

TOWN OF MAYNARD  
Annual Town Meeting  
JUNE 13, 2020

At the Annual Town Meeting duly called and held at the Mill and Main Parking Lot, Maynard, MA on Saturday, June 13, 2020 at 1:30PM the following ARTICLES were voted on in a legal manner. There was a quorum present (75 Voters = quorum); 186 voters were present.

**The Town Moderator, Richard Dick Downey, called the meeting to order at 1:43pm.**

At the start of the meeting, Moderator Richard Dick Downey requested the voters to approve the voting of the articles as followed:

Articles 1-6 - combined  
Articles 7-8 - combined  
Articles 9-11 - combined  
Article 12 - alone  
Article 13 – alone  
Article 14 – alone  
Articles 15, 16, 17(withdrawn), 18, 19, 20, 21, 25 and 27 – combined  
Articles 22-23 – combined  
Articles 24, 26 - combined

**MOTION PASSED UNANIMOUSLY**

**ARTICLE: 1 CERTIFIED FREE CASH APPROPRIATION**

To see if the town will vote to appropriate from available free cash the following amounts for designated purposes:

Snow & Ice Deficit	\$ 200,000.00
General Stabilization	\$ 48,277.00
Green Meadow Roof & Envelope Repairs	\$ 350,000.00
School Bathroom Facilities Renovations	\$ 60,000.00
Total Requested Appropriation	\$ 658,277.00

To do or act thereon.

SPONSORED BY: Board of Selectmen  
APPROPRIATION: \$658,277.00  
FINCOM RECOMMENDATION: Recommends

Comments (Finance Committee): Passage of this article would appropriate the stated amounts (totaling \$658,277) from available free cash. This article continues the best practice of using free cash for one-time expenses (such as snow and ice) and prioritized capital projects (such as the school bathroom upgrades) totaling \$260,000. The FinCom strongly supports the allocation of \$350,000 to a much-needed repair of a portion of the Green Meadow roof to re-occupy a closed section and protect the investment made last year to abate damage caused in part by roof leaks. (The total cost of the roof repair is

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estimated at \$650,000; see Warrant Article 13 for proposed appropriation to fund the balance.) The FinCom also supports using the \$48,277 balance of this year's total free cash of \$658,277 to augment General Stabilization as a prudent means of setting aside one-time funds for extraordinary anticipated expenses resulting from new economic realities and budget pressures due to the COVID-19 pandemic. (*Please refer also to the Sponsor's Comments*)

Comments (Sponsor): Free Cash is taxpayer money that has not been appropriated for spending. Traditionally, Maynard uses these funds to pay for one-time items or events, like a deficit in the snow and ice budget, and capital projects. The unusually mild winter allowed for less need for appropriation towards snow and ice management than typically expected. Two capital projects are urgent needed to be funded. The roof sections over the pre-kindergarten and kindergarten wing of the Green Meadow Elementary School are proposed for repair and replacement. This amount is expected to only fund approximately half the wing's roof. The other half's replacement is proposed to be funded through debt exclusion. The bathrooms at the Fowler Middle School and Green Meadow Elementary School are in urgent need for renovations, as indicated by the School Committee. It is recommended to contribute the remaining available Free Cash to the town's General Stabilization fund for consideration of appropriation at a later Town Meeting to address budget shortfalls, particularly as a result of the COVID-19 public health impact.

**MOTION MADE:** That the Town vote approve Article 1 as printed in the warrant, except the words, "to do or act thereon".

**MOTION PASSED YES: 165 NO: 5**

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**ARTICLE: 2 GENERAL FUND CAPITAL OUTLAY**

To see if the town will vote to transfer unexpended balance of monies for Fiscal Year 2020 from the funds noted to Fund 8001, Fund 8008, Fund 5135, and Fund 5138 in the amounts indicated below:

**FROM:**

Fund 5067	Alumni Field & Track	ATM11 ART 8	\$ 5.94
Fund 5080	Coolidge School Renovations	STM12 ART S5	\$ 30,659.35
Fund 5106	School Parking/Traffic Flow Study	STM15 ART S1	\$ 5,877.00
Fund 5107	ARRT Easement Purchase	STM15 ART S2	\$ 10,487.06
Fund 5110	Demolition 1 Rockland Avenue	STM16 ART S1	\$ 27,032.11
Fund 5112	Fowler Gym Floor Resurfacing	STM16 ART S1	\$ 250.00
Fund 5114	Ford Explorer/XLT Replacement	STM16 ART S1	\$ 225.45
Fund 5115	Asphalt Curb/Beam Machine	STM16 ART S1	\$ 2,397.10
Fund 5117	Garage Fence & Security Improvement	STM16 ART S1	\$ 22,223.19
Fund 5131	Fire Dept. Power Stretcher	ATM18 ART21	\$ 229.35
			<u>\$ 99,386.55</u>

**TO:**

Fund 8001	General Stabilization	\$ 74,540.81
Fund 5135	DPW Capital Improvements	<u>\$ 24,845.74</u>
		\$ 99,386.55

To do or act thereon.

SPONSORED BY: Board of Selectmen  
APPROPRIATION: \$99,386.55  
FINCOM RECOMMENDATION: Recommends

Comments (Finance Committee): Passage of this article would transfer unexpended balances from various Town operating budget accounts (totaling \$99,386.55) to General Stabilization Fund and Department of Public Works (DPW) Capital Improvements account. The FinCom endorses more regular review and reallocation of unexpended amounts from previous approved articles to new priorities. While some portion will help address overdue DPW expense needs, the majority of funds will be transferred to General Stabilization (as in Article 1), as a prudent means of setting aside one-time funds for extraordinary anticipated expenses resulting from new economic realities and budget pressures due to the COVID-19 pandemic.

Comments (Sponsor): The amounts above are unexpended. Department heads and committees have agreed that the unexpended balances should be returned to their original funding source and transferred to the above sources for future appropriation.

**MOTION MADE:** That the Town vote to approve Article 2 as printed in the warrant, except the words, "to do or act thereon".

**MOTION PASSED YES: 165 NO:5**

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## **ARTICLE: 3 SEWER ENTERPRISE FUND BUDGET FISCAL YEAR 2021**

To see if the town will vote to recommend that the following sums be appropriated to operate the Sewer Enterprise Fund, in accordance with the provisions of M.G.L. c. 44 § 53F ½. Such sums of money as may be necessary, together with revenue from the Sewer Enterprise Fund operations, to defray the expenses for Fiscal Year 2021 (July 1, 2020 – June 30, 2021).

**TOTAL REVENUES** **\$3,368,249.00**

## **EXPENSES - DIRECT**

Sewer - Salaries	\$ 254,184.00
Sewer - Expense	\$ 313,710.00
Sewer - Capital	\$ 237,971.00
Sewer - Long Term Debt Principal	\$ 654,153.00
Sewer - Long Term Debt Interest	\$ 188,962.00
Sewer - Waste Water Treatment Plant Expense	\$ 1,192,051.00
<b>TOTAL EXPENSES - DIRECT</b>	<b>\$ 2,841,031.00</b>

## **EXPENSES - INDIRECT**

Insurance - Health/Life/Unemployment	\$ 185,427.00
Retirement	\$ 15,668.00
Shared Employee Costs	\$ 326,123.00
<b>TOTAL EXPENSES - INDIRECT</b>	<b>\$ 527,218.00</b>

**TOTAL FY2021 BUDGET** **\$ 3,368,249.00**

To do or act thereon.

**SPONSORED BY:** Board of Selectmen  
**APPROPRIATION:** \$2,841,031.00  
**FINCOM RECOMMENDATION:** Recommends

Comments (Finance Committee): Passage of this article would adopt the proposed Sewer Enterprise Fund Budget for FY2021, total 3,368,249, and appropriate \$ 2,841,031 for Direct Expenses. (While the \$527,218 in Indirect Expenses is appropriated through the Town General Fund Budget in Article 12, this amount is reimbursed by the Sewer Enterprise Fund.) The Finance Committee supports the increase in the Sewer Enterprise Fund budget, as it reflects needed spending for sewer infrastructure. The overall budget increases \$289,273 or 9.4%. Increases in capital spending total \$175,000, which is the majority of the increase. The consultant that runs the waste water treatment plant increases \$52,000, or 4.6%. Salaries increases include \$50,000 for half of a Water/Sewer Superintendent, which is an added position. The Water and Sewer staff are currently are less than 50% of the staffing levels recommended by the state DEP for a system our size.

Comments (Sponsor): The Fiscal year 2021 Sewer Enterprise Budget is a 2.72% increase from the departments originally proposed Fiscal Year 2020 budget. Fiscal year 2020 budget was adjusted to address loss in revenue due to the loss of a well source. Fiscal

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year 2021 reflects the restoration of those budget decreases. The increase in Fiscal Year 2021 Sewer Enterprise Fund Budget is a result of rising expenditures due to several factors including inflation, increased need for capital improvements to distribution and treatment, contract services, collective bargaining, state and federal unfunded mandates, which include increased staffing levels to meet Department of Environmental Protection (DEP) recommended personnel levels for a utility equivalent to the complexities and size of Maynard's.

**MOTION MADE:** That the Town vote to approve Article 3 as printed in the warrant, except the words, "to do or act thereon".

**MOTION PASSED YES: 165 NO: 5**

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## ARTICLE: 4 ENTERPRISE SEWER CLOSE OUTS

To see if the town will vote to transfer unexpended balance of monies for Fiscal Year 2020 from the funds noted below to Fund 6425 Capital Equipment Sewer:

**FROM:**

Fund 6405	WWTP Equipment Upgrades	ATM12 ART12	\$ 77.48
Fund 6409	Sewer Plant Water System	ATM12 ART12	\$ 234.22
Fund 6421	Fire Alarm Sys. Installation at WWTP	STM15 ART4	\$5,135.00
Fund 6422	Pump House Mech. Sys. Upgrades	STM15 ART4	<u>\$4,303.74</u>

TO:

Fund 6425 Capital Equipment Sewer **\$9,750.44**

To do or act thereon.

**SPONSORED BY:** Department of Public Works  
**APPROPRIATION:** \$9,750.44  
**FINCOM RECOMMENDATION:** Recommends

Comments (Finance Committee): Passage of this article would transfer unexpended balances from various accounts (totaling \$9,750.44) to the Capital Equipment Sewer account. The FinCom supports this and similar efforts as a best practice to more regularly review and reassign unexpended amounts from previous sewer projects to prioritized newer needed small capital expenditures in the Sewer Enterprise budget.

Comments (Sponsor): The amounts above are unexpended. The town's Department of Public Works (DPW) endorses the closure and reallocation of unexpended balances as it relates to sewer projects. These projects have remaining balances from the actual cost of the projects listed. Combining remaining balances into a dedicated article is an efficient and effective means of fiscal responsibility. This will allow the department to invest remaining funds into needed small capital upgrades.

**MOTION MADE:** That the Town vote to approve Article 4 as printed in the warrant, except the words, "to do or act thereon".

**MOTION PASSED YES: 165 NO: 5**

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**ARTICLE: 5 WATER ENTERPRISE FUND BUDGET FISCAL YEAR 2021**

To see if the town will vote to recommend that the following sums be appropriated to operate the Water Enterprise Fund, in accordance with provisions of M.G.L. c. 44 §53F ½ such sums of money as may be necessary, together with revenue from Water Enterprise Fund operations, to defray the expenses for FY2021 (July 1, 2020 – June 30, 2021).

**TOTAL REVENUES** **\$2,160,573.00**

**EXPENSES - DIRECT**

Water - Salaries	\$ 305,830.00
Water – Expense	\$ 779,398.00
Water - Capital	\$ 156,761.00
Water – Long Term Debt Principal	\$ 498,228.00
Water – Long Term Debt Interest	\$ 113,306.00
<b>TOTAL EXPENSES - DIRECT</b>	<b>\$1,853,523.00</b>

**EXPENSES - INDIRECT**

Insurance - Health/Life/ Unemployment	\$ 96,548.00
Retirement	\$ 10,446.00
Shared Employee Costs	\$ 200,056.00
<b>TOTAL EXPENSES - INDIRECT</b>	<b>\$ 307,050.00</b>
<b>TOTAL FY2021 BUDGET</b>	<b>\$ 2,160,573.00</b>

To do or act thereon.

<b>SPONSORED BY:</b>	Board of Selectmen
<b>APPROPRIATION:</b>	\$1,853,523.00
<b>FINCOM RECOMMENDATION:</b>	Recommends

Comments (Finance Comments): Passage of this article would adopt the proposed Water Enterprise Fund Budget for FY2021, total \$2,160,573, and appropriate \$1,853,523 for Direct Expenses. (While the \$307,050 in Indirect Expenses is appropriated through the Town General Fund Budget in Article 12, this amount is reimbursed by the Water Enterprise Fund.) The Finance Committee supports the increase in the Water Enterprise Fund budget, as it reflects needed spending for water infrastructure. The overall budget increases \$419,793, or 21.7%. Increases in capital spending total \$346,000. This includes the creation of a capital line in the budget for future spending, the yearly costs associated with the water borrowing elsewhere on the warrant, and costs for water distribution improvements. The budget also includes \$50,000 for half of a Water/Sewer Superintendent, which is an added position. The Water and Sewer staff are currently less than 50% of the staffing levels recommended by the state DEP for a system our size.

Comments (Sponsor): The Fiscal Year 2021 Water Enterprise Budget is an 11.5% increase from the departments originally proposed Fiscal Year 2020. Fiscal year 2020 budget was adjusted to address loss in revenue due to the loss of a well source. The increase in Fiscal Year 2021 Water Enterprise Fund Budget is a result of rising expenditures due to several factors including inflation, contract services, collective

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bargaining, state and federal unfunded mandates, which include increased staffing levels to meet DEP recommended personnel levels for a utility equivalent to the complexities and size of Maynard's. An additional growing need for the utility is to address severe capital improvement projects to deal with water capacity and quality issues. Included in Fiscal year 2021 budget is debt service for the completion of new water supply source known as Well "4A". Well "4A" is a well source identified to supplement the loss of a well source at another facility. This is the first step in the department's multi-phased water improvement plan.

**MOTION MADE:** That the Town vote to approve Article 5 as printed in the warrant, except the words, "to do or act thereon".

**MOTION PASSED YES: 165 NO:5**

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**ARTICLE: 6**

**ENTERPRISE WATER CLOSE OUTS**

To see if the town will vote to transfer unexpended balance of monies for Fiscal Year 2020 from the funds noted below to Fund 6341 Capital Equipment Water.

**FROM:**

Fund 4501	Water Main Loop		\$ 2,009.67
Fund 6305	4" Pump & Hose	ATM10 ART13	\$ 2,746.14
Fund 6315	Compact Utility Excavator	STM11 ART6	\$ 721.00
Fund 6317	Van Replacement	ATM12 ART11	\$ 1,471.04
Fund 6331	Steel Bldg. Water Div. Storage	ATM15 ART4	\$ 159,315.00
Fund 6335	Rockland/Ave Filter Media Replace.	STM16 ART4	\$ 17.71
			<b>\$ 166,280.56</b>

**TO:**

Fund 6342	Capital Equipment Water	<b>\$166,280.56</b>
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To do or act thereon.

SPONSORED BY: Department of Public Works  
APPROPRIATION: \$166,280.56  
FINCOM RECOMMENDATION: Recommends

Comments (Finance Committee): Passage of this article would transfer unexpended balances from various accounts (totaling \$166,280.56) to the Capital Equipment Water account. The FinCom supports this and similar efforts as a best practice to more regularly review and reassign unexpended amounts from previous water projects to prioritized newer needed small capital expenditures in the Water Enterprise budget.

Comments (Sponsor): The amounts above are unexpended. The town's Department of Public Works (DPW) endorses the closure and reallocation of unexpended balances as it relates to water projects. These projects have remaining balances from the actual cost of the projects listed. Combining remaining balances into a dedicated article is an efficient and effective means of fiscal responsibility. This will allow the department to invest remaining funds into needed smaller capital upgrades.

**MOTION MADE:** That the Town vote to approve Article 6 as printed in the warrant, except the words, "to do or act thereon".

**MOTION PASSED YES: 165 NO:5**

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**ARTICLE: 7 BORROWING AUTHORIZATION WATER ENTERPRISE**

To see if the town will vote to raise and appropriate, or transfer from available funds or otherwise, the sum of \$1,500,000.00 to be expended by the Board of Selectmen to procure, purchase and construct equipment necessary for the operation of water treatment and distribution services and to meet said appropriation to authorize the Town Treasurer, with Approval of the Board of Selectmen, to borrow \$1,500,000.00 under M.G.L Chapter 44, or any other enabling authority.

**PURPOSE**

Water Treatment Capital Improvements

**AMOUNT**

\$1,500,000.00

**TOTAL APPROPRIATION**

\$1,500,000.00

To do or act thereon.

SPONSORED BY: Board of Selectmen  
APPROPRIATION: \$1,500,000.00  
FINCOM RECOMMENDATION: Recommends

Comments (Finance Committee): Passage of this article would raise and appropriate, or transfer from available funds or otherwise, the sum of \$1,500,000 for installation of a replacement well and other work necessary for the effective operation of water treatment and distribution services. This appropriation will be funded out of the Water Enterprise Fund and is an important first step in a long-term capital improvement process to increase water capacity and ensure that the Town has adequate supply of water. (*See also Sponsor's Comments in the Warrant.*)

Comments (Sponsor): The Town of Maynard has identified the need to pursue additional drinking water sources. The town has worked closely with state regulatory agencies, local officials and water engineering experts to identify appropriate solutions to meet the current water demand for the Town. This article asks the Town to approve funding for the construction and engineering of the installation of a replacement well and to pursue new drinking water sources per the towns long-term water utility capital plan. These are all items which need to be completed to ensure the Town can continue to provide safe drinking water and fire protection for the residents and business in Maynard. Yearly funding for this debt is included in the water and sewer enterprise operation budget, which is a reflection of the utilities users' rates. Well "4A" is a well source identified to supplement the loss of a well source at another facility. This is the first step in the departments multi-phased water improvement plan, which can be found on the following link, <https://www.townofmaynard-ma.gov/dpw/water-and-sewer/>

**MOTION MADE:** That the Town vote to approve Article 7 as printed in the warrant, except the words, "to do or act thereon".

**MOTION PASSED YES:162 NO:7**

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**ARTICLE: 8 LEASE TO PURCHASE AMBULANCE**

To see if the town will vote pursuant to Chapter 44 Section 21c to authorize the Board of Selectmen to enter into lease agreement for the lease and purchase of an ambulance for a period of five (5) years but in any event not in excess of the useful life of the property to be procured on such term and conditions as the Board of Selectmen deem in the best interest of the Town; and to authorize the Board of Selectmen to take all actions necessary to administer and implement such agreement and to fund the first year of the lease with a \$79,413 appropriation from Capital Stabilization for FY2020 for the payment required in the first fiscal year.

To do or act thereon.

SPONSORED BY: Board of Selectmen  
APPROPRIATION: \$79,413.00  
FINCOM RECOMMENDATION: Recommends

Comments (Finance Committee): Passage of this article would authorize the Board of Selectmen to enter into a five-year lease-to-purchase agreement on a new ambulance and appropriate \$79,413 for the first year of that agreement. The current ambulance is seven years old with recurring maintenance issues where reliability is paramount. A lease/purchase arrangement is a more balanced option for acquiring a new vehicle, given the other financial demands on the town. Furthermore, the lease payments will be covered by the income derived from ambulance services. (*See also Sponsor's Comments*)

Comments (Sponsor): Ambulances are the busiest vehicles in most fire department fleets and are typically replaced about every six-year's or even less based on the condition of the vehicle. Maynard's ambulance responds to over 1,000 emergencies per year and in recent years has become more of a maintenance issue. In 2019 the vehicle spent a considerable amount of time out of service for repairs to the electrical system, and a new radiator among other issues. When our ambulance is out of service we need to either borrow an ambulance or rely on mutual aid which adds considerably to response times. In addition the town loses revenue generated by an ambulance transport if it is a mutual aid ambulance. This new ambulance will replace the fire departments current ambulance which was purchased in 2013. The current ambulance may be designated as a reserve ambulance to be used when the new one is out of service for maintenance, repairs, or warranty work.

**MOTION MADE:** That the Town vote to approve Article 8 as printed in the warrant, except the words, "to do or act thereon".

**MOTION PASSED YES:162 NO:7**

**TOWN OF MAYNARD  
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TO SEE IF THE TOWN WILL VOTE TO appropriate from Community Preservation Funds the amounts recommended by the Community Preservation Committee (CPC) for community preservation projects, as presented to the CPC, with each item to be considered a separate appropriation, in accordance with the requirements of Massachusetts General Laws Chapter 44B.

## Appropriations:

From the Community Housing Reserve Fund the amount of **\$30,000**, and from the Budgeted Reserve Fund the amount of **\$45,000**, for the Maynard Affordable Housing Trust Fund.

From the Budgeted Reserve Fund the amount of **\$9,500** for the Regional Housing Services Office Membership, with unexpended funds as of June 30, 2022 being returned to their funding source.

From the Historic Preservation Reserve Fund the amount of **\$8,000** for the Marble Farm Project Plan, with unexpended funds as of June 30, 2022 being returned to their funding source.

From the Historic Preservation Reserve Fund the amount of **\$20,000** for the Historic Mill Curfew Bell, with unexpended funds as of June 30, 2022 being returned to their funding source.

From the Open Space Reserve Fund, the amount of **\$10,000** for the Conservation Fund.

From the Budgeted Reserve Fund, the amount of **\$10,000** for the Memorial Park & Rail Trail Benches, with unexpended funds as of June 30, 2022 being returned to their funding source.

From the Budgeted Reserve Fund, the amount of **\$50,000** for the Maynard High School Front Field Irrigation Project, with unexpended funds as of June 30, 2023 being returned to their funding source.

To do or act thereon.

SPONSORED BY: Community Preservation Committee  
APPROPRIATION: **\$182,500**  
FINCOM RECOMMENDATION: Recommends

Comments (Finance Committee): Passage of this article would appropriate \$182,500 in FY2020 Community Preservation Funds to various projects as detailed in the article. The funds in this article were collected through the town's Community Preservation Act (CPA) real estate tax surcharge, and this vote is needed in order for those funds to be used. The Town's Community Preservation Committee (CPC) oversees these funds and

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makes recommendations to Town Meeting on appropriations. The FinCom believes that the CPC has properly vetted these projects and that these projects provide long-term enhancements to our Town while keeping incurred future expenses to a minimum.

*(Please refer also to the Sponsor's Comments)*

Comments (Sponsor): The funding for these projects comes from a 1.5% real estate tax surcharge on residential properties and a partial state match. Applications for projects can come from community groups and town departments. Project eligibility to use this funding is defined by state Community Preservation Act legislation.

- The funding for the Maynard Affordable Housing Trust will add to funds provided in previous years to support initiatives to create affordable housing in Maynard.
- The Regional Housing Services Office Membership will help the Town effectively implement, administer and monitor affordable housing projects.
- The Marble Farm Project Plan will fund a feasibility plan and landscape design that integrates safely preserving the Marble Farm foundations behind attractive fencing and creating a public park with access to the Assabet River Rail Trail.
- The Historic Mill Curfew Bell has been gifted to the Town, and funding for this project will go toward safely removing, refurbishing, and storing the bell until it is permanently displayed.
- The funding for the Conservation Fund will add to funds provided in past years to support efforts to purchase property for conservation land protection.
- The Memorial Park and Rail Trail Benches project will fund the purchase and installation of new benches and trash receptacles in Memorial Park and along the Assabet River Rail Trail.
- The funding for the Maynard High School Front Field Irrigation Project will be used to upgrade the field and the irrigation system of the field.

**MOTION MADE:** That the Town vote to approve Article 9 as printed in the warrant, except the words, "to do or act thereon".

**MOTION PASSED YES:169 NO:2**

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**ARTICLE: 10**

**COMMUNITY PRESERVATION FUND BUDGET  
FISCAL YEAR 2021**

To see if the Town will vote to appropriate or reserve from FY2021 Community Preservation Fund revenues in the amounts recommended by the Community Preservation Committee (CPC), with each item to be considered a separate appropriation:

**Appropriations:**

Administrative & Operating Expenses	\$ 10,000.00
Long Term Debt. Principal	\$105,000.00
Long Term Debt. Interest	\$ 20,500.00

**Reserves:**

Historic Preservation Reserve	\$ 28,000.00
Open Space Reserve	\$ 28,000.00
Community Housing Reserve	\$ 28,000.00
Budgeted Reserve	\$ 60,500.00

**TOTAL FY2021 BUDGET** **\$280,000.00**

To do or act thereon:

SPONSORED BY: Community Preservation Committee  
APPROPRIATION: \$280,000.00  
FINCOM RECOMMENDATION: Recommends

Comments (Finance Committee): Passage of this article would authorize \$280,000 in FY2021 Community Preservation Funds to be appropriated or reserved as recommended by the Town's CPC. The CPA program continues to be a valuable source of revenue to our town with the benefit of the state partial match of funds, which is currently set slightly over 11%. This budget is based on the projection of CPA revenue collected through the real estate tax surcharge. CPA money has designated uses only. The CPC has distributed the anticipated monies according to the rules set forth by the CPA.

Comments (Sponsor): Community Preservation Fund monies come from a 1.5% real estate tax surcharge on Maynard residential properties and a partial state match. This article authorizes the FY2021 amounts to be added to the community preservation reserve funds. The funds can be used to support a variety of community projects, as defined by state Community Preservation Act legislation. Applications for projects are reviewed annually, generally in the fall, and can come from community groups and town departments. This article also includes funding to cover ongoing debt payments on the municipal golf course land, which was purchased as a Community Preservation Fund project.

**MOTION MADE:** That the Town vote to approve Article 10 as printed in the warrant, except the words, "to do or act thereon".

**MOTION PASSED YES:169 NO:2**

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To see if the Town will vote to authorize the total expenditures for the following revolving funds pursuant to G.L. c. 44 Section 53E ½ for the fiscal year beginning July 1, 2020 to be expended in accordance with the bylaws heretofore approved.

Revolving Fund	Spending Limit
Conservation Commission - Wetlands Bylaw Consultant Fees	\$25,000.00
Planning Board - Site Plan Review	\$25,000.00
Disposal - Drop Off Center	\$15,000.00
Board of Health - Licensing Fees	\$25,000.00
Council on Aging - COA Van Service	\$70,000.00
Sealer of Weights & Measures	\$5,000.00
Electrical/Wiring Inspection Services	\$65,000.00
Plumbing & Gas Inspection Services	\$60,000.00
Municipal Permitting	\$40,000.00
Recreation	\$20,000.00
<b>TOTAL OF ALL REVOLVING FUNDS</b>	<b>\$350,000.00</b>

To do or act thereon.

SPONSORED BY: Board of Selectmen  
APPROPRIATION: None  
FINCOM RECOMMENDATION: Recommends

Comments (Finance Committee): This is annual procedural article to authorize revolving funds so that the Town can collect and disburse money for certain stated purposes.

Comments (Sponsor): Revolving funds provide the flexibility to deposit funds and pay expenditures across fiscal years. The Town Meeting has previously established the funds listed above with specific allowed purposes and this article authorizes each fund's annual revolving limit.

**MOTION MADE:** That the Town vote to approve Article 11 as printed in the warrant, except the words, "to do or act thereon".

**MOTION PASSED YES:169 NO:2**

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**ARTICLE: 12 FISCAL YEAR 2021 SALARY ADMINISTRATION PLAN**

To see if the Town, under the authority of G. L. c.41 sec. 108A, will vote to amend the Maynard Salary Administration Plan Salary Table:

	<i>Minimum</i>	<i>Maximum</i>
<b>Full-Time Employees</b>	\$20.00	\$ 45.00
<b>Part-Time Employees</b> (no less than MA minimum wage)	\$12.75	\$ 40.00
<b>Part-Time Specialized</b> (i.e. certified/licensed)	\$20.00	\$ 50.00
<b>Veterans' Agent</b>	Annually	\$9,884.00
<b>Inspector of Animals</b>	Annual Stipend	\$ 105.00
<b>Registrar of Voters</b>	Annual Stipend	\$ 105.00
<b>Clerk, Registrar of Voters</b>	Annual Stipend	\$ 515.00
<b>Moderator</b>	Annual Stipend	\$ 75.00

To do or act thereon.

SPONSORED BY: Board of Selectmen

APPROPRIATION: None

FINCOM RECOMMENDATION: Recommends

Comments (Finance Committee): This is an annual procedural article to make adjustments to the salary table and other terms in the Town's Salary Administration Plan. *(See also sponsor's comments)*

Comments (Sponsor): Full-Time Employees range has been increased from \$16.50 minimum/\$40.00 maximum to \$20.00 minimum/\$45.00 maximum, remaining consistent with collective bargaining agreement and individual employment contract rates. Part-time Employee minimum wage has been increased from \$12.00 per hour to \$12.75 per hour, staying current with Massachusetts Minimum Wage. Veterans' Agent annual salary has been increased by a 2% cost of living allowance (COLA) from \$9,690.00 to \$9,884.00.

**MOTION MADE:** That the Town vote to approve Article 12 as printed in the warrant, except the words, "to do or act thereon".

**MOTION PASSED YES:162 NO:5**

TOWN OF MAYNARD  
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JUNE 13, 2020

**ARTICLE: 13 TOWN GENERAL FUND BUDGET FISCAL YEAR 2021**

To see if the town will vote to raise and appropriate, transfer from available funds or otherwise provide to meet the salaries and wages of Town Officers and employees, expense, and outlays of the Town Departments, and other sundry and miscellaneous, but regular, expenditures necessary for the operation of the Town for Fiscal Year 2021 (July 1, 2020 – June 30, 2021) and further, to accept and expend Federal and State Funds to offset certain salaries or expenses or outlays.

General Government	\$ 3,312,632.00
Public Safety	\$ 5,098,744.00
Education – Maynard	\$ 20,292,760.00
Education – Assabet	\$ 1,256,568.00
Public Works	\$ 2,135,089.00
Culture and Recreation	\$ 590,844.00
Debt Service	\$ 3,452,787.00
Reserve Fund	\$ 250,000.00
Employee Benefits	<u>\$ 8,586,411.00</u>
<b>Total General Fund Expenses</b>	<b>\$44,975,835.00</b>

To do or act thereon.

SPONSORED BY: Board of Selectmen  
APPROPRIATION: \$44,975,835.00  
FINCOM RECOMMENDATION: Recommends

Comments (Finance Comments): To be provided at Town Meeting.

Comments (Sponsor): See Attachment Appendix “A” – the appendix information is only a guide and is non-binding except as to the single raise and appropriation vote of \$ **44,975,835.00**  
The categories noted above are for explanation purposes.

**MOTION MADE:** That the Town vote to approve Article 13 as printed in the warrant, except the words, “to do or act thereon”.

**MOTION PASSED YES:151 NO:17**

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Annual Town Meeting  
JUNE 13, 2020

**ARTICLE: 14 DEBT EXCLUSION APPROPRIATION FOR BORROWING AUTHORIZATION (GREEN MEADOW)**

To see if the town will vote to raise, and appropriate, or transfer from available funds or otherwise, the sum of \$300,000.00 for the purpose of repair/replace of the roof and incidental envelope elements at Green Meadow Elementary School, including the payment of costs incidental or related thereto; that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow \$300,000.00 under Chapter 44 of the General Laws or any other enabling authority; and that the Board of Selectmen is authorized to take any other action necessary to carry out this project; provided, however, that this vote shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by G.L. c.59, §21C (Proposition 2½) amounts required to pay the principal of and interest on the borrowing authorized by this vote. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

To do or act thereon.

<b><u>PURPOSE</u></b>	<b><u>AMOUNT</u></b>
Replacement of Roof at Green Meadow Elementary School	\$300,000.00
<b>TOTAL APPROPRIATION</b>	\$300,000.00
SPONSORED BY:	Board of Selectmen
APPROPRIATION:	\$300,000.00
FINCOM RECOMMENDATION:	Recommends

Comments (Finance Committee): Passage of this article would authorize \$300,000 to be raised through a debt exclusion for repairs to portions of the roof of the Green Meadow Elementary School (GMES). The cost of these repairs is \$650,000, and the remaining \$350,000 is being funded from Certified Free Cash (see Article 1). The flat roof repair cannot be funded by Certified Free Cash alone, and this article proposes the balance to be funded by a debt exclusion to bond \$300,000 for 5 years with an added annual average tax bill impact for those 5 years of approximately \$16 (based on the average single family home valuation of approx. \$398,000). The FinCom strongly recommends this action to protect this critical building asset and re-open the closed classrooms, especially in light of uncertain future funding from the state due to the COVID-19 pandemic. (*See also sponsor's comments*)

Comments (Sponsor Comments): The roof sections over the pre-kindergarten and kindergarten wing of the Green Meadow Elementary School are proposed for repair and replacement. This amount is expected to only fund approximately half the wing's roof. The other half's replacement is proposed to be funded through Free Cash appropriation.

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**MOTION MADE:** That the Town vote to approve Article 14 as printed in the warrant, except the words, "to do or act thereon".

**MOTION PASSED YES:156 NO:14**

**TOWN OF MAYNARD  
Annual Town Meeting  
JUNE 13, 2020**

**ARTICLE: 15 ZONING BY-LAWS AMENDMENT SUBSECTION FROM 9.4.9 TO 9.4.8**

To see if the town will vote to

1. AMEND SECTION 9.4.9 PARKING STANDARDS WITHIN THE DOD; by changing the section number and all subsections from 9.4.9 to 9.4.8.

To do or act thereon.

SPONSORED BY: Planning Board  
APPROPRIATION: None  
FINCOM RECOMMENDATION: Recommends

Comments (Finance Committee): Passage of this article is needed to correct a typographic error in the Town's Zoning By-Laws.

Comments (Sponsor): This section was incorrectly numbered, resulting in a jump from Section 9.4.7 to 9.4.9. This amendment will correct the numbering discrepancy.

**MOTION MADE:** That the Town vote to approve Article 15 as printed in the warrant, except the words, "to do or act thereon".

**MOTION PASSED YES:163 NO:4**

Sent to the Attorney General's on July 14, 2020 for approval.

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Annual Town Meeting  
JUNE 13, 2020**

## ARTICLE: 16      ARTICLE 97 LAND TRANSFER

To see if the Town will vote to change the use of the following parcels of land from school use to conservation purposes and to transfer them from the care, custody and control of the Board of Selectmen to the Conservation Commission: Town of Maynard Assessors Records: Map 9 Parcel 106, Map 8 Parcel 132, Map 8 Parcel 131, and Map 8 Parcel 204A also shown on a plan of land in Maynard Mass., dated April 23, 1970 recorded in the Middlesex South Registry of Deed Plan 765 of 1970 including Lot B, Lot C, Parcel Z and Parcel Y, respectively and including 19.488 acres more or less. These being the parcels of land transferred in satisfaction of the requirements of Section 4 of Chapter 195 of the Acts of 2012.

To do or act thereon.

**SPONSORED BY:** Conservation Commission & Board of Selectmen  
**APPROPRIATION:** None  
**FINCOM RECOMMENDATION:** Recommends

Comments (Finance Committee): This article pertains to a group of parcels which abut Conservation Commission-owned land off of Blue Jay Way and are undevelopable. Passage of this article would change the use of this group of parcels from school use to conservation purposes and transfer them to the Conservation Commission in fulfillment of the 2012 agreement that authorized the solar farm off Waltham Street. (See also sponsor's comments)

Comments (Sponsor): When the capped landfill on Waltham Street was acquired by the Town, it was dedicated as open space, and therefore under Article 97 protections. Article 97 provides that property taken or acquired for conservation or open space purposes shall not be used for other purposes without approval by a two-thirds vote of each branch of the state legislature and a “no net loss” of open space or conservation land. Article 97 also requires a municipality to dedicate another area of land equal or greater in size and natural resource value to compensate for the area lost.

In 2012, Legislature approved the transfer of the Waltham Street parcel for the solar farm, requiring two specific conditions: (1) that a portion of the property is used to build a public dog park; and (2) that the Town transfers a piece of land to the Conservation Commission. At the time, the Town never transferred property to the Conservation Commission. Until the land swap is finalized, the Town cannot apply for certain state grants.

This group of parcels abuts Conservation owned land off of Blue Jay Way and is undevelopable due to wetlands.

**MOTION MADE:** That the Town vote to approve Article 16 as printed in the warrant, except the words, "to do or act thereon".

**MOTION PASSED YES:163 NO:4**

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**ARTICLE: 17 TAKING FOR BRIDGE CONSTRUCTION**

To see if the Town will vote to authorize the Board of Selectmen to purchase, acquire or take by eminent domain, permanent and temporary easements in the parcels of land located along Beacon Street, Florida Road and Florida Court at: 2 Florida Road, 3,000 sq. ft. +/-; 2 Florida Road, 360 sq. ft. +/-; 2 Florida Road, 1,000 sq. ft. +/-; 3 Beacon Street, 3,300 sq. ft. +/-; 3 Beacon Street 280 sq. ft. +/-; 9 Florida Road 900 sq. ft. +/-; 9 Florida Road 1,500 sq. ft. +/-; 2 Florida Court 900 sq. ft. +/-; 2 Florida Court 1,300 sq. ft. +/-; 2 Florida Court 100 sq. ft. +/-; 1 Florida Court 100 sq. ft. +/-; all as shown on a plan by CME Associates Inc., sheet 6, dated revised as of August 22, 2019 and on file with the Town Clerk, the acquisition of said land having been determined to be necessary for the health and welfare of the inhabitants of Maynard and to be used for municipal purposes; and further transfer \$280,000 from Capital Stabilization to fund said purchase or taking along with all associated legal and engineering costs necessary and for the miscellaneous improvements and incidental costs associated with the Bridge Construction project.

To do or act thereon.

SPONSORED BY: Board of Selectmen  
APPROPRIATION: \$280,000  
FINCOM RECOMMENDATION: Recommends

Comments (Finance Committee): Passage of this article would (a) authorize the Board of Selectmen to purchase, acquire, or take by eminent domain permanent and temporary easements necessary to re-construct the Florida Rd. bridge (a project being funded by the Massachusetts Department of Transportation) and (b) appropriates \$280,000 for the land acquisition and improvements that are necessary to construct the bridge (such as water line work and water valve and gate replacement), but not covered by the state funding. *(See also sponsor's comments)*

Comments (Sponsor): The Town of Maynard is working with the Massachusetts Department of Transportation (MassDOT) to replace Bridge M-10-006, Florida Road over the Assabet River, which was built in 1915. The purpose of the project is to replace a structurally deficient concrete arch with new steel beams, a concrete bridge deck, and concrete foundations. MassDOT is responsible for administering the Design Process and providing Resident Engineer Services. Funding for this \$2.75 million dollar project will come from a combination of federal and state funding.

The Town of Maynard is responsible for the administration and costs associated with acquiring all needed public and private property rights necessary for this project. This article asks the Town to authorize the Board of Selectmen to purchase, acquire, or take by eminent domain permanent and temporary easements necessary to construct the bridge. This article also requests that funds be appropriated for the land acquisition and improvements that are necessary to construct the bridge, but are outside of the scope of the MassDOT project, such as water line work and water valve and gate replacement.

**MOTION MADE:** That the Town vote to withdraw this article.

**MOTION MADE TO INDEFINITELY POSTPONE THIS ARTICLE PASSED.**

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**ARTICLE: 18**

**AUTHORIZE LEASE-LICENSE OF MUNICIPAL  
PROPERTY FOR SOLAR PHOTOVOLTAIC  
INSTALLATION**

To see if the town will vote to change the use of the following parcels of land from school use to general municipal use: A portion of the High School Roof Top, the area above and as connected to the following school department properties – High School, Middle School, Green Meadow Elementary and Alumni Field and put them under the care custody and control of the Board of Selectmen and to authorize the Board of Selectmen, in the name and behalf of the Town, to execute one or more lease(s) on said property with a commercial solar firm for the installation and operation of solar photovoltaic facilities for electric generation, for periods of up to 30 years upon such terms and conditions as determined by the Board of Selectmen and to enter into a Power Purchase Agreement for periods of up to 30 years for the purchase of the solar energy generated by the facilities.

To do or act thereon.

SPONSORED BY: Board of Selectmen  
APPROPRIATION: None  
FINCOM RECOMMENDATION: Recommends

Comments (Finance Committee): Passage of this article would place certain portions of School Department properties within the control of the Board of Selectmen, which is necessary for the agreements authorized in Article 22.

Comments (Sponsor): Town Meeting authorization is required for the Board of Selectmen to execute a lease and a Power Purchase Agreement with the selected private solar firm for the proposed Solar Photovoltaic Installations.

**MOTION MADE:** That the Town vote to approve Article 18 as printed in the warrant, except the words, “to do or act thereon”.

**MOTION PASSED YES:163 NO:4**

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## **ARTICLE: 19 ZONING BY-LAW AMENDMENT SECTION 9.4.3, DOWNTOWN MIXED USE PROPOSED CHANGE**

To see if the Town will vote to amend the Town of Maynard's Zoning By-laws as follows:

**1. AMEND SECTION 9.4.3, DOWNTOWN MIXED-USE OVERLAY DISTRICT (DOD); PERMITTED AND PROHIBITED USES; TABLE H: TABLE OF DOD USES**, so that it reads: (the proposed change is ~~stricken~~, the proposed additional text is underlined)

Use	Permitted (Y), Not Permitted (N), Special Permit (SP)
Mixed Use with 6 or fewer dwelling units*	Y
Mixed Use with more than 6 dwelling units*	SP
Multi-Family Dwelling (for lots that do not fall under the restricted area below)	SP
Multi-Family Dwelling (for lots with frontage on Main or Nason Streets bounded by Florida Road and Summer Street or for lots with frontage on Summer Street between Nason and Main Streets).	N

*\*For mixed-use projects in the DOD, a majority of space on the ground floor (more than 50%), excluding common and mechanical areas, shall be for retail, restaurant, office and/or medical office use, unless other non-residential uses are authorized by the Planning Board. Nonresidential space, excluding parking areas, on the ground floor, must be equal to at least 15% of the total occupied space in the building, and consist of a minimum of 2,000 square feet. Area designated for motor vehicle parking and circulation that is located under upper level occupied building space shall not exceed 25% of the building footprint.*

**2. AMEND SECTION 11.0, "DEFINITIONS" BY ADDING A DEFINITION FOR "GROUND FLOOR" SO THAT IT READS (the proposed additional text is underlined):**

Ground Floor: The first floor above finished grade at the frontage of the property.

To do or act thereon.

SPONSORED BY: Planning Board

APPROPRIATION: None

## FINCOM RECOMMENDATIONS: Recommends

Comments (Finance Committee): Passage of this article would clarify and tighten the requirements in the Town's Zoning By-Laws for commercial space in mixed-use developments in the Downtown Overlay District (DOD). This revision would bring the Zoning By-Laws in greater alignment with the original intent of the DOD overlay of encouraging development to support a vibrant downtown that includes commercial space on the first floor of mixed-use buildings.

Comments (Sponsor): Mixed-use projects would require that a majority of the ground level space be for commercial uses. Removing the exclusion of common and mechanical

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areas allows for more commercial space. This would allow for a more balanced and vibrant mix of compatible uses in the Downtown Overlay District. The objective of requiring nonresidential space on the ground level to be equal to at least 15% of the total occupied space in the building and have a 2,000 square foot minimum is to create financially sustainable nonresidential uses on the first floor while supporting residential and other non-residential uses.

Amending the definitions to include “Ground Floor” clarifies exactly where the 50% commercial space is required.

**MOTION MADE:** That the Town vote to approve Article 19 as printed in the warrant, except the words, “to do or act thereon”.

**MOTION PASSED YES:163 NO:4**

**Sent to the Attorney General's on July 14, 2020 for approval.**

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**ARTICLE: 20 ZONING BY-LAW LIVE WORK DEFINITION AND USE TABLE**

To see if the town will vote to

- 1. AMEND SECTION 3.1.2 TABLE A – USE REGULATIONS, BY CHANGING “Y” (A use allowed by right) to “PB” (Planning Board Special Permit) in the “CB” (Central Business) Zoning District, for the “live/work dwelling unit” use so that it reads (the proposed additional text is underlined; deleted text is stricken):**

Principal Uses	S-1	S-2	GR	B	CB	HCI	I	GA	OS
Live/work dwelling unit	N	N	N	Y	<del>Y-PB</del>	Y	N	N	N

- 2. AMEND SECTION 11.0, “DEFINITIONS” BY EDITING THE DEFINITION FOR “LIVE/WORK DWELLING UNIT“ SO THAT IT READS (the proposed additional text is underlined):**

Live/Work Dwelling Unit: A structure or portion of a structure that combines a commercial, manufacturing, or artistic activity with a residential living space for the owner or occupant and that person’s household, whereby the residential use of the space is secondary or accessory to the principal use as a place of work. Sales, display, and consignment of work produced on the premises, as well as classes held for instruction, are permitted.

To do or act thereon.

SPONSORED BY: Planning Board  
APPROPRIATION: None  
FINCOM RECOMMENDATION: Recommends

Comments (Finance Committee): Passage of this article would clarify and tighten the requirements for Live/Work Dwelling Units to be primarily commercial, and require that a Special Permit be secured from the Planning Board for Live/Work units in the Central Business District. The goal is to ensure the vibrancy of commercial areas and that the Live/Work units are not used primarily for housing.

Comments (Sponsor): Requiring a Special Permit from the Planning Board to allow Live/Work Dwelling Units in the Central Business District will help to ensure that the intensity of the commercial, manufacturing, or artistic activity enhances the vibrancy of downtown. Amending the definition to require the primary use to be a commercial, manufacturing, or an artistic activity also furthers this goal, and amending the definition to include sales and services distinguishes the use from Home Occupations.

**MOTION MADE:** That the Town vote to approve Article 20 as printed in the warrant, except the words, “to do or act thereon”.

**MOTION PASSED YES:163 NO:4**  
Sent to the Attorney General's on July 14, 2020 for approval.

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## **ARTICLE: 21 ZONING BYLAW AMENDMENT: RENAMING BOARD OF SELECTMEN TO SELECT BOARD IN ZONING BYLAWS**

To see if the Town will vote to amend the Maynard Zoning Bylaws, to replace all gendered references to “Board of Selectmen” with “Select Board” or take any other action relative thereto.

**SPONSORED BY:** Board of Selectmen  
**APPROPRIATION:** N/A  
**FINCOM RECOMMENDATION:** Recommends

Comments (Finance Committee): Passage of this article would amend the Town's Zoning By-Laws to replace all references to "Board of Selectmen" with "Select Board." The term "selectman" is almost 400 years old, and the "Board of Selectmen" remains the only town board or committee whose name is gender-specific. A growing number of towns in Massachusetts (currently more than 90) have changed or are considering changing the name of their executive board to "Select Board," to reflect the diversity of their membership and to be more inclusive.

Comments (Sponsor): The Board of Selectmen wish to alter their body's official title to be gender-neutral. This change would be reflected in the town's Zoning Bylaws.

**MOTION MADE:** That the Town vote to approve Article 21 as printed in the warrant, except the words, "to do or act thereon".

**MOTION PASSED YES:163 NO:4**

**Sent to the Attorney General's on July 14, 2020 for approval.**

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**ARTICLE: 22 TOWN REPORT ACCEPTANCES**

To hear and act upon the reports of Town Officers and Committees.

To do or act thereon.

SPONSORED BY: Board of Selectmen  
APPROPRIATION: None  
FINCOM RECOMMENDATION: Recommends

Comments (Finance Committee): This is an annual procedural article to accept reports from various Town committees.

Comments (Sponsor): This is an annual procedural article to accept reports from various Town committees. The town's Annual Report is the specific report proposed for acceptance. Separately, the final draft of the town's Master Plan has been presented to the Board of Selectmen and will be considered to be proposed for Town Meeting acceptance at a future date to allow for more review and discussion by the public.

**MOTION MADE:** That the Town vote to approve Article 22 as printed in the warrant, except the words, "to do or act thereon".

**MOTION PASSED.**

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**ARTICLE: 23 OBSOLETE EQUIPMENT, MATERIAL**

To see if the town will vote to authorize the Board of Selectmen to dispose of surplus and or obsolete equipment or materials, as authorized by M.G.L. c. 30B.

To do or act thereon.

SPONSORED BY: Board of Selectmen  
APPROPRIATION: None  
FINCOM RECOMMENDATION: Recommends

Comments (Finance Committee): This is an annual procedural article to allow the Board of Selectmen to sell or dispose of surplus equipment in accordance with state law.

Comments (Sponsor): Annual article to allow sale/disposal of surplus equipment, if any, in accordance with state law.

**MOTION MADE:** That the Town vote to approve Article 23 as printed in the warrant, except the words, "to do or act thereon".

**MOTION PASSED.**

**ARTICLE: 24 HOME RULE PETITION – SPECIAL LEGISLATION  
CONCERNING LIQUOR LICENSE AT J. SALAMONE**

To see if the Town will vote to authorize the Board of Selectmen to file a Home Rule Petition with the General Court for a special law authorizing the Town to grant an additional license for the sale of all alcoholic beverages to be drunk off the premises for the property located at 193 Main Street, Maynard. The proposed Special Act would read as follows:

AN ACT AUTHORIZING THE TOWN OF MAYNARD TO GRANT AN  
ADDITIONAL LICENSE FOR THE SALE OF ALCOHOLIC BEVERAGES TO BE  
DRUNK OFF THE PREMISES AT 193 MAIN STREET

SECTION 1. (a) Notwithstanding section 17 of chapter 138 of the General Laws, the local licensing authority of the town of Maynard may grant an additional license for the sale of all alcoholic beverages not to be drunk on the premises, under section 15 of said chapter 138, to J. Salamone Enterprises, Inc. d/b/a Russell's Convenience Store located at 193 Main Street in the town of Maynard, Massachusetts. The license shall be subject to all of said chapter 138 except said section 17.

(b) The licensing authority shall not approve the transfer of the license granted under this section to any other location but it may grant the license to a new applicant at the same location if the applicant files with the licensing authority a letter from the department of revenue and a letter from the department of unemployment assistance indicating that the license is in good standing with those departments and that all applicable taxes, fees and contributions have been paid.

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(c) If a licensee terminates or fails to renew a license granted under this section or any such license is cancelled, revoked or no longer in use, it shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority, and the licensing authority may then grant the license to a new applicant at the same location under the same conditions as specified in this section.

(d) All licenses granted under this section shall be issued within 1 year after the effective date of this act; provided, however, that a license originally granted within that time period may be granted to a new applicant under subsections (b) or (c) thereafter.

SECTION 2. Upon the issuance of the license authorized under this act, the licensee shall return physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority, its license for the sale of wine and malt beverages not to be drunk on the premises under section 15 of chapter 138.

SECTION 3. This Act shall take effect upon its passage.

And that the Board may make modifications and changes which do not effect the substance of the Act.

To do or act thereon.

SPONSORED BY:	Board of Selectmen
APPROPRIATION:	None
FINCOM RECOMMENDATION:	Recommends

Comments (Finance Committee): Passage of this article would authorize the Board of Selectmen to seek an additional license for the sale of all alcoholic beverages to be drunk/consumed off the premises for Russell's Convenience Store, located at 193 Main Street. This matter was approved at 2019 Annual Town Meeting; however, the article at that time was missing the specific address for the licensee, which is now required by state law. Another Town Meeting vote to approve is required for this matter to go forward. *(See also sponsor's comments)*

Comments (Sponsor): The Board of Selectmen wish to alter their body's official title to be gender-neutral. This change would be reflected in the Town Charter and General Bylaws. A change to the Town Charter requires the state legislature's approval.

**MOTION MADE:** That the Town vote to approve Article 24 as printed in the warrant, except the words, "to do or act thereon".

**MOTION PASSED.**

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That the Town vote to authorize the Board of Selectmen to petition the legislature to amend the Maynard Town Charter to replace all gendered references to "Board of Selectmen" with "Select Board", and further that the Town votes to amend the Maynard General Bylaws to replace all gendered references to "Board of Selectmen" with "Select Board".

To do or act thereon.

SPONSORED BY: Board of Selectmen  
APPROPRIATION: None  
FINCOM RECOMMENDATION: Recommends

Comments (Finance Committee): Passage of this article would (a) authorize the Board of Selectmen to petition the Massachusetts legislature to amend Maynard's Town Charter to replace all references to "Board of Selectmen" with "Select Board," and (b) amend the Town's General By-Laws to replace all references to "Board of Selectmen" with "Select Board." The term "selectman" is almost 400 years old, and the "Board of Selectmen" remains the only town board or committee whose name is gender-specific. A growing number of towns in Massachusetts (currently more than 90) have changed or are considering changing the name of their executive board to "Select Board," to reflect the diversity of their membership and to be more inclusive.

Comments (Sponsor): The Board of Selectmen wish to alter their body's official title to be gender-neutral. This change would be reflected in the Town Charter and General Bylaws. A change to the Town Charter requires the state legislature's approval.

**MOTION MADE:** That the Town vote to approve Article 25 as printed in the warrant, except the words, "to do or act thereon".

**MOTION PASSED YES:163 NO:4**

**Sent to the Attorney General's on July 14, 2020 for approval.**

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To see if the Town will vote to reserve from FY2017 and FY2018 Community Preservation Fund undesignated fund balance in the amounts recommended by the Community Preservation Committee (CPC), with each item to be considered a separate appropriation:

### Reserves:

Historic Preservation Reserve	\$ 11,975.26
Open Space Reserve	\$ 11,975.26
Community Housing Reserve	\$ 11,975.26
Budgeted Reserve	<u>\$ 83,826.88</u>
<b>TOTAL BALANCE</b>	<b>\$119,752.66</b>

SPONSORED BY: Community Preservation Committee  
APPROPRIATION: None  
FINCOM RECOMMENDATION: Recommends

Comments (Finance Committee): Passage of this article would re-allocate unspent Community Preservation funds from previous fiscal years to specific areas within the Community Preservation Fund. The CPC designated amounts based on guidance from Massachusetts General Laws Chapter 44B.

Comments (Sponsor): Undesignated fund balances are unspent funds generated by favorable operation during the previous fiscal years that are available for appropriation.

**MOTION MADE:** That the Town vote to approve Article 26 as printed in the warrant, except the words, "to do or act thereon".

## MOTION PASSED.

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To see if the town will vote, pursuant to the provisions of G.L. c. 59 § 38H, to authorize the Board of Selectmen and the Board of Assessors to negotiate and enter into a structured tax agreement for personal and real property with the lessee of the solar photovoltaic energy generating facility to be developed on municipal property, upon such terms and conditions as the Board of Selectmen and the Board of Assessors shall deem to be in the best interest of the Town;

To do or act thereon.

**SPONSORED BY:** Board of Selectmen  
**APPROPRIATION:** None  
**FINCOM RECOMMENDATION:** Recommends

Comments (Finance Committee): Passage of this article would allow the Town to negotiate and enter into an agreement with a developer to install solar panels on the roof of the Maynard High School and on canopies over the parking areas in the school complex. The roof of the High School was built solar ready, so the supporting infrastructure is already in place, providing cost savings for the installation. The developer would be assessed a real estate tax on the improvements, giving the town additional tax revenue. Additionally, the town would be able to purchase the electricity generated by the facility. The town has had considerable previous experience with solar arrays at the landfill site on Waltham Street.

Comments (Sponsor): The selected developer of the Solar PV installations on rooftops of town and/or school buildings will be required to pay property taxes for the personal property that are installed at the locations. The Massachusetts Department of Revenue allows Towns to enter into a structured tax agreement which enables the Town and the solar firm to meet the Board of Assessors' valuation for the term of said agreement. This agreement would provide the Town with a known annual taxable income stream and would reduce tax uncertainty for the firm. The warrant article is needed to authorize the Board of Selectmen, in consultation with the Board of Assessors, to negotiate and enter into this agreement.

**MOTION MADE:** That the Town vote to approve Article 27 as printed in the warrant, except the words, "to do or act thereon".

## **MOTION PASSED YES:163 NO:4**

**At 3:41PM, it was unanimously voted to dissolve the ANNUAL TOWN MEETING.**

True Copy  
Attest:

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Joanna Bilotta-Simeone, Town Clerk

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TOWN OF MAYNARD  
Annual Town Meeting  
JUNE 13, 2020

**Appendix A: Town General Fund Budget Fiscal Year 2021**

**TOWN OF MAYNARD – FY2021 GENERAL FUND ESTIMATED REVENUE**

FY2020 Levy Limit	30,432,490
Plus 2.5%	760,812
Plus New Growth Estimate	520,000
	<b><u>31,713,302</u></b>
Plus Debt Exclusion	2,178,366
Plus Debt Exclusion - GMES Roof	66,444
	<b><u>33,958,112</u></b>
Education - Chapter 70	5,442,941
Education - Charter School Reimbursement	192,924
General Government	1,749,569
Less: Cherry Sheet Assessments - General Government	(106,053)
Less: Cherry Sheet Assessments - School Choice	(198,847)
Less: Cherry Sheet Assessments - Charter School	(1,119,489)
	<b><u>5,961,045</u></b>
<b>ESTIMATED LOCAL RECEIPTS</b>	<b><u>2,890,000</u></b>
Bond Premium Reimb - Police Station	2,214
Bond Premium Reimb - School Boilers	401
Bond Premium Reimb - High School	21,386
Bond Premium Reimb - High School	14,183
Bond Premium Reimb - High School	15,992
<b>TOTAL BOND PREMIUM REIMBURSEMENT</b>	<b><u>54,176</u></b>
Water Enterprise Indirect Costs - Transfer to GF	307,050
Sewer Enterprise Indirect Costs - Transfer to GF	527,218
Peg Access - Comcast	180,287
Peg Access - Verizon	180,287
Ambulance Receipts - Transfer to GF	250,000
<b>TOTAL TRANSFERS FROM OTHER FUNDS</b>	<b><u>1,444,842</u></b>
School Building Assistance Reimbursement	897,660
<b>Free Cash</b>	<b><u>-</u></b>
<b>TOTAL GENERAL FUND REVENUE</b>	<b><u>45,205,835</u></b>

**TOWN OF MAYNARD**  
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ACCOUNT NAME	FY2020		FY2020		FY2021		FY2021 Recom		% Change FY2020 vs	
	BUDGET		ACTUAL		BUDGET		vs			
			31-Dec-19		RECOMM		FY2020 Budget			
114 Total Salaries - Moderator	\$	-	\$	-	\$	-	\$	-	0.00%	
114 Total Other Expenses - Moderator	\$	149	\$	94	\$	149	\$	-	0.00%	
114 Total Moderator Expenses	\$	149	\$	94	\$	149	\$	-	0.00%	
122 Total Salaries - Selectman	\$	69,843	\$	33,321	\$	71,240	\$	1,397	2.00%	
122 Total Other Expenses - Selectman	\$	33,200	\$	14,156	\$	28,200	\$	(5,000)	-15.06%	
122 Total Selectman Expenses	\$	103,043	\$	47,477	\$	99,440	\$	(3,603)	-3.50%	
129 Total Salaries - Town Administrator	\$	293,900	\$	138,669	\$	296,456	\$	2,556	0.87%	
129 Total Other Expenses- Town Administrator	\$	15,950	\$	9,178	\$	15,450	\$	(500)	-3.13%	
129 Total Expenses - Town Administrator	\$	309,850	\$	147,847	\$	311,906	\$	2,056	0.66%	
131 Total Salaries - Finance Committee	\$	-	\$	-	\$	-	\$	-	0.00%	
131 Total Other Expenses- Finance Committee	\$	500	\$	461	\$	500	\$	-	0.00%	
131 Total Expenses - Finance Committee	\$	500	\$	461	\$	500	\$	-	0.00%	
135 Total Salaries - Accountant	\$	165,688	\$	79,892	\$	168,053	\$	2,365	1.43%	
135 Total Other Expenses- Accountant	\$	4,650	\$	1,473	\$	4,650	\$	-	0.00%	
135 Total Expenses - Accountant	\$	170,338	\$	81,365	\$	172,703	\$	2,365	1.39%	
141 Total Salaries - Assessor	\$	161,911	\$	78,353	\$	166,434	\$	4,523	2.79%	
141 Total Other Expenses-Assessor	\$	29,970	\$	27,409	\$	36,970	\$	7,000	23.36%	
141 Total Expenses - Assessor	\$	191,881	\$	105,762	\$	203,404	\$	11,523	6.01%	
145 Total Salaries - Treasurer	\$	213,024	\$	97,318	\$	202,175	\$	(10,849)	-5.09%	
145 Total Other Expenses-Treasurer	\$	36,610	\$	13,976	\$	36,610	\$	-	0.00%	
145 Total Expenses - Treasurer	\$	249,634	\$	111,294	\$	238,785	\$	(10,849)	-4.35%	
151 Total Salaries - Legal	\$	-	\$	-	\$	-	\$	-	0.00%	
151 Total Other Expenses-Legal	\$	87,000	\$	38,427	\$	86,000	\$	(1,000)	-1.15%	
151 Total Expenses - Legal	\$	87,000	\$	38,427	\$	86,000	\$	(1,000)	-1.15%	
155 Total Salaries - Data Processing	\$	-	\$	-	\$	-	\$	-	0.00%	
155 Total Other - Data Processing	\$	323,512	\$	213,983	\$	339,132	\$	15,620	4.83%	
155 Total Expenses - Data Processing	\$	323,512	\$	213,983	\$	339,132	\$	15,620	4.83%	
156 Total Salaries - PEG Access	\$	229,692	\$	89,426	\$	245,215	\$	15,523	6.76%	
156 Total Other - PEG Access	\$	135,706	\$	47,489	\$	115,359	\$	(20,347)	-14.99%	
156 Total Expenses - PEG Access	\$	365,398	\$	136,915	\$	360,574	\$	(4,824)	-1.32%	
158 Total Salaries - Tax Title	\$	-	\$	-	\$	-	\$	-	0.00%	
158 Total Other - Tax Title	\$	5,700	\$	5,100	\$	5,700	\$	-	0.00%	
158 Total Expenses - Tax Title	\$	5,700	\$	5,100	\$	5,700	\$	-	0.00%	

**TOWN OF MAYNARD**  
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ACCOUNT NAME	<u>FY2020</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2021 Recom</u>	<u>% Change</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>vs</u>	<u>FY2021 vs</u>
	<u>31-Dec-19</u>		<u>RECOMM</u>		<u>FY2020 Budget</u>
161 Total Salaries - Town Clerk	\$ 107,415	\$ 42,230	\$ 119,910	\$ 12,495	11.63%
161 Total Other Expenses-Town Clerk	\$ 4,450	\$ 16,205	\$ 8,550	\$ 4,100	92.13%
161 Total Expenses - Town Clerk	<u>\$ 111,865</u>	<u>\$ 58,435</u>	<u>\$ 128,460</u>	<u>\$ 16,595</u>	<u>14.83%</u>
162 Total Salaries - Elect & Regist..	\$ 935	\$ -	\$ 935	\$ -	0.00%
162 Total Other Elect & Regist..	\$ 2,850	\$ -	\$ -	\$ (2,850)	-100.00%
162 Total Expenses - Elect & Regist..	<u>\$ 3,785</u>	<u>\$ -</u>	<u>\$ 935</u>	<u>\$ (2,850)</u>	<u>-75.30%</u>
163 Total Salaries - Election	\$ -	\$ -	\$ 16,750	\$ 16,750	0.00%
163 Total Other - Election	\$ 29,000	\$ 1,629	\$ 12,000	\$ (17,000)	-58.62%
163 Total Expenses - Election	<u>\$ 29,000</u>	<u>\$ 1,629</u>	<u>\$ 28,750</u>	<u>\$ (250)</u>	<u>-0.86%</u>
192 Total Salaries - Facilities	\$ 138,702	\$ 40,660	\$ 77,500	\$ (61,202)	-44.12%
192 Total Other - Facilities	\$ 242,100	\$ 176,484	\$ 283,000	\$ 40,900	16.89%
192 Total Expenses - Facilities	<u>\$ 380,802</u>	<u>\$ 217,144</u>	<u>\$ 360,500</u>	<u>\$ (20,302)</u>	<u>-5.33%</u>
195 Total Salaries - Town Reports Printing	\$ -	\$ -	\$ -	\$ -	0.00%
195 Total Other - Town Reports Printing	\$ 1,500	\$ -	\$ 5,500	\$ 4,000	266.67%
195 Total Expenses - Town Reports Printing	<u>\$ 1,500</u>	<u>\$ -</u>	<u>\$ 5,500</u>	<u>\$ 4,000</u>	<u>266.67%</u>
500 Total Salaries - Municipal Services	\$ 280,971	\$ 134,461	\$ 288,554	\$ 7,583	2.70%
500 Total Other - Municipal Services	\$ 36,687	\$ 16,685	\$ 37,089	\$ 402	1.10%
500 Total Expenses - Municipal Services	<u>\$ 317,658</u>	<u>\$ 151,146</u>	<u>\$ 325,643</u>	<u>\$ 7,985</u>	<u>2.51%</u>
541 Total Salaries - Council on Aging	\$ 119,133	\$ 56,838	\$ 122,188	\$ 3,055	2.56%
541 Total Other - Council on Aging	\$ 39,250	\$ 14,238	\$ 39,250	\$ -	0.00%
541 Total Expenses - Council on Aging	<u>\$ 158,383</u>	<u>\$ 71,076</u>	<u>\$ 161,438</u>	<u>\$ 3,055</u>	<u>1.93%</u>
543 Total Salaries - Veterans	\$ 9,690	\$ 4,829	\$ 9,690	\$ -	0.00%
543 Total Other - Veterans	\$ 51,500	\$ 12,745	\$ 48,500	\$ (3,000)	-5.83%
543 Total Expenses - Veterans	<u>\$ 61,190</u>	<u>\$ 17,574</u>	<u>\$ 58,190</u>	<u>\$ (3,000)</u>	<u>-4.90%</u>
930 Total Salaries - Capital Projects	\$ -	\$ -	\$ -	\$ -	0.00%
930 Total Other - Capital Projects	\$ -	\$ -	\$ -	\$ -	0.00%
930 Total Expenses - Capital Projects	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0.00%</u>
945 Total Salaries - Liability Insurance Premiums	\$ -	\$ -	\$ -	\$ -	0.00%
945 Total Other - Liability Insurance Premiums	\$ 363,755	\$ 351,921	\$ 385,923	\$ 22,168	6.09%
945 Total Expenses - Liability Insurance Premiums	<u>\$ 363,755</u>	<u>\$ 351,921</u>	<u>\$ 385,923</u>	<u>\$ 22,168</u>	<u>6.09%</u>

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ACCOUNT NAME	FY2020	FY2020	FY2021	FY2021 Recom	% Change
	BUDGET	ACTUAL	BUDGET	vs	FY2021 vs
	31-Dec-19		RECOMM	FY2020 Budget	FY2020
955 Total Salaries - Town Audit	\$ -	\$ -	\$ -	\$ -	0.00%
955 Total Other - Town Audit	\$ 39,000	\$ 35,000	\$ 39,000	\$ -	0.00%
955 Total Expenses - Town Audit	\$ 39,000	\$ 35,000	\$ 39,000	\$ -	0.00%
 Total Salaries - General Government	\$ 1,790,904	\$ 795,997	\$ 1,785,100	\$ (5,804)	-0.32%
Total Other - General Government	\$ 1,483,039	\$ 996,653	\$ 1,527,532	\$ 44,493	3.00%
Total Expenses - General Government	\$ 3,273,943	\$ 1,792,650	\$ 3,312,632	\$ 38,689	1.18%
 210 Total Salaries - Police	\$ 2,295,057	\$ 1,085,524	\$ 2,300,057	\$ 5,000	0.22%
210 Total Other - Police	\$ 257,483	\$ 86,869	\$ 252,122	\$ (5,361)	-2.08%
210 Total Expenses - Police	\$ 2,552,540	\$ 1,172,393	\$ 2,552,179	\$ (361)	-0.01%
 220 Total Salaries - Fire	\$ 2,058,983	\$ 950,260	\$ 2,104,740	\$ 45,757	2.22%
220 Total Other - Fire	\$ 134,200	\$ 62,740	\$ 146,600	\$ 12,400	9.24%
220 Total Expenses - Fire	\$ 2,193,183	\$ 1,013,000	\$ 2,251,340	\$ 58,157	2.65%
 215 Total Salaries - Dispatch	\$ 268,370	\$ 132,479	\$ 291,775	\$ 23,405	8.72%
215 Total Other - Dispatch	\$ 3,450	\$ 332	\$ 3,450	\$ -	0.00%
215 Total Expenses - Dispatch	\$ 271,820	\$ 132,811	\$ 295,225	\$ 23,405	8.61%
 Total Salaries - Public Safety	\$ 4,622,410	\$ 2,168,263	\$ 4,696,572	\$ 74,162	1.60%
Total Other - Public Safety	\$ 395,133	\$ 149,941	\$ 402,172	\$ 7,039	1.78%
Total Expenses - Public Safety	\$ 5,017,543	\$ 2,318,204	\$ 5,098,744	\$ 81,201	1.62%
 300 Total Salaries - Education	\$ 14,995,433	\$ 5,946,596	\$ 15,735,806	\$ 740,373	4.94%
300 Total Other - Education	\$ 4,495,520	\$ 1,772,401	\$ 4,556,954	\$ 61,434	1.37%
300 Total Expenses - Education	\$ 19,490,953	\$ 7,718,997	\$ 20,292,760	\$ 801,807	4.11%
 310 Total Salaries - Assabet Valley Assessment	\$ -	\$ -	\$ -	\$ -	0.00%
310 Total Other- Assabet Valley Assessment	\$ 1,122,297	\$ 676,107	\$ 1,256,568	\$ 134,271	11.96%
310 Total Expenses- Assabet Valley Assessment	\$ 1,122,297	\$ 676,107	\$ 1,256,568	\$ 134,271	11.96%
 Total Salaries - Education	\$ 14,995,433	\$ 5,946,596	\$ 15,735,806	\$ 740,373	4.94%
Total Other - Education	\$ 5,617,817	\$ 2,448,508	\$ 5,813,522	\$ 195,705	3.48%
Total Expenses - Education	\$ 20,613,250	\$ 8,395,104	\$ 21,549,328	\$ 936,078	4.54%
 421 Total Salaries - DPW Administration	\$ 179,934	\$ 79,878	\$ 191,294	\$ 11,360	6.31%
421 Total Other - DPW Administration	\$ 118,150	\$ 75,277	\$ 118,150	\$ -	0.00%
421 Total Expenses - DPW Administration	\$ 298,084	\$ 155,155	\$ 309,444	\$ 11,360	3.81%
 422 Total Salaries - Construction and Maint.	\$ 420,600	\$ 203,804	\$ 435,593	\$ 14,993	3.56%

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422 Total Other - Construction and Maint.	\$ 994,350	\$ 413,469	\$ 1,011,250	\$ 16,900	1.70%
422 Total Expenses - Construction and Maint.	\$ 1,414,950	\$ 617,273	\$ 1,446,843	\$ 31,893	2.25%

ACCOUNT NAME	<u>FY2020</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2021 Recom</u>	<u>% Change</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>vs</u>	<u>FY2021 vs</u>
		31-Dec-19	RECOMM	<u>FY2020 Budget</u>	<u>FY2020</u>
423 Total Salaries - Snow and Ice	\$ 85,000	\$ 40,898	\$ 85,000	\$ -	0.00%
423 Total Other - Snow and Ice	\$ 32,000	\$ 14,127	\$ 32,000	\$ -	0.00%
423 Total Salaries - Snow and Ice	\$ 117,000	\$ 55,025	\$ 117,000	\$ -	0.00%
491 Total Salaries - Cemetery	\$ 178,112	\$ 95,455	\$ 185,302	\$ 7,190	4.04%
491 Total Other - Cemetery	\$ 74,000	\$ 52,046	\$ 76,500	\$ 2,500	3.38%
491 Total Expenses - Cemetery	\$ 252,112	\$ 147,501	\$ 261,802	\$ 9,690	3.84%
Total Salaries - Public Works	\$ 863,646	\$ 420,035	\$ 897,189	\$ 33,543	3.88%
Total Other - Public Works	\$ 1,218,500	\$ 554,919	\$ 1,237,900	\$ 19,400	1.59%
Total Expenses - Public Works	\$ 2,082,146	\$ 974,954	\$ 2,135,089	\$ 52,943	2.54%
610 Total Salaries - Library	\$ 474,948	\$ 221,574	\$ 488,518	\$ 13,570	2.86%
610 Total Other - Library	\$ 67,826	\$ 54,719	\$ 67,826	\$ -	0.00%
610 Total Expenses - Library	\$ 542,774	\$ 276,293	\$ 556,344	\$ 13,570	2.50%
612 Total Salaries - Roosevelt Building	\$ -	\$ -	\$ -	\$ -	0.00%
612 Total Other - Roosevelt Building	\$ 32,000	\$ 17,060	\$ 32,000	\$ -	0.00%
612 Total Salaries - Roosevelt Building	\$ 32,000	\$ 17,060	\$ 32,000	\$ -	0.00%
619 Total Salaries - Historical Preservation	\$ -	\$ -	\$ -	\$ -	0.00%
619 Total Other - Historical Preservation	\$ 2,500	\$ -	\$ 2,500	\$ -	0.00%
619 Total Expenses - Historical Preservation	\$ 2,500	\$ -	\$ 2,500	\$ -	0.00%
Total Salaries - Culture & Recreation	\$ 474,948	\$ 221,574	\$ 488,518	\$ 13,570	2.86%
Total Other - Culture & Recreation	\$ 102,326	\$ 71,779	\$ 102,326	\$ -	0.00%
Total Expenses - Culture & Recreation	\$ 577,274	\$ 293,353	\$ 590,844	\$ 13,570	2.35%
710 Total Salaries - Principal Long Term Debt	\$ -	\$ -	\$ -	\$ -	0.00%
710 Total Other - Principal Long Term Debt	\$ 2,658,230	\$ 475,000	\$ 2,734,714	\$ 76,484	2.88%
710 Total Expenses - Principal Long Term Debt	\$ 2,658,230	\$ 475,000	\$ 2,734,714	\$ 76,484	2.88%
751 Total Salaries - Interest Long Term Debt	\$ -	\$ -	\$ -	\$ -	0.00%
751 Total Other - Interest Long Term Debt	\$ 794,015	\$ 401,754	\$ 703,073	\$ (90,942)	-11.45%
751 Total Expenses - Interest Long Term Debt	\$ 794,015	\$ 401,754	\$ 703,073	\$ (90,942)	-11.45%
752 Total Salaries - Interest Short Term Notes	\$ -	\$ -	\$ -	\$ -	0.00%
752 Total Other - Interest Short Term Notes	\$ 15,000	\$ -	\$ 15,000	\$ -	0.00%
752 Total Expenses - Interest Short Term Notes	\$ 15,000	\$ -	\$ 15,000	\$ -	0.00%

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Total Salaries - Debt Service	\$ -	\$ -	\$ -	\$ -	0.00%
Total Other - Debt Service	\$ 3,467,245	\$ 876,754	\$ 3,452,787	\$ (14,458)	-0.42%
Total Expenses - Debt Service	<u>\$ 3,467,245</u>	<u>\$ 876,754</u>	<u>\$ 3,452,787</u>	<u>\$ (14,458)</u>	<u>-0.42%</u>

ACCOUNT NAME	<u>FY2020</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2021 Recom</u>	<u>% Change</u>
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>vs</u>	<u>FY2021 vs</u>
		<u>31-Dec-19</u>	<u>RECOMM</u>	<u>FY2020 Budget</u>	<u>FY2020</u>
910 Total Salaries - Ret Sys Pension Contrib.	\$ -	\$ -	\$ -	\$ -	0.00%
910 Total Other - Ret Sys Pension Contrib.	\$ 2,392,532	\$ 2,392,532	\$ 2,532,453	\$ 139,921	5.85%
910 Total Expenses - Ret Sys Pension Contrib.	<u>\$ 2,392,532</u>	<u>\$ 2,392,532</u>	<u>\$ 2,532,453</u>	<u>\$ 139,921</u>	<u>5.85%</u>
913 Total Salaries - Unemployment Compens.	\$ -	\$ -	\$ -	\$ -	0.00%
913 Total Other - Unemployment Compens.	\$ 50,000	\$ 8,253	\$ 48,000	\$ (2,000)	-4.00%
913 Total Expenses - Unemployment Compens.	<u>\$ 50,000</u>	<u>\$ 8,253</u>	<u>\$ 48,000</u>	<u>\$ (2,000)</u>	<u>-4.00%</u>
914 Total Salaries - Health Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
914 Total Other - Health Insurance	\$ 5,506,223	\$ 2,684,553	\$ 5,641,458	\$ 135,235	2.46%
914 Total Expenses - Health Insurance	<u>\$ 5,506,223</u>	<u>\$ 2,684,553</u>	<u>\$ 5,641,458</u>	<u>\$ 135,235</u>	<u>2.46%</u>
915 Total Salaries - Life Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
915 Total Other - Life Insurance	\$ 10,500	\$ 4,567	\$ 10,500	\$ -	0.00%
915 Total Expenses - Life Insurance	<u>\$ 10,500</u>	<u>\$ 4,567</u>	<u>\$ 10,500</u>	<u>\$ -</u>	<u>0.00%</u>
916 Total Salaries - Medicare	\$ -	\$ -	\$ -	\$ -	0.00%
916 Total Other - Medicare	\$ 343,000	\$ 161,553	\$ 354,000	\$ 11,000	3.21%
916 Total Expenses - Medicare	<u>\$ 343,000</u>	<u>\$ 161,553</u>	<u>\$ 354,000</u>	<u>\$ 11,000</u>	<u>3.21%</u>
Total Salaries - Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
Total Other- Employee Benefits	\$ 8,302,255	\$ 5,251,458	\$ 8,586,411	\$ 284,156	3.42%
Total Expenses- Employee Benefits	<u>\$ 8,302,255</u>	<u>\$ 5,251,458</u>	<u>\$ 8,586,411</u>	<u>\$ 284,156</u>	<u>3.42%</u>
132 Reserve Fund - Original Budget	\$ 250,000	\$ -	\$ 250,000	\$ -	0.00%

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ACCOUNT NAME	FY2020	FY2020	FY2021	FY2021 Recom	% Change
	BUDGET	ACTUAL	BUDGET	vs	FY2021 vs
		31-Dec-19	RECOMM	FY2020 Budget	FY2020
<b>SALARIES</b>					
General Government	\$ 1,561,212	\$ 706,571	\$ 1,539,885	\$ (21,327)	-1.37%
Public Safety	\$ 4,622,410	\$ 2,168,263	\$ 4,696,572	\$ 74,162	1.60%
Public Works	\$ 863,646	\$ 420,035	\$ 897,189	\$ 33,543	3.88%
Cultural & Recreation	\$ 474,948	\$ 221,574	\$ 488,518	\$ 13,570	2.86%
Education - Maynard	\$ 14,995,433	\$ 5,946,596	\$ 15,735,806	\$ 740,373	4.94%
Education - Assabet	\$ -	\$ -	\$ -	\$ -	0.00%
Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	\$ -	\$ -	0.00%
Reserve Fund	\$ -	\$ -	\$ -	\$ -	0.00%
Peg Access	\$ 229,692	\$ 89,426	\$ 245,215	\$ 15,523	6.76%
<b>TOTAL SALARIES</b>	<b>\$ 22,747,341</b>	<b>\$ 9,552,465</b>	<b>\$ 23,603,185</b>	<b>\$ 855,844</b>	<b>3.76%</b>
<b>OTHER EXPENSES</b>					
General Government	\$ 1,347,333	\$ 949,164	\$ 1,412,173	\$ 64,840	4.81%
Public Safety	\$ 395,133	\$ 149,941	\$ 402,172	\$ 7,039	1.78%
Public Works	\$ 1,218,500	\$ 554,919	\$ 1,237,900	\$ 19,400	1.59%
Cultural & Recreation	\$ 102,326	\$ 71,779	\$ 102,326	\$ -	0.00%
Education - Maynard	\$ 4,495,520	\$ 1,772,401	\$ 4,556,954	\$ 61,434	1.37%
Education - Assabet	\$ 1,122,297	\$ 676,107	\$ 1,256,568	\$ 134,271	11.96%
Employee Benefits	\$ 8,302,255	\$ 5,251,458	\$ 8,586,411	\$ 284,156	3.42%
Debt Service	\$ 3,467,245	\$ 876,754	\$ 3,452,787	\$ (14,458)	-0.42%
Reserve Fund	\$ 250,000	\$ -	\$ 250,000	\$ -	0.00%
Peg Access	\$ 135,706	\$ 47,489	\$ 115,359	\$ (20,347)	-14.99%
<b>TOTAL OTHER EXPENSES</b>	<b>\$ 20,836,315</b>	<b>\$ 10,350,012</b>	<b>\$ 21,372,650</b>	<b>\$ 536,335</b>	<b>2.57%</b>
<b>TOTAL EXPENSES</b>					
General Government	\$ 2,908,545	\$ 1,655,735	\$ 2,952,058	\$ 43,513	1.50%
Public Safety	\$ 5,017,543	\$ 2,318,204	\$ 5,098,744	\$ 81,201	1.62%
Public Works	\$ 2,082,146	\$ 974,954	\$ 2,135,089	\$ 52,943	2.54%
Cultural & Recreation	\$ 577,274	\$ 293,353	\$ 590,844	\$ 13,570	2.35%
Education - Maynard	\$ 19,490,953	\$ 7,718,997	\$ 20,292,760	\$ 801,807	4.11%
Education - Assabet	\$ 1,122,297	\$ 676,107	\$ 1,256,568	\$ 134,271	11.96%
Employee Benefits	\$ 8,302,255	\$ 5,251,458	\$ 8,586,411	\$ 284,156	3.42%
Debt Service	\$ 3,467,245	\$ 876,754	\$ 3,452,787	\$ (14,458)	-0.42%
Reserve Fund	\$ 250,000	\$ -	\$ 250,000	\$ -	0.00%
Peg Access	\$ 365,398	\$ 136,915	\$ 360,574	\$ (4,824)	-1.32%
<b>TOTAL EXPENSES MAYNARD</b>	<b>\$ 43,583,656</b>	<b>\$ 19,902,477</b>	<b>\$ 44,975,835</b>	<b>\$ 1,392,179</b>	<b>3.19%</b>
Budget Prior to Reserve Fund Calculation	\$ 43,333,656	\$ 19,902,477	\$ 44,725,835	\$ 1,392,179	3.21%

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ACCOUNT NAME	FY2020		FY2020		FY2021		<u>FY2021 Recom</u> vs	% Change FY2021 vs FY2020		
	<u>BUDGET</u>		<u>ACTUAL</u>		<u>BUDGET</u>					
	31-Dec-19		RECOMM		FY2020 Budget					
Education	\$ 20,613,250	\$ 8,395,104	\$ 21,549,328	\$ 936,078	4.54%					
Employee Benefits	\$ 8,302,255	\$ 5,251,458	\$ 8,586,411	\$ 284,156	3.42%					
Debt Service	\$ 3,467,245	\$ 876,754	\$ 3,452,787	\$ (14,458)	-0.42%					
Reserve Fund	\$ 250,000	\$ -	\$ 250,000	\$ -	0.00%					
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>		
	\$ 43,583,656	\$ 19,902,477	\$ 44,975,835	\$ 1,392,179	3.19%					
Total Town W/O PEG and Reserve Fund	\$ 22,355,008	\$ 11,370,458	\$ 22,815,933	\$ 460,925	2.06%					
PEG access	\$ 365,398	\$ 136,915	\$ 360,574	\$ (4,824)	-1.32%					
Education	\$ 19,490,953	\$ 7,718,997	\$ 20,292,760	\$ 801,807	4.11%					
Education - Assabet	\$ 1,122,297	\$ 676,107	\$ 1,256,568	\$ 134,271	11.96%					
Reserve Fund	\$ 250,000	\$ -	\$ 250,000	\$ -	0.00%					
<b>TOTAL EXPENSES MAYNARD</b>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>		
	\$ 43,583,656	\$ 19,902,477	\$ 44,975,835	\$ 1,392,179	3.19%					



## **Appendix B: Salary Administration Plan and Salary Table**

### **Salary Administration Plan**

#### **Town of Maynard**

This plan shall become effective on April 17, 2020.

#### **Section 1: Titles of Positions**

The existing job titles, which are articulated in this plan or the annual budget, will not be added to without the recommendation of the Town Administrator and approval by the Board of Selectmen. Any such position(s) which are to be added during the fiscal year, must have sufficient funding sources. Any said position must be within the compensation ranges stated in Appendix A of this plan.

#### **Section 2: Job Descriptions**

The Town Administrator shall review job descriptions and recommend additions, changes or edits to the Board of Selectmen. Adjustments to the job descriptions shall not affect the power of any administrative authority to reasonably appoint, assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

#### **Section 3: Work Schedule**

Work schedules may vary among positions. Some schedules are seasonal, part-time, full-time, require work to be performed evening or weekend hours, as appropriate to the position. Actual schedules will be determined by the employees' supervisors, in consultation with the Town Administrator. There shall be no reduction of service to the public under this clause.

#### **Section 4: Salary Schedule**

The Salary Schedule of the Salary Administration Plan, set forth in Appendix A of the Personnel Bylaw shall consist of the minimum and maximum hourly rates and annual salaries, as applicable. The minimum and maximum rate ranges and annual salaries will be set annually. Any change must be submitted as part of the budget process for the subsequent fiscal year by the Department Head to the Town Administrator. There will be no retroactive pay under this plan.

#### **Section 5: New Personnel**

The hiring rate shall be no greater than allowed by Appendix A. All offers of employment must be reviewed and approved by the Town Administrator. All new hires are subjected to a ninety (90) day probationary period which may be extended for up to an additional ninety (90) days if directed by the Town Administrator. Accrued time off benefits may not be used during the probationary period. Any employee who is not retained after said probationary period will not be entitled to any additional benefits other than those required by law.

#### **Section 6: Departmental Budgets**

If a Department Head, in consultation with and with the approval of the Town Administrator, determines that a pay adjustment is recommended, said adjustment shall be included in the annual budget. No adjustment shall be effective or paid unless sufficient funds are made available. No salary or wage adjustments will be made during the fiscal year except under extenuating circumstances. In such cases, and with the

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approval of the Town Administrator and the Board of Selectmen, an exception may be made to the previous provision.

### **Section 7: Benefits**

#### **A. Definitions**

1. Full-time- employees will work 40 hours per week as defined by their job work schedule and are benefits eligible.
2. Permanent, part-time employees must work 20 or more hours per week to be eligible for benefits.
3. Part-time, employees work less than twenty (20) hours per week as an annual average and are not benefits eligible.
4. Positions paid by annual stipend work a schedule as prescribed by their job description and are paid on an annual basis. Monthly payments may be made depending on the position. These employees are not entitled to any benefits.
5. Temporary Employees work occasionally, on call or as needed on a non-continuing basis. Temporary employees do not work more than twelve (12) weeks consecutively or more than 1000 hours annually. These employees are considered as seasonal and / or occasional employees and are not entitled to any benefits or, upon separation of service, completion of the project for which they were hired or the completion of the term, entitled to other compensation, including unemployment benefits, to the extent allowable by law..

#### **B. Holidays with Pay**

All Full-Time employees shall receive credit for scheduled hours at straight time pay for the holidays listed in this section. Permanent, part-time employees receive credit for the value of hours on a prorated basis (based on a 40 hour work week). For example, a 20 hour per week employee will receive forty-six (46) hours of total time off compensation for Town recognized holidays (20 hours per week is half of 40 hours and 46 is half of the 92 hours of annual time scheduled for Town recognized holidays); provided, however, that said time shall not be considered actual time worked for the purpose of overtime calculation. Holidays occurring on Saturday are observed on the previous Friday and Sunday holidays are observed on the following Monday. The holidays recognized by the Town of Maynard for the purposes of this agreement are: New Year's Day, Martin Luther King Day, President's Day, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Day, and a half day on Christmas Eve.

Salary Administration Plan employees will be paid if Town Hall is closed, due to weather or other emergencies, if they were scheduled to work on the day and time period of the closing. However, if an employee is out on a vacation or sick day, corresponding paid time off will be charged.

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**C. Vacations with Pay**

1. 80 hours of vacation with pay shall be granted to all full-time employees upon hire, pro-rated from date of hire through June 30th. Thereafter, all vacation will be granted on July 1st and must be taken by the subsequent June 30. A maximum of one week can be carried over, subject to Town Administrator approval.
2. 120 hours of vacation with pay shall be granted to all full-time employees on July 1<sup>st</sup> of the fiscal year in which the employee will reach their fifth anniversary with the Town.
3. 160 hours of vacation with pay shall be granted to all full-time employees on July 1<sup>st</sup> of the fiscal year in which the employee will reach their tenth anniversary with the Town.
4. 200 hours of vacation with pay shall be granted to all full-time employees on July 1<sup>st</sup> of the fiscal year in which the employee will reach their fifteenth anniversary with the Town.
5. Permanent, part-time, employees will receive vacation pay pro-rated based on the number of hours scheduled each work week as an annual average (see section 7B for more details). Years of service are credited in full, regardless of number of hours worked.
6. All vacation under this clause must be approved by the department manager. Vacations shall be granted by the Department Heads at such time as, in their opinion, will cause the least interference with the performance of the regular work of the departments within reason. Vacation time shall be taken within the fiscal year it is granted, except that up to one week of earned vacation time may be carried forward to September 30<sup>th</sup> of the ensuing fiscal year, subject to Town Administrator approval.

**D. Sick Leave**

1. Sick leave is a privilege, not a right, and shall be payable only in cases of bona-fide illness or non-work connected accident.
2. All full-time and permanent, part-time employees shall accumulate sick leave at the rate of 80 hours per year, pro-rated for part-time schedules.
3. Employees who are absent because of sickness shall be required to notify a supervisor immediately during first day of absence. An employee out sick for more than three working days may be required to bring a letter from a healthcare professional verifying their condition, which is acceptable to the Town Administrator and which will be placed in the employee's personnel file.
4. An employee out sick for more than three working days may be required to bring a letter from a healthcare professional verifying that he/she is able to return to work without restriction. The Town reserves the right to ask for an examination by a medically qualified third party to determine suitableness to return to work without restriction.

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5. Sick time may accumulate from year to year. Buy-back of sick time is not permitted under the Salary Admin Plan.

**E. Leaves of Absence**

An unpaid leave may be granted an employee for a reasonable period of time with approval of the Board of Selectmen with the recommendation of the Town Administrator.

**F. Insurance Benefits**

As permitted under Chapter 32B General Laws of the Commonwealth of Massachusetts.

**G. Retirement Benefits**

As Permitted under the Contributory Retirement Law.

**H. Unscheduled Additional Time**

Overtime must have prior approval by the Department Head and the Town Administrator. Overtime is considered greater than forty hours per week. After forty hours in a week, non-salaried employees covered by this plan will receive one and one half times their hourly rate for each hour worked or part of an hour worked. Any salaried employee working more than 40 hours in a week may request an adjustment of their schedule for the subsequent week. This request will be accommodated where possible and appropriate.

**Salary Table**

	<i>Minimum</i>	<i>Maximum</i>
<b>Full-Time Employees</b>	\$20.00	\$ 45.00
<b>Part-Time Employees</b> (no less than MA minimum wage)	\$12.75	\$ 40.00
<b>Part-Time Specialized</b> (i.e. certified/licensed)	\$20.00	\$ 50.00
<b>Veterans' Agent</b>	Annually	\$9,884.00
<b>Inspector of Animals</b>	Annual Stipend	\$ 105.00
<b>Registrar of Voters</b>	Annual Stipend	\$ 105.00
<b>Clerk, Registrar of Voters</b>	Annual Stipend	\$ 515.00
<b>Moderator</b>	Annual Stipend	\$ 75.00

**At 3:41PM, it was unanimously voted to dissolve the ANNUAL TOWN MEETING.**

True Copy  
Attest:

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Joanna Bilotta-Simeone, Town Clerk