

**Minutes
Board of Selectmen Meeting
Stow Town Building & Zoom
November 10, 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: Town Clerk Linda Hathaway thanked all voters for turning out and giving Stow an 88% turnout and thanking everyone for their support. Ms. Sturgis and the Board mentioned the wonderful job the Town Clerk and Assistant Town Clerk did with the recent election. Ms. Frecha mentioned that she would like to thank long-serving Conservation Commission member Andrianne Snow who will be stepping down after planning a move to Cape Cod.

Chairman's Comments: Mr. Ryan reiterated the appreciation for the Clerks' hard work and thanked all voters who turned out to vote. He mentioned that tomorrow would be Veterans' Day and thanked all who have served. He noted that the Rotary Club would be hosting a drive-through lunch at the First Parish Church providing free sandwiches and sides for veterans. He added that Town Offices would be closed in honor of Veterans' Day on November 11, 2020. Stow Gobbler Run on Thanksgiving morning will be completely virtual this year and asked anyone considering showing up to run, NOT to do so during this pandemic.

Applicant for Council on Aging Board

The applicant Roger Zimmerman, who is currently an Associate Member of the COA Board, was present via Zoom and expressed his interest in becoming a voting member on the Board. Director of the COA, Alyson Toole was present via Zoom and highly recommended Mr. Zimmerman. The Town Administrator recommended his appointment and the Board voted unanimously to appoint Mr. Zimmerman.

Ms. Frecha moved to appoint Roger Zimmerman to the Council on Aging for an indefinite term. 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.

Economic and Industrial Commission (EDIC)

The applicant David Elkins was present via Zoom and expressed interest in serving on the EDIC. The Town Administrator recommended his appointment and the Board voted unanimously to appoint Mr. Elkins.

Ms. Frecha moved to appoint David Elkins to the Economic Development and Industrial Commission for the remainder of a five-year term expiring June 30, 2023. 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.

Highway Department Appointment– Per Diem Tree/Grounds Worker and Plow Driver

The applicant Nicholas Whalen was brought forth by the Superintendent of Streets Steve Nadeau who was present via Zoom to fill the Per Diem Tree/Grounds Worker and Snow Plow Driver. The Town Administrator recommended his appointment and the Board voted unanimously to appoint Mr. Whalen.

Ms. Frecha moved to authorize the Town Administrator to hire Nicholas Whalen as a Per Diem Tree/Grounds Worker and Plow Driver for the Town of Stow Highway Department. 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.

Highway Department Appointment – Temporary Part-time Administrative Assistant

The applicant Susan Ostrander was brought forth by the Superintendent of Streets who was present via Zoom to fill a temporary position as a Part-Time Administrative Assistant. The Town Administrator recommended the appointment and the Board voted unanimously to appoint Ms. Ostrander.

Ms. Frecha to authorize the Town Administrator to hire Susan Ostrander as Temporary Part-Time Administrative Assistant for the Town of Stow Highway Department. 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.

Registrar of Voters

There was no action on this agenda item.

Lower Village Project Update

The Superintendent of Streets provided the Board with a summary of developments at the Lower Village Town Common with regard to completing the Lower Village Roadway Construction project. The draining system has been completed and there are plans to loam and seed the area in the spring of 2021.

Tax Classification Hearing

At 7:23 PM Mr. Ryan read the public notice to open the Annual Tax Classification Hearing. Principal Assessor Kristen Fox was present via Zoom and provided the Board with a brief presentation. The Board voted unanimously to keep the tax rate at 1.

Mr. Salvie moved to close the Public Hearing. Ms. Frecha 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.

Based on information from the Board of Assessors, Ms. Frecha moved that the Town of Stow adopt a minimum residential factor of 1, to keep a single tax rate for fiscal year 2021, taxing all property classes at one rate. 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.

Public Hearing for Nan's Market Liquor License Applications

At 7:40 p.m. Mr. Ryan read the public notice to open the Liquor License hearing. The list of abutters who had been notified via registered mail regarding the hearing was read aloud by Ms. Sturgis. Only Wes Fischer and Shirley Birchfield, owners of the property, and Ms. Cleary were present from the abutters' list. Jordan Mackey, the Owner and Manager of the establishment, Nan's Market, was present via Zoom. Mr. Mackey explained his request for a section 12 all liquor license to sell all alcohol as well as a section 15 liquor license to sell wine and malt off-premises. The Board thanked Mr. Mackey for submitting the two applications concurrently so they could understand his future vision for the establishment. They voted unanimously approved the section 15 license with the provisions that the hours of operation be limited to 7a.m. through 9 p.m. daily and that the site is limited to 24 parking spaces, both noted in his liquor license application. The Board took no action on the section 12 All Alcohol license. They recommended Mr. Mackey return before the Board to request the section 12 license in 2021. Mr. Mackey agreed to that course of action. Ms. Birch-McMichael questioned the Planning Board's Special Permit and the number of

seats determined. Mr. Mackey said he will re-visit the Planning Board when that issue needs to be addressed.

Mr. Salvie moved to close the Public Hearing. Ms. Frecha 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.

I move to approve the Section 15 off-premises wine & malt beverages liquor license application for Nan's Market at 271 Great Road in Stow, as described in the application received October 14, 2020 and subject to final approval by the Massachusetts Alcoholic Beverages Control Commission. 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.

Minuteman High School Athletic Field Project

School Superintendent Dr. Ed Bouquillon and School Representative Alice DeLuca were present via Zoom. Dr. Bouquillon gave a presentation regarding the construction of new athletic fields that the possibility of adding upgrades to the project due to the opportunity to add outdoor lighting.

Notice of Massachusetts Department of Agricultural Resources (MDAR) Proposed Purchase of an Agricultural Preservation Restriction (APR)

Mr. Ryan read the notice that had been posted for the Massachusetts Department of Agricultural Resources (MDAR) who had contacted the Selectmen's Office and asked the Board for their help on completing a pending Agricultural Preservation Restriction (APR) on farmland on Old Bolton Road owned by Steven and Kirsten Mong. The Board agreed to shorten the waiting period from 120-days to 60 days. They signed all forms requested by the State. Bob Wilber of the Stow Conservation Trust was present to voice the SCT's support for this project.

Ms. Sturgis moved to waive the 120-day waiting period on the Agricultural Preservation Restriction as presented to not less than 60 days. Ms. Frecha 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.

Town Administrator's Report

Ms. Demboski reported that the FY-2021 books have officially been closed and free cash was certified today at \$2,358,510. She stated that her budget package would be sent out next week, beginning the FY-22 budget process and she added that completed budgets will be due back at the end of the year.

Meeting Minutes

Ms. Sturgis moved to accept the meeting minutes of the October 27, 2020 meeting with amendments. 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.

Liaison reports

Ms. Sturgis said that the Recreation Department issued their latest newsletter. She said it's still undetermined whether the Ski Program at Nashoba Valley Ski Area will occur this year. She stated that the Stow Gobbler will be virtual this year. She said that Perambulation had begun on Saturday.

Ms. Birch-McMichael said that Town Hall Restoration Committee would be meeting on Thursday. She reported that the Planning Board was meeting tonight and that they had hired a consultant to work with them on zoning in Lower Village. She said that the School Committee had met to discuss the School Building Committee. She stated that the next Tri-Town Meeting would be November 17th to be hosted by the Town of Lancaster and added that any Board members who

have agenda items should send them to the Selectmen's Office to be forwarded to Lancaster. There was discussion regarding the role of Tri-Town meetings.

Ms. Frecha stated that Conservation Commission has approved a new permits for the Lake Boon drawdown. She added that Conservation has added new signs at many trailheads regarding keeping dogs on leash at these properties and that those using the land should wear masks. She reminded everyone that it is hunting season and people should remember to wear orange in the woods. She stated that the CPC met last night and they have an application regarding the Kane property. She said there will be a meeting with the Town Hall Restoration Committee in December. She said SMAHT will be meeting on Thursday.

Mr. Salvie mentioned that the Randall Library Building Committee does have an RFR ready. The Trustees will be working on their needs statement. They do not feel there will be enough time between now and Town Meeting to hire a consultant to get a report done, but if there were to be a fall Special Town Meeting in 2021, they might be prepared at that time to present. He said he would be spending a good portion of the day on Thursday interviewing, with Ms. Demboski, potential PFAS LSPs.

Mr. Ryan reported that two local Fire Fighters, Landry and McNulty, graduated from the Fire Academy and were the subject of a press release issued by the Department of Fire Services

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:

Adjournment

Ms. Frecha moved to adjourn at 9:45 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=O7-d-TSqLF0>

Documents used at this meeting. Items can be found in the Selectmen's Office filed with meeting folder:

Nan's Market Liquor License Hearing Notice
Nan's Market Liquor Licenses applications
Assessor's Tax Rate Classification presentation
LA-5 form for Tax Rate Classification
LLA form for Nan's Market
MDAR documents for Steve & Kirsten Mong