



OFFICE OF THE  
**BOARD OF SELECTMEN**  
**TOWN OF MAYNARD**  
MUNICIPAL BUILDING  
195 MAIN STREET  
MAYNARD, MASSACHUSETTS 01754  
Tel: 978-897-1301 Fax: 978-897-8457

**Meeting Minutes**  
**Tuesday, June 4, 2019**  
Town Hall, Room 201  
*(This public meeting was recorded.)*

**Present:**

Armand Diarbekirian, Selectman  
Chris DiSilva, Chairman/Selectman  
David Gavin, Selectman  
Melissa Levine-Piro, Clerk/Selectman

Justine St. John, Selectman  
Gregory W. Johnson, Town Administrator  
Megan Zammuto, Assistant Town Administrator  
Becky Mosca, Administrative Assistant

**1. Meeting Opening**

A. Mr. DiSilva called the meeting to order at 7:00 pm. No requests for public comment were heard.

**2. Fire Department**

Maynard Fire Department Chief Anthony Stowers pinned new Captains Michael Parr and John King, and pinned new Firefighters Alex Martinec, Ed Wasiuk, and Brian Kramer.

**3. Acceptance of Minutes**

**A motion was made by Mr. DiSilva and seconded by Ms. Levine-Piro to accept and approve the May 21, 2019 Meeting Minutes, as shown.**

Voted: *Motion carried unanimously.*

**A motion was made by Mr. DiSilva and seconded by Mr. Diarbekirian to accept and approve the Executive May 21, 2019 Meeting Minutes, as shown but not release them.**

Voted: *Motion carried unanimously.*

**4. Correspondence**

**A motion was made by Mr. DiSilva and seconded by Ms. St. John to accept the list of eleven correspondence items (A thru K), as presented.**

A. Complete Street Plan for the summer.

B. Audit, Maynard Contributory Retirement System Year Ended December 31, 2019

C. Current Job posting for Town of Maynard.

D. Assistant Facilities Director resignation, Tim Goulding.

E. Xfinity Packages with Cinemax.

F. The Honeybee Meadow.

G. Historical Commission notice of renewal appointment to Community Preservation Committee – Ellen Duggan.

- H. Resume for Josh Morse, School Committee opening.
- I. Resume for John Skogstrom, School Committee opening.
- J. Resume for Brian Sanders, School Committee opening.
- K. Resume for Maro Hogan, School Committee opening.

Ms. St. John had question about item A, (Complete Street Plan for summer). Town Engineer, W. Amico gave answer that the project would start near end of June or beginning in July.

Ms. St. John commented on item D, (Assistant Facilities Director resignation, Tim Goulding). She wished him good endeavors and that he worked very hard here in Maynard.

Voted: *Motion carried unanimously.*

#### **5. Consent Agenda**

**A motion was made by Mr. DiSilva and seconded by Ms. Levine-Piro** to accept and approve the list of the three Consent Agenda items (A thru C), as shown.

- A. Block Party Permit – Brooks Street Sunday, June 23, 2019.
- B. Renewal Terms for Boards, Committee, and Commission members.
- C. Cemetery Deed #2054

Voted: *Motion carried unanimously.*

#### **6. Interview new Conservation Commission member**

Kaitlin Young, Conservation Agent, and Conservation Members supported the appointment of candidate John Milhaven.

**A motion was made by Mr. DiSilva and seconded by Ms. St. John** to appoint John Milhaven to the Conservation Commission with a term June 30, 2022.

Mr. Milhaven said he moved to Maynard back in 1996. Board asked he if had attended any meeting with Conservation. Mr. Milhaven replied that he had and that he went on a site visit with Conservation Commission.

Voted: *Motion carried unanimously.*

#### **7. Capital Planning Committee**

Mr. Johnson mentioned that the Charter lists 3 members and the By-Laws list 5 members with staggered terms of 2-2-1 for the Capital Planning Committee.

Mr. Diarbekirian has someone in mind for this committee. Board would like to know the charge for this committee. They directed Mr. Johnson to add to the June 18, 2019 meeting if ready to consider the charge and membership.

#### **8. Department Head Presentation**

Michelle Sokolowski, Town Clerk, gave a presentation in overview of the Town Clerk's responsibilities and role in the town government. A copy of the presentation is on the town website. Ms. Sokolowski described the Town Clerk's role in management of all public records for the Town of Maynard, and as the Chief Election Official and Public Information Officer.

Mr. Gavin asked about the early voting and if that would continue for our residents in the future. Ms. Sokolowski said she would get the answer to that question and get back to board.

#### **9. Stantec Presentation Infiltration and Inflow Status Report**

Victor Olsen, Stantec, presented the Town of Maynard Sanitary Sewer Infiltration and Inflow Program. A copy of the presentation is on the town website.

This includes the sewerage collection system that has nearly 42 miles of sewer pipes and various sizes and ages. The town maintains 10 pump stations. The Department of Public Works is responsible for managing the program. The permit requirements for the program include many elements. A five year plan is maintained with help from Stantec. The town is mandated to keep up with all permits and improvements and rehabilitation. A new building inspections program will be added this fall to all residents.

#### **10. Discuss Cannabis Control License / Application and Marijuana Retailers Rules and Regulations**

Sarah Bellino, Town Counsel, attended to receive inquiries from the board.

Mr. Johnson said that the Maynard Planning Board recently approved the Special Permit for proposed recreational marijuana retailer Mass Well Springs. Mr. Johnson recommended the board review the retailer license application and the related rules and regulations.

Mr. Zammuto indicated that Mass Well Spring has not sent in a complete application to the state's Cannabis Control Commission. A second proposer, Green Star, has completed the application with the Cannabis Control Commission and is waiting for state review. Green Star is working with the Maynard Planning Board to get their Special Permit.

Ms. Bellino recommended that the town's rules and regulations for marijuana retail that were approved last fall be considered for amendments to reflect updated guidance from the state as well as lessons learned from other towns. Mr. Johnson stated that he felt that there is no urgency for review because of the anticipated lengthy review period at the state level. The board's concerns included a retailer's hours of operations and parking scheme.

The Town of Webster was cited as having a exemplary systematic guide for the marijuana establishment process in their town.

Mr. Johnson said another business by the name of New Cann is in works with legal working out another host agreement with Maynard for the board's review and approval.

#### **11. Discuss Development Agreement and request a board member to join this working group**

Ms. Zammuto indicated that the developer has requested a development agreement with the town and a working group would help to get this project done for 115 Main Street.

**A motion was made by Mr. DiSilva and seconded by Ms. St. John to nominate Mr. Diarbekirian** as a member of the development agreement-working group for 115 Main Street.

Voted: *Motion carried unanimously.*

#### **12. Fire Station Sign Quotes and Images**

Mr. Johnson requested direction from the board as to whether to maintain, improve, demolish or replace the town's marquee signage in front of the fire station. The board's questions regarding the sign included: Does it comply with the Town By-Laws? Do we have other options for a sign? Would we be moving sign once fire department moves to new site?

Mr. Johnson will review and get more information for the board to review.

#### **13. Reserve Fund Transfer**

Ms. Resendes, School Business Officer, and Ms. Hogan, School Committee member, attended to answer any questions related to the first batch of invoices for the Green Meadow School's remediation, as appropriated the Annual Town Meeting on May 20, 2019.

**A motion was made by Mr. DiSilva and seconded by Mr. Diarbekirian** to accept Reserve Fund Transfer request in the amount of \$384,942.16 submitted by the School Department for activities related to the remediation of Green Meadow School with funding source from Article 3, Certified Free Cash May 20, 2019 Annual Town Meeting.

Mr. Gavin commented that the Finance Committee would ask questions for any of the invoices in this batch for the details.

Ms. Resendes commented that this first batch of invoices is related to construction of phase one, payroll, testing and replacement of classroom items and other materials.

Mr. Estabrook, chair of the Finance Committee, indicated the Finance Committee would be looking at details of the invoices.

Voted: *Motion carried unanimously.*

#### **14. Discuss Special Fall Town Meeting**

Date on hold for the Fowler School Auditorium for Monday, November 18, 2019. Board will set date at next meeting June 18, 2019.

#### **15. Review Board Priorities for FY18 and FY19**

Mr. Johnson requested direction from the board as to their preference for a future meeting in consideration of the board's goals, priorities, or both.

Mr. DiSilva thinks the board should set goals. The board directed a special board meeting be scheduled for August 8, 2019 at the Maynard Golf Course to start at 6:00 pm to develop its goals for the 2020 fiscal year.

The board was encouraged to review the board's priorities for FY18 and FY19 in anticipation of developing FY20 priorities and or goals.

#### **16. Review dates for FY2020 Board Meetings**

The board reviewed a draft schedule for FY20 Board of Selectmen meeting dates and provided revisions based on availability and preference. The board directed to continue consideration of the draft schedule at their next regular meeting scheduled for June 18, 2019.

#### **17. Town Administrator Report**

Mr. Johnson provided no comments on his submitted report in the board's meeting documents.

He noted that the Town Clerk's Annual Town Meeting results were available for review.

Mr. Johnson spoke about the missing files from the Town Clerk's Office.

Mr. Diarbekirian asked about the status of the hiring process for a Director of Public Works. Mr. Johnson commented that he has 18 resumes and will be presenting his recommended hiring process at a future meeting.

#### **18. Chairman's Report**

Mr. DiSilva reported on the recent Memorial Day Parade.

Mr. DiSilva congratulated the Maynard High School class of 2019.

#### **19. Board Member Reports**

Ms. Levine-Piro attended the business anniversary of Be The Love Yoga on Saturday, June 1, 2019, and noted that it was attended and that downtown was very busy that day.

Mr. Diarbekirian attended a comedy show in West Acton over the weekend and it is pending for the same event here in Maynard in September at Will Doyle's "Sanctuary".

Mr. Gavin congratulated the Class of 2019. He updated the board on the on-line market safe exchange area being developed with Police Chief Dubois.

Ms. St. John spoke about the 12 Maynard High School juniors that are over in London and then going to Normandy for the D-Day anniversary and that it is a trip of a lifetime. She noted that three board members attended a meeting for the Hometown Heroes Banner and that this meeting considered adding flags to the poles here in town and that the group wants to roll out flags that have a picture of the heroes for Maynard on the banners. Ms. St. John reported on attending a meeting with the administrations of both the school and town regarding the role of facilities management in town. She noted that she would be attending a class on financial planning.

**20. Adjournment**

A motion was made by Mr. DiSilva and seconded by Ms. St. John to adjourn the meeting at 9:30 p.m. Voted: Motion carried unanimously.

Approved: 7:24 pm  
Date: 6/18/19

  
Melissa Levine-Piro, Clerk/Selectman

Initials: bjm