

**Minutes  
Board of Selectmen  
Stow Town Building – Whitney Room  
March 10, 2020**

Present at this meeting were James Salvie, Chair, Brian Burke, Cortni Frecha and Tom Ryan.

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

**Public Input:** Town Clerk Linda Hathaway mentioned that nomination papers are still available. They must be picked up and the deadline to return them is March 24<sup>th</sup>. She added that no one, to date, is running for Board of Assessors. The Clerk announced that many dog licenses still have not been renewed and ask all owners who have not done so to please contact the Clerk's Office as soon as possible.

**Chairman's Comments:** He announced that tomorrow night a public forum would be held by the Town Hall Renovation Committee at Town Hall at 7 pm. He said a few words about Corona Virus and that information is available on the Town's website under Board of Health and that the Board of Health site has a link to the State's website regarding Corona and that there is a large amount of information there. He reported that there would be an Open Meeting Law Forum on March 25<sup>th</sup> from 5:30-7:30 pm at Pompo. The Town Clerk mentioned they will determine whether or not the meeting will occur as guidelines for COVID-19 practices develop. Mr. Salvie added that there would most likely be no Selectmen's meeting on March 24<sup>th</sup> due to a lack of quorum. He reported that Rep. Hogan's March fundraiser for the Boy' and Girls' Club of Assabet Valley has been postponed due to COVID-19.

**Minutes**

*Mr. Burke moved to accept the meeting minutes of the February 25, 2020 meeting with amendments. Ms. Frecha seconded the motion and it was passed unanimously.*

**Correspondence:** Mr. Salvie commented on a piece of correspondence from a resident in appreciation of Police Officer/Prosecutor Sean Collins visiting a class that was taking place at Minute Man Air Field and speaking about speeding, particularly on Boxboro Road.

**Charter Review Committee**

Town Moderator David Walrath was present to speak to the Board regarding posted vacancies for the Charter Review Committee. This type of review is to occur every ten years. He stated that he did not foresee any major changes that would be raised by the Committee. He said it was posted in February, but will extend the closing date for applicants from the normal ten-day posting. He must find five members and they would need to meet approximately once a month and have completed their work by the Annual Town Meeting in 2021. Mr. Walrath said he was looking for the Selectmen to set up a Bylaw Review Committee. Mr. Burke suggested forming a combined Bylaw Review and Charter Review Committee. Mr. Walrath said he would gladly consider that. Mr. Salvie mentioned that the Bylaw review process might take substantially longer and they should consider this. Mr. Burke will follow up on whether combining the two committees is feasible, and come back to the Board with information regarding this.

Mr. Walrath asked the permission of the Board to come to a future meeting and discuss the possibility of changing the date of the Annual Town Meeting due to the State of Emergency that was declared in relation to COVID-19. Town Clerk Linda Hathaway was present and mentioned

that the date of the Town Election may also need to be changed. Mr. Salvie agreed and will most likely address this item at a future Selectmen's Meeting.

#### **Representative Kate Hogan – Discussion of FY21 Budget process**

Representative Kate Hogan was present and updated the Board on a wide variety of topics including the Commonwealth's FY-2021 budget process, legislation in the works relating to changes in process due to COVID-19 amongst others. The Board thanked Representative Hogan for her help throughout the year.

#### **Update from Sustainable Stow HeatSmart Program**

Sharon Brownfield and Arnie Epstein, Co-Chairs of Sustainable Stow and the leaders of the HeatSmart program in Stow came to update the Board on this program. Also present were members of the Committee including Lee Coopridge, Martin Mayer, Rick Lent and other members were also present. They provided a presentation on their efforts to educate the residents of Stow on clean energy options in Massachusetts. The Board thanked them for their efforts.

#### **Town Administrator's Report**

Mr. Wrigley provided an update regarding the development of the van service program to the South Acton Train Station. He said that the original plan to partner with CrossTown Connect would not be feasible. The Stow Council on Aging vans, which he said are essentially paid for by the local Regional Transit Authority (RTA), are being considered for use outside the COA's normal operating hours. He said there is a date scheduled to meet with the Board of the COA and discuss this potential pilot program. He said there would be a fee charged to residents who would use the service.

Mr. Wrigley also provided an update regarding PFAS at the old Fire Station on Crescent Street. There has been testing on site by the Department of Environmental Protection, and the numbers are quite high. The DEP would like the Town to clean up the soil in the affected area.

#### **Discussion regarding Skills and aptitudes of next Town Administrator**

Mr. Salvie mentioned he attended the most recent Town Administrator Screening Committee meeting.

He told the Board that they had two skills they had identified that they thought were important, the financial management and Human Resources skills. They were seeking the Selectmen's input on any other skills, for example, the ability to facilitate a discussion with the selectmen regarding policy/planning/strategic goals of the Town going forward.

#### **Liaison reports**

Ms. Frecha mentioned that SMAHT continued its work on the Red Acre Road housing project. Mr. Ryan mentioned that there would be a Town Hall forum tomorrow. He said that emergency management groups in town are coordinating over the Corona Virus. He reported that Chief Marino said he has several viable candidates for the open Police Officer position and will move forward with the process in the near future.

Mr. Salvie mentioned that the Complete Streets Committee is looking at data of accidents on secondary roads and Assistant Town Planner Valerie Oorthuys has compiled a spreadsheet with the data that has proven very useful.

Mr. Burke mentioned that the Finance Committee has been meeting in preparation for Annual Town Meeting.

#### **Adjournment**

*Mr. Burke moved to convene in Executive Session, pursuant to MGL C. 30A, sect. 21(a)(3) for the purpose of discussing strategy with respect to collective bargaining and pursuant to MGL Chapter 30A, section 21(a)(6), for the purpose of considering the purchase, exchange, lease or value of real property if the*

*Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body, and to review Executive Session minutes, and to adjourn thereafter. Ms. Frecha seconded the motion and it was passed unanimously. Ms. Frecha, aye, Mr. Ryan, aye, Mr. Salvie, aye, and Mr. Burke, aye.*

Respectfully submitted,

Maureen McKeon, Executive Assistant

YouTube Link <https://www.youtube.com/watch?v=JK4-OPyJ0Hw>

**Documents used at this meeting.**

*HeatSmart Presentation*

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