

**Stoneham Select Board
Open Meeting - Remote
Tuesday, May 27, 2025
7:00 p.m.**

Open Session

Members Present: Timothy Waitkevitch – Chair, David Pignone – Vice Chair, Ryan Foreman – Clerk, Heidi Bilbo; Raymie Parker

Also Present: Town Administrator Dennis Sheehan

Document List: Donation information from John Hancock; Livery Application submitted by Mark Bryan; Letter from Megan Day dated 5/20/25; Stoneham Commercial Improvement Program project sheet; Letter from Erin Wortman sated 4/3/25; Grant of Location Application submitted by National Grid dated 10/8/24; Minutes dated 4/29/25; 5/5/26; 5/6/25; 5/9/25; Stoneham Override Study Committee charge; Stoneham Community Notification Enrollment Initiative charge; Schedule of Meetings - B

Agenda Item 1: Call to Order: Waitkevitch called the meeting to order at 7:00 p.m. Parker moved to open the meeting. Bilbo seconded the motion. Voted unanimously.

Agenda Item 2: Pledge of Allegiance

Agenda Item 3: Accept Donation to the Library Waitkevitch stated that a donation was made to the Library in the amount on \$100,578.26. Jessica Killilea, Chair of the Library Board of Trustees stated that the library is grateful for the donation made from the estate of Shirley Lord. She stated that the Trustees are discussing the use of the funds. She reminded the Board that donations do not count toward certification funding. Waitkevitch extended his gratitude. Parker moved to accept the donation. Bilbo seconded the motion. Voted unanimously.

Waitkevitch read a certificate of appreciation to David Gardener for his years of service as master of ceremonies for the Memorial Day ceremony.

Agenda Item 4: Citizens' Comment Lisa Mashburn, 43 West Street, encouraged the Board to hold override community engagement sessions in small settings and in many locations.

Killilea, 34 Lee Street, stated that she would like a member of the Board to consider recusing herself from the Food Revolution discussion for conflict of interest.

Agenda Item 5: Livery License Renewal Parker moved to approve the renewal of MVP Car Service's livery license. Pignone seconded the motion. Voted unanimously.

Agenda Item 6: Marble Street/Food Revolution Commercial Improvement Program Bilbo

recused herself from this agenda item and left the hearing room. Erin Wortman, Director of Planning and Community Development, stated that she came before the Board on 4/3/25, requesting a waiver of the parameters of the Commercial Improvement Program on behalf of Food Revolution at 3 Marble Street. Specifically, Food Revolution has requested \$11,000 for building improvements and will provide funding in the amount of \$3,000.

Lisa Farrell, owns 3 Marble Street and is the owner of Food Revolution. She stated that she has been at 3 Marble for 6 years and operates it as a shared culinary space. She stated that the space supports 20 different Stoneham based businesses with not only commercial kitchen space, but business modeling, licensing, and event planning.

Waitkevitch asked if the program currently has criteria for granting waivers. Wortman stated that in 2015, the Board approved guidelines and authorized funding. She stated that anything that deviates from the guidelines has come before the Select Board for a waiver. This waiver requests an increase in funding from \$3000 to \$11,000 and for the match to remain at the \$3000 requirement. Farrell added that she is repairing the building and the price has increased dramatically.

Foreman asked for clarification of the 2016 program award. Farrell stated that the building was purchased in 2016 and required many structural repairs and received funding as part of the program. Wortman stated that there is \$12,816.16 remaining in program funding. Foreman stated that if Food Revolution was given only \$3,000 in funding, 3 other businesses could benefit from the program. Pignone stated that because of the nature of the business, the Board could view this as multiple businesses benefitting from the program. He stated that he thinks that the business is awesome and he is just stuck on depleting the fund account.

Sheehan pointed out that there is a letter of support from the Chamber of Commerce in the Board's packet. Waitkevitch stated that he shares the concern of others with respect to depleting the fund, but it helps to know that other businesses will be benefitting from the funding. He stated that he is usually one who wants to stay with policy guidelines, but that the program needs to be updated and he loves that this helps to grow a business incubator for Stoneham.

Parker stated that she loves what the business is doing, but the program has never given more than \$3,000. She stated that her concern is that there will be no money available for other businesses. Foreman asked if Farrell could increase the match amount. Farrell stated that the project would have to be done piecemeal if she had to increase the match amount. Foreman asked Farrell about space constraints. Farrell stated that when businesses leave others come into the space and that she plans on staying forever.

Megan Day, Executive Director of the Chamber of Commerce stated that she is very enthusiastic about this project and that the downtown is getting a \$4 million redesign and Marble Street will not reap the benefits of that. She stated that it is such a great investment and Food Revolution is such a phenomenal part of the community.

Pignone moved to approve the program waiver and grant Food Revolution up to \$11,000 in funding. Foreman seconded the motion. A roll call vote was taken.

Voting in favor:

Timothy Waitkevitch
David Pignone
Ryan Foreman
Heidi Bilbo

Voting against:

Raymie Parker

Motion passes (4-1)

Agenda Item 7: Department Update – Planning and Community Development Wortman updated the Board on the Stoneham Shuttle Service reviewing analytics with the Board and the wetlands restoration behind the high school. She stated that she is working on a housing production update; vacant commercial space bylaw; updating the OSRP; zoning recodification, and One Stop for Growth Application.

Waitkevitch asked about mobility goals and how much time is left with the shuttle service. Wortman stated that ridership has increased each week, including new users. She stated that the funding decreases in years 2 and 3 and that the challenge is that other areas receiving shuttle funding are tourism driven communities.

Waitkevitch asked what the timeline for the downtown redesign is going to be. Wortman stated that many below ground updates are happening now and we should see construction in calendar year 26.

Bilbo asked when Wortman anticipated bringing the zoning bylaw to town meeting. Wortman stated that the goal is May, 2026.

The Board expressed its gratitude to Wortman for her continued work and vision.

Agenda Item 8: Grant of Location Amendment – Walnut Street Bilbo read the notice of hearing. Cody Maher, design engineer for the regulator station at Walnut Street, stated that the

station is ready to be dropped at the site tomorrow and that the amendment was always contemplated based on the timing of the initial grant of location. Parker moved to amend the grant of location for the Walnut Street regulator station. Pignone seconded the motion. Voted unanimously.

Agenda Item 9: Approve Minutes Foreman requested that the Board hold off on approving the minutes for 5/6/25 and 5/9/25 so that he could fully review them. Bilbo moved to approve the minutes of 4/29/25 and 5/5/25. Pignone seconded the motion. Voted unanimously.

Agenda item 10: Override Discussion/Tri-Board Preparation Waitkevitch stated that the override discussion must keep going in a productive manner and sought feedback from the Board as to how to advance the discussion.

Parker stated that she would like to see tri-boards throughout the summer so that the Boards can give feedback on department needs. Bilbo stated that there needs to be full buy in from all boards and she would like a discussion of the scope of fiscal years covered by the override. Waitkevitch stated that he would like a tri-board in June and plan in place by July 1st. Foreman stated that he would like to discuss scope, length, department needs, form of question, and timing.

Waitkevitch stated that he would like to have listening sessions and then use the feedback. Foreman stated that he heard really positive things about the session that was held at the senior center. He suggested that perhaps the Finance and Advisory Board and School would like to participate in the same type of event. Bilbo stated that she has received feedback on reviewing fee schedules and recodification in so far as it would increase revenue. Sheehan stated that the override committee could review fees including water and sewer and trash fees.

Waitkevitch stated that it would be useful to discuss strategic planning and ask residents what they want their town to look like. Foreman stated that strategic planning dovetails nicely with the override because it is a time of reassessment. He stated that town-wide return on investment analysis would be helpful. Bilbo stated that the ARPA survey is worth reviewing for areas of focus.

Waitkevitch stated that the Board should discuss tri-board dates and aligning them with the financial forecast. Sheehan stated that the auditors will need to update the Boards as well. Parker stated that she wants information from all departments in terms of forecasted needs. Sheehan stated that department heads did a good job at representing their needs. Waitkevitch requested that the information be pulled together again. Bilbo stated that fire station issue is not going away. Foreman stated that a line item budget is important to demonstrate to the town that nothing

is being held back and what the needs are. Bilbo suggested that engagement sessions could be held at the larger departments.

Foreman discussed formalizing a volunteer corps. Parker discussed having 2 conversations happening simultaneously about what happens if the override does not pass and where the money will be used if it does pass. Waitkevitch stated that he would like to meet with the Library Trustees. Sheehan stated that we could have an engagement session at the library and make that a bi-board.

Agenda Item 11: Stoneham Override Study Committee Bilbo suggested making this an agenda item for the Tri-Board meeting to flesh out the details.

Agenda Item 12: Stoneham Community Outreach Initiative Bilbo stated that the Town's website needs to be simplified and improved. Parker stated that she would like to see an electronic newsletter. Sheehan stated that many of the communities who publish news letters have communication directors. Foreman suggested that a volunteer group could get the newsletter together for Town Administrator approval.

Agenda Item 13: Approve Meeting Dates Bilbo moved to approve the regular meeting dates for July through December (including 8/12/25). Parker seconded the motion. Voted unanimously.

Agenda Item 14: High School Building Project Sheehan stated that the Town continues to work on the wetlands restoration project behind the high school; the stadium building forms are being placed; the athletic fields are being graded and installed. He stated that the School Building Committee is working on creating a punch-out process for the end of the project.

Agenda Item 15: Town Administrators Report Sheehan thanked everyone who attended and helped with the Memorial Day events. Sheehan thanked Kristen Spence for her help with the listening session held at the center. He stated that the accessible bathroom is being installed at the arena. Sheehan stated that the IT department secured a 6 figure fiber grant. He stated that the School Superintendent transition is taking place and that it has been a pleasure working with David Ljungberg.

Agenda Item 16: Non-Deliberative Announcements Bilbo stated that May is Mental Health Awareness month and anyone who needs assistance or would like to discuss their mental health should call 988.

Parker stated that the Pride Day celebration is on 6/7/25 from 12-2 p.m. and that summer concerts begin on 6/19/25

Agenda Item 17: Adjourn Parker moved to adjourn. Bilbo seconded the motion. Voted unanimously.

Respectfully submitted,

Dava Kilbride – Office Manager