



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, July 16, 2019

Town Hall, Room 201

(This public meeting was recorded.)

Present:

Armand Diarbekirian, Selectman
Chris DiSilva, Chairman/Selectman
David Gavin, Selectman

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

1. Meeting Opening

A. Mr. DiSilva called the meeting to order at 7:00 pm.

B. Public Comments

a. Gwyneth Tomyl, 68 Powder Mill Road, discussed her frustration with potholes and the poor quality of the roads in town. She suggested painting the pot holes a bright color to give a warning to drivers. She discussed the maintenance of the cemetery, and the invasive species dogwood and bittersweet. She encouraged the town to improve cemetery maintenance.

2. Acceptance of Minutes

A motion was made by Mr. DiSilva and seconded by Mr. Diarbekirian to accept and approve the July 2, 2019 Meeting Minutes, as shown.

Voted: *Motion carried unanimously.*

A motion was made by Mr. DiSilva and seconded by Ms. St. John to accept and approve the Executive June 18, 2019 Meeting Minutes, as shown but not release them.

Voted: *Motion carried unanimously.*

3. Correspondence

A motion was made by Mr. DiSilva and seconded by Mr. Gavin to accept the list of eight correspondence items (A thru H), as presented.

A. Letter to School Committee, resignation letter from Dr. Robert Gerardi

B. Xfinity TiVo Customer Accessing on Demand App

C. Notice of Decision Application PB-1905-Emerson Medical located at 21 Main Street Maynard

D. Thank you letter from Library, Mark Malcolm for support regarding the Summer Concert in the Park

E. 27th Annual Maynard Community Fest Saturday October 5, 2019

- F. Hanscom AFB Scoping Letter – Off Base Office Space Leasing
- G. Maynard Business Guide an easy guide to licensing, permitting, and zoning in Maynard
- H. Maynard Golf Course Report for June 2019

Mr. Gavin asked if the Town Administration had replied to the Hanscom Airforce Base Scoping Letter, Item F. Ms. Zammuto replied that staff would send the letter to commercial property owners in town.

Ms. St. John thanked Bill Nemser, Kaitlin Young and Mr. Diarbekirian for their work on the Business Guide, Item G.

Mr. DiSilva asked a question about the payment status in the Maynard Golf Course Report for June 2019, Item H. Mr. Johnson will follow up with the golf course. Mr. Diarbekirian commented that he would like to see the Maynard Golf Course Report on a monthly basis.

Voted: *Motion carried unanimously.*

4. Consent Agenda

A motion was made by Mr. DiSilva and seconded by Ms. St. John to accept and approve the list of the seven Consent Agenda items (A thru G), as shown.

- A. Revised Board of Selectmen meeting calendar of dates for the 2019-2020 term
- B. Maynard Fest Event on Behalf of the Assabet Valley Chamber of Commerce Saturday, October 5 from 9:00 am to 4:00 pm
- C. Coolidge Field – request from School, K. Caruso
- D. 8th Annual Holiday Sip & Stroll Saturday December 14, 2019 from 6:00 pm to 8:30 pm
- E. Amendments to Zoning By-Laws – Request for Referral to Planning Board Zoning By-Laws Amend Section 3.1.2, Use Regulations, Table A, “4 Government, Institution and Public Services Uses”
- F. Proclamation Unsung Heroine Award D. MacKeen
- G. Proclamation Unsung Heroine Award D. Pimenta

Mr. Gavin requested that future Town Meeting articles be considered their own agenda item instead of part of the consent agenda, per Item E.

Ms. St. John asked to confirm that no one else is using the Coolidge Field School during the time requested, per Item C. Staff confirmed that there is no conflict.

Mr. Diarbekirian commented on Item A. He stated that he has a conflict on September 3rd.

Mr. DiSilva presented a proclamation to Dottie MacKeen a recipient of the Unsung Heroine Award she received during the 2019 Unsung Heroines of Massachusetts Celebration by the Massachusetts Commission on the Status of Women. He thanked her for all of her service to the Town of Maynard.

Mr. DiSilva presented a proclamation to Danielle Pimenta a recipient of the Unsung Heroine Award she received during the 2019 Unsung Heroines of Massachusetts Celebration by the Massachusetts Commission on the Status of Women. He thanked her for all of her service to the Town of Maynard, per Items F and G.

Voted: *Motion carried unanimously.*

5. Interview and Appoint new member of the Master Plan Steering Committee

A motion was made by Mr. DiSilva and seconded by Ms. St. John to appoint Christopher Butler to the Master Plan Steering Committee with a term to expire December 31, 2019.

The Board asked Mr. Butler if had attended any Master Plan meetings. Mr. Butler replied that he had participated in one of the first public meetings at the Maynard Golf Course in 2018. The Board thanked Mr. Butler for volunteering.

Voted: *Motion carried unanimously.*

6. Funding the Maynard Community Fire Station

This item was removed from the agenda.

7. Change Order – Stantec Amendment 1 to Engineering Services for 129 Parker Street Downstream Sewer Improvements

A motion was made by Mr. DiSilva and seconded by Ms. St. John to accept and approve contract amendment with Stantec Consulting Services Inc. for Engineering Services for 129 Parker Street Downstream Sewer Improvements for \$68,000.00.

Mr. Gavin asked Town Engineer Wayne Amico how this contract extension relates to the grant that was received for this project last year. Mr. Amico stated that the grant funding covered a portion of the project, and the remainder will be paid by the Town. Ms. St. John asked if this would be the last change order. Mr. Amico stated that he could not guarantee that this is the last change order, but they do not expect any additional change orders at this time.

Voted: *Motion carried unanimously.*

8. Paving Plan for 2019 to 2020

A motion was made by Mr. DiSilva and seconded by Ms. St. John to approve proposed 2019 Calendar Year Paving Program.

Mr. Diarbekirian noted that Tiger Drive has significant potholes, but it is not on the list. He asked how the list is created. Mr. Johnson and Mr. Amico outlined the process that determines the paving management plan. The Town works with a consultant to evaluate all the streets. Often it makes the most sense to maintain the good streets for long-term economic value for the Town. The Town tries to find the balance between fixing failed roads and maintaining roads before they fail.

Ms. St. John asked if the Town could maintain part of the street instead of the whole street. Mr. Amico stated that that is possible and the system identifies the streets from intersection to intersection.

Mr. Diarbekirian asked if there is flexibility in altering the pavement plan, as he feels some failed roads need attention now.

Mr. Gavin discussed the process of creating a pavement plan. He explained that it is important to be consistent in following the plan. He encouraged residents to report potholes, as public safety is our main priority.

Mr. DiSilva asked Mr. Amico to send the Board the full 2018 pavement management report.

Voted: *Motion carried unanimously.*

9. End of Year Budget Transfers

A. Reserve Fund Transfers

A motion was made by Mr. DiSilva and seconded by Ms. St. John to accept the Reserve Fund request in the amount of \$40,085.00 submitted by the School Department for activities related to the Utilities / Washington Gas.

A motion was made by Mr. DiSilva and seconded by Ms. St. John to accept the Reserve Fund request in the amount of \$63,180.21 submitted by the School Department for activities related remediation of Green Meadow School.

Ms. Resendes, School Business Manager discussed the reserve fund transfer requests. Ms. Resendes mentioned that she is waiting on a quote for a fire alarm, and she recently received a higher than anticipated quote from the electrical company.

Mr. Guzzo, Town Accountant and Finance Director discussed an issue with Washington Gas. The company claims they did not bill the Town for a period of several months. The Accounting office will provide a full audit to determine if this is correct. The school department shares in 35% of the costs.

Voted: *Motion carried unanimously.*

B. Request for transfers between or within Departments – Town of Maynard

A motion was made by Mr. DiSilva and seconded by Ms. St. John to accept the transfers between or within Departments for the Town of Maynard as shown.

Ms. St. John noted that this budget transfer is higher than it has been in the past.

Voted: *Motion carried unanimously.*

10. NewCann Host Community Agreement Discussion

Ms. Zammuto reviewed three areas where Town Administration would like guidance from the Board regarding the Host Community Agreement with NewCann. The board discussed the following questions;

- Would the Board prefer to have a business location identified prior to entering into a Host Community Agreement?
- How would the Board like to proceed regarding the prohibition of self-service displays?
- How would the Board like to proceed regarding the prohibition of vending machines?

The Board discussed the questions with representatives from NewCann, LLC. Mr. Gavin expressed that since it is a new industry, he would support a conservative approach with these questions. The Board thanked NewCann for providing their perspective and decided to continue the discussion on August 6th when Counsel Kate Feodoroff will be present.

11. Town Administrator Report

The Board discussed the best way to review the town budget. The Board decided to request a quarterly report. Mr. Johnson shared that the Town Clerk is on medical leave and the former Assistant Clerk has been assisting in clerk duties for two hours in the morning from 8AM – 10AM Monday – Thursday.

12. Chairman's Report

Mr. DiSilva acknowledged the public comments from the meeting and asked that the Town Administration look into cemetery maintenance.

13. Board Member Report

Mr. Diarbekirian discussed a complaint he received about an interaction with a staff member. He emphasized the importance of customer service. Mr. Gavin noted that the building removal at 31 Main Street has already improved the aesthetic of the area. Mr. Gavin also acknowledged the passing of Ms. Bernie McLaughlin, former principal of Green Meadow School. Ms. St. John discussed her meeting tomorrow with the Green Meadow Group and project manager Bill Goddard.

Adjournment

A motion was made by Mr. DiSilva and seconded by Ms. St. John to adjourn the meeting at 9:10 p.m. Voted: *Motion carried unanimously.*

Approved: 6:42 pm

Date: 8/6/19



Melissa Levine-Piro, Clerk/Selectman

Initials: mjz