

**Stoneham Select Board  
Hearing Room  
Town Hall  
35 Central Street  
Tuesday, January 24, 2023  
7:00 P.M.**

**Stoneham Select Board**

**Stoneham Select Board - Tues., Jan. 24, 2023  
Login starts at 6:45 PM**

**Please join my meeting from your computer, tablet or smartphone.  
<https://meet.goto.com/640977541>**

**You can also dial in using your phone.  
Access Code: 640-977-541  
United States: +1 (224) 501-3412**

Please announce yourself and then click mute until you are called on to speak.

You may also participate in this meeting by emailing your comments to the Select Board at [publiccomment@stoneham-ma.gov](mailto:publiccomment@stoneham-ma.gov). Your comments will be read by the Board's Office Manager during Agenda Item 3. Your name and address must be included with your comment.

ITEM	TIME	DESCRIPTION	DISPOSITION
<b>Open Session</b>			
1		Open Meeting (roll call vote required)	
2		Pledge of Allegiance	
<b>Citizens' Comments</b>			
3		Citizens' Comment	
<b>Regular Business</b>			
4		Borrowing for Capital Projects approved by 5/22	

Town Meeting (roll call vote required)

5 Election Equipment: Discontinue Use of Current  
Election Equipment/Allow Use of New  
Equipment (roll call votes required)

6 Approve Minutes: 1/10/23; 1/11/23

7 Annual Town Meeting – Set Date for  
Meeting/Opening and Closing of Warrant  
(roll call vote required)

8 Stoneham/Melrose/Wakefield Health Agent -  
Update

9 Bylaw Review Committee – Update

10 High School Building Project Update

**Miscellaneous**

11 Non-Deliberative Announcements and Scheduling

12 Adjourn Select Board (roll call vote required)

## VOTE OF THE SELECT BOARD

I, the Clerk of the Select Board of the Town of Stoneham, Massachusetts, certify that at a meeting of the board held January 24, 2023, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: to approve the sale of \$1,045,700 4.00 percent General Obligation Bond Anticipation Notes (the "Notes") of the Town dated February 1, 2023, and payable February 1, 2024, to Fidelity Capital Markets, a division of National Financial Services LLC, at par and accrued interest, if any, plus a premium of \$8,553.83.

Further Voted: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated January 11, 2023, and a final Official Statement dated January 18, 2023, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Town Treasurer and the Select Board be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.

Further Voted: that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes and to comply with relevant securities laws.

Further Voted: that any certificates or documents relating to the Notes (collectively, the "Documents"), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a ".pdf" file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

Further Voted: that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Notes were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended.

Dated: January 24, 2023

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Clerk of the Select Board

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**Stoneham Select Board  
Open Meeting - Minutes  
Tuesday, January 10, 2023  
7:00 p.m.**

**Open Session**

**Members Present:** George Seibold, David Pignone (remote), Raymie Parker, Heidi Bilbo

**Also Present:** Town Administrator Dennis Sheehan

**Agenda Item 1: Call to Order:** Seibold called the meeting to order with a roll call vote at 7:00 p.m.

**Agenda Item 2: Pledge of Allegiance**

**Agenda Item 3: Citizens' Comment** No comments were offered.

**Agenda Item 4: Approve Minutes: 1/4/23** Bilbo moved to approve the minutes on 1/4/23. Parker seconded the motion. A roll call vote was taken.

Voting in favor:

George Seibold  
David Pignone  
Raymie Parker  
Heidi Bilbo

Motion Passes (4-0)

**Agenda Item 5: Nutnapat Aroy Thai – 499 Main Street – Common**

**Victualler/Entertainment Licenses** Nanut Jitbunchong appeared on behalf of Nutnapat Aroy Thai Restaurant. Bilbo requested the opening date of the restaurant, Jitbunchong indicated that she would be opening at the end of February. Bilbo moved to approve the CV and entertainment licenses for Nutnapat Aroy Thai Restaurant. Parker seconded the motion. A roll call vote was taken.

Voting in favor:

George Seibold  
David Pignone  
Raymie Parker  
Heidi Bilbo

Motion Passes (4-0)

**Agenda Item 6: Evviva Trattoria – 65 Main Street – Common Victualler/Entertainment Licenses** Parker moved to approve the CV and entertainment license for Evviva Trattoria. Bilbo seconded the motion. A roll call vote was taken.

Voting in favor:

George Seibold  
David Pignone  
Raymie Parker  
Heidi Bilbo

Motion Passes (4-0)

**Agenda Item 7: Stoneham Municipal Affordable Housing Trust – Stagger Terms** Parker stated that when the Board appointed the members of the Municipal Affordable Housing Trust the two year terms were no staggered. She stated that she discussed the issue with the other members and suggests the following: Greta Garniss – 2 years; Ayman Doughman – 2 years; Paulette Gerry – 2 years; Jonathan Lane – 2 years; Raymie Parker – 1 year; Elizabeth Cleveland – 1 year; and Mary Shannon Thomas -1 year. Bilbo moved to approve the staggered terms for the Stoneham Municipal Affordable Housing Trust as outlined by Parker. Pignone seconded the motion. A roll call vote was taken.

Voting in favor:

George Seibold  
David Pignone  
Heidi Bilbo

Motion Passes (4-0 -1) with Parker abstaining

**Agenda Item 8: Historical Commission – Massachusetts Historical Commission Grant of Submission Update** Dolly Wilson, co-chair of the Historical Commission, detailed a grant proposal that the Commission is submitting to the state for \$17,500 in matching funds to complete an inventory of historical assets and it needs to be signed by the highest elected official, Seibold. Seibold signed the grand documents. Wilson requested a letter of support. Parker moved to authorize the Select Board Chair to sign a letter of support on behalf of the Board. Bilbo seconded the motion. A roll call vote was taken.

Voting in favor:

George Seibold  
David Pignone  
Raymie Parker  
Heidi Bilbo

Motion Passes (4-0)

**Agenda Item 9: Select Board Office Manager Letter of Agreement – Ratification** Parker moved to approve Dava Kilbride’s letter of agreement, Bilbo seconded the motion. A roll call vote was taken.

Voting in favor:

George Seibold  
David Pignone  
Raymie Parker  
Heidi Bilbo

Motion Passes (4-0)

**Agenda Item 10: High School Building Project Update** Sheehan stated that there is a special town meeting with a single warrant article to authorize the Treasurer to borrow additional funds for the building project. He encouraged residents to visit the Town’s website and the Building Committee’s website for complete information and to watch the Committee’s presentations. Wilson asked if it is a straight up or down vote or if items can be separated out of the project. Sheehan answered that it is a straight up and down vote since funds are used at the School Committee’s discretion.

**Agenda Item 11: Non-Deliberative Announcements** Parker stated that this year the Town is not holding an MLK event. She encouraged residents to go to other towns and partake in their events, to watch Stoneham TV’s coverage of other MLK events, or to go see The Embrace on 1/13/23.

**Agenda Item 13: Executive Session** Bilbo moved to enter into executive session not to return to the Select Board to discuss strategy with respect to all pending litigation where an open meeting may have a detrimental effect on the bargaining or litigating position of the Town and the chair so declares pursuant to M.G.L. c. 30A, sec. 21(a)(3) to wit: Weiss Farm (Stoneham Board of Appeals v. Housing Appeals Committee, et al) (Weiss Farm, Inc. v. Stoneham Conservation Commission) Parker seconded the motion. A roll call vote was taken.

Voting in favor:

George Seibold  
David Pignone  
Raymie Parker  
Heidi Bilbo

Motion Passes (4-0)

Respectfully submitted,

Dava Feltch Kilbride, Office Manager

**Stoneham Select Board  
Meeting Minutes  
Wednesday, January 11, 2023  
6:30 p.m.**

**Open Session**

**Members Present:** George Seibold, David Pignone, Raymie Parker, Heidi Bilbo, Shelly MacNeill

**Also Present:** Town Administrator Dennis Sheehan, Town Counsel Robert Galvin

**Call to Order:** Seibold called the meeting to order at 6:30 p.m. in the second floor conference room.

**Agenda Item 1: Pledge of Allegiance**

**Agenda Item 2: Town Meeting Preparation** Seibold recognized MacNeill's last Town Meeting by presenting her with flowers. The Board prepared for Town Meeting and discussed its presentation.

**Agendas Item 3: Adjourn** Parker moved to adjourn. Pignone seconded the motion. Voted unanimously (5-0). The Board did not enter into executive session for agenda item 4.

Respectfully submitted,

Dava Kilbride, Office Manager



# Annual Town Meeting Calendar

Opening of the Town Meeting Warrant	February 6, 2023
All boards, officers & committees of the town must submit information to Town Administrator necessary for the preparation of the budget at least 90 days prior to the Annual Town Meeting	January 31, 2023
Town Administrator gives budget to Select Board for review and comment at least 75 days prior to TM <b>(Select Board-Admin Act sec. 15)</b>	February 15, 2023
All Departments, Boards & Committees shall give Capital Committee information concerning anticipated projects during ensuing 5 years by February 28th <b>(Bylaw sec 2-37.3(c))</b>	February 28, 2023
Closing of TM Warrant must be 1st Monday in March <b>(Bylaw sec 2-7)</b>	March 6, 2023
Select Board presents a budget to the Finance & Advisory Board for review at least 55 days prior to TM <b>(Select Board-Admin Act sec. 16)</b>	March 7, 2023
Financial articles forwarded by the Select Board to the Finance & Advisory Board within 2 days of warrant closing <b>(Bylaw sec 2-6)</b>	March 8, 2023
Zoning articles must be forwarded by Select Board to the Planning Board <b>(MGL/Attorney General zoning procedure)</b>	Within 14 days of receipt of article by Select Board
Posting of Warrant in 10 public places and the Stoneham Independent <b>(Bylaw sec 2-5 and MGL Ch 39 Sec 10)</b>	On or before March 28, 2023 <b>(Independent by 3/22/23)</b>
<b>Annual Town Election</b> Held on the 1st Tuesday in April. It is Article 1 on the Town Meeting warrant <b>(Bylaw sec 2-2)</b>	April 4, 2023
Finance & Advisory Board makes recommendations on all articles under their jurisdiction and recommendations must be published at least 10 days before the Annual Town Meeting <b>(Bylaw sec 2-20)</b>	April 21, 2023
The Capital Improvement Advisory Committee's report & the Select Board's recommended Capital Budget shall be published in a manner consistent with the distribution of the Finance & Advisory Board Town Meeting recommendations <b>(Bylaw 2-37.3(e))</b>	April 21, 2023
The Capital Improvement Advisory Committee shall prepare an annual report recommending a capital Improvement budget for next fiscal year and a Capital Improvement Program including recommended capital improvements for the following 5 fiscal years. <b>(Bylaw sec 2-37.3 (d))</b>	Must be submitted to Select Board prior to Town Meeting
Finance & Advisory Board must publish a report with recommendations on the budget by the last Monday in April <b>(Bylaw sec 2-19)</b>	April 24, 2023
Motions for Town Meeting must be submitted to the Town Clerk within 3 business days of Town Meeting <b>(Bylaw sec 2-11.1)</b>	No later than April 26, 2023
<b>Annual Town Meeting</b> -Held on the 1st Monday in May <b>(Bylaw sec 2-3)</b>	May 1, 2023

**Policy Regarding  
Submission of Warrant Articles  
By Town Officials, Boards/Commissions and Department Heads  
To The Select Board  
For Insertion In A Town Meeting Warrant\*  
(Without the Requirement For Signatures as Otherwise Would Be Required  
By Massachusetts General Law)  
(Pursuant to Board of Selectmen Vote of January 14, 2020)**

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

**Annual Town Meeting**

<u>Submitted By</u>	<u>Financial \$10K and over</u>	<u>Non-Financial/Under \$10K</u>
Town Administrator Department Heads Non-Elected Officials Non-Elected Boards/Commissions	Four weeks before Warrant closing.	Four weeks before Warrant closing.
Elected Boards and Officials	Four weeks before Warrant closing.	Four weeks before Warrant closing.

**October Special Town Meeting**

<u>Submitted By</u>	<u>Financial \$10K and over</u>	<u>Non-Financial/Under \$10K</u>
Town Administrator Department Heads Non-Elected Officials Non-Elected Boards/Commissions	Four weeks before Warrant closing.	Four weeks before Warrant closing.
Elected Boards and Officials	Four weeks before Warrant closing.	Four weeks before Warrant closing.

**All Other Special Town Meeting**  
**Requirements Apply only if Warrant Opened for a Minimum of 3 Weeks**

<u>Submitted By</u>	<u>Financial \$10K and over</u>	<u>Non-Financial/Under \$10K</u>
Town Administrator Department Heads Non-Elected Officials Non-Elected Boards/Commissions	14 days before Warrant closing.	14 days before Warrant closing.
Elected Boards and Officials	10 days before Warrant closing.	10 days before Warrant closing.

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

## STONEHAM ZONING BYLAW REVIEW COMMITTEE

Third Reading - edits

### OVERALL CHARGE

The Zoning Bylaw Review Committee (ZRBC) shall be responsible for reviewing the Stoneham Zoning Bylaw ("Bylaw") and recommending a plan to improve, if necessary, the following elements of the Bylaw:

1. Clarity
2. Internal Consistency
3. Organization (structure and format)
4. Consistency with statutory changes and case law since the Bylaw was last formally amended
5. Other matters that the ZRBC deems relevant and appropriate to carry out its charge.

The ZRBC shall also be asked to assist the Select Board with evaluating proposals to recodify the Bylaw.

### SPECIFIC DUTIES

In its work, the ZRBC shall seek input from the past and present members of town land use officials and boards, including the Building Inspector, Town Planner, Select Board, Planning Board, Zoning Board, Conservation Commission, Stormwater Board, and Board of Health, local developers and professionals that represent them, and the public. The ZRBC may conduct public meetings in order to obtain comments from the general public. It may also gather information from other communities and from academic or professional organizations specializing in land use and zoning. In addition, the ZRBC shall consider the recently enacted Housing Choice Law and the regulations and report on the impact of this law on potential amendments to the Bylaw.

Members shall consist of:

- 1-Select Board Member
- 1-Planning Board Member
- 1-Zoning Board of Appeals Member
- 1-Town Clerk or designee
- 1-Town Planner
- 1-Building Inspector
- 3-5-Resident volunteers with a background and interest in: zoning, municipal law, community planning, by-law review

## REPORTING RESPONSIBILITIES

The ZRBC shall keep the Town Administrator and Select Board apprised of its work and provide quarterly updates (February, May, September, and December) and specific recommendations to the Select Board by December, 2023-February/March 2024.

The ZRBC will post their meetings in accordance with the Open Meeting Law (G.L. c. 30A, §§ 18-25) and will submit timely minutes to the Town Clerk.

## MEMBERSHIP

The ZRBC shall be a 9 or 11 member committee appointed by and accountable to the Select Board. The members and volunteers will need to commit to 18-24 months.

## STAFF SUPPORT

The Town Administrator or his designee shall provide staff assistance to the ZRBC and Town Counsel shall be available to consult with the ZRBC as needed.