

Select Board Meeting Minutes
Tuesday, November 28, 2023
Stow Town Building & Zoom

Present in the Warren Room: Cortni Frecha, Megan Birch-McMichael, Ingeborg Hegemann Clark, Hector Constantzos, John "JT" Toole, and Town Administrator Denise Dembkoski

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

Public Comment - none

Board Member Comments - none

Town Administrator (TA) Report

- The Board and Committee Code of Conduct was sent out and the office has received 38 signed acknowledgement forms and 61 have not been returned. The TA will send a reminder email to those who have not signed the form.
- The bid for the library project has come in well over budget. The Library Building Committee 2.0 met with the design team and they will revisit the design to see where additional costs can be cut. The TA will issue a press release to provide more specifics to advise the public.
- Town Building will close at 1 p.m. on Thursday, November 30 to accommodate work on the water system as part of the DEP requirements and the PFAS situation. This last step will take 3-4 hours and we cannot operate a public facility with employees with no water.

Police Department Appointments – John Fantasia and Brandon Murphy

Police Chief Michael Sallese and John Fantasia were present in the Warren Room, and Brandon Murphy was present via Zoom.

Chief Sallese said that John Fantasia has worked for the police department for over 20 years as a reserve officer, a dispatcher, and as a dispatch supervisor. With a recent vacancy in the department, and after a successful interview process, it is time to move him up to be a patrol officer.

Mr. Toole moved to appoint John Fantasia to the position of Patrol Officer for the Stow Police Department through June 30, 2024.

Ms. Birch-McMichael seconded the motion and it passed unanimously.

There is an opening for a prosecutor, which is the officer that is the liaison between the court and the police department and handles all the court paperwork. Chief Sallese recommended Brandon Murphy.

Mr. Toole moved to assign Brandon Murphy to the position of Prosecutor for the Stow Police Department through June 30, 2024.

Ms. Birch-McMichael seconded the motion and it passed unanimously.

Police Department Policy Updates

7.11 Exposure Control

In 2013, former Police Chief Bosworth issued an order to assign a Department Infectious Control Officer, who is the liaison between the department and individuals that come in contact with

something infectious. The officer is trained in the protocols needed for this role and can gather and document information in case an officer becomes sick in the future from exposure. The policy has been updated and now includes language that is the accreditation standard.

Mr. Toole moved to approve Police Department Policy 7.11 Exposure Control, as presented by Police Chief Michael Sallese.

Ms. Birch-McMichael seconded the motion and it passed unanimously.

9.06 Eliminate the Purchase by the Stow PD of Single-Use Plastic Bottles

This is modeled on Governor Healey's Executive Order 619 and does not prevent or limit the officers in any way from buying water bottles. This limits the purchase by the department.

Mr. Toole moved to approve Police Department Policy 9.06 Eliminating the Purchase by the Stow Police Department of Single-Use Plastic Bottles, as presented by Police Chief Michael Sallese.

Ms. Birch-McMichael seconded the motion and it passed unanimously.

Common Victualler License Renewals for 2024

Ms. Dembkoski said that all paperwork is in order and they are in compliance. The TA recommends approval of the renewals.

Mr. Toole extended his appreciation to DDK for their community service to the Council on Aging.

Mr. Toole moved to renew the Town's Common Victualler Licenses for the following businesses for 2024:

29 Culinary LLC, dba Nan's Market, 271 Great Road

DDK Coffee Shop, 626 Great Road

Ms. Birch-McMichael seconded the motion and it passed unanimously.

Class II Used Car License Renewals 2024

Ms. Dembkoski said that all paperwork is in order and they are in compliance. The TA recommends approval of the renewals.

Mr. Toole moved to renew the Town's Class II Licenses for the following businesses for 2024:

Car Lot Express, 92 Great Road, Units 1 & 3

Dover Speed Shop LLC, 370 Hudson Road

BGL Automotive Corp., dba Hudson Road Auto, Inc., 383 Hudson Road

Patterson Auto Body, Inc., 18 Great Road

Ms. Birch-McMichael seconded the motion and it passed unanimously.

Stow TV Request

Stow TV Executive Director Jonathan Daisy was present in the Warren Room.

The connection between the Town Building, Town Hall, the library, the police station, and the two schools was cut when Center School was renovated. In our contract renewal with Comcast, they paid \$30k to buy out and not be responsible for the connection. The money will be used to upgrade the connection to fiber and connect the Town Building to Center School and Hale School. It is a 24-line system that holds a lot of data and can be used for video broadcasting, security cameras, and communication between buildings, among other things. There could be some capital funding in the

upcoming Verizon contract renewal which could be used for the second phase and extend the fiber down the road to other sites. Regarding the use of telephone poles in this process, companies are required to leave space on telephone poles for municipal fire alarms. The Board needs to grant access to this fire alarm space for the installation of the fiber.

Mr. Toole moved to allow Stow TV to use municipal fire alarm space to run fiber from the Town Building to Center and Hale schools, and further, to authorize the Town Administrator to work with HL&P and Verizon for approval. Ms. Birch-McMichael seconded the motion and it passed unanimously.

Small Jet Expansion at Hanscom Field – (continued discussion)

Ms. Hegemann said an environmental impact report will be issued this winter or spring and she recommended that this item be tabled until they have more information from the report.

Ms. Birch McMichael would like a clear objective as to what is expected from the Select Board when this topic is discussed in the future. The Board tabled further discussion.

Accept Donations from Peter Rhoads

Mr. Rhoads makes these donations every year and they are greatly appreciated. The donations are put in each department's gift account and there is no stipulation as to how the funds are spent.

Mr. Toole moved to accept the donations from Peter Rhoads for Town departments listed below:

\$500 for the Fire Department

\$500 for the Police Department

\$1,000 for Animal Control

Ms. Birch-McMichael seconded the motion and it was approved unanimously.

Board Correspondence & Updates

Mr. Constantzos commented on the email regarding the use of the registered trademark names YouTube and Zoom in the Recording of Meetings Policy. These are the accounts that the Town uses and the instructions in the policy should be clear and concise. Discussion ensued about the issue that some people in the audience may not want to be recorded; it was suggested that they could send a letter or an email to the Board. The TA said when it goes to Town Meeting as a bylaw then the residents can decide the level of transparency that they want.

Mr. Constantzos commented on the email received from Xfinity regarding price increases.

Adjournment

At 7:50 p.m. Mr. Toole moved to adjourn. Ms. Birch McMichael 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 Office in the meeting folder.

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Approved: December 12, 2023