

**Board of Selectmen Meeting Minutes**  
**January 26, 2021, 7 pm**  
**Stow Town Building & Via Zoom**

Physically present at this meeting at the Stow Town Building were board members:

Thomas Ryan, Chair  
Megan Birch-McMichael  
Ellen Sturgis

Also Denise Dembkoski, Town Administrator

Board members present remotely via Zoom: Jim Salvie, Cortni Frecha

Mr. Ryan called the meeting to order at 7 p.m.

**Public Input:** Ross Perry was present and commented that he would like to see the Selectboard work with the Board of Health to put a plan in place to use the Medical Reserve Corps to administer COVID vaccines. He noted a large number of residents are at the highest risk. He noted that Chief Landry has concerns, but he feels these can be addressed, so that when the vaccine is ready we are ready. Tom noted that there have been conversations already involving the Board of Health and Town Administrator. Ross asked for an update at the next meeting.

**Chairman's comments:** Tom congratulated President Joe Biden and Vice President Kamala Harris on their election. He also noted that dog licenses are available and census forms are coming soon. He noted the recent Board of Health article in the paper looking for MRC volunteers and encouraged people to offer to help.

**Library Report/Update with Director Tina McAndrews**

Tina McAndrews, Library Director, was present and updated the Board on library operations. She explained how the library is operating during COVID with pickups of library materials and virtual programming. She noted that they have created a dedicated young adult space and are culling the collection to gain space. They are updating facilities including the HVAC system and have added outdoor seating. She noted recently received grants and said that she is working on updating the Library's strategic plan. She also noted the Building Committee that is looking at the facility and thanked the staff for their work. She also noted that she is hoping to establish a partnership with the Council on Aging regarding outreach. Members of the Board and the Library Trustees thanked Tina for her hard work, good communication, and the many programs that she has kept running during COVID. Tina concluded by welcoming suggestions from the community.

**Acceptance of Donated Land for Conservation Purposes at Map R1, Parcel 27A, Spring Hill Estates Open Space, off Walcott Street and Acceptance of Access Easement.**

**Acceptance of Donated Land for Conservation Purposes at Map R5, Parcel 22, Harvard Acres Open Space, off Conant Drive AND acceptance of pedestrian easement across Map R5, Parcel 24**

Kathy Sferra, Conservation Coordinator, was present and explained the history of the two parcels that are proposed for donation to the Conservation Commission. The Commission has voted unanimously to accept both parcels. She displayed a map of the Harvard Acres parcel noting its proximity to other town and state owned lands, the location of the access, and explained that the Association had worked with the subdivision residents to obtain their support. Cortni Frecha noted that she had visited the Harvard Acres parcel when she was on the Conservation Commission and thought it was quite lovely.

*Ellen Sturgis moved that the Board of Selectmen approve the acceptance of donated land for conservation purposes at Map R1, Parcel 27A, Spring Hill Estates Open Space, Off Walcott Street and acceptance of access easement. Megan Birch McMichael seconded, and the motion was approved unanimously (5-0) on a roll call vote.*

*Ellen Sturgis moved that the Board of Selectmen approve the acceptance of donated land for conservation purposes at Map R5, Parcel 22, Harvard Acres Open Space off Conant Drive and acceptance of pedestrian easement across Map R5, Parcel 24. Megan Birch McMichael seconded, and the motion was approved unanimously (5-0) on a roll call vote.*

**Dissolve the Police Chief Search Committee**

Denise said the committee has voted to approve all minutes and has recommended that they dissolve. *Ellen Sturgis moved that the Selectmen discontinue to the Police Chief Search Committee following the successful selection and hiring of a new Police Chief. Megan Birch McMichael seconded, and the motion was approved unanimously (5-0) on a roll call vote. Tom thanked Megan, Chief Landry, Chief Galvin from Berlin, Zack Burns, and Steve Nadeau for their service to the Town and thanked Denise for chairing the Committee.*

**Discussion of Selectmen and Town Administrator Workplan and Goals**

Chairman Ryan noted that this was the beginning of a discussion on this topic and that the goal for tonight was to talk about process and format for the workplan. He noted that Denise had provided some examples from other communities. Board members noted the examples that they liked best, with the consensus begin the Boxboro, Paxton, and Wayland were the most straightforward. The Board would like Denise to do a first draft of the workplan. Each board member was asked to offer up one or two items for possible inclusion. It was agreed to try to bring this to the second meeting in February or first meeting in March as schedule permits. Following approval of the Town Administrator's workplan, the Board may also want to take up setting goals and/or a workplan for itself. Denise said that she envisioned that the workplan would be an annual exercise around budget season.

### **Town Administrator's Report:**

- There will be a Public Forum on the future of Stow Acres golf course on Feb 10<sup>th</sup> at 7:30 pm. More information will be coming this week.
- The Town Administrator Search Committee has not been dissolved. Denise noted that they will need to meet and finalize their minutes.
- COVID Vaccines – Denise noted that the town is actively working on a plan. The Governor's office expects 165 sites to be available for vaccinations, including retail pharmacy sites. The state is not getting as many vaccines as expected. The state is encouraging people to go on their web site and use it to sign up. There is no current plan for municipalities to get vaccines. The requirements for administration of vaccines are more strict than for flu shots, with significantly more accounting.

### **Liaison reports**

- Mr. Salvie – Capital Planning is starting to review approximately \$1m in capital projects proposed. Fin Com is also gearing up and beginning to arrange meetings with department heads.
- Ms. Frecha – The Community Preservation Committee is still working to fully understand bonding and evaluating a couple of large projects. Conservation Commission just had a preapplication meeting about the Lake Boon Dam.
- Ms. Birch McMichael - The walk in Lower Village occurred this week, and the Town Hall Restoration Committee is still working on their plans.
- Ms. Sturgis – COA staff received COVID vaccinations in conjunction with Plantation Apartments. Minuteman has a budget meeting tonight. Stow's enrollment there has gone from 19 students to 40. The MAPC Legislative Breakfast is next Thursday morning. She attended the MMA conference. The theme was diversity and bringing new people into municipal volunteerism. She is interested in following up on this. Denise thought this could be a board goal.
- Mr. Ryan – noted that Board of Health knows that we are committed to helping them out due to the stresses of the COVID situation.

### **Meeting Minutes**

- January 9, 2021 – *Ellen Sturgis moved acceptance of the meeting minutes of the January 9, 2021 meeting as written. Megan Birch McMichael seconded and the motion was approved unanimously (5-0) on a roll call vote.*
- January 12, 2021 – *The Board made minor corrections to the minutes for clarification and to fix typos. Ellen Sturgis moved acceptance of the meeting minutes of the January 12, 2021 meeting as amended. Megan Birch McMichael seconded, and the motion was approved unanimously (5-0) on a roll call vote.*

Meghan Birch McMichael thanked Denise and Kathy Sferra for excellent minutes.

### **Correspondence**

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Approved: February 9, 2021

Tom noted the letter from the Audit Advisory Committee. He expects this to be on a future agenda. Denise noted that the person appointed intends to resign, Fin Comm is working on identifying a replacement. The vacancy is jointly filled between Selectboard and Finance Committee.

Ellen Sturgis noted the letter on the bonding issues relating to CPA. She would also like to be on record as opposing bonding.

#### **Executive Session**

*Ellen Sturgis moved to convene in Executive Session, pursuant to MGL Chapter 30A, section 21(a)(2) to conduct strategy sessions in preparation for negotiations with Michael Sallese, for the position of Police Chief, and to conduct negotiations with appointed Chief Sallese, and to adjourn thereafter. Megan Birch McMichael seconded. The motion was approved unanimously on a roll call vote (5-0).*

Respectfully submitted

Kathy Sferra

#### **Materials Used at Meeting**

Draft Minutes

Meeting Packet