



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, November 5, 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 6:30 pm and it was moved into executive session.

2. Executive Session

A motion was made by Mr. DiSilva and seconded by Ms. St. John to adjourn to executive session to discuss strategy with respect to collective bargaining or litigation as an open meeting may have a detrimental effect on the bargaining or litigating position of the public body.

Roll Call:	In favor	Opposed	Abstain	Absent
Diarbekirian	✓			
DiSilva	✓			
Gavin	✓			
Levine-Piro	✓			
St. John	✓			

Voted: *Motion carried unanimously.*

Closed Executive Session at 7:00 pm

Mr. DiSilva reconvened to open session.

Public Comments

Al Whitney, resident, commented on the Special Town Meeting article regarding the citizens' petition.

3. Acceptance of Minutes

A motion was made by Mr. DiSilva and seconded by Mr. Diarbekirian to accept and approve the October 15, 2019 Meeting Minutes, as shown.

Voted: *Motion carried unanimously.*

4. Correspondence

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

- A. Legal Notice – Planning Board with Maynard Crossing JV, LLC
- B. Legal Notice – Planning Board with Insite Wireless
- C. Legal Notice – Planning Board with Stamsky and McNary on behalf of Victory Center 86A Powder Mill Road, Maynard.
- D. Letter from Mead Talerman and Costa – Annual Audit FY2019
- E. Management Letter Year Ended June 30, 2019, Audit
- F. Report on Examination of Basic Financial Statement an Additional Information Year Ended June 30, 2019, Audit
- G. Letter from Department of Environmental Protection (DEP)
- H. Boston Metropolitan Planning Organization Development Process and Milestones
- I. MDAR – October and November Farm and Market Report
- J. Notice from Cumberland Farms change of ownership
- K. Maynard Golf Course August 2019 Report
- L. Maynard Golf Course September 2019 Report
- M. Hometown Heroes Banner Program Sponsorship Form
- N. Minuteman Senior Services
- O. TIPS training program completed on 9-30-19
- P. Beacon Santa Telethon event starts Friday, December 6, 2019 thru Sunday, December 8, 2019
- Q. Save the date MAPC's 2019 Clean Energy Forum
- R. Xfinity changes to STARZ/Encore and Epix Programming
- S. Letter protesting procedure of Coolidge School Working Group
- T. PERAC – Appropriation for Fiscal Year 2021

Mr. Diarbekirian, requested clearer information regarding the monthly reports from the Maynard Golf Course. Mr. Johnson replied that he, (Mr. Johnson) and Mr. DeMarco (DPW Director) would be having a meeting the next week with Sterling Golf Management, the staff for the Maynard Golf Course. Mr. DiSilva and Mr. Diarbekirian asked both to attend this meeting.

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

- A. Veterans Day Parade Event, The Maynard Veterans Council requests on Monday, November 11, 2019 participants meet at the parking lot behind Town Hall at 10:30 a.m.
- B. Cemetery Deed 2059
- C. New Appointment – Board of Registrars – Michelle Jenkins
- D. New Appointment – Council on Aging – Diane Wasiuk
- E. New Appointment – Human Relations Committee – Lt. Michael Noble

Voted: *Motion carried unanimously.*

6. Contract to install fire alarm system at Fire Station

A motion was made by Mr. DiSilva and seconded by Ms. St. John to approve contract with Priority Fire and Security, Inc. to install fire alarm system in the Fire Station in the amount of \$52,432.59.

This grant money was from FEMA and work needs to be completed by the December 2019.

Voted: *Motion carried unanimously.*

7. Appointment to Capital Planning Committee

A motion was made by Mr. DiSilva and seconded by Mr. Diarbekirian to appoint Dave Krijger to the Capital Planning Committee for a term to expire June 30, 2020.

The Board received a message in support from Jon Larkin, representative of the Capital Planning Committee (CapCom).

Voted: *Motion carried unanimously.*

8. Request for One-Day – Liquor License for Event

Town received an application from Flo Huminik, representing the Maynard Lodge of Elks, to host a new starting point for the Annual Pub Crawl. The location would be at the Maynard Lodge of Elks at 34 Powder Mill Road, in the lower parking lot.

A motion was made by Mr. DiSilva and seconded by Ms. St. John to accept and approve the One-Day License to Flo Huminik at Maynard Lodge of Elks, 34 Powder Mill Road, Maynard, starting at 12:00 noon Saturday, November 16, 2019 as shown.

Maynard Fire and Police have no issues with this event on Saturday, November 16, 2019.

Voted: *Motion carried unanimously.*

9. Application for New Liquor License, Sanctuary, LLC.

Applicant, Mr. Doyle, withdraws request at this time.

10. Request for One-Day – All Alcohol Licenses for the Sanctuary

Town received applications for One-Day Special Alcohol Licenses to be hosted at the Sanctuary by its owner, Mr. Doyle, for separate events, dates and times.

A motion was made by Mr. DiSilva and seconded by Ms. St. John to accept and approve the One-Day Licenses to William Doyle at the Sanctuary, 82 Main Street, Maynard, MA, for the following dates: November 29, Eclipse Concert; November 30, 2019, Private event; December 7, 2019, December 8, 2019, Dwayne Haggins Band Album Launch; and, December 15, 2019, Maynard Community Band Christmas Concert.

Maynard Police and Fire has no issues or concerns.

Voted: *Motion carried unanimously.*

11. Application to Transfer All Alcohol as a Package Store

Read Public Hearing Notice:

Notice is hereby given, in accordance with Mass. General Law Chapter 138, as amended, that a Public Hearing will be held on Tuesday, November 5, 2019 at 7:30 P.M. in Room 201 of Maynard Town Building on the application for transfer of all Alcohol as a Package Store License from Maynard Spirits, LLC, d/b/a Merai Liquors, 129 Main Street, Maynard, MA. 01754 to Maynard Wine and Spirits, Inc. d/b/a Maynard Wine and Spirits 4 Digital Way, Suite 3 Maynard, MA. 01754. Copy of application is on file in the Office of the Selectmen.

~~A motion was made by Mr. DiSilva and seconded by _____ to approve the transfer of all Alcohol as a Package Store License from Maynard Spirits, LLC at 129 Main Street to Maynard Wine and Spirits at 4 Digital Way, Suite 3. Maynard, MA. 01754 with new owner /manager, Mr. Joseph Saia.~~

Mr. Gavin had questions regarding the floor plan and wanted more information added to the plan.

Board agreed to continue the hearing until November 19, 2019 at 7:00 pm

Close Public Hearing to be continued.

Voted: *Motion carried unanimously.*

12. Audit Year ended June 30, 2019 Roselli, Clark & Associates

Terrenzio Volpicelli from Roselli, Clark & Associates presented.

Mr. Volpicelli provided a statement and letter that Mr. Volpicelli read to the board regarding the audit completed June 30, 2019. The letter will be included at the end of the minutes.

13. Coolidge School Working Group Recommendation

A motion was made by Mr. DiSilva and seconded by Ms. Levine-Piro to authorize Town Administrator Greg Johnson to negotiate on behalf of the Board of Selectmen (BOS) for the Purchase and Sale Agreement (P&S) of 12 Bancroft Street.

The proposals can be found at the Group's webpage:

<https://www.townofmaynard-ma.gov/committees/cswg/>

Voted: *Motion carried unanimously.*

14. Continued Public Hearing, Trash Sticker Fees

Read Public Hearing Notice: Continued from September 17, 2019.

Notice that the Maynard Board of Selectmen will hold a Public Hearing on Tuesday, September 17, 2019 at 7:20 P.M. in the Michael J. Gianotis meeting Room (No. 201) at the Maynard Town

Building. The purpose of the hearing is to determine the new fees for trash stickers. The public is welcome to attend.

A motion was made by Mr. DiSilva and seconded by Ms. Levine-Piro to approve an increase to the price of tiers of the "Pay-As-You-Throw" solid waste program, with an effective date of January 1st, 2020, to the following amounts: 15-gallon bag sticker from \$1.00 to \$2.00; 32-gallon bag stickers from \$2.00 to \$4.00; Bulk items that weigh less than 39 pounds or up to three feet long from \$10.00 to \$14.00 per item.

Closed hearing at 8:45 pm.

Voted: *Motion carried unanimously.*

15. Revised Parker Street Sidewalk Maintenance and Service Plan

A motion was made by Mr. DiSilva and seconded by Ms. Levine-Piro to accept the Revised Maintenance and Service Plan for Parker Street sidewalk abutting and in vicinity of the Maynard Crossing development, as presented.

At the request of the Board of Selectmen during the October 15th meeting, additional language was included:

Additional Language found in section A 5.

"All snow and ice will be removed by Maynard Crossings JV, LLC after events. The sidewalk area identified in Exhibit A must be safely passable for foot traffic by residents one hour prior to school openings, included but not limited to snow removed, area treated to remove ice so that the area is safe to pass. When circumstances arise that the snow and ice event runs through this time frame, the developer will make a conscious effort to make the right of way safely passable throughout the event. If the Town due to public safety concerns is tasked with removing and treating the area in question, the developer will hold the town harmless and free of liability for any damage done to the pavers, curbs, vegetation, etc. Prior to first frost, developer will delineate the pedestrian pathway location with snow stakes, to delineate the path of the right of way to be seen during inclement weather."

Voted: *Motion carried unanimously.*

16. Regulatory Agreement and Declaration of Restrictive Convents for Rental Project, Vue at Maynard Crossing

A motion was made by Mr. DiSilva and seconded by Ms. St. John to approve the Regulatory Agreement and Declaration of Restrictive Covenants for Rental Project Local Action Units for the Vue at Maynard Crossing as presented.

Voted: *Motion carried unanimously.*

17. Consider Code of Conduct for Town Officials

Town Administrator Johnson would work with Town Counsel to provide a draft code of conduct for the Board to consider and develop as a policy for town officials.

18. Town Administrator Report

The Town Administrator's report was included in the meeting's packet and would be made available on the town's website.

19. Chairman's Report

Mr. DiSilva read clarification of statements he made at the Special Town Meeting on October 28, 2019 and a copy of this record this is made part of these minutes.

20. Board Member Reports

Ms. Levine-Piro appreciates whoever had the new traffic lights at 129 Parker Street turned back to blinking. After tonight's meeting, Ms. Levine-Piro is out on maternity leave.

Ms. St. John attended the recent meeting with Senator Eldridge and representatives of the firm that owns the Beijing Royal School. She reported that it was presented that the firm's plan is on schedule.

Mr. Gavin commented on the Assabet Valley Chamber of Commerce's annual Halloween event, the "Downtown Trick or Treat", was another good event with perfect weather.

Mr. Gavin wants Ms. Duggan to know she did a good job with the Maynard Town Hall Jack-O-Lantern event and awards for the best-designed pumpkin. Mr. Gavin liked the pumpkin with the letter "M".

Our Special Town Meeting held good discussions for the most part. The cry outs need to be cut off.

Ms. St. John noted we had over 320 citizens at our recent Special Town Meeting.

Mr. Diarbekirian attended the final meeting for the Master Plan Steering Committee, and reported that they had a record number of folks that attended that meeting.

Mr. Diarbekirian had a meeting with Jerry Beck, the Executive Director of ArtSpace.

21. Adjournment

A motion was made by Mr. DiSilva and seconded by Mr. Gavin to adjourn the meeting at 9:15 p.m. Voted: *Motion carried unanimously.*

Approved: 19th pm

Date:



Melissa Levine-Piro, Clerk/Selectman

Initials: bjm



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November 5, 2019

Board of Selectmen
Town of Maynard, Massachusetts

We have audited the financial statements of the Town of Maynard (the "Town") as of and for the year ended June 30, 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 2, 2019. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town are described in Note II to the financial statements. We noted no transactions entered into by the Town during the year for which there is a lack of authoritative guidance or consensus. All significant transactions appear to have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Town's financial statements were:

- Net OPEB liability, which is actuarially determined. We evaluated the key factors and assumptions used to develop the net OPEB liability in determining that it is reasonable in relation to the financial statements taken as a whole.
- Net pension liability, which is actuarially determined. We evaluated the key factors and assumptions used to develop the net pension liability in determining that it is reasonable in relation to the financial statements taken as a whole.
- Management's estimate of the allowance for doubtful accounts is based on historical revenues, historical loss levels, and an analysis of the collectibility of individual accounts.

We evaluated the key factors and assumptions used to develop the allowance in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements pertained to the estimates described above and can be found in the notes to the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. A schedule summarizing uncorrected misstatements of the financial statements has been previously provided to management. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 6, 2019.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Town’s financial statements or a determination of the type of auditors’ opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

We issued a formal letter to management highlighting some observations surrounding accounting matters and internal controls dated October 6, 2019. Reference is hereby made to that letter to management.

Other Matters

We applied certain limited procedures to the budgetary comparison, pension and OPEB schedules, which are required supplementary information (“RSI”) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This information is intended solely for the information and use of Town’s governing body and management of the Town and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,



Roselli, Clark & Associates
Certified Public Accountants
Woburn, Massachusetts

Chris DiSilva
Chairman, Maynard Board of Selectmen

Clarification of statements made at the STM 10-28-2019.

During my comments made as Article VI "the citizens petition" was being debated I unintentionally suggested that certain individuals, or group(s) had a hand in or had influence over the naming of candidates to the Human Resources Committee. That inference was incorrect, and I apologize for having made it.

The invitation to join the committee as a volunteer was publicly posted, and everyone in the community interested in taking part had a fair opportunity to do so. Resume's, letters of interest, and requests to join the HRC were sent to Town Administrator Greg Johnson and were subsequently sent to the Selectmen as a part of our meeting packet for our October 15th meeting. The applicants were interviewed at that meeting, and their memberships on the HRC were considered and voted on in an open public meeting.

Again, my apologies for any confusion my statements at the Special Town Meeting October 28, 2019 may have created.

Respectfully submitted into the minutes of this meeting November 5, 2019.

Chris DiSilva

