

Select Board Meeting Minutes  
Tuesday, January 9, 2024  
Stow Town Building & Zoom

Present in the Warren Room: Cortni Frecha, Megan Birch-McMichael, Ingeborg Hegemann Clark, Hector Constantzos, John “JT” Toole, and Town Administrator Denise Dembkoski

Chair Frecha called the meeting to order at 7 p.m.

**Public Comment**

Comments are limited to items not on the agenda. Speakers should state their name and address, and limit comments to two minutes or less.

Mary Schofield, 238 W Acton Road, spoke about flooding on her property in December. Ms. Schofield said this is because the fire pond which abuts her property overflowed due to a blocked culvert. She is concerned that this will happen again.

**Board Member Comments**

Chair Frecha recognized the people who passed away last year who were volunteers for the town:

Edward A. Brown, Ronald A. Hill, Gerald A. Horne, Richard A. Mortenson, Michael G. Rosenbaum, James V. Sauta, Clifton C. Smith, Constance G Schwarzkopf, Edmund G Tarnuzzer, Jr., and C. Anthony “Tony” Todesco.

Chair Frecha attended a MA Municipal Association workshop on goals and performance reviews and would like the Board and the Town Administrator to revisit the current process.

**Town Administrator (TA) Report**

- In December the town collected 1,160 pounds of clothes in the new textile recycling bin at Pompo.
- Last week, The Stow Municipal Message monthly newsletter was released and can be found on the website homepage. Going forward it will be released on the first workday of each month and all editions will be available on the TA webpage. Residents can sign up to receive each newsletter by email by using the e-subscribe option on the homepage.
- There was a MAGIC (Minuteman Advisory Group on Interlocal Coordination) meeting today and the focus was MBTA community zoning and housing. Towns are at different stages of the process; Stow is in the early stages of this because we are a small, adjacent community.
- There is a meeting with MART (Montachusett Regional Transit Authority) this week to discuss the marketing campaign to kick-off the shuttle service that is scheduled to begin in town in February.

**Introduction of Incoming Assistant Town Administrator/HR Director Erin Mulcahy**

Ms. Mulcahy was appointed last week during a special Select Board meeting, and Ms. Dembkoski wanted to formally introduce her to the public. Erin is starting next Tuesday, January 16, and will bring a wealth of experience in different areas of administration.

**Annual Town Meeting, Annual Town Election, Open Warrant for the 2024 Annual Town Meeting**

Town Moderation James Salvie was present via Zoom.

Ms. Demboski spoke with the Moderator and Town Clerk and the proposed dates are Saturday, May 11 for the annual town meeting and Saturday, May 18 from 10 a.m. to 4 p.m. for the annual town election. After the special town meeting in September, it seems that the preferred location is The Center School. The Town Clerk will be at a future meeting to discuss the March primary and potential options for early in-person voting.

*Mr. Constantzos moved that the Annual Town Meeting be held on Saturday, May 11 at Center School, 403 Great Road, starting at 9 a.m.*

*Ms. Birch-McMichael seconded the motion and it passed unanimously.*

*Mr. Constantzos moved that the Annual Town Election be held on Saturday, May 18, at Center School, 403 Great Road between the hours of 10am and 4pm. This is for elected positions as certified by the Town Clerk's office.*

*Ms. Birch-McMichael seconded the motion and it passed unanimously.*

*Mr. Constantzos moved that the Board open the 2024 Annual Town Meeting warrant on Tuesday, January 9, 2024, and close the warrant on Monday, April 1, 2024.*

*Ms. Birch-McMichael seconded the motion and it passed unanimously.*

### **Bond Anticipation Note Renewal (PFAS)**

This is the annual renewal of the bond for PFAS remediation.

*Mr. Constantzos moved to authorize and sign the Bond Anticipation Note Renewal (for PFAS), as presented at this meeting. Ms. Birch-McMichael seconded the motion and it passed unanimously.*

### **Donation to the Fire Department**

Fire Chief JP Benoit was present via Zoom.

Chief Benoit said the department responded to a medical emergency and the family was happy with the service that was provided and sent in a donation of \$100.00.

*Mr. Constantzos moved to accept a donation from Anne Robitaille and Lynne Jacques for the Fire Department. Ms. Birch-McMichael seconded the motion and it passed unanimously.*

### **Donation from ET&L Construction to the Fire Department**

Chief Benoit said the 20' Conex Box will be placed at the highway garage and will be used for firefighting training.

*Mr. Constantzos moved to accept a donation from ET&L Construction for a 20' Conex Box for the Fire Department. Ms. Birch-McMichael seconded the motion and it passed unanimously.*

### **Town Hall Building Reuse Committee**

Ms. Demboski feels a purpose for the Town Hall needs to be established and then the required renovations can be determined. The space is currently used by two dance classes on Thursdays and Sundays, and occasionally for the Eagle Scout Courts of Honor. The previous committee, the Town Hall Restoration Committee, was not a reuse committee. It is important to have input from residents, and to focus on future use and revenue potential to determine how much money should be put into the

building. It would also be helpful to share community input between this new committee and the Comprehensive Plan Committee.

*Mr. Constantzos moved to approve the composition, purpose, and charge of the proposed Town Hall Building Reuse Committee,*

*and to establish a Town Hall Building Reuse Committee, composed of seven (7) members, including one (1) member of the Select Board, one (1) member of the Finance Committee, and five (5) Residents At-Large, to serve through June 30, 2025, per the requirements stated in the committee description.*

*The committee will be responsible for considering the potential re-uses for the historic Town Hall at 375 Great Road, according to the committee charge as voted at this meeting.*

*Further, to designate Town Hall Building Reuse Committee members as Special Municipal Employees pursuant to Mass. General Law c.268A. Members must be registered voters of Stow, and agree to comply with State Ethics and Open Meeting Law requirements.*

*Ms. Birch-McMichael seconded the motion and it passed unanimously.*

### **Meeting Minutes**

*Mr. Constantzos moved to accept the meeting minutes of the December 12, 2023 meeting as drafted.*

*Ms. Birch-McMichael seconded the motion and it passed unanimously.*

### **Board Correspondence & Updates**

Ms. Demboski has responded to the inquiry about flooding on Harvard Road and PFAS, and told the person inquiring that this is an issue to be addressed by the MA DEP (Department of Environmental Protection).

The Board also discussed the email received that was addressed in Public Comment at the beginning of the meeting, and discussed culverts in general.

### **Adjournment**

*At 7:51 p.m. Mr. Constantzos moved to adjourn. Ms. Birch-McMichael seconded the motion and it passed unanimously.*

Respectfully submitted,

*Joyce Sampson*

Executive Assistant

### **Documents used at this meeting:**

*Documents can be found in the Select Board Office in the meeting folder.*