

**Board of Selectmen
Hearing Room
Stoneham Town Hall**

Tuesday, April 26, 2016
7:00 PM

ITEM	TIME	DESCRIPTION	DISPOSITION
1	7:00 PM	Pledge of Allegiance	
2		Bi-Board Meeting	
		Return to Board of Selectmen	
3		Discussion of Town Budget	
4		STAC East-West Bus Route/SAP update - Rachel Meredith-Warren	
5		Town Employee Social Media Policy	
6		Town Employee Dress Code	
7		Town Website - Ann Marie O'Neill	
8		Town Procedure Manuals - Ann Marie O'Neill	
9		Recycling Barrel Purchase - Tom Boussy	
10		Collins Institute - Job Description	
11		Approval of Minutes	
12		Farmers Market Licensing - Lauren Murphy	
13		Annual Town Meeting - Recommendations on Warrant Articles 12, 14, 22, 23	
14		Special Town Meeting - Recommendations on Warrant Articles 1, 2	
15		Annual Committee Appointments - Discussion of open positions	
16		Redstone Shopping Center - Site Plan Extension - Stephen Cicatelli	
17		Mental Health Awareness Week - Martha Cregan	
18		Eversource Update	
19		Town Administrator - David Ragucci	
20		Miscellaneous	

**MAY 2, 2016 ANNUAL TOWN MEETING
ARTICLE #14-(EXHIBIT B)**

DEPARTMENT	FY16 BUDGET			5/2/2016 ATM ADJUSTMENTS			REVISED FY16 BUDGET		
	PERSONNEL	OPERATING	TOTAL	PERSONNEL	OPERATING	TOTAL	PERSONNEL	OPERATING	TOTAL
114 Town Moderator	\$0	\$220	\$220			\$0	\$0	\$220	\$220
122 Board of Selectmen	\$80,268	\$10,000	\$90,268	(\$8,000)		(\$8,000)	\$72,268	\$10,000	\$82,268
123 Town Administrator	\$340,926	\$42,500	\$383,426		\$17,000	\$17,000	\$340,926	\$59,500	\$400,426
132 Reserve Fund	\$0	\$50,000	\$50,000		(\$50,000)	(\$50,000)	\$0	\$0	\$0
135 Town Accountant	\$218,119	\$1,550	\$219,669			\$0	\$218,119	\$1,550	\$219,669
141 Board of Assessors	\$126,264	\$4,800	\$131,064	\$3,700		\$3,700	\$129,964	\$4,800	\$134,764
145 Treasurer	\$249,428	\$18,350	\$267,778	\$12,800		\$12,800	\$262,228	\$18,350	\$280,578
151 Town Counsel	\$110,732	\$6,725	\$117,457			\$0	\$110,732	\$6,725	\$117,457
155 GIS/MIS	\$109,175	\$130,721	\$239,896	(\$2,000)	\$4,500	\$2,500	\$107,175	\$135,221	\$242,396
161 Town Clerk	\$119,992	\$4,200	\$124,192			\$0	\$119,992	\$4,200	\$124,192
162 Elections & Registrations	\$69,311	\$18,100	\$87,411	\$2,500	(\$2,500)	\$0	\$71,811	\$15,600	\$87,411
172 Whiphill Park	\$0	\$10,950	\$10,950			\$0	\$0	\$10,950	\$10,950
182 Planning Bd/BOA/Conserv.	\$41,543	\$1,160	\$42,703			\$0	\$41,543	\$1,160	\$42,703
185 Economic and Comm Dev	\$68,224	\$30,000	\$98,224	\$1,000	(\$1,000)	\$0	\$69,224	\$29,000	\$98,224
192 Public Property Maint.	\$500	\$80,612	\$81,112			\$0	\$500	\$80,612	\$81,112
210 Police Department	\$3,580,075	\$385,870	\$3,965,945	(\$11,000)		(\$11,000)	\$3,569,075	\$385,870	\$3,954,945
211 Traffic Directors	\$137,030	\$4,500	\$141,530	(\$6,000)		(\$6,000)	\$131,030	\$4,500	\$135,530
212 Dispatchers	\$381,380	\$17,440	\$398,820			\$0	\$381,380	\$17,440	\$398,820
220 Fire Department	\$2,756,616	\$124,850	\$2,881,466			\$0	\$2,756,616	\$124,850	\$2,881,466
241 Building & Wire	\$182,822	\$6,900	\$189,722			\$0	\$182,822	\$6,900	\$189,722
291 Civil Defense	\$2,000	\$0	\$2,000			\$0	\$2,000	\$0	\$2,000
300 Public Schools	\$0	\$25,855,516	\$25,855,516			\$0	\$0	\$25,855,516	\$25,855,516
397 Essex North Shore Agricultural & T	\$0	\$300,000	\$300,000		(\$17,200)	(\$17,200)	\$0	\$282,800	\$282,800
398 Minuteman Voc. School	\$0	\$50,000	\$50,000		\$7,200	\$7,200	\$0	\$57,200	\$57,200
399 Northeast Voc. School	\$0	\$1,076,254	\$1,076,254			\$0	\$1,076,254	\$1,076,254	
400 Public Works Admin.	\$842,432	\$889,700	\$1,732,132		\$135,000	\$135,000	\$842,432	\$1,024,700	\$1,867,132
440 Sewer	\$601,332	\$4,545,620	\$5,146,952			\$0	\$601,332	\$4,545,620	\$5,146,952
450 Water	\$532,390	\$3,599,951	\$4,132,341			\$0	\$532,390	\$3,599,951	\$4,132,341
510 Board of Health	\$144,023	\$5,140	\$149,163			\$0	\$144,023	\$5,140	\$149,163
541 Council on Aging	\$102,193	\$33,500	\$135,693			\$0	\$102,193	\$33,500	\$135,693
542 Recreation Department	\$30,000	\$18,000	\$48,000	(\$17,000)		(\$17,000)	\$13,000	\$18,000	\$31,000
543 Veterans	\$41,276	\$177,700	\$218,976			\$0	\$41,276	\$177,700	\$218,976
610 Public Library	\$553,371	\$207,850	\$761,221	\$26,000	(\$1,000)	\$25,000	\$579,371	\$206,850	\$786,221
630 Unicorn Golf	\$139,017	\$275,850	\$414,867	(\$50,000)	(\$50,000)	(\$100,000)	\$89,017	\$225,850	\$314,867
631 Arena	\$175,067	\$259,280	\$434,347	\$3,000		\$3,000	\$178,067	\$259,280	\$437,347
710 Maturing Debt & Interest	\$0	\$4,705,299	\$4,705,299			\$0	\$0	\$4,705,299	\$4,705,299
911 Contributory Pension	\$0	\$5,135,261	\$5,135,261			\$0	\$0	\$5,135,261	\$5,135,261
912 Health Insurance	\$0	\$7,661,413	\$7,661,413		(\$135,000)	(\$135,000)	\$0	\$7,526,413	\$7,526,413
918 Capital	\$0	\$323,000	\$323,000		\$25,000	\$25,000	\$0	\$348,000	\$348,000
919 Unclassified	\$19,079	\$1,416,000	\$1,435,079	(\$6,000)	\$219,000	\$213,000	\$13,079	\$1,635,000	\$1,648,079
920 Non-Departmental	\$0	\$37,085	\$37,085			\$0	\$0	\$37,085	\$37,085
Total Budgets:	\$11,754,585	\$57,521,867	\$69,276,452	(\$51,000)	\$151,000	\$100,000	\$11,703,585	\$57,672,867	\$69,376,452

Said Sum to be raised or transferred as follows:

Revenue of the Current Year	\$58,334,180		\$58,334,180
By transfer from the 225 Fallon Road Fund	\$27,088		\$27,088
By transfer from the Cemetery Perpetual Income Fund	\$21,000		\$21,000
By transfer from the Sale of Lots & Graves Res. For Approp.	\$50,000		\$50,000
By transfer from the Sale of Dog License Fund	\$7,077		\$7,077
By transfer from the Whip Hill Trust	\$10,000		\$10,000
By transfer from the BOS Stockwell Trust	\$3,500		\$3,500
By transfer from the RCN/Verizon Operating Cable Funds	\$32,500		\$32,500
By transfer from the Capital Stabilization Fund	\$450,000		\$450,000
By transfer from Surplus Revenue	\$48,000		\$48,000
By transfer from Overlay Surplus	\$0	\$100,000	\$100,000
By transfer from the Estimated Sewer Receipts to:			
Department #440 Sewer Department	\$5,146,952		\$5,146,952
Department #710 Debt Service	\$28,380		\$28,380
Department #135 Town Accountant	\$14,375		\$14,375
Department #145 Town Treasurer	\$22,038		\$22,038
Department #155 MIS/GIS Department	\$19,063		\$19,063
Department #911 Contributory Pension	\$245,863		\$245,863
Department #912 Health Insurance	\$143,641		\$143,641
Department #919 Unclassified Budget	\$82,568		\$82,568
By transfer from the Estimated Water Receipts to:			
Department #450 Water Department	\$4,132,341		\$4,132,341
Department #710 Debt Service	\$19,000		\$19,000
Department #135 Town Accountant	\$12,122		\$12,122
Department #145 Town Treasurer	\$18,584		\$18,584
Department #155 MIS/GIS Department	\$16,075		\$16,075
Department #911 Contributory Pension	\$211,234		\$211,234
Department #912 Health Insurance	\$114,323		\$114,323
Department #919 Unclassified Budget	\$66,548		\$66,548
Total Estimated Revenues	\$69,276,452	\$100,000	\$69,376,452
Surplus/(Deficit)	\$0	\$0	\$0

May 2, 2016 ANNUAL TOWN MEETING ARTICLE #12-(EXHIBIT A)

DEPARTMENT	FY17 BUDGET		
	PERSONNEL	OPERATING	TOTAL
114 Town Moderator	\$0	\$220	\$220
122 Board of Selectmen	\$82,232	\$10,000	\$92,232
123 Town Administrator	\$347,711	\$42,500	\$390,211
132 Reserve Fund	\$0	\$25,000	\$25,000
135 Town Accountant	\$178,740	\$5,550	\$184,290
141 Board of Assessors	\$131,204	\$4,600	\$135,804
145 Treasurer	\$252,916	\$18,350	\$271,266
151 Town Counsel	\$111,283	\$6,725	\$118,008
155 GIS/MIS	\$149,668	\$130,802	\$280,470
161 Town Clerk	\$121,988	\$4,200	\$126,188
162 Elections & Registrations	\$79,811	\$17,900	\$97,711
172 Whiphill Park	\$0	\$10,950	\$10,950
182 Planning Bd/BOA/Conserv.	\$54,370	\$1,160	\$55,530
185 Economic and Comm Dev	\$70,278	\$30,000	\$100,278
192 Public Property Maint.	\$500	\$80,612	\$81,112
210 Police Department	\$3,724,535	\$323,095	\$4,047,630
211 Traffic Directors	\$151,480	\$4,500	\$155,980
212 Dispatchers	\$382,026	\$18,200	\$400,226
220 Fire Department	\$2,843,932	\$126,450	\$2,970,382
241 Building & Wire	\$174,200	\$6,900	\$181,100
291 Civil Defense	\$2,000	\$0	\$2,000
300 Public Schools	\$0	\$26,734,742	\$26,734,742
397 Essex North Shore Agricultural & Technical School	\$0	\$340,000	\$340,000
398 Minuteman Voc. School	\$0	\$60,000	\$60,000
399 Northeast Voc. School	\$0	\$970,818	\$970,818
400 Public Works Admin.	\$974,494	\$951,023	\$1,925,517
440 Sewer	\$541,180	\$4,694,484	\$5,235,664
450 Water	\$492,091	\$3,405,850	\$3,897,941
510 Board of Health	\$146,074	\$10,740	\$156,814
541 Council on Aging	\$103,931	\$38,500	\$142,431
542 Recreation Department	\$68,500	\$14,500	\$83,000
543 Veterans	\$42,513	\$179,900	\$222,413
610 Public Library	\$550,670	\$210,150	\$760,820
631 Arena	\$182,446	\$259,280	\$441,726
710 Maturing Debt & Interest	\$0	\$5,201,827	\$5,201,827
911 Contributory Pension	\$0	\$5,538,241	\$5,538,241
912 Health Insurance	\$0	\$7,938,620	\$7,938,620
919 Unclassified	\$161,986	\$1,474,797	\$1,636,783
920 Non-Departmental	\$0	\$37,385	\$37,385
950 OPEB Trust Contribution	\$0	\$50,000	\$50,000
Total Budgets:	\$12,122,759	\$58,978,571	\$71,101,330

Said Sum to be raised or transferred as follows:

Revenue of the Current Year	\$60,177,566
By transfer from the Cemetery Perpetual Income Fund	\$35,000
By transfer from the Sale of Lots & Graves Res. For Approp.	\$50,000
By transfer from the Whip Hill Trust	\$10,000
By transfer from the BOS Stockwell Trust	\$3,500
By transfer from the RCN/Verizon Operating Cable Funds	\$32,500
By transfer from the Capital Stabilization Fund	\$100,000
By transfer from the Estimated Sewer Receipts to:	
Department #440 Sewer Department	\$5,235,664
Department #710 Debt Service	\$147,136
Department #135 Town Accountant	\$13,630
Department #145 Town Treasurer	\$20,508
Department #155 MIS/GIS Department	\$21,204
Department #911 Contributory Pension	\$206,748
Department #912 Health Insurance	\$154,089
Department #919 Unclassified Budget	\$65,135
By transfer from the Estimated Water Receipts to:	
Department #450 Water Department	\$3,897,941
Department #710 Debt Service	\$500,645
Department #135 Town Accountant	\$12,296
Department #145 Town Treasurer	\$18,500
Department #155 MIS/GIS Department	\$19,128
Department #911 Contributory Pension	\$187,910
Department #912 Health Insurance	\$136,449
Department #919 Unclassified Budget	\$55,781
Total Estimated Revenues	\$71,101,330

Stoneham Square Action Plan Recommendations				
	Year 1	Year 2	Year 3	Year 4/5
Planning Dept	Parking management study & plan Façade improvement program ✓	Revise signage standards ✓ Revise ordinance for outdoor dining & seating, a-frames Identify priority redevelopment sites	Streamline & publicize the development process Adopt design guidelines Adopt complete street plan	Zoning review • Revise zoning; mixed use & multifamily • Consider inclusionary zoning
Merchant (SSMG) Sub Group of Chamber	Establish Merchant Group ✓ Create “How to Do Business” guide ✓	Connect current owners with space, funding, training. Wayfinding plan	Recruit: • Businesses, Anchors, Restaurants • Work with current owners ✓	Work with prop owners to encourage development
SSAPAC	Technology Plan & Mgmt ✓ • Stoneham Sq website ✓ • Post market analysis to site ✓ • Available space database	<i>Coordinate subgroups; facilitate collaboration opportunities.</i> ✓		
Transportation Sub Group of SSAPAC	Form group ✓ Report on existing conditions, safety. ✓	Make recommendations for a Transportation Plan ✓ • 132 Bus, 325 Bus or Local Shuttle, safety improvements ✓		
Brand & Marketing Sub Group of SSAPAC	Start branding efforts with focus groups	Identify consultants and funding ✓	Create marketing plan	Cross promote Square with other cultural attractions
Neighborhood (SSNG) Sub Group of SSAPAC	Establish Neighborhood Group ✓ Wireless in square Coordinate town center programming ✓	Ice rink ✓ Stoneham Theatre ✓ Greenway funded & built	Create bike plan Seek funding to update historic walking tour	Identify bike rack placement & install <i>Work with beautification group</i>
Town	Snow removal	Physical upkeep • Repair & improve sidewalks		Connect people to affordable housing and biz training

Come join us! Be part of the Strategic Action Plan. Contact Town of Stoneham, Town Planner, Erin Wortman at (781) 507-2445 or volunteer Community Organizer, Rachel Meredith-Warren at (781) 832-0195 or rachel.meredith@gmail.com.

Items in italics are additions to original set of recommendations. Last updated January 2016.



Completed or in progress



In development

Stoneham Square Strategic Action Plan Ad Hoc Working Groups 2016 Meeting Dates

Join us! Every group welcomes newcomers. If you have questions, please contact Town of Stoneham Planning Department at (781) 507-2445 or Rachel Meredith-Warren, volunteer Community Organizer at (781) 832-0195 or rachel.meredith@gmail.com.

Stoneham Transportation Advisory Committee

Priorities include safety and public transit improvements.

Meets first Thursday of each month from 8am-9:30am at Stoneham Senior Center, 136 Elm Street, Stoneham, MA 02180.

Dates: 1/7, 2/4, 3/3, 4/7, 5/5, 6/2, no July meeting, 8/4, 9/1, 10/6, 11/3, 12/1.

Stoneham Square Merchant Group

A sub-group of the Stoneham Chamber of Commerce comprised of business owners and leaders from Stoneham Square in order to give them a forum to discuss location-specific needs and advocate on their behalf.

Meeting on Tuesday, 1/19, 8:30am at the Chamber of Commerce, 335 Main Street, Suite 202, Stoneham, MA 02180.

Stoneham Square Neighborhood Group

A booster group for building community. Priorities are a community calendar, special events, and serving as a place for proponent(s) of any project or initiative in Stoneham to meet informally with residents.

All meetings fall on a Wednesday and run from 7pm to 8:30pm. Locations TBD.

Dates: 2/24, 3/23, 4/27, 5/25, 6/22, 7/27, 8/24, 9/28, 10/26, 11/16, 12/14. [HTML](#), [ICAL](#).

Stoneham Square Action Plan Advisory Committee

A recurring coordination meeting of all the other groups.

In 2016, we generally meet on the third Thursday of the month from 11:30am to 1pm. Location for all meetings is Stoneham Theatre, Atelier Gallery, 395 Main St., Stoneham, 02180.

Dates: 1/21, 2/11 (2nd week due to school vacation), 3/17 (this is St. Patrick's Day), 4/14 (2nd week due to school vacation), 5/19, 6/16, no July or August meeting, 9/15, 10/20, 11/17, 12/15.



Social Media Policy

1. PURPOSE

The methods by which people can communicate continue to evolve through various social media applications, smart phones, web based options, and other electronic technology. The Town of Stoneham recognizes the many opportunities for communication through these tools to the public. The Town encourages the responsible use by its employees, agents, elected and appointed officials, consultants, volunteers and any person conducting business with or on behalf of the Town of Stoneham social media channels of communication and of private social media channels of communication. Therefore this policy is applicable to all people listed in the preceding sentence. The use of these tools create new responsibilities for Town employees, Boards, and Commissions. The purpose of this policy is to provide guidance to clarify the boundaries between appropriate and inappropriate use of official Town of Stoneham and private social media accounts and services. Nothing in this policy is intended to restrict an individual's right to discuss, as a private citizen, matters of public concern on private social media sites. Nothing in this policy is intended to restrict an individual's right to engage in concerted activity with co-workers in accordance with the provisions of the Massachusetts General Laws.

2. DEFINITIONS

"Social Media" is:

- Any website; any Social Networking website (e.g. Twitter, Myspace, Facebook, LinkedIn, Pinterest, Snapchat, Yik Yak);
- Multimedia sharing websites (e.g. Flickr, YouTube, Vimeo, Picassa, Shutterfly)
- Blogs (e.g. Wikipedia, PBwiki, Wikispaces);
- Forums and discussion boards (e.g. Google Groups, Yahoo! Groups, Yammer)
- Personally managed websites, blogs, etc.
- On-line polls and surveys (e.g. Survey Monkey, Doodle)
- Any other web or application accessible site on which an individual 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 and are maintained by the Town of Stoneham, its employees, officials, or board members.

3. GUIDANCE

A) Official Social Media sites will be used solely for communicating information about projects and services offered by the Town. Examples include Town/Department announcements, official Town news, Emergency notifications, Town events and activities, or Board or Committee meetings or agendas. Town employees may not engage in private messaging over official Town social media accounts. Official Social Media cannot be used to post political information or viewpoints, religious information or viewpoints, commercial information, information pertaining to an employee's personal activities, matters, or interests,

information which consists of content which is sexual, pornographic, or adult in character, or information which advocates or promotes the use of drugs, alcohol, or tobacco.

B) When posting to Social Media sites you should do so in a way that is not defamatory. Defamatory communications are those that cause harm to the reputation of another person or cause that person to be ridiculed, held in contempt, or lowered in the estimation of the community. Defamatory statements will not be tolerated. Defamatory statements are your own responsibility and the Town of Stoneham will not defend you from the consequences of your personal actions.

C) You may not misrepresent any non-Official Social Media site as a Town of Stoneham Official Social Media site. The use of the Town's name and/or of the Town Seal are prohibited unless approved by the Town Administrator or his/her designee. Misuse of the Town Seal is a criminal act punishable pursuant to M.G.L.c. 268, s.35. You may not post information on a non-Official Social Media site which can be read as indicating that the information is being posted by you in your capacity as a Town employee or official, that it constitutes official information of the Town, or that it represents an official viewpoint of the Town. If in connection with a posting on a non-Official Social Media site you identify yourself as a Town employee or official or it is reasonable to conclude that readers will know that you are a Town employee or official, you must include a statement that your posting is not made on behalf of, and does not represent an official viewpoint of, the Town.

D) You may not use Social Media to post material which is illegal, which is in violation of federal or state laws regarding discrimination, or which constitutes criminal conduct. You may not use Social Media to post material which constitutes an unauthorized disclosure of proprietary or confidential information of the Town, information protected by the Town's attorney-client privilege, information constituting the Town's internal development of a policy, or personnel records or information regarding Town employees or the Town's non-public labor relations information.

E) Any reference requests received through any Social Media site for current or former employees must be directed to the Town's Human Resources Department. Comments which you post about current or former employees can have legal consequences and you should avoid making any such comments at any time which reasonably and foreseeably could have legal consequences.

F) 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 complete names of anyone other than Town employees or officials. If you need to post an item that include pictures, photographs, likenesses, or images of another person(s), the individuals who are depicted must first sign a release form which expressly authorizes the Town of Stoneham to use such image and likeness online. If you do not obtain permission, the picture, photograph, likeness, or image must be blurred in such a manner that the person cannot be identified or recognized. If that is not possible, the material cannot be used at all.

G) You should keep in mind that content posted to Official Social Media sites may constitute public records within the meaning of the Massachusetts Public Records Law and may be obtained by members of the public upon request.

H) You must avoid communications in any posts or online communications which could create a hostile environment for, or where the person reasonably believes they are being harassed by, another Town employee. You must ensure that your postings are consistent with other Town Policies, including but not

limited to, those concerning Sexual or Discriminatory Harassment, Workplace Conduct Policy, and Code of Ethics.

4. OFFICIAL SOCIAL MEDIA ACCOUNTS

A) Official Social Media accounts of any type may only be initiated, established, and/or authorized by the Town Administrator and/or Chief Information Officer, or their designees.

B) Once authorized, any and all Town Departments can establish a social media account. The accounts should be used to promote the department and its functions and in a manner which complies with the applicable requirements of this Policy.

C) All Official Social Media account login information must be compiled and maintained by the Chief Information Officer.

5. MONITORING

There is no guarantee of privacy for election communications. 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.

6. PROCEDURE

Failure to comply with this policy may lead to disciplinary action. Discipline can include, but is not necessarily limited to, a directive to cease the misrepresentation of official Town policy or business, verbal or written warning, suspension (with or without pay), and/or termination.

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

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

Town of Stoneham
Office of the Town Administrator

35 Central Street

Stoneham, MA 02180

Human Resources

(781) 279-2620



Dress Code Policy – DRAFT #4: 4-13-16

The following policy has been approved by the Board of Selectmen and applies to all Town employees with the exceptions listed below.

The Town of Stoneham strives to maintain an atmosphere of professionalism and believes that appropriate dress and overall appearance on the part of each employee is essential. While the Town allows “casual dress” by employees, our definition of casual is “business casual.”

Business casual means:

A style of clothing that is less formal than traditional business wear, but is still intended to give a professional and business like impression. For men, this is often a shirt with a collar such as a casual button down shirt, a polo shirt or a golf shirt worn with pants whether khakis, Dockers, or similar good looking brands. For women, it means casual skirts, dresses, pants and blouses.

No spandex, shorts, tube tops, beach flip flops, gym clothing or gym shoes, such as canvas sneakers, T-shirts or shirts bearing advertisements or slogans. Basically, clothing that works well for the beach, yard work, dance clubs, and exercise sessions are not appropriate for a professional appearance at work.

This above dress code will be in force Monday thru Friday. On Fridays, “dress jeans” will be allowed, they should fit properly, appropriately cover one’s body, be dark in color and. ~~As a guide, dress jeans~~

~~that are suitable for the office are usually high rise and dark in color. They should fit properly and not be ripped or disheveled in appearance. There are many types of “dress” sneakers that are acceptable, such as Rockports.~~

We understand that there may be times whereby an employee is assigned a “clean-up” project by their Department Head, such as shredding. In these limited circumstances, jeans and sneakers may be worn. Employees of the Library Union may wear dress jeans and sneakers as approved by the Library Director. ~~For other exemptions to this policy, please contact Human Resources.~~

We must maintain a professional atmosphere for the citizens that we serve. If there are questions on whether something is appropriate, please use good judgment. Your cooperation is expected.

Exceptions to the above Dress Code Policy:

Members of the DPW Union:

Article XIX, page 33: “Each member shall be required to wear uniforms at all times when working for the Town.”

Members of the Fire Fighters Union: Article XI, page 17, Sec. 3: “Dress and work uniforms will be at the discretion of the Chief.”

Members of the SCEA – Golf and certain DPW employees:

Article X, page 22: "Golf Course and DPW shall be given uniforms and be required to wear uniform."

Members of the Police Superior Officers Association; the Stoneham Police Association; SCEA Dispatchers and Traffic Directors:

Traffic Directors and Dispatchers are required to wear uniforms while performing job duties. SPA

Town of Stoneham – Dress Code Policy

Non-Union Employees working at the Arena are required to wear a Town of Stoneham t-shirt, jacket or any other form of clothing (i.e. "Staff" vest) that would identify them as an employee.

Approved:

Town Administrator

Date

and SPSOA assigned to uniform patrol or working a paid detail would be required to wear uniforms. Personnel assigned to the detective bureau, working a 'plain clothes' assignment, attending training or working at an event such as the annual fishing derby may not be required to wear a traditional uniform.

DRAFT

STONEHAM TOWN ADMINISTRATOR

FINAL DRAFT PROFILE

INTRODUCTION

The Town of Stoneham has retained the services of the Edward J. Collins Jr. Center for Public Management at the University of Massachusetts Boston to assist in the Town's recruitment of a new Town Administrator. This Profile draws upon our discussions with selectmen and department heads, and town officials. For more information about the Town of Stoneham please consult Stoneham's web site (www.stoneham-ma.gov)

THE TOWN OF STONEHAM

Stoneham, approximately nine miles north of Boston, lies just inside the major circumferential highway, Interstate 95. Stoneham is a residential town, with commercial development that straddles the main north-south road, state Route 28. With a land area of slightly over 6 square miles and its proximity to Boston the town is largely built out, accordingly most future development will be redevelopment. Stoneham has many cultural and natural resources that define the community. Among them are the Middlesex Fells Reservation that includes one third of the Town's area, an active common, the Stone Zoo and a well-regarded professional theater. The Town's population is approximately 21,000. Close to 20% of the population is estimated to be over age 65 compared to the state average of 15%. Stoneham has been experiencing new growth as young families move in and this trend is expected to continue.

Stoneham's median income for a family is estimated at \$76,438, significantly higher than the statewide average of \$66,768. Data on the Town's demographic trends can be obtained from the Metropolitan Area Planning Council web site (www.mapc.org).

The town includes significant portions of the Middlesex Fells Reservation within its boundaries. This pastoral recreational area of over two thousand acres is a major public amenity for the town and region.

ORGANIZATIONAL DESIGN AND GOVERNANCE

The Town governance structure consists of a five-member Board of Selectmen elected for three-year staggered terms and an Open Town Meeting. The Town Moderator, Town Clerk, Planning Board, Board of Assessors, Library Trustees and School Committee are elected. The Town Meeting is the legislative body and exercises the functions of appropriating funds and enacting by-laws. Town Meeting is advised by a Finance Board on the budget and on the full range of financial matters presented to the Town Meeting. The Town's legal base consists of a series of special acts that are available on the Town's web site. The formal powers and duties of the Town Administrator are established through several special acts of the legislature; a comprehensive version is posted on the Collins web site (www.umb.edu/cpm). This legislation, first enacted in 1981, places most day-to-day operations, significant budget, contract,

personnel authority, and labor relations under the authority of the Town Administrator leaving the Board of Selectmen free to set town-wide policy and concentrate on its statutory functions.

PUBLIC FINANCE

The Town has earned an Aa2 rating from Moody's credit rating agency. Stoneham's total General Fund revenues are approximately \$59 million. \$44 million of this amount is from property taxes, with almost 89% of this amount from residential property. The town has a split tax rate. A recent bond offering statement posted on the Collins Center web site contains an extensive presentation of the town's current financial situation. In addition, detailed financial information may be obtained from the Massachusetts Department of Revenue web site. With assistance from the Collins Center, the Town is in the process of revising and improving its financial policies and procedures, budget transparency and capability to present financial information. These tools will be complete and available to the new Town Administrator as s/he commences the FY 2018 budget process.

CHALLENGES FOR THE TOWN ADMINISTRATOR

Leadership. As Chief Administrative Officer for the Town, the Town Administrator must approach the position in a way that fosters widespread support for this position. The status of the Town Administrator position will derive not only from the laws that created the position and formal and informal delegation of responsibility by the Board of Selectmen, but from his/her professionalism, demeanor, and superior substantive knowledge. While not directly responsible for civic engagement, the Town Administrator must guide the town toward support of key civic initiatives e.g. the Town Center Action Plan posted on the Center's web site and numerous more modest scale physical and programmatic initiatives.

Management. The public expectation is that while the Town Administrator will have high familiarity with municipal operations. He/she will not be a micro-manager. The Town Administrator must be comfortable engaging with staff and front line workers, willing to create and sustain an environment characterized by accountability at all levels and willing to foster continuous improvement within the organization. The Town Administrator must be an effective incremental change agent within the municipal enterprise.

Professionalism, Staff Development and Morale. The Town has well-regarded, highly skilled and professional department heads and key staff. Providing organizational leadership, developing a management team with a shared vision, and assuming the powers and duties of Town Administrator will require a combination of knowledge, vigor and diplomacy. The Town has benefited from having a blend of professionals who have served the community for many years. Fully utilizing the considerable talents of staff, establishing high performance standards and maintaining staff morale will be critical to the success of the new Town Administrator. The Town Administrator will need to provide top-level support for key programs, initiatives and projects.

Communication. Well-developed communication skills in Stoneham are essential. Open, accurate and timely communication by the Town Administrator with all Town government entities, with the public, the many volunteers and employees needs to be integrated into the normal operational practices of the Town. In addition, the Town Administrator must be able to engage the members of the Board of Selectmen in an on-going dialogue about the critical issues that face the Town.

Human Resources and Labor Relations. The special act places responsibility for collective bargaining and most human resource functions with the Town Administrator with the proviso that all collective bargaining contracts are executed by the Board of Selectmen. The long-term well regarded Town Counsel is expected to retire within the next year. It is expected that the new Town Administrator will assist the Board in assessing current needs and filling this position. Similarly, other long-term experienced key staff are nearing retirement age and the Town Administrator is expected to play a key role in filling these positions as they become vacant.

Financial Management, Budget Planning and Preparation. Like all Massachusetts municipalities, Stoneham is facing revenue constraints and growing cost pressures. The Town Administrator must build and direct a strategic planning process that strikes an appropriate balance between long term goals and short-term budget requirements. A significant amount of the Town Administrator's time will be required to help forge town-wide strategies to bring these into balance. This task must be addressed in the context of multi-year plans that consider the conservative fiscal values of the community, the demographic trends affecting the Town and unmet capital requirements.

Sustaining a High Level of Public Services. The 21,000 residents and local businesses expect a high level of public service, which must be sustained largely through the local property tax base.

Promotion of Process and Technology Improvements. Leverage existing and new technologies to connect departments, streamline processes and promote transparency.

Economic Development and Public Project Management. Significant economic development will require the redevelopment of land along the major arterial corridors, principally state Route 28 and adjacent areas. Developer interest in Stoneham has heightened in recent years. Similarly extensive MWRA and private utility construction is anticipated in the next few years and the construction impacts of these large projects will need to be managed. In addition, the town is negotiating a complex potential land swap that involves the historic Weiss farm, a proposed 40B development and designated park land that will require significant involvement of the Town Administrator to bring to fruition. A new Town Administrator will need to manage the processes that address these economic development, project management and land management issues.

Education. Education is a strongly held value among the citizens of Stoneham. In the current environment, which produces only modest incremental revenue from year to year, stresses occur in the School - Town fiscal relationship. The education budgets, including regional

schools, comprise approximately 43% of the Town's expenditure budget. While not responsible for the school budget or financial operations, the Town Administrator will need to contribute to an on-going dialog on balancing the relative needs of the Schools and Town. This is a role that needs to be played with considerable technical knowledge of finance, integrity and genuinely collaborative engagement with the Schools. It is anticipated that evaluation of rehabilitation and new construction options for the High School will commence in the near future.

THE IDEAL CANDIDATE

The Stoneham Board of Selectmen seeks a Town Administrator who is a seasoned manager in an environment of similar complexity who possesses strong leadership, communication and organizational skills.

Stoneham seeks a Town Administrator with the energy, skill, creativity and experience to serve the community as the Chief Administrative Officer; direct and manage the delivery of municipal services; provide leadership and support to the Board of Selectmen in strategic and policy planning; and provide leadership to departments.

Stoneham seeks a Town Administrator willing to commit to a tenure long enough to build a multi-year approach to strategic planning and ensuring the sustainability of the Town's service levels. The new Town Administrator must support regional solutions when that is in the Town's interest. Stoneham needs a Town Administrator who can help set the stage for community-wide approaches to addressing the Town's needs, approaches that produce sound outcomes and avoid polarization within the Town.

The following attributes have been determined important in Stoneham's next Town Administrator.

PERSONAL ATTRIBUTES

The next Town Administrator needs to be:

- Able to demonstrate leadership internally and externally.
- Able to demonstrate unquestioned integrity in interactions with officials and citizens.
- Able to communicate effectively in all aspects of the position and with all constituencies in the community. The successful candidate must be direct, facilitative, and clear.
- Able to direct a budget process that develops a sound comprehensive budget for consideration.
- Able to use the status inherent in the Town Administrator's position to advance the Town's agenda.

- Able to delegate many of the routine administrative and communication tasks to subordinates, so that time is available for longer range project and strategic planning.
- Able to create and sustain a goal-oriented and performance based environment by establishing, maintaining and promoting effective policies and initiatives. The Town Administrator will be a genuinely inclusive leader who is capable of exerting influence and direction in a manner that shares successes with elected officials, professionals and volunteers.
- Able and willing to work openly with community groups and employees. A direct, collegial, facilitative style that fosters joint problem solving is needed.

PROFESSIONAL ATTRIBUTES

The Town Administrator must be:

- A seasoned leader of a comparable organization with extensive personal experience in finance, budgeting, capital and operational planning, expenditure management, labor relations, public facilitation, and staff development. Excellent public and interpersonal communication skills are essential.
- A professionally stable person with a record of tenure and consistent career growth. The Town seeks a committed management professional willing to stay for a significant period but who is also willing to take risks to improve the organization.
- Able to demonstrate a background in guiding the development of a shared strategic vision for the community. The ideal candidate must be a coalition builder, equally at home with private sector and community leaders. The ideal candidate must be able to exercise leadership within the organization and the community.
- Both strategic and tactical. He/she must be experienced in working effectively in a political environment providing impartial guidance to elected officials to identify and address the long-term strategic needs of the community and the short-term tactical steps necessary to deliver services.
- Capable of keeping elected officials comprehensively informed, while staying detached from the political process and ensuring that staff maintains a similar detachment.
- Comfortable managing in an environment where most employees are members of collective bargaining units. Being able to navigate in such a complex environment will require a sophisticated understanding of the diffuse nature of political power in a New England town.

- Comfortable working with and managing an organization in a political context often characterized by vigorous debate among well-informed citizens who are active in local decision-making. Key decisions made by the Board and Town Meeting can be closely decided.
- In possession of a Bachelor's Degree and significant experience as a Town or City Manager/Administrator. A person who has served as an Assistant Town Administrator/Manager or similar position in a complex environment may be considered. The knowledge typically gained by obtaining a graduate degree in Public Administration, Public Policy, Business Administration, or law is preferred. Five years executive experience, managing a complex transparent organization similar in scale and complexity to the Town, preferably in a municipal setting is preferred. Experience working for an elected Board and having worked in a Town Meeting environment is preferred.
- Possess a track record of professional behavior consistent with the ethical tenets of the International City Management Association and a commitment to these tenets.

Salary and Schedule

Applications for this well-established position should be received by May xx, 2016. Anticipated salary in the one twenties to the mid one hundreds, DOQ. The Town is willing to negotiate competitive compensation and employment contract with the selected candidate.

How to Apply

Applications are preferred electronically. Please send your resume with a cover letter addressing the job requirements to this email address: recruitment.umb@gmail.com. Please combine all of your documents in a single pdf file, if possible. **Stoneham_TA** and the applicant's **Last Name** must be included in the subject line.

Should you have any questions regarding this opportunity, or a recommendation of a colleague, please contact: Dick Kobayashi, Senior Associate 617-489-8812, or Mary Flanders Aicardi, Associate 508-215-8992.

To learn more about the Edward J. Collins Jr. Center for Public Management at UMASS Boston, please visit: www.collinscenter.umb.edu

**Board of Selectmen's Meeting
Open Session Meeting Minutes
35 Central Street – Town Hall
1st Floor Hearing Room
April 12, 2016**

Members Present: Selectman Thomas Boussy, Selectwoman Caroline Colarusso, Selectwoman Ann Marie O'Neill, Selectman George Seibold, and Selectman Anthony Wilson

Also Present: Attorney William Solomon

Call to Order: Chairman Boussy called the meeting to order at 7:13 p.m. (To view this meeting in its entirety go to Stoneham TV on Demand available from the Town's homepage at www.stoneham-ma.gov)

Agenda Item 1: Pledge of Allegiance

Agenda Item 2: Site Plan Hearing/Kaluta LLC c/o Brickpoint Properties, Inc./45 North Street/Cicatelli (Time 2:00 on Stoneham TV on Demand) Selectman Wilson moved that the Board take Agenda Items 2 and 3 out of order so that the Board could reorganize prior to the hearing on the 45 North Street Site Plan. This motion was seconded by Selectwoman O'Neill.

Voting in Favor:

Chairman Boussy
Selectwoman Colarusso
Selectman O'Neill
Selectwoman Seibold
Selectman Wilson

Motion carries (5-0).

Agenda Item3: Reorganization of Board (Time 2:19 on Stoneham TV on Demand) Selectwoman Colarusso nominated Selectwoman O'Neill to be the Chairwoman. Selectman Seibold nominated Selectman Wilson to be the Chairman.

Voting in Favor of Selectwoman O'Neill:

Selectman Boussy
Selectwoman Colarusso
Selectwoman O'Neill
Selectman Wilson

Voting in Favor of Selectman Wilson:

Selectman Seibold

Selectwoman O’Neill is the Chairwoman (4-1).

Chairwoman O’Neill nominated Selectwoman Colarusso to be Vice Chairwoman.

Voting in Favor of Selectwoman Colarusso:

Selectman Boussy
Selectwoman Colarusso
Selectwoman O’Neill
Selectman Wilson

Abstaining:

Selectman Seibold

Selectwoman Colarusso is the Vice Chairwoman (4-1).

Chairwoman O’Neill nominated Selectman Wilson to be Secretary.

Voting in Favor of Selectman Wilson:

Chairwoman O’Neill
Selectman Boussy
Selectwoman Colarusso
Selectman Seibold
Selectman Wilson

Selectman Wilson is the Secretary (5-0).

Agenda Item 2: Site Plan Hearing/Kaluta LLC c/o Brickpoint Properties, Inc./45 North Street/Cicatelli (Time 5:30 on Stoneham TV on Demand) Attorney Steven Cikatelli appeared on behalf of the petitioner, Kaluta LLC. The purpose of the Site Plan is to amend an existing Site Plan and allow the construction of a maintenance building. The Petitioner applied for and received a Special Permit allowing the building of the maintenance building in a Highway Business District as an “extension of a pre-existing non-conforming use.” Attorney Cikatelli stated that changing the Site Plan will do nothing to the footprint of the existing structure and only adds a “shed” to the back of the property. No concerns were noted in the department review. Selectman Wilson asked if all setback requirements will be satisfied. Attorney Cikatelli stated that all setback requirements are exceeded on this property. The Hearing was open to public comment and there was none. Selectman Boussy moved that the Board approve the Site Plan. Selectman Seibold seconded the motion.

Voting in Favor:

Chairwoman O’Neill
Selectman Boussy
Selectwoman Colarusso
Selectman Seibold
Selectman Wilson

Motion carries (5-0).

Agenda Item 4: Hallmark Health Annual Auction (Time 10:40 on Stoneham TV on Demand) Selectman Wilson stated that Hallmark Health VNA/Hospice requested a donation of 50 minutes of ice time for its annual fundraising auction. Selectman Wilson stated that he has had very positive experiences with this organization. Attorney Solomon stated that the public purpose of such a donation is as a marketing tool for both the Arena

and Town. Selectwoman Colarusso moved that the Board approve this donation. Selectman Wilson seconded the motion.

Voting in Favor:

Chairwoman O'Neill
Selectman Boussy
Selectwoman Colarusso
Selectman Seibold
Selectman Wilson

Motion carries (5-0).

Agenda Item 5: Beautification Update (Time 13:00 on Stoneham TV on Demand) Chairwoman O'Neill stated that she placed this item on the agenda to update the public on the status of the program. She stated that both landscaping and irrigation RFQs were issued by the Town Planner and that sponsorship renewal letters have been sent to previous sponsors. Chairwoman O'Neill stated that she would like to see this program grow and that there are opportunities for any corporation or individual who would like to participate. Selectman Seibold stated that he was concerned that the cost of this program seems to be increasing, and that he believed the cumulative cost to be \$60,000. Chairman O'Neill stated that it is her hope that this program will become self-sustaining and in order to make the Town attractive to both businesses and residents, it is imperative that we put our best face forward. Selectwoman Colarusso stated that because we were starting early this year she felt that the project would break even. Chairwoman O'Neill stated that the Town's website would be updated with sponsor/donor/volunteer information.

Agenda Item 6 : Eric J. Bernat Memorial (Time 20:47 on Stoneham TV on Demand) Selectman Boussy stated that a friend of the Bernat family wished to donate a bench as a memorial to Firefighter Bernat. Dava Kilbride, Secretary to the Board, stated that Chief Grafton was unavailable, but wanted the Board to know that the bench could be placed in the small park that is beside the fire station. Selectman Wilson moved that the Board accept this donation and the suggested location. Selectman Seibold seconded the motion.

Voting in Favor:

Chairwoman O'Neill
Selectman Boussy
Selectwoman Colarusso
Selectman Seibold
Selectman Wilson

Motion carries (5-0).

Agenda Item 7 : Screening Committee Vote (Time 22:15 on Stoneham TV on Demand) Chairman Boussy stated that Board entered into a contract with the Collins Institute to recruit a new Town Administrator. The Institute has interviewed the Selectmen and is putting together a job description for the position. The Institute anticipates 20 applicants for the position and would like a Screening Committee to assist in the screening of candidates prior to the Board interviewing the top five candidates. The Institutes recommended that the Committee consist of two members of the Board of Selectmen; the Town Moderator; one member of the Finance and Advisory Board; and the Superintendent of Schools. Selectman Seibold stated that he did not give the Institute much input during his interview because he would like to rehire Town Administrator Ragucci and eliminate the need for the Collins Institute. He also stated that if there is a Screening Committee he would like to see members of the Planning Board and some School Committee members included, and the Town

Moderator excluded as he has nothing to do with the Town budget. Selectman Wilson stated that he would like to see public safety personnel included in the Screening Committee. Selectman Boussy stated that he felt that they should follow the recommendation of the Collins Institute and move forward. Selectman Seibold stated that he would like to keep Town Administrator Ragucci in his position. Chairwoman O'Neill stated that the Board already voted on Mr. Ragucci's contract and the minutes of that executive session have been released. She stated that Mr. Ragucci can reapply for the position or that the Board could entertain a motion to reopen the discussion. Selectman Seibold stated that if Mr. Ragucci reapplies and gets the position, the Town is wasting money. He stated that with the anticipated Weiss Farm project and contract negotiations, the time is not right to hire a new Town Administrator. Chairman O'Neill stated that she supports his concerns, but that a vote was taken and, after careful consideration, the Board decided not to renew the Administrator's contract. Selectman Seibold moved to reopen the discussions regarding Mr. Ragucci's contract renewal. Chairwoman O'Neill seconded the motion.

Voting in Favor:

Selectman Seibold

Voting against:

Chairwoman O'Neill

Selectman Boussy

Selectwoman Colarusso

Selectman Wilson

Motion does not carry (1-4).

Selectman Boussy moved to accept the Collins Institute recommendation to form a Screening Committee consisting of two members of the Board of Selectman; the Town Moderator; one member of the Finance and Advisory Board; and the Superintendent of Schools. Selectwoman Colarusso seconded the motion.

Selectman Seibold moved to amend that motion and accept the Collins Institute recommendation to form a Screening Committee, but to remove the Town Moderator and add a public safety employee. That motion was seconded by Selectman Wilson.

Selectman Wilson moved to amend Selectman Seibold's amendment and add a public safety employee but leave the Town Moderator on the Committee. This motion was not seconded.

Selectman Seibold's amended motion was then voted on:

Voting in Favor:

Selectman Seibold

Selectman Wilson

Voting against:

Chairwoman O'Neill

Selectman Boussy

Selectwoman Colarusso

Motion does not carry (2-3).

Selectman Boussy's motion to accept the Collins Institute recommendation was then voted on.

Voting in Favor:

Chairwoman O'Neill
Selectman Boussy
Selectwoman Colarusso
Selectman Wilson

Voting against:

Selectman Seibold

Motion carries (4-1).

Selectman Boussy moved to make Chairwoman O'Neill a member of the Screening Committee. This motion was seconded by Selectwoman Colarusso.

Selectman Seibold moved to make Selectman Anthony Wilson a member of the Screening Committee. The motion was seconded by Selectman Boussy.

Selectwoman Colarusso moved to make Selectman Boussy a member of the Screening Committee. The motion was seconded by Selectman Boussy.

A vote was taken where each Selectman chose two of the nominees. Selectman Seibold voted for Selectman Wilson and Chairwoman O'Neill. Selectwoman Colarusso voted for Selectwoman O'Neill and Selectman Boussy. Selectman Wilson voted for Selectman Wilson and Chairwoman O'Neill. Selectman Boussy voted for Selectman Boussy and Chairwoman O'Neill. Chairwoman O'Neill voted for Selectman Boussy and Selectman Wilson. Since Chairwoman O'Neill, Selectman Boussy, and Selectman Wilson each received three votes, a vote was taken where only one of the three could be selected.

Voting for Chairwoman O'Neill:

Selectman Seibold
Selectman Wilson

Voting for Selectman Boussy:

Selectman Boussy
Selectwoman Colarusso
Selectwoman O'Neill

The Screening Committee members are Chairwoman O'Neill and Selectman Boussy.

Agenda Item 8: FY17 Water and Sewer Rates (Time 39:25 on Stoneham TV on Demand) Scott LeBeau, Chairman of the Water and Sewer Review Board, appeared before the Board to discuss water and sewer rates for FY17. He stated that based on the MWRA's website, the Town's preliminary water assessment is down 5.7% and the preliminary sewer assessment is up 3.2%. Based on this assessment, as well as Bob Grover's statements that he is working to shift employees from the water and sewer payroll back into the DPW payroll, trends in health insurance rates for retirees, and the status of the Enterprise Fund, the Water and Sewer Review Board voted to decrease the Town's water rate by \$0.25 or \$5.75/HCF and hold the sewer rate at \$9.05/HCF. Bob Grover, head of DPW, stated that the Town is continuing to perform construction and maintenance on water and sewer lines out of the debt service account, but that money will be needed for FY18.

Grover also stated that, according to the MWRA, Stoneham is rated fourth on the list of MWRA communities, and that our water mains will be fully lined after the replacement of the lines on Williams Street. Scott LeBeau went on to discuss his concerns about the Treasurer disregarding the water bills of Town departments. This practice began back in 2007, when budget shortfalls forced the Town to allow departments to put funds that had been allocated for water bills, back into their budgets. LeBeau noted that the School Department has continued to budget for water, but does not pay a water bill. Selectwoman Colarusso thanked the Board members for their service and reiterated the need to allocate the right number of employees to the water and sewer department. She also stated that the cost of the Atlantic Gelatin closing will be mitigated, on part, by increased water use and this year's rate drop.

Agenda Item 9: Approval of Minutes (Time 72:50 on Stoneham TV on Demand) Chairwoman O'Neill stated that she would like to amend the Meeting Minutes for March 29, 2016, by adding that the Board requested that Eversource remove the white square markers that it has placed throughout the Town. Selectman Boussy moved to approve the minutes pending the requested amendment. Selectwoman Colarusso seconded the motion.

Voting in Favor:

Chairwoman O'Neill
Selectman Boussy
Selectwoman Colarusso

Abstaining:

Selectman Seibold
Selectman Wilson

Agenda Item 10: Annual Town Meeting – Recommendations on Warrant Article (Time 73:55 on Stoneham TV on Demand) Selectman Boussy stated that the Selectman should take an issue on each warrant article, even if it was submitted by the Board.

Warrant Article 1: Selectman Wilson moved to view Warrant Article 1 favorably. Selectman Boussy seconded this motion. **Unanimously voted.**

Warrant Article 2: Selectman Wilson moved to view Warrant Article 2 favorably. Selectman Boussy seconded this motion. Unanimously voted.

Warrant Article 3: Selectwoman Colarusso moved to view Warrant Article 3 favorably. Selectman Boussy seconded this motion. **Unanimously voted.**

Warrant Article 4: Selectwoman Colarusso moved to view Warrant Article 4 favorably. Selectman Boussy seconded this motion. **Unanimously voted.**

Warrant Article 5: Selectman Seibold stated his concern that hiring a Recreational Director could create problems with field maintenance and create undue competition between the Boys and Girls Club, School sponsored sports teams, the YMCA, and the newly formed Recreation Department. Chairwoman O'Neill stated that it will not be the role of the Recreation Department to take over already sponsored or sanctioned athletics and/or activities. Rather, it will fill the void by offering activities appropriate for small children and seniors,

enhance already existing programs, or offer activities/athletics that are missing from the Town. The Recreation Department will not duplicate existing programs or take over the care and maintenance of the Town fields. It is her hope that families will be drawn to a town with an active Recreation Department and/or put their children in activities in this Town, rather than take them to another town for a program. Selectwoman Colarusso added that the Recreation Department may offer such things as parenting classes, fencing classes, cultural activities, and attract families to this Town. She also stated that there would be scholarships available for certain programs. Selectman Wilson stated that he too was concerned about redundancy, but that this type of program will fund itself. He stated that some residents are looking for nontraditional sport programs and this is a way that the Town can offer that. He also hoped that there would be programs for the developmentally disabled. Selectman Boussy moved to view Warrant Article 5 favorably. Selectwoman Colarusso seconded this motion. Selectman Seibold voted to view this Warrant Article unfavorably. The remaining Selectmen **voted favorably (4-1)**.

Warrant Articles 6, 7, 8, 9, 10, 11: Selectman Boussy moved to view Warrant Articles 6, 7, 8, 9, 10, and 11 favorable. Selectman Seibold seconded this motion. **Unanimously voted.**

Warrant Article 12: The Selectman deferred discussion on this matter until the next meeting,

Warrant Article 13: Selectman Seibold stated that as a Town we need a turf field to be competitive with surrounding towns. He also stated a concern with the quality and safety of the product. Selectman Wilson stated that he does not believe that John DePinto wants to move forward with this Article. He also voiced his concern with the safety of synthetic fields. Selectman Boussy stated his concern with the safety of the field and that the time is not right for this matter since there is going to be some type of construction at the High School. Selectwoman Colarusso concurred regarding the health risks of synthetic fields. Selectman Wilson moved to view this matter unfavorably. Selectman Boussy seconded that motion. Selectman Seibold voted to view this Warrant Article favorably. **Voted unfavorable (4-1)**.

Warrant Article 14: The Selectman deferred discussion on this matter until the next meeting.

Warrant Article 15: Selectman Wilson explained that this Article establishes a trust to fund retiree health insurance, but there does not appear to be a funding source or a dollar amount assigned to the trust at this time. Selectwoman Colarusso stated that the Town has to do this in order to properly plan for the retirees. Stephen Dapkiewicz, Chairman of the Finance and Advisory Committee, explained that Finance Board would like to amend this article on the floor to establish the trust now and fund it at the October Town Meeting. Larry Means, Town Moderator explained that this Article could be amended on the floor and also opined that there is an escrow account from the sale of school property that could be used to fund a portion of this trust. Selectman Wilson moved to view this matter favorably. Selectwoman Colarusso seconded that motion. **Unanimously voted.**

Warrant Article 16: Selectman Wilson moved to view Warrant Article 16 favorably. Selectman Boussy seconded this motion. **Unanimously voted.**

Warrant Article 17: Stephen Dapkiewicz, Chairman of the Finance and Advisory Board stated that the FAB voted to view this matter unfavorable based on the increase in unfunded liability that it could create. Selectwoman Colarusso stated that since this matter is specific to RIFs, she supported this Article. Selectman Seibold moved to view Warrant Article 17 favorably. Selectwoman Colarusso seconded this motion. Selectman Wilson voted to view this matter unfavorable. **Voted favorably (4-1)**.

Warrant Article 18: Unanimously voted at the Board's meeting of March 29, 2016.

Warrant Article 19: Attorney Charles Houghton appeared on behalf of the developer of the Winship properties and explained that certain developments seek to have private ways turned into public ways to benefit from public services. Selectman Boussy moved to view this matter favorably. Selectwoman Colarusso seconded that motion. **Unanimously voted.**

Warrant Article 20: Selectman Boussy moved to view this matter favorably. Selectman Wilson seconded that motion. **Unanimously voted.**

Warrant Article 21: Attorney Charles Houghton appeared on behalf of a homeowner seeking to remove the underground drainage easement on Cabot Road that is no longer in use. Bob Grover stated that the drainage pipes at issue are no longer in use and there is no record of them at DPW. Selectman Wilson moved to view this Warrant Article favorably. Selectman Seibold seconded that motion. **Unanimously voted.**

Warrant Article 22: No action taken.

Warrant Article 23: No action taken.

Agenda Item 11: Special Town Meeting – Accept, Number, Sign-Warrant (Time 125 on Stoneham TV on Demand) Chairman O'Neill stated that the Warrant Articles for the Special Town Meeting must be accepted and numbered so that they can be posted.

Selectman Wilson moved to accept Attorney Solomon's article regarding electronic billboards as Warrant Article Number 1. Selectman Boussy seconded this motion. **Unanimously voted.** Selectman Boussy moved to accept this Warrant Article as number one. Selectman Wilson seconded that motion. **Unanimously voted.** No recommendation was made.

Matthew Sordillo appeared on Arthur Sordillo's behalf. Selectman Wilson stated his concern that the language Mr. Sordillo used in his Warrant Article was confusing and should be amended. Selectman Wilson moved to accept and number Arthur Sordillo's article regarding gas station convenience store hours as Warrant Article Number 2. Selectman Boussy seconded this motion. **Unanimously voted.** No recommendation was made.

Selectman Boussy stated that the Spaulding Road Warrant Article should have been included in the Warrant Articles for the Town Meeting, but that due to administrative error it was omitted. Attorney Houghton filed this Article and was present for this discussion. He had no objection to this matter being included in the Special Town Meeting as a corrective measure. Selectman Wilson moved to accept and number this matter as Article Number 3. Selectwoman Colarusso seconded this motion. **Unanimously voted.** Selectman Boussy moved to view Warrant Article 3 favorably. Selectman Wilson seconded this motion. **Unanimously voted.**

Agenda Item 12: Annual Committee Appointments (Time 138:25 on Stoneham TV on Demand) Selectman Boussy stated that it is time to make annual appointments to various Boards and Committees. He requested that a link be placed on the Town's website regarding available positions. He also requested that the appointing authority for each Board or Committee be determined before the next meeting.

Agenda Item 13: Town Employee Dress Code (Time 143:30 on Stoneham TV on Demand) Selectman Wilson stated his concern that the draft of the Town Employee Dress Code before the Board did not contain a

definition of “business casual.” He will supply a definition for insertion. This matter will be placed on the Board’s Agenda for April 26, 2016.

Agenda Item14: Miscellaneous (Time 145:58 on Stoneham TV on Demand) Selectman Seibold stated his concerns about the Town’s spending on the Weiss farm litigation/negotiations. He stated that he believed \$84,000 of the \$250,000 approved by Town Meeting has been spent on negotiating the landswap. He stated that he believed that put the Town \$20,000 over budget on this matter. Chairman O’Neill stated that she would like to hold a meeting, in executive session, with the purpose of bringing the new Selectmen up to date on the Weiss Farm matter. The meeting was set for April 21, 2016, at 5:00 p.m. Chairman O’Neill stated that she wanted to hold a meeting on policies and procedure and to create an operating bylaw for the Board. The meeting was set for April 27, 2016, at 5:30 p.m.

Selectman Boussy made a motion to adjourn, seconded by Selectman Wilson **and unanimously voted (5-0).**

Meeting adjourned at 9:50 p.m.

Respectfully submitted,

Dava Feltch Kilbride
Secretary to the Board of Selectman

Warrant for Annual Town Meeting

Tuesday, April 5, 2016

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

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, 35 Central Street, on Tuesday, April 5, 2016, at seven o'clock in the forenoon to act on the following articles of this warrant:

Article 1. To choose the following officers:

Two (2) Selectmen for three (3) years.

One (1) School Committee Member for three (3) years.

One (1) Board of Health Member for three (3) years.

One (1) Planning Board Member for five (5) years. One

(1) Board of Assessors Member for three (3) years. One

(1) Housing Authority Member for five (5) years. Two

(2) Library Trustees for three (3) years.

One (1) Town Clerk for three (3) years.

For consideration of the following Articles, the meeting shall be adjourned to meet in the Town Hall at 7:00 o'clock in the evening on Monday, May 2, 2016, in accordance with provisions of Article II, section 2-3 of the By-Laws of the Town of Stoneham.

Article 2. To choose all other necessary Town officers for the ensuing year in such a manner as the Town may determine.

Board of Selectmen

Article 3. To hear the reports of Town officers and committees and to act thereon and to choose committees.

Board of Selectmen

Article 4. To see if the Town will vote to fix the salaries of the several elective officers and the Boards of the Town for the 2016/2017 fiscal year.

Town Moderator	\$0
Board of Assessors	\$1,200
Board of Selectmen	\$3,000
Town Clerk	\$68,641

Board of Selectmen

Article 5. To see if the Town will vote pursuant to the authority granted under Massachusetts General Laws, including Chapter 44, Section 53EY1/2, to establish a Revolving Fund for the purpose of receiving revenues and making disbursements in connection with a Recreation Department and activities pursuant thereto, or take any other action in relation thereto.

Board of Selectmen

Article 6. To see if the Town will vote to authorize a revolving fund under Massachusetts General Law Chapter 44, Section E1/2, for the purpose of using receipts generated from fees charged for the Farmers' Market to cover costs associated with this programming, and authorize expenditures by Town Planner, not to exceed \$40,000 during Fiscal Year 2017 which may be made from such fund. In addition, to transfer any balance remaining on June 30, 2016 from the existing account (Fund #3460) into the authorized Revolving account, or anything in relation thereto.

Board of Selectmen

Article 7. To see if the Town will vote to authorize a revolving fund under Massachusetts General Law Chapter 44, Section 53EYi, for the purpose of using receipts generated from photocopying services offered to the public at the Stoneham Public Library to pay for the lease of the photocopier and copy paper and authorize expenditure by the Stoneham Public Library Director, not to exceed Three Thousand Dollard (\$3,000) during Fiscal Year 2017 which may be made from such fund.

Board of Selectmen

Article 8. To see if the Town will vote to reauthorize a revolving fund under Massachusetts General Law Chapter 44, Section 53E1/2 for the purpose of using receipts generated from fees charged for public health services to cover the costs of these services, and authorize expenditures by the Board of Health, not to exceed \$50,000 during Fiscal Year 2017 which may be made from such fund. In addition, transfer any balance remaining on June 30, 2016 from the existing Revolving account into the reauthorized Revolving account. Or do anything in relation thereto.

Board of Selectmen

Article 9. To see if the town will vote to reauthorize a revolving fund under Massachusetts General Law Chapter 44, Section 53E1/2, for the purpose of using receipts generated from renting space at the Senior Center building to help pay the cleaning, utilities and maintenance costs of the senior center, and authorize expenditures by the Council on Aging Director, not to exceed \$30,000 during Fiscal Year 2017 which may be made from such fund. In addition, transfer any balance remaining on June 30, 2016 from the existing Revolving account into the reauthorized Revolving account. Or do anything in relation thereto.

Board of Selectmen

Article 10. To see if the town will vote to reauthorize a revolving fund under Massachusetts General Law Chapter 44, Section 53E1/2, for the purpose of using receipts generated from fees charged for outings and transportation services at the Senior Center to cover costs associated with these outings and providing these transportation services, and authorize expenditures by the Council on Aging Director, not to exceed \$40,000 during Fiscal Year 2017 which may be made from such fund. In addition, transfer any balance remaining on June 30, 2016 from the existing Revolving account into the reauthorized Revolving account. Or do anything in relation thereto.

Board of Selectmen

Article 11. To see if the Town will vote to reauthorize a revolving fund under Massachusetts General Law Chapter 44, Section 53E1/2 for the purpose of using receipts generated from renting space at the Fire Station to pay the utility, cleaning and maintenance costs, and capital improvements of the Fire Station, and authorize expenditures by the Fire Chief, not to exceed \$40,000 during Fiscal Year 2017 which may be made from such fund. In addition, transfer any balance remaining on June 30, 2016 from the existing Revolving account into the reauthorized Revolving account. Or do anything in relation thereto.

Board of Selectmen

Article 12. To see if the Town will vote to raise and appropriate from taxation or by transfer from available funds, such sums as may be necessary to defray Town charges for the ensuing year, including debt and interest and a reserve fund, or do anything in relation thereto.

Board of Selectmen

Article 13. To see if the Town will vote to appropriate the sum of One Million Two Hundred Fifty Thousand Dollars (\$1,250,000) to construct a synthetic turf football field and lighting for said field, including infrastructure related to and necessary for said field and lighting, and to further authorize the funds remaining after the completion of said expenditures, if any, to be used for the construction or reconstruction, whether in whole or in part, of other athletic fields and/or facilities in the Town, and that the Town Treasurer, with the approval of the Board of Selectmen, be authorized to sell from time to time, town notes, bonds or other evidence of indebtedness in the amount of One Million Two Hundred Fifty Thousand Dollars (\$1,250,000) in accordance with the applicable provisions of Massachusetts General Laws, including Chapter 44, Section 7, and further to: (i) any grants or gifts accepted by or for the Town for these purposes shall be in addition to the funding otherwise authorized hereby, and (ii) authorize the Board of Selectmen and/or Town Administrator to take any action needed or helpful in furtherance hereof. Or do anything in relation thereto.

John F. DePinto
3 Rebecca Lane

Article 14. To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to amend the Fiscal Year 2016 departmental budgets approved under Article No. 1 of the June 8, 2015 Special Town Meeting, as amended. Or do anything in relation thereto.

Board of Selectmen

Article 15. To see if the Town will vote to establish an Other Post-Employment Benefits Liability Trust Fund (OPEB), as defined in Chapter 32B, section 20 of the Massachusetts General laws, or to do anything in relations to.

Board of Selectmen

Article 16. To see if the Town will vote to authorize entry into the Tax Increment Financing Plan (also known as a TIF Plan) with C&S Capital Properties LLC, or its successor, pursuant to all the applicable provisions of the Massachusetts General Laws, including MGL, Chapter 40, Section 59 and Chapter 59, Section 5 in connection with the development of property located at both 370-380 Main Street and 10 Central Street, Stoneham, MA, as shown on the Board of Assessors Map 18, Parcel 213, 214 and 217 as described in the Economic Development Incentive Program Local Incentive Only application prepared by C&S Capital Properties LLC, on file at the Town Clerks' Office, and to authorize the Board of Selectmen to take such action as is necessary to obtain approval of the Tax Incentive Program Local Incentive Only application and to implement the Tax Increment Financing Plan (TIP); or do anything in relation thereto.

LEGAL DESCRIPTION

Lot A-1

A certain parcel of land situated in Stoneham, Mass. bounded and described as follows: Beginning at a drill hole on the easterly side line of Main Street, said point being 153.19 feet along the easterly sideline of Main Street from Central Square; thence running S 89° -57'-09" E a distance of 71.54 feet to a point; thence turning and running N 17°-46'-32" W a distance of 12.84 feet to an iron pipe; thence turning and running S 67° -22'-18" E a distance of 74.07 feet to a drill hole at the westerly sideline of Central Street; thence turning and running S 27° -39'-51" W along the westerly sideline of Central Street a distance of 41.10 feet to a drill hole; thence turning and running N 72° -04'-56" W a distance of 66.75 feet to a railroad spike; thence turning and running S 01° -05'-55" E a distance of 25.24 feet to a pk (nail); thence turning and running N 88° -53'-55" W a distance of 4.00 feet to a railroad spike; thence turning and running S 10° -14'-36" W a distance of 45.00 feet to a drill hole; thence turning and running N 80° -25 '-58" W to the easterly sideline of Main Street a distance of 50.50 feet to a railroad spike; thence turning and running N 00° -02'-51" E along the easterly sideline of Main Street a distance of 93.25 feet to a drill hole at the point of beginning; Containing an area of 8,928 square feet and shown as Lot A-1 on a plan entitled PLAN OF LAND 370-380 MAIN STREET & 10 CENTRAL STREET STONEHAM, MASS. dated January 26, 2016 by Benchmark Survey.

Board of Selectmen

Article 17. To see if the Town of Stoneham will vote to approve Chapter 235 of the Acts of 1994. This local option provides that any firefighter or police officer who is terminated due to a reduction in force and who is reinstated to his or her former position within three years can be credited with service for the period of the layoff; provided that he or she pays into the annuity savings fund of the retirement system an amount equal to the deductions that would have been paid by the member had he or she not been terminated, together with interest. The Act took effect on December 27, 1994.

John J. Scullin
216 North Street

Article 18. To see if the Town will vote to amend the Stoneham Town Code, Chapter 2 Administration, Article II Town Meetings, Sections 2-3.1 and 2-7, as follows, including certain proposed deletions shown by a strike-out and additions underlined:

Sec.2-3.1. Schedule,Special TownMean'

~~Aspecial TownMeetingshall beheldinOctoberofeachyearonadate tobesetbytheBoardofSelectmen.TheWarrantfortheOctoberMeetingshall beopenfortheinsertionof articlesforaperiodofnotlessthanfourteen(14)daysandshallbeclosedatleastfour(4)weekspriortotheschduledTownMeetingdate.NoticeofthewarrantopenandclosedatesfortheOctober TownMeetingshallbepublishedinsomenewspaperinthetownwithinsseven(7)daysafterthewarrantisopen.Allotherspecialtownmeetingshallbeopenfortheinsertionofarticlesforaperiod ofnotlessthanseven(7)daysandwarrantsshallbeclosedatleasttwo(2)weekspriortotheschduledtownmeetingdate~~

with sufficient time to provide 14-days' notice of the meeting.

~~Sec. 2-7. Warrants — Final date for receipt of articles for insertion.~~_____

The Selectmen shall annually fix the fourth Monday of February, the second Monday of March, as the final date on which they will receive Articles for insertion in the Warrant for the annual Town Meeting. All Articles must be presented to the Selectmen in finished form, typed on plain stationery, 8 1/2 " x 11", double spaced.

Or do anything in relation thereto, including amending Section 2-3.1 with regard to reducing the time between the close of the warrant for the October Town Meeting and the meeting and/or amending Section 2-7 regarding the finished form of warrant article submissions.

Board of Selectmen

Article 19. To see if the Town will vote to accept as a Public Way the following way as laid out by the Town Administrator and further described as follows:

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

Beginning at a point, on the easterly sideline of Winship Drive and the northerly sideline of Spalding Road at land of Kyle J. & Kristin Leohning, thence;

Southeasterly along a curve to the left, a distance of Forty-Three and Fifty-Five Hundredths (43.55') feet with a radius of Twenty-Five and Zero Hundredths (25.00') feet to a point, thence;

Easterly along a curve to the right, a distance of Thirty-Six and Ninety-Four Hundredths (36.94') feet with a radius of One Hundred Ninety-Eight and Zero Hundredths (198.00') feet to a point, thence;

- N 68°39'54" E a distance of One Hundred Nineteen and Sixty-Seven Hundredths (119.67') feet to a point, thence;
- Northeasterly along a curve to the left, a distance of Nineteen and Eighty-Eight Hundredths (19.88') feet with a radius of Twenty-Five and Zero Hundredths (25.00') feet to a point, thence;
- Southerly along with a curve to the right, a distance of Two Hundred Twelve and Ninety-Five Hundredths (212.95') feet with a radius of Forty-Five and Zero Hundredths (45.00) feet to a point, thence;
- Westerly along a curve to the left, a distance of Nineteen and Eighty-Eight Hundredths (19.88') feet with a radius of Twenty-Five and Zero Hundredths (25.00') feet to a point, thence;
- S 68°39'54" W a distance of One Hundred Nineteen and Sixty-Seven Hundredths (119.67') feet to a point, thence;
- Southwesterly along a curve to the left, a distance of Fourteen and Fifty-Eight Hundredths (14.58') feet with a radius of One Hundred Fifty (150.00') feet to a point, thence;
- Southwesterly along a curve to the left, a distance of Fifty-One and Forty-Two Hundredths (51.42') feet with a radius of Twenty-Five and Zero Hundredths (25.00') feet to a point, thence;
- Northwesterly along a non-tangent curve to the right, a distance of One Hundred Fourteen and Sixty-Six Hundredths (114.66') feet with a radius of Two Hundred Two and Zero Hundredths (202.00') feet to the point of beginning.

The roadway described is shown as "Spalding Road on a plan to be recorded entitled, "Road Acceptance Plan of Land in Stoneham and Wakefield, MA," by Hancock Associates, dated December 23, 2015. Said "Spalding Road" contains Fifteen Thousand Seven Hundred and Eighty square feet more or less (15,780+/-S.F.)

Charles F. Houghton
15 Kimball Drive

Article 20. To see if the Town will vote to accept as a Public Way the following way as laid out by the Town Administrator and further described as follows:

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

Beginning at a point, on the northerly sideline of land of Christopher & Kathryn Shaker at the Town Line between Stoneham and Wakefield, thence;

N 70°59'42" W a distance of One Hundred Eleven and Forty-Eight Hundredths (111.48') feet to a point, thence;

Westerly along a curve to the left, a distance of Fifty-Six and Thirty-Nine Hundredths (56.39') feet with a radius of One Hundred Fifty and Zero hundredths (150.00') feet to a point, thence;

S 87°27'50" W a distance of One Hundred Thirty-Three and Fifty-Five Hundredths (133.55") feet to a point, thence;

Northwesterly along a curve to the right, a distance of Three Hundred Thirty and Twenty Hundredths (330.20') feet with a radius of Two Hundred Fifty and Zero Hundredths (250.00') feet to a point, thence;

N 16°51'29" W a distance of One Hundred Seventy and Forty-Six Hundredths (170.46') feet to a point, thence;

Northeasterly along a curve to the right, a distance of Two Hundred Thirty-Three and Twenty-One Hundredths (233.21') feet with a radius of One Hundred Twenty-Four and Zero Hundredths (124.00') feet to a point, thence;

S 89°05'46" E a distance of Eighty-Eight and Two Hundredths (88.02') feet to a point, thence;

Easterly along a curve to the left, a distance of Eighty-Two and Forty-Nine Hundredths (82.49') feet with a radius of Two Hundred and Zero Hundredths (200.00') feet to a point, thence;

N 67°16'22" E a distance of Seventy-Seven and Eighty-Two Hundredths (77.82') feet to a point on the Town Line of Stoneham and Wakefield, thence;

S 21°48'10" E By said Town Line, a distance of Forty-Eight and One Hundredths (48.01 ') feet to a point, thence;

S 67°16'22" W a distance of Seventy-Seven and Five Hundredths (77.05') to a point, thence;

Westerly along a curve to the right, a distance of One Hundred Two and Twenty-Nine Hundredths (102.29') feet with a radius of Two Hundred Forty-Eight and Zero Hundredths (248.00') feet to a point, thence;

N 89°05'46" W a distance of Eighty-Eight and Two Hundredths (88.02') feet to a point, thence;

Southwesterly along a curve to the left, a distance of One Hundred Forty-Two and Ninety-Four Hundredths (142.94') feet with a radius of Seventy-Six and Zero Hundredths (76.00') feet to a point, thence;

- S 16°51'29" E a distance of One Hundred Seventy and Forty-Five Hundredths (170.45') feet to the point, thence;
- Southeasterly along a curve to the left, a distance of Two Hundred Sixty-Six and Eighty Hundredths (266.80') feet with a radius of Two Hundred Two and Zero Hundredths (202.00') feet to a point, thence;
- N 87°27'50" E a distance of One Hundred Thirty-Three and Fifty-Five Hundredths (133.55') feet to a point, thence;
- Easterly along a curve to the right, a distance of Seventy-four and Forty-Four Hundredths (74.44') feet with a radius of One Hundred Ninety-Eight and Zero Hundredths (198.00') feet to a point, thence;
- S 70°59'42" E a distance of Seventy and Two Hundredths (70.02') feet to a point on the Town Line of Stoneham and Wakefield, thence;
- S 21°48' 19"E By said Town Line, a distance of Sixty-Three and Forty-Two Hundredths (63.42') feet to the point of beginning.

The roadway described is shown as "Winship Drive" on a plan to be recorded entitled, 'Road Acceptance Plan of Land in Stoneham and Wakefield, MA,' by Hancock Associates, dated December 23, 2015. Said "Winship Drive" contains Fifty-Seven Thousand Eight Hundred and twenty square feet more or less (57,820+/-S.F.)

Charles F. Houghton
15 Kimball Drive

Article 21. To see if the Town will vote to abandon a fifteen foot (15.00') wide drainage easement described as follows:

A certain drainage easement in the Town of Stoneham, Middlesex County, Commonwealth of Massachusetts bounded and described as follows:

- SOUTHERLY: by Cabot Road, three and seventy-five hundredths feet (3.75') and eleven and fifty-four hundredths feet (11.54');
- EASTERLY: one hundred twelve and ninety-nine hundredths feet (112.99');
- NORTHERLY: by land now or formerly of Cortina, sixteen and twenty-eight hundredths feet (16.28'); and
- WESTERLY: one hundred nine and fifty-one hundredths feet (109.51')

Show as 15' Drain Easement on a plan entitled "Supplementary Plan Showing Existing Drainage Easements on Lot 8A and Lot 9A on Cabot Road Stoneham, Mass." Dated January 27, 1968 drawn by Francis E Burke RLS recorded at Middlesex South District Registry of Deeds as Plan No. 143 of 1968.

Said Drainage Easement being no longer needed for the purpose for which it was intended. The Town Administrator and Board of Selectmen are hereby authorized to take any action necessary to declare said easement abandoned, or do anything in relation thereto.

Charles F. Houghton
15 Kimball Drive

Article 22. To see if the Town will vote either or both of the following:

- (i) To accept the provisions of M.G.c.44, sec. 53F1/2, as amended by Chapter 352 of the Massachusetts Acts (Session Laws) of 2014 establishing a cable television public access enterprise fund effective fiscal year 2017, and further vote regarding such financial funding provisions and other details as may be required to effectuate this vote and task; and/or
- (ii) To accept General Laws Chapter 44, Section 53F3/4 as added by Chapter 352 of the Massachusetts Acts (Session laws) of 2014 in order that the Town may establish in the treasury a separate revenue account to be known as the PEG Access and Cable Related Fund, into which may be deposited cable franchise fees and other cable-related Fund, into which may be deposited cable franchise fees and other cable-related revenues for appropriation for cable-related purposes consistent with cable franchise (license) agreements, including support of PEG (public, educational or governmental) access television services and cable licensing and administration. And further to see if the Town will vote to authorize: (i) the Town Accountant and/or Town Treasurer to transfer any balance of cable-related funds at the end of Fiscal Year 2016 to said PEG Access and Cable Related Fund; and (ii) vote to take such other action(s) as may be required to effectuate this vote and task, including with respect to any funding aspects thereof. Or do anything in relation thereto.

Board of Selectmen

Article 23 . To see if the Town will vote to accept General Laws Chapter 44, Section 53F3/4 in order that the Town may establish in the treasury a separate revenue account to be known as the PEG Access and Cable Related Fund, into which may be deposited cable franchise fees and other cable-related revenues for appropriation for cable-related purposes consistent with cable franchise (license) agreements, including support of PEG (public, educational or governmental) access television services and cable licensing and administration. And further to see if the Town will vote to authorize the Town Accountant and/or Town Treasurer to transfer any balance of cable-related funds at the end of Fiscal Year 2016 to said PEG Access and Cable Related Fund. Or do anything in relation thereto.

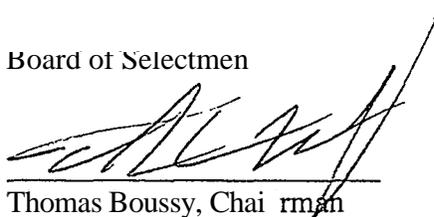
Board of Selectmen

And you are directed to serve this Warrant by posting attested copies in at least ten (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 this Warrant with your doings thereon to the Town Clerk at the time and place aforesaid.

Given unto our hands this 21st day of March in the year of our Lord two thousand sixteen.

Board of Selectmen

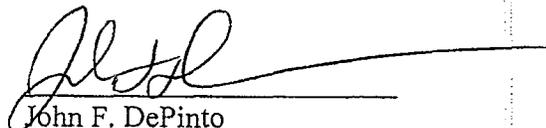


Thomas Boussy, Chairman

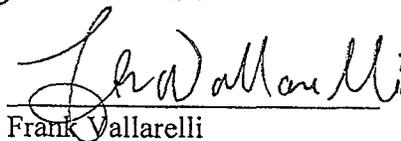


Ann Marie O'Neil, Vice Chairman

Caroline Colarusso



John F. DePinto



Frank Vallarelli

Pursuant to the within warrant I have notified and warned the inhabitants of the Town of Stoneham qualified to vote in elections and Town affairs of the within meeting by posting attested copies of the said Warrant in at least ten (10) public places in the Town on March 21, 2016 and by publishing duly attested copy of said Warrant in the Stoneham Independent on March 23, 2016.

A

A true copy. Attest:
C-6nstable of Stoneham



Warrant Article
For Special Town Meeting Within The Annual Town Meeting
May 2, 2016

To see if the Town will vote to amend the Stoneham Town Code, Chapter 15 Zoning Bylaws, by amending Section 6.7 Signs, as follows, with additions to the current Section 6.7 underlined below and deletions shown as strikeouts:

6.7 SIGNS:

6.7.4 *Definitions:*

* * *

6.7.4.1 Animated sign: Any sign that uses movement or change of lighting to depict action or create a special effect or scene. This includes any on-premise sign that displays, or is capable of displaying, or has the ability to display, an electronic image or video, which could include text, as well as any sign that uses or is capable of using lights or similar form of electronic display such as light emitting diodes (LEDs) to form a sign message or messages with text and or images wherein the sequence of messages or the rate of change is electronically programmed or can be modified by electronic processes. This definition includes without limitation any on-premise sign that displays or utilizes, or is capable of displaying or utilizing, or has the ability to display or utilize television screens, plasma screens, digital screens, LED displays, video, video boards, and holographic displays, as well as still images, scrolling images or moving images, utilizing a series or grid of lights that may be changed through electronic means, including cathode ray, plasma screen, liquid crystal (LCD) display, fiber optic or other electronic media or technology.

* * *

6.7.4.5 Billboard: ~~A sign which does not advertise a business or profession conducted, a service offered or a commodity sold upon the premises where such sign is located.~~ An advertising sign or other commercial sign which directs attention to a business, commodity, service or attraction sold, offered or existing elsewhere than upon the same lot where such sign is displayed. This is also known as an off-premise commercial sign or a non-accessory sign.

* * *

6.7.4.11 Changeable copy sign: A sign that is designed so that characters, letters or illustrations can be changed or rearranged either manually or automatically without altering the [non-letter] face of the sign.

* * *

6.7.4.16 Flashing sign: A sign that contains an intermittent or sequential flashing light source, including a sign which exhibits changes in light or color.

* * *

6.7.4.26 On-premise sign: A sign that pertains to the use of the premises on which it is located and maintained, also known as an accessory sign. This is distinguished from a billboard, i.e., an off-premise commercial sign, also known as a non-accessory sign.

* * *

6.7.5 *Prohibited signs:*

The following types of signs are prohibited:

- (a) Animated, moving, flashing, and revolving signs; beacons, searchlights; pennants, portable signs, and balloons.
- (b) Off-premise signs and billboards, except for non-commercial signs and signs permitted pursuant to Sections 6.7.6 (e) and 6.7.8.
- (c) Roof signs.
- (d) Portable signs on wheeled trailers.
- (e) Signs which are attached in any form, shape or manner to a fire escape.
- (f) Any sign not specifically permitted in this bylaw is prohibited.

(g) A prohibited sign includes an on-premise sign that is operated so as to display an electronic image or video, including text, or that is operated using lights, or any form of electronic display, such as light emitting diodes (LEDs), liquid crystal (LCD) displays, plasma screens, cathode rays or any other electronic media or technology, to form a sign message or messages with text and or images wherein the sequence of messages or the rate of change is electronically programmed or can be modified by electronic processes. This includes an on-premise sign that displays any message through an intermittent or sequential light source, which for purposes of this section means more than once per day.

6.7.5.1 Operation of On-Premise Signs - Prohibition.

An on-premise sign shall not be allowed to be operated so as to display an electronic image or video, including text, or use lights or any similar form of electronic display such as light emitting diodes (LEDs), liquid crystal (LCD) displays, plasma screens, cathode rays or any other electronic media to form a sign message or messages with text and or images wherein the sequence of messages or the rate of change is electronically programmed or can be modified by electronic processes. This prohibition on the operation of an on-premise sign includes without limitation any television screen, plasma screen, digital screen, cathode ray, Light emitting diode (LED) display, liquid crystal display (LCD), video display, scrolling image, moving image, video board, holographic display, as well as any other type of display by way of any other electronic means, media or technology, including the display of any still image. On-premise signs may not be operated so as to display any message through an intermittent or sequential light source; and for purposes of this section, intermittent shall mean more than once per day.

6.7.8 *Off-Premise and billboard sign:*

6.7.8.1 Applications: Off-Premise and billboard signs or non-accessory commercial signs (hereinafter also referred to as “signs” billboards in this Section 6.7.8) shall be permitted in the Commercial I and Commercial III Zoning Districts only by grant of a Special Permit issued by the Planning Board. Special permits may be limited to a term of years specified by the Planning Board. Any person desiring a Special Permit under this section shall submit a Special Permit application to the Planning Board together with a filing fee of \$2,500.00 and ten (10) copies of the application materials as outlined below:

- (a) Site Plan and area maps identifying the following features:
 - (i) Location of any existing buildings, parking spaces and traffic circulation pattern on the subject parcel;
 - (ii) Proximity of nearest residentially used and residentially zoned property utilizing current area photographs and Stoneham Assessors Maps;
 - (iii) Specific location of proposed ~~sign~~ billboard;
 - (iv) Details of proposed buffer/landscaping area around billboards ~~signage~~ including species and caliper of trees and/or shrubbery;
 - (v) Location of an existing ~~sign(s)~~ billboard(s) on the parcel, including any billboards ~~signs~~ on a building; and
 - (vi) Photographs or architectural depiction of proposed billboard ~~sign~~.

- (b) Billboard Sign details shall include the following information:
 - (i) Detailed dimensions and area of any proposed single or multi-faced ~~sign billboard~~;
 - (ii) Detail sheet of any proposed support structure specifying dimensions and construction type. Upon request by the Planning Board or the Building Inspector, the Applicant shall provide a structural analysis of the support structure stamped by a licensed structural engineer; and,
 - (iii) Lighting proposal, including cut sheets of all proposed lighting fixtures to be either attached to the billboard sign, structure or affixed to the ground.
- (c) Additional Requirements:
 - (i) Authorization from the property owner (i.e., lease, etc.) granting permission to install ~~proposed signage~~ the proposed billboard and
 - (ii) Any additional information as may be required by the Planning Board to assist the Board in determining whether the application complies with the intent and requirements of this Section 6.7.8.

- 6.7.8.2 Dimensional Restrictions and Design Guidelines: All billboards signs shall be in compliance with the following requirements:
1. ~~Signs~~ Billboards shall be permitted in the Commercial I and Commercial III Zoning Districts, provided, however, that no ~~sign~~ billboards shall be located further than 100' from any interstate highway layout;
 2. ~~Signs~~ Billboards shall not create a material visual impact to any abutting or adjacent residentially zoned and used property in the Town of Stoneham;
 3. All billboards signs must be permanently affixed to a main support structure. No portable ~~signs~~ billboards shall be permitted.
 4. Billboards Signs shall not have excessive lighting. Electronic ~~signs~~ billboards shall use automatic level controls to reduce light levels at night and under cloudy or other darkened conditions.
 5. Exposed back of ~~signs~~ billboards, poles and other support structures must be painted in a color and finished so as to present an attractive and finished appearance which will blend with the natural surroundings.
 6. The following types of ~~signs~~ billboards are prohibited:
 - (i) Animated, projected, moving or giving the illusion of movement (including any moving parts), scrolling, flashing (other than as addressed pursuant to Section 6.7.8.2 (6) (ii) and (iii) below), revolving, and blinking, and intermittently (see flashing) illuminated ~~signs~~ billboards, beacons (or any light directed at any location other than the ~~sign~~ billboard itself), searchlights, pennants, and inflatable ~~signs~~ billboards, including balloons;
 - (ii) Signs Billboards with physical movements or any kind that change at intervals of more than once every eight (8) seconds;

- (iii) Changeable copy or message ~~signs~~ billboards that change at intervals of more than once every eight (8) seconds. Changes of image shall be instantaneous as seen to the human eye and shall not use fading, rolling, window shading, dissolving or similar effects;
 - (iv) Tri-vision ~~signs~~ billboards;
 - (v) Video billboards ~~signs~~ or billboards ~~signs~~ that otherwise give the illusion of video or moving images;
 - (vi) ~~Signs~~ Billboards with sound;
 - (vii) ~~Signs~~ Billboards with pyrotechnics;
 - (viii) ~~Signs~~ Billboards which by reason of position, wording, illustration, size, shape or color obstruct, impair, obscure, interfere with the view of, or may be confused with any traffic control signal or device or which may otherwise obstruct or interfere with traffic.
7. (a) There shall be no more than one ~~sign~~ billboard in the Commercial I Zoning District;
 (b) There shall be no more than one ~~sign~~ billboard along the interstate highway layout in the Commercial III Zoning District.
 8. A ~~sign~~ billboard may be double sided. An individual ~~sign~~ billboard or ~~sign~~ billboard face shall not exceed six hundred seventy-two (672) square feet in total area on each side and shall not exceed fourteen (14) feet in height by forty-eight (48) feet in width, as calculated pursuant to Section 6.7.3.1 of these Zoning Bylaws;
 9. A ~~sign~~ billboard shall be mounted on a pedestal or other support structure. The top of the ~~sign~~ billboard shall not exceed fifty (50) feet in height from the elevation of the Interstate Highway immediately adjacent thereto. The bottom of the ~~sign~~ billboard shall not exceed seventy (70) feet in height from the normal grade as calculated pursuant to Section 6.7.3.3 of these Zoning Bylaws;
 10. There shall be no ~~sign~~ billboard, including a roof ~~sign~~ billboard, on any building, whether erected or otherwise placed or painted on the building;
 11. No ~~sign~~ billboard shall be on or otherwise attached to a tree, utility pole, fence or rock;
 12. Lighting or other illumination related to the proposed ~~sign~~ billboard shall not project, glare or negatively impact abutting properties and shall not shine onto abutting roadways;
 13. The Applicant shall provide a 10' wide landscaped buffer around the base of the support structure to minimize its visual impact.

6.7.8.3 Criteria for Approval: The Planning Board shall not approve any applications for a Special Permit under Section 6.7.8 unless it finds that all of the following conditions are met and/or are incorporated into any Special Permit decision:

1. The specific site is an appropriate location for the proposed ~~sign~~ billboard and the design and layout complies with the standards and requirements set forth in this Bylaw;
2. The proposed ~~sign~~ billboard will not adversely affect the abutting neighborhood or have the effect of causing a hazard to motorists;
3. The ~~sign~~ billboard is in accordance with Section 7.4.3.1 of the Zoning Bylaws. Any Special Permit decision shall require compliance with Section 6.7.7.2 "Certificate of Insurance";
4. Any Special Permit decision shall require compliance with Section 6.7.7.3 "Location of ~~sign~~ billboard; inclusion of permit number on ~~sign~~ billboard";
5. Any Special Permit decision shall require compliance with Section 6.7.7.5 "Maintenance; inspection";
6. All permits are subject to any necessary approvals, restrictions and conditions required and/or issued by the Commonwealth of Massachusetts and/or the federal Government; and,

The Planning Board, in granting the special permit, shall attach such additional conditions and safeguards as it deems necessary.

6.7.8.4 Sign Maintenance/Removal:

- (a) All ~~signs~~ billboards and supporting structures shall be kept in good repair and free from tear, rust, and other indices of deterioration.
- (b) If a ~~sign~~ billboard permitted under Section 6.7.8 is abandoned, discontinued, blank, or is in disrepair for a period of ninety (90) days, it shall be cause for its removal. (For purposes of this section, a ~~sign~~ billboard is "blank" if:
 - (i) there is no advertising copy paid for by a person other than the ~~sign~~ billboard owner or advertising an interest other than the rental of the ~~sign~~ for said ninety (90) day period;
 - (ii) it advertises a business or service, enterprise or activity that is no longer operating or being offered or conducted; or
 - (iii) the advertising message it displays becomes illegible in whole or substantial part.) The Building Inspector shall notify the owner and/or manager of the ~~sign~~ billboard and property owner in writing, specifying a forty-five (45) day period to remove or repair. If the ~~sign~~ billboard has not been removed or repaired within the time period to the satisfaction of the Building Inspector, the Building Inspector may revoke the ~~sign~~ billboard permit and cause the ~~sign~~

billboard to be removed forthwith. All expenses for the removal shall be borne by the ~~sign~~ billboard owner and/or property owner as determined by the Building Inspector.

If the Building Inspector determines that a ~~sign~~ billboard is an immediate threat to public safety irrespective of any stays granted to the ~~sign~~ billboard and/or property owner, the Building Inspector may cause any ~~sign~~ billboard, abandoned or not, and any portion of its support structure if deemed part of the public threat, to be immediately removed, and/or the threatened public area cordoned off. All expenses for protecting the public, including the removal of said ~~sign~~ billboard or stabilization of the public safety threat, shall be borne by the ~~signowner~~ billboard owner and/or property owner as determined by the Building Inspector. A ~~sign~~ billboard which is not abandoned may be returned to its original position, but only after repairs have been made and the public safety threat abated, to the satisfaction of the Building Inspector.

6.7.8.5 Surety:

The Applicant shall provide a financial surety to the Town which will cover the full cost of the removal of any ~~sign~~ billboard which is found to be abandoned, discontinued, blank or is in disrepair, as determined under Section 6.7.8.4. The Applicant shall deposit with the Town Accountant a surety in an amount which shall be determined by the Planning Board. Upon removal of the ~~sign~~ billboard, any remaining funds shall be returned to the Applicant without interest.

6.7.8.6 Nothing in this Section 6.7.8 shall be applicable to On-Premise Signs, also known as accessory signs.

Or do anything in relation thereto.

Planning Board

Warrant Article
For Special Town Meeting Within the Annual Town Meeting
May 2, 2016

To see if the Town will vote to amend the Stoneham Town Code, Chapter 9, Section 15, as follows, with addition to the current section as underlined below:

Chapter 19, Section 15:

All retail business establishments of any kind, nature or description, including, but not limited to convenience store, supermarkets and department stores, but excluding the restaurants and gasoline selling stations for the retail distribution of petroleum products and the retail and the convenience store products, in town shall be closed between the hours of 12:00 A.M. and 6:00 P.M. each day. (This change would allow a gas station/convenience store to be open 24 hours).

Arthur Sordillo

LAW OFFICES

CICATELLI & CICATELLI

266 MAIN STREET

STONEHAM, MASSACHUSETTS 02180-3502

AREA CODE 781 438-4260
TELECOPIER 781 438-9674

APR 13 P 2:28
April 13, 2016

Stoneham Board of Selectmen
Stoneham Town Hall
35 Central Street
Stoneham, Massachusetts 02180

RE: Redstone Shopping Center
Main Street
Stoneham, MA 02180
My file #87003-SF

Dear Madam Chairman and Members:

As you are aware, this office represents Redstone Shopping Center Limited Partnership, the owner of the above-referenced property.

On or about May 6, 2008, the Board granted Site Plan Approval in connection with the redevelopment of the shopping center. (copy attached). The decision allowed two years for completion of the project. This approval was amended on December 2, 2011 to allow for outdoor seating. (copy of decision attached)

With regard to the original approved Site Plan there are no proposed modifications to said plan with the exception of the outdoor seating previously approved by the Board.

M.G.L. Ch. 240 provides in part "Notwithstanding any general or special law to the contrary, an approval in effect or existence during the tolling period shall be extended for a period of 2 years, in addition to the lawful term of the approval". (copy attached)

Based on the foregoing, the time period within which to complete the project would have expired on May 6, 2010, however, was extended by statute to May 6, 2012, and further extended by the Board to May 6, 2014 and then May 6, 2016 (see attached decisions).

Due to the fact that the redevelopment of the shopping center has not been completed, the purpose of this letter is to respectfully request that the Board grant an additional two year extension for completion to May 6, 2018.

April 13, 2016
Page 2

Kindly place this matter on the agenda for your meeting scheduled for April 26, 2016 at which time I will be present to elaborate on the foregoing and to answer any questions the Board may raise.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Steven L. Cicatelli", written over a horizontal line.

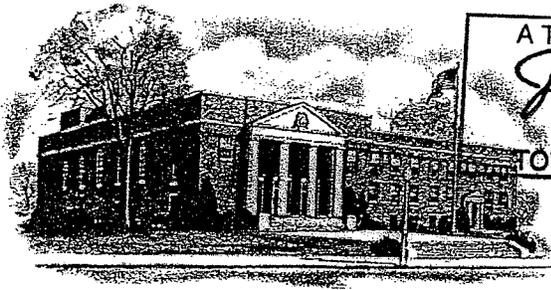
Steven L. Cicatelli

SLC/dml

Enclosures

cc W.S. Development
cc Building Inspector
cc Town Clerk
cc Town Planner

VIA EMAIL



A TRUE COPY-ATTEST
John J. Hawsight
 Town Clerk
 TOWN OF STONEHAM

TOWN OF
STONEHAM
 MASSACHUSETTS

TOWN HALL
 35 CENTRAL STREET
 STONEHAM, MA 02180

Board of Selectmen

John F. DePinto, *Chairman*
 R. Paul Rotondi, *Vice Chairman*
 Frank A. Vallarelli, *Secretary/Selectman*

781/279-2680

Richard S. Gregorio, *Selectman*
 Robert W. Sweeney, *Selectman*
 Muriel Doherty, *Office Manager*

May 6, 2008

Redstone Shopping Center Limited Partnership
 c/o S.R. Weiner and Associates, Inc.
 1330 Boylston Street
 Chestnut Hill, Massachusetts 02467

Re: **Redstone Shopping Center
 Main Street, Stoneham, MA**

2008 MAY - 7 P 3: 16
 STONEHAM
 TOWN CLERK
 REGISTRARS

Dear Sirs:

Please be advised that the Board of Selectmen, at our meeting on April 22, 2008, voted to approve your petition to partially redevelop the shopping plaza, including the non-signalized right-in, right-out access at the southern portion of the site by relocating it approximately 30 feet to the north, and including demolishing the existing vacant Cherry & Webb store, bank, and Ground Round building and constructing a 12,834 ± sf retail store in the northwestern portion of the site and an 11,970 ± sf pharmacy with a drive-thru in the southeastern portion of the property located at Redstone Shopping Center, Main Street, Stoneham, MA on land owned by Redstone Shopping Center Limited Partnership c/o S.R. Weiner and Associates, Inc., 1330 Boylston Street, Chestnut Hill, MA 02467.

Said approval was granted subject to your incorporation on this plan the recommendations of Town departments as stated in the following correspondence:

Project Review Report - Received April 16, 2008

Board of Appeals – Decision dated March 3, 2008

Building Inspector – Letter dated March 12, 2008

Conservation Commission – Letter dated April 3, 2008

Health Agent – Letter dated March 4, 2008

TOWN OF STONEHAM

Project Review

Review Report

Project: Redstone Plaza

Representative(s): Steven Cicatelli

Status: Site Plan Review

Review Meeting Date:

Project Review Team: Robert Bracey, Robert Grover, Joe Rolli, Laurence Rotondi

The information contained herein is subject to review and a final determination by the Board of Selectmen. The purpose of the Project Review is to provide the applicant with an opportunity to understand the regulatory mandates and to further receive input from Town departments relative to the proposed project. At no time are non-regulatory conditions to be considered final and binding until such time that the Board of Selectmen has agreed to same and/or others when applicable.

Department	Issue(s) Raised	Applicant's Response
DPW Engineering	<ul style="list-style-type: none">See comments to Planning Board	Agreed

Police Department	<ul style="list-style-type: none">See comments to Planning Board	Agreed
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RECEIVED
2008 APR 16 A 9:47
TOWN OF STONEHAM
BOARD OF SELECTMEN

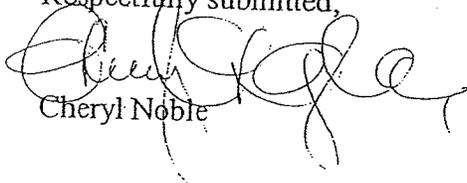
Board of Health	<ul style="list-style-type: none"> • See Attached 	Agreed
------------------------	--	--------

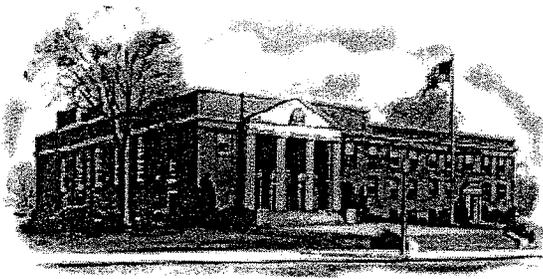
Fire Department	<ul style="list-style-type: none"> • See Attached 	Agreed
------------------------	--	--------

Inspectional Services	Landscaping must be properly maintained.	Agreed
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Please note this document has been provided to the each of the department heads and a copy has been transmitted to the applicant.

Respectfully submitted,


Cheryl Noble



TOWN OF
STONEHAM
MASSACHUSETTS 02180

Handwritten initials/signature

OFFICE OF THE TOWN CLERK
Telephone: (781) 279-2650
FAX: (781) 279-2653
Email: town.clerk@ci.stoneham.ma.us

Maria R. Sagarino
Assistant Town Clerk



2011 00237076
Bk: 58182 Pg: 294 Doc: DECIS
Page: 1 of 6 12/28/2011 02:03 PM

December 27, 2011

RE: Redstone Shopping Center, Main Street, Stoneham, Massachusetts

I, Maria R. Sagarino, Assistant Clerk of the Town of Stoneham, hereby certify that the decision of the **Board of Selectmen** regarding the above property was filed on **December 2, 2011 at 11:50AM** and no appeal has been filed in the twenty (20) days following this decision.

19984-118

Maria R. Sagarino

Maria R. Sagarino
Assistant Town Clerk



TOWN OF
STONEHAM
MASSACHUSETTS

TOWN HALL
35 CENTRAL STREET
STONEHAM, MA 02180

781/279-2680

Board of Selectmen

R. Paul Rotondi, *Chairman*
Frank Vallarelli, *Vice Chairman*
Richard S. Gregorio, *Secretary/Selectman*

John F. DePinto, *Selectman*
Robert W. Sweeney, *Selectman*
Muriel Doherty, *Office Manager*

December 2, 2011

Redstone Shopping Center Limited Partnership
c/o W.S. Development
1330 Boylston Street
Chestnut Hill, Massachusetts 02467

Re: **Redstone Shopping Center
Main Street, Stoneham, MA**

ATRUE COPY-ATTEST
MARIA R. SAGANUN
Assistant Town Clerk
TOWN OF STONEHAM

Dear Sirs:

Please be advised that the Board of Selectmen, at our meeting on November 15, 2011, voted to approve your petition to amend the existing site plan to allow for outdoor seating as more particularly shown on the plan by Appledore Engineering dated October 12, 2011, entitled "Redstone Shopping Center Route 28 Stoneham, Massachusetts", on the property located at Redstone Shopping Center, Main Street, Stoneham, MA on land owned by Redstone Shopping Center Limited Partnership c/o W.S. Development, 1330 Boylston Street, Chestnut Hill, MA 02467.

Said approval was granted subject to your incorporation on this plan the recommendations of Town departments as stated in the following correspondence:

Project Review Report - Received November 8, 2011

Health Agent - Letter dated September 26, 2011

Public Works Department - Letter dated August 11, 2011

Police Chief - Letter dated October 24, 2011

Police Chief - Letter dated August 12, 2011

Fire Chief - Letter dated October 24, 2011

2011 DEC - 2 A 11:50

RECEIVED
TOWN CLERK
STONEHAM
MASSACHUSETTS

Planning Board - Amendment to existing Special Permit – Approved
October 12, 2011

This site plan approval is subject to the requirement that an existing or new Common Victualler License and, if applicable, an existing or new Liquor License would have to reflect outdoor seating. Two years is allowed for completion. The Board of Selectmen reserves the right to amend and modify the plan at any time.

Very truly yours,

Board of Selectmen

R. Paul Rotondi MD

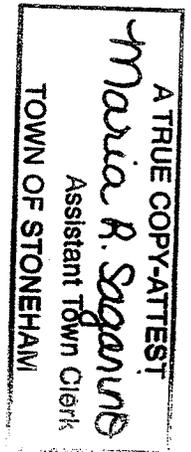
Chairman

md

cc: Steven L. Cicatelli, Esq.
Town Administrator
Inspectional Services
Fire Department
Board of Health
Planning Board
Police Department
School Committee
Department of Public Works

Voting to approve:

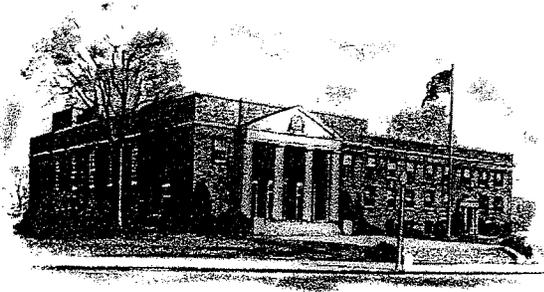
R. Paul Rotondi, Chairman
John F. DePinto
Richard S. Gregorio
Robert W. Sweeney
Frank Vallarelli



✓ Filed with Town Clerk: December 2, 2011

2011 DEC - 2 A 11: 50

STONEHAM
TOWN CLERK
REGISTRARS



TOWN OF
STONEHAM
MASSACHUSETTS

TOWN HALL
35 CENTRAL STREET
STONEHAM, MA 02180

781/279-2680

Board of Selectmen

Frank Vallarelli, *Chairman*
Robert W. Sweeney, *Vice Chairman*
Thomas Boussy, *Secretary/Selectman*

John F. DePinto, *Selectman*
Richard S. Gregorio, *Selectman*
Muriel Doherty, *Office Manager*

May 22, 2012

Redstone Shopping Center Limited Partnership
c/o W.S. Development
1330 Boylston Street
Chestnut Hill, MA 02467

Re: **Redstone Shopping Center
Main Street, Stoneham, MA**

Dear Sirs:

Please be advised that the Board of Selectmen, at our meeting on May 1, 2012, voted to extend the Redstone Shopping Center site plan approval to May 6, 2014.

The Board of Selectmen reserves the right to amend and modify the plan at any time.

Very truly yours,

Board of Selectmen

Chairman

md

cc: Town Administrator
Inspectional Services
Fire Department
Board of Health
Planning Board
Police Department
School Committee
Department of Public Works
✓ Steven L. Cicatelli, Esq.

Voting to approve:

Frank Vallarelli, Chairman
Thomas Boussy
John F. DePinto
Richard S. Gregorio
Robert W. Sweeney

Filed with Town Clerk: May 23, 2012



TOWN OF
STONEHAM
MASSACHUSETTS 02180

OFFICE OF THE TOWN CLERK

Telephone: (781) 279-2650

FAX: (781) 279-2653

Email: town.clerk@ci.stoneham.ma.us

Maria Sagarino
Town Clerk

April 9, 2014

RE: Redstone Shopping Center, Main Street, Stoneham, Massachusetts

I, Maria Sagarino, Town Clerk of Stoneham, Massachusetts hereby certify that the decision of the **Board of Selectmen** regarding the above property was filed on **March 19, 2014 at 10:45 AM** and no appeal has been filed in the twenty (20) days following this decision.

Maria Sagarino

Maria Sagarino
Town Clerk

MDSX, SO. DIST, DEEDS
DOCUMENT: _____
DATE: _____
TIME: _____



TOWN OF
STONEHAM

MASSACHUSETTS 02180

www.stoneham-ma.gov

OFFICE OF BOARD OF SELECTMEN

Telephone: 781-279-2680

FAX: 781-279-2681

Email: esinclair@ci.stoneham.ma.us

Robert W. Sweeney, *Chairman*
Thomas Boussy, *Vice Chairman*
John F. DePinto, *Selectman*

Ann Marie O'Neill, *Selectwoman*
Frank Vallarelli, *Selectman*
Erin Sinclair, *Office Manager*

March 19, 2014

Law Offices of Cicatelli & Cicatelli
c/o Redstone Shopping Center Limited Partnership
266 Main Street
Stoneham, MA 02180

Re: **Redstone Shopping Center**
Main Street, Stoneham, MA

Dear Sirs:

Please be advised that the Board of Selectmen, at our meeting on March 18, 2014, voted to extend the Redstone Shopping Center site plan approval to May 6, 2016.

The Board of Selectmen reserves the right to amend and modify the plan at any time.

Very truly yours,

Board of Selectmen

Thomas Boussy
Chairman

cc: Inspectional Services
Board of Health
Fire Department
Planning Board
Police Department
School Committee
Department of Public Works
Steven L. Cicatelli, Esq.

Voting to approve:
Thomas Boussy, Vice Chairman
John F. DePinto
Ann Marie O'Neill
Frank Vallarelli

Filed with Town Clerk: March 19, 2014

WDA, 80 DIST. DEEDS
DOCUMENT: _____
DATE: _____
TIME: _____

Whereas, the citizens of Stoneham, Massachusetts value their health and mental health and that of their families; therefore, they are proud to support observances such as Children's Mental Health Week; and

Whereas, one in five children has a diagnosable mental health disorder and one-half of all lifetime instances of mental illness begin before age 14; and even some children and youth with the most intense needs and some who are insured may not receive services; and

Whereas, children and youth with mental health needs in elementary, middle and high school are more likely to be bullied, absent, suspended, expelled or fail to graduate; and

Whereas, learning to recognize the early warning signs of mental health needs and where to obtain the necessary support, assistance and treatment gives children and youth better opportunities to lead full and productive lives; and

Whereas, the participation and partnership of family members in the assessment and treatment of children and youth is essential to positive outcomes; and

Whereas, our nation's future depends on the health and well-being of its families and their children; and

Whereas, Children's Mental Health Week was developed by families of children with emotional, behavioral and mental health needs, to focus on the needs of their children and families; in celebrating this year's theme: "Mental Health is Fundamental" it is fitting to increase public awareness among all [name of city/town] citizens of this important issue;

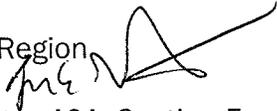
Now, Therefore, the Board of Selectmen of Stoneham, Massachusetts do hereby proclaim May 1-7, 2016 as

CHILDREN'S MENTAL HEALTH AWARENESS WEEK



TOWN OF STONEHAM
BOARD OF SELECTMEN
SMART GROWTH AND REGIONAL COLLABORATION
2016 APR 24 A 11: 27

MEMORANDUM

To: Cities and Towns in the MAPC Region
From: Thomas E. Hauenstein, MAPC 
RE: Notices pursuant to MGL Chapter 40A, Section 5
Date: April 14, 2016

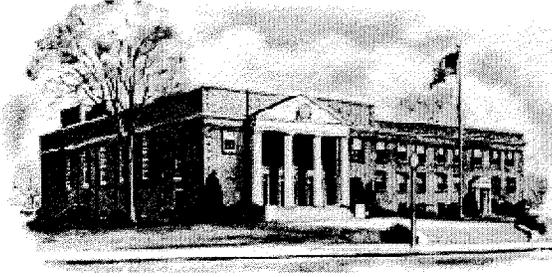
Pursuant to MGL Chapter 40A, Section 5, municipalities are required to notify each neighboring community and their Regional Planning Agency of public hearings related to proposed zoning changes (see the Chapter and Section for complete details).

Many cities and towns are sending notices to staff members who no longer work at the Agency, or to other addresses. The correct address for copies of all legal notices is:

Municipal Legal Notices
MAPC
60 Temple Place
Boston, MA 02111

Thank you and let me know if you have any questions.

Thomas E. Hauenstein
Operations Manager
Metropolitan Area Planning Council
60 Temple Place, 6th floor
Boston, MA 02111
PHONE (617) 933-0772
FAX (617) 482-7185
THauenstein@mapc.org
www.mapc.org



STONEHAM
Board of Health - Health Department
35 CENTRAL STREET
STONEHAM, MA 02180
2016 APR 24 A 11:27

Tel No. 781-279-2621
Fax No. 781-507-2615

John J. Scullin, Chairman
Prof. Terry Dean, Vice-Chairwoman
Dr. Christine Carino, Secretary

April 20, 2016

Board of Selectmen
35 Central Street
Stoneham, MA 02180

Dear Members,

At the Board of Health meeting held on Tuesday, April 19, 2016, re-organization of the Board took place. John J. Scullin was motioned in and accepted as Chairman, Prof. Terry Dean was motioned in and accepted as Co-Chairwoman and Dr. Christine Carino was also motioned in and accepted as Secretary. These motions were made with all in favor.

Karyn Incatasciato
Office Assistant
Board of Health

Cc:

Town Clerk
Finance and Advisory Board

Kraft Heinz

1 Hill St.
Woburn, MA 01801



April 5, 2016
David Ragucci
Town Administrator
35 Central St.
Stoneham, MA. 02180

Dear Mr. Ragucci,

As communicated in our letter of May 27, 2015, the Kraft Heinz – Atlantic Gelatin facility has ceased production operations. As a result, buildings will no longer be occupied after 4/30/16 and we do not anticipate any water demand at the facility after that date.

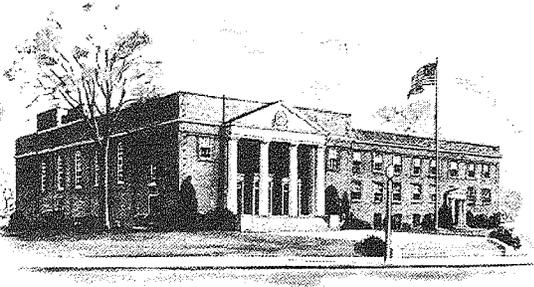
We will however remain connected to the MWRA system via the 12” line from Stoneham as the water source for the active hydrants on the site as part of our fire protection system.

If you have any additional questions please feel free to contact Mike Comer at 781-938-2316.

Sincerely,

A handwritten signature in cursive script that reads "Jane E. Hoyt".

Jane Hoyt
Plant Manager



TOWN OF
S T O N E H A M
MASSACHUSETTS 02180

Public Works Department
16 Pine Street

781-438-0760
Fax 781-438-8183



TO: David Ragucci, Town Administrator
FROM: Robert E. Grover, Director of Public Works
DATE: April 8, 2016
SUBJECT: Senior Citizen Discount

Please be advised that 57 residents will receive the \$50.00 discount on the May 2016 water/sewer bills; and \$15.00 discount on the trash bills.

The sewer portion of the discount totals \$1,987.50; the water portion of the discount totals \$712.50; the trash portion of the discount totals (per quarter) \$855.00.

REG/d



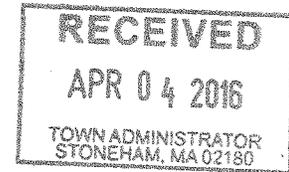


Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, MassDOT Secretary & CEO

massDOT
Massachusetts Department of Transportation

March 30, 2016

Town Administrator David Ragucci
Town of Stoneham
35 Central Street
Stoneham, MA 02180



Dear Town Administrator Ragucci:

We are pleased to inform you that the Chapter 90 local transportation aid funding for Fiscal Year 2017 will total \$200 million statewide.

This letter certifies that, pending final passage of the bond authorization, the Fiscal Year 2017 Chapter 90 apportionment for Town of Stoneham is **\$485,513**. This apportionment will automatically be incorporated into your existing 10-Year Chapter 90 contract, which will be available on the MassDOT website <http://www.massdot.state.ma.us/chapter90>.

We recognize that the Chapter 90 program is an integral part of maintaining and enhancing your community's infrastructure and is an essential component of our joint partnership. We look forward to working with you in the coming years to continue the success of this program.

Please feel free to contact MassDOT Capital Budget Director Matthew Bamonte at (857) 368-9151 with any questions you may have regarding the Chapter 90 program.

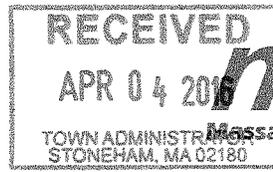
Sincerely,

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, MassDOT Secretary & CEO



massDOT
Massachusetts Department of Transportation

HAVE YOU HEARD ABOUT THE NEW COMPLETE STREETS PROGRAM?

As many of you are aware, the Baker-Polito Administration announced a Complete Streets Program that is meant to encourage the use of “Complete Street” practices throughout the Commonwealth. Expanding the use of Complete Streets in both our state and local work will increase the safe and accessible options for all travelers. The program was first established in Chapter 79 of the Acts of 2014; however, due to concerns about some aspects of the statutory language, MassDOT released a modified program on February 2nd of 2015 after extensive municipal outreach. As such, alternative funding (non-bond bill) has been provided for initial Complete Streets efforts.

The program is comprised of a three-step process:

Step 1 – Municipality must attend the mandatory Complete Streets training and create a local Complete Streets Policy which recognizes individual community needs.

Step 2 – Municipality is eligible to apply for technical assistance (up to \$50,000) for the development of a prioritization plan once their policy has passed (Scored 80 or above), or submitted a letter of intent to pass a policy has been submitted (letter valid for only one year from date of issuance). The prioritization plan, once submitted, will only be reviewed for completeness.

Step 3 – Once the prioritization plan has been approved, a municipality may then apply for project funding. A municipality may select any number of projects from their prioritization plan totaling not more than \$400,000.

Realizing the importance of Complete Streets, we have tied this program to the Community Compact Cabinet as a way to recognize the importance of Complete Streets and the equally important partnerships between the Baker-Polito Administration and our cities and towns. Community Compact members advancing Complete Streets will have additional program points reflected in their Complete Streets Policy score. We are already seeing the potential for this program from the Complete Streets trainings that we have offered to the Commonwealth’s cities and towns, as 266 cities and towns have attended these classes. Our goal is to reach all 351 cities and towns in the Commonwealth. Additionally, 69 municipalities have already registered on the On-line Complete Streets portal which is being used to manage and track the program. Only \$12.5M of alternative funding is available for the Complete Streets program, so early action is encouraged.

This partnership between this Administration and cities and towns can empower and encourage us to consider other safe and accessible mode options for people of all ages and abilities. We encourage you to attend the training, participate in this program, and to further your use of Complete Streets into all the great work you continue to do.

For more information about this program, visit: www.masscompletestreets.com.



Massachusetts State Lottery Commission

DEBORAH B. GOLDBERG
Treasurer and Receiver General

TOWN OF STONEHAM
BOARD OF SELECTMEN
MICHAEL R. SWEENEY
Executive Director

2016 APR 24 A 11: 27

April 15, 2016

Stoneham Board of Selectmen
35 Central Street, 2nd Fl.
Stoneham, MA 02180

Dear Sir/Madam:

In accordance with Massachusetts General Laws, chapter 10, section 27A, (as amended on 5/20/96), you are hereby notified that an application for a Keno license has been received by the Massachusetts State Lottery Commission, (MSLC) from:

Stoneham Elks, Lodge #2211
471 Main Street
Stoneham, MA 02180

If the city/town objects to the issuance of the Keno license, it must claim its right to a Hearing before the MSLC within twenty-one (21) days of receipt of this notice.

In accordance with section 27A(b), the objection of the city/town must be "as a result of an official action" taken by said city or town regarding the Keno applicant. In order to be fair and apply the same criteria to all cities, towns, and applicants, the MSLC defines an "official action" to be one in which the applicant appeared, or was given the opportunity to appear, before the licensing authority to discuss the issue at the local level in an open hearing or meeting prior to the Hearing at the MSLC.

Please address your written objection to Christian Gonsalves, General Counsel, Legal Department, Massachusetts State Lottery Commission, 60 Columbian Street, Braintree, MA 02184.

Very truly yours,

Arthur Buckley
Manager, New Agent Licensing

Certified Mail-Return
Receipt Requested: 7011 2000 0001 7141 7606



Supporting the 351 Cities and Towns of Massachusetts

Monica F. Azare
Vice President & Deputy General Counsel



TOWN OF STONEHAM
BOARD OF SELECTMEN
140 West Street, 6th Floor
New York, NY 10007
212.519.4715
monica.f.azare@verizon.com
2016 APR 24 AM 11:27

BY FEDERAL EXPRESS

April 21, 2016

Board of Selectmen
Town of Stoneham
35 Central Street
Stoneham, MA 02180

*Re: Cable Television Final License Granted to Verizon New England Inc. –
Notice of Force Majeure Events*

Dear Board of Selectmen:

The International Brotherhood of Electrical Workers and the Communications Workers of America, unions representing Verizon wireline employees in the Northeast and Mid-Atlantic went on strike on April 13, 2016. This letter will serve as notice that the strike and related labor events are Force Majeure events under our license agreement.

Sincerely,

Monica F. Azare
Vice President & Deputy General Counsel

cc: Stoneham Town Counsel



Monica F. Azare
Vice President & Deputy General Counsel

TOWN OF STONEHAM
BOARD OF SELECTMEN
140 West Street, 6th Floor
New York, NY 10007
212.519.4715
monica.f.azare@verizon.com
2016 APR 24 A 11: 27

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April 21, 2016

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Town of Stoneham
35 Central Street
Stoneham, MA 02180

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