

**Minutes
Board of Selectmen
Stow Town Building – Warren Room
August 13, 2019**

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

Town Administrator William Wrigley and Administrative Assistant Maureen Trunfio were also present. Mr. Salvie called the meeting to order at 7:00 p.m.

Chair's Comments: Mr. Salvie mentioned that there will be a 25% Design Public Hearing for the Gleasondale Road Bridge Rehabilitation Project at the Pompo Community Center on Thursday, August 15th at 6 p.m. He wished Bob Glorioso, Chair of the LACAC, well as he recovers from surgery. He wished Selectman Tom Ryan well as he recovers from surgery and also congratulated him on the birth of his first granddaughter. He stated that the Massachusetts Department of Public Health has confirmed a positive test for EEE was detected in a mosquito in the Town of Stow. He provided a brief update regarding the Lower Village Construction project.

Minutes:

Mr. Burke moved to accept the meeting minutes of the July 23, 2019 meeting with amendments. Ms. Frecha seconded the motion and it was passed unanimously.

One-day Liquor License Requests – Honey Pot Hill Orchard

Chelcie Martin and Andrew Martin of Honey Pot Hill Orchard were present to request several special licenses in order to allow them to sell hard cider during the fall apple picking season. The Martins have met with Public Safety and recommendations have been made, as shown below. Mr. Salvie questioned why they would not have applied for a Seasonal License to serve and Ms. Martin replied that the process would take at least six months and that, if all goes well this season, they would apply late this fall for a Seasonal License for the 2020 season. The Chair said that, speaking for himself, he would not support one-day licenses next year since as a for-profit business, Honey Pot can afford to pursue a seasonal license with the ABCC. He understood, however, why it made sense for this year. The Selectmen agreed unanimously to issue a series of one-day liquor licenses for Honey Pot Hill Orchard.

**Special Conditions
Honey Pot Hill Orchard
Conditions regarding the serving of Cider
August 13, 2019-October 31, 2019**

1. Tent permit must be issued by the Building Department in advance of events. A certificate of confirmation stating the use of flame retardant tent material is required for the permit.
2. In compliance with Town building code, a 45' x 60' open-sided tent will serve as the location to serve the hard cider.
3. Details of the bar location, picnic tables and chairs must be provided to the Building Department in advance of the events.
4. The maximum occupancy must be posted in the tent at all times.
5. Tent will have no walls.

6. Barriers (ropes, fencing) are extended outside the footprint of the tent allowing evacuation from under the tent proper.
7. Clearly defined egress from the tent.
8. No combustible materials/decorations under the tent.
9. At least one member in the tent at all times Certified as Massachusetts Crowd Manager.
10. Successful walkthrough prior to first event with Stow Fire Personnel.
11. Servers will be T.I.P.S. certified (Training and Intervention Procedures for Servers of alcohol)
12. Identifications will be checked prior to entering the designated area. Alcohol consumption will only occur within the designated area which will be clearly marked by rope, fence, or other barricade.
13. Two (2) drink maximum.
14. Under 21 not admitted unless with a parent or guardian.
15. Adhere to the Fire and Building Department recommendations.
16. Adhere to all State Laws and Alcoholic Beverages Control Commission regulations.
17. Successful walk through by public safety personnel, including Stow Police and Fire, prior to first event.

Ms. Frecha moved to approve and sign Special One-Day Liquor Licenses for Honey Pot Hill Orchard for the following dates:

*August 24-25 Blueberry Festival
 August 31- September 1 Blueberry Festival rain date
 September 14-15
 September 21-22
 September 28-29
 October 5-6
 October 12-14
 October 19-20*

Subject to the 17 conditions set forth by Public Safety. Mr. Burke seconded the motion and it was passed unanimously.

Appointment of Acting Superintendent of Streets

Mr. Wrigley mentioned that it was agreed that many thought it would be wise to have an Acting Superintendent in place while a proper search ensues for a permanent Superintendent of Streets. Brian Hatch of the Highway Department has been performing as the Acting Superintendent of Streets since Mike Clayton's retirement. This position was properly advertised and Mr. Hatch was the only applicant. The Board unanimously agreed to appoint Mr. Hatch.

Mr. Burke moved to appoint Brian Hatch as Acting Superintendent of Streets for the Stow Highway Department until a permanent Superintendent can be appointed. Ms. Frecha seconded the motion and it was passed unanimously.

Easement Extensions for Lower Village Roadway Project

Town Planner Jesse Steadman was present to ask the Board to accept and authorize the Chair to sign one easement extension for 92 Great Road relating to the Lower Village Roadway project. The Board unanimously agreed to do so.

Ms. Frecha moved to accept, and authorize the Chair to sign, an Easement Agreement Extension for 92 Great Road, Map #R-29, Parcel 83, owned by the Presti Family Limited Partnership, as presented by the Planning Board. Mr. Burke seconded the motion and it was passed unanimously.

Town Clerk Ethics Disclosure Forms

Town Clerk Linda Hathaway was present to explain an Ethics Commission Disclosure form and ask the Chair to sign it. There was concern regarding a potential financial interest with the Clerk issuing dog licenses while owning livestock in Town. The Board voted unanimously to authorize the Chair to sign the form and to keep it on file in the Selectmen's Office.

Ms. Frecha moved to approve and authorize the Chair to sign a disclosure form, as amended, submitted by the Town Clerk in accord with MGL 268A, section 19. Mr. Burke seconded the motion and it was passed unanimously.

Appointment of Selectman to Randall Library Building Renovation Committee

Mr. Salvie noted that the Committee had met the prior night and stated that they intend to add a member of the Board of Selectmen and a member of the Finance Committee to their Committee. Since the Committee was originally set up as a seven-member committee and the addition of two more members would make it a nine-member committee, the Board thought it would be wise to wait to appoint a Selectmen until the Selectmen's Office had spoken with the Chair of the Committee.

Process for Replacing Police Chief

Mr. Wrigley mentioned that the posting for Police Chief was advertised. He also reminded the Board that in 2014 the Board created a Lieutenant position for the express purpose of planning for that person to be the presumptive successor in the event the Police Chief left his position. It has been recommended by the Town Administrator and the current Police Chief to promote Lt. Rusty Marino to Chief. That appointment will be discussed at the Board's next meeting. There was no vote but the Board was in agreement on the process as presented by the Town Administrator.

Role of Town Administrator Search Committee

The Town Administrator stated that there is a defined prescriptive process in the Town's Charter for the hiring process for a Town Administrator. He said that either a subcommittee or the TA working group that had already been formed might be able to assist the screening committee if the screening committee so desired. After discussion, the Board members present felt that a working group was the most appropriate vehicle for establishing the process and, potentially, for providing technical assistance to the screening committee such as helping to draft the posting that will be posted to advertise the position and help determine how long it should be advertised, to whom responses should be directed, etc.

Discussion/vote re: Remote participation

The Board discussed possibilities around remote participation of Board and Committee members at meetings. The topic will be discussed further at a future meeting.

Town Administrator's Report

Mr. Wrigley told the Board that Town Treasurer Pam Landry is planning to retire after 32 years. Her last day will be October 4.

At 8:20 p.m. Mr. Wrigley left the meeting.

Liaison reports

Mr. Burke alerted the Board that there were going to be changes to the FCC financing and the funding of local access television stations, and it would result in a decrease to funding of local TV programming.

Adjournment

At 8:25 p.m. Ms. Frecha 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=r6fj3SQnpew&list=PLIeWzm30B26OGK_uon_rPJC_PqcfbFnejI

Documents used at this meeting:

7/23/19 Draft minutes

Honey Pot Hill Orchard plan

Honey Pot Hill Conditions list from Selectmen

8 one-day liquor licenses for Honey Pot Hill Orchard

Ethics Commission Disclosure form