



OFFICE OF THE  
**SELECT BOARD**  
**TOWN OF MAYNARD**  
MUNICIPAL BUILDING  
195 MAIN STREET  
MAYNARD, MASSACHUSETTS 01754  
Tel: 978-897-1301 Fax: 978-897-8457

## Meeting Minutes Tuesday, February 7, 2023

Hybrid meeting (in-person at 195 Main Street, Maynard, and remotely via Zoom)  
(*This public meeting was recorded.*)

### **Present:**

Justine St. John, Acting Chair, Clerk  
David Gavin, member  
Chris DiSilva, member

Gregory W. Johnson, Town Administrator  
Megan Zammuto, Assistant Town Administrator  
Gregory Wilson, Executive Assistant

### 1. Meeting Opening

Ms. St. John called the meeting to order at 6:33pm.

Public Comments: None offered.

### 2. Consent Agenda

A. Maynard Business Alliance: 9th Annual Spring ArtWalk, May 6, 2023

B. Maynard Business Alliance: Park Lighting Ceremony (Tree and Menorah) and the 9th Holiday Sip & Stroll Holiday Sip & Stroll, Dec 2, 2023

C. Cemetery Deed #2099

D. License to Enter and Use Town-Owned Land for Maple Sugaring

**A motion was made by Mr. DiSilva and seconded by Mr. Gavin** to approve the license to enter and use town-owned land for Maple Sugaring to George Parker effective February 7 to December 31, 2023, contingent upon applicant's submission and town acceptance of current liability insurance waiver.

Voted: **Motion carried unanimously.**

**A motion was made by Mr. DiSilva and seconded by Mr. Gavin** to approve the Consent Agenda Items A through D, as presented, contingent upon adherence to all federal, state and local public health and safety guidelines. Authorizing use of digital signatures if approved.

Voted: **Motion carried unanimously.**

### 3. Alcohol License Relinquished- The Tap Room at Bull Spit Brewing Co.

A. Notice of Relinquishment to the ABCC

**A motion was made by Mr. Gavin and seconded by Mr. DiSilva** to notify the Alcoholic Beverage Control Commission (ABCC) that The Tap Room at Bull Spit Brewing Co has relinquished their license to the Select Board, as the town's Local Licensing Authority. Authorizing the use of digital signatures if approved.

Voted: **Motion carried unanimously.**

#### **4. Appointments**

A. ADA Commission- Elijah Tucker, Re-Appointment

Mr. Tucker updated on his experiences with the Commission and reported that all is going well.

**A motion was made by Mr. Gavin and seconded by Mr. DiSilva** to re-appoint Elijah Tucker to the Americans with Disabilities Act Commission with a term expiring June 30, 2025.

Voted: **Motion carried unanimously.**

#### **5. 61-63 Summer Street Re-Use Committee**

A. Charge

The proposed charge is intended to ensure a well-round approach for the consideration of potential re-uses of 61-63 Summer Street.

**A motion was made by Mr. DiSilva and seconded by Mr. Gavin** to establish a 61-63 Summer Street Re-Use Committee with a charge to "Submit no less than three (3) options to the Select Board for the re-use of 61-63 Summer Street."

Voted: **Motion carried unanimously.**

B. Appointments

The Select Board agreed to have a seven-member committee and may designate a Select Board liaison at a future meeting.

**A motion was made by Mr. DiSilva and seconded by Mr. Gavin** to appoint Daniel Schissler, Khadija Brown, Lisa Dunn, Brion Humphrey Berghaus, Ellen Duggan, Linde Ghery, and Andy Moerlein to the 61-63 Summer Street Re-Use Committee for a term to expire June 30, 2024.

Voted: **Motion carried unanimously.**

#### **6. Contracts**

A. Lazaro Paving: Change Order: Old Marlboro Road Water Treatment Plant Paving

**A motion was made by Mr. Gavin and seconded by Mr. DiSilva** to approve the Change Order (001) with Lazaro Paving for the Old Marlboro Road Water Treatment Plant Paving project in the amount of \$14,803.28, authorizing the Town Administrator to sign as the Owner.

Voted: **Motion carried unanimously.**

B. Lazaro Paving: 6 Change Orders: Fall Pavement Project

**A motion was made by Mr. DiSilva and seconded by Mr. Gavin** to approve the change orders (001-006), as presented, with Lazaro Paving for the Fall Pavement Project in the amount of \$90,332.60.

Voted: **Motion carried unanimously.**

C. BP Retail: Electricity Supply to Municipal Facilities

During discussion, it was clarified that the agreement would not impact the Town's alternative energy sources or power-purchase agreements.

**A motion was made by Mr. Gavin and seconded by Mr. DiSilva** to authorize the Town Administrator to approve the agreement with BP Retail for electricity supply to municipal facilities in the amount of \$0.1420 per kWh from February 1, 2024 to February 28, 2027.

Voted: **Motion carried unanimously.**

D. Direct Energy: Gas Supply to Municipal Facilities

**A motion was made by Mr. Gavin and seconded by Mr. DiSilva** to approve the agreement with Direct Energy for gas supply to municipal facilities in the amount of \$9.980 per DTH from November 2023 to November 2026.

Voted: **Motion carried unanimously.**

**7. Reserve Fund Transfer Request**

A. Department of Public Works: Petroleum Line

During discussion, it was clarified that this transfer will help provide fuel for vehicles in other departments, not just the Department of Public Works. If approved, the request will be sent to the Finance Committee for further approval.

**A motion was made by Mr. DiSilva and seconded by Mr. Gavin** to approve and refer the Department of Public Works Reserve Fund Transfer Request as presented in the amount of \$50,000 to the Finance Committee.

Voted: **Motion carried unanimously.**

**8. 1 Summer Street**

A. Broker Services

Concerns were previously raised about the recently signed contract with O'Brien Commercial Properties due to the exclusion of a no name clause. Ms. Zammuto and Mr. DiSilva spoke with O'Brien about the concerns. The Select Board agreed to move forward as planned.

**9. Correspondences**

A. 2023 Eversource Pruning Plan

B. Thanks to the Students Who Helped at the 56th Holiday Parade

C. Annual Report for Calendar Year 2022 - Alcoholic Beverages Control Commission

D. Verizon Annual Complaint Filing Notice

E. Council on Aging: Assessment Study

F. Parking Authority Recommendation Nason Street

G. Annual Town Election Notice Available Positions 2023

H. M. Zammuto Resignation Letter

I. P. Ryder Sustainability Committee RE Green Meadow Energy

J. ArtSpace Update

K. M. Narekiewicz RE Veterans Services Office

L. A. Loveless RE Senior Center Focus Group Support Letter

M. J Agnew, M Kinsella FY24 School Budget

During discussion, Ms. St. John thanked the Senior Center Focus Group for the work they have completed thus far regarding the assessment study. The UMass Boston Gerontology Institute will be invited to present to the Select Board at a future meeting. After hearing from the Gerontology Institute, the Select Board will hear thoughts on moving forward from the Council on Aging and the Senior Center Focus Group.

Ms. St. John also acknowledged the letter from the Sustainability Committee and will bring it to the Green Meadow School Building Committee for further action. Additionally, Mr. DiSilva spoke highly of Wayne Stanley from Veterans Services and his work for the Town. Finally, Mr. Johnson will check with the Department of Public Works to gather more information on the Eversource tree trimming process.

**A motion was made by Mr. DiSilva and seconded by Mr. Gavin to accept the correspondences A through M as shown.**

**Voted: Motion carried unanimously.**

## **10. Acceptance of Minutes**

A. Jan. 17, 2023

**A motion was made by Mr. Gavin and seconded by Mr. DiSilva to accept and approve the meeting minutes of Jan 17, 2023 as shown.**

**Voted: Motion carried unanimously.**

## **11. Fire Chief**

A. Candidate Interviews

The search process included the use of an independent consulting firm, Parow Consulting & Associates. There were eleven applicants reviewed. Five applicants were forwarded to an assessment

center, three of the applicants participated in the assessment center, and two finalists were interviewed by the Select Board.

Angela Lawless was interviewed first, followed by Mark Wholey. During the interviews, the finalists were asked a series of questions pertaining to background, management and leadership, expectation setting, collaboration, budget creation and management, conflict, professional development, health and wellness, culture, mental health, resource management, grant writing, collective bargaining and labor relations, crisis management and media, as well as situational questions. The finalists were given two to three minutes to respond to each question.

During discussion, the Select Board discussed the strengths of each finalist and spoke about background, experience, how the finalists answered each question, and the best fit for the town.

**A motion was made by Mr. Gavin and seconded by Mr. DiSilva** to select Angela Lawless as the proposed Fire Chief to be appointed, authorizing the Town Administrator to negotiate an employment agreement on behalf of the Select Board.

Voted: **Motion carried unanimously.**

#### 12. Municipal Naming Policy

Further amendments were made to include additional naming sources, removing the newspaper posting requirement, removing the public hearing requirement, and include a description of project details. The Select Board is expected to vote on these amendments at the meeting on February 21, 2023.

#### 13. Green Meadow School Building Project

Ms. St. John reported that the Sustainability Committee has made several requests with Green Meadow School Building Committee, and they are working through those requests now. There is a meeting on Monday, February 13, 2023, and the designers will continue with schematic design. After the designs are voted on in April and then submitted to the Massachusetts School Building Authority (MSBA), there will be additional opportunities for value engineering. The owners project manager (OPM) and designers are aware of the various needs and requests of the Town, and Ms. St. John is hoping to reach compromises as the project moves forward.

#### 14. Town Administrator Report

Mr. Johnson announced that Ms. Zammuto, Assistant Town Administrator and Executive Director of the Office of Municipal Services, is resigning for a position in another municipality, with March 2, 2023 as her last day with the Town. Mr. Johnson also highlighted that Fire Chief Stowers is retiring and his last day as Fire Chief to be February 10, 2023. Additionally, the new website was highlighted, and Mr. Johnson encouraged the public to sign up for Town notifications with the “notify me” function. Finally, Town offices are closed February 20, 2023 for Presidents Day and Washington’s Birthday.

Ms. Zammuto elaborated on the “notify me” function and explained that people can create account on the website and then sign up for what you want, tailoring it to individual needs by department.

**15. Chair Report**

Ms. St. John will act as Chair at the budget meeting on February 11, 2023. The meeting will be a joint meeting between the Select Board and the Finance Committee. Topics to be discussed include the Town budget and capital budget for the 2024 Fiscal Year. There will also be a presentation by the School Committee. The Select Board agreed that the structure of the meeting will include the Town Administrator presentation, the School Committee/Superintendent's Office presentation, the Capital Planning Committee presentation, the Finance Committee perspective, a break, and discussion. Mr. Johnson will include information regarding the debt exclusion impact from the new Green Meadow school.

Ms. St. John also thanked everyone involved with the fire chief interviews, congratulated Chief Stowers on his retirement, and thanked Ms. Zammuto for all her work in the Town.

**16. Board Member Reports**

Mr. DiSilva inquired about the shelters that exist in the Town and how many people can they accommodate, considering that the new Green Meadow school will not be a designated shelter. Additionally, Mr. DiSilva spoke highly of the search process for the new Fire Chief and congratulated Ms. Zammuto on her new position.

Mr. Gavin inquired about the ice on Vose Hill as well as the ice on Summer Street. He also expressed appreciation about progress with the street parking issue with St. Bridget's and the Fire Station. The issue will likely be resolved in the spring.

**17. Adjournment**

**A motion was made by Chris and seconded by Mr. Gavin to adjourn the meeting at 9:44p.m.**

**Voted: Motion carried unanimously.**

Approved Date: 2/21/23



Justine St. John Clerk

Initials: gw