

Stow Board of Selectmen  
Town Building – Warren Room  
January 23, 2018

**Present:** Brian Burke, Don Hawkes, Ingeborg Hegemann and Tom Ryan. James Salvie was absent.

Also present were Town Administrator Bill Wrigley and Administrative Assistant Maureen Trunfio.

At 7 pm Mr. Burke called the meeting to order.

**Public Comment:** None

**Chair comments:** Mr. Burke announced that on Tuesday during the month of February, 15% of proceeds from meals ordered at Not Your Average Joe's in Acton will benefit the Stow Conservation Trust for the purchase of the Conservation Restriction for Carver Hill Orchard. He announced that Stow Rec Engineering Design Class for Elementary School Girls and the Lego Learn Class needs students in order to run the class at the Pompo Community Center. There was an inaugural hike held at the Shepherd Parcel near Tuttle Lane on Sunday. He thanked all who attended. The SpringFest Committee needs volunteers to serve. Please contact the Selectmen's Office if you'd like to serve.

**Meeting Minutes:** *Mr. Hawkes moved to accept the meeting minutes of November 28, 2017 with amendments. Mr. Ryan seconded the motion and it was passed unanimously.*

**Discussion/vote re: creation and use of a recreational trail on Kane Land property (Gleasondale Village)**

Town Planner Jesse Steadman was present, along with many members of the Gleasondale Trails Committee, to seek permission to construct a trail on the Kane property located in the Gleasondale Village area. Many residents of the Gleasondale area were present in the audience. Residents seemed supportive of the project. There was a question raised about constructing a canoe/kayak launch from the area.

Mr. Steadman explained that at a meeting of the Selectmen in December of 2015, the Committee first came before the Selectmen. Since then the group has gone forth and found people interested in doing the work. Because the land is under the Selectmen's control, they wanted to seek permission before beginning the next phase on the trail project.

Mr. Ryan stressed that the property would be used for passive recreation only. Mr. Hawkes commented that this parcel and the installation of trails on it, would add to the village *feel* of the Gleasondale area. Ms. Hegemann voiced her interest in having the Board adopt trail regulations for the area once the trail has been created. Mr. Burke recommended that this site be considered as a possible connector for bikes to Route 62 from the rail trail.

*Mr. Ryan moved that the Board of Selectmen authorize establishment of a trail network on Town property under the care and custody of the Board of Selectmen, and as shown on Assessor's Maps as U-7 Parcel 34-2 on Gleasondale Road, provided that such use shall be consistent with, nor preclude future use of the property as a public water supply or any other municipal use consistent with the custody of the land, and further that such use shall be governed by trail regulations to be adopted by the Board prior to regular public use. Mr. Hawkes seconded the motion and it was passed unanimously.*

### **New Voting Equipment**

The Town Clerk was present and spoke to the Board regarding new voting equipment that will be used at the May 2018 election. She asked for a vote to discontinue the use of the current voting tabulators and to approve the purchase of the new equipment and to commence using the new machines at this year's Town election and going forward.

*Mr. Hawkes moved that the Board of Selectmen vote, per MGL Chapter 54, section 34, to discontinue the use of the Accu-Vote ballot tabulators and approve the purchase of new ImageCast Precinct ballot tabulators, using funds approved at the May 2017 Annual Town Meeting (Article 31, #9); and to commence using the Image Cast tabulators at Stow's annual town election, May 15, 2018. Ms. Hegemann seconded the motion and it was passed unanimously.*

### **Discussion/vote re: rental policy for Pompositticut Community Center spaces – Building Commissioner**

Building Commissioner, Craig Martin was present to discuss the draft policy for renting space to the public at the Pompo Community Center. There were interested parties in the audience including member of the Boy Scouts and the Stow Women's Club. Their main concern focused on the pricing structure that was proposed in the policy. It was their hope that there would be a separate, less-expensive pricing policy for non-profit groups.

Mr. Hawkes mentioned that renters must be made aware that obtaining a one-day liquor license for an event to be held at Pompo must be applied for well in advance through the Selectmen's Office and is a separate process from the application to rent space at Pompo.

It was determined that Mr. Martin would revise items and come before the Board at one of their next meetings.

### **Review/update report from Building Use Committee – Building Commissioner & Assistant Facilities Director**

Doug Hyde, Assistant Facilities Director, was present with the Building Commissioner Craig Martin to provide the Board with an update on buildings discussed in the Building Use Committee's Final Report. Mr. Martin spoke about plans to renovate Town Hall. They spoke briefly about the Crescent Street Highway Barn and about plans to move the Cemetery Director to an office that is being renovated at the Crescent Street Fire Station Garage.

**Discussion/vote on Board of Selectmen's Office FY-19 preliminary budgets**

Maureen Trunfio, Administrative Assistant to the Board of Selectmen, presented and explained the five budgets that are prepared each year and presented to the Town Administrator. The Board reviewed the budgets and voted unanimously to approve them.

*Mr. Hawkes moved to approve the following Board of Selectmen's preliminary FY19 budgets as prepared by Administrative Assistant Maureen Trunfio: Weights & Measures, Selectmen's Consulting Budget, Town Reports and Warrants, Town Insurance & Bonds Budget and the Selectmen's Office Operating Budget. Mr. Ryan seconded the motion and it was passed unanimously.*

**Town Administrator's Report**

The Town Administrator updated the Board on the FY-19 budget process. He said he would prepare the preliminary FY-19 Budget and present it to the Board of Selectmen at the first meeting in February. He reported that Officer James Landi has completed his requirements and will join the Stow Police Department working an 11-7 shift. He added that Officer Landi is certain to become a very valuable addition to the Stow Police Department.

At 9:13p.m. the Town Administrator left the meeting.

**Liaison Reports**

Ms. Hegemann reported that the Recreation Commission is moving forward with the Pine Bluff project. They are also reviewing the FY-19 Rec budget. She added that the Stow Municipal Affordable Housing Trust (SMAHT) is in the process of drafting articles for the Annual Town Meeting warrant. She said there will be a meeting on February 5<sup>th</sup> regarding the Habitat for Humanity project in Stow in conjunction with the Zoning Board of Appeals..

Mr. Ryan reported that a resident who had injured their ankle on a Town hiking trail commended the Fire Rescue workers on the proficient and professional manner in which they worked.

Mr. Burke mentioned that the Board will hold an executive session meeting at the conclusion of the February 27, 2018 Selectmen's meeting. He reported that Stow's State Senator and State Representative are scheduled to attend the Selectmen's March 13<sup>th</sup> meeting.

**Adjournment**

*At 9:25 p.m. Mr. Hawkes moved to adjourn. Mr. Ryan seconded the motion and it was passed unanimously.*

Respectfully submitted,

Maureen Trunfio  
Administrative Assistant

Documents used/referenced in the meeting

11/28/17 Draft Selectmen's Minutes

1/16/2018 letter from Planning Board to Selectmen re: Gleasondale Kane Land Trail Development

Kane Land Access Site Walk Map dated 9/22/17

Informational document from Town Clerk re: ImageCast Precinct Optical Scan Tabulator

Draft Pompo Community Center Rental Policy

Building Use Committee Report

FY-19 Proposed Budgets from Selectmen's Office

View meeting at YouTube link: <https://www.youtube.com/watch?v=xm129vjA46Y>