



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, September 10, 2019

Town Hall, Room 201

(This public meeting was recorded.)

Present:

Chris DiSilva, Chairman/Selectman

David Gavin, Selectman

Melissa Levine-Piro, Selectman

Justine St. John, Selectman

Gregory W. Johnson, Town Administrator

Megan Zammuto, Assistant Town

Administrator

Becky Mosca, Administrative Assistant

Absent:

Armand Diarbekirian, Selectman,

1. Meeting Opening

Public Comments: Josh Morse, resident of Powder Mill Road, read aloud a statement of “opportunities for budget savings, and increased revenue”. Mr. Morse stated he would provide his statement for public record.

2. Acceptance of Minutes

A motion was made by Mr. DiSilva and seconded by Ms. St. John to accept and approve the August 27, 2019 Executive Meeting Minutes, as shown, but not to be released.

Voted: *Motion carried unanimously.*

3. Correspondence

A motion was made by Mr. DiSilva and seconded by Ms. Levine-Piro to accept the list of ten correspondence items (A thru J), as presented.

- A. Legal Notice – Planning Board revised plan for 115 Main Street Mixed use hearing Sept. 10, 2019
- B. Public hearing Notice to determine the new fees for trash stickers
- C. Notice of public meeting: Minimum Property Standards By-Law
- D. MAPC – Clean Energy Update – August 2019
- E. Maynard Fest 2019 – October 5, 2019 – Accepting Vendor Applications
- F. The Vue at Maynard Crossing – Affordable Housing Lottery
- G. Join Lieutenant Governor Karyn Polito at the 2019 Municipal Best Practices Conference

- H. MDAR August/September Farm and Market Report
- I. Research on other municipal golf course offering resident rates
- J. Artspace Annual Group Show Invitation September 4 2019 thru October 7, 2019

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 five Consent Agenda items (A thru E), as shown.

- a. Cemetery Deed 2058
- b. Request for Entertainment Permit for 4-Day Carnival pending approval from Mill and Main.
- c. Request for Annual Christmas Parade – Sunday December 1, 2019
- d. Appointment to Community Preservation Committee, Linde Ghere with term expiring June 30, 2021
- e. One-Day License to Sell Beer and Wine at Fine Arts Theatre Ibero-American Movie on Friday, October 18, 2019 from 6:30 to 8:30 pm

Voted: *Motion carried unanimously.*

5. Non-Union Contract

A motion was made by Mr. DiSilva and seconded by Ms. Levine-Piro to approve the Director of Public Works Contract, effective September 30, 2019 and remain in full force and effect until June 30, 2022.

Mr. Gavin, expressed his concern with giving a full time vehicle to new DPW Director in times that cost is an issue.

The other present Board members expressed their approval of permitting the DPW Director to use a municipal vehicle to travel between home and town.

Voted: *3-1 (Gavin opposed)*

6. Police & Fire Department

A motion was made by Mr. DiSilva and seconded by Ms. St. John to approve new Patrolman, Adam C Hyde with effective date September 16, 2019.

Voted: *Motion carried unanimously.*

A motion was made by Mr. DiSilva and seconded by Ms. St. John to approve new Firefighter Ryan Johanson with effective date of August 19, 2019.

Voted: *Motion carried unanimously.*

7. Joint Meeting with School Committee

Bethlyn Houlihan, School Committee Chair, expressed the Committee's support to act in response to the recent report from an engineer's observation of the conditions of the roofing at the pre-kindergarten and kindergarten classrooms at the Green Meadow Elementary School.

The Board of Selectmen agreed to work with the School Committee to address the concerns of the roofing. Town Administrator Greg Johnson reported that he is finalizing the Request For Qualifications to procure a firm to perform a roofing assessment and provide recommendations for remediation. In light of this issue and other similar conditions that require partnership between the bodies, Mr. DiSilva expressed his desire to schedule a joint meeting between the School Committee, Board of Selectmen and Finance Committee as a “round table” forum to discuss “all things Maynard.”

Lydia Clancy, School Committee member, submitted pictures of roof.

8. Application for Common Victualler and Entertainment License

Introduction by Bledar and Enita Qejvanas new owners of Boston Bean House.

A motion was made by Mr. DiSilva and seconded by Ms. St. John to accept and approve new Common Victualler and Entertainment license at Boston Bean House, 102 Main Street Maynard, MA., for new owner Bledar Qejvanas.

Voted: *Motion carried unanimously.*

9. Additional Appointments to Coolidge School Working Group

A motion was made by Mr. DiSilva and seconded by Mr. Gavin to accept and approve the two new appointments to the Coolidge School Working Group as follows, Ken Neuhauser and John Cramer with terms expiring on December 31, 2020.

Voted: *Motion carried unanimously.*

10. Maynard Master Plan – Draft Goals and Recommendations

Adam Conn and Brendon Chetwynd from the Master Plan Steering Committee gave Board a brief update of the draft master plan and goals they have developed for the town. They are looking for feedback from all town groups, including the Board of Selectmen and School Committee. Their next steps are to include guiding principles.

Mr. DiSilva complimented the writing style for its readability.

Ms. St. John inquired for clarification as to the mention of staffing at the library.

Mr. Gavin wanted to make sure the outskirts of town, beyond downtown, are covered in the report.

11. Discuss / consider increase in trash stickers

Mr. Johnson, town staff, and the town’s Budget Sub-Committee are reviewing the trash sticker fees.

Mr. Johnson received direction to address the gap on the real cost to the town, between what the general fund subsidizes and what revenue is collected from local receipts through the sale of trash stickers. Board has requested options for sticker price amendments for the public hearing on September 17, 2019. In addition, to schedule the next rate options.

12. Review and Discuss Draft Controls to be accepted and approved for warrant

A motion was made by Mr. DiSilva and seconded by Ms. Levine-Piro to accept and approve draft control 1 Amend Town Budget Fund Fiscal Year 2020.

Voted: *Motion carried unanimously.*

A motion was made by Mr. DiSilva and seconded by Ms. Levine-Piro to accept draft control 2 Amend Town Zoning By-Law Section 3.1.2

Voted: *Motion carried unanimously.*

A motion was made by Mr. DiSilva and seconded by Mr. Gavin to accept and approve draft control 3 Disposition of 12 Bancroft Street (Formally Coolidge School).

Voted: *Motion carried unanimously.*

A motion was made by Mr. DiSilva and seconded by Ms. St. John to accept and approve draft control 5 Amend By-Law, Chapter 41, Creating Minimum Property Standards.

Voted: *Motion carried unanimously.*

A motion was made by Mr. DiSilva and seconded by Ms. Levine-Piro to accept and approve draft control 6 Amend By-Law by creating a new By-Law, Chapter 42 Municipal Charges Lien.

Voted: *Motion carried unanimously.*

13. Home Rule Petition update

~~A motion was made by Mr. DiSilva and seconded by _____ to accept and approve the revised language for the Home rule petition now known as H. 3870 as presented.~~

~~Voted: *Motion carried unanimously.*—Withdrawn. Board asked to have rewritten.~~

14. Application Process for Marijuana Establishments

Board had questions regarding limit on how long before the process of it's approval for application process. Assistant Town Administrator Megan Zammuto indicated until it is a date certain.

A motion was made by Mr. DiSilva and seconded by Ms. St. John to accept and approve the presented revision of the cannabis control license application.

Voted: *Motion carried unanimously.*

MS. Levine-Piro feels that Board should review each application received.

Mr. Gavin is concerned with what is currently in the newspaper with regards to the Fall River Mayor. Also, the discussion that the head of the state's Cannabis Control Commission (CCC) Steven Hoffman agrees this whole new business is a work in progress and that we still have some unknown issues.

15. Request Approval for Host Community Agreement with NewCann Group LLC.

Moved to September 17, 2019 for full Board to accept and approve.

16. Town Administrator Report

Mr. Johnson commended Ms. Zammuto's work this week on addressing the public health concerns from a mosquito-borne illness. Ms. Zammuto gave a brief update on this topic. Board wanted to know the funding source, which is to be the Office of Municipal Services budget per Ms. Zammuto.

17. Chairman's Report

None.

18. Board Member Report

No comments from Board members.

19. Adjournment

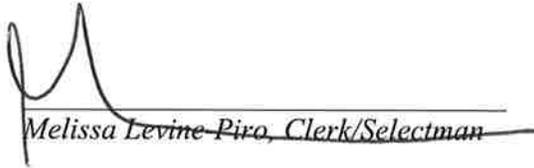
A motion was made by Mr. DiSilva and seconded by Mr. Gavin to adjourn the meeting at 9:04 p.m.

Voted: *Motion carried unanimously.*

Approved: 7:02 pm

Date: 9/17/19

Initials: bjm


Melissa Levine Piro, Clerk/Selectman

*Josh Morse read at BOS meeting 9-10-2019

I would off the following opportunities for budget savings, and increased revenue:

Budget Savings:

1. Zero-base the budget. This process builds the budget from the ground up, justifying every line item based on actual needs while focusing on the effective delivery of strategic goals and objectives. This process should question the status quo, and “because that’s the way we’ve always done it” should be an approach that should be pushed back on.
2. Hiring freeze and staff reduction through attrition on a case by case basis. Create a “Justification to Fill” for every position in the Town. These should all be reviewed and approved by the chain of command. This will force folks to explain why each position is necessary, and what the value added is.
3. Establish a union negotiation team that consists of personnel from MPS and TH for all contracts, and let the unions see exactly what financial challenges we’re faced with. Let them be part of the solution. This will ensure both sides understand the financial challenges that each other are experiencing. This also will create a negotiation team that creates more consistency and continuity in bargaining.
4. Can we evaluate the current MPS out of district placements and perform cost benefit analysis of making strategic investments in MPS staff which reduce current and long-term costs? We should evaluate every OOD placement and determine what can and should be done to bring them back to Maynard if feasible. Going forward, prior to placing students OOD, a cost benefit analysis should be performed based on a developed procedure to determine whether strategic investments should/could be made to keep that student in the district. This work should include a full fiscal analysis each and every time.
5. Establish a Charter School Task Force to develop strategies to keep Maynard students in Maynard Public Schools. Exit interviews should be conducted whenever possible to determine what we can do better as a district to keep more students in MPS.
6. Evaluate all MPS and Town programs that are offered which are beyond basic core services. It’s better to focus on providing high quality basic services than spreading us too thin with unique services that don’t serve the entire community. A survey to determine parent curriculum priorities where the survey forces people to prioritize individual initiatives over one another.
7. Can we evaluate the MPS staff levels in each cost center over the past 5 years, and layer on historical and projected student enrollment levels to determine if we have the appropriate balance of administrative, support, managerial, and educational staff levels? Looking at how

we compare to other communities from a staffing percentage standpoint is of little value, when you don't consider enrollment totals, and projections.

8. Staffing analysis and FTE justification for every department. A buyout cost benefit analysis of our more senior employees should be performed. This should include all forms of compensation, not just pay, as well as employee contributions to Health, Dental, and Retirement.
9. Healthcare and Dental Plan Reform – reduce or eliminate copays for “minute/retail clinics” to incentivize those less expensive healthcare options over ER/UC visits when appropriate. Employee wellness programs should be evaluated and revised or implemented if they don't exist. Explore plan restructuring to save the Town and employees money. Perform a copay comparative analysis of other municipalities. Push the Canadian drug mail order program to save significant money for the Town and employees. (Same exact meds at a fraction of the cost) How do we procure our plans? Can we partner and leverage? How often are the reevaluated? What committee oversees this?
10. Perform a retirement contribution comparative analysis of other municipalities and adjust as appropriate.
11. Perform a cost benefit analysis of current outsourcing practices to determine what should be taken back in house and completed by Town and MPS staff.
12. Perform a cost benefit analysis of services currently provided by the Town and MPS which would be more cost effective to outsource.
13. Perform a cost benefit analysis of use of legal counsel. How do we pick our battles when it comes to legal counsel versus settling or resolving before lawyers are brought in? These decisions should not be made in a vacuum, and should be made with a risk-based approach.
14. Can we standardize all consumable items like paper goods, office supplies, trash bags, hand soap, etc, and buy them all in bulk through a coop or off the state contract to obtain better pricing?
15. Can we buy gasoline and diesel from a coop or through the state at a reduced rate? If we already do, can we join a larger coop to increase our buying power and reduce our rates?
16. Can we buy road salt from a coop or through the state or MassDOT at a reduced rate? If we already do, can we join a larger coop to increase our buying power and reduce our rates?
17. Can we buy fleet from a coop or through the state or MassDOT at a reduced rate? If we already do, can we join a larger coop to increase our buying power and reduce our rates?

18. Can we buy heavy machinery from a coop or through the state or MassDOT at a reduced rate? If we already do, can we join a larger coop to increase our buying power and reduce our rates?
19. Can we buy our natural gas and electricity through a reverse auction or through the state coop to obtain the best pricing? These initiatives can be complicated, and the Town and MPS should solicit professional assistance as needed.
20. How do we procure our trash contract? How long is the contract? What can we do to make this contract more appealing and less expensive? How can we increase competition in the bid process?
21. How do we procure our school bus contracts? Do we allow them to park their buses in Maynard for free? What are the bus standards within this contract? Can these be adjusted to produce savings? Can we provide office space for the bus management company to help reduce their/our costs? How do we market this contract?
22. How do we procure all our DPW contracts? Are we bidding these in the late fall or early winter to capture bid savings? Do we package projects to take advantage of economy of scale? How do we market these contracts? How do we track and evaluate change orders? Do we include unit prices? Are we specifying MassDOT unit prices for road materials and adjusting based on actual market conditions at time of delivery/application?
23. Have we converted out streetlights to LED? How are they controlled? How are we billed for these? Do we negotiate the rates?
24. Is our snow removal performed exclusively by Town staff? If not, how do we procure the contractual services? Do we pay by the hour, or by the inch? How do we supervise the contractors, especially if we pay by the hour? Do we require GPS tracking per the contract to ensure we are billed for time actually spent plowing Maynard public assets? Do we perform annual audits to confirm our approach is in the best financial interest of the Town?
25. Who is responsible for taking advantage of all the different state and federal grant programs? I can provide a list of all of these if needed.
26. Strategic investments in building energy retrofits should be explored to help reduce utility costs.
27. Summer programs in our schools should be clustered to reduce utility and operating costs.

Revenue Opportunities:

1. Solar carports and rooftop solar have the potential to generate \$200,000.00 annually on the school property alone. This could also be done as a partial community share program which, when partnered with ABCD, could direct energy credits to those residents who qualify based on income, independent of age.
2. Zoning Redesign, development incentivization, expansion of by-right, marketing Maynard, etc. There are plenty of ways to attract smart growth here in Maynard. However, they are all bold and will require a departure from the norms, and an evolution of thought. If we want bold results, we need bold actions.
3. Reevaluate the trash sticker program. What are our costs based on the increased tipping fees? Shouldn't we be at least covering our costs? This is also a way in which we can combat climate change, by increasing consumer awareness through trash generation reduction.
4. Evaluate Building and Fire permit fees. Have we evaluated other comps? Should these be increased? Do we charge for plan reviews which occur prior to a permit application?
5. Evaluate comparatives for rental rates of all Town and MPS assets and adjust as appropriate. All the assets which are available for rent should be easily found on our website with rates and contact info.
6. We should be continuously pursuing the acquisition of all federal land within Maynard to increase our tax base. This will be time consuming, but the tax base growth potential is worth the efforts. We should also use our state reps to assist with advocacy. Additionally, we should inventory all current municipal land assets to ensure we are capitalizing where appropriate.
7. Have we evaluated how our Assessing Department evaluates the valuation of properties here in Maynard? Do the assessed values need a market correction? Have the valuations gone up at the same rate as the market cost of real estate?
8. Have we done a comp analysis of our entire fee structure for the Clerk, Weights and Measures, Treasurer, Fingerprinting, Licenses and Permits, Police, Fire, Library, Parking, Conservation, Building Permits, Street Openings, Licensing Board, Board of Health, Planning Board, and Animal Control?

The community solar share program stated above, coupled local income eligibility adjustments made with MGL 59, S5, Clause 41A, which provides tax relief for seniors in the form of property tax deferrals, could help completely offset the tax increases that result from any future overrides.

End of Josh Morse Statement.

Pictures submitted by Lydia Clancy:



