

**Minutes
Board of Selectmen
Stow Town Building – Warren Room
September 24, 2019**

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

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

Public Comment: None

Chair's Comments: None

Minutes:

Mr. Hawkes moved to accept the meeting minutes of the September 10, 2019 meeting with amendments.

Ms. Frecha seconded the motion and it was passed unanimously.

Signing Bond for Fire Truck, Town Building HVAC and Lower Village Roadway Improvements

Treasurer Pam Landry was present with the Town Clerk, who served as Notary, and explained the bond terms. The Board voted unanimously to approve the request.

Ms. Frecha moved to approve the sale of \$2,350,000 of General Obligation Municipal Purpose Loan of 2019 Bonds dated September 27, 2019 of the Town, to Robert W. Baird & Co., Inc. at the price of \$2,520,600.99 and accrued interest, in the form and by the terms dated on this day. Mr. Burke seconded the motion and it was passed unanimously.

Certificate of Appreciation for Treasurer Pam Landry

The Board thanked Treasurer Pam Landry for over 30 years of service to the Town. She will be retiring in early October. Her co-workers and the Town Administrator mentioned their pleasure in working with her over the years.

Mr. Hawkes moved to approve and sign the Certificate of Appreciation for retiring Treasurer Pamela Landry for her years of service to the Town of Stow. Mr. Ryan seconded the motion and it was passed unanimously.

Updates from Board of Health re: EEE Virus, Lake Boon water testing and PFAS in water

Mary McDowell Chair and Marcia Rising member of the Board of Health were present to update the Board on recent testing of Lake Boon for toxic algae, mosquito spraying and to explain the PFAS chemicals found in the water supply at Hale and Center Schools.

Appointment of Highway Equipment Operator

Acting Superintendent of Streets Brian Hatch was not present but recommended via email to the Town Administrator that current Highway Department employee Chris Ogilvie be promoted to fill the vacant position of Equipment Operator. The Board voted unanimously to appoint Mr. Ogilvie to this position.

On the recommendation of the Highway Department, Ms. Frecha moved to appoint Christopher Ogilvie as Equipment Operator for the Town of Stow Highway Department. Mr. Ryan seconded the motion and it was passed unanimously.

Disposal of Surplus - Highway Department Items

As required by State procurement law, the Board voted unanimously to allow disposal of items from the Highway Department.

Ms. Frecha moved to authorize the disposal of the surplus Highway Department items listed below. The motion was seconded by Mr. Ryan and it was passed unanimously.

- Leaf Vac
- 2 Sander Boxes
- Chevrolet C7500 6-wheel sander truck

Selection Process for Town Administrator

Mr. Wrigley provided a recommended posting, developed by the Town Administrator's working group, for the Board's consideration seeking candidates to serve on the Town Administrator's Screening Committee.

The Charter prescribes that 5 people be chosen to serve on the Screening Committee, with three being appointed by the Moderator and two being appointed by the Selectmen. He explained that the draft posting put forth contains the specific candidacy pre-requisites identified in Article IV, section 4-6 of the Charter, together with listing the desired qualifications and experience that applicants should possess, in order to be selected to the Screening Committee.

He reported that the working group is currently developing a proposed process by which the appointing authorities may evaluate, interview and choose Committee members from the pool of candidates. He said they were also developing a charge of duties and responsibilities to be issued by the appointing authorities to the members of the Screening Committee once appointed. He added that they are also drafting a proposed timeline and outline of deliverables for the Screening Committee, as well as the Board of Selectmen who must appoint the new Town Administrator, all within the prescribed 180-day period.

Liaison Reports

Ms. Frecha reported the Community Preservation Committee has several new members. They have been getting them oriented and reviewing projects. She added that there are new members on the Board of Assessors, the Council on Aging and a pending new member on the Conservation Commission. She said that the Open Space Committee is in process of making assessments on the Stow Acres driving range property. They said that this parcel would be good for connecting trails in town. She said they discussed how improvements to Track Road could be pursued even though it most likely would not connect officially to the Assabet River Rail Trail (ARRT.) Finally she mentioned that the Open Space Committee is seeking two members.

Mr. Ryan said that the Town Hall Building project is moving along.

Mr. Salvie reported that there was supposed to be a Complete Streets Committee meeting coming up on Thursday. He said that the Library Director Search Committee would be hosting a meet-the-candidates session at the Randall Library on Thursday, September 26th.

Mr. Hawkes said that a Tri-Town Meeting had been planned by Lancaster, but the posting was not completed correctly and, therefore, the meeting could not take place.

Mr. Burke mentioned that he had not been in attendance at the Council on Aging meeting, but met with the Council on Aging Director recently to be updated. He mentioned that he had been talking with the Director of Stow TV regarding what the Town's capabilities are for telephone or videoconferencing in the potential case of remote participation at meetings.

Adjournment

At 8:26 p.m. Ms. Frecha moved to convene in Executive Session, pursuant to MGL Chapter 30A, section 21(a)(2) for the purpose of conducting strategy sessions in preparation for negotiations with nonunion personnel and to adjourn thereafter. Mr. Ryan seconded the motion and it was passed unanimously. Roll call vote: Ms. Frecha, aye, Mr. Ryan, aye, Mr. Salvie, aye, Mr. Hawkes, aye and Mr. Burke, aye.

Respectfully submitted,

Maureen Trunfio, Administrative Assistant

YouTube link: <https://www.youtube.com/watch?v=-civ7s0ZwQU>

Documents used at this meeting:

- 9/10/2019 Draft Minutes
- Certificate of Appreciation for Pam Landry
- Documents for Bond signed by Clerk of the BoS
- Recommended posting, developed by the Town Administrator's working group, for the Board's consideration seeking candidates to serve on steering committee