

**Minutes
Board of Selectmen Meeting
Stow Town Building & Zoom
October 27, 2020**

Physically present at this meeting in the Warren Room were Chair Thomas Ryan, Megan Birch-McMichael and Ellen Sturgis. Cortni Frecha and Jim Salvie were 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: None

Chairman's Comments: Mr. Ryan mentioned that Trick or Treating was scheduled in Stow from 5-8 pm and he recommended people check the Town website for best practices. He reminded everyone that Election Day is next Tuesday, November 3rd and that in-person early voting was going on at Town Building from 9 a.m.-4 p.m. each day until this Friday and that mail-in ballots could be dropped off at a secure ballot box located near the door of Town Building or mailed in.

Correspondence:

Local Access Channel Advisory Committee (LACAC)

The applicant, Meredith Bartlett, was present and expressed interest in serving on the LACAC. The Town Administrator recommended her appointment and the Board thanked her for stepping forward to volunteer and voted unanimously to appoint her.

Ms. Sturgis moved to appoint Meredith Bartlett to the Local Access Channel Advisory Committee, to fulfill the remainder of a two-year term expiring June 30, 2022. Ms. Birch-McMichael seconded the motion and it was passed unanimously. Roll call vote: Ms. Sturgis, aye, Mr. Ryan, aye, Mr. Salvie, aye, Ms. Frecha, aye and Ms. Birch-McMichael, aye.

Appointment of Call Firefighter

Fire Chief Joe Landry was present via Zoom to request that the Board appoint Jack Stafford as a Call Firefighter. The Town Administrator also recommended the appointment of Mr. Stafford. The Board voted unanimously to appoint him.

Ms. Sturgis moved to appoint Jack Stafford as a Call Firefighter for the Stow Fire Department, for the remainder of a one-year term expiring June 30, 2021 and subject to reappointment thereafter. Ms. Birch-McMichael seconded the motion and it was passed unanimously. Roll call vote: Ms. Sturgis, aye, Mr. Ryan, aye, Mr. Salvie, aye, Ms. Frecha, aye and Ms. Birch-McMichael, aye.

Application for Temporary Outdoor Dining License

Stow House of Pizza at 156 Great Road has applied for a Temporary Outdoor Dining License. Mr. Ryan explained that the Planning Board was still in discussions with the establishment and recommended that no action be taken at this time on this item.

Ms. Sturgis moved no action on Stow House of Pizza's Temporary Outdoor Dining License. Ms. Birch-McMichael seconded the motion and it was passed unanimously. Roll call vote: Ms. Sturgis, aye, Mr. Ryan, aye, Mr. Salvie, aye, Ms. Frecha, aye and Ms. Birch-McMichael, aye.

Addition of Electronic Permitting Fee to Established Building Department Permit Fees

Building Commissioner Craig Martin was present via Zoom to request permission from the Board to add a \$10 fee to new permit requests in the Building Department to help fund the Town's new online permitting system.

Ms. Sturgis moved that the Board vote to approve a \$10 add-on fee to existing Building Department fees, including, but not limited to, electrical, plumbing, gas, sign, temporary tent and sheet metal permits, to be used to pay for the new e-permitting system. Ms. Birch-McMichael seconded the motion and it was passed unanimously. Roll call vote: Ms. Sturgis, aye, Mr. Ryan, aye, Mr. Salvie, aye, Ms. Frecha, aye and Ms. Birch-McMichael, aye.

Disposition of Surplus Policy

The Town Administrator explained that State Procurement Laws require certain steps that must be taken before equipment or materials can be disposed of. Ms. Sturgis raised the proper disposal of computer equipment. Mr. Salvie suggested the Board be briefed at some future date the Town's on security issues.

Ms. Sturgis moved that the Selectmen approve the Disposition of Surplus Policy as presented by the Town Administrator. Ms. Birch-McMichael seconded the motion and it was passed unanimously. Roll call vote: Ms. Sturgis, aye, Mr. Ryan, aye, Mr. Salvie, aye, Ms. Frecha, aye and Ms. Birch-McMichael, aye.

Perambulation

The Chair explained that according to Massachusetts General Law, the Town, under the direction of the Board of Selectmen, is required to walk and mark the town bounds every five years and 2020 is a year that the bounds should be marked. Ms. Sturgis said she would take charge of this process in coordination with Greg Troxel, a resident with GIS equipment that makes the project easier. All of the Selectmen expressed interest in participating. Resident Bill Byron was present via Zoom and reminded the Board that the Highway Department is in possession of one of the bounds at Chestnut Street at the Hudson border. Mr. Martin explained that the contractor that damaged the bound and town sign will be responsible for reestablishing the sign and bound.

Mr. Ryan moved that Ms. Sturgis take the lead on the Town's 2020 Perambulation process. Ms. Frecha seconded the motion and it was passed unanimously. *Roll call vote: Ms. Sturgis, aye, Mr. Ryan, aye, Mr. Salvie, aye, Ms. Frecha, aye and Ms. Birch-McMichael, aye.*

Set 2021 license fees for liquor licenses, common victualler licenses, and Class II used auto sales licenses

The Board discussed the fees, and at the urging of the Town Administrator, it was decided that the licenses issued to restaurant-only liquor licenses would have their 2021 fees reduced by half due to business losses due to the COVID-19 epidemic.

Ms. Sturgis moved that liquor license fees for 2021 be charged as shown below.

Restaurants – All Alcohol - \$1,100

Restaurants – Wine & Malt - \$440

Package Stores – All Alcohol - \$2,000, same as 2020

Package Stores – Wine & Malt - \$880, same as 2020

And further moved that Common Victualler license fees for 2021 remain the same rate as charged in 2020(\$25).

And further moved that Class II/used auto sales license fees for 2021 remain the same rate as charged in 2020 (\$100).

Ms. Birch-McMichael seconded the motion and it was passed unanimously. Roll call vote: Ms. Sturgis, aye, Mr. Ryan, aye, Mr. Salvie, aye, Ms. Frecha, aye and Ms. Birch-McMichael, aye.

Traffic Safety Advisory Committee

The Town Administrator introduced the concept of establishing a Traffic Safety Advisory Committee to establish a uniform policy for handling requests from residents relating to complaints regarding roadways.

On the recommendation of the Town Administrator, Ms. Sturgis moved to establish a Traffic Safety Advisory Committee, for the purpose of receiving all requests and suggestions for traffic safety improvement in the Town of Stow, and to evaluate and recommend to the Town Administrator and Board of Selectmen measures for both short- and long-term solutions to traffic issues in the town.

The Traffic Safety Advisory Committee is to be composed of 5 members, including the Chief of Police or designee, the Superintendent of Streets or designee, the Fire Chief or designee, the Town Planner or designee, and one resident, preferably with an engineering background.

Further, Ms. Sturgis moved to designate the Traffic Safety Advisory Committee as Special Municipal Employees pursuant to Mass. General Law c.268A. The resident member must be a registered voter of Stow, and agree to comply with State Ethics and Open Meeting Law requirements. Ms. Birch-McMichael seconded the motion and it was passed unanimously. Roll call vote: Ms. Sturgis, aye, Mr. Ryan, aye, Mr. Salvie, aye, Ms. Frecha, aye and Ms. Birch-McMichael, aye.

Town Administrator's Report

Ms. Demboski commended Ms. Birch-McMichael on hosting a challenging Tri-Town Meeting. She told the Board that the Police Chief Search Committee met last night for the first time. She said they received 32 resumes. She brought in former Police Chief Thomas Galvin of Berlin, MA to serve on the Committee. For her COVID update she mentioned that Stow has been raised to a yellow level and seven new cases were reported this week. She wished Assistant Planner Valerie Oorthuys the best of luck as she moves on to the Planning Department in Wellesley. She mentioned that she will take several vacation days off next week to assist with a family matter.

Liaison reports

Ms. Sturgis said that she met with the Cemetery Committee. She said she noticed that Minuteman High School is conducting tours of the school for perspective students. She said she would like to coordinate with Alice Deluca, the MMHS Rep. for Stow and schedule a tour for interested Selectmen.

Ms. Birch-McMichael said that Tri-Town Meeting was held almost two weeks ago and the next meeting, to be hosted by Lancaster, would take place November 17th. She said the Planning Board is meeting tonight and they met last Tuesday and the Stow House of Pizza outdoor dining issue had been discussed. She added that the Planning Board has a few public hearings coming up in the future.

She said that the Lake Boon Commission meeting is tomorrow night and that she had asked the Chair to inform her of any issues she should be aware of. She said the School Committee met yesterday and, again, she had asked Stow's representatives to inform her of any issues she should be aware of.

Ms. Frecha stated that SMAHT is continuing their subsidy of rental assistance during COVID, most likely until December. She said the CPC will be meeting November 9th and it looks like there might be a small request for one more project before their December 1 deadline.

Mr. Salvie mentioned that the Complete Streets Committee had a meeting and discussed compiling traffic data/accident data on various streets in order to draft a memo based on that information to hand off to the new Traffic Advisory Committee. He said the Library Building Committee had not met but they had drafted an RFR that he would be reviewing. He said that some of the Trustees took a tour of Town Hall to determine whether there might be reasonable space there for storage. He said the LACAC had a meeting to continue to strategize about negotiations. He said that he was involved with the PFAS procurement process for a licensed site professional. Ms. Dembkoski added that she had met last week with others to discuss the 11 proposals received and narrowed the choice to 4. A meeting will be held on November 12th to interview all four.

Mr. Ryan said that the Town Administrator was named the Chair of the Police Chief Search Committee and resumes were narrowed down to 13 candidates at their first meeting. The next meeting is scheduled for next week. He said that he has met with Police and Fire and all is good. He said that he spoke with the Chair of the School Committee after Tri-Town and wanted to speak about communication and that Ms. Dembkoski would be setting up that meeting.

Minutes: *Ms. Sturgis moved to accept the meeting minutes of the October 13, 2020 meeting as amended. Ms. Birch-McMichael 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.*

Correspondence:

Ms. Birch-McMichael wanted to confirm that the MDAR letter was an effort to keep the Mong property in agriculture. It was confirmed that it would. Mr. Ryan mentioned that there was a note from the Governor's Office that the State's budget might be finalized by the end of January 2021.

Adjournment

Ms. Frecha moved to adjourn at 8:30 p.m. Ms. Sturgis 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=wNpQ4dHSDgU>

Documents used at this meeting. Items can be found in the Selectmen's Office filed with meeting folder:
Proposed Traffic Safety Advisory Committee documents
Disposition of Surplus Policy