

Stow Board of Selectmen
Town Building – Warren Room
November 28, 2017

Present were Selectmen, Brian Burke, Don Hawkes, Ingeborg Hegemann, Tom Ryan and James Salvie. Also present were Town Administrator Bill Wrigley and Administrative Assistant Maureen Trunfio.

At 7:00 p.m. Mr. Burke called the meeting to order.

Public input: None

Chair comments: Mr. Burke announced that depending on the Board's vote this evening, the 1st Annual Holiday Tree Lighting may take place at the Lower Common in Stow on December 1st at 7 p.m. He added that on Saturday morning, December 2nd from 9-11 a.m. the Stow Women's Club would host their Breakfast with Santa at the Pompo Community Center. At the same time and same location, the Friends of the Stow Council on Aging will be holding their holiday decoration sale. Later that morning, the Nashoba High School Football Team will play at Gillette Stadium for the State Championship title at 11 a.m.

Minutes:

Mr. Ryan moved to accept the meeting minutes of the November 14, 2017 meeting with amendments. Mr. Salvie seconded the motion and it was passed unanimously.

Update on HeatSmart Program

The Town's Energy Coordinator Arnie Epstein, was present to update the Board on several energy-related matters. He told the Board that he had been nominated for a Leading By Example award, a State award that was available for municipal individuals and groups that promoted saving energy and other energy initiatives. However, he reported that he was not chosen for the award. The Chair stated that this had no relation to the stellar work that Mr. Epstein and his group performs on a volunteer basis for the Town. All Selectmen repeated this sentiment and Mr. Epstein thanked everyone for recognizing the work the Energy Working Group performs.

Mr. Epstein stated that in August he came before the Board and provided an overview of the State's developing HeatSmart program and the Energy Working Group's desire to be chosen as a pilot community. The program is aimed at advancing clean heat technology primarily heat pump systems. He appreciated the Board's support on the application to the program. The Town's HeatSmart team is interested to apply for the next round of programs and will be watching those towns that were chosen to develop pilot programs.

Permit for Holiday Lighting on Lower Common

Resident Karen Stams was present to ask permission to use the Lower Common for a public Holiday Tree Lighting Ceremony on Friday, December 1 at 7 p.m. She has been coordinating efforts with Public Safety. The Stow Police Department will be closing off the access street and the Stow Fire Department provided transportation for Santa. Attendees should gather at 7 p.m. and the lighting is planned for 7:15 p.m. Stow Highway Department will assist with the lighting of the tree.

Mr. Salvie moved to permit Karen Stams and other volunteers to use the Lower Common for a Holiday Tree Lighting on Friday, December 1, 2017 from 6:30 to 8PM. Mr. Ryan seconded the motion and it was passed unanimously.

Open Meeting Law (OML) Discussion

Town Clerk Linda Hathaway was present and along with the Chair addressed several Open Meeting Law items. She reminded the Board that despite the Municipal Modernization Act, the Town's Bulletin Board outside the front doorway is the only required posting place for agendas and other notifications. Although most commissions, committees and boards post their agendas on the website, it is not a requirement by the State. Mr. Burke mentioned that meeting minutes should be posted within three meetings or 30 days, whichever is later. It was also mentioned that Executive Session minutes should be reviewed for approval, and possible release, in a timely manner. The Town Clerk mentioned that many of the items being discussed had not changed since the prior version of OMG had been released in 2010. Use the link below to read open meeting law guidelines. Questions regarding Open Meeting Law that cannot be answered by reading the law, can be answered by calling the Attorney General's Office and speaking with the Attorney of the Day.

<https://www.mass.gov/files/documents/2017/11/14/2017%20Guide%20with%20ed%20materials.pdf>

Special Liquor License for Stow Highway Department Holiday Party

The Highway Department is requesting a one-day liquor license to serve alcohol at their holiday party for employees. The event will be held on December 8th from 1-6 p.m.

Mr. Salvie moved to approve and sign a Special One-Day Liquor License for the holiday party for Stow Highway Department Employees to be held at the Highway Barn on Friday, December 8, 2017, from 2-6 p.m., and to waive the fee of \$25. Mr. Ryan seconded the motion and it was passed unanimously.

2018 Class II and Common Victualer License Renewals

All documents have been reviewed and received and the following businesses have fulfilled all requirements to renew their Common Victualer licenses.

Mr. Hawkes moved to renew the Town's Common Victualer Licenses for the following businesses for 2018. Mr. Salvie seconded the motion and it was passed unanimously.

Costa Donuts Two, Inc.

dba Dunkin' Donuts

@ Stow Gulf Station

626 Great Road

Stow Cafe 118 Great Road
Delta Epsilon, Inc. dba Stow House of Pizza 156 Great Road
Stow LLC dba Dunkin Donuts @Stow Shopping Plaza 117 Great Road

Class II Used Car License renewals for 2018

All documents have been reviewed and received and the following businesses have fulfilled all requirements to renew their Class II licenses. Resident Mark Forgues of 1 White Pond Road was present and questioned operating multiple businesses from a single address. The Board agreed to hold the license of Chapel Partners, in order to look into Mr. Forgues questions. This item will be addressed at the Board's next meeting on December 12th.

Mr. Salvie moved to renew the Town's Class II Licenses for the following businesses for 2018, with the exception of Chapel Partners. Mr. Hawkes seconded the motion and it was passed unanimously.

Patterson Auto Body, Inc. 18 Great Road
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Import Export of Boston 8 Whitman Street
Auto Support Engineering, Inc. 370 Hudson Road
Great Road Fuels 368 Great Road
Richard Presti Chapel Partners, Inc. HELD 102 Great Road
BGL Automotive Corp. Dba Hudson Road Auto, Inc. 383 Hudson Road
Dennis Paul Scafidi Infinite Detail and Accessories 102 Great Road

P Cars

370 Hudson Road

Board of Selectmen 2018 meeting schedule

The Board reviewed the draft meeting schedule for 2018 and voted to approve it.

Mr. Hawkes moved to approve the proposed 2018 Selectmen's meeting calendar as written. Mr. Ryan seconded the motion and it was passed unanimously.

Town Administrator's Report

The Town Administrator shared a Memorandum of Agreement (MOA) that is being developed by him, the Cemetery Trustees, the Cemetery Superintendent, and the Highway Superintendent related to improving the efficiency and cost effectiveness through a force multiplier of the day to day operational functions of both departments.

He told the Board that the Town's engineering company Weston and Sampson continues its inspection-related evaluative work in identifying and defining the nature and extent of the existing conditions of the Lake Boon dam.

He reported that Massachusetts Department of Transportation (MassDOT) is expected to sign off on their contract by the end of the week regarding the Planning Department's MassWorks Grant. He added that once that occurs, he can sign it. After that a notice to proceed with work can be issued to ET&L, and the Lower Village roadway reconstruction project can begin.

The Town Administrator left the meeting at 8:20 p.m.

Liaison Reports

Ms. Hegemann reported the Stow Municipal Affordable Housing Trust would meet on November 29th. She added that the Recreation Commission met the prior week, and the Pine Bluff project is moving forward. She added that the Conservation Commission's Finance Committee liaison had attended their meeting.

Mr. Burke discussed the possibility of drafting a brief regarding the Eversource Transmission Line Project, or at minimum discussing ideas for the brief. He announced that the Board's only meeting in December will occur on December 12th.

Mr. Salvie said that the Community Preservation Committee had met the prior night and continued to work on their report. They are discussing idea for funding affordable housing. He said that he had received a draft final report on the Pompo Building Committee from the Building Inspector and they will try to meet in the coming week.

Mr. Hawkes reported that the prior night he traveled to Bedford for a Marijuana forum. Mr. Burke mentioned that Town Planner Jesse Steadman would be present at the next scheduled Board of Selectmen's meeting with an update on Marijuana. Mr. Hawkes said that Tri-Town would not meet until 2018. He also said that he had attended the last School Committee Meeting and that

the budget process for the Nashoba Regional District was slowly beginning. He said that the Lake Boon Commission would meet on November 29th.

Mr. Ryan reported that he attended the Stow Gobbler was a well-run event with over 1,000 runners in attendance. Public Safety did a great job assisting with the event.

Adjournment

At 8:35 p.m. Mr. Salvie moved to adjourn. Mr. Hawkes seconded the motion and it was passed unanimously.

Respectfully submitted,

Maureen Trunfio

Administrative Assistant

Documents used at meeting (all documents available in Selectmen's Office Meeting Folder):

11/14/17 Draft Selectmen's Minutes for review

One day Liquor License for Highway Dept. Holiday Party

Class II and Common Victualer License Renewals

Draft BoS Meeting schedule for 2018

11/16/17 letter from Department of Conservation & Recreation (DCR) re: Phase 1 follow up inspection on Lake Boon Dam

Memorandum of Understanding (MOU) re: Sharing of Highway and Cemetery Operational Resources

View meeting at:

Meeting YouTube link:

https://www.youtube.com/watch?v=LBhI76YV23E&list=PLIeWzm30B26OGK_uon_rPJCPqcfbFnejI&index=2