

**Board of Selectmen  
Hearing Room  
Stoneham Town Hall  
35 Central Street  
Tuesday, January 8, 2019  
6:00 P.M.**

ITEM	TIME	DESCRIPTION	DISPOSITION
<b>Open Session (Hearing Room)</b>			
1	6:00 p.m.	Pledge of Allegiance	
<b>Executive Session (Hearing Room)</b>			
2		To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel pursuant to Mass. Gen. L. 30A sec. 21(a)(2) to wit. Dennis Sheehan, Town Administrator and David Castellarin, Town Accountant	
3		Update - Prior Investigation by Counsel	
<b>Open Session (Hearing Room)</b>			
<b>Citizens' Comments</b>			
4		Public Comment	
<b>Regular Business</b>			
5		Town Administrator's Response to Public Comment – Debora Pettengill	

- 6 Placement of Public Comment Discussion – Shelly MacNeill
- 7 Discussion RE: Feasibility of Placing Solar Panels at the Arena – Erin Wortman/Matt Shortsleeve (vote required)
- 8 Appointment to Conservation Commission – Robert Fotino
- 9 Town Meeting – Opening and Closing Dates (vote required)
- 10 Policy Regarding Submission of Warrant Articles (vote required)

**Member Items**

- 11 Sapphire Award – Raymie Parker (vote required)
- 12 Citizens Academy Discussion – Shelly MacNeill

**Town Administrator**

- 13 Town Administrator’s Report – Debora Pettengill

**Policy Regarding  
Submission of Warrant Articles  
By Town Officials, Boards/Commissions and Department Heads  
To The Board of Selectmen  
For Insertion In A Town Meeting Warrant\*  
(Without the Requirement For Signatures as Otherwise Would Be Required  
By Massachusetts General Law)**

(Pursuant to Board of Selectmen Vote of December 15, 2015)

\* This policy will be reviewed and update in conjunction with an update to the Stoneham Town Code provisions regarding the dates of submission of warrant articles for inclusion in town meeting warrants, currently under review.

**Annual Town Meeting**

<i>Submitted By</i>	<i>Financial \$10K and over</i>	<i>Non-Financial/Under \$10K</i>
Town Administrator Department Heads Non-Elected Officials Non-Elected Boards/Commissions	January 21	February 1
Elected Board and Officials	February 1	February 7

*Please note that because only 10 signatures of registered voters are needed pursuant to applicable law to require the Board of Selectmen to insert an article into a warrant for an annual town meeting, less time is needed on the back end of this process in the event that such signatures must be obtained.*

**October Special Town Meeting**

	<i>Financial \$10K and over</i>	<i>Non-Financial/Under \$10K</i>
Town Administrator Department Heads Non-Elected Officials Non-Elected Boards/Commissions	August 1	August 15
Elected Board and Officials	August 15	August 21

**All Other Special Town Meeting**

Requirements Apply Only If Warrant Opened For A Minimum of 3 Weeks

	<i>Financial \$10K and over</i>	<i>Non-Financial/Under \$10K</i>
Town Administrator Department Heads Non-Elected Officials Non-Elected Board	14 days prior to warrant close	Same
Elected Board and Officials	10 days prior to warrant close	Same

Note: Nothing in this policy is intended nor shall be interpreted or applied so as to contravene any general law.

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**Annual Town Meeting**

<i>Submitted By</i>	<i>Financial \$10K and over</i>	<i>Non-Financial/Under \$10K</i>
Town Administrator Department Heads Non-Elected Officials Non-Elected Boards/Commissions	February 1	February 1
Elected Board and Officials	February 1	February 1

*Please note that because only 10 signatures of registered voters are needed pursuant to applicable law to require the Board of Selectmen to insert an article into a warrant for an annual town meeting, less time is needed on the back end of this process in the event that such signatures must be obtained.*

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Elected Board and Officials	August 15	August 15

**All Other Special Town Meeting**

**Requirements Apply Only If Warrant Opened For A Minimum of 3 Weeks**

*Financial \$10K and over      Non-Financial/Under \$10K*

Town Administrator                      14 days prior to warrant close    Same  
Department Heads  
Non-Elected Officials  
Non-Elected Board

Elected Board and Officials              10 days prior to warrant close    Same

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Town of Stoneham Select Board  
Criteria for a Sapphire Award

The Select Board of Stoneham established a Sapphire award in October of 2018. Criteria and guidelines were discussed by the board. This award will be given to a resident or employee who goes above and beyond for the community and Town of Stoneham.

- A guideline of three (3) awards will be given on a yearly basis at a June meeting.
- Recipients must be a Stoneham resident and/or employee of the Town of Stoneham. (one of each preferable)
- Recipients must have made a significant contribution to the town and or community.
- Recognition should be for outstanding program, leadership, or a significant honor to the Town of Stoneham.
- Award winners will be recognized collectively or individually.
- The award will be a glass sapphire/stone symbolizing wisdom, charity, hope, kindness, and wise judgement.
- Nominations will be submitted in writing to the Town administrator's office. The Select Board will reach out to residents, and employees for nominations. In the event there are no nominations, no award shall be given.
- Copies of the nominations will be sent to all Select board members who can respond to the Select Board Office manager with their top three (3) votes. In the event of a tie, the chair of the Select Board will have final decision.
- The Office Manager for the Select Board, will then notify, by letter and or phone call the recipients, and guests and invite them to attend a meeting on a specific date in June to be recognized.
- No sitting member of the Select Board or family member shall be eligible. They are more than welcome to be nominated after term is up.

Adopted October 16, 2018

## Stoneham Selectboard Sapphire Award Nomination

HOW TO NOMINATE To nominate, please complete the attached nomination form. The nomination should detail the nature, duration and impact of the nominee's contribution to the Stoneham community. Opening date will be April 15, of any year.

Closing date of application is last Friday in May. (Must be postmarked by that Friday)

Details of person being nominated:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone/Cell \_\_\_\_\_  
Email Address: \_\_\_\_\_

- 1) In what role(s) or area(s) has the nominee excelled or made a contribution?
- 2) How has the nominee's contribution and/or service benefited the community and/or environment?
- 3) What is inspiring, courageous, unusual or innovative about the nominee's achievement?

Please detail any other achievements or contributions made by the nominee.

Your Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone/Cell: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Relationship to Nominee: \_\_\_\_\_

Please return form to  
Stoneham Town Administrator  
or Office Manager  
35 Central Street  
Stoneham, Ma 02180

Privacy Statement: Stoneham Select Board collects personal information to promote the Sapphire Awards and supply of information is voluntary. Select Board will not use personal information for any other purpose. Access to the information is restricted to Stoneham Town Administrator's office and the Select Board and is to be regarded as the department that holds the information.



2019

# Celebrate

*Martin Luther King, Jr., and his legacy of inclusion*

**Monday, Jan. 21  
10 a.m.  
Boys & Girls Club  
of Stoneham**



***Welcoming the newcomer to our community***

**Mon, Jan. 21, 10 a.m.**  
MLK Celebration at the  
Stoneham Boys & Girls  
Club, 15 Dale Ct.  
Stories and spoken word  
presentations by high  
school students and com-  
munity members.

Emcee: Kafi N. Sanders  
Guests: José Massó, host  
of *Con Salsa*, WBUR  
Terry E. Carter, poet  
Music by Barbara Morash  
& Zing!Boston  
MLK Community  
Service Award

**Sat, Jan. 19, 8:30 a.m.**  
**Senior Center**  
**136 Elm St.**  
Breakfast served by the  
Boy Scouts, Troop 513  
honoring the service  
of Dr. King.

The Martin Luther King Celebration Committee, Stoneham, Mass.

