

Select Board Meeting Minutes  
Tuesday, May 25, 2021  
Stow Town Building & Zoom

Present in the Warren Room: Cortni Frecha, Megan Birch-McMichael, Zack Burns, James Salvie, and Ellen Sturgis. Also present: Town Administrator Denise Dembkoski.

*In the absence of a Chair, the Clerk steps in as Acting Chair of the Select Board.*

Acting Chair Frecha called the meeting to order at 7 p.m.

Acting Chair Frecha welcomed new member Zack Burns, and thanked all those who made town meeting go smoothly.

**Reorganization of the Board – Chair and Clerk**

Acting Chair Frecha asked for a brief discussion to include each member's thoughts on the roles of the Chair and the Clerk. The consensus is that the Chair is a more ceremonial role and is the person who runs the meeting. A successful Chair needs the support of the other Board members and needs to keep in mind that the Chair does not speak for the Board. The Clerk fills in for the Chair as needed.

*Select Board member Salvie nominated Cortni Frecha as Chair, seconded by Select Board member Frecha. The motion did not move forward on a 2-0-0 vote with Board members Salvie and Frecha in favor.*

*Select Board member Birch-McMichael nominated Ellen Sturgis as Chair, seconded by Select Board member Sturgis. The motion passed unanimously.*

*Select Board member Frecha nominated Megan Birch-McMichael as Clerk, seconded by Select Board member Burns. The motion passed unanimously.*

**Certificate of Appreciation for Eric S. Kraus, DDS**

Dr. Kraus and Alyson Toole, Council on Aging Executive Director, were present via Zoom. Ms. Toole praised Dr. Kraus's contributions and spoke to his long practice in Stow. Dr. Kraus established his dental practice in 1979 and is retiring after 42 years of being a family dentist.

*Select Board member Birch-McMichael moved to sign a Certificate of Appreciation for Eric S. Kraus, DDS. Select Board member Salvie seconded the motion, and it passed unanimously.*

**Annual June 1<sup>st</sup> Appointments**

Annual Appointment of Forest Warden

*Select Board member Birch-McMichael moved to reappoint Fire Chief Joseph Landry to the position of Forest Warden, for a one-year term, ending May 31, 2022. Select Board member Salvie seconded the motion, and it passed unanimously.*

Annual Appointment of Building Commissioner

*Select Board member Birch-McMichael moved to reappoint Craig Martin to the position of Building Commissioner, for a one-year term, ending May 31, 2022. Select Board member Salvie seconded the motion, and it passed unanimously.*

Annual Appointment of Inspectors

*On the recommendation of Building Commissioner Craig Martin, Select Board member Birch-McMichael moved to reappoint the following inspectors, for one-year terms, ending May 31, 2022:*

- Assistant Facilities Manager/Local Inspector: Douglas Hyde
- Electrical Inspector: Robert W. Norton
- Deputy Electrical Inspector: Dennis Monteiro
- Deputy Electrical Inspector: Michael A. Norton
- Gas Inspector: Adam Sahlberg
- Deputy Gas Inspector: Robert Smith
- Plumbing Inspector: Adam Sahlberg
- Deputy Plumbing Inspector: Robert Smith

*Select Board member Salvie seconded the motion, and it passed unanimously.*

### **Remote Participation Policy**

Town Administrator Demboski presented the draft of the Remote Participation Policy.

Board member Salvie said the Select Board did not vote on the option to adopt a remote policy when it was first added to the Open Meeting Law in 2009. Board member Salvie is concerned that other boards may not follow the policy if not properly trained.

Board member Burns suggested that the Town adopt a single method for remote participation. For Step 5, and for all future policies, he would like the policies to be gender neutral.

Discussion ensued regarding Step 4; if the wording is from the Open Meeting Law it will stay as is, if not, the Board proposed a change to the approval process to be: *...unless the presence of that person is approved by a simple majority vote of the quorum present at the executive session.*

*Select Board member Birch-McMichael moved to approve the Remote Participation Policy as amended. Select Board member Salvie seconded the motion, and it was approved unanimously.*

### **Notice of Exercise for Hallock Point**

Chair Sturgis asked about the process for ownership and selling of land. The Town Administrator stated that the 2 lots went through the full procurement process. Chair Sturgis congratulated the team who made this happen.

*Select Board member Birch-McMichael moved that the Select Board execute the Notice of Exercise for Hallock Point. Select Board member Salvie seconded the motion, and it was passed unanimously.*

### **Correspondence:**

- The Board discussed who might be able to attend the Maynard Historical Commission and the Maynard Sesquicentennial Committee event on June 5<sup>th</sup>.
- Regarding the letter from former Chair Ryan to the Police Chief, Board member Burns said he also has attended the Citizens' Police Academy and it was very well done and one of the best experiences he has had, and he encouraged the Board members to attend.

### **Adjournment**

*At 7:51 p.m. Board member Birch-McMichael moved to adjourn. Select Board member Frecha seconded the motion, and it passed unanimously.*

Respectfully submitted,

*Joyce Sampson*

Executive Assistant

### **Documents used at this meeting:**

*Documents can be found in the Select Board's Office in the meeting folder.*

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May 25, 2021

Approved: June 8, 2021