

Select Board Meeting Minutes  
Tuesday, December 12, 2023  
Stow Town Building & Zoom

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

Absent: John Toole

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

**Public Comment** - none

**Appointment – Gabriel Lopez to Dispatch Supervisor**

Police Chief Michael Salles, Gabriel Lopez, and members of the police department were present in the Warren Room.

A recent promotion in the department created an opening for a Dispatch Supervisor. After the interview process, Gabriel Lopez is being recommended for the position. Mr. Lopez has been a dispatcher in Hudson and now Stow for a total of six years. He took it upon himself to take dispatch supervisor and communication center supervisor training and took the initiative to join the statewide telecommunication and response team.

*Mr. Constantzos moved to approve the assignment of Gabriel “Gabe” Lopez to the position of Dispatch Supervisor through June 30, 2024.*

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

**One Day Liquor License – St. Isidore Church – January 6, 2024**

Event Manager Bridgett Sadler was present in the Warren Room.

St. Isidore is having a potluck on Saturday, January 6, 2024 and submitted an application for a license to sell beer and wine. The bartender is TIPS certified and there are crowd control managers.

*Mr. Constantzos moved to approve a one day liquor license for St. Isidore’s Church, 429 Great Road, for Saturday, January 6, 2024 from 6 to 8 PM, provided all necessary permits and documents have been received.*

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

**Common Victualler License Renewal – Stow House of Pizza**

The Board discussed renewing the common victualler (CV) license for only three months as the business is not in compliance with its special permit issued by the Planning Board.

Rich Harrington, representing the applicants, said he recently submitted an updated plan to the Town Administrator and Town Planner (Valerie Oorthuys).

Ms. Dembkoski said great strides have been made in the past week and she recommended a three month license with the expectation that in three months it will be renewed for the remainder of the calendar year. If the conditions are not met, then in three months there will be a public hearing about the status of the CV license.

*Mr. Constantzos moved to renew the Town's Common Victualler License for Delta Epsilon, Inc., d/b/a Stow House of Pizza, 156 Great Road through March 31, 2024, pending compliance with the Planning Board Special Permit or a Public Hearing to discuss further renewal of the license.*

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

#### **Liquor License Renewal – Stowaway Golf Course**

Before renewing the liquor license for Stowaway, the Board had questions about the plans for the golf course. The owners said they have kept the liquor license current since shutting down in 2014, and in 2016 they began to clean up the golf course which resulted in some conservation issues. The family has owned the golf course since 1960 and this third generation of owners intends to reopen soon. Ms. Hegemann, a member of the Conservation Commission, said that they have been wonderful and she supports their efforts.

*Mr. Constantzos moved to renew the Town's 2024 Liquor License for J. Melone & Sons d/b/a Stowaway Golf, 121 White Pond Road – On Premises – Wine & Malt provided all taxes have been paid and all necessary documents have been received, an occupancy permit has been issued, and an inspection by the Fire Department/Building Commissioner has been completed and signed.*

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

#### **Public Hearing – Renewal Cable Television License for Verizon New England, Inc**

Chair Frecha read the public hearing notice:

*The Select Board, as the Cable Television License Issuing Authority, will consider and vote on a proposed Renewal Cable Television License for Verizon New England, Inc. on Tuesday, December 12, 2023 at 7:15 PM at the Stow Town Building, Warren Room, 380 Great Road, Stow, MA, pursuant to Section 626(h) of the Cable Act (47 USC Section 546(h)). The public is invited to attend and provide comment, if any. Any applications, reports, statements and/or amendments, including a copy of the Renewal License as proposed and/or agreed upon by the parties at that time will be available for review, download and/or reproduction at a reasonable fee from the Office of the Select Board.*

*Mr. Constantzos moved to enter into a public hearing on a proposed Renewal Cable Television License for Verizon New England, Inc.*

*Ms. Birch-McMichael seconded the motion and it passed unanimously by roll call vote.*

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

Mr. Daisy said that there had been a delay by Verizon's corporate office, and the attorneys for both parties have now agreed that this is a good five-year contract. As stated in the contract, once it is signed the Select Board will send a letter to Verizon to request an HD channel, and this is required to be fulfilled within 270 days. Mr. Daisy is hoping it will be sooner as the contract is already 6 months past the renewal deadline.

There were no comments from the public.

*Mr. Constantzos moved that the public hearing on a proposed Renewal Cable Television License for Verizon New England, Inc. be closed.*

*Ms. Birch-McMichael seconded the motion and it passed unanimously by roll call vote.*

*Mr. Constantzos hereby moved that the Board, as Cable Television License Issuing Authority, vote as follows:*

*To grant the subject Cable Television Renewal License with an effective date of December 12, 2023 to Verizon New England Inc. ("Verizon"). All terms and conditions contained in the Renewal License have been agreed to by Verizon. Verizon, by and through its authorized representative, will execute this Renewal License (Agreement) as set out on the Signature Page.*

*Further, Mr. Constantzos moved to authorize the Chair to sign a letter to Verizon requesting that Verizon provide an HD PEG access channel pursuant to section 5 of the contract.*

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

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

- The clothing bin at Pompo collected 1,710 pounds of clothing in November. The bin is full every week. The town received \$102.60 and this will be deposited into the general fund.
- The TA has been selected to serve on the Minuteman High School Superintendent Search Committee as the town administrator representative for the nine communities. They have begun to meet and have many meetings scheduled in the coming months.
- MART (Montachusett Regional Transit Authority) has received a grant and will be providing shuttle service in town beginning in mid-January. There will be shuttles from the old fire station to the South Acton train station, and from different complexes in town (specifically Pilot Grove, Elizabeth Brook Apartments, and Meeting House) for scheduled shopping routes. The goal is not to take the place of the Council on Aging shuttle vans, and this service will not be age restricted. Rides will be at no cost for the first three months then a minimal cost of \$1-\$2 per ride. There will be information on the town website and social media and possibly a townwide call. This will be reassessed after the pilot program.
- Town Building has had some mechanical issues recently, including water filtration repairs, which closed the building early on two different days.
- Beginning January 1, 2024, the Town Building will be closed at noon on Fridays to foot traffic. This will not alter employee schedules but will allow employees to finish their work for the week.

### **2024 Common Victualler License Renewals**

Ms. Dembkoski said that all the paperwork is in order for these renewals.

*Mr. Constantzos moved to renew the Town's Common Victualler Licenses for the following businesses through December 31, 2024:*

*Honey Pot Hill Orchards, LLC, 138 Sudbury Road  
Stow Café, 118 Great Road*

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

### **2024 Class II License Renewal**

Ms. Dembkoski said that all the paperwork is in order for this renewal.

*Mr. Constantzos moved to renew the Town's Class II License for Great Road Fuels, 368 Great Road through December 31, 2024.*

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

## **2024 Liquor License Renewals**

Ms. Dembkoski said that the motion is contingent upon inspections by the fire department and the building department. All inspections have been completed but there are a few issues with some businesses and they will get their license once the requirements have been met.

*Mr. Constantzos moved to renew the Town's 2024 Liquor Licenses for the following businesses, provided all taxes have been paid and all necessary documents have been received, and for all on-premises licensees, an inspection by the Fire Department/Building Commissioner has been completed and signed:*

1. 29 Culinary LLC, d/b/a Nan's Market, 271 Great Road – Package Store – Wine & Malt
2. AL & BC Inc., 8 Hudson Road – Package Store – All Alcohol
3. Fourth & Field, 302 Boxboro Road – On-Premises – All Alcohol
4. Honey Pot Hill Orchard, LLC, 138 Sudbury Road – Farmer Winery Pouring Permit
5. J. Salamone Enterprises, Inc. d/b/a Russell's Convenience Store of Stow, 390 Great Road – Package Store – Wine & Malt
6. Nickrosz Spirits, Inc. d/b/a Colonial Spirits of Stow, 117 Great Road – Package Store – All Alcohol
7. Red River Rock, Inc. d/b/a Red Ginger Restaurant, 117 Great Road - On-Premises – All Alcohol
8. Robert Page III LLC d/b/a Butternut Farm Golf Club, 115 Wheeler Road – On-Premises – All Alcohol
9. Stow Food & Beverage LLC d/b/a Stow Acres Country Club, 58 Randall Road – On-Premises – All Alcohol
10. Wedgewood Country Club of Stow Inc. d/b/a Wedgewood Pines Country Club, 215 Harvard Road - On-Premises – All Alcohol

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

## **Flag Policy**

Ms. Dembkoski explained that even though Stow does not have an official municipal flagpole at the Town Building, this policy sets the groundwork for any requests.

*Mr. Constantzos moved to approve the Flag Policy as drafted at this meeting.*

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

## **Request for Menorah Lighting**

Len Golder was present in the Warren Room.

Mr. Golder requested that a menorah be lit in Stow for Hannukah. He invited Rabbi Polter from the Acton-Concord Chabad Center to the meeting. Rabbi Polter has a 6-foot electric menorah that he will bring to Stow on Thursday night. For the event at 5:30 p.m. the menorah is lit with fire, per the precept, and will be replaced with bulbs when they leave. Rabbi Polter will remove the menorah on Friday, the last day of Hanukkah.

Mr. Golder had hoped to have the menorah lighting with the tree lighting on Lower Common but the Lions Club did not proceed with the tree lighting this year.

*Mr. Constantzos moved to approve the lighting of a menorah at the Lower Village Common on December 14, 2023, as requested by Leonard Golder.*

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

### **MIIA Health Benefits Trust Agreement**

This is a standard health insurance trust agreement. The unions have all signed off and are supportive of the change. The Minuteman Nashoba Health Group is taking a vote later this week to dissolve as of June 30, 2024, then the towns will find out how they will apportion their deficit.

*Mr. Constantzos moved to authorize and sign the MIIA Health Benefits Trust Agreement.*

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

### **Meeting Minutes**

*Mr. Constantzos moved to accept the meeting minutes of the November 14, 2023 meeting as drafted.*

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

*Mr. Constantzos moved to accept the meeting minutes of the November 28, 2023 meeting as drafted.*

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

### **Board Correspondence & Updates**

Mr. Constantzos commented on the Recording of Meetings Policy memo from the Planning Board. The Board discussed the ability for anyone to search for a recorded meeting on YouTube, versus the use of a specific channel that offers more privacy, or for people having to ask for the link to the meeting recording. The Board discussed putting a policy forward as an article at town meeting to see what level of transparency the residents want and if they are comfortable with being recorded at a meeting. Chair Frecha commented on soliciting input from other boards on policies and being collaborative.

Mr. Constantzos asked about the town water system. Ms. Dembkoski said the system is in and being tested but DEP still has to give the “okay.”. The letter received was regarding PFAS at the Firefighting Academy.

### **Adjournment**

*At 8:18 p.m. Mr. Constantzos 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.*