

**Minutes  
Stow Board of Selectmen  
October 23, 2018  
Town Building**

Present at the meeting that was held at Town Building were James Salvie, Brian Burke, Donald Hawkes, Ingeborg Hegemann and Thomas Ryan.

Also present was Maureen Trunfio, Administrative Assistant. Town Administrator William Wrigley was absent.

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

**Public Comment:** None.

**Correspondence:** None.

**Chairman's Comment:** Mr. Salvie mentioned that the Clerks' Office would be offering early voting hours and that Absentee Ballots are available at this time. He announced that the Annual Veteran's Breakfast would be held on November 12<sup>th</sup> at the First Parish Church.

**Minutes:** *Mr. Hawkes moved to approve the minutes of October 9, 2018 as amended. Mr. Burke seconded the motion and it was passed unanimously.*

**Certificate of Appreciation for Council on Aging's Outreach & Volunteer Coordinator Sharon Funkhouser**

A certificate of appreciation was presented to Council on Aging (COA) employee Sharon Funkhouser for 13 years of exemplary service. COA Director, Alyson Toole and COA Board member Bill Byron were present. The Selectmen said that they were happy to have a chance to thank her for her efforts over the years.

*Mr. Hawkes moved to approve and sign a Certificate of Appreciation for Sharon Funkhouser, who is retiring as the Council on Aging's Outreach and Volunteer Coordinator after 13 years of service. Mr. Burke seconded the motion and it was passed unanimously.*

**Appointment to Local Access Channel Advisory Committee (LACAC)**

Resident Richard Putnam was present and had expressed interest in serving on the LACAC. Stow TV Director Jonathan Daisy was also present and said that the LACAC had voted unanimously in recommending Mr. Putnam to the Selectmen for appointment. The Board voted unanimously to appoint Mr. Putnam to the LACAC.

*On the recommendation of the Local Access Channel Advisory Committee, Mr. Burke moved to appoint Robert Putnam as a member of the Local Access Channel Advisory Committee, to serve the remainder of an unexpired term expiring June 30, 2020. Mr. Ryan seconded the motion and it was passed unanimously.*

**Permission for use of Common at Lower Village for Holiday Tree Lighting on November 30**

Resident Karen Stams was present to request permission to use the Lower Village Common for a Holiday Tree Lighting Ceremony on November 30<sup>th</sup>. Linda Gothie, member of the Stow Lions Club was also present and said that the Lions will assist with the event this year. There was some question whether the Common would be ready due to a construction project in progress. Ms. Stams agreed to communicate

with the Planning Department and Public Safety in the next 10-14 days to determine whether the area will be viable. The Board noted what a big success the event was last year and thanked the volunteers for their service.

*Mr. Hawkes moved to permit Karen Stams and other volunteers to use the Lower Common for a Holiday Tree Lighting on Friday, November 30, 2018 or such other date that is mutually agreed upon from 6:30 to 8 p.m.. Mr. Burke seconded the motion and it was passed unanimously.*

#### **Change of date for Stow Conservation Trust special One-Day Liquor License – November 17**

Chair of the Stow Conservation Trust (SCT) Bob Wilber was present to request a change to the date on a One-day Liquor License that had been issued at the Board's September 25<sup>th</sup> meeting. He explained that the SCT was able to procure a famous owl presenter who would attend on the new date of November 17<sup>th</sup> with their annual dinner to follow. The Board agreed to issue a new license with the new date.

*Mr. Burke moved to modify the previously approved Special One-Day Liquor License for the Stow Conservation Trust annual meeting at the Pompo Community Center, and sign a new Special One-Day Liquor License approving the event for Saturday, November 17, 2018, between 2 and 10 p.m., with Bob Wilber being responsible for the event and liquor distribution. Mr. Ryan seconded the motion and it was passed unanimously.*

#### **Lower Village Roadway Update**

Town Planner Jesse Steadman was present. He explained that the grant for the project was received approximately two years prior. They are pleased to be working with ET&L.

He said that the original target date for completion was October 31, 2018 and that they are anticipating completion very close to that target date

Ms. Hegemann mentioned that she noticed significant plumes of dust during street sweeping along the roadway earlier in the day.

#### **Setting Liquor, Common Victualer, and Class II License Fees for 2019**

The Board agreed that license fees should remain the same as the rate charged in 2018.

*Mr. Hawkes moved that liquor license fees for 2019 remain the same rate as charged in 2018. Mr. Ryan seconded the motion and it was passed unanimously.*

*Restaurants – All Alcohol - \$2,200  
Restaurants – Wine & Malt - \$880  
Package Stores – All Alcohol - \$2,000  
Package Stores – Wine & Malt - \$880*

*Mr. Burke moved that common victualer license fees for 2019 remain the same rate as charged in 2018(\$25). and further moved that Class II/used auto sales license fees for 2019 remain the same rate as charged in 2018 (\$100). Mr. Hawkes seconded the motion and it was passed unanimously.*

#### **Parameters and requirements for granting licenses and permissions for alcohol on town premises**

The Board first discussed that possibly the one-day liquor license should only be issued when liquor is being sold. For instances where alcohol is being distributed, a permit should be issued. There was discussion regarding the Town's liability in the event someone was injured stemming from an event that was held on Town property where alcohol was being served. The Town's insurer, MIIA, recommended in an email that when any permission is granted to third parties serving liquor on Town property, they name the Town of Stow as an additional insured. Mr. Salvie said that he would have a discussion with Town Counsel regarding this matter and bring the results of the discussion back to the Board at a future meeting.

### **Town Administrator's Report**

Mr. Wrigley mentioned updates to plan for work on the Lake Boon Dam.

He reported to the Board that he had distributed his FY-2020 Budget message on October 22nd to all departments. He said that informs every one of his intent to recommend a level services budget with no new employee hires, no additional work hours for current employees and no new services or programs. He told the Board that he is budgeting a 2.8% COLA for all employees in 2020. He added that this is the COLA amount that is being provided by the federal government to social security beneficiaries in FY-2020. He reminded the Board that his Recommended 2020 Budget would be presented at the Board's 2<sup>nd</sup> meeting in March.

He told the Board that Tim Reed, Chair of the Library Trustees, met with him to explain the Trustees interest in finding unoccupied building space for the purpose of temporarily re-locating Library administrative staff in the future to provide library related services during such time as the Library may be closed for renovations and as they proceed to the next phase of their planned Library renovations. They are also seeking vacant building space to temporarily store books and other library materials for the same purpose. He said that he suggested Mr. Reed discuss this in detail with Craig Martin to determine whether the Pompositticut Community Center building can accommodate both of these temporary space needs.

He told the Board that he had attended a working lunch meeting at Minute Man High School on October 12<sup>th</sup>. The purpose of the meeting was to be presented with a status report on the new high school construction project and to receive preliminary 2020 school budget numbers, not for public discussion. They expect to publicly distribute preliminary 2020 budget numbers within a couple weeks. He reported that the new high school building construction is on time and within the \$144,000,000 budget. They hope to occupy the building at the start of school in September 2020. He said that they also explained that they are negotiating a possible Private-Public Partnership (PPP) agreement with the Town of Lexington to share athletic facilities and they have considered other possibilities for PPP agreements involving the sharing of the new facilities for a fee.

*Mr. Wrigley left the meeting at 8:18 pm.*

### **Liaison Reports**

Ms. Hegemann reported that SMAHT had met to discuss the demolition of the buildings on the property on Red Acre Road. She stated that the Conservation Commission was very busy with various projects.

Mr. Ryan commented on the Fire Department's Awards dinner he mentioned the various awards and lengths of service many have served. Mr. Salvie added that he had also attended and reminded the public that the firefighters are always training, including for instances that may never occur such as chemical fires, oil truck spills, etc. The Selectmen expressed their appreciation of the service of this department.

Mr. Hawkes reported that Lake Boon is as low as possible. He said that the LBC had placed ads in local newspaper to announce the public hearing that will take place at the Pompo Community Center on November 14<sup>th</sup>. He added that Stow TV will record the hearing at which proposed new rules and regulations for the Lake will be discussed. He announced that the next Tri-Town meeting will take place on December 12<sup>th</sup> in Lancaster.

Mr. Burke said that Stow TV will be broadcasting horror shows for the Halloween season. He mentioned a fundraiser that had taken place at Battle Road Brewery for a young Stow resident, Doug Sweet who had recently suffered a traumatic brain injury.

*At 8:27 p.m. Mr. Hawkes moved to adjourn. Mr. Burke seconded the motion and it was passed unanimously.*

Respectfully submitted,

Maureen Trunfio  
Administrative Assistant

YouTube Link:

[https://www.youtube.com/watch?v=BNLf4fVBw4g&list=PLIeWzm30B26OGK\\_uon\\_rPJCPqcfbFnejl&index=1](https://www.youtube.com/watch?v=BNLf4fVBw4g&list=PLIeWzm30B26OGK_uon_rPJCPqcfbFnejl&index=1)

**Documents addressed at the Selectmen's 10/23/18 Meeting**

10/9/18 Meeting minutes

Meeting motions

One-day Liquor License for SCT

Certificate of Appreciation for Sharon Funkhouser, COA retiree

Letter of interest from LACAC candidate Richard Putnam

Letter of recommendation from LACAC recommending candidate Richard Putnam