

**Minutes  
Board of Selectmen Meeting  
Stow Town Building & Zoom  
October 13, 2020**

Physically present at this meeting in the Warren Room were, Cortni Frecha, who chaired the meeting, Megan Birch-McMichael, James Salvie and Ellen Sturgis. Thomas Ryan, Chair, was present via Zoom.

Also present physically were Town Administrator Denise Dembkoski and Executive Assistant Maureen McKeon. Mr. Ryan called the meeting to order at 7 p.m.

**Public input:** Town Clerk Linda Hathaway reported that all vote-by-mail ballots should be mailed out by October 14<sup>th</sup> or 15<sup>th</sup> and ask that people return them as quickly as possible. She said that early voting would begin on Saturday, October 17<sup>th</sup> and Sunday, October 18<sup>th</sup> from 12-4 p.m. She added that early voting at Town Building would continue for 14 days. She added that there is an official ballot box that will be located next to the front door at Town Building if voters wanted to drop off their ballots.

**Chairman's Comments:** Ms. Frecha noted the passing of Charles David Ellis, Jr., long-serving Custodian for the Town of Stow and requested a moment of silence in his honor.

**Correspondence:**

Ms. Frecha spoke to a piece of correspondence received and mentioned that her opinion is that the Town is poised to have conversations in the near future regarding streets, speed limits, trucks, etc. in several different areas of Town. She said she will raise this item with the Chair. Later in the meeting, Ms. Sturgis asked about sidewalk plans for the Gleasondale Bridge Project. Mr. Salvie explained that the Complete Streets Committee is proposing sidewalk priorities for that area. Ms. Frecha said that she spoke with Planning and they said that the Complete Streets Committee has very specific duties and they normally would not address speed bumps and such items. There was the suggestion that a Traffic Advisory Committee be established at some point in the future giving them the purview over some items that do not fall into other categories. Mr. Salvie told the Board that, at one point when it was offered that they not deal with subjects like responding to citizens' concerns about traffic, the Complete Streets Committee wanted to keep the responsibility associated with such items. Ms. Sturgis mentioned that the residents in the Gleasondale area are dealing with a lot of construction over a long period of time and that it would be nice to work with the Highway Departments to address their concerns to some degree. And Ms. Birch-McMichael said that she did not know the mechanism, but something in the Gleasondale area should be done sooner rather than later. Mr. Ryan stated that his belief was that for many years the Planning Board has controlled where sidewalks are placed, based on the permitting process. Ms. Sturgis mentioned a memo on Round II of the CARES Act funding. The Town Administrator said that the municipalities must apply for the second round of disbursement by the end of October. She added that funds must be expended by December 30, 2020. Ms. Sturgis mentioned that Minuteman High School might be requesting funds from member towns and wondering if we might be sharing some of the Towns fundign with MMHS, if requested. Ms. Dembkoski mentioned that she has a meeting coming up with the MMHS and member town Town Administrators. She said that she had received a formal letter requesting a specific dollar amount from Minuteman and what it would cover. NRSD has submitted a less formal request to their member towns. She said she would like to see a more detailed account of how they spend their funding. She has been asking the State how much NRSD has received for their COVID funding.

### **Appointment for Fire Department Positions**

Fire Chief Joe Landry was present via Zoom and recommended the individuals below to join the Fire Department in a variety of capacities. The Board agreed unanimously to the appointments and thanked everyone for volunteering.

*On the recommendation of Fire Chief Joseph Landry, Ms. Sturgis moved that the Selectmen make the following appointments to the Fire Department. Mr. Salvie seconded the motion, and it was passed unanimously. Ms. Sturgis, aye, Ms. Frecha, aye, Mr. Salvie, aye, Ms. Birch-McMichael, aye and Mr. Ryan, aye.*

#### *Apprentice Firefighters:*

Jeffry Hill	
Brendon Gray	
Cameron Bower	
Paul Armann	
Frank Dzerkacz	
Brian Quinn	
Abigail Taylor	
Bryan Kiley	
Benjamin Glover	
Christian Lavoie	EMT
Richard Falconi	EMT
Justin Aylaian	EMT
Ron Dostie	EMT

#### *Call Emergency Medical Technicians:*

Grace Lapointe  
Mariana Jimenez  
Reid Young  
Burak Say

### **Appointment for Cultural Council**

Chair of the Cultural Council Hector Constanzos was present via Zoom, as well as the applicant, Kelly Lawlor. The Board thanked Ms. Lawlor for her willingness to volunteer.

*On the recommendation of the Stow Cultural Council, Ms. Sturgis moved to appoint Kelly Lawlor to the Stow Cultural Council, for a three-year term expiring October 13, 2023. Mr. Salvie seconded the motion, and it was passed unanimously. Ms. Sturgis, aye, Ms. Frecha, aye, Mr. Salvie, aye, Ms. Birch-McMichael, aye and Mr. Ryan, aye.*

### **Appointment for Open Space Committee**

Neither the Chair of the Open Space Committee nor the applicant was present, but the Board was aware that Meg Costello was interested in serving on their Committee and were in favor of it. Ms. Costello currently serves on the Planning Board as well. The Board announced that there are additional vacancies on the Open Space Committee and encouraged others to volunteer.

*On the recommendation of the Open Space Committee, Ms. Sturgis moved to appoint Meg Costello to the Open Space Committee, to fulfill the remainder of a three-year term expiring June 30, 2023. Mr. Salvie seconded the motion, and it was passed unanimously. Ms. Sturgis, aye, Ms. Frecha, aye, Mr. Salvie, aye, Ms. Birch-McMichael, aye and Mr. Ryan, aye.*

### **Signing November 3rd Election Warrant**

Town Clerk Linda Hathaway was present via Zoom to ask the Board to sign the November 3,

2020 Election Warrant as required so that it can be posted in a timely manner, as required by Massachusetts General Law.

*Ms. Sturgis moved that the Selectmen sign the November 3<sup>rd</sup> Election Warrant as presented by the Town Clerk. Mr. Salvie seconded the motion, and it was passed unanimously. Ms. Sturgis, aye, Ms. Frecha, aye, Mr. Salvie, aye, Ms. Birch-McMichael, aye and Mr. Ryan, aye.*

#### **Home Base No Shave Fundraiser**

Acting Police Chief Mike Sallese was present via Zoom to request permission from the Board to allow, for the month of November, as they did last year, to permit alterations to the current hair and fingernail grooming standards at the Police Department in order to raise money for a good cause.

*Ms. Sturgis moved that the Selectmen allow the Stow Police Department to suspend certain rules and regulations [9.1C, 9.2, 9.3] pertaining to grooming, for the month of November, in order to support the Home Base No Shave fundraiser sponsored by the Massachusetts General Hospital/Red Sox Foundation. This fundraiser is for the benefit of veterans, service members, military families, and the families of the fallen. Mr. Salvie seconded the motion, and it was passed unanimously. Ms. Sturgis, aye, Ms. Frecha, aye, Mr. Salvie, aye, Ms. Birch-McMichael, aye and Mr. Ryan, aye.*

#### **Americans with Disabilities Act (ADA) Public Notice and Grievance Procedure**

Ms. Dembkoski presented this procedure and explained that as part of the designation of Craig Martin as the ADA Coordinator, it is required to file a public notice and have a formal grievance procedure on file. The Board voted unanimously to approve this procedure as presented.

*Ms. Sturgis moved that the Selectmen approve the ADA Public Notice & Grievance Procedure as presented by the Town Administrator. Mr. Salvie seconded the motion, and it was passed unanimously. Ms. Sturgis, aye, Ms. Frecha, aye, Mr. Salvie, aye, Ms. Birch-McMichael, aye and Mr. Ryan, aye.*

#### **Pregnancy and Pregnancy-Related Conditions Policy**

Ms. Dembkoski presented this policy, as there are two employees that will be returning from pregnancy leave in the near future. The Board voted unanimously to approve this policy as presented.

*Ms. Sturgis moved that the Selectmen approve the Pregnancy and Pregnancy-related Conditions Policy as presented by the Town Administrator. Mr. Salvie seconded the motion, and it was passed unanimously. Ms. Sturgis, aye, Ms. Frecha, aye, Mr. Salvie, aye, Ms. Birch-McMichael, aye and Mr. Ryan, aye.*

#### **Temporary Outdoor Dining Permit Application**

Nancy's Airfield Café has requested a Temporary Outdoor Dining License. Nancy McPherson the Chef and Proprietor was present via Zoom. Their paperwork has been properly filed and all requisite Town departments have given their approval for the license. The Selectmen agreed unanimously to grant the six-month temporary outdoor dining permit.

*Pursuant to Executive Order COVID-19, No. 35, issued by Governor Baker on June 1, 2020, and notwithstanding the provisions of Chapter 40A of the general laws, or any special permit, variance or other approvals thereunder, or any general or special law to the contrary, Ms. Sturgis moved that the Board of Selectmen for the Town of Stow approve the application for Temporary Outdoor Dining submitted by Nancy McPherson for the restaurant Nancy's Air Field Café located at 302 Boxboro Road in Stow, Massachusetts, provided that the operation remains in substantial compliance with the documents, plans and statements contained within said application and submitted therewith, which documents are incorporated herein by reference. This approval is freely revocable upon the determination of the Health Dept., Chief of Police, Fire Chief, Board of Health, or their designees that the operation of the Temporary Outdoor Dining Area is negatively impacting public health and safety.*

*Further, this approval shall automatically be rescinded upon the rescission of Executive Order COVID-19, No. 35, or within six (6) months from the date of issuance, whichever shall come first. Mr. Salvie seconded the motion, and it was passed unanimously. Ms. Sturgis, aye, Ms. Frecha, aye, Mr. Salvie, aye, Ms. Birch-McMichael, aye and Mr. Ryan, aye.*

### **Halloween Discussion**

Ms. Dembkoski reported that she had met with Public Safety Official and the Board of Health and determined that it would not be in the Town's best interest to recommend canceling Trick-or-Treating this year. She request that everyone adhere to the CDC guidelines, utilize safe practices and requested that parents accompany all participants to ensure that proper masks are worn and social distancing takes place. The recommended timeframe for this activity for those who choose to participate will be Saturday, October 31 from 5-8 p.m. A statement recommending these practices and more will appear on the Town website on October 14<sup>th</sup>. No vote was required.

### **Interviews and Appointment of Resident At-Large to the Police Chief Search Subcommittee Applicants**

The Resident At-Large position has been posted for the required length of time, and the Selectmen's Office has received two applicants for the one position that is open on the new subcommittee. The applicants were Hector Constanzos and Zackory Burns. Mr. Constanzos currently serves as Chair of the Cultural Council, but stated he would step down if chosen to serve on the Police Chief Search Subcommittee. The Selectmen reiterated that both candidates were well-qualified to fill the position.

Mr. Constanzos stated the Social Justice Alliance stated their support for Zackory Burns. Ms. Sturgis voiced her support for Mr. Burns. Ms. Birch-McMichael stated her support for Mr. Burns. Mr. Salvie stated his support for Mr. Constanzos. Mr. Ryan voiced support for Hector Constanzos, and added that if Mr. Constanzos is chosen, he hopes Mr. Burns would get involved in volunteering for the Town in some other capacity. After much discussion, Mr. Burns was voted unanimously to serve at the At-Large member on the new Police Chief Search Subcommittee.

*Mr. Ryan moved to nominate Hector Constazos to fill the At-Large position on the Police Chief Search Subcommittee. Mr. Salvie seconded the motion. 2:2:0 Mr. Ryan, aye, Mr. Salvie, aye, Ms. Birch-McMichael, nay, Ms. Sturgis, nay, and Ms. Frecha abstained.*

*Ms. Birch-McMichael moved to appoint Zackory Burns as Resident At-Large of the Police Chief Search Subcommittee until a Police Chief is hired. Further, Ms. Birch-McMichael moved to designate the Police Chief Search Subcommittee 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. Sturgis seconded the motion and it was passed unanimously. Ms. Birch-McMichael, aye, Ms. Sturgis, aye, Mr. Ryan, aye, Mr. Salvie, aye, Ms. Frecha, aye.*

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

Ms. Dembkoski reported that the Town now has an official FaceBook page and a Twitter account. Links are on the home page of the Town's website. She mentioned that changes are being made to the website recently. For example, there is now an ADA webpage and a Human Resources page. Minutes and agendas from various committees and boards will be updated on the website. She told the Board that she has hired a municipal public relations firm who will announce COVID updates and various other statements on behalf of the town as needed. The community communication system has been upgraded. The former SwiftReach will be replaced with RAID. This will allow for text messages, email and more frequent outgoing messages at a much cheaper rate. After discussion at a recent meeting regarding much-needed COVID signage, the Recreation Department has purchased aluminum signs listing restrictions at Town Center Park, Snow Field, Pine Bluff and other locations. She reported that she had submitted a grant proposal last week for the IT Community Compact Grants for a fully electronic e-permitting, e-licensing system for building, zoning, etc. Towns should be notified if they have won grants in early 2021.

With no up-front cost, the Building Permits portion can begin almost immediately. She mentioned a concern that has arisen regarding recommendations for appointments on boards and committees. She told the Board that Article 4 of the Charter states the Town Administrator is to make recommendations and she will be following this process moving forward, although she may take others' opinions into consideration in some cases.

### **Liaison reports**

Ms. Sturgis said that the Recreation Commission is doing a great job with the kids soccer program. She added that they are hosting a virtual pumpkin carving competition and they are moving forward with their plans to operate the Recreation Ski Program in conjunction with Nashoba Valley Ski Area. She mentioned that the Council on Aging is concerned about a no-cash payment system for van rides, etc. She said there is an opening for a Stow Representative to Minuteman Senior Services. There is a seat on the Board but they feel their voice is generally not heard. Roger Zimmerman has applied to fill a on the COA Board. She said there would be a change in the COA staffing and that Outreach Worker Suzanne Howley would be resigning this week due to medical reasons. She said that Alyson Toole, Director of the COA is thankful for her new web camera. She said that she believes the Cemetery Committee would be meeting tomorrow.

Ms. Birch-McMichael said that Planning Board met last Tuesday and they were supposed to meet with Habitech, but that did not occur. She announced that Tri-Town Meeting would take place tomorrow night. She said she suspects there will be much discussion about the Nashoba Regional School District, primarily the High School. She said that the Lake Boon Commission met two weeks ago, but she could not attend and has not had an update on that.

Mr. Frecha stated that the Stow and Hudson Conservation Commissions have jointly been award an MVP (Municipal Vulnerability Project) Grant from the Commonwealth for a bit over \$150,000. It will be used to look at water quality issues in Lake Boon as well as the Lake's vulnerability to climate change. The annual Lake Boon drawdown will begin next week. The Commission is permitting the drawdown. There is still a dog leash advisory in effect on town lands. SMAHT is on its regular meeting schedule working on a long process on what they would like to build (40B, zoning on the parcel, etc.) and how to do the permitting. Their goal is to put forth a shining example of what such a project could be.

Mr. Salvie mentioned that the Finance Committee was meeting tonight. He said the Library Building Committee had met for the first time this week. He said that they would be meeting with Representative Kate Hogan soon. He reported that there had been a backlog of over 17 library projects waiting for State Funding and they funded them all at the same time. He reported that it was a good thing that the back log had been cleared, but he added that no additional money had been appropriated. He said if Stow would like to put their project before the State to request funding, they might be at or near the top of the list for possible funding *if* the funding is allocated at some point in the future.

Mr. Ryan said that the new Fire Pumper Truck has been delivered and should be in service within a few weeks. He said trainings will take place. He said he spoke with Chief Landry about last week's storm. He said that Chief would like to assemble an informal After-action Committee with all public safety because Chief Landry considered some of the street blockages that we did not have control over to be a situation that could be better handled. He hopes in improve on best practices, etc. Mr. Ryan reported that apple picking went well on Columbus Day weekend. He said that the Highway Department will be finishing off the Lower Village project with the completion of the infiltration system at the Common.

**Minutes:** *Ms. Sturgis moved to accept the meeting minutes of the September 22, 2020 meeting as amended. Mr. Salvie seconded the motion and it was passed unanimously. Roll call vote: Ms. Sturgis, aye, Ms. Birch-McMichael, aye, Mr. Salvie, aye, Ms. Frecha, aye and Mr. Ryan, aye.*

**Adjournment**

*Ms. Sturgis moved to adjourn at 9:02 p.m. Ms. Frecha seconded the motion and it was passed unanimously. Roll call vote: Ms. Sturgis, aye, Ms. Frecha, aye, Mr. Ryan, aye, Ms. Birch-McMichael, aye, and Mr. Salvie, aye.*

Respectfully submitted,

Maureen McKeon, Executive Assistant

YouTube link <https://www.youtube.com/watch?v=IoisS3SMhUg>

**Documents used at this meeting.** Items can be found in the Selectmen's Office filed with meeting folder:  
11/3/2020 Election Warrant from Town Clerk  
Americans with Disabilities Act (ADA) Public Notice and Grievance Procedure  
Pregnancy and Pregnancy-related Conditions Policy