



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, April 21, 2020

Meeting held remotely.

(This public meeting was recorded.)

Present: Emergency Remote Access

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 motion was made by Mr. DiSilva and seconded by Ms. Levine-Piro to enter Executive Session for the purpose to conduct strategy session on negotiations with collective bargaining and non-union personnel, have a detrimental effect on the bargaining position of the town – current staff levels.

Voted: By roll call. Motion carried unanimously.

2. Executive Session

Closed Executive Session at 7:23 pm

3. Re-Convene Open Session

Public Comments:

Lydia Clancy inquired as to when to provide School Committee comments related to the proposed town meeting articles to address the Green Meadow Elementary School roof sections replacement.

Mr. DiSilva replied that comments for that topic can be submitted later in the meeting according to the agenda's listing.

4. Acceptance of Minutes

A motion was made by Mr. DiSilva and seconded by Ms. St. John to accept and approve the April 7, 2020 Meeting Minutes, as shown.

Voted: By roll call. Motion carried unanimously.

5. Correspondence

A motion was made by Mr. DiSilva and seconded by Ms. Levine-Piro to accept and approve the 6 six correspondence items (A thru F), as shown.

- A. Revised posting notice for Annual and Special Town Meeting
- B. Water and Sewer rates as of July 1 2020

- C. Level 1 Water rates Use Restrictions as of May 1 2020
- D. Notice from the ABCC granting extension on delinquency reporting period
- E. Xfinity Programming Changes
- F. Massachusetts Downtown Initiative Award for Naylor Court

Voted: **By roll call. Motion carried unanimously.**

6. Update from Economic Development Committee

Jack MacKeen, chair of the Economic Development Committee (EDC), reported on the recent deliberations and recommendations of the EDC. Mr. MacKeen spoke to a message from the Maynard Business Alliance (MBA) for the Board's consideration, and offered recommendations in response. The Board agreed that support for the business community may be best facilitated through hiring of a consultant to offer business advice and administrative guidance. The Board did not come to a consensus regarding the proposal to consider waiving fees or deferring tax payments.

Mr. MacKeen's notes were submitted to the Board for inclusion with these minutes.

7. Contract Renewal

A motion was made by Mr. DiSilva and seconded by Mr. Gavin to approve renewal of the license of the to enter and use town-owned land for the purpose of a dog park by the Maynard Dog Owners Group, Inc. (MayDog) for a term of January 1, 2020 to December 31, 2022.

Voted: **By roll call. Motion carried unanimously.**

8. Town Meeting

A motion was made by Mr. DiSilva and seconded by Mr. Diarbekirian to accept and approve revised draft control D, Town General Fund Budget fiscal Year 2021 as shown and move article to Finance Committee for review and comments.

Voted: **By roll call. Motion carried unanimously.**

A motion was made by Mr. DiSilva and seconded by Mr. Diarbekirian to accept and approve draft control F, Sewer Enterprise Fund Budget FY2021 as shown and move article to Finance Committee for review and comments.

Voted: **By roll call. Motion carried unanimously.**

A motion was made by Mr. DiSilva and seconded by Mr. Diarbekirian to accept and approve draft control G, Water Enterprise Fund Budget FY2021 as shown and move article forward to Finance Committee for review and comments.

Voted: **By roll call. Motion carried unanimously.**

A motion was made by Mr. DiSilva and seconded by Mr. Diarbekirian to accept and approve draft control H, Community Preservation Reserve Fund Appropriations FY2021 as shown and move article forward to Finance Committee for review and comments.

Voted: **By roll call. Motion carried unanimously.**

A motion was made by Mr. DiSilva and seconded by Mr. Diarbekirian to accept and approve revised draft control I Community Preservation Fund Budget Fiscal Year 2921 as shown and move article forward to Finance Committee for review and comments.

Voted: By roll call. Motion carried unanimously.

A motion was made by Mr. DiSilva and seconded by Mr. Diarbekirian to accept and approve draft control J, Enterprise Water Close Outs as shown and move article forward to Finance Committee for review and comments.

Voted: By roll call. Motion carried unanimously.

A motion was made by Mr. DiSilva and seconded by Mr. Diarbekirian to accept and approve draft control K Certified Free Cash Appropriations as shown and move article forward to Finance Committee for review and comments.

Voted: By roll call. Motion carried unanimously.

A motion was made by Mr. DiSilva and seconded by Mr. Diarbekirian to accept and approve draft control M General Fund Capital Outlay as shown and move article forward to Finance Committee for review and comments.

Voted: By roll call. Motion carried unanimously.

A motion was made by Mr. DiSilva and seconded by Mr. Diarbekirian to accept and approve draft control Q, Borrowing Authorization as shown and move article forward to Finance Committee for review and comments.

Voted: By roll call. Motion carried unanimously.

A motion was made by Mr. DiSilva and seconded by Mr. Diarbekirian to accept and approve draft control FF, Article 97 Land Transfer as shown and move article forward to Finance Committee for review and comments.

Voted: By roll call. Motion carried unanimously.

A motion was made by Mr. DiSilva and seconded by Mr. Diarbekirian to accept and approve draft control II, Zoning By-Law Amendment – DOD Clarification, Section9.4 as shown and move article forward to Finance Committee for review and comments.

Voted: By roll call. Motion carried unanimously.

A motion was made by Mr. DiSilva and seconded by Mr. Diarbekirian to accept and approve draft control JJ, Zoning By-Law Amendment – Live Work definition and Use table as shown and move article forward to Finance Committee for review and comments.

Voted: By roll call. Motion carried unanimously.

A motion was made by Mr. DiSilva and seconded by Mr. Diarbekirian to accept and approve draft control LL, Zoning By-Law Amendment subsection from 9.4.9 to 9.4.8 as shown and move article forward to Finance Committee for review and comments.

Voted: By roll call. Motion carried unanimously.

A motion was made by Mr. DiSilva and seconded by Mr. Diarbekirian to accept and approve draft control NN, Debt Exclusion Appropriation for Borrowing Authorization – Green Meadow Roof as shown and move article forward to Finance Committee for review and comments.

Voted: By roll call. Motion carried unanimously.

A motion was made by Mr. DiSilva and seconded by Mr. Diarbekirian to accept and approve draft control OO, Enterprise Sewer Close Outs as shown and move article forward to Finance Committee for review and comments.

Voted: By roll call. Motion carried unanimously.

A motion was made by Mr. DiSilva and seconded by Mr. Diarbekirian to accept and approve draft control SS, Renaming Board of Selectmen to Select Board in General Bylaws as shown and move article forward to Finance Committee for review and comments

Voted: By roll call. Motion carried unanimously.

A motion was made by Mr. DiSilva and seconded by Mr. Diarbekirian to accept and approve draft control TT, Zoning Bylaw Amendment, Renaming Board of Selectmen to Select Board in Zoning Bylaw as shown and move article forward to Finance Committee for review and comments

Voted: By roll call. Motion carried unanimously.

A motion was made by Mr. DiSilva and seconded by _ Mr. Diarbekirian to accept and approve draft control UU, Authorize Pilot for Solar Photovoltaic Installation as shown and move article forward to Finance Committee for review and comments

Voted: By roll call. Motion carried unanimously.

A motion was made by Mr. DiSilva and seconded by Mr. Diarbekirian to accept and approve draft control VV Authorize Lease / license of municipal property for Solar Photovoltaic Installations

Voted: By roll call. Motion carried unanimously.

9. Town Administrator Report

Mr. Johnson thanked all staff for their work and dedication under challenging circumstances as this Covid-19 pandemic continues. He noted that staff are working from home if able, as well as splitting shifts at work.

The Conservation Commission and the Planning Board have determined all public hearings would be continued until the first scheduled Board/Committee meeting after the Governor's State of Emergency, declared on March 10, 2020, is lifted.

Finance Committee Chair Ken Estabrook commented that the Zoning Board of Appeals has also delayed their public hearings. This contributed to the delay of consideration of draft article HH Zoning Map Amendment – Coolidge School until the fall Special Town Meeting currently scheduled for October 5, 2020.

10. Chairman's Report

Mr. DiSilva thanked all staff for their work in this COVID-19 pandemic. Also, the Economic Development Committee for this discussion regarding the Maynard small businesses. He recognized how challenging this moment is for the entire community.

11. Board Member Reports

Mr. Diarbekirian supports the work Mr. MacKeen and the working group that is planning an event once the town opens back in support of the Downtown area. Similar to a Maynard Fest type event.

Ms. St. John asked if restaurants could sell mixed drinks during this time. Ms. Mosca replied she believed the answer is no, only wine and malt in original sealed containers. The state's Alcoholic Beverages Control Commission (ABCC) will be consulted to verify.

12. Adjournment

A motion was made by Mr. DiSilva and seconded by Ms. St. John to adjourn the meeting at 9:50 p.m. Voted: By roll call. Motion carried unanimously.

Approved: 7.05 pm

Date: May 5, 2020



Melissa Levine-Piro, Clerk/Selectman

Initials: bjm

Notes for BOS discussion How to support Maynard business community

1. Current

- Discussions to date – EDC 4/9, MBA 4/13, now BOS 4/21
- Communication process working well via MBA, Maynard Newsletter, MOBD, AVCC, Kate Hogan's office.
 - Focused on major sources for relief via Federal programs (Mostly SBA connected – Payroll Protection Program, EIDL Loan Advance, Employee Retention Credit, Paid Sick Leave Credit, SBA debt relief) and how to access them, plus some state programs. Note these are mostly depleted as of today.
 - Once per week, generally Friday or Monday. The Maynard newsletter includes encouragement to support local businesses; the MBA distribution includes specifics in terms of what retail and eating establishments are open and when and what their offerings are. Began posting events on <https://discovermaynard.com/calendar/>
- After review and discussion, a pro forma decision was made not to pursue waiver of processing fees for electronic payment vehicles. The amounts are too small, too many parties are a part of the process and the administrative burden on limited town staff is untenable.

2. Local Economic Climate

- Economic Relief/stimulus packages exhausted temporarily; Congress may have another by Tuesday 4/21. (Tell story of PPP application nightmare?)
- Increasing articles in local media about communities responding with deferral of tax and utility payments, elimination of late payment penalties, trying to find ways to mitigate license fees, or allowing variances such as restaurants doing takeout to act as grocery stores. Note there is wide variability in these actions, usually with greater flexibility shown by larger municipalities (which might have larger reserves or entities like Economic Development or Community Development Corporations which might have additional assets). In short there is still pressure on governments at all levels to help.

3. EDC Survey

Megan to report on initial contacts and info received. Note early stages, ongoing and includes landlords: A subset of the EDC discussed strategies for reaching out to businesses to open up the line of communication and give businesses an opportunity to share their current challenges. Megan began directly calling businesses and property owners last week. This effort will continue in the coming weeks. The limited conversations that took place so far did include suggestions for how the town can help, including:

- Continue to get the word out and share information about online offerings and delivery/takeout services
- Continue to maintain and improve the appearance of downtown – as many people are spending time walking outdoors.
- Allow for temporary signage to promote online or takeout offerings (Building Commissioner suggests up to two A-frames max area 6 sq ft each side on a temporary basis would be reasonable)

4. MBA letter

Review specifics, discuss

5. Conclusions and Recommendations (Discussion focus)

1. Immediate: Relative to the current specific requests from the MBA, town administration needs to make the clearest possible quantified statements that address the town's ability to allow the financial or legal support requested. The answer may be no, but communication is required.
2. Near term: Begin to focus on restart. One possible discussion is the funding of professional help or workshops on employment issues, marketing, business recovery planning, etc. This should be permissible under anti-aid amendment provisions which allow funds for private activities (a seminar or training session for multiple businesses) which result in a public benefit (businesses are able to open, stay open, provide goods, etc., thereby supporting the local economy and generation of tax revenue).

That said, not sure the town can offer anything not available from existing resources from state or federal, such as SBA and the like, etc. Potentially useable town funds (Community Enhancement) are only a few thousand dollars, but represent a possible opportunity to sponsor or promote events to support local businesses. This is responsive to the MBA request for leveraging town resources to promote local business. This will also be an agenda topic at the EDC meeting April 23.

3. Future: Not a current discussion item, but the town should schedule a discussion or assign responsibility for making preparations for a future pandemic (there has been one roughly every nine years for the last 100 years). Such a discussion might include financial (a special reserve?) or organizational (development authority of some sort with additional financial flexibility?) elements.