

**Minutes
Board of Selectmen's Meeting
Tuesday, May 12, 2020
Stow Town Building & Via Zoom**

Physically present at this meeting was Chair of the Board of the Selectmen James Salvie. Present virtually were Selectmen Brian Burke, Cortni Frecha and Tom Ryan.

Also present physically were Town Administrator William Wrigley and Executive Assistant Maureen McKeon. Mr. Salvie called the meeting to order at 7:00 p.m.

Public Input: None

Chairman's Comment: Mr. Salvie announced that Stow resident Jack O'Keefe had been recognized as one of 12 Outstanding Seniors at Minuteman High School where he is currently a Senior. Mr. Salvie announced that all should plan to watch the Memorial Day Ceremony on Stow TV. A small ceremony will be led by Col. Martha Monroe. He announced that Town buildings would not be equipped for opening on May 18th. He added that more information on the eventual opening of Town buildings will soon be forthcoming.

Meeting Minutes: *Mr. Ryan moved to accept the meeting minutes of the May 1, 2020 meeting as drafted, Ms. Frecha seconded the motion and it was passed unanimously. Roll call vote: Mr. Burke, aye, Mr. Ryan, aye, Ms. Frecha, aye and Mr. Salvie, aye.*

Correspondence: Ms. Frecha expressed appreciation for a letter submitted by Stephen Trefry stating his opinion regarding who might serve the town well as Police Chief. Ms. Frecha raised the question of the Selectmen's potential role in ZBA matters. Mr. Salvie replied that normally, the Board does not normally have a role.

Appointment of Acting Police Chief

Mr. Wrigley explained the qualifications and experience offered by Detective Sargent Michael Sallesse of the Stow Police Department. He was recommended as the choice to serve as Acting Police Chief until a permanent Chief is hired. The Board thanked him for stepping forward and agreed unanimously with the recommendation to appoint Detective Sargent Sallesse to serve in this role. The Board also thanked Sargent Thraen for serving as Acting Chief for the past three weeks.

On the recommendation of the Town Administrator Selectman Ryan moved to appoint Det. Sgt. Michael Sallesse as Acting Police Chief for the Town of Stow, effective May 13, 2020 and until such time as a permanent Police Chief can be hired and appointed. Ms. Frecha seconded the motion and it was passed unanimously. Roll call vote: Mr. Burke, aye, Mr. Ryan, aye, Ms. Frecha, aye and Mr. Salvie, aye.

Proposed General Bylaw Amendment to Change Annual Town Election Day

Town Clerk Linda Hathaway was present virtually to explain her reasoning for requesting a General Bylaw change to the Annual Town Election Day. She explained that in the 2020 Annual Town Meeting Warrant an article will appear requesting a change to Saturday as the Town's local Election Day. She reported that, normally, absentee ballots and early voting will almost always be available as options as well. The Board discussed this and ultimately agreed with her reasoning for the requested change.

The Clerk took the opportunity to announce that the deadline for her office to receive votes by absentee ballot is Noon on the day before the election, June 27th this year. However, since there

will be no in-person voting due to the COVID-19 epidemic, she hopes requests for ballots will come in by the first week in June at the latest.

Annual Town Meeting Warrant Articles

At the Chair's request, the Town Administrator briefly explained two articles that will appear in the 2020 Annual Town Meeting Warrant. Both were submitted by the Treasurer's Office. He said that there is a \$5,000 fee premium payment bond issuance that had not been paid in 2019, and he explained that it would need to be paid in FY-21. He stated that the second article referred to a premium that the Town would receive based on its healthy bond rating.

Mr. Salvie asked Ms. Frecha, liaison to SMAHT, to discuss, at a future time, the SMAHT rental assistance article. She explained briefly that it would be a 90-day, temporary rental assistance program. She said that applicants may already be on the Housing Inventory (SHI) and limited to those who meet the low-income and asset limit qualifications. Mr. Burke added that a presentation regarding this had been shown at the most recent Finance Committee meeting and provided good explanation of this article.

Ms. Frecha also explained briefly the article pertaining to a Community Preservation Committee design fund for the Red Acre Affordable Housing project. She explained that her understanding was that the money would be used as part of the development process in hiring a specialist to determine how to place units on the parcel in order to best have units fit into the surrounding community. She added that SMAHT and the CPC felt that an outside firm might offer a broader sense of what might be possible.

Town Administrator's Report

Mr. Wrigley reported that the Facilities Department is in the process of developing a plan in anticipation of a gradual re-opening of town buildings on or after May 18th. He reported that he sent out a revised budget and hopes this version to be final. Mr. Salvie mentioned that the Capital Planning projects presented originally will most likely come in significantly lower than what is in the Town Administrator's current budget.

The Town Administrator left the meeting at 8:15 p.m.

2020 Perambulation

Mr. Salvie spoke about the five-year town bounds perambulation requirement. He mentioned that resident Greg Troxel usually assists in this effort. Mr. Burke said that he has been involved in the last perambulation and explained the challenges primarily due to poison ivy and ticks. Mr. Burke recommended continuing the process for early fall outings to mark bounds, and said he would contact Greg Troxel to organize the process.

Liaison Report

Mr. Burke mentioned that he had been attending ZBA, Council on Aging and Finance Committee meetings virtually and that many are all recorded and available via Zoom. He reminded everyone that the COA is still functioning and is proving very helpful to the town's citizens. It was reported that the Finance Committee will be holding their public hearing on 2020 Town Meeting Warrant Articles on May 13th via Zoom.

Mr. Salvie reported the Town Administrator Screening Committee (TASC) is at the point that they're checking references on their finalists. He said that he has asked them to report their selections, in ranking order and a brief narrative on each, before the next Selectmen's meeting. He added that the TASC would be invited to attend that meeting to formally make the transfer of the selection duties. At the next meeting he added they should plan to discuss the process for Town Administrator interviews, as well as Police Chief interviews, and to think about public participation for both of those.

He asked the Selectmen to consider the process for bringing next Town Administrator on board. He added that two of the Stow's neighboring towns, Maynard and Boxboro, have recently brought on new Town Administrators, and he said he is hoping one other Board member would assist him in calling those towns, and perhaps a few others, that have recently gone through this process recently and learn how they approached it. Ms. Frecha agreed to help in this endeavor.

Adjournment

At 8:20 p.m. Ms. Frecha moved to adjourn. Mr. Ryan seconded the motion and it was passed unanimously. Roll call vote: Mr. Burke, aye, Mr. Salvie, aye, Mr. Ryan, aye and Ms. Frecha, aye.

Respectfully submitted,

Maureen McKeon, Executive Assistant

YouTube Link https://www.youtube.com/watch?v=4q_livce5eM

Documents used at this meeting.

May 1, 2020 Draft Minutes

Items can be found in the Selectmen's Office filed with meeting folder: