

**Board of Selectmen
Hearing Room (1st Floor)
Stoneham Town Hall
35 Central Street
Tuesday*, October 11, 2016
7:00 p.m.**

***agenda amended to correctly state that 10/11 is a Tuesday**

ITEM	TIME	DESCRIPTION	DISPOSITION
Open Session (Hearing Room – 1st Floor)			
1	7:00 p.m.	Pledge of Allegiance	
2		Eversource – Grant of Location – update on outstanding repairs – Jacqueline Duffy	
3		Warrant for November 8, 2016 Election	
4		Library Grounds – Tom Boussy	
5		Skating Rink on the Common – Craig Celli	
6		Food Truck Festival – Street Closures	
7		Open Space Plan – Robert Markel	
8		Renumbering 11/13 Summerhill Street – Robert Markel	
9		Warrant Articles - Discussion and Recommendations	
10		Trash Contract – Tom Boussy/Anthony Wilson	
11		Infrastructure Committee Update – Caroline Colarusso/Tom Boussy	

- 12 Social Media Policy – Ann Marie O’Neill/Anthony Wilson
- 13 Dissolution of Middle School Building Committee
- 14 Town Counsel Positon – George Seibold
- 15 Approve Minutes –
Open Session: 7/26/16, 9/6/16
Executive Session: 8/31/16
- 16 Senior Center Barn Lease – Cellco Partnership d/b/a
Verizon Wireless – William Solomon
- 17 Town Hall Christmas Party
- 18 Report of Interim Town Administrator – Robert Markel
- 19 Miscellaneous

Memorandum

TO: Jacqueline Duffy – Rights and Permits, Eversource

FROM: Robert Markel

RE: Repairs

Date: September 30, 2016

As discussed at the Board of Selectmen's meeting on September 6, 2016, the following is a list of outstanding matters in the Town of Stoneham that need to be addressed by Eversource:

Repair of Street Lights

- Dapper Darby at Laurie Lane
- Fieldstone Drive
- Tedford Road
- Summerhill Street

Repair of Underground Lights:

14 Mayflower Drive – no power at the base of the pole

19 Mayflower Drive – no power at the base of the pole

3 Franklin Street – no power at the base of the pole

28 Lawndale Road - no power at the base of the pole

48 Walsh Avenue - no power at the base of the pole

30 Valley Road - no power at the base of the pole

16 Citation Avenue – no power at the base of the pole

19 Tamarock Terrace – possible wiring problems

Removal of Broken Utility Poles :

387 Williams Street -- Pole Number 107/41

Double Poles:

Provide an inventory of double poles and an estimated schedule for removal.

If you have any questions regarding the above-referenced locations and/or the repair that need to be completed, please contact Robert Markel, Interim Town Administrator or Robert Grover, Town Engineer. Thank you for your attention to this matter.

**COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH**

Middlesex, SS.

To the Constables of the City/Town of Stoneham

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in the State Election to vote at

Precinct 1, 2, 3, 4, 5, 6 and 7

Stoneham Town Hall

on **TUESDAY, THE EIGHTH DAY OF NOVEMBER, 2016**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the State Election for the candidates for the following offices and questions:

ELECTORS OF PRESIDENT AND VICE PRESIDENT.	FOR THIS COMMONWEALTH
REPRESENTATIVE IN CONGRESS.	FIFTH DISTRICT
COUNCILLOR	SIXTH DISTRICT
SENATOR IN GENERAL COURT	FIFTH MIDDLESEX DISTRICT
REPRESENTATIVE IN GENERAL COURT.	THIRTY-FIRST MIDDLESEX DISTRICT
SHERIFF.	MIDDLESEX COUNTY
REGIONAL SCHOOL COMMITTEE	NORTHEAST METROPOLITAN DISTRICT

QUESTION 1: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2016?

SUMMARY

This proposed law would allow the state Gaming Commission to issue one additional category 2 license, which would permit operation of a gaming establishment with no table games and not more than 1,250 slot machines. The proposed law would authorize the Commission to request applications for the additional license to be granted to a gaming establishment located on property that is (i) at least four acres in size; (ii) adjacent to and within 1,500 feet of a race track, including the track's additional facilities, such as the track, grounds, paddocks, barns, auditorium, amphitheatre, and bleachers; (iii) where a horse racing meeting may physically be held; (iv) where a horse racing meeting shall have been hosted; and (v) not separated from the race track by a highway or railway.

A YES VOTE would permit the state Gaming Commission to license one additional slot-machine gaming establishment at a location that meets certain conditions specified in the law.

A NO VOTE would make no change in current laws regarding gaming.

QUESTION 2: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2016?

SUMMARY

This proposed law would allow the state Board of Elementary and Secondary Education to approve up to 12 new charter schools or enrollment expansions in existing charter schools each year. Approvals under this law could expand statewide charter school enrollment by up to 1% of the total statewide public school enrollment each year. New charters and enrollment expansions approved under this law would be exempt from existing limits on the number of charter schools, the number of students enrolled in them, and the amount of local school districts' spending allocated to them.

If the Board received more than 12 applications in a single year from qualified applicants, then the proposed law would require it to give priority to proposed charter schools or enrollment expansions in districts where student performance on statewide assessments is in the bottom 25% of all districts in the previous two years and where demonstrated parent demand for additional public school options is greatest.

New charter schools and enrollment expansions approved under this proposed law would be subject to the same approval standards as other charter schools, and to recruitment, retention, and multilingual outreach requirements that currently apply to some charter schools. Schools authorized under this law would be subject to annual performance reviews according to standards established by the Board.

The proposed law would take effect on January 1, 2017.

A YES VOTE would allow for up to 12 approvals each year of either new charter schools or expanded enrollments in existing charter schools, but not to exceed 1% of the statewide public school enrollment.

A NO VOTE would make no change in current laws relative to charter schools.

QUESTION 3: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2016?

SUMMARY

This proposed law would prohibit any farm owner or operator from knowingly confining any breeding pig, calf raised for veal, or egg-laying hen in a way that prevents the animal from lying down, standing up, fully extending its limbs, or turning around freely. The proposed law would also prohibit any business owner or operator in Massachusetts from selling whole eggs intended for human consumption or any uncooked cut of veal or pork if the business owner or operator knows or should know that the hen, breeding pig, or veal calf that produced these products was confined in a manner prohibited by the proposed law. The proposed law would exempt sales of food products that combine veal or pork with other products, including soups, sandwiches, pizzas, hotdogs, or similar processed or prepared food items.

The proposed law's confinement prohibitions would not apply during transportation; state and county fair exhibitions; 4-H programs; slaughter in compliance with applicable laws and regulations; medical research; veterinary exams, testing, treatment and operation if performed under the direct supervision of a licensed veterinarian; five days prior to a pregnant pig's expected date of giving birth; any day that pig is nursing piglets; and for temporary periods for animal husbandry purposes not to exceed six hours in any twenty-four hour period.

The proposed law would create a civil penalty of up to \$1,000 for each violation and would give the Attorney General the exclusive authority to enforce the law, and to issue regulations to implement it. As a defense to enforcement proceedings, the proposed law would allow a business owner or operator to rely in good faith upon a written certification or guarantee of compliance by a supplier.

The proposed law would be in addition to any other animal welfare laws and would not prohibit stricter local laws.

The proposed law would take effect on January 1, 2022. The proposed law states that if any of its parts were declared invalid, the other parts would stay in effect.

A YES VOTE would prohibit any confinement of pigs, calves, and hens that prevents them from lying down, standing up, fully extending their limbs, or turning around freely.

A NO VOTE would make no change in current laws relative to the keeping of farm animals.

QUESTION 4: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2016?

SUMMARY

The proposed law would permit the possession, use, distribution, and cultivation of marijuana in limited amounts by persons age 21 and older and would remove criminal penalties for such activities. It would provide for the regulation of commerce in marijuana, marijuana accessories, and marijuana products and for the taxation of proceeds from sales of these items.

The proposed law would authorize persons at least 21 years old to possess up to one ounce of marijuana outside of their residences; possess up to ten ounces of marijuana inside their residences; grow up to six marijuana plants in their residences; give one ounce or less of marijuana to a person at least 21 years old without payment; possess, produce or transfer hemp; or make or transfer items related to marijuana use, storage, cultivation, or processing.

The measure would create a Cannabis Control Commission of three members appointed by the state Treasurer which would generally administer the law governing marijuana use and distribution, promulgate regulations, and be responsible for the licensing of marijuana commercial establishments. The proposed law would also create a Cannabis Advisory Board of fifteen members appointed by the Governor. The Cannabis Control Commission would adopt regulations governing licensing qualifications; security; record keeping; health and safety standards; packaging and labeling; testing; advertising and displays; required inspections; and such other matters as the Commission considers appropriate. The records of the Commission would be public records.

The proposed law would authorize cities and towns to adopt reasonable restrictions on the time, place, and manner of operating marijuana businesses and to limit the number of marijuana establishments in their communities. A city or town could hold a local vote to determine whether to permit the selling of marijuana and marijuana products for consumption on the premises at commercial establishments.

The proceeds of retail sales of marijuana and marijuana products would be subject to the state sales tax and an additional excise tax of 3.75%. A city or town could impose a separate tax of up to 2%. Revenue received from the additional state excise tax or from license application fees and civil penalties for violations of this law would be deposited in a Marijuana Regulation Fund and would be used subject to appropriation for administration of the proposed law.

Marijuana-related activities authorized under this proposed law could not be a basis for adverse orders in child welfare cases absent clear and convincing evidence that such activities had created an unreasonable danger to the safety of a minor child.

The proposed law would not affect existing law regarding medical marijuana treatment centers or the operation of motor vehicles while under the influence. It would permit property owners to prohibit the use, sale, or production of marijuana on their premises (with an exception that landlords cannot prohibit consumption by tenants of marijuana by means other than by smoking); and would permit employers to prohibit the consumption of marijuana by employees in the workplace. State and local governments could continue to restrict uses in public buildings or at or near schools. Supplying marijuana to persons under age 21 would be unlawful.

The proposed law would take effect on December 15, 2016.

A YES VOTE would allow persons 21 and older to possess, use, and transfer marijuana and products containing marijuana concentrate (including edible products) and to cultivate marijuana, all in limited amounts, and would provide for the regulation and taxation of commercial sale of marijuana and marijuana products.

A NO VOTE would make no change in current laws relative to marijuana.

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this 11th day of October, 2016.

Ann Marie O'Neill, Chairwoman

Caroline Colarusso, Vice Chairwoman

Anthony Wilson, Secretary

Thomas Boussy

George Seibold

Pursuant to the within warrant, I have notified and warned the inhabitants of the Town of Stoneham qualified to vote in elections and Town Affair of the within election by posting attested copies of the said Warrant in at least ten (10) public places in the Town on October 12, 2016 and by publishing a duly attested copy of said Warrant in the Stoneham Independent on October 19, 2016.

A true copy. Attest: _____
Robert Moreira, Constable of Stoneham

Memorandum of Understanding: Seasonal Ice Rink on Stoneham Town Common

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This is a memorandum of understanding among the proponents of the winter ice rink on the Stoneham town common. The proponents are under the leadership of community spirited volunteers Craig J. Celli, Inc. (dba Century 21 Celli) and Patrick and Ryan Cassidy, Cassidy Landscaping. This MOU is not a contract; no money or other consideration has been exchanged in relation to it. With multiple people working to realize the vision of a new, wholesome, free-to-all community amenity in the heart of Stoneham, the hope of this document is to provide a shared understanding of logistical details for fiscal year 2017, which began on July 1, 2016 and ends on June 30, 2017.

Because the ice rink is a weather dependent project, all dates related to the installation, operation, end of season shutdown, and ground restoration are approximate. The proponents and the town realize that if an unusually warm or snowy or otherwise extreme weather pattern occurs this winter, it will require agile decision making in as timely a manner as possible. The proponents and the town will endeavor to notify the attached distribution list of changes in scheduling, as well as call logistical meetings as needed.

Chamber of Commerce, Christmas Tree Lighting

With the goal of being good cooperative neighbors, the proponents are coordinating closely with the Chamber of Commerce, which hosts the annual Christmas tree lighting ceremony in late November to ensure that both the rink and the tree lighting are successful, streamlined events, folding in the new tradition of the rink with a beloved old tradition of the tree lighting.

Because of ground freezing concerns, the oval shaped rink frame will be staked in place in advance of the tree lighting and pony rides will occur within the frame. The proponents will string a double ring of white Christmas lights around the frame. These

lights will serve a dual purpose of highlighting the pony area and also calling attention to the possible trip hazard of the rink frame.

Sponsorship / Development Team

There are two title sponsors in place for FY17. These title sponsors are Craig J. Celli, Inc. (dba Century 21 Celli) and Cassidy Landscaping. Each title sponsor has committed to donating a minimum of \$1,500 and up to \$3,000, depending on the success of efforts to attract additional sponsors from the community.

Up to five new Corporate Sponsorship opportunities will be available as well for commitments of \$500. Each Title Sponsor and Corporate Sponsor will receive recognition of their sponsorship by being named upon a professionally made and installed sign for the full duration of the skating season. Said sign will be placed in a safe location around the rink. The deadline for Corporate Sponsorship sign up is Friday, November 18th. Interested parties should contact Tara Lawler, Ice Rink Volunteer Project Manager, at taraanne04@comcast.net or by phone (617) 529-5731.

Additionally, it is requested that we re-invite the Corporate Sponsors from last year at \$0.00 costs as the signage for those sponsors were not commensurate to the costs given by the Sponsors.

Title Sponsors will have a yearly right of first refusal to renew their sponsorship roles for the next skating season. Each will have until the following June 30th to renew their sponsorship role.

In FY17, the Title Sponsors are also playing a lead role as the primary project proponents. Each has donated additional time away from their businesses to lead execution of the rink project. Each expects to continue donating time toward the project over the course of FY17. Each has long established roots in Stoneham and a great deal of local experience. Each believes very strongly in the community building vision of the ice rink.

Century 21 Celli has led community outreach and project management efforts, together with Stoneham resident and volunteer, Tara Lawler.

Cassidy Landscaping will oversee and conduct preparation of ground and installation of the rink as well as restoration of the town common grounds when the rink is removed for the season. Said restoration shall include, if necessary, a regrading of the entire lawn area in which the rink sits and installation of new sod. Said restoration shall also include a pressure test of the sprinkler system. All restoration shall be completed before the "Light It Up Blue" event which takes place on the Common. In coordination with the town, they will maintain the skim coat on the rink during operations and, assuming moderate snow fall that makes the common generally accessible to the public, they will keep the rink and surrounding areas clear of snow. Cassidy will clear the rink and rink

area for snow falls of 3 inches or greater. The Community including volunteers from the High School hockey teams and Stoneham Youth Hockey will assist the town in clearing the rink for snow falls of less than 3 inches.

Financial Transactions

Project proponents will draft any check(s) to “Town of Stoneham.” The Town will then use these funds to purchase the rink related materials, including, but not necessarily limited to rink liner, rubber walking mats, support bracket safety padding, signage, water for initial rink fill and routine topping off/skim coating of the rink surface, site preparation and leveling materials, site restoration materials including loam, printing and supplies.

Procurement of project costs will be transacted through the Town of Stoneham. Any purchasing done directly by project proponents is not expected to be reimbursed.

Insurance

The town owns the rink and all related materials. The town will cover the rink under its existing insurance coverage, including but not limited to general liability and property coverage.

Town Coordination

The town, via the Fire Department, will help to maintain the skim coat on the rink. Cassidy Landscaping will coordinate with the town on deployment of staff and equipment to maintain the rink during the skating season, as well as during the installation period, end of season shut down, and restoration periods.

Debrief Meeting

Before May 31, 2017, the town and the project proponents will meet to debrief the FY16 skating season, identify lessons learned, and form a plan for the FY18 season.

Community Outreach

The project proponents participated in the August meeting of the Stoneham Square Neighborhood Group to engage with residents and understand their concerns. They plan a follow up appearance at the Group’s October meeting. The project proponents appeared before the Board of Selectmen in August and were successful in obtaining the support of that board for the project and use of the town common site. The project proponents have met with the Chamber of Commerce and plan another meeting with Chamber in October.

Signage

Signage on the town common will include

- A sign of rules and hours of operation
- A sign of Title and Corporate Sponsors

Design and color scheme of signs will be determined together with printer, who will help determine what is feasible. Certain colors may reflect light and heat differently, which may impact the condition of ice. Protecting the condition of the ice is of greatest importance and may limit design options.

Timeline

Oct	Check presented from project proponents to town
Oct	Rink Materials Purchased
Nov 18	Deadline for Corporate Sponsors
Nov 14 to 26	Site prepared; stakes, rink frame and white perimeter Christmas lights installed
Nov 27	Christmas Tree Lighting Ceremony
Jan 5 to Feb 28	Rink open between 9am and 9pm
Apr-May	Common restored to original conditions

Distribution List

Town Administrator		
Town Planner	Erin Wortman	EWortman@stoneham-ma.gov
Town DPW	Bob Grover	bgrover@stoneham-ma.gov
Town Selectmen	Dava Kilbride	dkilbride@stoneham-ma.gov
Volunteer Proj Mgr	Tara Lawler	taraanne04@comcast.net
Project Proponent	Craig Celli	craigjcelli@gmail.com
Project Proponent	Ryan Cassidy	ryan@cassidylandscaping.com
Project Proponent	Patrick Cassidy	Patrick@cassidylandscaping.com
Chamber of Commerce	Jennifer Welter	ed@stonehamchamber.org



214 Lincoln Street, Allston MA 02134
617-254-9500
paige@foodtruckfestivalsfamerica.com

October 4, 2016

Town of Stoneham
35 Central Street Stoneham, MA 02180
Dkilbride@stoneham-ma.gov

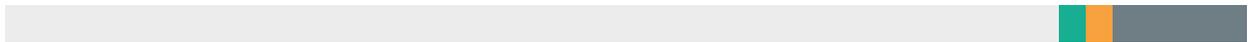
To whom it may concern,

Food Truck Festivals of America would like to request a street closure on Saturday, October 15, 2016 from 7 am to 6 pm. We are looking to close the following streets:

1. Central Street between Emerson Street and Common Street in front of Stoneham Town Hall.
2. Church street
3. Winter Street (municipal lot between the Common and Honey Dew Doughnuts)
4. Municipal Lots surrounding Town Hall

Warm regards,

Food Truck Festivals of America



Kilbride, Dava

From: Wortman, Erin
Sent: Friday, October 07, 2016 9:32 AM
To: Kilbride, Dava; Rooney, Cathy; dennisvisconti19@aol.com; dsw181@gmail.com
Subject: Open Space & Recreation Plan Steering Committee Request

Good morning

Please share the below request with your Boards and Committees.

Thanks in advance.

As part of the Community Compact, the Town of Stoneham received grant funding to update its Open Space and Recreation Plan (OSRP). A steering committee is necessary to assist with the guidance and vision within this planning process. The Stoneham OSRP Steering Committee will consist of 7 to 13 members. The committee will consist of the community members in different generations and backgrounds.

I request that the following boards and committee designate one individual to serve on the OSRP Steering Committee:

- Board of Selectmen
- Planning Board
- Conservation Commission
- Open Space & Recreation Committee
- Greenway Committee

The main objectives of the Steering Committee will be the following:

- Work with the consultant to make sure the approach is appropriate and inclusive to community members;
- Identify stakeholders / key groups to include in the planning process; and
- Assist with the outreach and community education

The Committee will meet no more than monthly but their participation is crucial to the planning process. It's important to note that the Committee will not be charged with creating the OSRP but rather being a key information source throughout the process. There will be public forums for all community members to participate in the OSRP process and I look forward to the Town having those discussions and visioning conversations.

Please let me know if there are any questions.

Thanks in advance,

Erin Wortman



James T. McIntyre
Chief of Police

Town of
STONEHAM

47 CENTRAL STREET
MASSACHUSETTS
02180

POLICE DEPARTMENT
(781) 438-1212
FAX (781) 279-0882

TO: Robert Markel
Interim Town Administrator

Chairwoman AnnMarie O'Neil
Board of Selectmen

FROM: Chief James McIntyre 

DATE: September 13, 2016

SUBJECT: Renumbering of 11 and 13 Summerhill Street

The Town of Stoneham has received a request from Carole Awiszus of 13 Summerhill Street seeking the renumbering of their residence from Summerhill Street to Doherty Way.

DPW Director Robert Grover has submitted a recommendation that the address for 11 Summerhill Street be changed to 1 Doherty's Lane and 13 Summerhill Street be changed to 3 Doherty's Lane. I support this recommendation. Having visited these locations, the front doors for both dwellings are accessed by Doherty's Lane. By making these address changes, emergency personnel will have an easier ability to locate the residences once changed Doherty's Lane rather than search for two Summerhill Street residences that are not visible from that roadway.

Should you have any additional questions, please contact me.

cc: D. Luciano
M. Grafton
R. Grover

MOTIONS FOR SPECIAL TOWN MEETING

MONDAY, OCTOBER 17, 2016

Article 1. Move that the Town vote to amend the amount to be raised and appropriated under Article No. 12 of the April 5, 2016 Annual Town Meeting and adjust the Fiscal Year 2017 departmental budgets and funding sources (as described in Exhibit A).

Board of Selectmen

Article 2. Move that the Town vote to transfer _____ (\$ _____) from General Fund Free Cash into the Stabilization Fund.

Board of Selectmen

Article 3. Move that the Town vote to transfer _____ (\$ _____) from General Fund Free Cash into the Capital Stabilization Fund.

Board of Selectmen

Article 4. Move that the Town vote to transfer Eleven Thousand Nine Hundred Eighty-Four Dollars and Ninety-Five Cents (\$11,984.95) from General Fund Free Cash to pay prior year Arena and DPW invoices.

Board of Selectmen

Article 5. Move that the Town vote to appropriate Three Hundred Sixteen Thousand Dollars (\$316,000) for the following capital purchases:

Police HVAC	\$ 60,000.00
Fire Chief Command Vehicle	45,000.00
Fire Dept Turn-Out Gear	75,000.00
Relocate Town Fire/Police/DPW Antenna	31,000.00
Library - Replace Warren Street Windows/Door	15,000.00
Whip Hill Repairs	20,000.00
Arena Engineering Study	30,000.00
School Water Tank	15,000.00
Senior Center Decking	25,000.00
Total capital recommendations	\$ 316,000.00

Said sum to be transferred from General Fund Free Cash (\$264,765.78) and unspent Article balances (\$51,234.22) listed below:

Town Mtg Date	Town Mtg Article	Capital Project/Equipment Purchase Approved	Available Balance
May-03	19	Fire Station Design	\$ 22,000.00
May-08	27	Replace Arena Boards/Glass	11,260.00
May-12	18	2 Unmarked Police Vehicles	994.82
May-12	18	Unicorn Golf Course Fence	3,614.84
May-12	18	Unicorn Golf Course Mower	144.10
May-12	18	East School Parking Lot	801.97
Oct-12	9-B	2 Marked Police Vehicles	8.04
Oct-12	9-B	Replace Library Windows	2,250.00
Oct-13	14	One Marked Police Vehicle	147.20
Oct-13	14	Recreation Park Lighting	4,646.75
Oct-13	14	DPW Hydraulic Lift	2,741.00
May-14	27	DPW Garage Doors	2,016.50
Oct-14	27	Fire Gear Rack	609.00
			\$ 51,234.22

Board of Selectmen

Article 6. Move that the Town vote to transfer Five Thousand Nine Hundred Ninety-Seven Dollars and Two Cents (\$5,997.02) from General Fund Free Cash for the purpose of funding the Fiscal Year 2015 FEMA Snow & Ice grant deficit.

Board of Selectmen

Article 7. Move that the Town vote to transfer Two Hundred Twenty-Seven Thousand Dollars (\$227,000) from General Fund Free Cash for the purpose of funding legal fees, including review, administrative and/or legal responses and/or administrative and/or legal proceeding(s) and costs and expenses related thereto.

Board of Selectmen

Article 8. Move that the Town vote to transfer One Hundred Thousand Dollars (\$100,000) from General Fund Free Cash for the purpose of funding trash and recycling pickup and or disposal, including any ancillary services thereto.

Board of Selectmen

Article 9. Move that the Town vote to transfer Fifteen Thousand Dollars (\$15,000) from General Fund Free Cash for the purpose of funding the Commercial Improvement Program.

Board of Selectmen

Article 10. Move that the Town vote to transfer Twenty-Five Thousand Dollars (\$25,000) from General Fund Free Cash for the purpose of funding a Housing Production Plan.

Board of Selectmen

Article 11. Move that the Town vote to transfer Fifteen Thousand Dollars (\$15,000) from General Fund Free Cash for the purpose of increasing the Stoneham Public Library budget.

Board of Library Trustees

Article 12. Move that the town vote to appropriate Forty-Eight Thousand Dollars (\$48,000) for the Fiscal Year 2018 triennial recertification of Taxable Personal Property. Said sum to be transferred from Overlay Surplus.

Board of Assessors

Article 13. Move that the Town vote to appropriate Four Hundred Eighty-Five Thousand Five Hundred Thirteen Dollars (\$485,513) to be received by the Town from the Commonwealth of Massachusetts Chapter 90 local transportation aid funding for Fiscal Year 2017 for the purpose of continuing the permanent construction program on public ways within the Town or other eligible municipal projects and authorize the Town Administrator to make such expenditure.

Board of Selectmen

Article 14. Move that the Town vote to transfer Twenty-Five Thousand Dollars (\$25,000) from the Cemetery Perpetual Care-Income Trust Fund for services and equipment needed to embellish Lindenwood Cemetery.

Board of Selectmen

To: Board of Selectmen

From: Don Piatt, Town Accountant

DLP

Date: October 7, 2016

RE: Police Department HVAC Project

I have confirmed with Chief McIntyre that Fitzmeyer & Tocci Associates (F&T) has completed the architectural drawings and bid documents. Chief McIntyre noted that he sent the bid documents to Bill Solomon this week (Tuesday 10/4/16) for his review. A cost consultant (Daedalus) was also hired to review the F&T drawings, conduct a site visit at the police station and prepare a Construction Document Estimate. Based on the Daedalus estimate, the total construction estimate is \$235,852. As noted on page 3 of the document, the estimate EXCLUDES a construction contingency, police details, etc.

This matter was discussed at the 9/26/16 Board of Selectmen meeting and \$60,000 was recommended by the Board to pay for architectural/project drawing expenses related to the HVAC project. Since the architectural expenses have already been funded and a project cost estimate completed, the Board may want to consider funding the construction costs of this project. I am attending the October 11, 2016 Board of Selectmen meeting and can discuss this matter in further detail.

I recommend funding this project through the issuance of long-term debt.

**Recommendations
10/17/16
Town Meeting**

#	Article Description	Board of Selectmen	Finance and Advisory Board
1	FY2017 Budget Amendments		9-0 Favorable
2	Transfer to Stabilization Fund		9-0 Favorable *
3	Transfer to Capital Stabilization Fund		9-0 Favorable *
4	Unpaid Bills		9-0 Favorable
5	Capital Purchases		9-0 Favorable *
6	FEMA Snow and Ice Deficit		9-0 Favorable
7	Legal Fees		9-0 Favorable
8	Additional Costs for Trash and Recycling		9-0 Favorable
9	Commercial Improvement Program		9-0 Favorable
10	Housing Production Plan		9-0 Favorable
11	Public Library Budget Increase		9-0 Favorable
12	Appropriation for Recollection of Real Property		9-0 Favorable
13	Chapter 90 Acceptance		9-0 Favorable
14	Lindenwood Cemetery Improvements		9-0 Favorable
15	Town Accountant Seat on the Capital Committee		9-0 Favorable
16	Handicapped Parking/Ramp Violations		9-0 Favorable
17	Acceptance of Roadway Easements		9-0 Favorable
18	Lease to MWRA		9-0 Favorable

* Based on the Finance Board's recommendation of reinstatement of other funding sources of \$120,000 from "Sale of Town Property" and \$96, 983.53 from "Transfer Balances of Prior Articles" utilized on the Town Accountant's original Proposed Funding Sources for Article 5 for the BOS meeting dated 9/26/16 and with the reinstatement of these funding sources for Article 5, the transfer of \$144,591.78 in Free Cash to the General Stabilization Account for Article 2 and \$144,591.78 in Free Cash to the Capital Stabilization Account for Article 3
SEE ATTACHED "FAB Recommended Funding Sources" revised by Patricia Walsh, Chairman



Stoneham Police Department
HVAC System Upgrades
Stoneham, MA

October 5, 2016

100% Construction Document Estimate

Architect:

Fitzemeyer & Tocci Associates, Inc.
300 Unicorn Park Drive, 5th Floor
Woburn, MA 01801
(781) 481 0210

Cost Consultant

Daedalus Projects Incorporated
112 South Street
Boston, MA 02111
(617) 451 2717

INTRODUCTION

Project Description:

Various repairs, replacements, modifications, improvements and adjustments to HVAC system

Project Particulars:

100% Construction Document HVAC and Electrical Drawing dated August 26, 2016 prepared by Fitzemeyer & Tocci Associates, Inc.
Draft Specification Sections received September 21, 2016 prepared by Fitzemeyer & Tocci Associates, Inc.
Trane Proposal dated July 5, 2016
Detailed quantity takeoff from these documents where possible
Site visit by Daedalus Projects, Inc. October 3, 2016
Discussion and review with Fitzemeyer & Tocci Associates, Inc. and their Design Team
Daedalus Projects, Inc. experience with similar projects of this nature

Project Assumptions:

The project will be constructed under a single prime contract with a Mechanical Contractor
Building occupancy during construction is anticipated
Operation during normal business hours
The Total Estimated Construction Cost reflects the fair construction value of this project in a competitive bidding market
Unit rates are based on current dollars and include an escalation allowance to cover the construction duration
Lay-down/storage area, jobsite shed and trailers, and construction site entrance will be located adjacent to Project area
Temporary electrical and water site utility connections will be available. General Conditions value includes utility connections and consumption costs
Noise and vibration disturbances are anticipated and will be minimized or avoided during normal business hours
Subcontractor's markups have been included in each unit rate. Markups cover the cost of field overhead, home office, overhead and subcontractor's profit
Design and Pricing Contingency markup is an allowance for unforeseen design issues, design detail development and specification expansion during the design period
General Conditions and Project Requirements includes items from Div. 01 General Requirements
Profit markup is calculated on a percentage basis of direct construction costs
Start of new construction is assumed 4th Quarter 2016
Escalation during construction has been carried in the unit rates

Estimate Exclusions:

Construction Contingency
Work beyond the boundary of the site
Winter conditions
Site or existing condition surveys and investigations
Architectural/Engineering; Designer and other Professional fees, testing, printing, surveying
Interest expense
Owner's administration; legal fees, advertising, permitting, Owner's insurance, administration
Owner's site representation and project administration
Police details and street/sidewalk permits
Testing and commissioning
Project costs; utility company back charges prior to construction, construction of swing space and temporary facilities, program related phasing, relocation

HVAC UPGRADE DETAILS

DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL
7 MECHANICAL				
8 HVAC Split System				
9 - AHU-1 / ACC-1 (15 TONS)	1	EA	\$10,850.00	\$10,850
10 - AHU-3 / ACC-3	1	EA	\$8,400.00	\$8,400
11 Air Cooled Condensing Unit:				
12 - ACC-2 (31.7 TONS) (Req'd for AHU-2)	1	EA	\$24,065.00	\$24,065
13 Condensing Coil:				
14 - CC-1 (Req'd for AHU-2 Replacement)	1	EA	INCLUDED PER QUOTE	
15 Fan Coil Unit:				
16 - FCU-1	1	EA	\$3,350.00	\$3,350
17 Unit Heater:				
18 - UH-5	1	EA	\$850.00	\$850
19 - UH-12	1	EA	\$850.00	\$850
20 - UH-13	1	EA	\$850.00	\$850
21 - UH-15	1	EA	\$850.00	\$850
22 Exhaust Fan:				
23 - UH-5	1	EA	\$1,875.00	\$1,875
24 - UH-12	1	EA	\$1,875.00	\$1,875
25 Equipment Hook-ups:				
26 - AHU-1 / ACC-1	1	EA	\$4,850.00	\$4,850
27 - ACC-2	1	EA	\$3,825.00	\$3,825
28 - ACC-3	1	EA	\$3,825.00	\$3,825
29 - CC-1	1	EA	\$1,850.00	\$1,850
30 - FCU	1	EA	\$1,285.00	\$1,285
31 - UH	4	EA	\$485.00	\$1,940
32 Refrigerant tubing	325	LF	\$41.85	\$13,601
33 Existing Refrigerant Tubing Flush, Purge and Vacuum	935	LF	\$16.79	\$15,700
34 Galvanized Duct	510	LBS	\$10.65	\$5,434
35 Duct Insulation	3,860	SF	\$3.45	\$13,317
36 Seal Ductwork	60	LF	\$1.40	\$83
37 Heating Hot Water Piping:				
38 - 1"	18	LF	\$20.45	\$368
39 - Branch Piping (> 3/4")	27	LF	\$21.85	\$590
40 Domestic Water Pipe Insulation:				
41 - 1"	18	LF	\$7.75	\$140
42 - Branch Piping (> 3/4")	27	LF	\$7.60	\$205
43 Condensate Piping:				
44 - Branch Piping (> 3/4")	30	LF	\$21.85	\$656

HVAC UPGRADE DETAILS

DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL
45 Condensate Pipe Insulation:				
46 - Branch Piping (> 3/4")	30	LF	\$7.60	\$228
47 Misc Scopes of Work; Facility Punch Out Items	1	LS	\$15,000.00	\$15,000
48 Controls	17	EA	\$1,500.00	\$25,500
49 Testing & Balancing	1	LS	\$5,100.00	\$5,100
50 HVAC Demolition	16	HRS	\$110.00	\$1,760
51 System Testing and Flushing	39	HRS	\$110.00	\$4,300
52 Coring, Cutting and Sleeves	6	LOC	\$250.00	\$1,600
53 Seismic Restraints and Structural Steel Components	1	LS	\$1,900.00	\$1,900
54 Hydraulic lifts/rigging	1	LS	\$3,100.00	\$3,100
55 Shop drawings / BIM / ENG Support / As-Builts	23	HRS	\$120.00	\$2,800
56 Commissioning Support	12	HRS	\$110.00	\$1,300
57 Permit & Fees	1	LS	\$900.00	\$900
58 Mechanical Total				\$184,972
59				
60 ELECTRICAL				
61 Air Cooled Condensing Unit:				
62 - AHU-1 / ACC-1	1	LS	\$1,850.00	\$1,850
63 - FCU-1 / ACC-3	1	LS	\$1,850.00	\$1,850
64 - ACC-2	1	LS	\$1,850.00	\$1,850
65 Misc Scopes of Work; Facility Punch Items	1	LS	\$2,800.00	\$2,800
66 Coring, Cutting and Sleeves	1	LOC	\$250.00	\$250
67 Structural Steel Components	1	LS	\$300.00	\$300
68 Hydraulic lifts/rigging	1	LS	\$400.00	\$400
69 Shop drawings / BIM / ENG Support / As-Builts	3	HRS	\$120.00	\$360
70 Commissioning Support	2	HRS	\$110.00	\$220
71 Permit & Fees	1	LS	\$200.00	\$200
72 Electrical Total				\$10,080
73				
74				
75				
76				
77				
78				
79				
80				
81				
82				

HVAC UPGRADE DETAILS

DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL
83 Contingency				
84 Bidding Clarifications and Addendum	2.50%		\$195,052	\$4,900
85 Direct Trade Cost Subtotal				\$199,952
86				
87 Burdens and Markups				
88 General Conditions, Project Requirements	10.00%		\$199,952	\$20,000
89 Sub-Contractor Bonds	1.10%		\$199,952	\$2,200
90 General Liability Insurance	1.50%		\$222,152	\$3,400
91 Permit Fee	1.00%		\$225,552	\$2,300
92 Profit	3.50%		\$227,852	\$8,000
93 Estimated Construction Cost Total				\$235,852
94				
95				
96				

**WARRANT FOR SPECIAL TOWN MEETING
MONDAY, OCTOBER 17, 2016**

To either of the Constables of the Town of Stoneham in the County of Middlesex,

In the name of the Commonwealth of Massachusetts, you are directed to notify and warn the inhabitants of the Town of Stoneham qualified to vote in elections and Town affairs to meet in the **Town Hall Auditorium, 35 Central Street, Stoneham**, on

Monday, October 17, 2016, at 7:00 p.m.

to act upon the following articles of this Warrant:

Article 1 To see if the Town will vote to amend the amount to be raised and appropriated under Article No. 12 of the April 5, 2016 Annual Town Meeting and adjust the Fiscal Year 2017 departmental budgets and funding sources (as described in Exhibit A), or to do anything in relation thereto.

Board of Selectmen

Article 2 To see if the Town will vote to transfer a sum of money from available funds into the Stabilization Fund, or do anything in relation thereto.

Board of Selectmen

Article 3 To see if the Town will vote to transfer a sum of money from available funds into the Capital Stabilization Fund, or do anything in relation thereto.

Board of Selectmen

Article 4 To see if the Town will vote to transfer Eleven Thousand Nine Hundred Eighty Four Dollars and Ninety Five Cents (\$11,984.95) from available funds to pay prior year Arena and DPW invoices, or do anything in relation thereto.

Board of Selectmen

Article 5 To see if the Town will vote to raise and appropriate or transfer from available funds, or borrow, a sum of money for various capital purchases, or to do anything in relation thereto.

Board of Selectmen

Article 6 To see if the Town will vote to transfer Five Thousand Nine Hundred Ninety Seven Dollars and Two Cents (\$5,997.02) from available funds for the purpose of funding the Fiscal Year 2015 FEMA Snow & Ice grant deficit, or do anything in relation thereto.

Board of Selectmen

Article 7 To see if the Town will vote to raise and appropriate or transfer from available funds, or borrow, a sum of money for legal fees, including review, administrative and/or legal responses and/or administrative and/or legal proceeding(s) and costs and expenses related thereto, or do anything in relation thereto.

Board of Selectmen

Article 8 To see if the Town will vote to raise and appropriate or transfer from available funds, or borrow, a sum of money for trash and recycling pickup and or disposal, including any ancillary services thereto, or do anything in relation thereto.

Board of Selectmen

Article 9 To see if the Town will vote to transfer Fifteen Thousand Dollars (\$15,000) from available funds for the purpose of funding the Commercial Improvement Program, or do anything in relation thereto.

Board of Selectmen

Article 10 To see if the Town will vote to transfer Twenty-Five Thousand Dollars (\$25,000) from available funds for the purpose of funding a Housing Production Plan, or do anything in relation thereto.

Board of Selectmen

Article 11 To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$15,000 to the current year's (FY2017) fiscal budget of the Stoneham Public Library in order to maintain certification with the State of Massachusetts.

Board of Library Trustees

Article 12 To see if the town will vote to appropriate \$48,000.00 for the recollection of Real Property for Fiscal Year 2018.

Board of Assessors

Article 13 To see if the Town will vote to appropriate \$485,513 to be received by the Town from the Commonwealth of Massachusetts Chapter 90 local transportation aid funding for fiscal year 2017 for the purpose of continuing the permanent construction program on public ways within the Town or other eligible municipal projects and authorize the Town Administrator to make such expenditure or do anything in relation thereto.

Board of Selectmen

Article 14 To see if the Town will vote to raise and appropriate or transfer from available funds \$25,000 for the purpose of embellishing Lindenwood Cemetery by hiring part-time help, purchasing equipment, or do anything in relation thereto.

Board of Selectmen

Article 15 To see if the Town will vote to update Chapter 2, Section 2-37.3 of the Town Code to include the Town Accountant on the Capital Committee, or do anything in relation thereto including, adding or eliminating one resident member.

Old Language:

Sec. 2-37.3. Capital Improvement Advisory Committee.

- (a) The Board of Selectmen shall establish and appoint a Capital Improvement Advisory Committee (hereinafter referred to as the "Committee"), composed of:
 - (i) one member of the Board of Selectmen as chosen by the Board;
 - (ii) one member of the Planning Board as chosen by the Board;
 - (iii) one member of the Finance and Advisory Board as chosen by that Board;
 - (iv) the School Superintendent or his designee;
 - (v) the Town Administrator;

- (vi) three residents of Stoneham selected by the Board of Selectmen; and
- (vii) one member of the School Committee.

The Town Accountant shall assist the Committee in its work. The Committee shall choose its own officers.

New Language:

Sec. 2-37.3. Capital Improvement Advisory Committee.

- (a) The Board of Selectmen shall establish and appoint a Capital Improvement Advisory Committee (hereinafter referred to as the “Committee”), composed of:
 - (i) one member of the Board of Selectmen as chosen by the Board;
 - (ii) one member of the Planning Board as chosen by the Board;
 - (iii) one member of the Finance and Advisory Board as chosen by that Board;
 - (iv) the School Superintendent or his designee;
 - (v) the Town Administrator;
 - (vi) three residents of Stoneham selected by the Board of Selectmen; and
 - (vii) one member of the School Committee.
 - (viii) the Town Accountant.**

~~The Town Accountant shall assist the Committee in its work.~~ The Committee shall choose its own officers.

Board of Selectmen

Article 16 To see if the Town will increase the handicapped parking and handicapped ramp violations form \$100 to \$300.

Board of Selectmen

Article 17 To see if the Town will vote to accept a Roadway Easement A and Roadway Easement B which runs across 37 Curve Road, Stoneham, Middlesex County, Commonwealth of Massachusetts. Said easements are further described as follows:

ROADWAY EASEMENT A

A certain parcel of land situated in the Town of Stoneham, Middlesex County, Commonwealth of Massachusetts bounded and described as follows:

Beginning at the southeasterly corner of Lot A at a railroad spike on the westerly sideline of Curve Road;

Thence running S 20°-15'-00" W along the westerly sideline of Curve Road a distance of 14.15 feet to a railroad spike at the point of tangency;

Thence running southwesterly along the westerly side line of Curve Road by a curved line to the left having a radius of 112.35 feet, a delta angle of 47°-38'-00" and a distance of 64.73 feet to a railroad spike;

Thence running northeasterly by a curved line to the right having a radius of 72.27 feet, a delta angle of 48°-52'-24" a distance of 61.65 feet to point of tangency;

Thence running N 22°-37'-31" E a distance of 20.85 feet to a point on the southerly boundary line of Lot B;

Thence running S 55°-10'-57" E along the southerly boundary of Lot B a distance of 3.58 feet to a railroad spike at the westerly sideline of Curve Road at the point of beginning;

Containing an area of 315 square feet and shown on a plan entitled "PLAN OF LAND 35 & 37 CURVE ROAD STONEHAM, MASS. Dated JULY 27, 2016 " by Benchmark Survey as PROPOSED ROADWAY EASEMENT A".

ROADWAY EASEMENT B

A certain parcel of land situated in the Town of Stoneham, Middlesex County, Commonwealth of Massachusetts bounded and described as follows:

Beginning at the southeasterly corner of Lot B at a railroad spike on the westerly sideline of Curve Road;

Thence running N 55°-10'-57" W along the lot line between Lot A and Lot B a distance of 3.58 feet to a point;

Thence turning and running N 25°-18'-51" E a distance of 39.20 feet to point on a westerly sideline of Curve Road;

Thence turning and running S 20°-15'-00" W along the westerly sideline of Curve Road a distance of 39.95 feet to the point of beginning;

Containing an area of 69 square feet and shown on a plan entitled "PLAN OF LAND 35 & 37 CURVE ROAD STONEHAM, MASS. Dated JULY 27, 2016 "by Benchmark Survey as PROPOSED ROADWAY EASEMENT B".

The Town Administrator and Board of Selectmen are hereby authorized to take any action necessary to accept said Roadway Easements, or do anything in relation thereto.

Charles F. Houghton
15 Kimball Drive

Article 18 To see if the Town will vote to authorize the lease of Town of Stoneham property(ies) to the Massachusetts Water Resource Authority (“MWRA”) for uses arising from and/or related to the MWRA’s construction of pipeline project(s), including the Northern Intermediate High water pipeline project, and support thereof, to include storage of construction equipment, materials and trailer boxes. Said lease(s) to be for a period of time up to five (5) years and for a total of approximately three (3) acres of land (which area of land may be higher or lower depending on needs, availability of land and other relevant circumstances.) Said leasing to be pursuant to Section 10(h) of the Selectmen-Administrator Act (Chapter 26 of the Massachusetts Acts and Resolves of 1981, as amended) and, as may be applicable, the Massachusetts General Laws, including M.G.L. c. 40, sec. 3. Options for said lease of Town of Stoneham property(ies) include: (a) all or a portion of the Stevens Street Recycling Center off of Stevens Street (as shown on Stoneham Board of Assessors Map 8, Lots 88 and 89) and/or (b) such other Town of Stoneham property as determined by the Town. Or do anything in relation thereto.

Board of Selectmen

And you are directed to serve this Warrant by posting attested copies in at least (10) public places in the Town fourteen (14) days at least before the time for holding said meeting and by causing an attested copy to be published in some newspaper in the town, the publication to be not less than three (3) days before said meeting.

Hereof fail not and make due return of the Warrant with your doings thereon to the Town Clerk at the time and place aforesaid.

Given unto our hands this 26th day of September in the year of our Lord two thousand sixteen.

Ann Marie O'Neill, Chairwoman

Caroline Colarusso, Vice Chairwoman

Anthony Wilson, Secretary

Thomas Boussy

George Seibold

Pursuant to the within warrant, I have notified and warned the inhabitants of the Town of Stoneham qualified to vote in elections and Town Affair of the within meeting by posting attested copies of the said Warrant in at least ten (10) public places in the Town on September 27th, 2016, and by publishing a duly attested copy of said Warrant in the Stoneham Independent on September 28, 2016.

A true copy. Attest: _____
Constable of Stoneham

Town of Stoneham

Office of the Town Administrator

35 Central Street
Technology
Stoneham, MA 02180

(781) 279-2644



Information

Social Media Policy

1. PURPOSE

The following policy pertains to official (“Town”) and non-official (“Personal”) use of social media services and tools.

The Town permits the use of social media sites as a means to disseminate information from the Town to the members of the public. Consequently, the Town has both an expectation and a responsibility regarding the integrity and presentation of information posted on its social media sites and the content that is attributed to the Town, its Departments and its officials.

2. DEFINITIONS

“Social media sites” means content created by individuals using publishing technologies through and on the internet. This includes but is not limited to websites, mobile applications, tablets or any other device that connects to the internet. The types of content and examples of services to which this policy applies include, but are not limited to

- Social Networking (e.g. Twitter, SeeClickFix, Facebook, LinkedIn, Pinterest, Snapchat, Yik Yak);
- Multimedia sharing (e.g. Flickr, YouTube, Vimeo, Picassa, Shutterfly);
- Blogs (e.g. Wikipedia, PBwiki, Wikispaces, wordpress);
- Forums and discussion boards (e.g. Google Groups, Yahoo! Groups, Yammer);
- Comment sections of any website, app or blog (i.e. a news website, blog, SeeClickFix);
- Personally managed websites, blogs, etc.
- On-line polls and surveys (e.g. Survey Monkey, Doodle)
- Any other web site or application on which user can post texts, media, etc.

“Official Social Media” is:

Any of the sites or services listed in the definition section of this policy and their affiliated accounts which were established by and through the Town of Stoneham or are maintained by the Town of Stoneham, its employees, officials, committees, commissions or boards.

3. GUIDELINES FOR OFFICIAL SOCIAL MEDIA SITES

1. The establishment of Town social media sites is subject to approval by the Town Administrator or his/her designee.
2. The Town reserves the right to edit the content of or terminate any Town social media site at any time without notice.
3. The content of Town social media sites shall only pertain to Town-sponsored or Town-endorsed programs, services, and events. Content includes, but is not limited to, information, photographs, videos, and hyperlinks.
4. All Town social media sites shall adhere to applicable federal, state and local laws, regulations and policies. This includes, but is not limited to laws pertaining to Copyright and Fair Use.
5. Any content maintained on a Town social media site that is related to Town business, including a list of subscribers, posted communication, and communication submitted for posting, may be considered a public record.
6. Employees representing the Town on official Town social media sites shall conduct themselves at all times as a professional representative of the Town and in accordance with all Town policies. These policies include but are not limited to the Town's Ethics Policy and the Discrimination and Harassment Prevention policy.
7. Postings must contain information that is freely available to the public and not be proprietary or confidential as defined by any Town policy or state or federal law.
8. Any person authorized to post items on any of the Town's social media sites shall review, be familiar with, and comply with the social media site's use policies and terms and conditions.
9. Any person authorized to post items on any of the Town's social media sites shall not express his or her own personal views or concerns through such postings. Postings shall only reflect the views of the Town.
10. Town social media sites will use authorized Town contact information for account set-up, monitoring and access. A designee of the Town Administrator shall setup all accounts, maintain a list of accounts and store access credentials.
11. The use of personal email accounts or phone numbers by any Town representative is not allowed for the purpose of posting, setting-up, monitoring, or accessing a Town social media site.
12. Any reference requests received through any Social Media site for current or former employees must be directed to the Town's Human Resources Department.
13. Private messaging of any kind is not allowed over official Town social media accounts.
14. Though information and notices may be posted on official social media accounts, official Town social media sites do not replace the Town's required notices and standard methods of communication.
15. Any posted content on Official Social Media sites that include pictures, photographs, likenesses, or images cannot under any circumstances depict children under the age of 18, and cannot include the names unless the individual or guardian first sign a release form which expressly authorizes the Town of Stoneham to use such image and likeness online.
16. If possible, public comments will be turn-off to prevent the possibility of inappropriate messages appearing on social media channels.
17. Absent prior authorization, postings to Town social media sites shall NOT contain any of the following:
 - Comments in support of, or opposition to, political campaigns, candidates or ballot measures;
 - Profane language or content;
 - Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, military services, national origin, physical or

mental disability, sexual orientation, as well as any other category protected by federal, state, or local laws;

- Sexual content or links to sexual content;
- Solicitations of commerce;
- Conduct or encouragement of illegal activity;
- Information that may tend to compromise the safety or security of the public or public systems; or
- Content that violates a legal ownership interest of any other party.

4. MONITORING

There is no guarantee of privacy on official social media channels. The Town reserves the right to monitor content on all Official Social Media sites and to modify or remove any messages, posting, or images that it deems in its sole discretion and judgment to be abusive, defamatory, violation of copyright, trademark, or other intellectual property rights, or otherwise in violation.

Any post, comment, or remark that contains obscene or sexual language, personal attacks, insults, profane language, racist or discriminating language, or personal or private information will also be removed.

The Town reserves the right to take appropriate disciplinary action for any violation of this Policy on any Official Social Media Site or non-Official Social Media site which comes to its attention.

5. NON-OFFICIAL / PERSONAL USE

Town employees, officials, committee members, commission members or board members who use social media and social networking services and tools for strictly personal use outside of the workplace do not require approval to do so. However, the Town recognizes that these types of tools can sometimes blur the line between professional and personal interactions. Therefore, employees, officials, committee members, commission are reminded that as representatives of the Town of Stoneham the above rules and guidelines must be taken into consideration when participating in these services at any time, particularly when identifying themselves as representatives of the Town or when context might lead to that conclusion. Use discretion and common sense when employing social media to help prevent inadvertently compromising professional, legal, or ethical standards.

Employees may not use social media services and tools for personal use while on work time or when using Town provided equipment, unless it is work-related as authorized by the Department Head. Employees should have no expectation of privacy when using social media sites at the workplace, or when using Town computers, systems, or other technology. The Town reserves the right to access, view and act upon any information on its computers, systems, or other technology without notice.

In a publicly accessible forum, Town employees may not disclose any Town-related information that is not already considered public information. This rule applies even in circumstances where password or other privacy controls are implemented. Failure to comply may result in disciplinary action. This policy does not, however, prevent Town employees from discussing the terms or conditions of their employment, unfair labor practices, or otherwise exercising their rights to collective bargaining.

Commission, committee and board members should make it clear that they are speaking of their own opinions and not for the board or commission when using personal social media channels.

6. NON-COMPLIANCE

Non-compliance with this policy may result in any or all of the following:

- Limitation or revocation of individual or unit rights to use or participate in Town-related social media;
- Removal of posts or social media accounts; and/or
- Corrective or disciplinary actions and sanctions, as defined in the Town Personnel Policies.

7. POLICY CHANGES

The Town reserves the right to change, modify, or amend all or part of this policy at any time.

8. ABOUT THE POLICY

This policy was adopted by the Board of Selectmen on: XXXXX

If you have any questions about this policy, please consult with your Department Head.

9-01-16



STONEHAM PUBLIC SCHOOLS

149 FRANKLIN STREET
STONEHAM, MASSACHUSETTS 02180
781.279.3802

TO: BOARD OF STONEHAM
BOARD OF SELECTMEN

2016 SEP 13 A 10:39

September 12, 2016

Ann Marie O'Neill
Chair
Board of Selectmen
Town of Stoneham
Stoneham, MA 02180

Dear Ms. O'Neill:

I am writing to suggest that, with the completion of the MSBA's audit of the Central Middle School project last July, it would be appropriate for the Board of Selectmen to vote to dissolve the Central Middle School Building Committee.

While the work of the Building Committee was authorized by Article 5 of the 2010 Annual Town Meeting, the Committee itself was created by vote of the Board of Selectmen in February 2010. Thus, it would be appropriate for the Selectmen to close the work of the Committee with appropriate thanks for a job well done. Members who served from 2010 – 2016 include the following:

David Bois
Thomas Boussy
Benjamin Caggiano
Marie Christie
Jeanne Craigie
Peter D'Angelo
Lisa Gallagher
Richard Gregorio
William Previdi
R. Paul Rotondi
Mark Ventola

Ex Officio members: Chris Banos
Michelle Cresta
Tony DiCologero
Max French
Les Olson
David Ragucci
John Savino
Rodger Windt

Thank you.

Sincerely,

Les E. Olson, Ed.D.
Superintendent of Schools

BOARD OF STONEHAM
TOWN OF SELECTMEN

2016 OCT -4 P 3:05

To: Board of Selectmen

From: Paulette Gerry

pmg

Date: October 4, 2016

Re: Christmas Party

Hard to believe another year has passed and it's that time of year again, Christmas. I am happy to say we are beginning to plan our **11th Annual Town Hall Christmas Party**.

This seems to be an event that most of our employees look forward to and I hope you do as well.

I would like to schedule the party for **Tuesday, December 20th from 5:00 – 7:00 pm**. However because most of the offices are still serving the public I am asking the permission of the Board of Selectmen to close Town Hall on this date at 5:00 pm. This would allow all town hall employees to celebrate together, something that only happens at this time.

An announcement would be posted on Cable TV prior that we will be closing early and on the Town's website; in addition to the notices that are normally posted on the doors a few weeks prior which would give the public ample notice.

Thank you for your consideration regarding this matter and hope to see you there.