

Select Board Meeting Minutes  
Tuesday, July 27, 2021  
Stow Town Building & via Zoom

Present in the Warren Room: Chair Ellen Sturgis, Megan Birch-McMichael, Zack Burns, Cortni Frecha, James Salvie; Town Administrator Denise Dembkoski

Also present: Chief Michael Sallese, Shawn Marques, Mark Forgues, Katie Fisher, Arnie Epstein, Sharon Brownfield, Oleksii Savchenko, Richard Presti

Chair Sturgis called the meeting to order at 7 p.m.

**Public Input:** Mark Forgues, 9 White Pond Road and 39 Adams Drive, asked if the public would be allowed to add input to the transfer of the auto dealership. Chair Sturgis stated that when the Board addresses that agenda item they will allow brief comments before the Board votes.

**Board Member Comments:** Board member Burns spoke of Anna-Celestrya Carr, who is a Stow resident and indigenous woman of Canada, who constructed an Every Child Matters memorial at the First Parish Church of Stow & Acton, so that “the indigenous people of Canada know that our Stow community knows about and cares about their situation.” She is inviting, and member Burns is as well, the residents of Stow to visit the memorial. Chair Sturgis congratulated the Cultural Council for their recent events and mentioned that there is a trivia contest on Stow TV.

Congratulations to Rachel Vroegindewey who has completed her service at the Fire Academy and is now a full member of our Fire Department.

#### **Appointments**

Stephen McDonald to the position of part-time Administrative Assistant for the Highway Department

*Board member Salvie moved to appoint Stephen McDonald as part-time Highway Department Administrative Assistant. Board member Birch-McMichael seconded the motion, and it passed unanimously.*

Shawn Marques to the position of full-time Dispatcher for the Police Department

*Board member Salvie moved to appoint Shawn Marques as full-time Dispatcher for the Stow Police Department for a term expiring June 30, 2022 and subject to annual reappointment thereafter. Board member Birch-McMichael seconded the motion and it passed unanimously.*

#### **Touch-A-Truck event - August 28, 2021**

Lt. Erick Benoit, Chairman of the Fire Association, was present via Zoom.

The free Touch-A-Truck Day and Open House will be at the Fire Station on Saturday, August 28<sup>th</sup>. The Fire Association spoke with Recreation and the Building Department, and also the Food Pantry to make sure there are no conflicts that day. The Fire Association opened the event up to local groups and businesses.

*Board member Salvie moved to approve the Fire Association Touch-a-Truck event scheduled for Saturday, August 28, 2021 with conditions as specified by the Town Administrator. Board member Birch-McMichael seconded the motion, and it passed unanimously.*

#### **Collings Foundation - “Military History Through the Ages” Living History event - August 7 + 8, 2021**

Hunter Chaney, Director of Marketing for the Collings Foundation, was present via Zoom.

This is the second year that they have done this 'timeline event.' They have re-enactors, exhibitions, and displays, starting as early as the Roman Legion and working on up through history. The entrance gate is in Hudson, and the hours are 9a to 5p. Musket fire and small cannon fire will happen 3 times during the day, weather permitting, at 11a, 1p, and 3p. The Police Chief and the Fire Chief have both reviewed this event.

*Board member Salvie moved that all the necessary requirements have been submitted by the Collings Foundation for the Military History Through the Ages living history event scheduled for August 7 & 8, 2021, which will act as their Pre-World War I contractual major event. Board member Burns seconded the motion, and it passed unanimously.*

### **Transfer of Class II License from Infinite Automotive to Car Lot Express, Inc., 92 Great Road**

Chair Sturgis clarified that a transfer of license does not require a Public Hearing. There was a Zoning Board of Appeals case that involved the owner of the property and that is not what is being discussed tonight.

The Town Administrator said the Board's role in this is to make sure all the requirements for a Class II license under MA General Law are met, and this application has met them. The next step is to determine how the business will operate; the hours of operation, how many cars they can sell, and the number of cars allowed on the lot. It is the Board's discretion to issue a Class II license, with the ability to place restrictions upon issuance.

Oleksii Savchenko gave a brief history of his 9+ years of experience in the used car sales business. Mr. Savchenko said he is the co-owner of an incorporated business in Acton that holds a Class II license. The Board said they received information from Acton stating that he has never been an owner of a Class II license in Acton. The Board questioned the information on Mr. Savchenko's application.

The Board tabled this item until the next meeting. The Board wants to see the Class II applications and the Class II licenses issued from 2017-2021 from Acton for the business that Mr. Savchenko is a part of, and the Articles of Organization to clarify his role during that same period of time.

Chair Sturgis suggested that the Town's application form should be amended to clarify the language of the questions, and Board member Burns suggested adding an open-ended question so applicants can provide as much information as necessary.

Mark Forgues, 9 White Pond Road and 39 Adams Drive, asked the Board to get a lay-out or a site plan to show where the cars will be parked, for both this applicant and the applicant for next meeting's public hearing regarding another Class II license at 92 Great Road.

Dorothy Granat, 11 White Pine Road, asked about the number of Class II licenses at 92 Great Road and about MA General Law Ch. 140 Sec. 58.

Laura Corbin, 10 White Pond Road (via Zoom) asked about the number of cars for the new business, the business hours and signage. This is a new business and she questioned why there was not a public hearing.

A short discussion ensued regarding zoning and the uses allowed at the property. Richard Presti, owner of 92 Great Road, stated that the site cannot be turned into something better than what it has been for the past 80 years due to lack of water.

### **Green Energy Discussion**

The Town Administrator has been working with Arnie Epstein and Sharon Brownfield on the next steps for the Town in the area of sustainability and to prepare for the new energy stretch code. The goal is to create the new Green Advisory Committee. This will become an integral part of the permitting process as the code is implemented.

Sustainable Stow, which was established 10 years ago as a working group reporting to the Town Administrator, has led several town initiatives including the Stow Solar Challenge, the Green Community designation, and the HeatSmart program. Sustainable Stow will continue as a separate, non-town affiliated entity.

Arnie Epstein and Sharon Brownfield, co-Chairs of Sustainable Stow, presented a “Proposal for Stow Green Advisory Committee and Stow Climate Action Plan.” The committee will help align Stow with the statewide greenhouse gas emissions limits, and the action plan would identify specific targets and actions. They hope to have committee members who can assist with grants.

*Board member Salvie moved to create a Stow Green Advisory Committee, the mission of which would be to assist the Select Board and Town Administrator in developing programs and projects to foster energy conservation, energy efficiency, renewable energy generation and sustainability planning. The Green Advisory Committee will be composed of 9 members with representation made up from the following:*

- 1 Member appointed by the Select Board
- 1 Member appointed by the Planning Board
- 1 Member appointed by the Zoning Board of Appeals
- 1 Member appointed by the Conservation Commission
- 1 Member appointed by the Economic Development and Industrial Commission
- 2 Members appointed by the Town’s Energy Manager
- 2 At-Large Community Members who shall be registered voters of the Town of Stow appointed by the Select Board.

*All such members shall be appointed for a term of one (1) year with the term expiring on June 30, 2022.*

*Board member Burns seconded the motion.*

Discussion ensued.

*Board member Salvie amended his motion to add all such appointing boards and commissions shall be asked to give preference to applicants who can demonstrate knowledge of energy conservation, sustainability, environmental and climate impacts, and who are available to attend a majority of scheduled meetings.*

*Board member Birch-McMichael seconded the motion with amendments, and it passed unanimously.*

#### **Permit for Bike for the Woods – Sunday, August 29, 2021**

Board member Salvie recused himself from this vote as he is a volunteer with Bike for the Woods.

This is a small bike ride that has occurred in Stow for the past 20 years, with about 100 participants and a staggered start beginning at Lower Village with a modified route from prior years. Chief Sallese said this has been successful in the past and they won’t need police details. The newspaper will have information on the ride to notify residents of the route.

*Board member Birch-McMichael moved, with the approval of Public Safety officials, to approve the use of Stow public ways for the Stow Conservation Trust Bike for the Woods on Sunday, August 29, 2021. Board member Burns seconded the motion, and it passed unanimously (4-0).*

#### **Permit for the Ride to Defeat ALS – Sunday September 19, 2021**

Chief Sallese said this ride was done in 2018 and there is minimal road usage in Stow. The map was adjusted slightly due to apple season. Information will be publicized to inform residents.

*Board member Salvie moved, with the approval of Public Safety officials, to approve the use of Stow public ways for the 2021 Ride to Defeat ALS bike ride on Sunday, September 19, 2021. Board member Birch McMichael seconded the motion, and it passed unanimously.*

#### **Select Board Committee Assignments**

The Select Board cannot have a voting member on the Community Preservation Committee, which is why the Board previously had a liaison. There will be no Board member put forth for this committee.

The Chair asked the Board to hold on assigning a member to the Capital Planning Committee until the strategic planning discussion.

*Board member Salvie moved to nominate to the Planning Board Megan Birch-McMichael, as a member of the Select Board, for the Lower Village Revitalization Subcommittee. Board member Frecha seconded the motion, and it passed unanimously.*

*Board member Frecha moved to appoint Jim Salvie as Select Board member of the Randall Library Building Committee until the end of the fiscal year in which the committee presents design recommendations to Town Meeting. Board member Burns seconded the motion, and it passed unanimously.*

### **Strategic Planning - Role in Budgeting/Finance**

Chair Sturgis asked if the Board wants to set goals for capital planning and overall growth, and for funding priorities. Discussion ensued about how this process was done in the past, and how some Select Board members would like to see it move forward with the Board helping to guide the priorities. Per the Charter, the powers and duties of the Town Administrator include “to be the chief fiscal officer of the town; to prepare and present to the board of selectmen and to any town meeting an annual operating budget and a proposed capital outlay program for the town.”

The Town Administrator said there is not much discretion with the operating budget. The Board needs to set its goals, as without goal setting she cannot put forth their vision. The Town Administrator should have a voice in weighing in on capital requests.

The Select Board has a voting member on the Capital Planning Committee, and Board member Salvie chose not to be reappointed. Board members discussed their willingness to serve. It was suggested that Board member Burns would be a good choice due to his recent tenure on the Finance Committee.

*Board member Salvie moved to nominate Zack Burns as the Select Board member of the Capital Planning Committee for the remainder of a two-year term expiring June 30, 2023. Board member Birch-McMichael seconded the motion and it passed 4-0-1 with Chair Sturgis abstaining.*

### **Town Administrator’s (TA) Report**

- Town counsel reviewed the Police uniform policy and the tattoo portion is lawful; he has no concerns with it. The policy has been implemented in the Police Department.
- The TA testified last Tuesday at the PFAS Task Force hearing, specifically regarding the unique situation in Stow. She feels there needs to be better oversight from the state, other than DEP. The next hearing is August 2, and U.S. Congresswoman Lori Trahan will be there to discuss the federal response to PFAS.
- Tomorrow the TA is presenting to the MA Select Board Association, speaking about hybrid meetings and technology and resources. She will be featuring our new Owl technology.
- The TA met with the new NRSD superintendent Kirk Downing, as did the Police Chief. Mr. Downing plans to reach out to people in Stow to get further acclimated.
- The new Building Commissioner began last Monday and is fitting in very well.
- The new Department Assistant for Planning and the Board of Health began yesterday; she works 25 hours per week.
- Rep. Lori Trahan’s office will be making an announcement soon and asked for a quote from the TA, as they are still encouraged that Stow will be getting the award discussed at the previous meeting.
- The Assistant Town Administrator interviews were concluded last night. The TA should have someone in the role in the near future.
- The list of committee openings will be ready soon, after a final edit.

**Meeting Minutes**

July 13, 2021:

*Board member Salvie moved to approve the open session minutes of the July 13, 2021 meeting as drafted. Board member Frecha seconded the motion, and it passed unanimously.*

July 13, 2021 Executive Session:

*Board member Salvie moved to approve and release the minutes of the Executive Session meeting of July 13, 2021 Board member Burns seconded the motion, and it passed unanimously.*

**Correspondence** – no comments

**Adjournment**

*At 9:54 p.m. Board member Salvie moved to adjourn. 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.*