



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

Monday, December 23, 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, *Absent*

Justine St. John, Temporary Clerk/Selectman

Gregory W. Johnson, Town Administrator

Megan Zammuto, Assistant Town Administrator

Becky Mosca, Administrative Assistant, *Absent*

1. Meeting Opening

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

2. Acceptance of Minutes

A motion was made by Mr. DiSilva and seconded by David Gavin to accept and approve the December 3, 2019 Meeting Minutes, as shown.

Voted: **4-0-1** (*Ms. Levine-Piro absent*)

3. Correspondence

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

A. Department of Environmental Protection (DEP) notice of activation approval.

B. Tax rate Approval Notification – Maynard.

C. Hand Delivered letter from Blaine DeFreitas request for update on a full liquor license.

D. 495 MetroWest Partnership 2020 Nomination to the Board of Directors.

E. Incident report from the Maynard Golf Course.

F. Notice from the Department of Public Utilities of Base Rate increase to Gas Service.

G. Finance Committee Meeting minutes from November 12, 2019

H. Open Meeting Law Guidelines memo from Town Clerk.

I. Conflict of Interest Notice.

J. Thank you, Lynda & Alex Thayer RE: Sip & Stroll.

Voted: **4-0-1** (*Ms. Levine-Piro absent*)

4. Consent Agenda

A motion was made by Mr. DiSilva and seconded by Armand Diarbekirian to accept and approve the Consent Agenda item, as shown.

- A. Reappoint members to Ad-Hoc Committees with one-year terms. (Green Communities Committee, Local Emergency Planning Committee, Local License Authority Agents, Master Planning Steering Committee).

David Gavin noted that Michelle Resendes should be removed from all committees as she has resigned from her position as School Business Manager.

Voted: **4-0-1 (Ms. Levine-Piro absent)**

5. Application for One-Day Liquor License

Chris Arsenault submitted the application to the Board of Selectmen Office.

A motion was made by Mr. DiSilva and seconded by David Gavin to approve the One-Day License to Sell All Alcohol, Chris Arsenault at 81 Main Street Maynard, MA. Private party for the Temperance Society on New Year's Eve, December 31, 2019 from 8:00 pm until 12:30 am with TIPS Certified Bartender Scott Cobleigh, License # ODLL19-12-31-19CA.

Maynard Fire and Police have no issues with this event. Chris Arsenault discussed his goal to use activate underutilized places in towns for community events.

Voted: **4-0-1 (Ms. Levine-Piro absent)**

6. Discuss Regional Housing Services Office

Assistant Town Administrator Megan Zammuto summarized the staff application to the Community Preservation Committee for funding to join the Regional Housing Services Office (RHSO) in FY21. Since the Town of Maynard has adopted the Housing Production Plan and adopted an Inclusionary Zoning By-Law as one of the recommendations of that plan, there has been an increase in housing production. Maynard has added approximately 22 affordable units this year and the volume of work and statutory responsibility has increased and grown more complex. The Town Administrator's office recommends joining the Regional Housing Services Office in FY 21 to manage and preserve Maynard's affordable housing units.

Regional Housing Services Office Director Elizabeth Rust, presented an overview of the Regional Housing Services service model, and how it is utilized by the member communities of Acton, Bedford, Concord, Lexington, Lincoln, Sudbury, Wayland, and Weston. Member towns received housing services for an annual fee per an Inter-Municipal Agreement. The RHSO has successfully completed nine years of operation.

7. Open Table request to use Town Property

Open Table Executive Director Jeanine Calabria outlined recycling challenges that face the organization. The Board considered the request to have town staff assist the organization in researching a mutually beneficial solution for recycling management in Naylor Court. A. Diarbekirian suggested that staff research a centralized dumpster system in Naylor Court. C. DiSilva encouraged staff to assist Open Table with their short-term needs. D. Gavin expressed that the business community would be concerned if parking in Naylor Court was reduced. Potential solutions should be brought to the Parking Authority and the Maynard Business Alliance. Residents and business owners would like to beautify the area with minimal impact.

A motion was made by Mr. DiSilva and seconded by Armand Diarbekirian to authorize the Town Administrator's Office to research a mutually beneficial solution for recycling management in Naylor Court.

Voted: **4-0-1 (Ms. Levine-Piro absent)**

8. Update from NewCann Group

David Rabinovitz and Jack Madigan provided an update on their real estate search for a retail cannabis location in Maynard. The search has included looking at 86 properties in Maynard in the months of October and November. The Board discussed pros and cons of various locations. NewCann staff will continue to search for a suitable location for the establishment.

9. Maynard Golf Course Management Contract Renewal

The Board discussed extending the contract with Sterling Golf for the management of Maynard Golf Course for one year. C. DiSilva noted issues with the performance of Sterling Management but supports the extension for one year. Public Works Director Justin DeMarco and TA Greg Johnson have been working to improve the contract administration.

A motion was made by Mr. DiSilva and seconded by Justine St. John to approve 1-year renewal of contract with Sterling Golf for the management of the Maynard Golf Course.

Voted: **4-0-1 (Ms. Levine-Piro absent)**

10. Dog Park License

Ryan Kelley, Kelly Lavar, and Veronica Zolina from MayDog discussed the renewal of the dog park license for the Maynard Dog Park. The group discussed a request to improve the drainage in the park this spring.

A motion was made by Mr. DiSilva and seconded by David Gavin to authorize Town Administrator to negotiate a new three-year license to enter and use town-owned land for a dog park with Maynard Dog Owners Group, Inc. known as "MAYDOG".

Voted: **4-0-1 (Ms. Levine-Piro absent)**

A motion was made by Mr. DiSilva and seconded by Justine St. John to extend the current contract until such time a new contract is negotiated and agreed upon.

Voted: *4-0-1 (Ms. Levine-Piro absent)*

11. FY21 Budget Development

A motion was made by Mr. DiSilva and seconded by Justine St. John to approve extension of deadline to January 21, 2020, for submission of a Capital Planning Committee (CapCom) for Fiscal Year (FY) 2021.

Town staff, through the Town Administrator (TA) office, Finance Director, Director of Public Works and Superintendent's Office, are cooperating and consulting with the town's newly re-established Capital Planning Committee (CapCom) in development of the Town Charter directed 5-year Capital Improvement Plan (CIP).

CapCom has only had 3-full members for a short period, and as such, is still developing internal procedures and familiarizing themselves with the town's finances and operations.

The TA Office is providing information to CapCom in support of their charge, and is implementing new procedures for capital requests by departments.

The Town Charter directs a CIP be submitted to the Board of Selectmen (BOS) and Finance Committee (FinCom) by 1 January each year.

The Town Charter requires the TA to submit a recommended budget to the Board of Selectmen by the 21st day of January each year.

The TA is recommending an extension of the CIP submission deadline to the same day as the TA recommended budget submission of January 21, 2020.

This extension will allow for more collaboration between the TA office, departments and CapCom in development of the CIP, with final deliberation expected after the New Year's holiday.

FinCom will be informed of this recommendation to extend the FY21 CIP submission for the consideration of FinCom as well.

TA Greg Johnson recommends beginning the CIP development procedure in the late summer of 2020 to allow adequate time to request, assess and recommend a CIP by the Town Charter deadline.

Town Charter:

The capital improvements plan shall be submitted to the board of selectmen and the finance committee on or before the first day of January of each year, or any other time fixed by by-law.

The board of selectmen shall, on or before the second Saturday of March or any other time fixed by by-law, accept the capital improvements plan with or without amendments.

The capital improvement plan shall be part of the joint budget review as specified in Section 6-5 a) and presented in a public forum to the finance committee and the board of selectmen prior to the annual town meeting.

Voted: **4-0-1 (Ms. Levine-Piro absent)**

12. Town Administrator Report

TA G. Johnson provided a summary of the Items in TA Public files Report,

TA Report

OMS Report

Fire Chief, regarding Rail Road Street 3-10 Unit

Fire Station Building Plan

MSBA Statement of Interest notice

13. Chairman's Report

- DiSilva thanked everyone involved with the Urban Land Institute session held on December 11th. We are thankful to those who volunteered their time to come to Maynard and put analyze opportunities in our community.
- The Maynard Human Relations Committee met last week. Committee members are looking into redrafting the committee charge.
- C. DiSilva, D. Gavin, and J. St. John attended the Menorah Lighting in Veterans Memorial Park on December 22nd. It was a well-attended event. The event organizer Lorne Bell send the below letter to C. DiSilva to thank him for his efforts.

Hi Chris,

I just wanted to thank you and the BOS again - not just for your kind words at last night's event, but for all the support from Day 1. Getting the green light from you and the BOS cleared the way, but it also meant a lot to me personally. As (wife's name, redacted) was walking down Brooks Street to the park last night, she stopped (child's name, redacted) and told him, "You see that huge crowd down there standing around the big menorah? Your dad did that for you."

Every year, he and (child's name, redacted) will have something to look at and feel as if they are an important part of Maynard, too. That they are accepted and valued and loved here. And that confidence and connectedness will clear the way for them to do great things, in Maynard and beyond.

So thank you. Merry Christmas, and Happy Holidays 😊

Best,

Lorne

** Feel free to pass on this message to the whole BOS. I don't have all of their contact info.*

14. Board Member Reports

- Armand Diarbekirian asked the Board to consider a drafting a proclamation for Lorne Bell to thank him for his work in bringing a menorah and subsequent lighting ceremony to Veterans Memorial Park. The Economic Development Committee had an excellent meeting last week which featured a presentation from the leasing team at Lincoln Properties.
- David Gavin asked that the Board of Assessors engage in a study to research what the impact would have been if the Town had implemented a small business exemption five years ago. D. Gavin asked that the ramp by Veterans Memorial Park be cleared of snow and ice regularly.
- Justine St. John provided an update on the Budget Subcommittee. J. St. John asked the Board to consider discussing the future of a fire station at a future Board meeting.

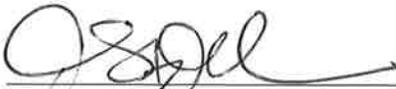
B. Adjournment

A motion was made by Mr. DiSilva and seconded by Armand Diarbekirian to adjourn the meeting at 8:53 p.m.

Voted: 4-0-1 (Ms. Levine-Piro absent)

Approved: 7¹⁰ pm

Date:



Justine St. John, Clerk/Selectman

Initials: mjz