

**Stow Board of Selectmen  
Town Building – Warren Room  
August 8, 2017**

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

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

**Public input:** None

**Chair comments:** Mr. Burke thanked Mr. Hawkes for chairing the prior Selectmen's meeting in his absence. He reminded residents to be aware of the many free events occurring in Stow including concerts at Stow Community Park and Wings and Wheels ongoing each Thursday night during the summer months at the airport. He announced that the Complete Streets Committee is looking for an at-large member. He reported that the MMA (Massachusetts Municipal Association) will be holding their September meeting on September 22<sup>nd</sup> at the Pompo Community Center. He thanked Public Safety for their stellar work during the adverse weather conditions experienced in the region on August 2<sup>nd</sup>.

**Correspondence:** Mr. Burke referred to correspondence from Department of Housing & Community Development (DCHD) dated July 31, 2017 that stated that the building project at the corner of Pine Point and Sudbury Roads had been approved.

**Revision of Special Liquor License for Ari Schultz benefit 8/19/17 at Pine Bluff**

Organizer of the event Bill Conley was present to address the Board. It had been decided that only beer and wine would be served at the event. The original one-day license issued at a prior Selectmen's meeting had included liquor as well. A new one-day license was issued by the Board of Selectmen stating only beer and wine would be available for purchase.

*Mr. Ryan moved that the Board vote to issue a modified Special Liquor License for the Schultz Family Benefit to replace the license that was originally issued at the July 11, 2017 meeting. The modified license will allow service of wine and malt beverages only, and not hard liquor. This applies to the event planned for Saturday, August 19 at the Pine Bluff Recreation Area. Ms. Hegemann seconded the motion and it was passed unanimously.*

**Notice of Intent to Sell Property Classified Under Ch. 61B - Cross St.**

The Board announced that there was no interest from any Town boards, commissions or departments in the Cross Street Property owned by Stow Holdings. Mr. Burke mentioned that the Board would take an official vote on this matter and whether or not the Town should execute its right of first refusal at their next meeting on August 22, 2017.

The Manager of Stow Acres Country Club Manager Dave Carlson was present in audience as a Representative for Stow Holdings, owner of the Country Club, but he had no comment.

### **Plans for Ari Danger Day Event at Pine Bluff**

Mr. Wrigley reported that site management planning continues for the Ari Shultz charity event scheduled for August 19<sup>th</sup>. The Recreation Department continues to work directly with the event sponsor Bill Conley to ensure that all of the matters related to establishing clear site/ground authority and control, affecting specific field and beach set up and uses, together with parking, are identified and defined before the event.

Police Chief Bill Bosworth and Fire Chief Joe Landry have met with the event sponsors to establish an appropriate public safety plan for the event. There will be a police detail assigned to the event and there will be an extra officer on duty during the event to assist the detail officer on an as-needed basis. The PD Lake Boon safety boat will be on duty patrolling during the event. To respond to any medical needs, there will be an EMS tent and a Pro Ambulance on-site staffed throughout the event by at least 4 firefighter/EMTs.

The Selectmen's Office is working with Mr. Conley to secure sponsor and vendor liability insurance and/or indemnity. Each sponsor volunteer working the event is expected to be identified by name and by assigned task. And all volunteers will be working under the direction and control of the Recreation Director, and the Chair of the Recreation Commission will be present.

### **RAO (Records Access Officers) Discussion and Vote**

Mr. Wrigley told the Board that he and the Town Clerk are working on guidelines related to the management of future requests for the release of public records. Development of these public record management guidelines has been prompted by statutory changes made last November to the process of requesting the release of public records. The Board voted to name the Town Clerk and Town Administrator to serve as Super Records Access Officer (SRAOs), and to name various Department Head Positions to serve as Records Access Officers (RAOs).

*In accord with the updated Massachusetts Public Records Law, I move to designate Town Administrator, and Town Clerk, as Super Records Access Officers for the Town of Stow as named in the document "TOWN OF STOW RECORDS ACCESS OFFICERS LIST 8/8/2017."*

*In accord with the updated Massachusetts Public Records Law, I move to designate the titles and positions listed in the document named "TOWN OF STOW RECORDS ACCESS OFFICERS LIST 8/8/2017" as Records Access Officers (RAOs) for the Town of Stow. Mr. Ryan seconded the motion and it was passed unanimously.*

The list referred to is attached to these minutes.

### **Discussion/vote for Permit for Stow Conservation Trust Bike for the Woods 8/27/17**

Allan Fierce was present as a representative for the Bike for the Woods event. He presented the group's certificate of insurance. Stow Public Safety has approved the plan for the ride. The Board voted unanimously to allow the event.

*With the approval of Public Safety officials, Ms. Hegemann moved to approve the use of Town public ways for the Stow Conservation Trust Bike for the Woods on Sunday, August 27, 2017. Mr. Ryan seconded the motion and it was passed unanimously.*

**Discussion/vote for Permit for Ride to Defeat ALS 9/24/17**

This event is familiar to Stow Public Safety officials and their approval has been given. The ride will follow the same route as last year, and a certificate of insurance has been received. The Board voted unanimously to allow the event.

*With the approval of Public Safety officials, Ms. Hegemann moved to approve the use of Town public ways for the 2017 Ride to Defeat ALS bike ride on Sunday, September 24, 2017. Mr. Ryan seconded the motion and it was passed unanimously.*

**2017 Vet Ruck Breakfast**

The Warrior Thunder Foundation.org is marching 200 miles across the Commonwealth to raise awareness for veterans in need. The group will be marching through Stow on the morning of Saturday, August 19<sup>th</sup>. Mr. Ryan and Stow's Veteran's Agent Joe Jacobs have organized a quick breakfast for them on the Town Green near the Shaw's Plaza.

**Town Administrator's Report**

Mr. Wrigley stated that as part of the on-going installation of the new HVAC system in the lower level of the Randall Library, air quality testing will be taking place in the lower level both before and after the installation. The analytical testing will measure particulate levels of a number of potential contaminants.

The new HVAC system, together with the other building improvements made in the lower level are expected to remove any offending air contaminants.

Mr. Wrigley left the meeting at 7:55 pm.

**Liaison Reports**

Ms. Hegemann reported that SMAHT is taking the summer off and will reconvene in September with a Joint Boards meeting on September 6<sup>th</sup> at which the Board of Selectmen will be present.

Mr. Burke reported the Cemetery and Highway Departments are considering joining forces and they have asked for a liaison to be appointed and have asked that Mr. Burke serve in that capacity.

He added that he would like to schedule an Executive Session to take place at 6:30 p.m. *before* one of the next Board of Selectmen's meetings. Mr. Ryan said it may be difficult for him to be able to make it to the Executive Session by 6:30 p.m. It was determined that more thought would be given to what time and which meeting the approval, and potential release, of Executive Session minutes would take place and the Board would be informed.

**Adjournment**

*At 8:07 p.m. Ms. Hegemann. made a motion to adjourn. Mr. Ryan seconded the motion and it was passed unanimously.*

**Respectfully submitted,**

*Maureen Trunfio*  
*Administrative Assistant*

Documents used at meeting:

7/31/2017 approval letter from DCHD re: Habitat for Humanity Project at Pine Point & Sudbury Roads.  
Town of Stow One-Day Liquor License for William Conley  
Town of Stow DRAFT Public Records Access Guidelines  
Town of Stow Super RAO and RAO List dated 8/8/2017

View meeting at:

Meeting YouTube link: <https://www.youtube.com/watch?v=4wwqBQcnJ6E>