

**Minutes
Board of Selectmen Meeting
Stow Town Building & Zoom
May 26, 2020**

Physically present at this meeting in the Warren Room was James Salvie, Chair. Present virtually were Brian Burke, Thomas Ryan and Cortni Frecha.

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 Comment: None.

Chairman's Comments: Mr. Salvie thanked all who had participated in and put together the Memorial Day Ceremony held on May 25th. Mr. Salvie noted the passing of Paul McLaughlin who served the Town on the Finance Committee and the Building Oversight Committee.

Minutes: *Ms. Frecha move to accept the meeting minutes of the May 12, 2020 meeting with amendments. Mr. Ryan seconded the motion and it was passed unanimously. Roll call vote: Mr. Ryan aye, Mr. Burke aye, Ms. Frecha aye and Mr. Salvie, aye.*

Receipt of Finalist Candidates from Town Administrator Screening Committee

Ross Perry, Chair, and Alyson Toole of the Town Administrator Screening Committee were present in person to share their final report and state their recommendations for the final four candidates with the Board of Selectmen for the next Town Administrator. Karen Meyer of the TAS was present via Zoom. The candidates were Kellie Hebert, Kate Hodges, Denise Demboski and Tom Guerino. The TASC was not discharged at this time, and the Board of Selectmen thanked them for their service.

Process for hiring and onboarding new Town Administrator

The Board announced they would meet on Saturday, June 6th to interview the final four candidates. Mr. Salvie suggested a rotation that each Board member may ask one question of the candidate in order. Mr. Salvie asked that an announcement be published informing residents that they be allowed to submit questions for the candidates that he would review them for possible utilization during the interview process.

Town Building Reopening Plans

Craig Martin, Building Commissioner and Doug Hyde Assistant Facilities Director were present in person to update the Board regarding tentative plans to reopen Town Building. Their plans were to open by appointment only. Resident and Secretary to the Zoning Board of Appeals, Karen Kelleher, spoke saying she felt the opening of Town Building to the public might be a bit premature at this time and stated she preferred to wait until other businesses open. Mr. Salvie stated that if the opening is delayed, his preference would be that the Town wait no more than two weeks. It was noted that Town Hall Departments are still functioning well and the public is being served.

**Authorizing Cable Commission to hold Comcast License Renewal Public Hearing
June 4th**

The Selectmen received a detailed memo from Stow TV's Attorney William H. Solomon who was present via Zoom. The Selectmen, who serve as the franchising authority, technically, would hold

the Cable License Ascertainment Hearing regarding Comcast's license renewal with the Town, but the Board decided unanimously to delegate the hearing to the LACAC.

Mr. Burke moved that the Board of Selectmen, as cable television license Issuing Authority, vote to request and authorize the Local Access Channel Advisory Committee ("LACAC") to hold an Ascertainment Hearing regarding the cable license renewal of Comcast of Massachusetts III, Inc. The purpose of the hearing will be to review the performance of the cable television operator Comcast of Massachusetts III, Inc. and to hear testimony regarding the future cable related community needs and interests. Mr. Ryan seconded the motion and it was passed unanimously. Roll call vote: Mr. Ryan aye, Mr. Burke aye, Ms. Frecha aye and Mr. Salvie, aye.

Annual Inter Municipal Contract for Animal Control Services

The Board of Health was not present but had submitted the Annual Inter Municipal Agreement for Animal Control Services with the Towns of Boxborough and Littleton for the Selectmen's consideration and signatures. It was noted that the address for Stow's Town Building was incorrect on the contract and would be corrected before the contract was signed and returned to the Town of Boxborough.

Mr. Burke moved that the Selectmen approve the Inter Municipal Agreement with the Town of Boxborough for Animal Control Services for the period from July 1, 2020 through June 30, 2021, as presented by the Board of Health, with the understanding that the Chair sign on behalf of the entire Board of Selectmen and Town Administrator also sign the document and the address for Stow's Town Building be corrected in the document to read 380 Great Road, Stow. Ms. Frecha seconded the motion and it was passed unanimously. Roll call vote: Mr. Ryan aye, Mr. Burke aye, Ms. Frecha aye and Mr. Salvie, aye.

Annual June 1 Appointments – Inspectors, Building Commissioner, Assistant Facilities Manager/Local Inspector, Forest Warden

The Board voted unanimously to make all the requested reappointments.

Mr. Ryan moved to reappoint Fire Chief Joseph Landry to the position of Forest Warden, for a one-year term, ending May 31, 2021. Ms. Frecha seconded the motion and it was passed unanimously. Roll call vote: Mr. Ryan aye, Mr. Burke aye, Ms. Frecha aye and Mr. Salvie, aye.

Mr. Ryan moved to reappoint Craig Martin to the position of Building Commissioner, for a one-year term, ending May 31, 2021. Ms. Frecha seconded the motion and it was passed unanimously. Roll call vote: Mr. Ryan aye, Mr. Burke aye, Ms. Frecha aye and Mr. Salvie, aye.

On the recommendation of Building Commissioner Craig Martin, Mr. Ryan moved to reappoint the following inspectors, for one-year terms, ending May 31, 2021. Ms. Frecha seconded the motion and it was passed unanimously. Roll call vote: Mr. Ryan aye, Mr. Burke aye, Ms. Frecha aye and Mr. Salvie, aye.

- *Assistant Facilities Manager/Local Inspector: Douglas Hyde*
- *Electrical Inspector: Robert W. Norton*
- *Deputy Electrical Inspector: Charles Weeks*
- *Deputy Electrical Inspector: Michael A. Norton*
- *Gas Inspector: Adam Sahlberg*
- *Deputy Gas Inspector: Robert Smith*
- *Plumbing Inspector: Adam Sahlberg*
- *Deputy Plumbing Inspector: Robert Smith*

2020 Annual Town Meeting Warrant Articles

No individual warrant articles were called for discussion.

Accept the 2020 Annual Town Meeting Warrant

The Selectmen reviewed the **2020 Annual Town Meeting Warrant** and agreed unanimously to accept the Annual Town Meeting Warrant.

Ms. Frecha moved to accept the warrant for the June 22, 2020 Annual Town Meeting with the possibility of perfecting non-substantive changes. Mr. Ryan seconded the motion and it was passed unanimously. Roll call vote: Mr. Ryan aye, Mr. Burke aye, Ms. Frecha aye and Mr. Salvie, aye.

Town Administrator's Report

Mr. Wrigley spoke about seeking candidates to apply for the Police Chief position. He recommended a subcommittee be appointed by the Selectmen to assist with the hiring process.

Liaison reports

Mr. Burke stated that he's been tending to his duties as liaison to the COA, ZBA and Finance Committee.

Mr. Ryan, in addition to the original group thanked in the Chairmen's Comments, he thanked Matt Ervin for playing Taps at the Memorial Day Ceremony and commended the Color Guard for their work and volunteering their time.

Mr. Salvie asked the Board members to email Bill any changes to interview questions Tom sent and also to email Mr. Salvie with any Town Meeting Warrant article numbers they would like to discuss on June 9th. Both are due by the end of the week.

As liaison to the Conservation Commission, Ms. Frecha mentioned that the Lake Boon Commission is working to change the rules on Lake Boon in order to have the Town's rules comply with State rules. They're also applying for a grant seeking answers to the nutrient levels in the lake and whether that's the cause for the poor quality of the lake water. She added that the CPC is working primarily on the shared Warrant Article with the Municipal Housing Trust to bring to Town Meeting.

Adjournment

At 8:57 p.m. Mr. Ryan moved to convene in Executive Session, pursuant to MGL c. 30A, sec.21 (a) (5), for matters related to a criminal investigation. Ms. Frecha seconded the motion and it was passed unanimously. . Roll call vote: Mr. Ryan aye, Mr. Burke aye, Ms. Frecha aye and Mr. Salvie, aye.

Respectfully submitted,

Maureen McKeon, Executive Assistant

YouTube link:

https://www.youtube.com/watch?v=RZ66lvq_Rk4&list=PLIeWzm30B26OGK_uon_rPJCPqcfbFnejl

Documents used at this meeting. Items can be found in the Selectmen's Office filed with meeting folder:

Minutes of 5/12/20

List of Questions for TA Candidates submitted by Tom Ryan

Memo from Attorney William Solomon re: Cable License Renewal Hearing