

**Stoneham Select Board
Meeting Minutes
Tuesday, April 26, 2022
7:00 p.m.**

Open Session

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

Also Present: Town Administrator Dennis Sheehan

Call to Order: Seibold called the meeting to order at 7:00 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: Open Meeting

Agenda Item 2: Pledge of Allegiance

Agenda Item 3: Arbor Day Proclamation Parker read the Arbor Day Proclamation.

Agenda Item 4: Citizens' Comment Ellen McBride, 30 Butler Avenue, stated that an Arbor Day proclamation was just read and asked the Board members what we are doing as a Town to support tree.

Agenda Item 5: Grant of Location – Governor Road and Main Street – National Grid
Pignone read the notice for the grant of location for the installation of a vault regulator at Governor Road and Main Street. Prabesh Chalise appeared virtually for National Grid and stated that the regulator at the sight is at the end of its existing life and that National Grid is proposing to install a new regulator station. He stated that it is an upgrade in pressure and safety. Parker asked where the bollards will be located. Chalise stated that the bollards will be paced to protect the vault and that there will be two bollards on this project. Parker asked about the timing of the project. Chalise stated that the project will begin in mid-July and take 6-8 weeks for installation. Parker moved to approve the Grant of location. MacNeill seconded the motion. A roll call vote was taken.

Voting in favor:

George Seibold
David Pignone
Raymie Parker
Shelly MacNeill

Motion Passes (4-0)

Pignone moved to enter into the liquor license authority to return to the Select Board. MacNeill seconded the motion. A roll call vote was taken.

Voting in favor:

George Seibold
David Pignone
Raymie Parker
Shelly MacNeill

Motion Passes (4-0)

Agenda Item 6: Zoo New England – Special One Day License Cynthia Mead appeared for Zoo New England and stated that both the 5/21/22 and 9/10/22 were the annual Ales and Tales events and that the Zoo is only opened to 21+ and that all IDs would be checked at the door. Mead stated that she has contacted the state police for a detail. Parker moved to approve the one day licenses. Pignone seconded the motion. A roll call vote was taken.

Voting in favor:

George Seibold
David Pignone
Raymie Parker
Shelly MacNeill

Motion Passes (4-0)

Parker moved to exit the liquor licensing authority and return to the Select Board. Pignone seconded that motion. A roll call vote was taken.

Voting in favor:

George Seibold
David Pignone
Raymie Parker
Shelly MacNeill

Motion Passes (4-0)

Agenda Item 7: Town Meeting Update Town Moderator Jeanne Craigie stated that she was entering her 6th year as Moderator as we head into town meeting. Craigie stated that COVID tests are available to residents who wish to be tested before town meeting. She stated that there is no mask mandate, but that masks may be worn and will be available at the meeting. Craigie stated that there are 23 articles and that she has asked the School Building Committee for a report. The Conservation Commission has asked to give the Town a report as well.

Agenda Item 8: Historical Commission Dr. Dolly Wilson, co-chair of the Historical Commission, gave the Board an update on some of the projects that the Commission is working on including Historic Preservation Month tours and scavenger hunts, preserving the Bank of America mural, grave marker preservation, creating a catalog of historical resources. She requested that the historic district signs be hung and discussed the Commission's work on a grant from the Massachusetts Historical Commission. Wilson stated that the grant requires matching funds and she hopes that the Town will consider using funding the grant. MacNeill suggested that we look at the funding at October Town Meeting or using ARPA funds. Wilson confirmed that the match would be approximately \$15-20,000. MacNeill stated that if we have an historic preservation plan, we need to make certain that we have the bandwidth to execute the plan. Wilson stated that consultants do most of the work.

Agenda Item 9: Approve Minutes: 4/12/22 MacNeill moved to approve the minutes of 4/12/22. Parker seconded the motion. Voted unanimously.

Agenda Item 10: 2022 Appointments MacNeill expressed her concern for the Disability Commission as it currently has no members. Kilbride stated that she will reach out to previous members, create an infographic and ask that it be run on Stoneham TV, in the Independent, on the front page of the website, and placed on the information table at Town Meeting. Seibold read the list of requested appointments: Board of Appeals: Raymond Dufour (full); Kevin McLaughlin (full); Mark Russell (associate); Capital Committee: Tom Barry; Kara Johnston; Cultural Council: Maria DiGioia; Angela Leo; Dwight Porter; Conservation Commission: Norman L'Esperance; Council on Aging: Maureen Buckley; Joan Lupis; Historical Commission: Anthony Chiappini; Hillary Fotino; HRC: Lindsay Beal; Kevin Merritt; Memorial Day Parade Committee/Veterans Day Committee: Shivani Gupta; Catie Murphy Saraceno; Open Space and Recreation Commission: Applicants: David Goodberg; Stephen Sylvester; Registrar of Voters: George Georgountzos; Scholarship Committee: Applicant: Robin Yeomelakis. Pignone moved to approve the appointments for 2023 except the HRC appointments. Parker seconded the motion. Voted unanimously. Pignone moved to approve the HRC appointments for Beal and Merritt for 3 years. Parker seconded the motion. Voted unanimously.

Agenda Item 11: 2022 Liaison Assignments Seibold stated that he would like to table this item for an evening when Bilbo was present.

Agenda Item 12: Personnel Handbook Update Sheehan stated that the last few audits have stated that there was a lack of a consolidated handbook. He continued that Human Resources Director Donna Gaffey has worked with Clifford and Kenny to merge existing policies and create policies that the town was lacking. He stated that after conversations with Town Counsel he is comfortable that he can approve the policies. However, there is a history of policies being drafted and adopted by the Select Board such as the policy on social media use, office attire, and sexual harassment. Seibold stated that he wants these policies to come from the Town Administrator and Human Resources as it is not the Board's place to be involved with day-to-day operations. MacNeill asked if it would be appropriate for the Board to issue a statement to say that the Town Administrator is the manager of personnel and that all personnel issued fall under his/her jurisdiction and that he must review the policies biennially for changes in federal

and state law. Sheehan stated that we must also notify the unions. MacNeill added that any outstanding bylaw issues should be squared at the next Town Meeting.

MacNeill moved to approve the current draft of the personnel policies, draft a statement giving the Town Administrator full authority to implement the policies, and that the policies/handbook be reviewed and updated biennially to comply with federal and state law. Pignone seconded the motion. A roll call vote was taken.

Voting in favor:

George Seibold
David Pignone
Raymie Parker
Shelly MacNeill

Motion Passes (4-0)

Agenda Item 13: Outdoor Dining Update Kilbride stated that she sent all licensees who expressed an interest in participating in the outdoor dining program the application materials. She stated that approval of the applications is on the Board's 5/2 agenda.

Agenda Item 14: Subcommittee Policy/Subcommittee Formation Parker moved to postpone this item until the next meeting. MacNeill seconded that motion. Voted unanimously.

Agenda Item 15: Change name of 300th Centennial Celebrating Committee to 300th Anniversary Celebration Committee Parker moved to approve this name change. MacNeill seconded the motion. Voted unanimously.

Agenda Item 16: High School Building Project Sheehan stated that there is a virtual abutters meeting tomorrow evening at 7 p.m.

Agenda Item 17: Duff Park Proposal/Donation Acceptance Sheehan stated that after looking into the ownership of the park, this proposal and donation should be before the School Committee. MacNeill stated that the park is on school property and that they should accept the donation regardless of who does the work and who will ultimately maintain the park. She stated that it is town property under school committee control and will be cared for by a shared facilities staff.

Agenda Item 18: Town Accountant Contract Ratification Parker thanked Eric Duffy for the letter that he sent to the Board. Parker moved to ratify Duffy's contract as presented. MacNeill seconded the motion with gratitude. A roll call vote was taken.

Voting in favor:

George Seibold
David Pignone
Raymie Parker
Shelly MacNeill

Motion Passes (4-0)

Seibold stated that Duffy thanked everyone for their support and he appreciated that.

Agenda Item 19: Tree Warden Discussion Seibold stated that the appointment of the Tree Warden has created some confusion and that he would like to address the issue this evening. Sheehan stated that the Board gave him the power to appoint an interim and that he appointed Tom Brady who works for the Town of Brookline and also has his own tree service. He stated that there is an internal candidate pursuing certification. Seibold stated that he feels that it is part of day-to-day operations. Sheehan stated that the tree bylaw gives the Board the direct responsibility for the hire and that the vote will ultimately be the Board's. Sheehan stated that we are covered by the interim and have had no issues.

Parker stated that the way the bylaw is written the Warden is under the Board's purview. She stated that the funding is there and we just need to get the three year appointment done. Pignone stated that the Board has to appoint the Warden and Sheehan must supervise the appointee.

McBride stated that there is a requirement for arborist and pesticide certification. She stated that she agrees that Dennis was allowed to appoint the interim, but that he needs to look for the permanent solution. She stated that Jim Prevedi was given a stipend of \$15,000/year to be the Warden and that there needs to be an appointment and the Tree Committee needs to be functioning. She stated that Brady is phenomenal, but he is not our Tree Warden. She said she wants to see a job description and an advertisement. Sheehan stated that Brady worked 8 hours this month and that having him in the position complies with the bylaw.

McBride said she wants to move forward and that Brady could write a job description and tell you how much time the position requires. She said that we also need a conservation agent. MacNeill asked if Brady would be willing to take the position. McBride stated that he is not available during the work day to have hearings, complete inventories, or attend to emergencies.

Seibold asked if we could share a position and expressed concern that \$15,000/year without benefits will not attract the caliber of employee that he would want. McBride stated that she would like to ask Brady what he advises. Sheehan stated that if he is so instructed, he will post the job for Warden for x amount of dollars for x amount of time per week and I will reach out to other towns to discuss sharing a position. He stated that Prevedi's stipend is still in the budget that was approved. He stated that he believes that best process is to maintain Brady and allow the internal candidate to get certified. Sheehan stated that we cannot talk about this position in a vacuum. He stated that the town need police, fire, library and so many other needs exist.

MacNeill stated that she is hearing very conflicting information. Parker stated that she wanted a very clear direction for Sheehan. MacNeill stated that she would like Sheehan, Brett Gonsalves, and Brady to meet and create a memo for the Board that includes how many trees were removed/planted last year; to check if Brady can give us a day/week and attend meetings if required; find out what we actually need in Town and if someone can be trained from within; and

to create a budget and a job description. Pignone asked Sheehan to create the memo for the Board's next meeting.

Agenda Item 20: Town Meeting/Special Election- Discussion Regarding High School

Building Project Seibold stated that he put this on the agenda because the High School Building Committee has had to cut items, but that this item is premature as there are many issues that need to be discussed. Pignone stated that the Committee is working hard to be on time and on budget. He stated that they recently made 12 million dollars in cuts and that they are working thoughtfully to make sure it is a beautiful project and preserves all of the academic needs of the students. Pignone stated that at this time the Committee does not think it is appropriate to rush back to Town Meeting asking for more money.

Agenda Item 21: Town Administrator's Report Sheehan stated that all departments are continuing to prepare for Town Meeting. He stated he met with the retirement Board regarding the Retirement Board's warrant article.

Agenda Item 22: Non-Deliberative Announcements and Scheduling MacNeill thanked the CDC for hosting a clean-up day. Parker stated that there is a Pride Committee now and the event is scheduled for 6/11 on the common. She stated that a drug take-back event is scheduled for this Saturday at the police station. Pignone asked about an event for David Eustace. Kilbride stated that she is waiting for Eustace's availability and then would schedule the event. Seibold stated that there is an art exhibit this Thursday at the high school. He also announced the SAAV clothes line project on 5/7/22.

Agenda Item 23: Adjourn MacNeill moved to adjourn. Pignone seconded the motion. Voted unanimously.

Respectfully submitted,

Dava Feltch Kilbride, Office Manager