appoint each year members to the Finance Committee for a term of three (3) years each. The number of persons to be appointed shall be determined by the sequence of 4, 4, 3, starting with the calendar year of 1979, e.g., if the last two (2) digits of the year can be divided by three, then three (3) are appointed, all other years appoint four (4). Said appointed members shall qualify on or before July 15 following the annual town election. A vacancy shall occur by reason of: 1) a member failing to qualify; 2) a member's excessive absence as stated in Section 7-11 of the Town Charter; 3) a member's resignation.

The term of office of said members shall commence on the first day of July. The new committee shall be called to session by the Moderator before July 15 and the Moderator shall preside until a chairperson is elected. The first order of business shall be the election of a secretary. Vacancies shall be filled according to Article 7, Section 7-9 (e) of the Town Charter. A quorum shall be defined as a majority of the members then in office, not including any vacancies which might then exist.

Section 3: Not less than ten (10) days before the Annual Town Meeting, the Town Administrator shall file with the Finance Committee a detailed statement showing all expenditures made the previous year by the several Town departments and committees.

Section 4: If the original purpose of an appropriation has been completed, discontinued or in any respect satisfied, any unexpended balance of an appropriation made for such a specific purpose, except proceeds from bonds or notes, shall be transferred to surplus revenue at the expiration of two (2) years from the date of the availability of such appropriation, unless such balance is earlier transferred to surplus revenue upon receipt of a statement that the specific purpose has been accomplished and that no other liabilities remain, or such

balance is earlier transferred to another use by the Town Meeting vote, or a date otherwise specified in the original appropriation vote. If the original purpose of any such appropriation has not been completed, discontinued or otherwise satisfied within two (2) years from the date of the availability of such appropriation, a written statement from the town agency having control or direction of such funds may request an extension of not more than one (1) additional year to complete, discontinue or otherwise satisfy such original purpose.

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CHAPTER III

TOWN TREASURER AND COLLECTOR

Section 1: The Town Treasurer and Collector is authorized to collect all accounts due the Town in accordance with the provisions of Massachusetts General Laws and amendments thereto. Said authorization is to remain in effect until the Town shall otherwise vote.

Section 2: Before entering upon the duties of the office, the Town Treasurer and Collector shall give bond to the Town in the penal sum of not less than five (5) percent of the next fiscal year's projected tax levy, with good and sufficient sureties, to be approved by the Board of Selectmen. Said bond shall be upon condition that said Town Treasurer and Collector shall well and faithfully discharge the duties of this office.

Section 3: The Selectmen shall require from the Town Treasurer and Collector a new bond, in the penal sum of not less than five (5) percent of the next fiscal year's projected tax levy, with good and sufficient sureties, to be approved by the Selectmen, after each appointment and reappointment to said office. If reappointed in accordance with Article 7, Section 7-12 of the Town Charter, the Town Treasurer and Collector shall, in agreement with Section 1 of this chapter of the Town By-laws, maintain a bond and provide said bond to the Town upon each and every bond renewal.

Section 4: The Town Treasurer and Collector shall within thirty (30) days after receiving the tax list from the Board of Assessors, make out and send to every taxpayer notice of the taxpayer's assessment, on which shall be printed the rate of taxation, a statement of the interest to be charged for non-payment and a notice of the time within which the taxes must be paid to avoid costs, arrest, or levy upon property.

Section 5a: The tax collector or other municipal official responsible for records of all municipal taxes, assessments, betterments, and other municipal charges, (hereinafter referred to as the Tax Collector), shall annually furnish to each department, board, commission or division, (hereinafter referred to as the Licensing Authority), that issues licenses or permits, including renewals and transfers, a list of any person, corporation, or business enterprise, (hereinafter referred to as the Party), that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges for not less than a twelve month period, and that such Party has not filed in good faith a pending application for an abatement of such tax or a pending petition before the appellate tax board.

Section 5b. The Licensing Authority may deny any application for or revoke or suspend a building permit or any local license any or permit, including renewals and transfers of any Party whose name appears on said list furnished to the Licensing Authority from the Tax Collector or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised or is to be carried out or exercised on or about real estate owned by any Party whose name appears on said list furnished to the Licensing Authority from the Tax Collector; provided, however, that written notice is given to the Party and the Tax Collector, as required by applicable provisions of law, and the Party is given a hearing, to be held not earlier than fourteen days after said notice. Said list shall be prima facie evidence for denial, revocation or suspension of said license or permit to any Party. The Tax Collector shall have the right to intervene in any hearing conducted with respect to such license denial, revocation or suspension. Any findings made by the Licensing Authority with respect to such license denial, revocation or suspension shall be made only for the purposes of such proceeding and shall not be relevant to or introduced in any proceeding at law, except for any appeal from such license denial, revocation or suspension. Any license or permit denied, suspended or revoked under this section shall not be reissued or renewed until the Licensing Authority receives a certificate issued by the Tax Collector that the Party is in good standing with respect to any and all local taxes, fees, assessments, betterments or other municipal charges, payable to the municipality as of the date of issuance of said certificate.

Section 5c. Any Party shall be given an opportunity to enter into a payment agreement, thereby allowing the Licensing Authority to issue a certificate indicating said limitations to the license or permit and the validity of said license shall be conditioned upon the satisfactory compliance with said Agreement. Failure to comply with said Agreement shall be grounds for the suspension or revocation of said license or permit; provided, however, that the holder be given notice and a hearing as required by applicable provisions of law.

Section 5d. The Board of Selectmen may waive such denial, suspension or revocation if it finds there is no direct or indirect business interest by the property owner, its officers or stockholders, if any, or members of his immediate family, as defined in Massachusetts General Law Section one of chapter two hundred and sixty eight A in the business or activity conducted in or on said property.

The following licenses and permits shall be exempt from this By-law; open burning, bicycle permits, sales of articles for charitable purposes, children work permits, clubs, associations dispensing food or beverage license, dog licenses, fishing, hunting, trapping licenses, marriage licenses, permits for theatrical events and public exhibition permits.

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CHAPTER IV

TOWN CLERK

Section 1: The Town Clerk shall have custody of the Town Seal.

Section 2: It shall be the duty of the Town Clerk to see that every conveyance to the Town of any interest in real property and any plan thereof, is properly recorded in the Registry of Deeds.

Section 3: The Town Clerk shall prepare a report upon the vital statistics of the Town for publication in the Annual Town Report.

Section 4: It shall be the duty of the Town Clerk to make and keep a record of the doings of every Town Meeting.

Section 5: It shall be the duty of the Town Clerk to immediately notify in writing all members of committees who may be elected or appointed, stating the business upon which they are to act and the names of persons composing the committees.

Section 6: It shall be the duty of the Town Clerk to furnish the Town Accountant and the Board of Assessors with a statement of all the appropriations made by the Town at any Town Meeting, and the purpose for which said appropriations were made and the manner of raising the same. The Town Clerk shall notify all boards, officers and committees of all votes passed at any Town Meeting in any way affecting them.

Section 7: It shall be the duty of the Town Clerk to keep and properly file all deeds, bonds, contracts, agreements, releases and all other papers and documents in any way affecting the interests of the Town. All such papers and documents, unless otherwise required by law, shall be filed with the Town Clerk by all boards, officers and committees, when the work to which such papers and documents pertain has been completed.

Section 8: The Board of Registrars of Voters shall delegate the Town Clerk as the sole distributor of the annual listing prepared by them in accordance with the General Laws. The shall determine what shall be a reasonable charge for said listing and the Town Clerk shall collect said charge for each listing distributed, except those that are distributed to Town Departments or officers and those specifically exempt by law from charge.

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CHAPTER V

ASSESSORS

Section 1: The Assessors shall, in addition to the other duties prescribed by law, have printed for distribution a list of all properties and value thereof once every five years. Said list shall be distributed free of charge to all departments in the Town, but the Assessors shall determine and collect for the benefit of the Town a reasonable charge for all copies thereof.

Section 2: The Assessors shall adhere to the provisions of Massachusetts General Law, Ch. 59, § 5, Clause 17C, as amended, (as inserted by Ch. 258§ 6, of the Acts of 1982) providing for real estate tax abatement to surviving spouses, minors with parents deceased and certain persons over seventy years of age.

Section 3: The Assessors shall adhere to the provisions of Massachusetts General Law, Ch. 59, § 5, Clause 37A as amended, (as inserted by Ch. 653, § 3 of the Acts of 1982) providing for real estate tax exemptions for the blind persons.

Section 4: The Assessors shall adhere to the provisions of Massachusetts General Law, Ch. 59, § 5, Clause 41B, as amended, (as inserted by Ch. 653, § 5, of the Acts of 1982) providing for real estate tax exemptions for the elderly.

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CHAPTER VI

BOARD OF HEALTH

Section 1: The primary duty of the Board of Health shall be to look after the sanitary condition of the Town. The Board of Health shall also make all such regulations as it judges necessary for the public health and safety respecting nuisances, sources of filth and causes of sickness within the Town and respecting articles which are capable of containing or conveying infection or contagion, or of creating sickness brought into or conveyed from the Town.

Section 2: It shall be the duty of the Board of Health to enter complaint against all persons offending against the laws of this Commonwealth, providing for the preservation of the public health, and to prosecute the same to final judgment at the expense of the Town.

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CHAPTER VII

PUBLIC BUILDINGS

Section 1: It shall be the duty of the Board of Selectmen to prosecute all parties who cut, mark, deface, defile or in any manner damage or injure any public property including public buildings, or any out buildings connected with said public buildings, or who may damage or injure any fence enclosing any land belonging to the Town.

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CHAPTER VIII

JUNK DEALERS

Section 1: No person shall carry on the business in the purchase, sale or barter of junk, old metals or second hand articles within the Town unless first duly licensed thereof by the Board of Selectmen.

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CHAPTER IX

NUISANCES

Section 1: No person shall place or cause to be placed in any public place, street, or private way, or in any running stream or body of water, dirt, rubbish, wood, timber or other materials tending to cause obstruction nor deposit ashes, garbage, waste, paper, carrion, filth, or offal, except in such places as shall be permitted by the Board of Health. Violation of this section may be enforced in the manner provided in Massachusetts General Law, Ch. 40, § 21-D; for the purpose of this By-law section the specific penalty which is to apply for violations of this section shall be as listed below and the Health Officer and/or Police Officers shall be deemed to be the Enforcing Person.

Penalty: 1st Offense – Written Warning
 2nd Offense - \$25.00
 3rd Offense - \$50.00
 And each day thereafter.

Section 2: No person shall construct or maintain any drain or conduit carrying polluted water from any house, shop or other building, or from any vault, cesspool, cistern, to or upon any street or way so as to discharge water or other matter in or upon any such street or way except when permitted in writing to do so by the Board of Health, under a penalty not less than two dollars (\$2) nor more than three hundred dollars (\$300).

Section 3: Whoever violates the provisions of the preceding section and allows any material so placed to remain in such public place, street, or private way for more than twenty-four hours, shall be liable to line penalty for each additional day thereafter, during which he shall suffer such material to remain in such public place, street or private way.

Section 4: No person shall pasture or tether any animal in any street in the Town in such a manner as to obstruct the street or sidewalk under penalty of not less than two dollars (\$2) nor more than three hundred dollars (\$300).

Section 5: No person, except an authorized agent of a town department, shall break or dig up or aid in breaking or digging up the ground in any street or square in the Town without a permit from the Board of Selectmen, under a penalty of not less than two dollars (\$2) nor more than three hundred dollars (\$300) for each offense.

Section 6: No person shall bathe, swim in any waters within the town in a state of nudity in places exposed to public view, or in the immediate site of the

occupant or occupants of any dwelling house, shop, factory, under a penalty of not less than one dollar (\$1) nor more than three hundred dollars (\$300) for each offense.

Section 7: No person shall own or keep in this Town any dog which is biting, barking, howling, or in any other manner disturbs the peace and quiet of any neighborhood, or endangers the safety of any person. Whoever violates the provisions of this section shall be liable to a penalty of up to three hundred dollars (\$300).

Section 8: No person shall make any indecent figure or write any indecent or obscene words upon any fence, building or structure in any public place or upon any sidewalk or wall under a penalty of not less than two dollars (\$2) nor more than three hundred dollars (\$300) for each offense.

Section 9: No person, unless required by law to do so, shall make any marks, letters or figures of any kind, or place any sign of advertisements or placard upon or against any wall, fence post, ledge, stone, tree, building, sidewalk or structure in or upon any street in this town without the permission of the owner thereof under penalty of not less than two dollars (\$2) nor more than three hundred dollars (\$300) for each offense.

Section 10: No person shall throw stones, snowballs, sticks or other missiles nor kick a football, nor play any game in which a ball is used, nor fly any kite or balloon, nor shoot with or use a bow and arrow, gun, air-gun, or sling, in or across any of the public ways of the Town; nor obstruct any street in the Town; nor take hold of, nor ride upon, the hind part of any carriage, or other vehicles, without leave; nor join in any assemblage or group in the street, or on any sidewalk in town to the annoyance of passengers, or so as to obstruct the free passage of passengers; nor drive, wheel or draw any coach, cart, or other carriage of burden or pleasure, except children's carriages drawn by hand upon any sidewalk in the Town, nor drive or permit any horse under his care to go, or stand upon any sidewalk in the Town; or to stand on any crosswalk; nor use any profane, indecent or insulting language in any street or other public place in the Town, or near any dwelling house or other buildings therein nor be or remain upon any doorstep, portico, or other step or projection of any such building or house under a penalty of not less than one dollar (\$1) nor more than three hundred dollars (\$300) for each offense.

Section 11a: No person shall coast or skateboard upon any sidewalk, street, public way or any other Town owned land except such areas as designated by the Board of Selectmen each year through public notice. Penalty for each offense as cited by the Maynard Police Department shall be not more than three hundred dollars (\$300).

Section 11b: No person shall operate a motorized scooter, motorized skateboard, other similar motorized vehicle on any public way, sidewalk, playground, or on any property owned by the Town of Maynard. The following vehicles shall be exempt from the provisions of this By-law, unless operating in an unsafe manner:

- A. Vehicles registered and/or licensed by the Commonwealth of Massachusetts as motor vehicles
- B. Vehicles used by handicapped persons, and
- C. Landscaping equipment

Penalty for each offense as cited by the Maynard Police Department shall be not more than three hundred dollars (\$300) for each offense.

Section 12: Said streets may be protected by barriers and any unauthorized person or persons moving such barriers shall be subject to a fine of not more than three hundred dollars (\$300) for each offense.

Section 13: No person shall resort to or frequent any schoolhouse grounds or enclosure in the Town to interfere with or annoy any persons lawfully using or enjoying same; nor shall any person resort to or frequent any cemetery or graveyard in the Town and there engage in or be present at any game of cards or other sport, or lounge or loiter therein to the annoyance or interference of persons properly visiting or resorting to said places, under penalty of not less than five dollars (\$5) nor more than three hundred dollars (\$300) for each offense.

Section 14: No person shall place over any sidewalk any awning, shade or signboard less than seven (7) feet from the ground at the lowest part, nor construct or maintain any awning, shade or signboard extending beyond the line of the sidewalk, and for any offense against this By-law an offender shall pay a fine of no more than three hundred dollars (\$300).

Section 15: No person shall move or assist in moving any building over any street or way which this Town is obliged to keep in repair without written permit of the Board of Selectmen being first obtained, or having obtained such permit, without complying with the restrictions and provisions thereof, under a penalty of not less than two dollars (\$2) nor more than three hundred dollars (\$300) for each offense.

Section 16: In its sole discretion, the Board of Selectmen may grant a license to a business establishment for the temporary use of a portion of a sidewalk immediately adjoining that business establishment. The Board may adopt reasonable rules and regulations related to the issuance of such license, including fees to be paid therefore and the conditions to be satisfied by any applicant for such a license.

Section 17: In its sole discretion, the Board of Selectmen may grant a license to an establishment operated for the sale of food or non-alcoholic beverages, to place one or more tables on a portion of a sidewalk immediately adjoining that business establishment, such tables to be used only for the use and enjoyment of

its business clientele. Any such license shall be granted upon such terms and conditions as the Board may impose, including the designation of a sidewalk area with which all tables must be located.

Any such license shall have duration of no more than one year from the date of issue and may restrict the location of such tables on a sidewalk to designated periods of time during the license period. Any business establishment placing tables on any sidewalk without first being licensed by the Board shall be in violation of this By-law and assessed a penalty of not less than \$5.00 nor more than \$300.00 for each offense.

The Board may adopt reasonable rules and regulations related to the issuance of such licenses, including the fees to be paid therefore and the conditions to be satisfied by any applicant for such a license.

Section 18: Any person, who intends to erect, alter, repair or take down any building, or part thereof, on land abutting on any street or public place in this Town and desires to make use of such street or place for the purpose of placing thereon building materials or rubbish, shall give notice thereof to the Board of Selectmen. Thereupon the Board of Selectmen may grant a permit to occupy such a portion thereof to be used for such purposes as in their judgment the necessity of the case demands and the security of the public allows; such a permit to run for not longer than sixty (60) days and to be on such conditions, and by furnishing such security, by bond, or otherwise, for the observance and performance of the conditions and for the protection of the Town, as the Board of Selectmen may require and especially in every case upon conditions that during the whole of every night, from sunset in the evening until sunrise in the morning, proper lights shall be placed as effectively to secure all travelers from liability to injury. Such permits may be renewed at the discretion of the Board of Selectmen. Whoever violates the provisions of this section shall be liable to a penalty of not less than five dollars (\$5) nor more than three hundred dollars (\$300) for each offense.

Section 19: No person or persons shall place or cause to be placed in or on any public street, or sidewalk, snow which may be a hindrance to pedestrians or vehicular traffic. Whoever violates the provisions of this section shall be liable to a penalty of not more than three hundred dollars (\$300) for each offense.

Section 20: The Superintendent of the Department of Public Works or other officer having charge of ways, for the purpose of removing or plowing snow or removing ice from any way, is hereby authorized to remove or cause to be removed to some convenient place, including in such term of public garage, any vehicle interfering with such work, and the cost of such removal and of the storage charges, if any, resulting therefrom, shall be borne by the owner of such vehicle.

Section 21: Unregistered motor vehicles which are unfit for use, permanently disabled or have been dismantled, or are otherwise inoperative, shall not be stored, parked, or placed upon any land in the Town unless the same shall be

within a building or in an area unexposed to the view of the public and abutters or in an area properly approved for the keeping of same by licensed junk dealers and automobile dealers. The fine for any violation of the provisions of this By-law shall be not less than ten dollars (\$10) nor more than three hundred dollars (\$300) for each offense. Each day that such violation continues shall constitute a separate offense.

Section 21A: Each owner or person responsible for the presence of a motor vehicle described in Section 21, excepting there from any motor vehicle with intrinsic value as an Antique Motor Car, as defined in the Massachusetts General Law, Ch. 90, § 1, shall be subject to the following procedure regarding removal or enclosure of such motor vehicle:

1. Any resident of the Town of Maynard who wishes to file a formal written complaint regarding the presence of such motor vehicle on property located within the Town of Maynard must file such complaint with the Board of Selectmen and shall be granted a hearing before the Board of Selectmen within fourteen (14) days of receipt of the written complaint.
2. The Board of Selectmen shall make a final decision based upon matters presented at such hearing and may, at their option, require or order any one or more of the following:
 - a) That the owner or person responsible be compelled to remove the motor vehicle from the premises within a stated period.
 - b) That the owner or person responsible places the motor vehicle within a proper enclosure suitable to remove it from public view.
 - c) Any further remedy that may be justified by the circumstances presented at the time of the hearing.

In the event of non-compliance with an order or directive of the Board of Selectmen within five (5) days of receipt of such order by the owner or person responsible, the Police Department shall be authorized to tow or remove the subject motor vehicle by whatever means necessary at the expense of such person.

Section 22.1: Authority and Purpose

Pursuant to the general powers granted to cities and towns by Article 89 of the Amendments to the Massachusetts Constitution, and the specific powers granted by Massachusetts General Law, Ch. 139, § 1-3A, this By-law is adopted for the prevention of future nuisances and the removal of existing nuisances within the Town, which nuisances constitute a hazard or blight, or adversely affect property values.

Section 22.2: Definitions

1.0.0 Blight

Any condition seriously impairing the value, integrity, strength, durability, or appearance of real property.

22.2.2: Building

A structure, whether portable or fixed, with exterior walls or firewalls and a roof, built, erected, or framed of a combination of any materials, to form shelter for persons, animals, or property. See “structure” below.

22.2.3: Dilapidated

In a condition of decay or partial ruin by reason of neglect, misuse, or deterioration. The term includes, but is not limited to:

Having deteriorated or ineffective waterproofing of exterior walls, roofs, foundations, or floors, including broken or inadequately secured windows or doors;

Having defective weather protection (e.g., paint) for exterior wall coverings; deleterious weathering due to lack of such paint or other protective covering.

22.2.4: Interested Parties

In connection with the notification requirements of this By-law, interested parties are the Building Commissioner, the owner(s) of property which is subject of a hearing; owners of land directly opposite the subject property on any public or private street or way, abutters of the subject property, and abutters of abutters within 300 feet of the property line of the subject property. Ownership of land shall be determined by the most recent tax list.

22.2.5: Nuisances

Any substantial interference with the common interest of the general public in the maintenance of decent, safe, and sanitary structures and neighborhoods, when such interference results from the hazardous or blighted condition of private real property. Specific conditions which may be characterized as nuisances may include, but shall not be limited to:

- (a) burnt structures not otherwise lawfully habitable or usable
- (b) dilapidated structures
- (c) dangerous or unsafe structures
- (d) overgrown vegetation which may harbor rats and vermin, conceal pools of stagnant water or other nuisances, or which is otherwise Detrimental to neighboring properties or property values
- (e) dead, decayed, diseased, or hazardous trees, debris, or trash

22.2.6: Owner

The person with the record title to the property, or his authorized agent, assign, or representative.

22.2.7: Structure

A combination of materials assembled at a fixed location to give support or shelter such as a building (see above) framework, retaining wall, reviewing stand, platform, bin, fence, sign, flagpole, recreational tramway, or mast for an antenna, or the like.

22.3: Administration

22.3.1: Removal Order

The Building Commissioner shall, on his own initiative or upon written complaint, inspect any condition which may constitute a nuisance. If, in his opinion, the condition does constitute a nuisance, he shall make a written report to the remedial action, and shall file a copy of the petition with the Town Clerk.

Upon receipt of such petition and report, the Board of Selectmen shall set a date for a hearing before said Board, not more than 30 days after the date of filing of the petition with the Town Clerk. Notice of said hearing shall be posted, published, and sent to interested parties not less than 14 days before the date of said hearing. Notice of the hearing shall state the subject matter sufficient for proper identification and the date, time, and place of hearing and shall be made in the following manner:

- A. Posting of the notice on the property on which the alleged nuisance exists.
- B. Publication of the notice in a newspaper of general circulation in the Town of Maynard.
- C. Mailings by regular mail, postage prepaid, to the addresses of interested parties. Within seven days of the hearing, the Board of Selectmen shall determine whether or not the condition constitutes a nuisance, and shall determine what action shall be taken by the owner to remove the nuisance. Such actions may include, but shall not be limited to: demolition or repair of the structure, or the removal of vegetation, trees, debris or trash. The Board of Selectmen shall issue a Removal Order to the owner to abate such nuisance within 24 hours after service of the Order or within such other time as it considers reasonable. An owner shall forfeit twenty dollars for every day during which he willfully violates such a Removal Order.

1.0.0 Service of Removal Order

In accordance with Massachusetts General Law, Ch. 139, § 1, the Town Clerk shall deliver a copy of the Removal Order to an officer qualified to serve civil process, who shall forthwith serve an attested copy thereof. Such a Removal Order shall be in writing, and shall be served on the owner in the manner specified by Massachusetts General Law Ch. 111, § 124.

2.0.0 Removal of Nuisance by Selectmen

If the owner fails to comply with such a Removal Order, the Board of Selectmen may cause the nuisance to be removed and all expenses incurred thereby shall constitute a debt due the Town upon completion of the removal and the rendering of an account therefore to the owner, and shall be recoverable from such owner in an action of contract. Any such debt shall constitute a lien on the land upon

which the nuisance was located. The Board of Selectmen shall follow the procedures relative to liens provided in Massachusetts General Law Ch. 139, § 3A.

3.0.0 Appeal to Superior Court

In accordance with Massachusetts General Law, Ch. 139, § 2, a person aggrieved by such an order may appeal to the superior court for the county where such building, property, or structure is situated, if, within three days after the service of the attested copy of the Removal Order upon him, he commences a civil action in such court.

Section 23:

- A. No person shall leave unattended any motor vehicle so that any portion of said vehicle is on or protruded over or within the limits of a private way, furnishing means of access for fire apparatus to any building.
- B. For the purpose of this By-law only, the registered owner shall be considered the person responsible for leaving such vehicle unattended, unless it is otherwise determined that another identified person did so because the vehicle is unattended.
- C. Notwithstanding any other provision of the By-law the Town of Maynard, to the contrary, any person violating this By-law shall be punished by a fine not to exceed three hundred dollars (\$300).

(Paragraph (B) of the aforesaid By-law shall be considered separable so that if it should at some time be found void or unenforceable by a court of law, the remainder shall remain in full force and effect).

Section 24: No person shall ride a bicycle, moped, motorized bicycle or motorcycle on any sidewalk in the Town of Maynard. Except that a bicycle may be ridden on a sidewalk outside of the business district when necessary in the interest of safety but shall yield the right of way to pedestrians and give an audible signal before overtaking and passing any pedestrian. Any person who violates the provisions of this chapter shall be punished by a fine of not more than three hundred dollars (\$300) for each violation. A bicycle operated by a person under the age of eighteen (18) years in violation of this section may be impounded by the Police Department for period not to exceed fifteen (15) days.

Operation of bicycles shall be subject to the following regulations:

- A. The operator shall ride single file on any way except when passing.
- B. The operator shall not ride other than on a permanent and regular seat attached to the bicycle, except on a baby seat attached to the bicycle, provided that such seat is equipped with a harness to hold the person securely in the seat and that protection is provided against the feet of said person hitting the spokes of the wheel of the bicycle.
- C. The operator shall park his bicycle upon a way or sidewalk in such a manner as not to obstruct vehicular or pedestrian traffic.

- D. The operator shall not permit his bicycle to be drawn by any other vehicle. The operator shall not tow any other vehicle or person.
- E. The operator shall not carry any package, bundle, or article except in or on a basket, rack, or other device designed for such purposes. The operator shall keep at least one hand upon the handlebars at all times.
- F. No bicycle shall be operated in a way with handlebars so raised that the operator's hands are above his shoulders while gripping them. Any alteration to extend the fork of a bicycle from the original design and construction of the bicycle is prohibited.
- G. No person shall operate a bicycle upon any street or way in such a manner as to obstruct vehicles using the street or way.

Section 25: Violations of Maynard Board of Health Regulations regarding the use, sale and distribution of tobacco in the Town of Maynard, as adopted by the Board of Health on the 23rd day of November in the year 1999.

1. Smoking in Public Places.

- A. Any person smoking in a properly posted public place is subject to a fine of \$25 per offense.
- B. Any person having control of the premises in which smoking is prohibited who allows smoking to occur is subject to a fine of \$50 for the first offense, \$75 for the second offense and \$100 for all subsequent offenses that occur within a twelve month period.
- C. Any person in charge of an establishment who fails to post in public places where smoking is prohibited is subject to a fine of \$50 per day while in violation.

2. Sale and Distribution of Tobacco Products.

- A. Any person who sells or distributes tobacco products to a minor is subject to a fine of \$100 for the first offense, \$200 for the second offense and \$300 for all subsequent offenses that occur in a twelve month period.
- A. Any person in charge of an establishment where tobacco products are sold who does not post a sign, for both employees and/or customers, indicating that it is illegal to sell tobacco products to minors, is subject to a \$25 fine per day while in violation.
- B. Any person who sells or distributes tobacco products without a permit Is subject to a fine of \$300 per day while in violation.

Enforcing persons: Tobacco Alliance Inspector
 Health Officer
 Dare Officer

- A. Violations of the Town of Maynard Board of Health Regulations affecting smoking in places where food is sold, adopted as of March 1, 1988.
- B. Violations of the Town of Maynard Board of Health Regulations governing smoking in Public Buildings, adopted as of September 1, 1990.
- C. Violations of Town of Maynard Board of Health Regulations governing the sale and distribution of Tobacco, adopted as of Spring 1995. Penalties for violations are as follows:

Where Food is sold:

Penalty: - \$20 for each day of non-compliance

In Public Buildings:

Penalty: - written warning for 1st offense
 - \$20 for all subsequent offenses

Distribution of Tobacco:

Penalty: - \$100 - failure to be licensed, sale or free distribution to a minor
 - \$200 – 1st offense
 - \$300 – 2nd offense
 - \$25 – failure to post proper signs and self-service sale of single packages

Enforcing Persons:

Tobacco Alliance Inspector
 Health Officer
 DARE Officer

Section 26: Utility Pole By-Law

- A. No holder of a grant of location pursuant to Massachusetts General Law, Ch. 166, § 22 or any public or private entity or utility company (“Licensee”) or any person having any facilities attached to Licensee’s utility pole, or any of their successors or assigns shall allow or cause the continuation of a condition, such condition being the existence of more than one of Licensee’s utility pole(s) within three feet of another of Licensee’s utility pole(s) on any public or private way within the Town of Maynard (the “Town”), which condition existed as of or prior to the effective date of this Section 26A, without the prior written permission of the Board of Selectmen of the Town of Maynard (the “Board”). Such permission, which may contain conditions, shall be in the form of an order (the “Order”) issued by the Board in the manner hereinafter described.

Following a public hearing held with not less than fourteen days prior notice to the Licensee and published notice, the Board may issue an Order to Licensee, for itself and as agent for any other person having an interest in such pole(s) or facilities attached thereto, permitting the condition to continue or, upon the determination that more than one utility pole at any given location presents a nuisance, hazard or threat to the public safety, welfare or

convenience to the inhabitants of the Town, for the removal, relocation or alteration of or to any utility pole or poles in excess of one at any such location.

Any Licensee which becomes subject to any Order issued by the Board pursuant to this Section 26A requiring the removal, relocation or alteration of or to any utility pole or poles, shall fully comply with the terms and conditions of any such Order within not less than one hundred and eighty (180) days from the date of its issuance; such period may be extended by the Board in its sole and absolute discretion. In the event of noncompliance with the terms of any such Order issued by the Board, as same may be modified by the Board in its sole and absolute discretion, the Board may take whatever enforcement action it deems appropriate, including, without limitation, the imposition of a fine against Licensee, for itself and as agent for any other person having an interest in such pole(s) or facilities attached thereto, of up to three hundred (\$300.00) dollars per day for each day of noncompliance; removal by the Town or its agents or contractors of any pole or poles subject to such Order (at the sole cost and expense of Licensee, for itself and as agent for any other person having an interest in such pole(s) or facilities attached thereto); injunctive relief in any court of competent jurisdiction restraining the continued existence of any such pole or poles subject to such Order; or any other penalties, impositions or relief as the Board may deem necessary.

- B. No holder of a grant of location pursuant to Massachusetts General Law, Ch. 166, § 22 or any public or private entity or utility company (“Licensee”) or any person having any facilities attached to Licensee’s utility pole, or any of their successors or assigns shall, after the effective date of this Section 26B, place more than one of Licensee’s utility pole(s) within three feet of another of Licensee’s utility pole(s) on any public or private way within the Town of Maynard (the “Town”) and allow such condition to continue for more than one hundred fifty (150) days (the “Allowed Period”), without the prior written permission of the Board of Selectmen of the Town of Maynard (the “Board”), which permission may contain conditions.

Following the expiration of the Allowed Period and a public hearing held with not less than fourteen days prior notice to Licensee and published notice, the Board may issue an “Order” to Licensee, for itself and as agent for any other person having an interest in such pole(s) or facilities attached thereto, permitting the condition to continue beyond the Allowed Period or, upon the determination that more than one utility pole at any given location presents a nuisance, hazard or threat to the public safety, welfare or convenience to the inhabitants of the Town, may issue an order (the “Order”) to Licensee, for itself and as agent for any other person having an interest in such pole(s) or facilities attached thereto, for the removal, relocation or alteration of or to any utility pole or poles in excess of one at any such location within a stipulated period, such period not to be less than sixty (60) days (the “Removal Period”).

Any Licensee which becomes subject to any such Order issued by the Board pursuant to this Section 26B requiring the removal, relocation or alteration of

or to any utility pole or poles, shall fully comply with the terms and conditions of any such Order within the Removal Period; such period may be extended by the Board in its sole and absolute discretion. In the event of noncompliance with the terms of such Order issued by the Board, as same may be modified by the Board in its sole and absolute discretion, the Board may take whatever enforcement action it deems appropriate, including, without limitation, the imposition of a fine against Licensee, for itself and as agent for any other person having an interest in such pole(s) or facilities attached thereto, of up to three hundred (\$300.00) dollars per day for each day of noncompliance; removal by the Town or its agents or contractors of any pole or poles subject to such Order (at the sole cost and expense of Licensee, for itself and as agent for any other person having interest in such pole(s) or facilities attached thereto); injunctive relief in any court of competent jurisdiction restraining the continued existence of any such pole or poles subject to such Order; or any other penalties, impositions or relief as the Board may deem necessary.

TOWN OF MAYNARD

BY-LAWS

CHAPTER X

LOITERING

Section 1: Definitions as used in this By-law:

a. "Loitering" shall mean remaining idle in essentially one location and shall include but shall not be limited to, the concept of spending time idly; to be dilatory; to linger; to stay; to delay; to stand around and shall also include the colloquial expression "hanging around".

b. "Public Place" shall mean any place to which the general public has access and a right to use for business, entertainment, or other lawful purpose, but does not necessarily mean a place devoted solely to use by the public. It shall also include but shall not be limited to the front or surrounding area of any store, shop, restaurant, tavern or other place of business, and all public parking facilities, public grounds, areas or parks.

Section 2:

a. It shall be unlawful for any person to Loiter, either alone or in concert with others in a Public Place in such manner so as to:

1. Obstruct any public street, public highway, public sidewalk or any other Public Place or building by hindering, disrupting or impeding the free and uninterrupted passage of vehicles, traffic or pedestrians.

2. Commit in or upon any public street, public highway, public sidewalk or any other Public Place or building, any act which is an obstruction to or interference with the free and uninterrupted use of property or any business lawfully conducted by anyone in or upon facing or fronting on any public street, public highway, public sidewalk or any other Public Place or building, all of which prevents or inhibits the free and uninterrupted ingress and egress, thereon and thereto.

a. When any person or persons cause or commit any of the actions enumerated in Subsection (a) hereof, a police officer or any law enforcement officer shall order such person or persons to stop causing or committing such actions and to move on or disperse. Each person or persons who fail or refuse to obey such order shall be guilty of a violation of this By-law.

c. .Each person who violates any provisions of this By-law shall be subject to a fine not exceeding three hundred dollars (\$300). Any such violation shall constitute a separate offense on each successive day continued.

d. The Police Department, the Department of Public Works, the School Committee, the Conservation Commission, the Board of Selectmen and any other board, authority or commission, however constituted or defined, having property under its direction, control or otherwise subject to its disposition, shall have the authority to adopt and implement rules and regulations to carry out the purpose and intent of this By-law.

TOWN OF MAYNARD

BY-LAWS

CHAPTER XI

JOB AND EXPRESS WAGONS

Section 1: No person shall use any job or express vehicle for the conveyance, from place to place within the Town, for hire of any goods, wares, furniture or merchandise, without first having obtained a license therefore from the Board of Selectmen.

Section 2: All licenses granted as aforesaid shall expire on the first day of May next after the date thereof, and no license shall be sold, assigned or transferred without the consent of the Board of Selectmen.

Section 3: Every person licensed under the provisions of Section 1 of this chapter, shall have placed upon the outside and upon each side of the vehicle used, the name of the owner and the number of the license, in plain, legible words and figures of not less than one and one half inches in size, and so that the same may be distinctively seen.

Section 4: Whoever violates any of the provisions of this chapter shall be punished by a fine of not less than two dollars (\$2) nor more than three hundred dollars (\$300).

TOWN OF MAYNARD

BY-LAWS

CHAPTER XII

PUMPS, WELLS, FOUNTAINS, ETC.

Section 1: No person shall in any manner injure any of the pumps, wells, drinking fountains or watering troughs in the streets or public grounds of the Town, nor shall throw or place any substance into the same or into any of the public waters of the Town.

Section 2: Any person violating any of the provisions of this chapter shall be punished by a fine of not less than two dollars (\$2) nor more than three hundred dollars (\$300) for each offense.

Section 3: Water Use, and Water Supply Conservation and Emergency By-law

Section 1: Authority

This By-law is adopted by the Town of Maynard (“Town”) under its police powers to protect public health and welfare and implements the Town’s authority to regulate water use pursuant to Massachusetts General Law, Ch. 40, Section 41A, conditioned upon a Declaration of Water Supply Emergency or a Declaration of Water Supply Conservation declared by the Town or by the Department of Environmental Protection (“DEP”).

Section 2: Purpose

The purpose of this By-law is to protect, preserve, and maintain the public health, safety, and welfare whenever there is in force a State of Water Supply Conservation or a State of Water Supply Emergency by providing for enforcement of any duly imposed restriction, requirements, provisions or conditions imposed by the Town or by the DEP.

Section 3: Definitions

Conservation Restriction as define in Section 5.

Outdoor Water Use shall mean all domestic and commercial use of water outdoors, including, but not limited to watering lawns, watering gardens, hydroseeding, power-washing houses, cleaning gutters, washing cars, filling swimming pools, and use of water-powered equipment.

Person shall include, but not limited to, any individual, corporation, Trust, partnership, limited liability company or partnership or any other form of association, or entity. The Town and its respective departments,

boards, commissions, and committees, with the exception of the Maynard Fire Department (Section 10), are included in the definition of Person under this By-law.

State of Water Supply Emergency shall mean a State of Water Supply Emergency declared by the DEP under Massachusetts General Law Ch. 21G, § 15-17.

State of Water Supply Conservation shall mean a determination by the Town, through the Board of Selectmen (“Board”) acting as the Department of Public Works or as Water Commissioners that water conservation is necessary to avoid a State Water Supply Emergency, pursuant to Sections 4 and 8 of this By-law.

State of Violation shall mean a pattern of violation of these water use restrictions by any Person or at a residential or business location.

Water Users or Water Consumers shall mean all public and private Users of the Town’s public water system, irrespective of any Person’s responsibility for water used at any particular facility and for payment of water bills.

Section 4: Declaration of a State of Water Supply Conservation. The Town, through its Board acting as the Department of Public Works or as Water Commissioners, may declare a State of Water Supply Conservation upon a determination by a majority vote of the Board that a shortage of water exists and conservation measures are necessary and appropriate to ensure an adequate supply of water to all water consumers. Public Notice of a State of Water Supply Conservation shall be given under Section 6 of this By-law before the Restrictions under Section 5 may be enforced. The Board may also declare State of Water Supply Conservation if it is advised by its consultants or the DEP that a shortage of water is imminent if conservation measures are not taken to protect the water supply.

Section 5: Restricted Water Use. A Declaration of a State of Water Supply Conservation shall include one or more of the following restrictions, conditions, or requirements limiting the use of water as necessary to protect the water supply. The applicable restrictions, conditions, or requirements shall be included in the Public Notice required under Section 6.

Level 1 Conservation Restrictions: Under Level 1, Odd/Even Outdoor Water Use requirements shall be in effect. Outdoor use of water is restricted to homes and businesses with odd building numbers on odd-numbered days, and with even building numbers on even-number days.

Level 2 Conservation Restrictions: Under Level 2, Odd/Even Outdoor Water Use with Restrictions on all use except watering of gardens with a hand-held device shall be in effect. Under Level 2, lawn watering, car washing, all automated outdoor watering devices, and other outdoor uses

of water are prohibited. Residents and businesses may water flower and vegetable gardens only with a hose or other hand-held watering device.

Level 3 Conservation Restrictions: Under Level 3, All Outdoor Water Use is Prohibited.

The Board shall specify the Level of Conservation Restriction as defined in Section 5 in effect at any time that it declares a State of Water Supply Conservation. The Board may, by majority vote, authorize the Department of Public Works to specify and modify the applicable level of Conservation Restriction when water conservation is needed based upon day-to-day observations of the conditions of the water supply.

Section 6: Public Notification; State of Water Supply Conservation; Notifying DEP. Notification of any provision, restriction, requirement, or conditions imposed by the Town of Maynard as part of a State of Water Supply Conservation shall be published in a newspaper of general circulation within the Town, and by other such means reasonably calculated to reach and inform all users of water that a State of Water Supply Conservation exists. Any restriction imposed by Section 5 of this By-law shall not be effective until publication in newspaper of general circulation is provided. Notification of the State of Water Supply Conservation shall also be provided to the Massachusetts DEP within 14 days of Declaration of Water Supply Conservation.

Section 7: Termination of a State of Water Supply Conservation. A State of Water Supply Conservation may be terminated by a majority vote of the Board, upon a determination that the water supply shortage no longer exists. Public Notice of the termination of the State of Water Supply Conservation shall be given by publication in a newspaper of general circulation in the Town, in addition to by other reasonable means determined to reach and inform users.

Section 8: State of Water Supply Emergency; Compliance with DEP Orders. Upon notification to the Board that a Declaration of Water Supply Emergency has been issued by the DEP, no person shall violate any provision, restriction, requirement, or condition of any order approved or issued by the DEP, intended to bring an end to the State of Emergency. Provisions, restrictions, requirements, or conditions stipulated by the DEP may not be limited to those set forth in Section 5 of the By-law.

Section 9: Penalties. Any person violating this By-law or any provisions, restrictions, requirements, or conditions set forth by DEP in a State of Water Emergency shall be liable for penalties imposed by the Town as follows:

First Offense	Written Warning of Violation
Second Offense	\$50.00 Fine
Third Offense	\$100.00
Subsequent Offenses	\$200.00 Fine

Each incident of violation constitutes a separate offense under this By-law.

Fines shall be recovered by inclusion on the next water bill for the location at which the offense took place, following written notice of the Town's intent to impose the fine, or by civil or criminal enforcement of this By-law, as the Town may elect.

After four or more offenses, the Town may, by a majority vote of the Board, terminate water service to any location that is determined to be in a State of Violation. Prior to the restoration of water service to a location where water service has been terminated, Persons determined to be in a State of Violation shall pay a \$500 service connection fee in addition to any fines owed, and must have a hearing before the Board in order to request restoration of water service.

Section 10: Exceptions. Nothing in this By-law shall be construed to restrict or prohibit outdoor use of water by the Maynard Fire Department or by any Person for the purpose of extinguishing fires or performing other duties or services necessary to protect the life, health, or property of any Person. This By-law also does not prohibit outdoor use of water by the Maynard Fire Department as part of required training or maintenance and testing of equipment normally used to extinguish fires. The By-law also does not apply to outdoor use of water by the Town of Maynard as part of activities needed to test, maintain, or repair the public water system.

Section 11: Severability. The invalidity of any portion of the By-law shall not invalidate any other portion or provision thereof.

TOWN OF MAYNARD

BY-LAWS

CHAPTER XIII

GENERAL

Section 1: The Board of Selectmen shall be the Police Commissioners.

Section 2: The Town shall have the following Officers and Multiple Member Governmental bodies with members appointed by the indicated authority for the stated terms.

Board of Selectman

Officer	Term	Comments
Town Administrator	3 year	renewable contract
Town Counsel	Contract	
Superintendent of Public Works	Indefinite	
Police Chief and all police officers	Indefinite	
Fire Chief	Indefinite	
Veterans Administrator	Indefinite	
Director of Emergency Management	Indefinite	
One or more Constables	Indefinite	
Two or more Fence Viewers	Indefinite	
Towns Representative to Town Retirement Board	Indefinite	
Keeper of Lock Up	Indefinite	
Representative to MAPC	Indefinite	
Right to Know Coordinator	Indefinite	

Boards/ Committees	Number of Members	Term in years	Number appointed per year	Comments
Americans with Disabilities Acts Commission	5	3	2/2/1	
Conservation Commission	5	3	2/2/1	
Industrial Development and Finance Authority	5	3	2/2/1	
Maynard Historical Commission	5	3	2/2/1	
Board of Appeals	5	3	2/2/1	Also appoints 2 associate members
Board of Assessors	3	3	1/1/1	
Board of Health	3	3	1/1/1	
Planning Board	5	5	1/1/1/1/1	Also appoints 1 associate member
Public Works Advisory Committee	3	3	1/1/1	
Capital Planning Committee	3	3	1/1/1	
Recreation Commission	5	3	2/2/1	
Board of Registrars	5	3	2/1/1	Town Clerk to be a permanent member
Cable Television Committee	5	3	2/2/1	
Council of Aging	10	3	4/4/2	
	1	1	1	
Cultural Council	9	3	3/3/3	

Town Administrator

Officer	Term	
Town Clerk	Indefinite	
Financial Director	Indefinite	
Town Treasure/Collector	Indefinite	
Town Accountant	Indefinite	
Assistant Assessor	Indefinite	In conjunction with the Board of Assessors
Health Officer	Indefinite	In conjunction with the Board of Health
Conservation Agent	Indefinite	In conjunction with the Conservation Commission
Director, Council of Aging	Indefinite	In conjunction with the Council of Aging
Superintendent of Public Works	Indefinite	
Town Planner	IContract	In conjunction with the Planning Board
Sealer of Weights and Measures	Appointed Yearly	
Building Inspector	Indefinite	
Plumbing Inspector	Appointed Yearly	
Inspector of Gas piping and Gas Appliances	Appointed Yearly	
Wiring Inspector	Appointed Yearly	
Dog Officer	Appointed Yearly	
Inspector of Animals	Appointed Yearly	
Hazardous Waste Committee	3 years	
All Assistant Inspectors	Appointed Yearly	

Town Moderator

Committee	Number of Members	Term in years	Number appointed per year
Finance Committee	11	3	4/4/3
By-Law Committee	3	3	1/1/1
Standing Committees authorized by Town Meeting		As Needed	

Section 3: It shall be the duties of the Police Commissioners to fill all vacancies on the regular police force, and to appoint sufficient additional special officers to properly preserve the peace.

Section 4: The Police Commissioners are hereby empowered to make and enforce regulations necessary to make effective the provisions of this By-law and to make and enforce temporary regulations to cover emergencies of special conditions.

Section 5: The provisions of this By-law regulating the movement, parking and standing of vehicles shall not apply to authorized emergency vehicles as defined in this By-law while the driver of such vehicle is operating the same in an emergency in the necessary performance of public duties. This exemption shall not, however, protect the driver of such vehicle from the consequence of a reckless disregard of the safety of others.

Section 6: No person shall publicly display the name of any street or other thoroughfare without the sanction of the Board of Selectmen, who shall notify the Police and Fire Departments and the Town Clerk.

Section 7: The Fire Department shall maintain three shifts or tours of duty within the hours to be established by the Fire Chief.

Section 7A: The minimum number of permanent members of the fire-fighting force of the Town on duty on any shift or tour of duty shall be four, excluding lunch or dinner periods.

Section 8: Inspector of Gas Piping and Gas Appliances shall enforce the rules and regulations established by Massachusetts General Laws, Ch. 25, Section 12H, inserted by Section 1 of Ch. 737 of Acts of 1960 and amendments thereto.

Section 9:

A. Except as permitted by license and the Board of Selectmen of the Town of Maynard (the Town) no person shall consume or possess in an open or unsealed container any alcoholic beverage, as defined in Ch. 138, Section 1 of the Massachusetts General Law, while in or upon any public property of the Town including, but not limited to the following areas:

1. While in or upon any public way to which the public has a right of access;
2. While in or upon any grounds or buildings owned by, in the exclusive possession of or under the control of the Town;
3. While in or upon any motor vehicles traveling or remaining stationary in any public areas of the Town referred to herein.

Such public consumption shall be allowed upon any privately owned or possessed land in the Town either by the owner or person in control of the land or with the consent of such owner or person in control.

B. Should a violation of this By-law occur in the presence of a Police Officer of the Town, such officer shall have the authority either to arrest such alleged offender without a warrant or to summons such alleged offender to court.

C. A fine of not more than three hundred dollars (\$300) shall be imposed upon a person cited by the Police Department of the Town for a violation of this By-law.

Section 10: No person shall fire or discharge any firearms or explosive of any kind within the limits of any highway or other public property except with the consent of the Board of Selectmen, and any other appropriate public authority; or any private property, except with the written consent of the owner or legal occupant thereof.

Furthermore, no person shall fire or discharge within the limits of the Town of Maynard, except on a range or in an area designed for such purpose and approved by the Chief of Police in writing, any rifle or revolver of twenty-two (22) caliber or larger. Nothing in this By-law shall prohibit the protection of one's property or use of the firearms by police or other law enforcement officers. Penalty for the violation of any provision shall be a fine of not more than three hundred dollars (\$300).

Section 11: The Town, may in addition to whatever other powers it shall have over the control and repairs of private ways, appropriate money at a Town Meeting for the purpose of making repairs to private ways, to be used at the discretion of the Board of Selectmen when such repairs are required by public use, upon the following conditions:

1. That such repairs shall include only the filling of holes in sub-surface of ways and repairs to the surface materials thereof with such materials as are similar to or the same as existing materials whenever practical. And shall allow leveling of the traveled way by mechanical means or otherwise and shall not include the resurfacing, permanent construction or reconstruction or any altering of existing grade beyond reasonable tolerances.
2. The repair, installation, construction or reconstruction of drainage may be included.
3. The Board of Selectmen shall specifically vote that such repairs are required by public necessity and convenience.
4. No such repairs shall commence until a petition signed by the abutters who own fifty percent of linear footage of such way has been presented. The linear footage may be considered as any part of said way, however, on a corner lot having full access to an existing public way the first seventy feet of frontage on the private way will be exempt from computation of such footage.
5. There shall be a betterment charge assessed to equal fifty percent of the total cost of said repairs performed.
6. In no event shall the Town be liable for damages caused by making repairs under this section to any greater extent that if such repairs were done on a public way, nor subject itself to Section 25 of the Massachusetts General Law

Each Subsequent Offense - \$10.00
 Each day that such violation continues shall
 constitute a separate offense.

Section 15: Any person or entity, having under his control any public or private way or improved or enclosed property used as off street parking areas for business, shopping malls, theaters, auditoriums, sporting or recreational facilities, cultural centers, residential dwellings, or for any other place where the public has the right of access as invitee or licensee, shall be required to provide reserve parking spaces in said off street parking areas for any vehicle owned and operated by a disabled veteran or handicapped person whose vehicle bears the distinguishing license plate authorized by Section 2 of Massachusetts General Law Ch. 90; according to the formula provided in Ch. 40, Section 21, Paragraph 23 for all parking facilities in excess of fifteen (15) spaces.

No person shall leave any unauthorized vehicles unattended within parking spaces designated for use by disabled veterans or handicapped people as authorized by Massachusetts General Law, Ch. 40, Section 21, Paragraph 23, or in such manner as to obstruct a curb ramp or any other access designated as a means of egress to a street or public way as provided for Ch. 40, Section 21, Clause 34; for the first offense, fifteen dollars (\$15); for the second offense, twenty-five dollars (\$25); and for each subsequent offense, the vehicle may be removed according to the provisions of Section 120D of Massachusetts General Law, Ch. 266, as amended.

Section 16: The Town through the Sealer of Weights and Measures shall charge and collect a fee for Sealing Weights and Measures in the Town of Maynard pursuant to Massachusetts General Law, Ch. 98, § 56. The following fee schedule shall be used:

<u>DEVICE</u>	<u>LEGAL SEALING FEE</u>
Over 10,000 lbs	\$50.00
5,000 – 10,000 lbs	30.00
100 – 5,000 lbs	20.00
Less than 100 lbs	10.00

<u>DEVICE</u>	<u>LEGAL SEALING FEE</u>
Avoirdupois (each)	\$.50
Metric	.50
Apothecary	.50
Troy	.50
Vehicle tanks each indicator	\$ 5.00
Each 100 Gallons or fraction thereof	2.00
Liquid – 1 gallon or less	.50
- more than 1 gallon	1.00

Inlet ½” or less Oil or Grease	\$ 4.00
Inlet more than ½” to 1” Gasoline	15.00
Inlet more than 1”	
Vehicle Tank Pump	15.00
Vehicle Tank Gravity	20.00
Bulk Storage	40.00
Company Supplies Prover	20.00
Each Stop on Pump	2.00
Taxi Motors	6.00
Odometers-Hub odometer	6.00
Leather Meas. (Semi-Ann.)	4.00
Fabric Measuring	4.00
Wire-Rope-Cordage	4.00
Yard Sticks	.50
Tapes	.50
Milk Jars (per gross)	8.00
Dry Measures	.50

Section 17: Commencing July 1, 1994, the Selectmen of the Town shall by majority vote annually appoint a Tree Warden for the Town and thereafter fill any vacancy occurring in that office, such Tree Warden to have the usual statutory authority, duties and powers of tree wardens in the Commonwealth of Massachusetts, as well as the authority, duties and powers voted to the Tree Warden by action of annual or special town meeting of the Town.

Section 18: It is unlawful to keep any domestic farm animals defined as goats, sheep, pigs or cows on any Residential property less than one acre in size.

TOWN OF MAYNARD

BY-LAWS

CHAPTER XIV

ALARM SYSTEMS

Section 1: Definitions – For the purpose of this By-law the following terms, phrases, words, and their derivations shall have the meaning given herein. When not inconsistent with the content, words used in the present tense include the future; words used in the plural number include the singular number; and words in the singular number include the plural number. The word “shall” is always mandatory and not merely directory.

- A. The term “Alarm System” means an assembly of equipment and devices or a single device, such as a solid state unit which plugs directly into an 110 voltage line, signals to police or Fire Department headquarters the presence of a hazard requiring urgent attention and to which police are expected to respond. Fire alarm systems and alarm systems which monitor temperature, smoke, humidity or any other condition not directly related to the detection of an unauthorized intrusion into a premises or an attempted robbery at a premises are specifically excluded from the provisions of this By-law.
- B. The Term “Alarm User” or “Users” means any person on whose premises an alarm system is maintained within the Town except for alarm systems on motor vehicles or proprietary systems. Excluded from this definition and from the coverage of this ordinance are central station personnel and persons who alarm systems to alert or signal persons within the premises in which the alarm system is located of an attempted unauthorized intrusion or holdup attempt. If such a system, however employs an audible signal omitting sounds or a flashing light beacon designed to signal persons outside the premises, such system shall be within the definition of “alarm system”, as that term is used in this By-law, and shall be subject to this By-law.
- C. The term “Automatic Dialing Service” refers to an alarm system which automatically sends over regular telephone lines, by direct connection or otherwise, a prerecorded voice message or coded signal indicating the existence of the emergency situation that the alarm system is designed to direct.
- D. The term “Central Station” means an office to which remote alarm and supervisory signaling devices are connected, where operators supervise

circuits or where guards are maintained continuously to investigate signals.

- E. The word “Town” means the Town of Maynard.
- F. The term “Communications Console” means the instrumentation on an alarm console at the receiving terminal of a signal line which, through both visual and audible signals, indicates activation of an alarm system at the particular location, or which indicates line trouble.
- G. The term “Direct Connect” means an alarm system which has the capability of transmitting system signals to and receiving them at the Maynard Police Department Communication Center.
- H. The term “False Alarm” means (1) the activation of an alarm system through mechanical failure, malfunction, improper installation or negligence of the user of an alarm system or of his employee or agents; (2) any signal or oral communication transmitted to the Police Department when in fact there has been no unauthorized intrusion or attempted robbery or burglary at a premises, and where, under circumstances, the user did not have a reasonable apprehension that an authorized intrusion had occurred, was about to occur, or that some other emergency warranting a response had occurred.
- I. The term “Interconnect” means to connect an alarm system to a voice grade telephone line, either directly or through a mechanical device that utilized a standard telephone, for the purpose of using the telephone line to transmit an emergency message upon the activation of the alarm system.
- J. The term “Police Chief” means the Chief of Police of the Town of Maynard or designated representative.
- K. The term “Police” or “Police Department” means the Town of Maynard Police Department, or any authorized agent thereof.
- L. The term “Public Nuisance” means anything which annoys, injures or endangers the comfort, repose, health or safety of any person(s) or of any community or neighborhood.

Section 2:

- A. There shall be in the Town an Administrator for the alarm devices who Shall have the powers and duties granted under this By-law.
- B. The Police Chief or his designee shall be the Administrator under the direction and control of the Board of Selectmen, which is authorized to adopt regulations for the administration of this By-law.

Section 3:

- B. No automatic dialing device shall be interconnected to any telephone numbers of the police department after the effective date of this By-law.
- C. Within three (3) months after the effective date of this By-law all automatic dialing devices interconnected to any telephone numbers or telephones at the Police Department except the authorized alarm console shall be disconnected there from. The user of each device shall be responsible for having the device disconnected upon notification by the Police Department.

Section 4: Any person using an automatic dialing device may have the device interconnected to a telephone line transmitting directly to:

- 1. A central station; or
- 2. An answering service; or
- 3. Any privately-owned or privately- operated facility or terminal; and
- 4. Police Department alarm communications console.

Section 5:

- A. All alarm users are required to obtain written authorization by the Administrator prior to being connected to the Maynard Police Department. Information to be supplied to the Administrator must include the nature of intended use of the system (which must be for “safety” purposes only), the type of system to be installed, the name and address of the manufacturer and party responsible for installation, and the names and telephone numbers of at least two responders
- B. The alarm user, or the alarm business contracting for servicing the alarms user’s alarm system, shall be responsible for obtaining the leased telephone line between the alarm user’s premises and the alarm receiving equipment at the Police Department and for furnishing the appropriate interface equipment, if required, in order to provide an input signal which is compatible with the receiving equipment used to operate the communications console.
- C. The provisions of this By-law concerning false alarms shall apply to all alarm users or persons having direct connect systems, except municipal, county, state and federal agencies and religious organizations.

Section 6:

- A. Every alarm user shall submit to the Administrator and the alarm company who maintains the system at the police communications console the names and telephone numbers of at least two (2) other persons who can be reached at any time, day or night, who are authorized to respond to an emergency signal transmitted by an alarm system, who can open the premises wherein the alarm system is installed. The names, addresses and

telephone numbers of the responders must be kept current at all times by the alarm user and the alarm company.

- B. Any alarm system emitting a continuous and uninterrupted signal for more than thirty (30) minutes which cannot be shut off or otherwise curtailed due to the absence or unavailability of the alarm user or those persons designated by him under paragraph (A) of this section, and which disturbs the peace, comfort or repose of the community or a neighborhood of the area where the alarm system is located, shall constitute a public nuisance. Upon receiving complaints regarding such a continuous and uninterrupted signal, the Administrator shall endeavor to contact those persons designated by the alarm user under paragraph (A) of this section in an effort to abate the nuisance.

In the event that the Administrator is unable to contact the alarm user, or members of the alarm user's family, or persons designated by the alarm user under paragraph (A) of this section, or if the aforesaid persons cannot or will not curtail the audible signal being emitted by the alarm system and if the Police Department is otherwise unable to abate the nuisance, the Administrator may direct a police officer, firefighter or a qualified alarm technician to enter upon the property outside the home or building in which the alarm system is located and take any reasonable action necessary to abate the nuisance.

If entry upon property outside the home or building in which the alarm system is located is made in accordance with this section, the person so entering upon such property (1) shall not conduct, engage in, or undertake any search, seizure, inspection or investigation while the authorized person is upon the property; (2) shall not cause any unnecessary damage to the alarm system or to any part of the home or building; and (3) shall leave the property immediately after the audible signal has ceased. After an entry upon property has been made in accordance with this section, the person so authorized to enter the property shall have the property secured, if necessary. (The reasonable costs and expenses of abating a nuisance in accordance with this section may be assessed to the alarm user, said assessment not to exceed fifty dollars (\$50).

Within ten (10) days after notice of an assessment levied to abate a nuisance in accordance with this section, the alarm user may request a hearing before the Board of Selectmen and may present evidence showing that the signal emitted by their alarm system was not a public nuisance at the time of the abatement; that unnecessary damage was caused to his property in the course of the abatement; that the costs of the abatement should not be assessed to him; or that the requirements of this section were not fulfilled. The Board of Selectmen shall hear all interested parties and may, in its discretion, reimburse the alarm user for the repairs to their abatement.

Section 7: No alarm system designed to transmit emergency messages directly to the Police Department shall be worked on, tested or demonstrated without obtaining permission from the Police Chief or his designee. Permission is not required to test or demonstrate alarm devices not transmitting emergency

messages directly to the Police Department. An unauthorized test constitutes a false alarm.

Section 8:

- A. When emergency messages are received by the Police Department that evidence of false alarms, the Administrator shall take such action as may be appropriate under paragraphs (B), (C), (D) and (E) of this section, and when so required by the terms of the aforementioned paragraphs, order that use of an alarm system be discontinued.
- B. After the Police Department has recorded three (3) separate false alarms within the calendar year from an alarm system, the Administrator shall notify the alarm user, in person, by telephone, or by mail of such fact and require the said user to submit, within fifteen (15) days after receipt of such notice, a report describing efforts to discover and eliminate the cause or causes of the false alarms. If the said user fails to submit such report within fifteen (15) days, the Administrator shall order that the use of the alarm system be discontinued. Any such discontinuance shall be effectuated within fifteen (15) days from the date of receipt of the Police Chief's order.
- C. In the event that the Administrator determines that a report submitted in accordance with paragraph (B) of this section is unsatisfactory, in that the alarm user has failed to show by the report that the alarm user has taken or will take reasonable steps to eliminate or reduce false alarms, then the Administrator shall order that the use of the alarm system be discontinued. Any such discontinuance shall be effectuated within fifteen (15) days from the date of receipt of the Administrator's order.
- D. In the event that the Police Department records eight (8) false alarms within the calendar year from an alarm system, the Administrator shall order that the user of the alarm system discontinue use of the alarm system for the calendar year, but for not less than six (6) months from the date the alarm was disconnected.
- E. Any user of an alarm system which transmits false alarms shall be assessed a fine of fifty dollars (\$50) for each false alarm in excess of three (3) occurring within the calendar year. All fines assessed hereunder shall be paid to the Town Treasurer and Collector for deposit in the General Fund. Upon failure of the user of an alarm system to pay the fine assessed hereunder within thirty (30) days of assessment, the Administrator shall order that the user discontinue use of the alarm system. Any such discontinuance shall be effectuated within fifteen (15) days from the receipt of the Police Chief's order.
- F. Any user of an alarm system who has, in accordance with this section, been ordered by the Police Chief to discontinue use of an alarm system may appeal the order of discontinuance to the Board of Selectmen. Notice

of an appeal shall be filed with the Board of Selectmen within ten (10) days of the date of receipt of the order to discontinue. Thereafter the Board of Selectmen shall consider the merits of the appeal, and, in connection therewith, shall hear evidence presented by all interested persons. After hearing such evidence, the Board of Selectmen may affirm, vacate or modify the order of discontinuance.

Section 9: The following acts and omissions shall constitute violations of this By-law punishable by fines of up to three hundred dollars (\$300).

1. Failure to obey an order of the Administrator to discontinue use of the alarm system after exhaustion of the right of appeal.
2. Failure to disconnect an automatic dialing device from any telephone number(s) at the Police Department within three (3) months after the effective date of this By-law and notification by the Police Department.
3. Interconnection of an automatic dialing device to any telephone number(s) at the Police Department after the effective date of this By-law.
4. Failure to pay a fine assessed under this By-law within thirty (30) days from the date of assessment; and
5. Failure to comply with the requirements of Section 6 (Control and Curtailment of Signals Emitted by Alarm Systems). Each day during which the aforesaid violations continue shall constitute a separate offense.

Section 10: The invalidity of any part or parts of this By-law shall not affect the validity of the remaining parts or in any way act thereon.

TOWN OF MAYNARD

BY-LAWS

CHAPTER XV

MECHANICAL GAMES

Section 1: Definitions: As used by this By-law, the following words shall have the following meaning:

- K. **“MECHANICAL GAME”** shall mean any machine, apparatus, device or mechanism used or designed for entertainment which may be operated, set in motion, released or played by activation of a button or switch or by placing or depositing therein any coin, check, slug, token, ball or any other article which would cause it to be activated for use. This definition includes but is not limited to any variety of pinball machines, electronic video games, automatic amusement devices (as defined in Ch.140, Section 177A of the Massachusetts General Law) or any other similar machine or devices. This definition does not include coin operated juke boxes, amusement rides, pool, billiards, bowling alleys or any device maintained within a private residence for the use of occupants thereof and their guests.
- L. **“BOARD”** shall mean the Board of Selectmen of the Town of Maynard.
- M. **“TOWN”** shall mean the Town of Maynard.
- N. **“LICENSE”** shall mean a Mechanical Game License granted by the Board permitting the operation of a Mechanical Game within the Town.
- O. **“PERSON”** shall mean any corporation, association, syndicate, joint stock company, partnership, club, society or individual.
- P. **“GAMEROOM”** shall mean any building, structure, store, amusement center, club, hall, place or premises containing three (3) or more Mechanical Games.
- Q. **“SCHOOL”** shall mean any educational institution, public, private, secular, or parochial which offers instruction of high school grade or below and which is accredited by the State Department of Education.

Section 2:

- A. No person shall maintain, keep, operate or offer for operation a mechanical Game in the Town without first receiving a valid license from the Board pursuant to this By-law.

- B. Application for a license (herein after the “Application”) shall be filed with the Board. Once an application has been submitted, the Board will schedule and publish notice of a public hearing (at the expense of the Applicant) and will notify the Applicant of time and location of hearing.
- C. Standard application forms must be obtained from the Board. Each application will include the following information:
 - 1. Location of the premises where the games are located, including street and number.
 - 2. The number and location of all entrances to and exits from the premises.
 - 3. A visual plan of the premises.
 - 4. The type of establishment where the games are located.
 - 5. The exact location and number of machines to be licensed.
 - 6. The name of the person(s) owning and/or operating the premises; and
 - 7. The specific type and number of Mechanical Games being licensed.
- D. At the time of Application or any renewal thereof, each Applicant must pay a licensing fee of twenty dollars (\$20) per machine. The fee for any license issued after January 31 in any year will be prorated on the basis of the number of months in each calendar year for which the License will be effective.

Section 3:

- A. Applications will be acted upon by the Board within twenty-one (21) business days after public hearing on the Application. The Board will give written notification to the Applicant of its decision.
- B. Each license shall contain the following information:
 - 1. The premises where the Mechanical Games is to be located, including the street and number.
 - 2. The name of the person to whom the License has been granted (herein after the “Licensee”).
 - 3. The effective dates of the License.
 - 4. The type of Mechanical Game to which it relates; and
 - 5. The signature of at least three (3) Board members.

- C. Once granted, each license must be kept on the premises where the licensed machine is located and a current sticker, as issued by the Board, must be affixed to the machine to which it pertains and must be in open view and available for inspection at all times.
- D. No license (1) is transferable by the Licensee; (2) authorizes the presence of a Mechanical Game in any location other than the Licensed premises; (3) authorizes the operation of any Mechanical Game other than the game described in the License; and (4) applies to more than one Mechanical Game.
- E. The license, unless sooner revoked or cancelled pursuant to this By-law, expires on December 31 of each year and must be reapplied for by any person on an annual basis.
- F. Upon written request to the Board or upon its own initiative, the Board from time to time may amend any license. Licenses may be revised to reflect a change in the premises where the Mechanical Game is located and the fee for every such change is two dollars (\$2), payable on the receipt of the revised license.

Section 4:

- A. No person maintaining, owning or operating any game room may permit any minor under eighteen (18) years of age to play, operate or use any Mechanical Game after 10:00 p.m. unless such minor is accompanied by and under the supervision of a parent or legal guardian over the age of twenty-one (21).
- B. Minor are further prohibited from play, use and/or operation of any Mechanical Game between the hours of 7:00 a.m. and 3:00 p.m., during the Town's academic school year, with the exception of school holidays, Saturdays and Sundays.

Section 5: No person may allow, cause or otherwise permit a Mechanical Game to be located, operated or maintained within one thousand five hundred (1,500) feet of the nearest public or private street entrance to or exit from any public playground or school, or publicly owned or leased housing project containing more than three (3) living units intended for occupancy by elderly or handicapped persons, nor within three hundred (300) feet from any residential zone, such distances are to be measured along or across said street or streets owned or leased housing project. These restrictions do not apply to any Mechanical Game lawfully in existence and operating prior to the effective date of this By-law.

Section 6:

- B. Any person who owns, operates, keeps, maintains or controls any Game room must maintain good order upon the licensed premises at all times.

Lack of good order on the licensed premises may be grounds for revocation, modification, cancellation or suspension of any license.

- C. The possession, consumption or sale of alcoholic beverages or any controlled substance (the possession of which is prohibited by Massachusetts General Law), is strictly prohibited in any Game room or upon the premises where the Game room is located unless prior written approval of the Board has been obtained by the Applicant.
- D. No credit, allowance, check, slug, token or anything of value may be offered or given to any player of any Mechanical Game as a result of plays made thereon. No cash award may be offered or given in any contest, tournament, or league relating to any Mechanical Game, and no such game is permitted to operate if it delivers or may be readily converted to deliver to the player any piece of money, coin, slug or token.

Section 7: If any portion of this By-law is held to be unconstitutional or invalid for any reason by a court of competent jurisdiction, such decision will not affect the validity or effectiveness of any remaining portions of this By-law.

Section 8: When any premises located within the Town containing a Mechanical Game is open for the transaction of business, such location is subject to inspection.

Section 9:

- A. Any person who violates any provision of this By-law or causes or permits any condition to exist in violation of any of the provisions hereof will be guilty of an offense punishable by a fine of no more than three hundred dollars (\$300). Each day that a violation exists or continues to exist constitutes a separate offense.
- B. Any such violation may be grounds for immediate revocation, cancellation, modification or suspension of the license by the Board and the licensed premises may be deemed to be a public nuisance and abated by the Town as such. At its discretion, the Board may elect to hold a public hearing on such violation.

Section 10: The Board reserves the right to alter, amend or modify any of the rules or regulations promulgated pursuant to this By-law.

Section 11: Nothing contained in these regulations will be construed to affect, alter, or impair any existing By-laws of the Town, or other regulations or any provision of the Massachusetts General Laws.

TOWN OF MAYNARD

BY-LAWS

CHAPTER XVI

PROSECUTIONS

Section 1: In all cases in which no other provision has been made for prosecutions it shall be the duty of the Board of Selectmen, the Constables, Police Officers under the Board of Selectmen and the Truant Officers under the direction of the School Committee, so far as regards truants to prosecute all violations of the foregoing By-laws by complaint before any Court having jurisdiction in the County of Middlesex; and all fines recovered for such violations shall be paid into the Town Treasurer and Collector.

TOWN OF MAYNARD

BY-LAWS

CHAPTER XVII

INSURANCE

Section 1: The Board of Selectmen shall be responsible for administering and attending to all matters pertaining to all insurance of the Town now or hereafter in force. Further, the Board of Selectmen, through the Town Administrator, is charged with seeking competitive bids in the best interest of the Town and further to appropriate and administers all necessary funds to accomplish this procedure.

TOWN OF MAYNARD

BY-LAWS

CHAPTER XVIII

BY-LAW COMMITTEE

Section 1: The Town By-law Committee shall consist of three registered voters of the Town. Members of the committee shall be appointed by the Moderator. When first appointed, one (1) member shall be appointed for a three (3) year term, one for a two (2) year term and one (1) for a one (1) year term. Thereafter, members terms shall expire July 1, except that members shall continue in office until their successors have been duly appointed and qualified. Vacancies shall be filled by the Moderator for the balance of unexpired terms.

Section 2: The By-law Committee shall be responsible for any duly authorized revisions, amendments, additions or other changes pertaining thereto.

Section 3: The Town Administrator shall have the responsibility to keep the By-laws current and may charge a reasonable fee to cover the cost for the distribution to the public, notwithstanding any other provisions of the By-laws.

Section 4: The By-law Committee shall in addition to the other duties prescribed by law at least every two (2) years cause to be revised for distribution all By-law of the Town.

TOWN OF MAYNARD

BY-LAWS

CHAPTER XIX

DOG OWNER'S RESPONSIBILITY LAW

Section 1: The annual fee for every dog license, except as otherwise provided by law, shall be ten dollars (\$10) for each dog license issued by the Town.

No fee shall be charged for a license for a dog specially trained to lead or serve a blind person; provided that the Division of the Blind certifies that such dog is so trained, and actually in the service of a blind person. No license fee or part thereof shall be refunded because of the subsequent death, loss, spaying or removal from the Commonwealth or other disposal of the dog, nor shall any license fee or part thereof paid by mistake be paid or recovered back after it has been paid over to the County under Ch. 140, Section 147 of the Massachusetts General Laws.

Section 2: No person shall own or keep in the Town any dog which by biting, excessive barking, howling or in any other manner disturbs the quiet of the public.

Section 3: If any person shall make a complaint in writing to the Dog Officer that a dog owned or harbored within the officer's jurisdiction is a nuisance by reason of vicious disposition or excessive barking or other disturbance, the Dog Officer shall investigate such complaint, and submit a written report to the Board of Selectmen of the findings and recommendations, together with the written complaint. Upon receipt of such report and examination of the complaint under oath the Board of Selectmen may make such order concerning the restraint, muzzling or disposal of such dogs as may be deemed necessary. The Dog Officer after investigation may issue an interim order that such dog be restrained or muzzled for a period not to exceed fourteen (14) days to enable the Town Administrator to issue an order following receipt of the report of the Dog Officer. If the Town Administrator fails to act during the period of the interim order, upon expiration of the period, the order automatically is vacated.

Section 4: The Dog Officer may restrain or muzzle, or issue an interim order to restrain or muzzle, for a period not to exceed fourteen (14) days, any dog for any of the following reasons:

- a. For having bitten a person.
- b. If found at large unmuzzled; as the case may be, while an order for the restraint of such dog is in effect.
- c. If found in a school, schoolyard, or public recreational area.
- d. For having killed or maimed or otherwise damaged any other domesticated animal.

- e. For chasing any vehicle upon a public way or way open to public travel in the Town.
- f. For any violation of Section 2.

Upon restraining or muzzling, or issuing an interim order to restrain or muzzle, the Dog Officer shall submit in writing to the Town Administrator a report of said action and the reason therefore. Upon receipt of such report the Town Administrator may make such order concerning the restraint, muzzling or disposal of such dog as may be deemed necessary. If the Town Administrator fails to act upon the report during the period the dog is restrained or muzzled upon expiration of the period, the interim order automatically is vacated.

Section 5: The owner or keeper of any dog that has been ordered to be restrained or muzzled or has been restrained under this article, may file a request in writing with the Dog Officer that the restraining order may be vacated or that the dog be released, and after investigation by the Dog Officer such Officer may vacate such order or release such dog, if the order or restraint was imposed by the Dog Officer. If the order was imposed by the Town Administrator, the Dog Officer shall investigate and submit a written report with recommendations to the Town Administrator, who may vacate such order.

Section 6.1: Informal Disposition Process

The owner or keeper of a dog that receives a citation under this By-law may, within twenty-one days, confess to the offense charged by delivering personally or through a duly authorized agent or by mailing to the Town Clerk said citation, along with payment in the amount as authorized under the penalty provisions set forth herein. Said payment shall be by cash or certified check. Payment to the Town Clerk shall operate as a final disposition of the case.

If such person, when issued a citation, desires to contest the violation through the informal disposition process, he may, within twenty-one days of said issuance, request a hearing with the Town Administrator and may present, either in person or by counsel, any evidence he may have to refute the allegation contained in the citation. At such hearing, the Town Administrator shall make a determination as to the facts, and said determination shall be final regarding the informal disposition process.

Section 6.2 Non-Criminal Disposition of Violation

If any person so notified by citation desires to contest the violation alleged in the citation notice without availing himself of the provisions of the informal process, or desires to contest the decision of the dog control officer or Town Administrator, he may avail himself of the procedures established By-law. In either of the above cases or if the owner of a dog fails to respond to a citation within twenty-one days, the Town Clerk shall forward a copy of the citation to the District Court where it shall be handled under provisions of Massachusetts General Law, Ch. 40, Section 21D.

Section 6.3 Violations

A violation of any section of this By-law shall be punishable by a warning for the first offense. Any person authorized to enforce the provisions of this By-law shall issue a citation to the owner of any dog violating the provisions of this By-law. Any such citation shall include, in addition to the violation charge, the name and address of the owner of the dog; the date and time and location of the alleged offense, and, if not a warning, the amount of the penalty due. Said citation shall be on a form prescribed and furnished by the dog control officer.

Section 6.4 Penalty and/or Fines

The following penalties, except where otherwise indicated herein, shall be in effect for violations of the By-law after a warning has been issued:

A. Informal Disposition Process

First Offense in calendar year	\$ 25.00
Second Offense in calendar year	\$ 50.00
Third and each subsequent offense in calendar year	\$100.00

B. Penalties for violations of any provision of the By-law, except where otherwise indicated shall be:

First Offense in calendar year	\$ 25.00
Second Offense in calendar year	\$ 50.00
Third and each subsequent offense in calendar year	\$100.00

Each day of any said violation shall constitute a separate offense.

The Town Clerk shall receive payment of such penalties and charges and remit same to the dog fund.

Section 6.5 Severability Clause

If any part, section or provision of the By-law is found to be invalid, the remaining sections of this By-law shall not be affected thereby. No provision or interpretation of a provision of this By-law is intended to be either in conflict with or an attempt to change any statutory provision in Massachusetts General Law, Ch. 140, pertaining to dogs.

Section 7: All owners or keepers of dogs kept in the Town of Maynard during the preceding six (6) months and who, on the first day of June of each year, have not licensed said dog or dogs, as prescribed by Section 173, Ch. 140 of the Massachusetts General Laws, shall be required to pay a fee of \$10.00 over and above any other applicable licensing charge or penalty to the Town.

Section 8: No person shall permit a dog by under their direct control to be off the premises of the owner or person responsible between the hours of 7:00 a.m. and

8:00 p.m. unless the dog is under the full and direct control of the owner or responsible person and kept on a safe and adequate leash. The owner of the dog or person responsible who violates this By-law shall, after receiving a written warning as to a violation of this section be punished for a subsequent offense by a penalty of ten dollars (\$10) for the first offense, twenty-five dollars (\$25) for the second offense and fifty dollars (\$50) for each subsequent offense. The person responsible for the control of any dog shall be deemed to be a person who has willingly assumed the control of the dog from its owner or, in the alternative, the licensed owner of the dog.

Section 9: Leash Law

No owner of any dog shall permit such dog to run at large at any time. The provisions of this section shall not be intended to apply to dogs participating in any dog show, nor to “seeing-eye” dogs properly trained to assist blind persons for the purpose of aiding them in going from place to place, nor to any dogs properly trained and under the control of and aiding the deaf, nor to any dogs being trained or actually being used for hunting purposes while such dogs are actively engaged in hunting activity on property permitting such activity.

Nothing contained in the foregoing paragraph shall prevent the Board of Selectmen from passing any orders authorized by the Massachusetts General Law at such times as they shall deem necessary to safeguard the public.

Every owner of a dog shall exercise proper care and control of their dog so as to prevent said dog from becoming a public nuisance.

Section 10: Dog Waste Disposal

Each person who owns, possesses or controls a dog walking in any area within the Town of Maynard, other than on their own private property, is responsible for the immediate removal and disposal of any feces left by his or her dog on any sidewalk, gutter, street or other public area. Persons walking dogs must carry with them a device designed to dispose of dog feces. Such devices include, but are not limited to plastic bags or “pooper-scoopers.” Exempt from this requirements of this By-law are “assistance dogs” in the service of their handlers, such as those dogs who aid the deaf or blind.

TOWN OF MAYNARD

BY-LAWS

CHAPTER XX

COUNCIL ON AGING

Section 1: In accordance with Massachusetts General Law, Ch. 40, § 8B as amended, there is hereby established a Council On Aging for the purpose of coordinating and carrying out programs designed to meet the problems of the aging.

Section 2: The council shall consist of eleven members with at least five (5) members of the council shall be retired senior citizens; ten (10) members shall be appointed for the term of three (3) years each and one (1) member for the term of one (1) year and this member's position shall be filled by the President of Maynard Senior Citizens Club or designate; except the initial appointment shall be one (1) member for one (1) year, (5) members for three (3) years each and five (5) members for two (2) years each, and all members shall hold office until their successors are designated by the Board of Selectmen.

Section 3: The members of the Council shall serve without compensation.

TOWN OF MAYNARD

BY-LAWS

CHAPTER XXI

HAZARDOUS MATERIALS

Section 1: This By-law is adopted for the regulation and restriction of hazardous materials in the Town of Maynard (the “Town”), in order to protect, preserve and maintain the Town’s existing and potential groundwater supply, groundwater recharge areas, surface waters and air quality from contamination and to assure public health and safety.

Section 2: This hazardous Materials By-law is hereby declared to be remedial and protective and is to be construed so as to secure the beneficial interests and purposes thereof. It is adopted by the Town under its home rule powers, and its police powers to protect the public health and safety.

Section 3: Definitions as used in this By-law:

- V. “Board” shall mean the Board of Health of the Town of Maynard.
- W. “Container” shall mean any portable device in which hazardous material is stored, transported, treated, disposed of or otherwise handled.
- X. “Discharge” shall mean the disposal, deposit, injection, dumping, spilling, leaking, incineration or placing of any hazardous material, into or on any land or water so that such hazardous material or any constituent thereof may enter the environment, be emitted into the air or enter into any waters including groundwater. Discharge includes, without limitation, leakage of such hazardous material from containers or storage systems, or disposal of such materials into any sewage disposal system, dry well, catch basin or landfill.
- Y. “Hazardous Material” shall mean any substance, or combination of substances which because of its quantity, concentration, or physical, chemical or infectious or toxic characteristics, may cause or significantly contribute to a present or potential risk to human health, safety or welfare or to the environment when improperly treated, stored, transported, used or disposed of, or otherwise managed.

Any substance deemed a hazardous waste in 315 Code of Massachusetts Regulations 2.04, substances defined as being hazardous by the Division of Hazardous Waste under the provisions of Massachusetts General Law, Ch. 21C.

Z. "Owner or Operator" shall mean every person who alone or severally with others has legal title to any property on which is located any hazardous material subject to this By-law; or a tenant, licensee or person in possession who has care, charge or control of any such property, in any capacity including without limitation agent, executor, administrator, trustee or guardian of the estate of the holder of legal title or agent, trustee or a person appointed by a court of competent jurisdiction; or is a mortgagee in possession of such property. Each person is bound to comply with the provisions of this By-law as if he were an owner.

First Offense in calendar year	\$ 25.00
Second Offense in calendar year	\$ 50.00
Third and each subsequent offense in calendar year	\$100.00

AA. "Storage" shall mean the holding of any hazardous material for more than twenty-four (24) hours.

BB. "Tank" shall mean any stationary device used to store or to contain an accumulation of hazardous material.

Section 4:

- A. All discharges of hazardous materials within the Town are prohibited, except as provided in Section 4(b).
- B. All handling and storage of hazardous materials within the Town is prohibited except in accordance with the provisions of this By-law and the Massachusetts Hazardous Waste Management Act (Ch. 21C of the Massachusetts General Laws).

Section 4A:

- A. Section 4(a) shall not apply to the following discharges:
 - 1. Application of fertilizer and pesticides in accordance with label recommendations and with applicable regulations of the Massachusetts Pesticide Control Board and the United States Environmental Protection Agency under the Federal Insecticides, Fungicide Act and in accordance with the Board's Rules and Regulations.
 - 2. Application of road salts in conformance with the Snow and Ice Control Program of the Massachusetts Department of Public Works and in accordance with the Board's Rules and Regulations.
- B. Section 4(b) shall not apply to underground storage of gasoline, fuel oil, lubricating oil and waste oil. The underground storage of fuel is governed by the Maynard Underground Fuel Storage By-law.

Section 5: Any owner or operator who is aware of any discharge of hazardous materials within the boundaries of the Town shall report such discharge immediately to the Board and to the Fire Chief of the Town.

Section 6:

- A. (1) Every owner or operator of a residential, commercial, industrial or agricultural establishment storing hazardous materials above ground or underground, in any tank or container with a capacity of more than twenty-five (25) gallons liquid volume, or twenty-five (25) pounds dry weight, except residential fuel tanks under three thousand (3,000) gallons and connected to a fuel burner and used for space or water heating, must obtain a storage permit from the Board to be renewed annually. The terms twenty-five (25) gallons liquid volume, or twenty-five (25) pounds dry weight shall mean any one toxic or hazardous material of such weight or volume stored at any one time. Registration required by this subsection shall be submitted within sixty (60) days of the effective date of these regulations, and annually thereafter on such form or forms as the Board may, from time to time prescribe.
- B. The Board may publish lists of specific hazardous materials which, even though stored in quantities less than twenty-five (25) gallons liquid volume or twenty-five (25) pounds dry weight, can be stored only pursuant to a storage permit. The list is to be posted at the Town Hall and the Public Works Building and available from the Board.
- C. The Board shall impose conditions on the storage permit as necessary for protection of the public health and environment such as, but not limited to, inventory and monitoring procedures, a contingency plan to contain any accidental discharge, or vaulting of the storage tanks.
- D. Owners or operators shall file in writing with the Board of Health the size, type, age, and location of each tank or container and the type of material stored in each tank or container and any additional information deemed necessary to adequately evaluate the application. Evidence of date of purchase and installation shall be included for existing storage systems, along with a plot plan showing the location of such tanks and piping on the property.
- E. Every owner or operator of a commercial or industrial establishment or any person within the Town whose operations are subject to any of the following Acts, as amended from time to time, shall file with the Board copies of all permit applications and supporting data filed pursuant thereto as well as all permits obtained, notices or approval, denial, revocation and citations for violations in respect thereof and shall provide the Board with such additional information as the Board shall by rule from time to time require.

1. The Resource Conservation and Recovery Act 42 U.S.C. Sec. 6901 et seq.
2. The Federal Clean Air Act 42 U.S.C. Sec. 1857 et seq.
3. The Federal Clean Air Act 33 U.S.C. Sec. 1251 et seq.
4. Toxic Substance Control Act 15 U.S.C. Sec. 2601 et seq.
5. Safe Drinking Water Act 42 U.S.C. Sec. 300f et seq.
6. The Federal Insecticide, Fungicide and Rodenticide Act.
7. The Massachusetts Hazardous Management Act, Massachusetts General Law, Ch. 21C as amended and other Massachusetts counterpart statutes to the Federal Acts listed in subparagraph (1) through (6) above.
8. Massachusetts Clean Water Act, Massachusetts General Law, Ch.21, S.26 et seq.

Section 6A: Owners or operators storing hazardous materials that are flammable and combustible liquids or gasses must obtain a permit or license as required by Massachusetts General Law, Ch.148, S.13 and S.10a from the Fire Chief or the local licensing authority, the Board of Selectmen, to be renewed annually with the Town Clerk.

Section 7: An inventory of hazardous materials shall be maintained on the premises and it must be reconciled with purchase, use, sales and disposal records on a monthly basis, in order to determine any loss.

Section 7A: Containers of hazardous materials shall be stored on an impervious chemical resistant surface. The storage area must be enclosed with a permanent dike of impermeable construction and in the case of liquid materials providing a volume of at least 110% of the maximum volume of material stored. The storage area must be capable of being drained to a container or sump and secured by removal by a licensed carrier.

Section 7B: Wastes containing hazardous materials shall be held on the premises in product-tight containers for removal by a Massachusetts Hazardous Waste Management Act, Ch. 21C of the Massachusetts General Laws. The name, address, home and business telephone numbers of one or more individuals, from the licensed carrier, authorized to act for and in behalf of the entity storing toxic or hazardous waste, together with estimates of amounts stored and hauled during the past twelve (12) months, shall be provided to the Board of Health.

Section 8: The provisions of these regulations adopted hereunder shall be enforced by the Board.

Section 8A: Upon request of the agent or designated representative of the Board of Health, the owner or operator of any premises at which hazardous materials are used or stored shall furnish all information acquired to monitor compliance with these regulations including a complete list of all chemicals, pesticides, fuels, and other hazardous materials used or stored on the premises, their volumes and concentrations, a description of measures taken to protect storage container from vandalism, corrosion and spillage, and the means of disposal of all toxic or hazardous waste produced on the site.

Section 8B: A current (not more than two (2) years old) written plan for dealing with potential spillage, leakage, or loss of hazardous materials used or stored on one's premises shall be filed with the Board and Fire Department. Said plan shall clearly designate the name, address, and business and home phone numbers of one or more individuals authorized to act for and in behalf of the entity submitting the plan. The plan shall also list the name, address and telephone number of any company with whom the party submitting the plan has contracted for services in connection with potential spillage, leakage or loss and/or removal of hazardous materials.

Section 8C: All records pertaining to storage, removal and disposal of hazardous waste shall be retained for no less than ten (10) years, and shall be made available for review by the agent or designated representative of the Board of Health upon request.

Section 8D: The Board may, at any time, and upon reasonable notice to the occupant of the premises, enter any premises for the purpose of investigating, sampling, or inspecting any record, condition, equipment, practice, or property relating to activities subject to this By-law, and may at any time enter such premises for the purpose of protecting the public health or safety, or to prevent damage to the environment.

Section 8E: Fees necessary for the issuance and renewal of permits and licenses shall be set by the Board of Health.

Section 9: The penalty for violation of this By-law shall be as follows:

- | | |
|--------------------------------|----------|
| A. For the first offense | \$100.00 |
| B. For the second offense | \$200.00 |
| C. For each subsequent offense | \$300.00 |

Each separate calendar day, or part thereof, that a violation occurs or continues is considered a separate offense.

Section 10: The invalidity of any section or provision of this By-law shall not invalidate any other section or provision thereof.

TOWN OF MAYNARD

BY-LAW

CHAPTER XXII

UNDERGROUND FUEL STORAGE

Section 1: This By-law is adopted for the regulation and restriction of underground gasoline or fuel storage tanks over one thousand (1,000) gallons within the Town of Maynard (“The Town”), in order to protect, preserve and maintain groundwater and surface waters from contamination and to assure the public health and safety.

Section 2: This Underground Fuel Storage By-law is hereby declared to be remedial and protective and is to be construed so as to secure the beneficial interests and purposes thereof. It is adopted by the Town under its home rule powers, its police powers to protect the public health and welfare, and its authorization under Massachusetts General Law, Ch. 40, § 21.

Section 3: Definitions as used in this By-law:

- A. “Abandoned” shall mean being out of service for a continuous period in excess of six months, in the case of a storage facility for which a license from the local licensing authority is required under the provisions of Massachusetts General Law, Ch.148, Sec. 13, as amended and for a period in excess of twenty-four (24) months, in the case of any other storage facility.
- B. “Fire Chief” shall mean the Chief of the Fire Department for the Town.
- C. “Operator” shall mean the lessee of a storage facility or the person or persons responsible for the daily operation of a storage facility.
- D. “Owner” shall mean the person or persons or government entity having legal ownership of a storage facility.
- E. “Storage Facility” shall mean one (1) or more tanks, at a particular site, together with its or their components, used, or designed to be used, for the underground storage of liquid petroleum products such as gasoline, fuel oil, lubricating oil or waste oil.
- F. “Underground Tank” shall mean any fuel storage container system for liquid petroleum products such as gasoline, fuel oil, lubricating oil or waste oil with a capacity in excess of one thousand (1,000) gallons, the top of which is below the ground. This definition does not include storage in a freestanding container within a building.

Section 4: Underground tanks shall not be installed within two hundred fifty (250) feet of a surface of water.

Section 4A:

a. Underground tanks shall be constructed of non-corrosive material such as fiberglass reinforced resin or its equivalent externally bonded to a steel tank; or underground steel tanks must be cathodically protected by an impressed current cathodic protection, sacrificial anodes, or some other type of equivalent protection. All tanks must be internally coated by the manufacturer for corrosive resistance.

b. Underground piping shall be constructed of non-corrosive materials such as FRP or its equivalent; or underground steel piping must be cathodically protected by impressed current cathodic protection, sacrificial anodes, or some other type of equivalent protection.

c. If a cathodic protection system is installed, an ongoing preventative maintenance program shall be used. If sacrificial anodes have been installed, their proper operation shall be confirmed by a qualified person at least once a year. If an impressed current cathodic protection system is installed, the operator shall verify that it is operating at least once a month, and at least once a year measure the structure to soil and structure to structure potentials, and the rectified voltage and current output. If any such system does not have adequate negative voltage, or is otherwise defective, the owner shall have the system repaired promptly by a qualified person. All results must be submitted to the Fire Chief within five (5) days of each test or inspection.

d. All new and replacement tanks must be equipped with striker plates below openings used for product measurement or filling.

e. All submersible-pumping systems for newly installed tanks used to store automotive fuel shall be equipped with emergency shut-off valves under each dispenser and with delivery line leak detectors. The shut-off valves and leak detectors shall be tested by a qualified person upon installation and at least annually thereafter. No suction pumping system shall be equipped with any check valve in the piping except at the tank end, and any such check valve shall be so installed that it may be tested or replaced without disturbing other elements of the storage facility.

f. Every newly installed tank shall be equipped with an overflow prevention system. If a tank is filled by gravity flow, it must be equipped with a float vent valve or other device that provides equal or better protection from overflowing. If the tank is filled under pressure, it must be equipped with a combined audible and visual high-level alarm. Any such system shall be tested by a qualified person upon installation and at least annually thereafter.

Section 4B:

- a. A tank shall not be buried until it has been inspected and approved by the Fire Chief or designee.
- b. Tanks must be installed in accordance with the manufacturer's installation techniques. Damage to protective coatings or to the FRP tank or surface must be repaired prior to covering the tank.
- c. The owner's expense, new underground tanks shall be tested for tightness hydrostatically or with air press at not less than three (3) pounds per square inch and not more than five (5) pounds per square inch after installation, but before being covered or placed in use.
- a. At the owner's expense all piping, before being covered enclosed or placed in use, shall be hydrostatically tested to 150 percent of the maximum anticipated pressure of the system, or pneumatically tested to 100 percent of the maximum anticipated pressure of the system, but not less than fifty (50) pounds per square inch gage at the highest point of the system. If a pneumatic test is performed, all joints and connections shall be coated with a soap solution and the test shall be maintained for a sufficient time to complete visual inspection of all joints and connections, but for at least ten (10) minutes.
- e. The backfill material for all newly installed tanks or any repairs to tanks already installed tanks shall be either pea gravel or clean, non-corrosive sand, free of cinders, stones and any other foreign material, the material under the tank to be compacted and contoured to the shape of the tank before the tank is installed, the balance to be thoroughly compacted.
- f. Underground tanks that are to be located in areas subject to flooding or below the maximum water table elevation must be anchored according to manufacturer's instructions.

Section 5:

- a. All underground tanks, except fuel oil tanks, except fuel oil tanks and containers connected with burning equipment, shall be installed and monitored for the prevention and detection of leakage in accordance with the following provisions.
- b. Accurate daily inventory records by means of dip sticking shall be maintained and reconciled on all liquid underground tanks for indication of possible leakage from said tanks or piping. The records shall be kept on the premises, available for inspection by the Fire Chief or designee, and shall include, as a minimum, records showing type of product, daily reconciliation between sales, use, receipts and inventory on hand. If there is more than one system consisting of a tank(s), serving pump(s) or dispenser(s) for any

product, the reconciliation shall be maintained separately for each tank system.

c. The daily inventory records must be shown to the Fire Chief or designee, prior to issuance of a permit or license renewal.

d. For every storage facility covered by the inventory control requirements of this section, the owner shall, at least annually and at the owner's expense, submit the daily inventory records of the most recent calendar month for leak detection statistical analysis by any professionally qualified person who has been approved by the Fire Chief for that purpose. The person performing such analysis shall promptly submit certified copies of the results of that analysis to the owner and to the Fire Chief. If the Fire Chief determines, on the basis of that analysis, there is a probability of a leak from any tank or its components in that facility, the owner shall within three (3) working days, take the steps outlined in Section 5 (f) with respect to that tank and its components; or, in the case of a combination, with respect to each tank and its components.

e. The Fire Chief shall require the owner of an underground tank storage system to test the system for tightness as provided in Section 4B(c), at the owner's expense, when accurate daily inventory records have not been maintained as specified in Section 5(a).

f. If daily inventory records indicate a loss of product in excess of 0.5 percent of the volume of the product used or sold, or an abnormal increase in the amount of water contained in the tank, the following steps shall be taken, as a minimum, by the owner or operator within three (3) working days:

0. The inventory records shall be checked for error.
0. If no error is apparent, an independent calculation of apparent loss shall be made by a qualified person starting from a point in time where the records indicate a no loss condition.
0. If step 2 confirms no apparent loss, the readily accessible physical facilities on the premises shall be carefully inspected for evidence of leakage.
0. If step 3 does not disclose a leak, the dispensers used with the particular product involved with the apparent loss shall be checked for calibration.
0. If steps 1 through 4 do not explain the apparent loss, the situation shall be reported promptly to the Fire Chief.
0. If step 4 does not explain the loss, and if the piping system can be tested without the need for excavation, the piping system between the storage tank and the dispenser(s) shall be tested in accordance

with Section 4B(d). If it is necessary to excavate to perform a piping test, such test shall be conducted after a storage tank test has been performed in accordance with step 7.

0. If step 6 does not disclose a leak, the storage tank(s) shall be tested for tightness in accordance with Section 4B(c).
0. If steps 1 through 7 do not confirm the apparent loss, the daily inventory shall be continued with a daily independent verification by a qualified person. Additional surveillance of the facility should be engaged to insure against unauthorized removal of product.
0. If any of the above tests or investigations indicates the source of the loss, the owner or operator shall take immediate action to correct the system failure.

Section 5B:

a. Unless the owner or operator demonstrates to the Fire Chief that their tank(s) are constructed of a material that will not corrode, has product sensors, or has been repaired or tested within the last year, underground tanks shall be required, at the expense of the owner, to undergo one of the following tests at five-year intervals from the date of installation, up to the twentieth year, and annually thereafter: A Kent-Moore (Health Petro-tite) test; or a Sun-Mark leak locator test; or the equivalent as determined by the Fire Chief. The Fire Chief shall be given a least 48 hours notice of time, date, and place of testing. Tests must be performed by a person or firm qualified to perform such testing and all results must be promptly submitted to the local Fire Chief.

b. If flammable fluids or their vapors have been detected in neighboring structures, sewers, or wells on or off the property locations, the Fire Chief may require that any nearby tank, including underground residential tanks less than 1000 gallons, be tested at the expense of each tank's owner.

Section 6:

a. Any person who is aware of a spill, leak or loss of contents of an underground tank must report such spill or loss to the Fire Chief within twenty-four (24) hours. The Fire Chief must be responsible for other notification, including the Board of Health.

b. With respect to fuel oil tanks, heating fuel service companies and suppliers shall notify the tank owner and the Fire Chief of any significant and unaccounted for increase in consumption which may indicate a leak in the tank or system. If such increase is discovered by the owner, he shall notify the Fire Chief. If a leak is confirmed, the tank must be repaired or replaced, under the direction of the Fire Chief.

Section 6B:

a. After a leak is confirmed, underground tanks (or piping), must be emptied immediately, and removed or repaired forthwith, under the direction of the Fire Chief.

b. A leaking tank that is twenty (20) years old or older that does not comply with the design standards in Section 4A (a) must be removed and may not be repaired. A permit for its removal must be obtained in accordance with Massachusetts General Law, Ch.148, Section 38A.

c. A leaking tank that is less than twenty (20) years old must be repaired or removed. Operators of leaking FRP tanks must demonstrate to the Fire Chief that the tank can be repaired according to manufacturer's instructions. Operators who do not meet these requirements must remove the tank.

d. If the Fire Chief permits the repair of any leaking tank, the tank and its piping shall be tested, at the owner's expense and in accordance with Sections 4B (c) and (d), prior to being restored to service, at two (2) year intervals for ten (10) years and annually thereafter.

e. If it is necessary to replace an underground steel tank that has developed an external corrosion-induced leak, all other steel tanks and piping at the facility, whether they are leaking or not, shall be tested for leaks in accordance with Sections 4B (c) and (d).

Section 7: If the owner of a tank, which either is located under a building and cannot be removed from the ground without first removing the building or is so located that it cannot be removed from the ground without endangering the structural integrity of another tank, decides to abandon it, the owner shall promptly notify the Fire Chief and the Board of Health of this decision and, subject to the directions of the Fire Chief, have all the petroleum product removed from the tank, by hand pump if necessary, and the tank filled with sand or other inert material prescribed by the Fire Chief.

Section 7A: Except as provided in Section 7, no tank may be abandoned in place. Any owner of a tank who had decided to abandon it and any owner of a tank that has in fact been out of service for a period of time constituting abandonment shall immediately obtain a permit from the Fire Chief pursuant to Massachusetts General Law, Ch.148, Section 38A, as amended, and, subject to the directions of the Fire Chief, have any petroleum product removed from the tank, all tank openings properly secured and the tank removed from the ground. The product and tank shall be disposed of, at owner's expense, as directed by the Fire Chief.

Section 7B: The owner of a tank, which is licensed under Massachusetts General Law, Ch.148, as amended, and which the owner has decided to take out of for a period of less than six (6) months, shall promptly notify the Fire Chief and the

Board of Health of the decision and, subject to the directions of the Fire Chief, have all the petroleum product removed from the tank and disposed of as directed by the Fire Chief, all tank openings properly secured, and the tank filled with water. Before any such tank may be restored to service, the owner shall notify the Fire Chief and have the water removed and disposed of in a manner approved by Massachusetts Department of Environmental Protection or the state department overseeing such actions. The Fire Chief may require that the owner have the tank and its piping tested, at the owner's expense, in accordance with the provisions of Subsections 4B (c) and (d).

Section 8: The provisions of this By-law shall be administered by the Fire Chief.

Section 8A: Variances from the specific requirements of this By-law may be authorized by the Town Board of Selectmen after notice and a public hearing.

Section 8B: Licenses issued in accordance with Massachusetts General Law, Ch.148, § 1 for underground tanks must be renewed at five-year intervals from the date of installation, up to the twentieth year, and annually thereafter. At least fifty (50) days before the issuance of a permit renewal for the time periods specified herein, tank owners must submit to the Fire Chief and the licensing authority a statement certifying satisfactory leak detection results over the period of the permit in accordance with Section 5A of this By-law, and inventory verification in accordance with Section 5. Test results must accompany the permit renewal application.

Section 8C: Fees necessary for the issuance and renewal of permits and licenses shall be set by the Board of Selectmen.

Section 8D: The Fire Chief or designee may, at all reasonable times and upon reasonable notice to the occupant of the premises, enter any premises, public or private, for the purpose of inspecting any record, condition, equipment, practice, or property relating to activities subject to this By-law, and may at time and upon reasonable notice to the occupant of the premises enter such premises for the purpose of protecting the public health or safety, or to prevent damage to the environment.

Section 9:

The penalty for violation of this By-law shall be as follows:

- | | |
|--------------------------------|----------|
| A. For the first offense | \$100.00 |
| B. For the second offense | \$200.00 |
| C. For each subsequent offense | \$300.00 |

Each separate calendar day, or part thereof, that a violation occurs or continues is considered a separate offense.

Section 10: The invalidity of any section or provisions of this By-law shall not invalidate any other section or provision hereof.

TOWN OF MAYNARD

BY-LAWS

CHAPTER XXIII

TOWN SEAL

Section 1:

The Town has adopted the Town Seal depicting the Town Clock as was used at the Maynard Centennial in 1971.

MAYNARD TOWN SEAL



TOWN OF MAYNARD

BY-LAWS

CHAPTER XXIV

FIRE ALARM SYSTEMS

Section 1:

Preamble –

WHEREAS, there has been an increase in recent years in the use of fire alarm systems which operate by way of a Master Box or by way of a Central Station operating company; and

WHEREAS, improper installation, defective equipment, lack of maintenance or other reasons cause fire alarm systems to malfunction; and

WHEREAS, each time the Maynard Fire Department responds to a fire alarm activation because of a fire alarm malfunction the estimated cost to the Town of Maynard is a minimum \$300; and

WHEREAS, in addition to the financial cost, each malfunction requires that Maynard Fire Department Personnel respond, thus decreasing the number of Maynard Fire Department Personnel available to respond to an actual fire or other emergency; and

WHEREAS, the Maynard Fire Department's responding to fire alarm malfunctions jeopardizes the safety of firefighters as well as the general public; Now, there, be it ordered in the public interest as follows:

Section 2:

Town of Maynard By-laws are hereby amended by adding the following section to be entitled "Fire Alarm Systems" and listed as Ch. XXV.

Section 3:

When used in this By-law, unless a contrary intention clearly appears, the following words shall have the following meanings:

- A. "Central Station Operating Company": A company equipped to receive a fire alarm signal from each of its customers and which then transmits to the Maynard Fire Department (M.F.D.) the location of any such alarm the central station operating company receives.

- B. "Fire Alarm Systems": Any heat-activated, smoke activated, flame-energy-activated or other such automatic device capable of transmitting a fire alarm signal to either a central station operating company or directly to the M.F.D. by way of a master box.
- C. "Fire Alarm Malfunction": The transmittal of a fire alarm to a central station operating company or directly to the M.F.D. by way of a master box which alarm is caused by improper installation of a fire alarm system, a mechanically defective fire alarm system, lack of maintenance or some other reason that causes a fire alarm to sound even though there is no actual fire or situation that reasonably could evolve into a fire.
- D. "Fire Alarm System Owner": An individual or entity which owns the title to and/or has on his business or residential premises a fire alarm system equipped to send a fire alarm signal to a central station operating company or directly to the M.F.D. by way of a master box.
- E. "Fire Chief": The Chief of the Maynard Fire Department.
- F. "Master Box Owner": An individual or entity who has on his business or residential premises a fire alarm system equipped to send a fire alarm signal directly to the M.F.D. by way of a master box.

Section 4:

- A. Every Master Box Owner whose fire alarm system as of the date of adoption of this By-law is connected to the M.F.D. by way of a master box, shall pay the following fees:

Annual Fee for Churches and Non-Profit Organizations	\$ 75.00
Annual Fee For All Others	\$200.00

- B. Every Master Box Owner whose fire alarm system is connected after the date of adoption of this By-law to the M.F.D. by way of a master box shall pay the following fees.

Permit Fee	\$ 20.00
Connection Fee	\$100.00

Annual Fee for Churches and Non-Profit Organizations	\$ 75.00
Annual Fee For All Others	\$200.00

- C. Before any fire alarm system is connected to the M.F.D., the Master Box Owner shall provide the Fire Chief with the following information:

- 0. The name, address, and home and work telephone numbers of the Master Box Owner and other persons or businesses protected.
- 0. The street address where the master box is located.

- 0. The names, addresses and home and work telephone numbers of at least two persons other than the owner who can be contacted twenty-four hours a day, who are authorized by the Master Box Owner to respond to an alarm signal and who have access to the premises in which the master box is located. Installation of a Key Box providing the M.F.D. access as required and specified in Section 9.
- 0. The insurance carrier (with a copy of the insurance policy) for the building.
- 0. such other information as the Fire Chief may require.

If as of the date of adoption of this By-law a fire alarm system has already been connected to the M.F.D. by way of a master box, the Master Box Owner shall comply with the requirements of this section within sixty (60) days after the M.F.D. has sent the Master Box Owner notice by certified mail, return receipt requested, of the requirements of this section.

If a Master Box Owner fails to comply with section, the Fire Chief may assess a fine of fifty dollars (\$50.00) for each day of non-compliance.

Section 5:

- A. Every central station operating company which makes a direct connection after the date of adoption of this By-law to the M.F.D. shall pay the following fees:

Permit Fee	\$ 20.00
Connection Fee	\$100.00
Annual Fee For Churches and Non-Profit Organizations	\$ 75.00
Annual Fee For All Others	\$200.00

- B. Before any central station operating company is connected with the M.F.D. it shall provide the Fire Chief with the following information:
 - 1. The name, address, and telephone numbers of the central station operating company.
 - 2. The names, addresses and home and work telephone numbers of at least two persons who can be contacted twenty-four hours a day, who are authorized by the central station operating company to respond to an alarm signal and who have access to the premises from where the alarm signal is emitting to the central station operating company.
 - 3. The name, address, home and work telephone numbers, and location of the premises of each customer of the central station operating company who has a fire alarm system equipped to send a fire alarm signal to the central station operating company.
 - 4. The insurance carrier (with a copy of the insurance policy) for the company.
 - 5. Such other information as the Fire Chief may require.

If upon adoption of the By-law a central station operating company already has a direct connection to the M.F.D., the central station operating company shall comply with the requirements of this section within sixty (60) days after the M.F.D. has sent it notice by certified mail, return receipt requested, of the requirements of this section.

If a central station operating company fails to comply with section, the Fire Chief may assess a fine of fifty dollars (50.00) for each day of non-compliance.

Section 6: Every Master Box Owner and every central station operating company shall be responsible for updating the information herein required to be provided to the Fire Chief. If the information provided changes, the Master Box Owner and the central station operating company shall provide the Fire Chief with the updated information and shall pay the fee, if required by this By-law. If a Master Box Owner or a central station operating company failed to comply with this section, the Fire Chief may assess a fine of fifty dollars (\$50.00) for each day of non-compliance.

Section 7:

If there is a Fire Alarm System Malfunction, the Fire Chief, Fire Captains and/or Police Officers in accordance with Massachusetts General Law, Ch. 40, §21D shall be deemed to be the Enforcing Person and may assess a fine against a fire alarm system owner for each malfunction occurring during any fiscal year according to the following schedule:

A. First through Third malfunction No Charge

Upon recording of the third false alarm by the M.F.D., the Fire Chief shall notify the owner of the building, in writing and by certified mail, of such fact, and at this time inform the owner of the department's policy with regard to charging for false alarms.

Fourth through Sixth Malfunction	\$100.00
Seventh through Eleventh Malfunction	\$200.00
Each Malfunction after the Eleventh	\$300.00

B. Private fire alarm systems connected to the Maynard Fire Department by other automatic means or through a central station system shall also be subject to the above fines.

C. Any false fire alarm which is the result of the failure of the property owner, occupant or their agents to notify the Maynard Fire Department of repair, maintenance or testing of an internal fire alarm system within the protected premises, shall cause a penalty to be assessed in accordance with part A of this Section 7.

D. For the purposes of this By-law, a false fire alarm shall be defined as follows:

- 0. The operation of a faulty smoke or heat detection device.
 - 0. Faulty control panel or associated equipment.
 - 0. A water pressure surge in automatic sprinkler equipment.
 - 0. Accidental operation of automatic sprinkler.
 - 0. An action by an employee of the owner or occupant of the protected premises or a contractor employed by the owner or the occupant, causing accidental activation of an internal fire alarm system.
- E. Property owners will be billed once a month for the malfunction activity occurring during the previous month.
- F. If any bill is not paid within thirty (30) days of issuance, written notice will be sent; if the bill is not paid after a second (30) day period, a final notice will be sent informing the owner and/or occupant that the master box will be disconnected and his insurance company notified.

Section 8: No fire system shall be equipped with a tape dialer or similar automatic telephone device which will transmit an alarm message to any telephone lines of the M.F.D. If, upon adoption of this By-law, a fire alarm system is equipped with such a tape dialer or similar automatic telephone device, the fire alarm system owner shall have sixty (60) days from adoption of this By-law to disconnect such tape dialer or similar automatic telephone device. If a fire alarm system owner fails to comply with this section, the Fire Chief may assess a fine of fifty dollars (\$50.00) for each day of non-compliance.

Section 9: Any building, other than a residential building of less than six (6) units, which has an alarm system or other fire protection system shall be provided with a secure Key Box installed in a location accessible to the M.F.D. in case of emergency. This Key Box shall contain keys to the structure served by the alarm system, keys to fire alarm control panels and other keys necessary to operate or service fire protection systems. In addition, if required by the Fire Chief, a lock box sufficient in size, shall be obtained and shall contain a list and Material Safety Data Sheets for hazardous substances present on the site in “significant quantities”. As used herein, the phrases “hazardous substances” and “significant quantities” shall be defined by applicable Town, Commonwealth of Massachusetts and Federal Regulations governing the storage of these substances.

The Key Box and/or Lock Box shall be of a type approved by the Fire Chief and compatible with the Key Box System presently in use. The Key Box and/or Lock Box shall be located and installed as approved by the Fire Chief.

No permit for a fire alarm system will be issued until the permit applicant has placed an order for a Key Box/Lock Box as specified above.

Any building owner violating Section 9 of this By-law after receiving due notice by the M.F.D. shall be subject to a fine of fifty dollars (\$50.00) for each day of non-compliance.

Every building owner whose fire alarm system is already connected by master box to the M.F.D. on the effective date of this By-law shall have ninety (90) days to order a Key Box/Lock Box to comply with this section. Failure to comply shall be subject to the fifty dollars (\$50.00) fine for each day of non-compliance.

Section 10: Any fire alarm system owner who is aggrieved by an action taken by the Fire Chief under this By-law may within ten (10) days of such action, file an appeal, in writing, to the Board of Selectmen of the Town of Maynard (the "Board"). After public notice the Board shall hold a hearing, after which it shall issue a decision in which it may suspend, affirm, annul, or modify the action taken by the Fire Chief giving its written reasons therefore. The Board shall send its decision to the owner by first class mail within ten (10) days after the hearing. The decision of the Board shall be a final administrative decision. The owner shall have thirty (30) days from the date of the written decision to seek judicial review in the Middlesex County Superior Court.

Section 11: The Fire Chief may promulgate such regulations as may be necessary to implement this By-law. The Fire Chief is authorized to pursue such legal action as may be necessary to enforce this By-law.

Section 12: All fees and fines collected shall be paid to the Maynard Fire Department, which will forward all amounts collected to the Town Treasurer and Collector for deposit in the General Fund.

Section 13: The provisions of this By-law shall be deemed to be severable, and if any of its provisions shall be held unconstitutional by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions.

And provided further that this By-law shall be added to the list of Maynard Town By-laws which may be enforced by civil process, as authorized by Massachusetts General Law, Ch. 40, § 21D, adopted by the Town of Maynard as Article 29 of its 1988 Annual Town Meeting.

TOWN OF MAYNARD

BY-LAWS

CHAPTER XXV

NON-CRIMINAL DISPOSITION OF BY-LAW VIOLATIONS

Section 1: This By-law provides for the non-criminal disposition of a violation of any Town By-law or any rule or regulation of any Town Officer, Board, or Department, the violation of which is subject to specific penalty. This By-law is enacted in accordance with Massachusetts General Law, Ch. 40, Section 21-D, as it may be amended from time to time (herein called Section 21-D).

Section 2: “Enforcing Person” used in this By-law shall mean any regular Police Officer of the Town of Maynard; the Building Inspector; Fire Chief; Fire Captains; Board of Health Agent; Dog Officer; or any such other Official as the Board of Selectmen may from time to time designate, each with respect to violation of By-laws or rules and regulations within their respective jurisdictions. If more than one Town Agency or Official has jurisdiction over a given matter, any such Town Agency or Official who is or may be an Enforcing Person with respect thereto. Each Town Agency or Official, who is or may be an Enforcing Person, is hereby given authority to adopt rules and regulations for the enforcement of this By-law within respective areas of their jurisdiction.

Section 3: An Enforcing Person taking cognizance of a violation of any By-law, rule or regulation may, as an alternative to instituting criminal proceedings, give the offender a written notice to appear before the Clerk of the Concord District Court for non-criminal disposition of the violation, in accordance with Section 21-D. The provisions of Section 21-D are incorporated by reference herein.

Section 4: Proceedings pursuant to this By-law and Section 21-D shall not be deemed to be criminal proceedings.

Section 5: Violation of the following By-law sections may be enforced in the manner provided in Massachusetts General Law, Ch. 40, § 21-D: for the purpose of this By-law section the specific penalty which is to apply for violations of each such section shall be as listed below and the Town Agency, Official, or employee whose titles are listed under each section shall be deemed to be the Enforcing Person for each such section.

Chapter IX Nuisances; Section 1 (Rubbish Nuisances)

Penalty:	First Offense	- Written Warning
	Second Offense	- \$25.00
	Third Offense	- \$50.00
	And each day thereafter	

Enforcing Person: Health Officer
Police Officers

Chapter XXV Fire Alarm Systems; Section 7 (Fire Alarm System Malfunctions Fines)

Penalty:	First through third malfunction	- no charge
	Fourth through sixth malfunction	- \$100.00
	Seventh through eleventh malfunction	- \$200.00
	Each malfunction after the eleventh	- \$300.00

Enforcing Person: Fire Chief
Fire Captains
Police Officers

Chapter XIII- Section 14 Placement of Numbers on Residences

Penalty:	First Offense	- Written Warning
	Each subsequent offense	- \$10.00
	Each day that such violation continues shall constitute a separate offense.	

Enforcing Person: Fire Chief
Fire Captains
Police Officers

Chapter XIX Dog Owner's Responsibility Law

Penalty:	First Offense	- Written Warning
	Second Offense	- \$10.00
	Third Offense	- \$25.00
	Each subsequent offense	- \$50.00
	Each day that such violation continues shall constitute a separate offense.	

Enforcing Person: Dog Control Officer

Chapter IX Nuisances; Section 11 (Skateboards)

Penalty:	First Offense	- Written Warning
	Second Offense	- \$5.00
	Each subsequent offense	- \$5.00

Enforcing Person: Police Officers

Chapter IX Nuisances; Section 24 (Bicycle, moped, motorized bicycle, or motorcycle on sidewalk)

Penalty:	First Offense	- Written Warning
	Second Offense	- \$20.00
	Each subsequent offense	- \$20.00

Enforcing Person: Police Officers

Chapter XIV Alarm System; Section 8 (False Alarms)

Penalty: First through three - Written Warning
Each false alarm after three in - \$15.00
a calendar year

Enforcing Person: Police Officers

Chapter XIV Alarm System; Section 9 (1), (2), (3), (4), (5)

Penalty: First Offense - \$20.00
Each subsequent offense - \$20.00
Each day that violation continues shall constitute a
separate offense

Enforcing Person: Police Officers

TOWN OF MAYNARD

BY-LAWS

CHAPTER XXVI

SOLICITATION

Section 1: It shall be unlawful for any “solicitor” or “canvasser” (as defined herein) to engage in door to door solicitation activity within the Town of Maynard without first obtaining a permit therefore in compliance with the provisions of this By-law. This By-law shall not apply to any person or organization exempted or duly licensed under Ch.101 or any other provision of Massachusetts General Law or listed on the Exemption List of the Chief of Police. This By-law shall not be construed to prevent route salesmen or similar business persons having an established customer base to which they make periodic deliveries, from calling upon existing or prospective customers to obtain orders for future route deliveries.

Section 2: A “solicitor” or “canvasser” is defined as any person who, for himself, or on behalf of another person, firm, corporation or other entity travels by foot or any other means from one location to another, taking or attempting to lease or take orders for the sale of goods, wares, merchandise, or services. Regulated activity shall include, without limitation, the selling, distributing, or soliciting orders for magazines, books, periodicals or other articles of commercial nature, contracting for home improvements, or for future services, whether such individuals has, carries or displays a sample of the subject of such sale and whether or not such person is collecting advance payment on such sales.

Section 3: Applicants for a permit shall file an application with the Chief of Police or his designee, on a form by the Police Department, signed under the penalties of perjury by the applicant and containing the following minimum information:

- a. Name of applicant.
- b. Address of applicant (local and permanent home address).
- c. Applicant’s height, weight, eye and hair color
- d. Applicant’s social security number
- e. The time period for which the right to canvass or solicit is desired.
- f. A brief description of the nature of the business and the goods to be sold.
- g. The name and home office address of the applicant’s employer and if he applicant is self-employed, it shall be so indicated.
- h. A 2” x 2” photograph of the applicant showing the head and shoulders of the applicant in a clear and distinguishing manner:
- i. If operating a motor vehicle: the hear, make model, motor number, registration number, State of Registration, vehicle’s owner and address.
- j. Such other information as the Chief of Police may reasonably require from time to time.

Each applicant shall pay an application fee of twenty-five (\$25.) dollars upon submission of the application.

Section 4:

a. Upon receipt of an application, the Chief of Police shall investigate the applicant's reputation as to morals, integrity and other matters deemed relevant in the discretion of the Chief.

b. Within seven (7) business days of the filing of an application, the Chief of Police shall endorse on such application his approval or disapproval. Failure of the Police Chief or his designee to act within seven (7) business days of receipt of an application shall constitute disapproval. If disapproved, the applicant shall have the right of written appeal to the Board of Selectmen within seven (7) calendar days of any denial or disapproval of the Chief of Police. The Board of Selectmen must act upon the appeal at one of their next two regularly scheduled meetings with due written notice provided to the applicant of the time, date and location where such appeal will be heard. Failure to decide any appeal within this period shall be deemed to be approval of an application resulting in issuance of a Permit.

c. Such permit shall contain signature of the Chief of Police or the Board of Selectmen (if disapproval by the Chief has been overturned and the permit issued by the Board), and shall show permit number, the name, address, and photograph of the permit holder, the date of issuance and the length of time for which such permit shall be effective. The Police Department shall keep written records of all permits issued. When soliciting or canvassing, all solicitors must display at all times in plain view on an outer garment an identifying badge issued by the Police Department. Each solicitor must possess an individual permit.

Section 5: The police officers of the Town of Maynard shall enforce this By-law. No permit may be transferred or assigned by a permit holder.

Section 6: The Chief of Police is hereby vested with jurisdiction to revoke permits for what he deems to be just cause. Any person aggrieved by revocation of a permit may appeal to the Board of Selectmen within seven (7) business days of revocation. A hearing on such revocation will be scheduled for one of the next two regularly scheduled meetings of the Board of Selectmen, with due written notice provided to the permit holder of the time, date and location where such appeal will be heard. The Board of Selectmen will issue a written decision no later than fourteen (14) days following the conclusion of any appeal hearing.

Section 7: Each permit issued under the provisions of this By-law shall be effective from the date of issue until the thirty-first (31st) day of December following the date of issue, unless sooner revoked or unless permit clearly indicated on its date a shorter effective period.

Section 8: A permit issued under the provisions of this By-law may be renewed by the Chief of Police only upon personal application for renewal by the permit

holder; all applications for renewal shall contain the minimum information required to obtain an initial permit.

Section 9:

a. No solicitor or canvasser, whether licensed or exempted from license, may misrepresent in any manner, the buyer's right to cancel as stipulated by Ch. 93, 93A and 255D of the Massachusetts General Laws, as amended from time to time.

b. No solicitor or canvasser, whether licensed or exempted from license, may use any plan, scheme or ruse which misrepresents the true status or mission of the person making the call in order to gain admission to a prospective buyer's home, office, or other establishment with the purpose of making a sale of consumer goods or services.

Section 10: It shall be unlawful for any canvasser or solicitor to enter the premises of a resident or business displaying a "no trespassing" or "no soliciting" sign or poster; or to ignore a resident or businessperson's "no solicitation" directive; or remain on private property after the owner has indicated that the canvasser or solicitor is not welcome.

Section 11: Any person violating any provision of this By-law/ordinance shall, upon conviction thereof, be punished by a fine not to exceed fifty (\$50.) dollars for each and every offense.

Section 12: The invalidity of any part or parts of this By-law shall not affect the validity of the remaining parts or in any way act thereon.

TOWN OF MAYNARD

BY-LAWS

CHAPTER XXVII

WETLANDS ADMINISTRATION

Section 1: Purpose

The purpose of this By-law is to maintain the quality of surface water, the quality and level of the ground water table and water recharge areas for existing, or potential water supplies; to protect the public health and safety; to protect persons and property against the hazards of flood water inundation; to protect the community against the costs which may be incurred when unsuitable development occurs in wetland resource areas; and to provide for the reasonable protection and conservation of certain irreplaceable natural features, resources and amenities for the benefit and welfare of the present and future inhabitants of the Town of Maynard.

Accordingly, this By-law protects the wetlands, related water resources, and certain adjoining land areas in the town by providing for prior review and control of activities deemed to have a significant or cumulative adverse effect upon wetlands values, including but not limited to the following: protection of public and private water supply, protection of ground water, flood control, erosion and sedimentation control, storm damage prevention, avoidance of water and soil pollution, protection of fisheries, wildlife habitat, rare species habitat including rare plant species, agriculture, aquaculture, and recreation values, deemed important to the community (collectively, the “wetlands values protected by this By-law”). This By-law is intended to utilize the Home Rule authority of values, with additional standards and procedures to augment those of the Wetlands Protection Act, Massachusetts General Law, Ch. 131, §40 and Regulations hereunder, 310 CMR 10.00.

Section 2: Jurisdiction

In accordance with this purpose no person shall remove, fill dredge, build upon, degrade, pollute, discharge into, or otherwise alter the following resource areas: any freshwater wetland; marshes; wet meadows; bogs; swamps; vernal pools; banks; reservoirs; lakes; ponds; rivers; streams; creeks; lands under water bodies; lands subject to flooding by ground water, surface water or storm flow (collectively the “resource areas protected by this By-law”); and lands within 100 feet, or otherwise described in Section 9. Definitions.

Section 3. Conditional Exceptions

The application and permit required by this By-law shall not be required for maintaining, repairing, replacing, or enlarging an existing and lawfully located single family residential structure or appurtenance thereto unless said filing is otherwise required by state or federal law.

The application and permit required by this By-law shall not be required for maintaining, repairing, or replacing, but not substantially changing or enlarging, an existing and lawfully located structure or facility used in the service of the public to provide electric, gas, water, telephone, telegraph, or other telecommunication services, provided that written notice has been given to the Commission prior to commencement of work, and provided that the work conforms to performance standards and design specifications in regulations adopted by the Commission.

The application and permit required by this By-law shall not be required for work performed for normal maintenance or improvement of land which is lawfully in agricultural use at the time the work takes place, provided that written notice has been given to the Commission prior to the commencement of work, and provided that the³ work conforms to performance standards and design specifications in regulations adopted by the Commission.

The application and permit required by this By-law shall not be required for emergency projects necessary for the protection of the health and safety of the public, provided that the work is to be performed by or has been ordered to be performed by an agency of the Commonwealth or a political subdivision thereof; provided that advance notice, oral or written, has been given to the Commission prior to commencement of work or within 24 hours after commencement; provided that the Commission or its agent certifies the work as an emergency project; provided that the work is performed only for the time and place certified by the Commission for the limited purposes necessary to abate the emergency; and provided that within 21 days of commencement of an emergency project a permit application shall be filed with the Commission for review as provided by this By-law. Upon failure to meet these and other requirements of the Commission, the Commission may, after notice and public hearing, revoke or modify an emergency project approval and order restoration and mitigation measures.

Other than state in this section, the exceptions provided in the Wetlands Protection Act, Massachusetts General Law L Ch. 131, § 40 and Regulations 310 CMR 10.00, shall not apply under this By-law.

Section 4: Applications for Permits and Requests for Determination

Written application shall be filed with the Commission to perform activities affecting resource areas and buffer zones protected by this By-law. The permit application shall include such information and plans as are deemed necessary by the Commission as specified in the By-law regulations to describe proposed activities and their effects on the resource areas protected by this By-law. No activities shall commence without receiving and complying with a permit issued pursuant to this By-law.

Where this By-law and the Wetlands Protection Act Massachusetts General Law Ch. 131, §40, and Regulations, 310 CMR 10.00 have concurrent jurisdiction the Commission shall accept the Notice of Intent and plans filed under the Wetlands Protection Act as the permit application and plans under this By-law for those

parts of the project where precise overlap exists, provided all pertinent areas and activities subject to the jurisdiction of this By-law and all information required by By-law regulations are addressed.

At the time of the permit application , the applicant shall pay a filing fee according to the schedule in the associated “Maynard Wetlands Protection Regulations”.

The fee is not refundable. The fee is in addition to that required by the Wetlands Protection Act, General Law Chapter 131 §40, and Regulations, 310 CMR 10.00. Town ,county, state and federal projects are exempt from the filing fee. The fee for an application for a modification of a permit will be the fee as calculated in the ‘Maynard Wetlands Protection Regulations”.

Any person desiring to know whether or not a proposed activity or an area is subject to this By-law may in writing request a determination from the Commission. Such a Request for Determination (RFD) shall include information and plans as are deemed necessary by the Commission

Upon receipt of a permit application or RFD, or at any point in its deliberations, the Commission may deem it necessary to obtain expert engineering or other outside consultant services in order to reach a final decision on the application. The specific consultant services may include but are not limited to resource area survey and delineation, analysis of resource area values, including wildlife habitat evaluations, hydro geologic and drainage analysis, and environmental or land use law.

Section 5: Notice and Hearings

Any person filing a permit application with the Commission shall within seven (7) days after such person is informed of the date and time of the hearing thereon, give written notice by certified mail (return receipt requested) or hand delivered, to all abutters at their mailing addresses shown on the most recent applicable tax list of the assessors, including owners of land directly opposite on any public or private street or way, including any in another municipality or across a body of water. The notice to abutter shall have enclosed a copy of the permit application or request, with plans, or shall state where copies may be examined and obtained by abutters. An affidavit of the person providing such notice, with a copy of the notice mailed or delivered, shall be filed with the Commission. When a person requesting a determination is other than the owner, the request, the notice of hearing, and the determination itself shall be sent by the Commission to the owner as well as to the person making the request.

The Commission shall conduct a public hearing on any permit application or RFD, with written notice given at the expense of the applicant, five business days prior to the hearing, in a newspaper of general circulation in the municipality.

The Commission shall commence the public hearing within 21 days from receipt of a completed permit application or RFD unless an extension is authorized in writing by the applicant.

The Commission shall issue its Determination of Applicability in writing within 7 days of the close of the public hearing thereon unless an extension is authorized in writing by the applicant.

The Commission shall issue its permit in writing within 21 days of the close of the public hearing thereon unless an extension is authorized in writing by the applicant.

The Commission shall combine its hearing under this By-law with the hearing conducted under the Wetlands Protection Act, Massachusetts General Law, Ch. 131, §40, and Regulations, 310 CMR 10.00 instances of concurrent jurisdiction.

With the consent of the applicant the Commission shall have authority to continue the hearing to a certain date announced at the hearing, for reasons stated at the hearing, which may include receipt of additional information from the applicant or other deemed necessary by the Commission in its discretion, or comments and recommendations of the boards and officials listed in Section 6. In the event the applicant objects to a continuance or postponement, the hearing shall be closed and the Commission shall take action on such information as is available.

Section 6: Coordination with Other Boards

As appropriate the Conservation Commission may choose to solicit the advice and opinions of other Town boards and officials in the course of its deliberations. Town boards and officials shall be entitled to file written comments and recommendations with the Commission at or before the public hearing. The Commission shall take any such comments and recommendations into account but shall not be bound by them. The applicant shall have the right to receive any comments and recommendations, and to respond to them at a hearing of the Commission, prior to final action.

Section 7: Permits and Conditions

The Commission, after a public hearing, shall issue or deny a permit for the activities requested within 21 days of the close of the hearing. If it issues a permit, the Commission shall impose such conditions as it deems necessary or desirable to protect those values, and all activities shall be done in accordance with those conditions. The Commission shall take into account the cumulative adverse effects of loss, degradation, isolation, and replication of protected resource areas throughout the community and the watershed, resulting from past activities, permitted and exempt, and foreseeable future activities.

The Commission is empowered to deny a permit for failure to meet the requirements of this By-law; for failure to submit necessary information and plans requested by the Commission; for failure to meet the design specifications, performance standards, and other requirements in regulations of the Commission; for failure to avoid or prevent unacceptable significant or cumulative effects upon the resource area values protected by this By-law; and where no conditions are adequate to protect those values.

Lands within 100 feet of wetlands resource areas are presumed important to the protection of these resources because activities undertaken in close proximity to wetlands and other resource, either immediately, as a consequence of construction, or overtime, as a consequence of daily operation or existence of the activities. These adverse impacts from construction and use can include, without limitation, erosion, siltation, loss of groundwater recharge, poor water quality, and harm to wildlife habitat. The Commission therefore may require that the applicant maintain a strip of continuous, undisturbed vegetative cover in part or all of the 100-foot area and set other conditions on this area, unless the applicant provides evidence deemed sufficient by the Commission that the area or part of it may be disturbed without harm to the values protected by the law.

A permit shall expire three years from the date of issuance. Any permit shall be renewed for additional one year periods if a request for renewal is received in writing by the Commission at least thirty (30) days prior to expiration of the permit, and providing the Commission finds that (1) good cause has been shown for such extension and (2) such extension will not have significant adverse effects, immediate or cumulative, upon any of the wetland values protected by this By-law. Notwithstanding the above, a permit may contain requirements which shall be enforceable for a stated number of years, indefinitely, or until permanent protection is in place, and shall apply to all owners of the land.

The Commission shall, after receiving a written request for a Certificate of Compliance, inspect the resource area and buffer zone where any activity governed by a permit issued under this By-law was carried out. If such activity has been completed in accordance with said permit, the Commission shall within twenty-one (21) days after such a request issue a Certificate of Compliance evidencing such.

Violations of this By-law, submission of false or erroneous information, or new information that substantially alters the likely impact of the project on wetlands resources or values may cause the Commission to revoke or modify a permit or determination issued under this By-law after notice to the holder of the permit or determination, notice to the public, abutters, and town boards, pursuant to Section 5 and Section 6, and a public hearing.

The Commission in an appropriate case may combine the permit or determination issued under this By-law with the Order of Conditions or Determination of Applicability issued under the Wetlands Protection Act, Massachusetts General Law, Ch. 131, § 40, and Regulations, 310 CMR 10.00.

No work proposed in any permit application shall be undertaken until the permit issued by the Commission with respect to such work has been recorded in the registry of deeds or, if the land affected is registered land, in the registry section of the land court for the district wherein the land lies; and until the holder of the permit certifies in writing to the Commission that the permit has been recorded. Such certification shall include the book and page or instrument number and date.

Section 8: Regulations

After the public notice and public hearing, the Commission shall promulgate reasonable rules and regulations to effectuate the purposes of this By-law. Failure by the Commission to promulgate such rules and regulations or a legal declaration of their invalidity by a court of law shall not act to suspend or invalidate the effect of this By-law.

At a minimum these regulations shall define key terms in this By-law not inconsistent with the By-law and procedures governing the amount and filing of fees.

Section 9: Definitions

The following definitions shall apply in the interpretation and implementation of this By-law.

The term “bank” shall include the land area which normally abuts confines of a water body; the lower boundary being the mean annual low flow level, and the upper boundary being the first observable break in the slope or the mean annual flood level, whichever is higher.

The term “vernal pool” shall include, in addition to that already defined under the Wetlands Protection Act, Massachusetts General Law, Ch. 131, § 40 and Regulations there under, 310 CMR 10.00, any confined basin or depression not occurring in existing lawns, gardens, landscaped areas, or driveways which, at least in most years, holds water for a minimum of two continuous months during the spring and/or summer, contains at least 200 cubic feet of water at some time during most years, is free of adult predatory fish populations, and provides essential breeding and rearing habitat functions for amphibian, reptile, or other vernal pool community species, regardless whether the site has been certified by the Massachusetts Division of Wildlife and Fisheries. The presumption of essential habitat value may be overcome by the presentation of credible evidence, which in the judgment of the Commission demonstrates that the basin or depression does not provide the habitat functions as specified in the By-law regulations. The buffer zone for vernal pools shall extend 1,000 feet from the mean annual high-water line defining the depression, or one-half of the distance between the vernal pool and any existing house foundation, whichever is smaller. In either case the buffer zone for vernal pools shall not extend over existing lawns, gardens, landscaped or developed areas.

The term “existing” in the determination of buffer zones shall mean existing as of the date this By-law becomes effective.

The term “isolated land subject to flooding” shall include an area, depression, or basin that holds at minimum one-eighth acre-foot of water and at least six inches of standing water once a year. Not included are swimming pools, artificially lined ponds or pools, or constructed wastewater lagoons. The buffer zone for isolated land subject to flooding shall be 25 feet.

The term “pond” shall include any open body of fresh water with a surface area observed or recorded within the last ten years of at least 5,000 square feet. Ponds shall contain standing water except for periods of extended drought. Not included are swimming pools, artificially lined ponds or pools, or constructed wastewater lagoons. The buffer zone for ponds under 10,000 square feet shall extend 100 feet from the mean annual high-water or one-half of the distance from existing house foundation, whichever is smaller, but in no case shall the buffer zone include existing lawns, gardens, landscaped or developed areas.

The term “rare species” shall include, without limitation, all vertebrate and invertebrate animal and plant species listed as endangered, threatened, or of special concern by the Massachusetts Division of Fisheries and Wildlife regardless of whether the site in which they occur has been previously identified by the Division.

The term “person” shall include any individual, group of individuals, association, partnership, corporation, company, business organization, trust, estate, the Commonwealth or political subdivision thereof to the extent subject to town By-laws, administrative agency, public or quasi-public corporation or body, this municipality, and any other legal entity, its legal representatives, agents, or assigns.

The term “alter” shall include, without limitation, the following activities when undertaken to, upon, within or affecting resource areas protect by this By-law:

- (a) Removal, excavation, or dredging of soil, sand, gravel, or aggregate materials of any kind;
- (b) Changing of preexisting drainage characteristics, flushing characteristics, sedimentation patterns, flow patterns, or flood retention characteristics;
- (c) Drainage, or lowering of water level or water table;
- (d) Dumping, discharging, or filling with any material which may degrade water quality;
- (e) Placing of fill, or removal of material, which would alter elevation;
- (f) Driving of piles, erection, or repair of buildings, or structures of any kind;
- (g) Placing of obstructions or objects in water;
- (h) Destruction of plant life including cutting of trees;
- (i) Changing temperature, biochemical oxygen demand, or other physical, biological, or chemical characteristics of any waters;
- (j) Any activities, changes, or work which may cause or tend to contribute to pollution of any body of water or ground water;

- (a) Incremental activities which have or may have a cumulative adverse impact on the resource areas protected by this By-law.

Except as otherwise provided in this By-law or in regulations of the Commission the definitions of terms in this By-law shall be as set determination, which may in an appropriate case be combined with a Certificate of Compliance issued under the Wetlands Protection Act. A Certificate of Compliance may specify conditions in the permit, which will continue to apply for a fixed number of years or permanently and shall apply to all owners of the land.

Section 10: Security

As part of a permit issued under this By-law, in addition to any security required by any other municipal or state board, agency, or official, the Commission may require that the performance and observance of the conditions imposed thereunder (including conditions requiring mitigation work) be secured wholly or in part by a proper bond or deposit of money or negotiable securities or other undertaking of financial responsibility sufficient in the opinion of the Commission, to be released in whole or in part upon issuance of a Certificate of Compliance for work performed pursuant to the permit.

Section 11: Enforcement

No person shall remove, fill, dredge, build upon, degrade, or otherwise alter resource areas and buffer zones protected by this By-law, or cause, suffer, or allow such activity, or leave in place unauthorized fill, or otherwise fail to restore illegally altered land to its original condition, or fail to comply with a permit or an enforcement order issued pursuant to this By-law.

Where the Commission deems it necessary to carry out its duties under this By-law by entering privately owned land it shall do so with the authority of the property owner and shall be subject to the limitations imposed by the applicable federal and state laws. With the authority of the property owner or his/her designee the Commission may make or cause to be made such examinations, surveys, or sampling as the Commission deems necessary.

The Commission shall have authority to enforce this By-law, its regulations, and permits issued thereunder by violation notices, administrative orders, and civil and criminal court actions. Any person who violates provisions of this By-law may be ordered to restore the property to its original condition and take other action deemed necessary to remedy such violations, or may be fined, or both.

Municipal boards and officers, including any police officer or other officer having police powers, shall have authority to assist the Commission in enforcement.

Any person who violates any provision of this By-law, or regulations, permits, or administrative orders issued thereunder, shall be served with a Notice of Violation enumerating the alleged violations. If after ten business days the Commission has not received what it deems to be either (a) sufficient evidence demonstrating that no violations have occurred, or (b) a filing that will remove the violations along

with evidence that sufficient progress is being made to correct the violations, then the violator shall be punished by a fine of \$100 per offense. Beginning ten business days after the date of the Notice of Violation each day or portion thereof during which a violation continues, or unauthorized fill or other alteration remains in place, shall constitute a separate offense, and each provision of the By-law, regulations, permits, or administrative orders violated shall constitute a separate offense.

As an alternative to criminal prosecution in a specific case, the Commission may issue citations under the non-criminal disposition procedure set forth in Massachusetts General Law, Ch. 40, § 21D.

Section 12: Burden of Proof

The applicant for a permit shall have the burden of proving by a preponderance of credible evidence that the work proposed in the permit application will not have significant or cumulative negative effect upon the resource area values protected by this By-law. Failure to provide evidence that in the judgment of the Commission is adequate to support this burden shall be sufficient cause for the Commission to deny a permit or grant a permit with conditions.

Section 13: Appeals

A decision of the Commission shall be reviewable in the Superior Court in accordance with Massachusetts General Law, Ch. 249, § 4.

Section 14: Relation to the Wetlands Protection Act

This By-law is adopted under the Home Rule Amendment of the Massachusetts Constitution and the Home Rule statutes, independent of the Wetlands Protection Act, Massachusetts General Law, Ch. 131, § 40, and Regulations, 310 CMR 10.00, thereunder.

Section 15: Severability

The invalidity of any section or provision or phase of this By-law shall not invalidate any other section or provision or phase thereof, nor shall it invalidate any permit or determination which previously has been issued.

TOWN OF MAYNARD

BY-LAWS

CHAPTER XXVIII

PERSONNEL BYLAW

Section 1. Purpose and Intent

The purpose of the Personnel Bylaw is to establish fair and equitable personnel policies and to establish a system of personnel administration based on merit principles that ensure a uniform fair and efficient application of personnel policies. The intent of this bylaw is to provide a method of recruitment, selection, development, and retention of a work force that is skilled and effective in accomplishing the service delivery mission of the Town. Personnel actions are to be made without regard to sex, race, religion, color, age as defined by law, disability, political affiliation or other non-job related factors, and shall be based on merit and fitness.

Section 2. Application

All Town departments and positions shall be subject to the provisions of this bylaw, except elected officers, members of boards and commissions, and employees of the School Department. To the extent that the provisions of any collective bargaining agreement conflicts with any provisions of this bylaw or personnel policies adopted pursuant to Section 5, the provisions of the collective bargaining agreement shall prevail. This bylaw is adopted pursuant to the authority granted by Article LXXXIX of the Constitution of the Commonwealth and General Law, Chapter 41, Sections 108A and 108C.

Section 3. Responsibility of the Town Administrator

The Town Administrator shall be responsible for the establishment and maintenance of a personnel system based on merit principles. The Town Administrator shall have all the personnel management powers and duties as provided by the Maynard Town Charter and shall formulate personnel policies pursuant to Section 5 of this bylaw.

Section 4. Contents of Personnel Policies

The personnel policies shall establish a personnel system which shall include, but need not be limited to, the following elements:

- a) A method of administration. A system of administration which assign specific responsibility for all elements of the personnel system, including: maintaining personnel records; implementing effective recruitment and selection processes; maintaining the classification and compensation plans; monitoring the application of policies and periodic reviews and evaluation of the personnel system.
- b) A classification and compensation plan.
- c) A recruitment and selection policy.
- d) A centralized personnel record keeping system, and
- e) Other elements of a personnel system as deemed appropriate or necessary.

Section 5. Adoption of Policies

The Town Administrator is empowered and authorized by this bylaw to adopt personnel policies defining the rights, benefits, and obligations of employees subject to this bylaw, provided however, decisions made by the Town Administrator to classify a position shall be subject to the ratification of the Town Meeting. The Town Administrator shall be responsible for the development of personnel policies. Any Board or Committee, department head, or any single employee or group of employees may recommend personnel policies to the Town Administrator for consideration. Such policies shall become effective in accordance with the following procedure:

- a) The Town Administrator shall prepare proposed personnel policies.
- b) The Town Administrator shall consult with employees that may be affected by proposed changes in personnel policies.
- c) The Town Administrator shall finalize personnel policies and transmit in writing any proposed policies to the Board of Selectmen.
- d) Policies shall become effective on the thirtieth day following the day on which notice of proposed policy is filed with the Board of Selectmen, unless the Board of Selectmen shall within said period vote to reject any such policy.
- e) Copies of new or amended policies shall be posted and distributed to department heads and employees.

Section 6. Severability

The provisions of this bylaw and any policies adopted pursuant to this bylaw are severable. If any bylaw provision or policy is held invalid, the remaining provisions of the bylaw or policy shall not be affected thereby.

Section 7. Effective Date

This bylaw shall take effect July 1, 2005.