

**Minutes
Board of Selectmen
Stow Town Building – Whitney Room
November 12, 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: Mr. Salvie announced that next Monday Night, November 18th, Special Town Meeting would be held beginning at 7 p.m. at the Hale Middle School. He announced that the Stow Gobbler Thanksgiving 5K run/walk would be starting off at 8 a.m. on November 28th. He added that Stow Police Officers would be present along the race route to keep traffic open, but that motorists should expect delays along Route 117 at Delaney Street and Lantern Lane. He announced that applications for Community Preservation Funds are available now on the CPC website. He added that all applicants should use the Official CPC forms that can be found on the Town website and should be returned to Town Building by December 1st

Correspondence: None

Minutes:

Ms. Frecha moved to accept the meeting minutes of the October 22, 2019 meeting with amendments. Mr. Hawkes seconded the motion and it was passed unanimously.

Appointments to Cultural Council

Mary Louton and Debi Maher expressed interest in serving on the Town's Cultural Council. Both were present and were recommended by the Cultural Council for appointment. The Selectmen voted unanimously to appoint both women.

On the recommendation of the Stow Cultural Council, Ms. Frecha moved to appoint Mary Louton to the Stow Cultural Council for a three-year term expiring November 12, 2022. Mr. Hawkes seconded the motion and it was passed unanimously.

On the recommendation of the Stow Cultural Council, Ms. Frecha moved to appoint Debi Maher to the Stow Cultural Council for a three-year term expiring November 12, 2022. Mr. Hawkes seconded the motion and it was passed unanimously.

Appointment to Conservation Commission

Andy Bass has expressed interest in serving on the Conservation Commission. He was present and he had been recommended for appointment by the Conservation Commission. The Selectmen voted unanimously to appoint Mr. Bass.

On the recommendation of the Conservation Commission, Ms. Frecha moved to appoint Andrew Bass to the Conservation Commission for the remainder of a three-year term expiring June 30, 2021. Mr. Ryan seconded the motion and it was passed unanimously.

Tax Classification Hearing

At 7:18 p.m. Mr. Salvie read the legal posting aloud for the public. Principal Assessor Kristen Fox was present with Bruce Morgan Chair of the Board of Assessors. Ms. Fox stipulated that tax rates discussed at this meeting are preliminary at this point in the process. She explained that a classification rate of 1 would yield a single tax rate of \$20.61 per thousand of value. Since this year Stow is 92% residential, the Board opted not to tax commercial and industrial real estate at a different rate from residential property in order to encourage businesses to potentially come into and remain in Stow.

Based on information from the Board of Assessors, Ms. Frecha moved that the Town of Stow adopt a minimum residential factor of 1, to keep a single tax rate for fiscal year 2020, taxing all property classes at one rate. Mr. Ryan seconded the motion and it was passed unanimously.

Tax Programs to Reduce Property Tax for Seniors

Ms. Fox and Council on Aging Director Alyson Toole were present. Ms. Fox explained the programs that are available to Stow's Seniors to assist in reducing the cost of property taxes. She discussed asset limits, the tax work off program, etc. She stated that the assessors' page on the Town's website shows all the information discussed at this meeting, and she encouraged anyone with questions to visit or call the Assessor's Office or visit the town's website. But she mentioned briefly the Voluntary Elderly and Disabled Fund that the Town of Harvard has established. She explained that residents may choose to donate to the fund at the time when they pay their own property taxes. Ms. Fox stated clearly that the Assessors should not be involved with discretionary funds. Mr. Salvie suggested this item be discussed further at the first Selectmen's meeting in January 2020.

Promotion of Jon Butler to Temporary Police Officer and Authorization for Special Officer to attend Police Academy

The Town Administrator explained Police Chief Marino's recommendation to appoint Officer Jon Butler as a Temporary Police Officer and to send him to Police Academy. He has served as a Special Officer and Dispatcher for the Town for many years. Mr. Wrigley stated that he supports the Chief's recommendation. The Board voted unanimously to support the recommendation.

On the recommendation of the Police Chief, Ms. Frecha moved to promote Jonathan Butler from Special Police Officer to Police Officer for the Town of Stow, effective immediately and until February 24, when he enters the Police Academy, or such a time that there is availability for him to attend the Police Academy. Mr. Ryan seconded the motion and it was passed unanimously.

Appointment of Full Time Dispatcher

The Town Administrator explained that the Police Chief recommended that Officer Butler's position, which will soon be vacated, should be filled by the applicant Gabriel Lopez. The Board voted unanimously to support the recommendation.

On the recommendation of the Police Chief, Ms. Frecha moved to appoint Gabriel Lopez as a full-time Dispatcher for the Town of Stow effective immediately for the remainder of a one-year term expiring June 30, 2020, subject to reappointment at that time. Mr. Ryan seconded the motion and it was passed unanimously.

Permission to Use Lower Common for Tree Lighting Ceremony

Karen Stams was present on behalf of the Lions Club to request permission to use the Lower Common for the Annual Tree Lighting Ceremony to take place on December 7th at 7 p.m. with a rain date of December 14th. The Board voted unanimously to allow use of the Lower Common for the event.

Ms. Frecha moved to permit Karen Stams and other volunteers to use the Lower Common for a Holiday Tree Lighting on Saturday, December 7, 2019 from 6:30 to 8PM, with a rain date of December 14. Mr. Hawkes seconded the motion and it was passed unanimously.

Creation of Local Historic District Study Committee for Gleasondale Village

Assistant Town Planner Valerie Oorthys was present asking for the Board to vote to create a Local Historic District Study Committee. The Planning Board has spent the past two years studying a strategy for historic preservation and the best way, she stated, would be to set up a historic district. The Board mentioned how Historic Districts can be controversial. She stated that this whole process has been driven by the residents. She stated that the Historic Commission and the Planning Board have voted in favor of establishing the Study Committee. She explained that a vote tonight would mean a planning committee would be formed of up to 7 people who would begin to work on the process as laid out by Massachusetts General Law.

Dot Spaulding of the Historical Commission and also a Gleasondale Village resident was present. She said that she grew up down there and that, at this time, the group down in that area is pulling together and they all seem enthusiastic about this effort, including herself.

Bill Byron of 469 Gleasondale Road was present and spoke in favor of the Study Committee and potentially the Historic District. He explained that the area was an old mill town, and he didn't think they would be looking for a lot of restrictions, just a way to create a district.

Eve Fischer, a Gleasondale resident, mentioned when a group went on a charrette several years prior with a professional group, it was suggested that perhaps some sort of historic district be established. She said she was in favor of the Study Committee.

On the recommendation of the Planning Department and the Historical Commission, Ms. Frecha moved to establish under the provisions of Massachusetts General Law Chapter 40C, General Laws, a Local Historic District Study Committee for Gleasondale, composed of seven members, which shall make an investigation and report on the historic significance of the buildings, structures, features, sites or surroundings included in such proposed local historic district or districts as the Committee may recommend, and shall submit a final report with its recommendations after a public hearing, together with a map of the proposed district or districts and a draft of the proposed bylaw to Town Meeting. Mr. Hawkes seconded the motion and it was passed unanimously.

Once a vote to create a Study Committee has been approved, the Board of Selectmen is required to solicit nominations for a 3 – 7 member Committee. One member out of two nominees submitted by the following organizations must be appointed to the Study Committee by the Selectmen, provided that the nominations are provided to the Town within 30 days of the request:

- i. American Institute of Architects*
- ii. Board of Realtors*
- iii. Stow Historical Society*

In the event that the nominating organizations do not supply nominees or if there is additional interest from eligible individuals, the Board of Selectmen may appoint others in accordance with typical posting requirements.

Further, Ms. Frecha moved to designate members of the Gleasondale Local Historic District Committee as Special Municipal Employees pursuant to Mass. General Law c.268A. Members must be registered voters of Stow, and agree to comply with State ethics and Open Meeting Law requirements. Mr. Hawkes seconded the motion and it was passed unanimously.

Approval of Appointment of Assistant Treasurer

Mr. Wrigley recommended the Board's support for the Treasurer's appointment of Lani Criasia to serve as Assistant Treasurer Collector.

On the recommendation of the Treasurer's Office, Ms. Frecha moved to authorize the Town Administrator to hire Lani Criasia as Assistant Treasurer for the Town of Stow. Mr. Hawkes seconded the motion and it was passed unanimously.

Appointment of new Superintendent of Streets

Mr. Wrigley recommended the appointment of Steve Nadeau to fill the position of Superintendent of Streets. Assistant Superintendent of Streets Brian Hatch stated that he was not interested in the position and was pleased to remain in his role of Assistant Superintendent of Streets. Tree Warden Bruce Fletcher was present and served on the selection working group and stated his support for the recommendation of the appointment of Mr. Nadeau.

Ms. Frecha moved to appoint Stephen Nadeau as Superintendent of Streets for the Stow Highway Department. This is for the remainder of a one-year term expiring June 30, 2020 and subject to reappointment thereafter. Mr. Ryan seconded the motion and it was passed unanimously.

Recommendations on Warrant Articles for November 18, 2019 Special Town Meeting (STM)

The Board voted unanimously to support Article 1. Elevator Repair.

Mr. Ryan moved to support Article 1. Ms. Frecha seconded the motion and it was passed unanimously.

The Board voted unanimously to support Article 2. Former Fire Station Water Service Replacement.

Mr. Burke moved to support Article 2. Ms. Frecha seconded the motion and it was passed unanimously.

The Board voted to support Articles 3 & 4 Water Filtration System at Town Building and Water Filtration System at Hale and Center Schools

Mr. Burke moved to support Article 3 & 4. Mr. Hawkes seconded the motion and it was passed. 4:0:1 Mr. Burke, Mr. Hawkes, Mr. Salvie and Ms. Frecha, aye. Mr. Ryan abstained.

The Board voted unanimously to support Article 7, Funding FY-18 Police Department Overtime Back Pay.

Mr. Ryan moved to support Article 7 Mr. Hawkes seconded the motion and it was passed unanimously

In summary, the Board voted to support Articles 1, 2, 3, 4 and 7.

Town Administrator Search Process

Mr. Salvie reported that the Working Group has put together a timeline and the posting seeking members for the Town Administrator Screening Committee will be posted tomorrow. On Saturday, February 1, 2020 candidates for the Screening Committee will be interviewed by the Moderator and Selectmen.

Liaison Reports

Mr. Burke mentioned that the Local Access Channel Advisory Committee (LACAC) will meet to review changes to FCC regulations for cable TV. He said that the ZBA noted that there is a developer that is interested in the property off Hudson Road at the old Murder Farm. He added that there is interest from someone in serving as an Associate Member on the ZBA.

Mr. Salvie reported that the Capital Planning Committee would be meeting to discuss their recommendation on water.

Adjournment

At 9:15 p.m. Ms. Frecha moved to convene to Executive Session for the purpose of discussing contract negotiations with non-union personnel. Mr. Hawkes seconded the motion and it was passed unanimously. Roll call vote: Mr. Burke, aye, Mr. Hawkes, aye, Mr. Salvie, aye, Mr. Ryan, aye, and Ms. Frecha, aye.

Respectfully submitted,

Maureen Trunfio, Administrative Assistant

YouTube link:

https://www.youtube.com/watch?v=a6FCYGdow7E&list=PLIeWzm30B26OGK_uon_rPJCPqcfbFnejI&index=1

Documents used at this meeting:

- 10/22/2019 Draft Minutes
- Presentation by Principal Assessor on Tax Rate Classification
- Presentation by Principal Assessor on Senior Tax Relief
- 11/18/2019 STM Warrant
- Town Administrator's Working Group Timeline re: TA Screening Committee