



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, May 5, 2020**

Held remotely.

*(This public meeting was recorded.)*

**Present: via 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. Public Comments – none provided.

**2. Acceptance of Minutes**

**A motion was made by Mr. DiSilva and seconded by Ms. Levine-Piro** to accept and approve the April 21, 2020 Meeting Minutes, as shown.

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

**A motion was made by Mr. DiSilva and seconded by Ms. St. John** to accept and approve the April 27, 2020 Meeting Minutes, as shown.

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

**3. Correspondence**

**A motion was made by Mr. DiSilva and seconded by Mr. Diarbekirian** to accept and approve the 5 five correspondence items (A thru E), as shown.

- A. Department of Housing and Community Development CH40B Subsidized Housing Inventory
- B. Maynard Declaration of Emergency
- C. Revised Date and Time for Annual Town Meeting – Saturday June 13, 2020 at 1:00 pm
- D. Notification to Abutters – 115 Main Street Demolish building
- E. ABCC Application and Amendment Document Order

Ms. St. John commented on item A. that this percentage for the CH40B Subsidized Housing Inventory could change once the census is completed.

Mr. Diarbekirian commented on item D regarding the abutters notification for 115 Main Street, as this location is a center point of the downtown and therefore hopes for the project's success.

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

**4. Grant Extensions**

**A motion was made by Mr. DiSilva and seconded by Ms. St. John** to approve the request for an extension of grant support until December 31, 2020, in support of Maynard Tree Shade Inventory and Management Plan.

Director of Public Works Justin Demarco commented that this grant has a \$20,000.00 value and is within a few months of being completed for the town.

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

**A motion was made by Mr. DiSilva and seconded by Mr. Diarbekirian** to approve the request for an extension of grant support until September 20, 2020, in support of the Municipal Energy Technical Assistance Program.

Mr. Gavin asked if the state or town asked for this extension as this has a short time frame. Mr. DeMarco asked for this extra time.

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

**5. Maynard Golf Course**

Mr. Johnson reported that he, Mr. Demarco, Mr. DiSilva and Ms. Levine-Piro met with representatives of Sterling Golf Management to discuss Sterling's request to defer lease payments to the town. Mr. Johnson reported that the \$4,000.00 lease payment will soon be received and new a plan for the utilities payments will be worked out as the town has our Council on Aging (COA) located in a space at the back of the country club building of the Maynard Golf Course.

Mr. Johnson reported that he conveyed to Sterling Golf Management that the Maynard Board of Selectmen wishes to remain consistent with their message to the community, and because at this time they have not granted deferments on other payments or fee waivers, their initial response to Sterling's request is to deny the request for deferment.

Sterling Golf Management (SGM) was asked to consider an amendment of the agreement with the town for an adjustment to the town's utility payment obligation and make the utilities payment proportionate to the square footage dimensions of the COA space.

Currently, the agreement is that the town's Council on Aging (COA) would pay for any excess cost above the three-year utility average of 2012-2014.

A new proportionate separation of the payment may be split 75% Sterling to 25% COA, approximately the ratio of square footage of the COA space compared to the country club.

SGM agreed to consider the proposal, but has budgeted for the current 2019 balance due from the town for utilities payment. SGM will submit their recent lease payment at the urgency of the town.

## **6. COVID-19 Economic Impact**

**A motion was made by Mr. DiSilva and seconded by Mr. Diarbekirian** to approve the deferment of the personal property tax deadline from May 1 to June 1, 2020, and waive personal property tax late fees through June 30, 2020.

Per their meeting held April 30, 2020, the Economic Development Committee recommends the Select Board approve a deferral of personal property taxes to June 1 and waiver of interest and penalties thereon to June 30, 2020, and on approval, to direct the Town Administrator's office to expeditiously communicate the decision to the affected businesses.

Mr. Johnson complimented Ms. Zammuto along with EDC with their work.

The sense of the Board was that as the economic stress level is so high for the entire community, this will be a small relief with this deferment.

Ms. St. John thanked Cheryl Kane, Treasurer/Collector, and Mike Guzzo, Finance Director, for all their extra work in gathering this information to inform the temporary policy change.

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

## **7. GMES Roof Replacement**

**A motion was made by Mr. DiSilva and seconded by Ms. Levine-Piro** to approve the contract with CBI Consulting, LLC, to conduct bidding preparation and assistance, and contract administration for the construction related to the replacement of roof sections of Green Meadow Elementary School in the amount of \$62,000.00.

Mr. Johnson reported that CBI conducted a roof and envelope inspection and provided a report, which informed the recommendation to replace or repair the roof sections over the pre-k and kindergarten wing, as well as consider addressing the conditions of the section in vicinity of the cafeteria. Mr. Johnson reported that the proposed bidding and contract administration will inform the scope of work for the project, categorized by urgency of repairs to the individual sections: pre-k as base bid, kindergarten as add alternate 1, and cafeteria section as add alternate 2. Mr. Johnson reported that the results of the bidding process will inform the plans to perform the construction (timing, impact on building and operations, etc).

Mr. Johnson reported that funding for the bidding and contract administration is available through a municipal roof maintenance account. Mr. Johnson reported that, as recommended by the School Committee, CBI prepared a proposal to conduct roof deck structural evaluation.

Mr. Gavin wants to know if the \$62,000.00 is a hard number, or is the proposed cap for the cost of services. Mr. Johnson will verify. Ms. St. John asked if that leaves \$20,000.00 in this account, to which Mr. Johnson replied that it leave that approximate balance.

Mr. DiSilva asked if this account originally was ear marked for any particular project or cost. Mr. Guzzo, Finance Director, said this was a new account that was set up in the current 2020 Fiscal Year.

Ms. St. John asked if we would cover for the \$10,000.00 structural evaluation for the GMES roof. Mr. Johnson replied that the funds are available, as reported earlier of the remaining approximate balance.

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

### **8. Employee Benefits**

**A motion was made by Mr. DiSilva and seconded by Ms. St. John** to accept and approve the MIIA Health Trust Renewal proposal for the period of July 1 2020 through June 30, 2021, as provided.

Mr. Johnson reported that an Insurance Advisory Committee (IAC) meeting was held for the representatives of the employees of the town (including school department) to consider proposals for health benefits plan design changes, prior to submission of renewal agreement with MIIA Blue Cross Blue Shield's health and vision plans. Mr. Johnson reported that the IAC voted to approve the renewal of the current plan. Mr. Johnson added that the IAC agreed to meet regularly going forward to review the status of the claims, costs and savings and other service options.

Mr. Johnson reported that the FY21 proposed budget funding for health insurance was set at a 7% increase over current FY20. However, the town's health insurance provider, MIIA (providing Blue Cross/Blue Shield plans), reported only an approximately 3.48% renewal increase over current FY20.

Mr. Johnson recommended to budget for a 4% increase, however, to compensate for extraordinary expenses over the course of the year. Mr. Johnson added that the "savings" from this lower than projected rate in FY21 yield approximately \$153,000 less than what is requested to be appropriated for in the currently proposed FY21 General Fund budget.

Mr. Johnson reported that recommended expenses to be paid for from this "savings" include \$33,000 to supplement the Assabet Vocational Regional High School assessment and offset additional expenses identified in the issued assessment report versus the town's original projected increase. This \$33,000 is already incorporated into the approved article for the warrant of the upcoming June 13 Town Meeting.

Mr. Johnson reported that the School District's pre-k Excel program's temporary closure removes budgeted revenue transfers into the General Fund. \$22,358 will be budgeted from FY20 General Fund expenses, and the same amount will be reduced from revenue in FY21. Mr. Johnson reported that the town's liability insurance costs also increases for FY21 by \$17,168. After budgeting for these items, Mr. Johnson reported that the remaining "savings" of \$80,606 may be retained in the benefits line item, to offset potential revenue shortfalls in the budget.

Mr. DiSilva asked if a "dashboard" could be presented to reflect the benefits of the plan and usage. Mr. DiSilva asked how many plan subscribers are employees within Collective Bargaining Agreements. Mr. Johnson will research both inquiries.

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

## **9. Town Meeting Warrant review**

Mr. Johnson reported that the town's Finance Committee is reviewing the warrant's controls to develop their recommendations and comments.

Mr. Johnson reported that the final warrant approval by the Board of Selectmen is scheduled for May 12, 2020 in order to submit for publishing and distribution.

## **10. Financial Conditions due to COVID -19**

Mr. Johnson reported that the Edward J. Collins Center for Public Management will partner with the town to produce financial policies and long-range forecasting, as supported through a Community Compact Grant.

Mr. Gavin asked Mr. Guzzo and Ms. Kane about the known or expected impact of COVID 19 on the town's meals tax revenue. Mr. Guzzo said we had received about \$84,000.00 this past quarter. Ms. Kane commented that we have not seen the results from this quarter yet.

Mr. Diarbekirian asked when we would see information from the Collins Center and would it be ready for the next Tri-Board Meeting. Mr. Johnson and Mr. Guzzo are not certain, but may have draft products in July, but that final products are likely not available till the fall.

## **11. Town Administrator Report**

**A motion was made by Mr. DiSilva and seconded by Mr. Diarbekirian to approve the Initial Compliance Certificate as part of the Eligibility Period in consideration of the renovation, reconstruction or otherwise, of the Green Meadow Elementary School, in partnership with the Massachusetts School Building Authority, as provided.**

Mr. Johnson reported that Maynard's Eligibility Period participation with the MSBA for the proposed partnership in a new or renovated Green Meadow Elementary School (GMES) requires the Chief Executive Officer's approval of an Initial Compliance Certificate.

Ms. Clancy from the School Committee commented that the work for the Massachusetts School Building Authority (MSBA) was being completed by the Superintendent's Office.

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

Mr. Johnson reported that the Baker-Polito Administration has ordered all residents over the age of two to use a face covering or mask in public places where maintaining proper social distancing measures to prevent the spread of COVID-19 are not possible. This statewide order goes into effect on May 6<sup>th</sup> and supersedes previously issued guidance relative to mask use.

## **Chairman's Report**

Mr. DiSilva mentioned the Planning Board's 115 Main Street public hearings and process should be followed by the Selectmen.

**Board Member Reports**

Ms. St. John, no comments.

Ms. Levine-Piro asked if the Town Administrator’s Office had any indication whether the stay-at-home order would be extended beyond May 18. Mr. Johnson replied that he did not.

Mr. Gavin commented that he thinks the Governor’s order for opening the state will be very small steps and not a shotgun. Mr. Gavin noted the article in the MetroWest from Rep. Hogan regarding CPC funds for rental assistance with the Affordable Housing, and he noted that Maynard is working on this already with CPC funds and the Affordable Housing Trust Committee.

Mr. Gavin asked if the WAVM antennae is functional or if its not transmitting a signal for WBUR reception.

Mr. Gavin has heard some rumblings about golf courses wanting to defy order and open. We want to make sure the Maynard Golf Course doesn’t open until order is lifted.

Mr. Diarbekirian complimented ArtSpace and Jerry Beck on an article in the Boston Globe regarding ArtSpace’s Corona Crown vehicle that Jerry Beck is stewarding.

**12. Adjournment**

**A motion was made by Mr. DiSilva and seconded by Ms. St. John to adjourn the meeting at 9:05 p.m. Voted: Motion by roll call.**

Approved: 7.05 pm  
Date: May 12, 2020

*Melissa Levine-Piro, Clerk/Selectman*

Initials: bjm