



**TOWN OF MAYNARD  
COMMUNITY PRESERVATION  
COMMITTEE  
195 MAIN STREET  
MAYNARD, MASSACHUSETTS 01754**

M. John Dwyer, Chair  
Rick Lefferts, Vice Chair  
Jon Lenicheck, Treasurer  
Bill Cranshaw  
Ellen Duggan  
Linde Ghere  
Jon Canchola  
Natalie Robert  
Denise Walsh  
Anna-Lisa Lysell McLaughlin, Clerk

**Meeting Minutes**

**Remote Meeting via Zoom**

**Wednesday, January 04, 2023, 7:00 pm**

**Members present:** John Dwyer (JD), Linde Ghere (LG), Natalie Robert (NR), Rick Lefferts (RL), Ellen Duggan (ED), Bill Cranshaw (BC), Denise Walsh (DW, arrived 7:15)

**Members absent:** Jon Canchola (JC), Jon Lenicheck (JL)

**Guests:** Megan Zammuto, Assistant Town Administrator; Susan Erickson, Conservation Commission, Chair; Julia Flanary, Conservation Agent; Anthony Savard, Maynard Public Schools; Michael Arria, Athletic Director, Maynard Public Schools; Jason Raschi, Friends of Maynard Softball; Mary Brannelly, School Committee

This meeting was recorded.

**Call to Order:** The meeting was called to order at 7:06 pm. JD read aloud an introductory script detailing guidelines for remote meetings.

**Minutes:** RL motioned to approve the minutes of the December 21, 2022 meeting as written. Seconded by BC. Passed by 4-0 roll call vote, with one abstention from ED and DW not present for vote.

**Correspondence:** None

**New Business:**

**Applicant Discussion:**

**OS028-23 Conservation Trust Fund Support:**

Susan Erickson and Julia Flanary provided responses to the CPC's questions as well as a presentation including a map and list of several potential properties that the Conservation Commission would be interested in purchasing, if available for sale. Currently, none of these properties are for sale, but the parcels that the Commission would prioritize are all empty lots that contain or abut conservation land or wetlands. The Commission is prioritizing preservation, rather than expanding recreational property at this time. Also, given rising real estate costs, they may be able to purchase the parcels that cover wetlands at a more reasonable price, as these properties may not be buildable. Some properties are eligible for tax taking; however, the Town would have to hire a lawyer in order to initiate proceedings. ED will research whether it is possible to use CPC funds to pay for legal fees in a tax taking process.

**Additional CPC Questions:** ED asked if all the listed street names were update and/or still existed (e.g., St. Botolph St.) Julia noted that these were taken from Town Zoning records.

**Additional Public Comments:** None

**CH013-23 Maynard Affordable Housing Trust Fund Support:**

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RL provided a brief summary of the MAHT's current and planned expenditures in the near future, which include the Rental Assistance Program and funds committed to help finance the Coolidge School project.

The Rental Assistance Program will fund four families for three years. These funds are already secured and earmarked for this purpose and any new funds provided by the CPC would be to fund future projects going forward. MAHT has publicized this program using notices on the Town website and advertising in the Action Unlimited.

MAHT has committed \$265K to help finance the Coolidge School project. In exchange for these funds, Civico, the developers for the project, have committed to an extra affordable housing unit that will be offered at 60% of the Area Median Income (AMI), while the other units will be offered to residents at 80% AMI. This will enable all 12 units to qualify for listing on the State Subsidized Housing Inventory (SHI).

MAHT has identified decommissioning the old Fire Station and ArtSpace building as potential future affordable housing projects.

**Additional CPC Questions:** LG asked if there was any data on the long-term effectiveness of the Rental Assistance Program. I.e., are previous program participants still living in Maynard and was the support enough to help them get on their feet? RL noted that no program evaluations were done, but this would be a good question to look into.

**Additional Public Comments:** Mary Brannelly asked what considerations were made to determine eligibility for the Rental Assistance Program for three years. RL explained that applicants must qualify each year to continue to receive rental assistance.

### **CH014-23 Regional Housing Services Office Membership:**

Megan Zammuto gave an overview of how the RHSO has supported the Town since FY2020. The RHSO has been integral in helping the Town to monitor and administer its current Subsidized Housing Inventory (SHI), as well as create new and diverse affordable housing units across several different types of developments throughout Town, from one-bedroom apartments to a single-family home. Its work in managing the Local Action Unit (LAU) program will most likely bring Maynard above the State minimum SHI requirement of 10%, with the Select Board approval of the LAU units for the 115 Main St. project. This is based on prior census numbers and may change based on new census data. The RHSO also administers the Emergency Rental Assistance Program and was integral in developing and reviewing guidelines for this and other programs, as well as determining applicant eligibility.

**Additional CPC Questions:** The CPC had no additional questions, but NR noted that the work that the RHSO does not only seems relevant to the goals of the CPC with respect to affordable housing, but also to many of the goals of the Planning Board.

**Additional Public Comments:** None

The CPC expressed their appreciation for all applicants joining the meeting and their work in answering questions and preparing their presentations for the committee.

### **Keenan Field Contract:**

Jason Raschi, Mike Arria, Anthony Savard, and Mary Brannelly joined the meeting to discuss making amendments to the contract for the Keenan Field Softball Fence Replacement (REC041-22) project. After reviewing the site, the contractor wanted to make a few changes to the initial contract. This includes eliminating the need for installing a backstop, for a reduction in price of \$4,000. Likewise, the new contract would include the addition of two new add alternates to upgrade the size of the posts and install orange safety covering over the fence, for an additional \$1,490 and \$5930, respectively. These changes would constitute an additional \$3,420 to the initial bid of \$99,120.00. The original grant agreement was for \$110,000, so the CPC sees no problem in making these changes as long as they still have enough funds left in the account and that all proper procurement laws are being followed. The CPC underscored that it is important to find out what the fund balance is at this point and whether making these changes to the contract will incur any additional administrative expenses. The CPC recommends asking Justin DeMarco about any ancillary costs before going forward. Bob Savoie noted that these changes should not require any additional engineering costs but will specifically ask Justin DeMarco about any other costs.

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**Administrative:**

**CPC Signage:** No new updates, but NR will reach out to Sign Logic in Hudson.

**Project Closeouts:** None

**Ongoing Projects:**

**Curfew Bell:** The bell is in place and the Historical Commission is setting a date for the dedication ceremony and will be sending out invitations soon.

**Ice House Foundation:** ED has been working on preparing permit applications with Susan Erickson and Julia Flanary. They hope to be able to finish the project by the end of summer.

**Additional Business:** The Community Preservation Coalition sent out a notice regarding additional State surplus funds. Maynard will be receiving an additional \$29,371.

**Additional Public Comments:** Mary Brannelly noted that Greg Johnson and Brian Haas have been working to put together a subcommittee to determine the best use of the \$175K in free cash appropriated for designing new bleachers and leasing temporary bleachers at Alumni Field. They will be meeting later in the week and Mary will relay the CPC's thoughts and concerns at the meeting. The CPC noted that they hoped the Town and School would make decisions based on long-term benefits and cost-saving planning. Namely, the CPC is concerned that the process of designing and replacing the Alumni Field bleachers will likely take 5+ years and continuously renting the portable bleachers could end up costing more than purchasing a set outright. If the Town were to purchase a set of these portable bleachers, they could be used at other facilities, such as Crowe Park, after the Alumni Field project concludes and be a better long-term investment for the Town. Likewise, if there are discussions of expanding the project to include the installation of a turf field or replacement of the track, it would be much more cost effective to do it all at once. Mary noted that this is not likely due to the very high costs of installing a turf field.

**Next Meeting:** The next meeting is January 18, 2023. The CPC will be meeting with applicants for the Reo Road Playground project.

**Adjournment:** NR motioned to adjourn. Seconded by RL. Passed by unanimous 7-0 roll call vote. Meeting adjourned at 8:35 pm.

**Timeline of Dates for Spring 2023 Town Meeting – FY2023 CPA Proposals**

- October 3, 2022 Notice of Intent Due
- November 14, 2022 Final Applications Due
- November 16, 2022 Begin Review Process
- December 7, 2023 Finalize Questions
- January 04, 2023 Meet with Applicants
- January 18, 2023 Meet with Applicants
- February 01, 2023 Discussion
- February 15, 2023 Public Hearing
- March 01, 2023 Rain Date for Public Hearing

Documents and Exhibits used during the meeting:

- Draft of December 21, 2022 Meeting Minutes

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- Agenda
  - OS028-23 Conservation Fund Support Responses
  - CH013-23 MAHT Fund Support Responses
  - CH014-23 RHSO Membership Responses
  - Keenan Field Contract Change Order
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Date approved: January 18, 2023

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