

Board of Selectmen Minutes
April 10, 2018
Stow Town Building

Present: Chair Brian Burke, Donald Hawkes, Ingeborg Hegemann, and Thomas Ryan.
Also present: Maureen Trunfio, Administrative Assistant.

Absent: James Salvie; Town Administrator William Wrigley

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

Chairman's Comments: Mr. Burke announced that Fire Chief Landry and Highway Superintendent Mike Clayton have been asked to consider allowing residents to drop off storm debris at the Highway Barn for chipping in response to the recent storm.

Update from State Representative Kate Hogan

State Representative Kate Hogan was present and updated the Board of news from Beacon Hill. She mentioned her upcoming fundraiser for the Boys & Girls Club of Assabet Valley to be held on March 16th at the Maynard Country Club.

She mentioned that the State has awarded additional funding to Stow for Student Awareness of Fire Education (SAFE.) She spoke about the 495/MetroWest Suburban Edge Community Commission including transportation system improvements.

Revised Pompo Room Rental Policy

Building Commissioner Craig Martin was present to discuss updates he made to the prior version of the Pompo Room Rental Policy draft at the request of the Board of Selectmen at their meeting on February 27, 2018. Changes included changing the name to "Room Rentals and Guidelines" at the suggestion of Mr. Hawkes; a No Smoking stipulation and a statement that Sunday room rentals may be available at the discretion of the Building Department and that the building would be closed on observed Town holidays. Mr. Martin made changes to Table A, the chart categorizing renters into groups, from Group 1 being Town Departments and Organizations affiliated with the Town with no charge for use, to Group 5, with the highest rental rate, consisting of Non-Stow Residents or Commercial Events.

A Lessee Indemnification form, to be signed by all renters, was shown. The majority of changes to the Policy related to #11 Insurance Requirements for renters. Mr. Martin reported on recommendations he had attained from MIIA, the Town's insurer and Town Counsel. Liability requirements for renters wanting to serve alcohol at the Pompo location would be detailed in the Policy. These included the renter providing the Town with a Certificate of Insurance for General Liability indicating coverage of at least \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$3,000,000 Annual Aggregate Limit and the Town named as additional insured. Umbrella Liability would be required for at least \$2,000,000 per occurrence, \$2,000,000 aggregate with the Town named as additional insured would also be required. Liquor Liability coverage must be provided showing \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$3,000,000 Annual Aggregate Limit and the Town named as additional insured. Workers' Compensation insurance as required by law would be required by the Town as well as Automobile Liability. Mr. Martin explained that applicants wanting to serve alcohol would be advised to submit an additional request for a one-day liquor license to the Selectmen's Office and would also need to adhere to all rules and regulations applicable to the one-day liquor license, if granted.

The Board was clear in stating that the Building Department should be granted the discretion to assess the applicability of requirements in the policy on a case-by-case basis and make sound decisions based on individual cases without explicit direction or permission from the Selectmen.

The Selectmen also said that the Building Department should have the ability to require that renters pay for a custodian to be on the premises before, during and after events as deemed necessary by their Department after review of the application.

Mr. Ryan moved to accept the rental policy subject to any amendments that we agree upon, as presented in the draft dated April 10, 2018. Ms. Hegemann seconded the motion for discussion.

The Board discussed two amendments. Because insurance requirements are at the discretion of the Building Commissioner, Ms. Hegemann believed there should be an amendment that addresses the flexibility with respect to insurance.

Ms. Hegemann moved to change the first sentence on Number 11 to read, "Applicants are required to sign an indemnification form, and other than activities sponsored by the municipal departments, provide liability insurance. See below for recommended insurance to be determined by the Building Commissioner." Mr. Ryan seconded the motion, and it passed unanimously (4-0).

The table with tier pricing was revised and prices for rentals varied based upon a group's status and the residency of the organizer. Mr. Ryan stated that his belief was that the security deposit should be more substantial for Category 5 in the Rental Fee Chart, because this, in most cases, would pertain to a larger group and more damage potentially could be incurred.

Mr. Ryan moved to amend Category 5 security deposits for Room 134, 134 with kitchen use, and kitchen only, to \$500. Mr. Hawke seconded the motion and it passed 3:1, with Mr. Burke voting against.

Mr. Burke recommended that the lock codes be changed on a regular basis and Mr. Martin said they will be changed often. He also questioned the clause regarding "two-week's notice if possible." Mr. Martin said in the case of a death in a family, there would not be a 2-week's notice. The Board decided to restate the first motion made regarding this topic.

Mr. Hawkes moved to accept the revised rental policy and fee schedule for rental of community spaces at the Pompositticut Community Center, as proposed this date by the Building Commissioner and as amended this date. Mr. Ryan seconded the motion, and it passed unanimously (4-0).

Permit for Stow Garden Club Annual Plant Sale

No one from the Garden Club was present, but member MariePatrice Masse has been working with the Selectmen's Office, the Building Department, the Highway Department and the Police Department and they have coordinated efforts to find a suitable location for the Garden Club Plant Sale. Lower Village Common, their usual location, is not available due to construction. The Highway Department recommended the Town Center Common near the First Parish Church and it was decided that would be the best location. The Library and First Parish Church have been contacted to assure both safety and access while the plant sale goes on near the Church on the Common.

Mr. Hawkes moved to approve the use of the Stow Center Common by the Stow Garden Club for its annual Plant Sale for Friday, May 4 from 8 a.m. to 6 p.m. and Saturday, May 5 from 8 a.m. to 3 p.m., as described in the request from Garden Club co-chair MariePatrice Masse. Mr. Ryan seconded the motion, and it passed unanimously (4-0).

Special Liquor License for Bridal Shower at Pompo Community Center

Resident Marie Mpelkas was present and has reserved the large room at Pompo for her daughter's bridal shower on April 22, 2018. The group, estimated to be about 42 people, would like to serve Mimosas (containing champagne.) She presented a Certificate of Insurance as required and had the Town name as additional insured. Because the policy was not finalized, the Building Department granted permission with insurance coverage by the applicant of up to \$500,000. Mr. Ryan stated his support of this exception to the new Liquor Liability Requirement for renters of Pompo because hard liquor was not being served.

Mr. Ryan moved to approve and sign a Special One-Day Liquor License for a Bridal Shower sponsored by Maria Mpelkas to be held at the Pompo Community Center on Sunday, April 22, 2018 between 1 and 3:30 p.m. Mr. Hawkes seconded the motion and, it passed unanimously (4-0).

Funding for Local Ballot Questions

Town Clerk Linda Hathaway was present to request additional funding for ballots that would need to be printed for a Special Election in the fall, with reference, primarily, to Marijuana Bylaws.

Mr. Ryan moved that the Selectmen approve the addition of \$6,000 in the FY 2019 budget, to cover the costs of a possible November local election for a ballot question on marijuana regulations or any other requirements. Mr. Hawkes seconded the motion, and it passed unanimously (4-0).

Accept 2018 Annual Town Meeting Warrant

The Selectmen discussed the 2018 ATM Warrant briefly with Finance Committee member Peter McManus.

Mr. Hawkes moved to accept the Warrant for the May 7, 2018 Annual Town Meeting dated April 10, 2018. Mr. Ryan seconded the motion, and it passed unanimously (4-0).

Town Administrator's Report -In the Town Administrator's absence, the Board discussed Tri-Town meetings, saying they haven't met since November. The Board wants to continue to support Tri-Town.

Liaison Reports:

- Ms. Hegemann – no report
- Mr. Hawkes – no report
- Mr. Ryan – no report
- Mr. Burke reported there is a new LACAC Executive Director, Jonathan Daisy. Mr. Burke has met with the Finance Committee to liaison with them and their concerns.

Correspondence: The Gleasondale Group responded to the filing regarding Eversource. The Board will email a copy of the amended Brief to the Group, with Ms. Hegemann abstaining.

Adjournment

At 9:05 p.m. Mr. Hawkes moved to adjourn. Mr. Ryan seconded the motion, and it passed unanimously (4-0).

Respectfully submitted,

Maureen Trunfio
Administrative Assistant

Amended 4/15/2021

*Joyce Sampson
Executive Assistant*

YouTube Link:

https://www.youtube.com/watch?v=L2RelmyeKoE&index=16&list=PLleWzm30B26OGK_uon_rPJCPqcfbFnejl

Documents addressed at the Selectmen's 9/25/2018 Meeting

Revised Draft Pompo Rental Policy put forth by the Building Department
Table A Pompo Community Center Room Rental Rate Schedule
4/10/2018 version of Annual Town Meeting Warrant