

**Minutes  
Board of Selectmen Meeting  
Stow Town Building & Zoom  
November 24, 2020**

Physically present at this meeting in the Warren Room were Chair Thomas Ryan, Megan Birch-McMichael, Ellen Sturgis, Cortni Frecha and Jim Salvie.

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 wished everyone a happy and safe Thanksgiving. He informed the public that the State has come up with recommendations for a staying safe during the holidays and said they were available on the Town's website. He reminded everyone that the Stow Gobbler Run will be a virtual event this year operated by Stow Recreation and asked that no one show up to run in person. He said that Wreaths Across America, a non-profit organization, and their mission is to remember our veterans by laying wreaths on their graves. He said Stow will take part and residents can take part by donating a 16-inch wreath and dropping it off at 453 Great Road, Stow by December 15, 2020. Mr. Ryan announced that the Board's Administrative Assistant Maureen McKeon will be leaving and taking a position with another municipality. He thanked her for her years of dedicated service.

**Kane Land Trails Proposal**

The Town Administrator and members of the Kane Lane trails system group were present. They appeared before the Board in the beginning of 2020 and are preparing now to request \$30,000 of funding to begin preparations for construction of the trails in the Gleasondale area. The funding would help with a professional survey of the area. Ms. Dembkoski asked that the Board support the proposal going forward to the CPC. Abutters Leslie and Charles were present via Zoom and mentioned their support and offered a few suggestions. Conservation Agent Kathy Sferra was present and offered answers to the Bell's concerns.

**Modification of Gleasondale Local Historic District Study Committee**

Town Planner Jesse Steadman was not present but provided the Board with a memo explained the request to reduce the number of members on the Gleasondale Local Historic District Study Committee, as it is difficult to gather a quorum. The Board unanimously agreed to this request.

*Ms. Birch-McMichael moved to reduce the number of members in the Gleasondale Local Historic District Study Committee from seven to five. Mr. Sa/vie seconded the motion and it was passed unanimously. Roll call vote: Ms. Birch-McMichael, aye, Ms. Sturgis, aye, Mr. Ryan, aye, Ms. Frecha, aye and Mr. Sa/vie, aye.*

**Common Victualer and Class II license renewals for 2021**

The Board reviewed all licenses and agreed unanimously to renew all licenses for 2021.

*Ms. Birch-McMichael moved to renew the Town's Common Victualer Licenses for the following businesses for 2021. Mr. Sa/vie seconded the motion and it was passed unanimously. Roll call vote: Ms. Birch-McMichael, aye, Ms. Sturgis, aye, Mr. Ryan, aye, Ms. Frecha, aye and Mr. Sa/vie, aye.*

Dunkin' Donuts @ Stow Gulf Station 626 Great Road
Stow Cafe 118 Great Road
Delta Epsilon, Inc. dba Stow House of Pizza 156 Great Road
Stow LLC dba Dunkin Donuts @Stow Shopping Plaza 117 Great Road
Emma's Cafe 117 Great Road Stow, MA 01775

*Ms. Birch-McMichael moved to renew the Town's Class JI Licenses for the following businesses for 2021. Mr. Sa/vie seconded the motion and it was passed unanimously. Roll call vote: Ms. Birch-McMichael, aye, Ms. Sturgis, aye, Mr. Ryan, aye, Ms. Frecha, aye and Mr. Sa/vie, aye.*

Patterson Auto Body, Inc. 18 Great Road
Import Export of Boston 8 Whitman Street
Great Road Fuels 368 Great Road

Richard Presti Chapel Partners, Inc. 102 Great Road
BGL Automotive Corp. dba Hudson Road Auto, Inc. 383 Hudson Road
Dennis Paul Scafidi Infinite Detail and Accessories 102 Great Road

### **Tri-Town Discussion**

The Board briefly discussed a November 12, 2020 letter from the Nashoba Regional School Committee regarding their role at Tri-Town Meetings. The Board discussed their opinion of what Tri-Town Meeting should be and their experiences at recent Tri-Town Meetings. They discussed how they plan to proceed at upcoming meetings.

*Mr. Sa/vie moved to authorize the Selectmen 's Tri-Town Meeting Representative and the Town Administrator to begin going to Tri-Town Meetings again at their discretion after consultation with the Town Administrator. Ms. Frecha seconded the motion and it was passed unanimously. Roll call vote: Ms. Birch-McMichael, aye, Ms. Sturgis, aye, Mr. Ryan, aye, Ms. Frecha, aye and Mr. Sa/vie, aye.*

### **Board of Selectmen Meeting Calendar & Meeting in Person via Remotely**

The Board reviewed the draft meeting calendar put forth for proposed Board of Selectmen meetings in 2021.

*Ms. Birch-McMichael moved to accept the 2021 meeting calendar for the Board o/Selectmen as drafted. Ms. Sturgis seconded the motion and it was passed unanimously. Roll call vote: Ms. Birch-McMichael, aye, Ms. Sturgis, aye, Mr. Ryan, aye, Ms. Frecha, aye and Mr. Sa/vie, aye.*

The Board further discussed meeting in person during the COVID epidemic and determined that it might be wise to operate under a hybrid model for several upcoming meetings. They decided they would have no more than three Board members at a meeting in person, with the others attending virtually via Zoom. They decided they would alternate which members would attend in person.

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

Ms. Dembkoski reported that she had recently taken a tour of the new Minuteman High School and stated that she found it to be a beautiful facility. She congratulated Superintendent Bouquillon on receiving the CET award, denoting a longstanding commitment to the safety of all student and staff. She congratulated the Acting Police Chief on being awarded a federal grant to replace mobile computers and radar equipment in Police Vehicles. She announced that the Town had been awarded money through a Community Compact Grant to purchase and implement online permitting. She said that she is considering putting together a walking tour of the Lower Village area with Senator Eldridge, Representative Hogan, and a small town official delegation. Ms. Dembkoski said she would offer a few dates and determine the best for all. She told the Board that she should have a short list of Police Chief candidates to put forth at the December 8<sup>th</sup> meeting. She said that she had met with the PFAS

Working Group and had selected an engineering firm. She mentioned a letter regarding the Fire Academy site problems. She added that PFAS had been found in the Gleasondale Mill area and that additional samples will be taken. She said that COVID cases are on the rise and that she had met with the Nashoba Boards of Health Agent. She noted that she has enjoyed working with Ms. McKean for the past three months. She wished the Board and the residents a Happy Thanksgiving.

### **Liaison reports**

Ms. Sturgis said that the group had undertaken two perambulation outings and added that she had been informed that Sudbury and Maynard are now perambulating also. She reported that at their last meeting the Minuteman High School Committee voted unanimously to support the financing of the construction of the new athletic fields as they were presented to the Selectmen at their November 10<sup>th</sup> meeting. She said that Recreation has not met, but they are offering two programs this winter, Chess for Kids and Skiing at Nashoba Valley Ski Area. She said that the Council on Aging Board had met but that she was not able to attend. She said that SMAHT wanted people to be aware that the Rental Assistance Program is still available.

Ms. Birch-McMichael said that Town Hall Restoration Committee would be meeting with the Selectmen at the December 8<sup>th</sup> meeting via Zoom. She said the Committee is working on getting the CPC proposal together by the December 1 deadline. She said she participated in Perambulation. She reported she has been in touch with the NRSD School Committee Representatives.

Ms. Frecha stated that she had attended an EDIC meeting and their primary conversation revolved around storefronts in the Lower Village Plaza being vacant. She reported that Planning Board had hired a consulting firm to look at zoning in Lower Village and possibly offering more of a mixed-use scenario with housing and retail in the same area. She said the EDIC's goal with involvement is to help the area becoming more vibrant. She mentioned that the CPC will be meeting the first week in December. She also mentioned that the Town Hall Restoration Committee will be applying to the CPC for funding for the project. She reiterated that the other application the CPC will be reviewing is the request for funds to prepare for work on the Kane property.

Mr. Salvie mentioned that the LACAC met and continues to prepare for contract renewal negotiations. He reported that the Randall Library Building Committee does not plan to bring anything regarding their project to the May 2021 Annual Town Meeting. They will be utilizing extra time to revise their needs document that was originally presented nine years ago. Ms. Dembkoski added that they were supposed to meet last Thursday but were not able to due to technical difficulties, but she has been working closely with them and has weighed in on the RFR they have prepared.

Mr. Ryan reported Police, Fire and Highway are doing well. He said that he had attended a recent Board of Health meeting and Ms. Dembkoski attended as well. He mentioned a recent press release regarding COVID, most likely, he thought, as a result of the Town Administrator attending that meeting. He wished everyone a safe, happy Thanksgiving.

**Minutes:** *Ms. Sturgis moved to accept the meeting minutes of the November JO, 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. Sa/vie, aye, Ms. Frecha, aye and Mr. Ryan, aye.*

**Correspondence:** Mr. Ryan mentioned a letter regarding a foreclosure notice on a property that may be an affordable housing unit. It has been shared with the planning Board and SMAHT. He added that the Town Administrator will also follow this. He mentioned a letter from KP Law updating municipalities on changes regarding hearing notice deadlines and it was determined that these changes did not apply to the Hallock's Point Ch. 61 case the Town is addressing at this

time. It will affect Zoning Board hearings. Ms. Sturgis wanted clarification regarding an applicant for a position on the Cultural Council. Ms. Dembkoski stated that applicants must be registered voters. There was a brief discussion regarding changes to some committees that required registered voter vs. resident to allow employees who do not live in Stow to serve on appropriate committees.

**Adjournment**

*Ms. Birch-McMichael moved to adjourn at 8:45 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. Sa/vie, aye.*

Respectfully submitted,

A handwritten signature in black ink that reads "Maureen McKeon". The signature is fluid and cursive, with the first name "Maureen" and last name "McKeon" clearly distinguishable.

Maureen McKeon, Executive Assistant

YouTube link

[https://www.youtube.com/watch?v=6rX\\_oC8EPMA&list=PL/eWzm30B26OGK\\_uonrPJCPqcfbFneil](https://www.youtube.com/watch?v=6rX_oC8EPMA&list=PL/eWzm30B26OGK_uonrPJCPqcfbFneil)

**Documents used at this meeting.** Items can be found in the Selectmen's Office filed with meeting folder:  
Memo from Planning Board re: reducing number of committee members on Gleasondale Historic Committee  
CV & Class II Licenses for signatures