



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, March 7, 2023

Hybrid meeting (in-person at 195 Main Street, Maynard, and remotely via Zoom)

(This public meeting was recorded.)

Present:

Jeffrey Swanberg, Chair
Justine St. John, Clerk
David Gavin, member

Chris DiSilva, member
Gregory W. Johnson, Town Administrator
Gregory Wilson, Executive Assistant

1. Meeting Opening

Mr. Swanberg opened the meeting at 6:30pm.

A motion was made by Mr. Gavin and seconded by Ms. St. John to enter into Executive Session to conduct strategy sessions in preparation for negotiations with nonunion personnel: Fire Chief; and

To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body: 61-63 Summer Street.

Voted by roll call: **Motion carried unanimously, 4-0.**

2. Executive Session

A. Conducted Executive Session

3. Reconvene in Open Session

Mr. Swanberg called the open session to order at 7:01pm.

Public Comments:

Sarah Measures, 17 Sunset Road, spoke regarding the Green Meadow School and asked the Select Board to immediately reconsider the heating decision to use a natural gas furnace and to consider a ground source option. Ms. Measures highlighted that the Town is working on a climate action plan, the electric grid is becoming greener, and that she is campaigning on a “no fossil fuel” warrant at Town Meeting. Ms. Measures advocated to act now to avoid issues in the Fall. Ms. St. John clarified that the Select Board has not voted on the building design; only the Green Meadow School Building Committee has voted thus far. Mr. Gavin advocated to ensure that public questions and feedback are heard, especially at the upcoming Green Meadow School Building Committee meeting on March 8, 2023. Ms. St. John clarified that the public has been heard and explained that there is a period for public comments and questions at the next meeting.

4. State Delegation

A. Sen. Eldridge and Rep. Hogan

Senator Eldridge provided several budgetary highlights, including that the Student Opportunity Act will continue to provide some aid for Maynard Public Schools. Senator Eldridge also highlighted advocating for Chapter 90 funding as well as the “Millionaire’s Tax” to help fund education and transportation. Additionally, Senator Eldridge highlighted that he is sponsoring a debt free bill geared towards free access to community colleges, state colleges, and vocational schools for Massachusetts residents.

Representative Hogan provided several updates, including the extension of remote public meetings to March 31, 2025; outdoor dining, including alcohol take-out, has been extended through April 1, 2024; and that remote notarization procedures are permanent. Additionally, Representative Hogan highlighted the Fair Share Act creating pockets of revenue hopefully only used for transportation and education; mentioned organizing a transportation summit with the senator and other representatives from the 495 area to present unified regional transportation priorities. Finally, Representative Hogan spoke about the earmarks from the last legislative session, where one million dollars were earmarked for Maynard pertaining to regional transportation van service, wastewater treatment infrastructure, food security, and more.

The Select Board thanked the Senator and Representative for their dedication and hard work and advocated for future improvements pertaining to Chapter 90 funding, funding for senior centers, as well as rising housing costs.

5. Fire Department

A. Appointment and Employee Agreement: Angela Lawless, candidate for Fire Chief

A motion was made by Mr. Gavin and seconded by Mr. DiSilva to appoint Angela Lawless as Fire Chief commencing March 7, 2023, for an indefinite term, and to approve the employee agreement with Angela Lawless as Fire Chief for a term of March 7, 2023 to June 30, 2026, as presented. Authorizing use of digital signatures if approved.

Voted: **Motion carried unanimously.**

6. Police Department

A. Full-Time Police Officer Appointment: Marcos Oliveira

A motion was made by Ms. St. John and seconded by Mr. DiSilva to appoint Marcos Oliveira as a full-time police officer for an indefinite term starting March 8, 2023.

Voted: **Motion carried unanimously.**

B. Massachusetts Peace Officer Standards and Training (POST)- Chief Attestation

This is performed by the Select Board every three years, and the attestation speaks to the Chief’s good character.

A motion was made by Mr. DiSilva and seconded by Ms. St. John to approve the Peace Officer Standards & Training (POST) Attestation to Good Moral Character/Fitness for Employment as presented for Police Chief Michael Noble. Authorizing use of digital signatures if approved.

Voted: **Motion carried unanimously.**

7. Joint Meeting: Housing Authority

A. Appointment to Fill Vacant Term

This item was skipped, and the Select Board and Housing Authority will schedule a future meeting when the necessary quorum is met.

8. Joint Meeting: Council on Aging

A. Senior Center Focus Group: Community Needs Assessment

Paul Guthrie, Chair, called the meeting to order at 7:50pm. Members present include: Paul Guthrie, Mary Mitzkavitch, Jan Rosenberg, Diane Wasiuk, and Amy Loveless.

Jack McKeen, from the Maynard Senior Center focus Group, presented a report that highlighted the 2013 Community Life Center study, an overview on where the COA has been located, demographics of the senior population, limitations of the current senior center location, and properties the Focus Group has evaluated.

Dr. Caitlyn Coyle, from UMASS Boston's Institute of Gerontology, presented on potential services for a community needs assessment, which would cost about \$35,000.00 and would take about a year to conduct.

During discussion on the need for a new senior center location, it was clarified that for one option at the Mill & Main, the landlords have agreed to help build extra functions, such as a kitchen and bathroom. It was also clarified that the current quote from the Mill & Main could change at any point, and the only immediate budget impacts would be for increased programming.

During discussion on the community needs assessment, it was clarified that the Council on Aging and Director, Amy Loveless, would manage a contract with the Institute if it came to fruition. It was also clarified that the community assessment would not necessarily speak to costs of recommendations generated from the assessment. Furthermore, it was clarified that funding for the program would need to be requested in the Fall, and that a contract cannot be legally signed without an identified funding source, which will be explored on a future agenda item.

The following public comments were provided:

Peg Brown, 4 Grant Street, advocated for an immediate move to larger interim space, followed by the assessment study to provide future guidance.

Judy Burgess, 18 North Street, spoke about the challenges seniors face when going up the hill to the current senior center.

The joint meeting closed at 8:55pm. Council on Aging Minutes are attached at the end of these Select Board Minutes.

9. Water and Sewer Enterprises

A. Proposed Utility Fees (Rates) for FY24

Deborah Kloeckner, from Stantec, presented several different water and sewer rate options for FY24, and Justin DeMarco, Department of Public Works Director, provided his recommendations to the Select Board.

During discussion, it was clarified that Mr. DeMarco endorses the first scenario, Exhibit 1 and 1A, the average water usage in Town is in the 2,000 cubic feet range, and the second highest usage rate is

in the 500-1000 cubic feet range. Additionally, it was clarified that most condo associations require private fire protection, and that the Town is meeting current obligations to the DEP. The rates will be reviewed again at the hearing at the next meeting.

10. 12 Bancroft Street Disposition

A. Closing Extension

The preservation restriction has been signed, but the regulatory agreement still has not been signed. Town Counsel recommends extending the closing until June 20, 2023, and it was clarified that there another extension may be necessary.

A motion was made by Ms. St. John and seconded by Mr. Gavin to approve the extension of the deadline to DATE, 2023 for the closing and deed conveyance for 12 Bancroft Street to Consigli Real Estate Holdings, LLC d/b/a Civico Development, and authorize the Town Administrator to execute the extension on our behalf.

Voted: **Motion carried unanimously.**

11. Contracts

A. Animal Control Officer and Inspector of Animals

The contract is very similar to the previous contract with Boardman Animal Control. This contract incorporates a 2.5% increase to rate, pro-rated to January 1, 2023, and it includes “Inspector of Animals” as part of the scope.

A motion was made by Ms. St. John and seconded by Mr. DiSilva to approve and authorize the Town Administrator to sign the Animal Control Contract between the Town of Maynard and Jennifer Condon, Boardman's Animal Control, Inc. from January 1, 2023 through June 30, 2025 as presented.

Voted: **Motion carried unanimously.**

12. Annual town Meeting

A. Draft Control Articles

A motion was made by Ms. St. John and seconded by Mr. DiSilva to accept and approve the following Draft Controls:

(P) Disposition of 1 Summer

(Q) Stabilization Account

as shown, and forward to the Finance Committee for review and comments.

Voted: **Motion carried unanimously.**

13. Cultural District Enhancement Fund

A. Cultural District Enhancement Fund (CDEF) Policy and Application for HCA Community Impact Payments (CIP) Receipts

Megan Zammuto presented this application and policy at the last Select Board meeting with a goal of obtaining Select board approval at this meeting.

A motion was made by Mr. Gavin and seconded by Mr. DiSilva to approve the proposed Cultural District Enhancement Fund (CDEF) Policy and application for HCA Community Impact Payments (CIP) Receipts.

Voted: **Motion carried unanimously.**

14. Green Meadow School Project

Ms. St. John updated the Select Board. Highlights include a reminder of the next meeting taking place on March 8, 2023; a discussion of stretch codes being introduced; and receiving the proposal from the OPM and designers advising the committee to wire the school building so that the heating source can upgrade from natural gas to electric once the gas heating equipment reaches the end of its usable life. Regarding the meeting on March 8, 2023, Ms. St. John clarified that the intent of the meeting is to share accurate information with all relevant boards the Committee needs support from, as well as to allow the boards and the public to ask questions. Additionally, Ms. St. John highlighted that the Committee is working on an FAQ document and clarified that cost associated with altering the heating system in the future is unknown.

During discussion, the Mr. Swanberg reiterated the importance of the public being heard, and Mr. Johnson clarified that the office will do their best to ensure a smooth hybrid setup for the meeting for remote participation.

15. FY24 General Fund Budget

Mr. Johnson forwarded the financial allocations information received from the State to the Select Board and Finance Committee. Mr. Johnson highlighted that the Assabet Valley Regional Vocational School assessment presented a 6.6% increase instead of the projected 2.5% increase and the health insurance premium is increasing by 5.9% due to an error instead of the previously thought 5.37%. After reworking the budget and incorporating those updated figures, there is an additional \$42,120 for further allocation. Mr. Johnson recommended that the Select Board allocate \$20,000 to the Library for IT costs and for personnel. Mr. Johnson also presented his recommendations for Free Cash allocation, prompting discussion among the Select Board and Mr. Johnson on how to further allocate Free Cash.

During discussion, it was clarified that there is no major allocation item assigned to the Capital Stabilization Fund, but it is important to maintain as a source of emergency funds. It was also clarified that Free Cash allocations should not be allocated for operating expenses. Additionally, the Select board discussed scheduling a Tri Board meeting in the near future to include the School Committee and Finance Committee to finalize remaining budgetary items.

During further discussion, the topic of a budget override was raised as well as potential outcomes, including repercussions if an override fails. Further clarification will be needed, and a discussion can occur with the Finance Committee and School Committee in June after the next Annual Town Meeting. Additionally, it was discussed that the School Committee is working on a warrant for Town Meeting asking for further funding allocations and the possible implications. Natasha Rivera, Chair of the School Committee, clarified that the warrant considers multiple funding sources, including the Stabilization Fund or available funds in the "treasury," which is defined as unused funds from other budgets. Finally, the Select Board discussed several financial and capital ideas, one of which for funding the assessment study for the Senior Center, and Mr. Johnson will look into those ideas for the next meeting.

16. 61-63 Summer Street

A. Appraisal Dated February 25, 2022

A motion was made by Ms. St. John and seconded by Mr. DiSilva to release the real estate appraisal report for 61 Summer Street produced by Greg Story, A.M. Appraisal Associates, Inc. dated February 25, 2022.

Voted: **Motion carried unanimously.**

17. Alumni Bleachers

Mr. Johnson explained that the bleachers have been torn down, and it cost roughly \$9,000. The schools will rent interim bleachers for several months. Mr. Johnson also asked Michael Arria, Athletic Director, to finalize the scope of qualifications for the new bleachers, which resulted in a survey launched asking the public for their input. Concerns were raised by the Ms. St. John about ensuring the public is aware that the survey does not guarantee that all of the asks will be fulfilled.

18. Correspondences

- A. Verizon Customer Notice Mexicanal HD Discontinued
- B. J Jones New Green Meadow School
- C. N Rivera Open Meeting Law Advisory
- D. M Heck New Green Meadow Building
- E. D Schissler 61-63 Summer Street Re-Use Committee Resignation Letter
- F. O Greene New Green Meadow School Project
- G. J Shennette New Green Meadow School Project
- H. E Shennette New Green Meadow School Project
- I. Michaela Koller resignation from Maynard Historical Commission

A motion was made by Mr. DiSilva and seconded by Ms. St. John to accept the correspondences A through I as shown.

Voted: **Motion carried unanimously.**

19. Acceptance of Minutes

- A. Feb. 21, 2023

This item was skipped and will be revisited at the next Select Board meeting.

20. Town Administrator Report

- A. Town Administrator Report

Mr. Johnson highlighted that the 61-63 Summer Street Re-use Committee has met, and that Brion Berghaus and Khadijah Brown are Co-Chairs of the committee. Additionally, the RFP for the disposal of 1 Summer Street is available online; the new Fire Chief graduated from the Massachusetts Fire Academy Chief Officer Program; and Captain Craig Desjardins completed his master's degree in Occupational Safety and Health. Furthermore, Mr. Swanberg and Mr. DiSilva offered to assist with the second round of interviews for the Assistant Town Administrator position.

21. Chair Report

Mr. Swanberg thanked the community for reaching out and helping while he was in recovery, and he thanked Ms. St. John for filling the Chair position while he was unable to serve.

22. Board Member Reports

Mr. DiSilva wished Finance Director Lauri Plourde well as she transitions to a new position in another town, and he welcomed Mr. Swanberg back.

Ms. St. John welcomed Mr. Swanberg back and highlighted that the Budget Subcommittee met last week with robust discussion, the Green Meadow School Building Committee met, and urged members of the public to always fact check and research what they see on social media, especially regarding the Green Meadow School Building project.

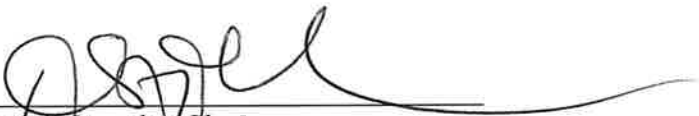
Mr. Gavin reminded the public about the Affordable Housing Trust rental assistance program and wished everyone a happy St. Patrick's Day.

23. Adjournment

A motion was made by Mr. DiSilva and seconded by Ms. St. John to adjourn the meeting at 10:42p.m.

Voted: Motion carried unanimously.

Approved Date:



Justine St. John Clerk

Initials: gw

MAYNARD COUNCIL ON AGING
JOINT MEETING WITH THE MAYNARD SELECT BOARD
March 7, 2023
Maynard Town Hall

Paul Guthrie opened the meeting at 7:50 p.m. and took role call of COA Board members. In attendance were Paul Guthrie, Mary Mitzkavitch, Jan Rosenberg, Diane Wasiuk, and Amy Loveless.

Jack MacKeen, from the Maynard Senior Center Focus Group, provided a PowerPoint presentation entitled "Status Report to the Select Board, March 2023." The report provided detail on the 2013 Community Life Center study, history of the past senior center in Mill + Main to its current location, demographics of the current and projected senior population of Maynard, and the role and work of the Maynard Senior Center Focus Group. Areas of particular focus included the current senior center, which due to its space limitations, has difficulty meeting demands for expansion of programming and increasing attendance, as well as how socialization improves cognitive function and increases life longevity. The report included a list of properties that had been evaluated by the Maynard Senior Center Focus Group including a current consideration at Mill + Main.

Caitlin Coyle, from UMASS Boston's Institute of Gerontology, provided a PowerPoint (ZOOM) presentation on the proposed project overview of a "Aging in Maynard: A Community Needs Assessment."

Members of the Select Board asked questions regarding the study, including but not limited to:

- How achievable would be the recommendations from the study be?
- Who would be communicating with Caitlin Coyle and her department regarding the study?
- Where are we on the timeline with securing this study and how will this interface with the need an expanded senior center space?
- Would the study tell us what is best in terms of space needs and interests? As we wouldn't want to have to move the senior center again.

The Select Board Chair solicited the COA Board for recommendations, but the COA Board was not forth coming.

The Select Board followed up with questions about the senior center space needs, including the currently proposed space at Mill + Main. Select Board members asked questions of the Maynard Senior Focus Group as represented by Jack MacKeon, including but not limited to:

- How long is the current lease quote from Mill + Main valid?
- What costs are included in the lease?
- What additional cost will be incurred with a larger space, including whether to increase COA staff or program expenses?
- It is important to prepare and plan for a space and stick to the plan.

Additional discussion included determining whether funding could be secured to move forward with the needs assessment study. Select Board members and Greg Johnson decided to explore this later in the agenda when reviewing the FY24 draft budget.

Amy Loveless spoke about the constraints of the current space effecting the number of individuals participating safely in a new fitness class. She will be considering adding another section of the class to accommodate the number of interested individuals though this will be an additional budgetary cost.

Peg Brown noted that we need to be moving forward with both the needs assessment study and an alternate senior center space, such as Mill + Main.

COA Board joint meeting with the Select Board adjourned at 8:55 p.m.