

**Minutes  
Board of Selectmen  
Stow Town Building – Warren Room  
May 22, 2018**

Present at the meeting that was held at the Town Building were and James Salvie, Brian Burke, Donald Hawkes, Ingeborg Hegemann and Thomas Ryan. Also present were Town Administrator Bill Wrigley and Administrative Assistant Maureen Trunfio.

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

**Public Comment:** None

**Chair comments:** Mr. Salvie announced the passing of former Fire Chief Trefry and requested a moment of silence.

**Meeting Minutes:** *Mr. Hawkes moved to accept the meeting minutes of the May 16, 2018, meeting as drafted. Mr. Ryan seconded the motion and it was passed unanimously.*

**Correspondence:** Mr. Burke brought a letter regarding disaster preparedness training to the Board's attention.

**Discussion/vote re: Deed(s) for the Kunelius property – Conservation Commission**

Bob Wilber of the Stow Conservation Trust (SCT) and Conservation Coordinator Kathy Sferra were present to request that the Board vote to accept both parcel deeds on behalf of the Town of Stow and also to request a vote to delegate authorization to either the Town Administrator to execute any documents necessary to complete the conveyance between now and the closing date for the property. The Chair commended the Conservation Commission and the SCT on this great accomplishment, and voted unanimously to accept the deeds and to delegate authority to the Town Administrator the authority to sign closing documents as required.

*Mr. Burke moved that the Selectmen accept the deeds for the Kunelius property as presented by the Conservation Commission, and further move that the Selectmen authorize the Town Administrator to execute any additional documents needed for closing on the property in the next two weeks. Mr. Hawkes seconded the motion and it was passed unanimously.*

**Signing Department of Housing and Community Development (DHCD) regulatory agreement for Regency at Stow**

Mike Kopczykinski, Chair of the Stow Municipal Affordable Housing Trust (SMAHT) along with Town Planner Jesse Steadman presented minor updates to the Department of Housing and Community Development (DHCD) documents regarding housing for middle income families at properties located at Regency at Stow on Boxboro Road. The Board voted unanimously to approve and sign the required documents.

*Mr. Ryan moved that the Board of Selectmen approve and execute the Regulatory Agreement for units priced at 80% of the Area Median Income for the purpose of finalizing the Department of Housing and Community Development (DHCD) Local Action Unit (LAU) Application for the Regency at Stow Active Adult Neighborhood, and further moved that the Board of Selectmen approve and institute the regulatory agreement for units priced at 150% of the area median income for the Regency at Stow Active Adult neighborhood. Mr. Hawkes seconded the motion and it was passed unanimously.*

### **Annual Animal Control Warrant and Annual Inter Municipal Contract for Animal Control Services**

*In accordance with Chapter 140, section 151A of the Massachusetts General Laws, Mr. Ryan moved to approve the annual Animal Control Warrant, dated May 22, 2018, and effective for one year from June 1, 2018 through May 31, 2019, and to authorize the Chairman to sign it on behalf of the Board. Mr. Hawkes seconded the motion and it was passed unanimously.*

*Mr. Ryan moved that the Selectmen approve, and that the Selectmen and Town Administrator sign, the Intermunicipal Agreement with the Town of Boxborough for Animal Control Services for the period from July 1, 2018 through June 30, 2019, as presented by the Board of Health. Mr. Hawkes seconded the motion and it was passed unanimously.*

### **Annual June 1 Appointments – Inspectors, Building Commissioner, Forest Warden Annual Appointment of Forest Warden**

*Mr. Burke moved to reappoint Fire Chief Joseph Landry to the position of Forest Warden, for a one-year term, ending May 31, 2019. Mr. Hawkes seconded the motion and it was passed unanimously.*

### **Annual Appointment of Building Commissioner**

*Mr. Ryan moved to reappoint Craig Martin to the position of Building Commissioner, for a one-year term, ending May 31, 2019. Mr. Hawkes seconded the motion and it was passed unanimously.*

### **Annual Appointment of Inspectors**

*On the recommendation of Building Commissioner Craig Martin, Mr. Ryan moved to reappoint the following inspectors, for one-year terms, ending May 31, 2019. Mr. Hawkes seconded the motion and it was passed unanimously.*

- Assistant Facilities Manager/Local Inspector: Douglas Hyde
- Electrical Inspector: Robert W. Norton
- Deputy Electrical Inspector: Charles Weeks
- Deputy Electrical Inspector: Michael A. Norton
- Gas Inspector: Adam Sahlberg
- Deputy Gas Inspector: Robert Smith
- Plumbing Inspector: Adam Sahlberg
- Deputy Plumbing Inspector: Robert Smith

### **Certificate for Girl Scout Silver Award for Mary Morales**

The Girl Scouts of Central and Western Massachusetts had notified the Board of Selectmen that Stow resident Mary Morales would be receiving the Silver Award, the highest achievement that a girl in grades 6-8 can earn in Girl Scouting. Mr. Salvie read aloud the Certificate of Achievement that would be presented to her at a ceremony in Worcester on June 14<sup>th</sup>.

*Mr. Ryan moved to approve and sign the Certificate and letter commending Girl Scout Mary Morales of Stow on achieving the Girl Scout Silver Award. Mr. Hawkes seconded the motion and it was passed unanimously.*

### **Certificate of Appreciation for Jeff Lance, Veterans Graves Committee**

Mr. Salvie expressed the Town's appreciation for the fine job done by Jeff Lance for many years in this difficult role. The Board signed a Certificate of Appreciation to be presented at the Town's annual Memorial Day ceremonies.

*Mr. Ryan moved to approve and sign the Certificate of Appreciation for Jeff Lance after 15 years of service on the Veterans Graves Committee. Mr. Hawkes seconded the motion and it was passed unanimously.*

**Discussion/vote re: Estate of Aune P. Saari gift to Town**

Long-time Stow resident Aune Saari's estate notified the Selectmen's Office that she had left a gift of \$500 to the Town to have a flowering tree planted. The Board voted to accept the gift.

*Mr. Ryan moved that the Selectmen accept the gift of \$500 designated for the planting of trees, from the estate of Aune P. Saari to the Town of Stow, and authorize the Chair to sign the Assent and Waiver of Notice provided by Eckel, Morgan & O'Connor LLC. Mr. Hawkes seconded the motion and it was passed unanimously.*

**Town Administrator's Report**

Mr. Wrigley updated the Board on the status of adjudicative process related to the ongoing MCAD age-discrimination case. He mentioned that all of the testimony was completed in Stow on May 1<sup>st</sup>. Both attorneys have until June 14<sup>th</sup> to prepare and submit briefs to the MCAD hearing officer. Then the MCAD hearing officer will prepare and issue findings/decision. Once issued, the parties have an opportunity to appeal the hearing officer's decision to the full Commission.

He told the Board that on May 15<sup>th</sup>, he met with Representative Kate Hogan, Secretary of the Executive Office of Housing and Economic Development Jay Ash, Jesse Steadman, and the owners of the Gleasondale Mill, on site, to provide the Secretary with a brief history of the building and to express the Town's long term interest in the possible future mixed use re-development of the building and the site.

At 7:53 Mr. Wrigley left the meeting.

**Discussion re: Role of Selectmen's Liaisons**

The Board briefly discussed the role and expectations of Selectmen's liaisons. It was noted that members of the Board need not attend all meetings to which they serve as liaisons, but should review minutes from their particular assigned committees or speak with the Chair or staff member of that Board on a regular basis.

**Liaison Report**

Mr. Burke mentioned that the Local Access Channel Advisory Committee has transferred the management of operations from Anne VanTine who will be retiring in June to Jonathan Daisy, who has worked for Stow TV for many years.

Mr. Hawkes mentioned that the Lake Boon Commission would meet on May 23<sup>rd</sup>.

Ms. Hegemann said that the Conservation Commission has been very busy and that she would reach out to Recreation Department to get an update.

Mr. Salvie mentioned that the Community Preservation Committee had a meeting the prior night and he thanked Mr. Burke for his year of service as Chair of the Board of Selectmen.

It was mentioned that liaison assignments would be discussed at the next Selectmen's meeting on June 12, 2018.

**Adjournment**

*At 8:06 p.m. Mr. Hawkes made a motion to adjourn. Mr. Ryan seconded the motion and was passed unanimously*

Respectfully submitted,

Maureen Trunfio, Administrative Assistant

