

AGENDA
BOARD OF SELECTMEN
January 26, 2021
7:00 p.m.
Town Building & Zoom

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place. This meeting of the Board of Selectmen will take place without any public present, but we will make every effort to ensure the public can adequately access any non-executive session proceedings in real time via Zoom.

Join Zoom Meeting

<https://zoom.us/j/99805887394?pwd=enUzQTFzMkZtTUFLdStkSmJQd0phZz09>

Meeting ID: 998 0588 7394
Passcode: 510494

1. Public input
2. Chairman's comments
3. Discussion and Possible Vote
 - Library Report/update with Director Tina McAndrews
 - Acceptance of donated land for Conservation purposes at Map R1, Parcel 27A, Spring Hill Estates Open Space, off Walcott Street AND acceptance of access easement
 - Acceptance of donated land for Conservation purposes at Map R5, Parcel 22, Harvard Acres Open Space, off Conant Drive AND acceptance of a pedestrian easement across Map R5, Parcel 24
 - Dissolve the Police Chief Search Committee
 - Discussion of Selectmen and Town Administrator workplan and goals
4. Town Administrator's Report
5. Liaison reports
6. Meeting minutes
 - January 9, 2021
 - January 12, 2021
7. Correspondence
8. Executive Session
 - Pursuant to MGL c. 30A, sec.21 (a) (2), to conduct strategy sessions in preparation for negotiations with Michael Sallese, for the position of Police Chief, and to conduct negotiations with appointed Chief Sallese.
9. Adjournment

Posted:

**DISCUSSION &
POSSIBLE VOTE**

Library Report/Update

Randall Library

Board of Selectmen Update

January 26, 2021



Agenda

- New Director
- COVID updates
- Circulation
- Programming
- Facilities updates
- Goals
- Final Questions/Comments



About Me - Bio - Tina Salvi McAndrew

- Began my professional library career in 2008 at Becker College in Worcester
- Experience in circulation, technical services, reference, IT, Talking Books for the Visually Impaired, management
- Worked at Worcester, Westborough, Leominster Public Libraries
- Finishing MS in Nonprofit Management
- Loves Cape Cod, to read true crime
- Wife, mother of four, and 1 dog (my favorite child), 1 cat, 1 snake



COVID-19 News and Challenges



Services

Curbside Pickup

Book/DVD Bundles

Virtual Programming

Printing

Take away crafts

Protocol

Quarantining of materials for 48 hours (lowered from 72 hours)

Staggered staff shifts

Online spreadsheet and email to request curbside pickup

Library Statistics FY20

8,216 e-books accessed

4,986 audiobooks downloaded

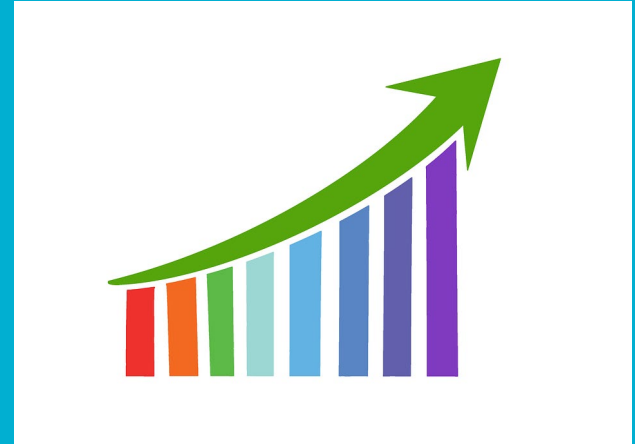
39,768 items in the Library collection

More than 3,000 patrons with library cards

53,286 reciprocal borrowing among libraries

44,184 circulations down 28.6% from 61,905 in 2019 - COVID (ALL 40 member libraries decreased in circulation)

December 2019 circulation 3,995/December 2020 3,725



Library Programming

First Quarter of FY21 - July 1 - October 31, 2020

737 adults and children attended

- virtual programming
- storywalks
- gravestone rubbings
- participated in crafts

Fall 2020

Launched gardening series and monthly trivia

Spring 2021

Continuing to promote adult programming including “New England Legends”



Facilities Updates

Interior

- Updated technology
- Creation of YA space
- Reconfigured Children's Room
- Updated work space for staff
- Collection Development
- HVAC
- New custodian

Exterior

- Removal of dying bushes in front
- Addition of outdoor seating in front
- Slow Down signs
- Tree trimming
- Front garden



Funding Requests/Receipts

Avidia Bank

- Received \$1400 for 3 hotspots for 1 year

American Library Association (ALA)

- Received \$3,000 for a One Book, One Town program

Library Giving Day - April 2020 raised almost \$2000

Friends letter - Fall 2020 received \$18,000 from 200 households in donations
(up from \$9,000 from 124 households)

MA Board of Library Commissioners (MBLC)

- Letter of Intent for funding to create Outreach to the community; grant draft in process

Middlesex Savings Bank

- Requested \$900 to fund a 2021 Wellness Series

Goals

- Update the strategic plan that is on file
- More funding from local organizations
- Building Committee
- Outreach/Community Engagement
- Addition of an assistant librarian

What patrons have to say.....

“As usual, you are the best!” - D.K.

“Thank you thank you thank you for being there. I am so happy to have BOOKS again!” - C.H.

“I've mostly been using my Hoopla account rather than requesting things from the library, but I appreciate that it is available. I miss seeing your friendly faces. Stay safe!” - R.S.

A letter written to Chris by Hugh “Dear Chris, Thank you for getting me the books! I really liked the science comics! I also am enjoying the class with Jason Viola (program)”

“...I thought I'd share something fun. My daughter made a fresh terrarium complete with a dragon from Randall's summer reading program. I love our Library. Even in COVID Randall has found a way to bring joy to children” J.S.

“We got the prize. Thank you. I have to give you all a lot credit, this program this year has been very motivating for Brynn...Thanks!” J.C.

The holiday season brought Library staff many cards and candy!

Questions/Contact Information



I can be reached at

tmcandrew@minlib.net

978-897-8572 (Library)

774-502-6764 (cell)


Thank you!

**Acceptance of
Donated Land &
Access Easement –
Spring Hill Estates**



Town of Stow Conservation Commission

380 Great Road
Stow, Massachusetts 01775
(978) 897-8615
FAX (978) 897-4534
conservation@stow-ma.gov

To: Tom Ryan, Chair, Stow Selectboard
From: Kathy Sferra, Stow Conservation Coordinator 
Re: Conservation Commission Land Acceptances
Date: January 20, 2021

The Stow Conservation Commission is requesting that the Selectboard vote to accept two parcels of land which are being gifted to the Conservation Commission. A description of each of the parcels is below, and maps of the properties are attached.

Spring Hill Estates Open Space, Off Walcott Street/Pennie Lane (Map R1, Lot 27A)

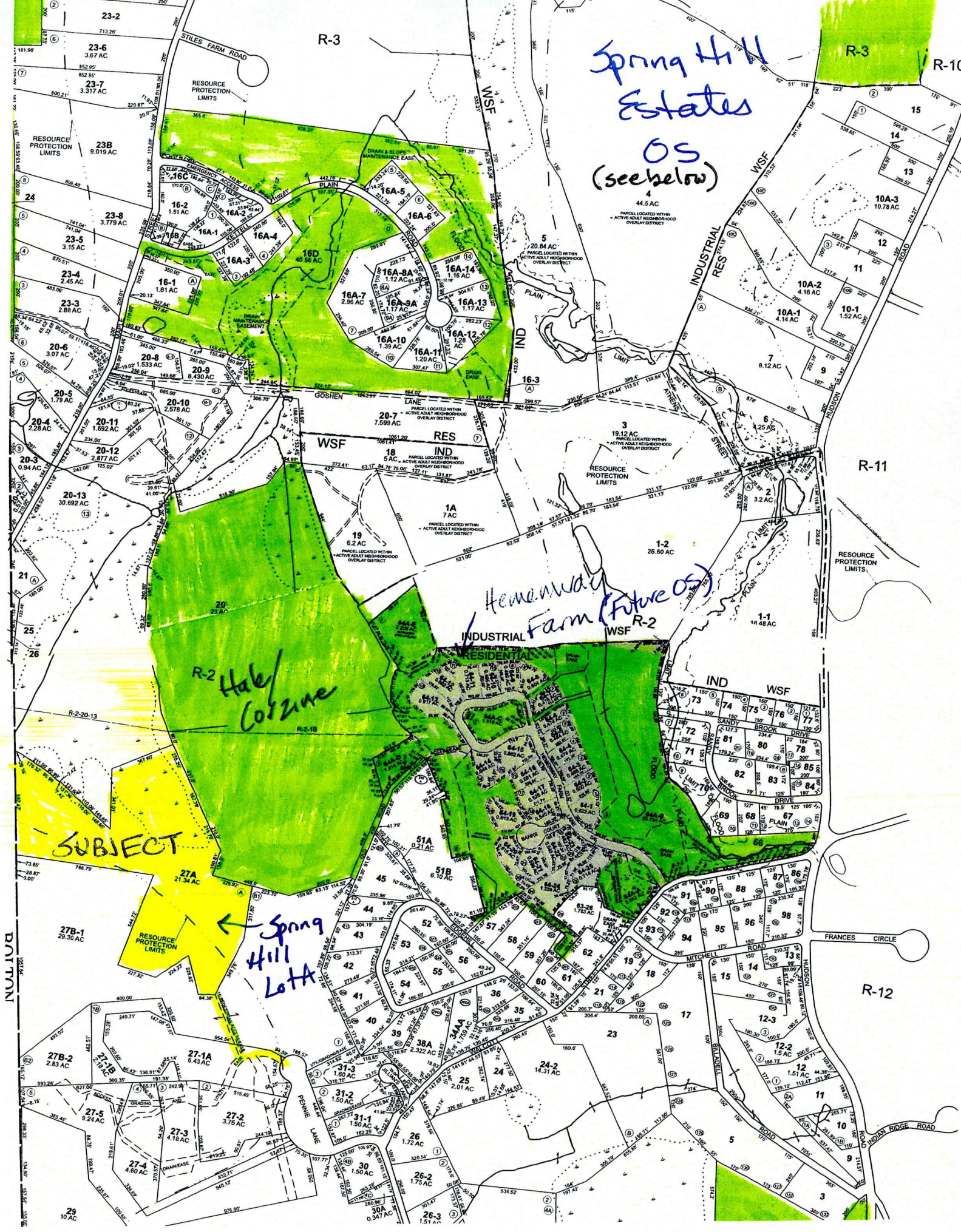
The Spring Hill Estates Subdivision Plan was approved by the Stow Planning Board in 2015. The current owner of the property is seeking to convey Parcel A, totaling 21.34 acres (11.5 acres upland) to the Town of Stow to be placed under the care and custody of the Conservation Commission in order to meet the open land requirements associated with the subdivision approval. Parcel A is wooded and includes some wetland areas. It abuts other protected land that is part of Stow Conservation Trust's Hale/Corzine area. Access is via the Corzine property off Edgehill Road or via a 10' access easement off Walcott Street. There are no public trails on the property at this time, though they will be developed at some point in the future. The Conservation Commission voted unanimously on January 19, 2021 to accept this parcel and execute the acceptance. The Selectmen are also required to vote to accept the deed and easement rights and execute the acceptance page.

Harvard Acres Open Space, Off Conant Drive (Map R5, Lot 22)

For the last two years, the Conservation Commission has been working with the Harvard Acres Homeowners Association to accomplish the transfer of a 12.04 parcel of open land, known as Parcel A, to the Town of Stow, together with a pedestrian access easement across the abutting tennis court parcel. The land is currently held by the Harvard Acres Homeowners Association and was required to remain as open space as part of the original subdivision approval in 1967. The Conservation Commission conducted a site visit and was impressed with the property noting that it contains an emergent marsh and pond that is just upstream of the Commonwealth's Delaney Wildlife Management Area and abuts both Town-owned parcels, and a large parcel of tax title land that is of conservation interest. Town Counsel has worked closely with the Association to make sure that the transfer is legally proper, and to draft the deed. All the residents of the development have been notified of the pending transfer and given the opportunity to raise questions or concerns. The Conservation Commission voted unanimously on June 18, 2019 (and re-voted on January 19, 2021) to accept this parcel and execute the acceptance. The Selectmen are also required to vote to accept the deed and easement rights.

Thank you and please let me know if you have any questions.

Spring Hill Estates OS (see below)



R-2 Hale/Corzine

Hemenway Farm (Future OS)

SUBJECT

Spring Hill Lots

DUTTON

R-12

R-11

R-3 R-10

RECORD AND RETURN TO:
Christopher J. Alphen, Esq.
9 Damonmill Square, Suite 4A4
Concord, MA 01742

~ Recording Information Area ~

QUITCLAIM DEED

I, **John Handel, of 25 Drake Street, Yarmouth Port, MA 02675**, in full consideration paid of One Dollars (\$1.00) and other valuable consideration grants to the Town of Stow, acting by and through its Conservation Commission pursuant to Massachusetts General Laws Chapter 40, section 8c, as amended, with an address of 380 Great Road, Stow, MA 01775
with QUITCLAIM COVENANTS,

A certain vacant parcel of land situated in said Stow, being Parcel A as shown on the plan entitled "Spring Hill Estates Definitive Subdivision Development, Stow, Massachusetts" prepared by Ducharme & Dillis Civil Design Group, Inc. dated June 18, 2014 and recorded as with the Middlesex South Registry of Deeds (the "Registry") as Plan 565 of 2016 (the "Premises").

Said Parcel A contains 929,621 square feet. Reference is hereby made to said plan of land for a more particular description of granted premises.

The Premises is granted to the Stow Conservation Commission pursuant to Condition 8.19 of the Erosion Control Special Permit and Hammerhead Lot Special Permit and Definitive Subdivision Decision filed with the Town Clerk on May 22, 2015 and recorded with said Registry in Book 65702, Page 578, as amended and extended (the "Special Permit"). The purpose of the conveyance is for the Grantee to preserve the Premises as open space in perpetuity for conservation and passive recreation purposes.

Being a portion of the property granted to the Grantor by the foreclosure deed recorded with said Registry in Book 72597, Page 172.

Also include reference to access easement to the Premises from Walcott Street, up driveway and as shown on plan. The Grantor reserves for himself an easement only for the purposes of complying with the Special Permit.

[SIGNATURE AND NOTARY PAGE TO FOLLOW]

Property Address: Parcel A on Pennie Lane, Stow, Massachusetts


Witness my hand and seal this 12 day of November 2020.


John Handel

COMMONWEALTH OF MASSACHUSETTS

Barnstable County

On this 12 day of November 2020, before me, the undersigned notary public, personally appeared, John Handel and proved to me through satisfactory evidence of identification, which was a driver's license, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose as his free act and deed.


Notary Public:
My Commission Expires:



KARYN M. RANSOM
Notary Public
Commonwealth of Massachusetts
My Commission Expires January 18, 2024

APPROVAL OF BOARD OF SELECTMEN

We, the undersigned, being a majority of the Board of Selectmen of the Town of Stow, hereby certify that at a public meeting duly held on this ____ day of _____, 2020, the Select Board voted to approve the foregoing gift of land from John Handel to the Stow Conservation Commission.

BOARD OF SELECTMEN:

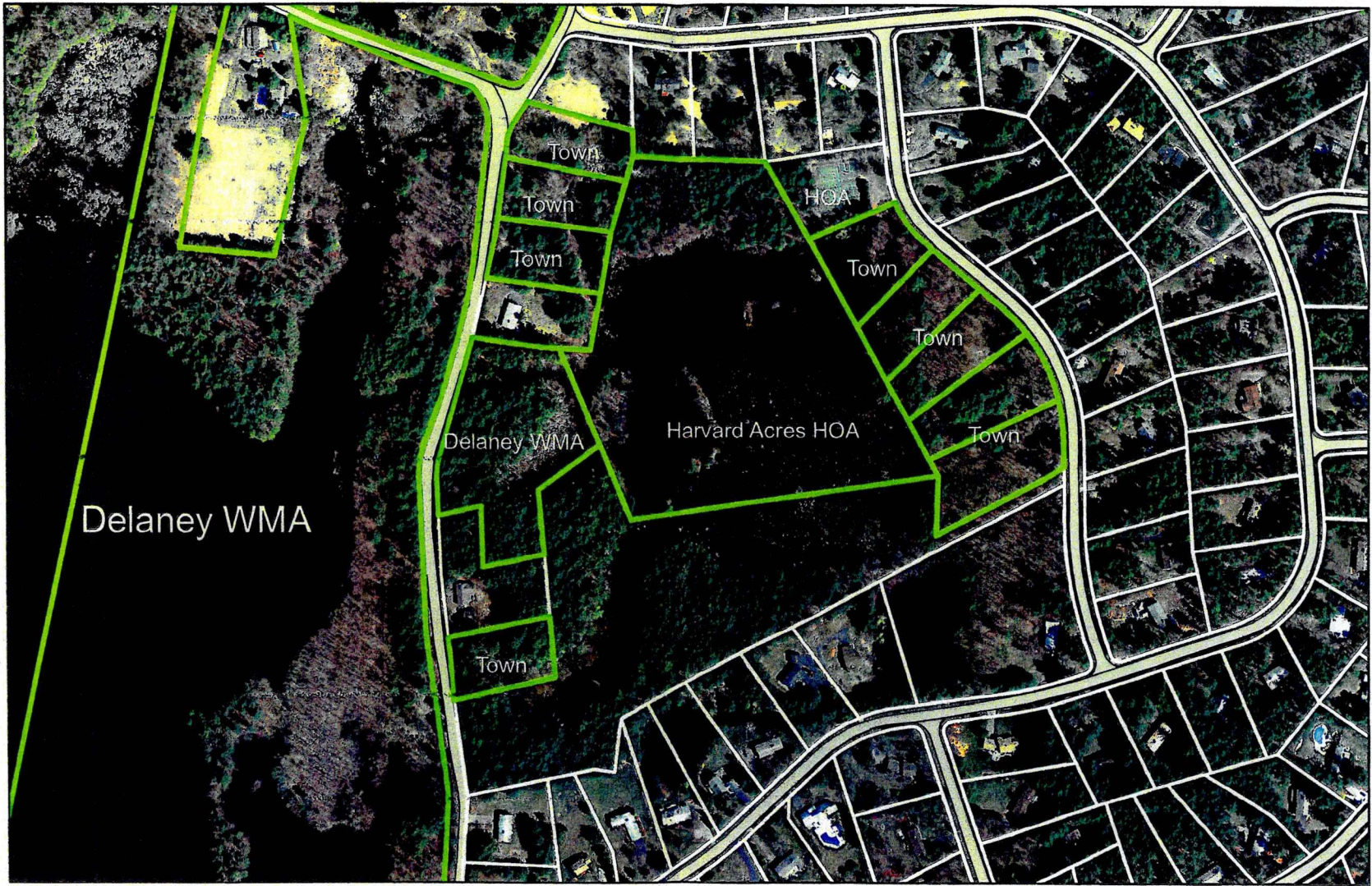
COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss:

On this ____ day of _____, 2020, before me, the undersigned notary public, personally appeared _____, Chair of the Board of Selectmen, and proved to me through satisfactory evidence of identification which was _____ to be the person whose name is signed on the proceeding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose.

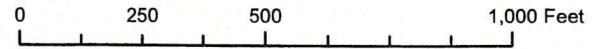
Notary Public
My Commission Expires:

**Acceptance of
Donated Land &
Access Easement –
Harvard Acres**



**Harvard Acres
Homeowners Association Conveyance**

Map by Stow Conservation Commission
2019



QUITCLAIM DEED

HARVARD ACRES HOMEOWNERS ASSOCIATION, INC., a corporation duly established under the laws of the Commonwealth of Massachusetts, and having a regular place of business at 361 Harvard Road, Stow, Middlesex County, Massachusetts, for consideration paid, and in full consideration of \$100.00, grants to the CONSERVATION COMMISSION OF THE TOWN OF STOW, MASSACHUSETTS, a municipal body duly established pursuant to G.L. c. 40. S. 8C; and having a regular place of business at 380 Great Road in Stow, Middlesex County, Massachusetts; with quitclaim covenants the following real property for conservation purposes:

A certain parcel of land in Stow, Middlesex County, Massachusetts, being shown as "Parcel A" and containing 12.05 more or less acres on a plan entitled "Plans of Harvard Acres, Stow, Mass.", dated January 24, 1967 and recorded with Middlesex South Registry of Deeds in Book 11328, Page 251 and, to provide pedestrian access to said "Parcel A", an affirmative easement for pedestrian and non-motorized access to pass and repass on, over and through, Lot 49 as shown on said plan so as to provide access to and from "Parcel A",

the same parcels having been conveyed by the Harvard Acres Recreational Association, Inc. to the Harvard Acres Homeowners Association, Inc. by deed recorded in the Middlesex South Registry of Deeds in Book 17109, Page 588.

In witness thereof, the said HARVARD ACRES HOMEOWNERS ASSOCIATION, INC. pursuant to a vote duly taken by its Directors on February 3, 2020, has caused these presents to be signed acknowledged and delivered in its name and behalf by:

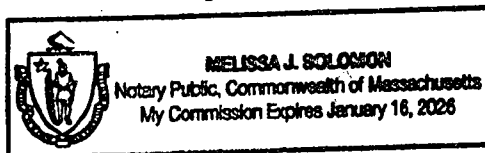
Stephanie Krenies, Director, this 20th day of December, 2020.

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this 20 day of December, 2020, before me, the undersigned notary public, personally appeared Stephanie Gjermer proved to me through satisfactory evidence of identification, which were None, to be the person whose name is signed on this document, and acknowledged to me that s/he signed it voluntarily for its stated purpose.

Melissa J. Solomon
Notary Public
My Commission expires:



APPROVAL OF BOARD OF SELECTMEN

We, the undersigned, being a majority of the Board of Selectmen of the Town of Stow, hereby certify that at a public meeting duly held on this ____ day of _____, 2021, the Board of Selectmen voted to approve the foregoing gift of land from Harvard Acres Homeowners Association, Inc to the Stow Conservation Commission.

BOARD OF SELECTMEN:

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss:

On this ____ day of _____, 2021, before me, the undersigned notary public, personally appeared _____, Chair of the Board of Selectmen, and proved to me through satisfactory evidence of identification which was _____ to be the person whose name is signed on the proceeding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose.

Notary Public
My Commission Expires:

**Dissolve the Police
Chief Search
Committee**

Dissolve the Police Chief Search Committee

On Tuesday, January 19, 2021 the Police Chief Search Committee met and concluded all necessary business (approving minutes). Our final order of business was to take a vote to recommend the Select Board formally dissolve the Committee. All Committee members feel our tasks are completed and the motion to recommend dissolution passed unanimously.

Discussion of BOS and TA workplan and goals

(Examples from other towns)

**Board members should review and be prepared
to discuss the following:**

- 1. Format**
- 2. What you would like to accomplish with
these goals**
- 3. How many goals are realistic**
- 4. Timeline**

Boxborough

Goals

All citizens will be accorded respect, courtesy, and fair due process by Town employees and members of all boards and commissions dealing with the public. Policies will be created for key government functions, based upon generally accepted practices throughout the Commonwealth.

Promote transparency in town government. Continue to provide information about town government, including related documents (e.g. minutes, bylaws, contracts), on town's website.

Expand the communication channels among the BSB, department heads and boards/commissions - by instituting formal quarterly meetings with department heads and meetings at least semi-annually with all boards. Liaisons should meet with department heads on a monthly basis. Expand communication channels among the Select Board, keeping all members informed.

Reinforce a high level of accountability flowing down from the BSB to the departments by creating overall goals for the town government and flowing specific contributing objectives and priorities to the department heads. Performance reviews will be based upon an accounting of actual performance against the agreed-upon objectives and priorities. Refine performance tool.

Formalize a personnel and capital resource planning activity in order to effectively prioritize potential personnel additions, infrastructure requirements, capital equipment purchases, and other large discretionary acquisitions such as land purchases in an environment of limited and possibly shrinking resources. This will require department heads, boards and commissions to carefully forecast personnel, infrastructure, capital, and real property needs and priorities. These individual forecasts will be integrated and prioritized from a town-wide perspective in order to constitute comprehensive five-year and ten-year plans that will form the basis for effective town meeting actions.

Establish several realistic goals and participate in regional and statewide municipal organizations working toward improvements in local revenue distributions, effective development policies, regional management of emergency services, affordable housing policies and other resource management issues. Review potential for consolidation of services within the town.

	Goal / Project	BSB Team Leader/Liaison	Team Members	Priority	Start Date	Target Date	Deliverables	Status	Date Completed (if not ongoing project)	Notes
1	Annual Goals Workshop	BSB Chair	BSB/TA			Annually in September; status of goals to be reviewed semi-annually.		Updated June 17, 2019		Next review February 2020
2	Communication & Technology	Ryan Ferrara	Wes-Fowiks		Aug-18	Jul-19	Develop a more robust website for the Town. Explore use of social media for communications, outreach BSB to explore the use of the email list and social media.	Working with vendor on a new platform to upgrade the website.		On-going New committee established: ATA, Chief of Police, Town Clerk and Abby Reip.
3	Capital Asset Management Plan	Ryan Ferrara	BSB Chair BICAO Dept. Heads		Jul-15	Jun-19	Develop a plan to determine the best course of action to pursue this goal. Consider hiring a consultant to do the initial plan and update every 5 years.			On-hold.
4	5 year operational plan	Ryan Ferrara	Major Dept. Heads		Sep-18	FY2021	Comprehensive town wide plan, including staffing, budgeting and growth			Revised goal. Previously handled under the budget. The new goal encompasses a broader view of town operations.

	Goal / Project	BSB Team Leader/Liaison	Team Members	Priority	Start Date	Target Date	Deliverables	Status	Date Completed (if not ongoing project)	Notes
5	Disaster Recovery and Continuity of Operations	Ryan Ferrara	Major Department Heads		Feb-18	May-19	Create a written disaster recovery and continuity of operations plan.			Incorporated into Major Department Head performance objectives.
a		Ryan Ferrara	Fire Chief Wes Fowks			Ongoing	Updated CEMP, semi-annual meetings			On-hold pending the hiring of a new Fire Chief
b		Ryan Ferrara	Fire Chief Wes Fowks				Emergency preparedness guide for residents			On-hold pending the hiring of a new Fire Chief
6	Disposition of Foreclosed & Tax Title Properties	Ryan Ferrara	Town Hall department heads		Fall 2011		Possible revenue to town	Assessor and Treasurer/Collector met with the Select Board to discuss preliminary steps. Need to develop a strategy for next steps		Pending. Input provided by Cons Com, Ag Com, BoH and Housing Board in late 2015. Need to get input from WRC.
7	Stow Road Task Force	Ryan Ferrara Les Fox			Fall 2011	2019	Develop a plan for moving forward with affordable housing project	On hold. May need this site for Public Safety facility, if all other options don't pan out.		Scope of work prepared for consultant to develop zoning proposal. TA to prepare contract.
8	Policies and procedures for Boards, Committees and Commissions	Susan Bak	Policy Advisory Committee Select Board		Sep-18	2019	Update policies and procedures to ensure they current and reflect the mission of the BSB.	All Select Board policies under review.		On-going.
9	Drug and Alcohol testing policy	Ryan Ferrara Maria Neyland	Police, Fire, Dispatch		Sep-18	2019	Create a written policy for union employees.	No progress		New goal as of September 2018

Winchendon

**Board of Selectmen/Town Manager
Goals and Objectives
Fiscal 2019 (July 1-June 30)
Adopted by the BOS on December 3, 2018**

Mission Statement: The Board of Selectmen and Town Manager provide executive leadership for the Town of Winchendon. Together, we pursue collaborative processes, ethical, and professional procedures to insure that Town resources are directed to providing the best services possible to protect public safety, public assets and a special quality of life in Winchendon.

Relating to the Board of Selectmen

Goal I. Protect and Enhance the Financial Health of the Town	
Objective	Action Item
A. Continue working with the Finance Team to ensure the approved budget is maintained, properly appropriated, and use of funds maximized and used efficiently.	
B. Clean up "old accounts" and update current accounts to streamline MUNIS and make account activity more transparent and easier to understand.	
C. Seek alternative funding whenever possible through grants, endowments or gifts to enhance department funding and services.	
D. Maintain fiscal discipline in all departments	
E. Update the Board of Selectmen on anticipated appropriations and all changes made by the Capital Planning Committee.	

**Board of Selectmen/Town Manager
Goals and Objectives
Fiscal 2019 (July 1-June 30)
Adopted by the BOS on December 3, 2018**

F. Maintain and update projected 5-year forecast, informing all Boards no less than quarterly.	
G. Continue upgrade to MUNIS and resolve issues through the Town Accountant, School Business Office and Town Treasurer	
H. Work with the Finance Committee, Town Accountant and Town Treasurer when preparing budgets, expenditures and anticipated financial obligations to be presented at the Annual Town Meeting in an effort to increase fiscal transparency	
Goal II. Protect and Enhance Communication	
Objective	Action Item
A. Maintain an open and transparent atmosphere with all elected and appointed boards and ensure that all Board of Selectmen members are informed of all important matters impacting the Town. Increase the number of multi-board meetings whenever necessary.	
B. Improve the responsiveness of town government by initiating a flow of information to inform residents of changes in by-laws and policies. Increase accessibility to all information using all available media.	

**Board of Selectmen/Town Manager
Goals and Objectives
Fiscal 2019 (July 1-June 30)
Adopted by the BOS on December 3, 2018**

<p>C. Develop a communications strategy to promote the awareness of residents regarding changes to policies, initiatives and actions of town government. Make access to information more accessible and available by utilizing the Town's website and other media platforms.</p>	
<p>D. Create a plan for department heads to meet with the Board of Selectmen no less than annually to discuss issues and anticipated updates to their departments.</p>	
<p>E. Utilize all sources of media, including newspapers, town website, social media and local cable access to increase positive communication between government and residents. Create and innovate venues for open communication.</p>	
<p>F. Increase communication between town government and school administration for open and transparent engagement.</p>	
<p>G. Communicate and visit local business owners, community clubs, organizations and schools to ensure the town's commitment to all residents.</p>	

**Board of Selectmen/Town Manager
Goals and Objectives
Fiscal 2019 (July 1-June 30)
Adopted by the BOS on December 3, 2018**

H. Increase dialogue with business owners and committees in an effort to have a more responsive and business friendly community, especially in the downtown area.	
I. Establish a line of communication between the Town and local businesses to increase communication and generate feedback for improvement.	
Goal III. Protect and Enhance Business and Economic Development	
Objective	Action Item
A. Make a concentrated effort to stop at local businesses to encourage communication between the town and proprietors.	
B. Work with town businesses to improve their opportunity for successful operations within the community, focusing on specific issues like parking, ease of access, encouraging high traffic areas, etc.	
C. Encourage and solicit new manufacturing and/or industrial development in the town and utilize designated industrial space.	
D. Encourage new retail space in the downtown area in accordance with the Master Plan	
E. Develop a plan to make the downtown area more inviting and encouraging to prospective business development. Develop a "Welcome Packet" to encourage more growth.	

**Board of Selectmen/Town Manager
Goals and Objectives
Fiscal 2019 (July 1-June 30)
Adopted by the BOS on December 3, 2018**

Goal IV. Protect and Enhance the Historic District and Public Property	
Objective	Action Item
A. Develop design standards for the downtown area. Create a vision that will enhance the look of downtown and encourage new businesses.	
B. Encourage downtown businesses to work in conjunction with the Community Development Committee to encourage businesses to adopt "village friendly" design standards.	
C. Actively encourage new markets and entrepreneurs to the downtown district. Develop a marketing plan (also for the industrial parks) for how businesses can make an impact in town, and how the town can positively impact their business.	
D. Protect the future use of town lands, manage buildings and facilities. Cooperate with the Finance Committee, Redevelopment Authority and Capital Planning to keep the Board updated as to future expenditures and maintenance costs.	

**Board of Selectmen/Town Manager
Goals and Objectives
Fiscal 2019 (July 1-June 30)
Adopted by the BOS on December 3, 2018**

Goal V. Town Appearance and Projection	
Objective	Action Item
A. Develop a plan to make the town more attractive and competitive for business and residential development.	
B. Establish procedures for identifying, notifying and working with property owners who are in non-compliance of Town by-laws and ordinances.	
C. Develop a strategy for targeting and enforcing by-laws and ordinances so that they are applied in a more uniform manner without discrimination.	
D. Establish a plan to transform targeted, blighted areas of town to improve overall Town appearance.	
E. Seek, and obtain grants and other sources of funding for improving Town appearance.	

END - Board of Selectmen

**Board of Selectmen/Town Manager
Goals and Objectives
Fiscal 2019 (July 1-June 30)
Adopted by the BOS on December 3, 2018**

I. Protect and Enhance the Financial Health of the Town	STATUS –
A.	
B.	
C.	
D.	
E.	
F.	
G.	
H.	
II. Protect and Enhance Communication	STATUS –
A.	
B.	
C.	
D.	
E.	
F.	
G.	
H.	
I.	
III. Protect and Enhance Business and Economic Development	STATUS –
A.	
B.	
C.	
D.	
E.	

**Board of Selectmen/Town Manager
Goals and Objectives
Fiscal 2019 (July 1-June 30)
Adopted by the BOS on December 3, 2018**

IV. Protect and Enhance the Historic District and Public Property	STATUS –
A.	
B.	
C.	
D.	
V. Town Appearance and Projection	STATUS –
A.	
B.	
C.	
D.	
E.	

END – Town Manager

Paxton Town Administrator
Goals and Objectives for FY18

SMART Goals
Specific, Measurable, Achievable, Relevant, Time Bound

Town Administrators Goals for FY18

I. Financial

1. Financial management Team shall continue to hold regular quarterly meetings.
2. Town Administrator will develop monthly financial reports as to how the current fiscal year's budget is being maintained. Reports will be presented to Board of Selectmen at the first Board of Selectmen meeting of each month.
3. Review all warrants to be signed by Board of Selectmen before presentation to the Board. Indication of review shall be provided in writing.
4. Identify areas of potential savings and potential budget crises with emphasis of one area of the budget per year.
5. Perform random balance checks with each Department that take in cash once per year.
6. Identify at least one additional area that could produce more revenue.

II. Human Resources Management and Labor Relations

1. Review and revise personnel policies once per year.
2. Ensure that all reporting personnel are reviewed annually and share reviews to Board of Selectmen by December 31. Implement a succession plan.
3. Hold quarterly Department Head Meetings.
4. Review employee compensation and suggest adjustments once per year.
5. For Town positions reporting to the Town Administrator ensure that those employees obtain professional development and report details to Board of Selectman by December 31.
6. Monthly updates on union negotiations when active.

III. Community Relations

1. Attend at least four off hour's community events.
2. Meet with businesses and other groups in Paxton at least twice per year and document said meetings.
3. Develop and maintain a town Twitter account by January 31, 2018.
4. Through local access cable TV, begin producing a show that introduces department managers and elected officials to the citizens of Paxton with one new show by December 31, 2017 and one more show by February 16, 2018.
6. Once every three months prepare a column and/or press release for local media.

IV. Quality of Life

1. Communicate with the Council on Aging and Recreation Directors monthly to support expansion and improvement programs.

V. Planning and Economic Development

1. Continue to monitor the progress of the Holden Road Transportation project and update the Board of Selectmen monthly.
2. Develop and maintain multi-year town-wide financial strategies and present strategies to Board of Selectmen annually in July.

VI. Town Government Efficiency and Effectiveness

1. Identify at least one area where we the Town can improve processes to make them more efficient and provide cost savings by February 1, 2018.
2. Identify at least one new method of recruiting new board and committee members to open positions.
3. Obtain a list of the maintenance items that are occurring at Paxton Center School and follow up quarterly.

VII. Service and Support to the Board of Selectmen

1. Keep the Board of Selectmen well informed of the matters under her control with Town Administrator's update at each Selectboard meeting.

VIII. Relationships with other levels of Government

1. Continue to foster positive working relationships with agencies of surrounding towns and other towns within the Wachusett District by quarterly contact with the other towns' managers and administrators.
2. Continue to foster positive working relationships with The Commonwealth of Massachusetts by quarterly contact with staff of the State Representative and biannual contact with staff of the State Senator.
3. To encourage and assist the departments with the application for a minimum of three grants per year.

IX. Personal Goals

1. Attend a minimum of two informational seminars.

STATEMENT OF VISION, GOALS, OBJECTIVES AND ACTIONS

JANUARY 9, 2017

**TOWN ADMINISTRATOR'S VISION OF THE ROLE OF TOWN ADMINISTRATOR IN WAYLAND
TOWN GOVERNMENT**

- The Town Administrator provides administrative leadership under the policy direction of the Board of Selectmen to Wayland town government, within the bounds of local and state law, Board policy, and the International City Managers Code of Ethics. The Town Administrator has a duty to remain apolitical, act under the direction of the Board of Selectmen as a whole, and act in the best interests of the town as a whole.
- The Town Administrator's chief role is to provide all available facts and information to the Board of Selectmen that is relevant to Board decisions and assists the Board, through the Board Chair, in managing effective decision-making processes. The Town Administrator makes policy recommendations to the Board.
- The Town Administrator supports the work of town boards and committees, respecting their diverse responsibilities and independent authority as legally elected entities, standing committees, and advisory committees.
- The Town Administrator is responsive to inquiries from the public and promotes a culture of respect for the public within the organization.
- The Town Administrator and Assistant Town Administrator and Department Heads manage the operations of the town within the authority and policies set by appointed and elected bodies, while promoting an organizational culture of teamwork, communication, mutual respect and accountability.

GOALS, OBJECTIVES, AND ACTIONS

GOAL 1: ASSURE THAT LOCAL GOVERNMENT RESOURCES ARE USED RESPONSIBLY AND EFFICIENTLY

OBJECTIVE A: Create a cohesive financial management group that is in compliance with MA General Law and serves the needs of the town.

ACTION: *Work collaboratively with the Finance Team to carry out the recommendations of the Collins Center Report including implementation of new information technology changes and applications; respond to Auditor's Management letter.*

OBJECTIVE B: Develop a management structure that improves town decision-making and management.

ACTION: *Working through a Steering Committee and using a Community Compact Grant, develop recommendations to improve the town's management structure.*

ACTION: *Work on the foundation built in 2016 to improve the Town's budget process through the adoption of long term financial management strategies and the presentation and monitoring of accurate revenue and expense budgets.*

ACTION: *Manage the transition to new Town Counsel in a way that maximizes benefit to the Town and holds the line on costs.*

OBJECTIVE C: Develop and improve town financial policies and procedures.

ACTION: *Working through a Steering Committee and using a Community Compact Grant, develop recommended financial policies on the use of free cash, issuance of debt and decisions on investment; develop a standard process and forms to prepare the annual operating and capital budget; develop an informational report on weekly expense warrants.*

ACTION: *Working with boards and committees and Town Counsel, update the Town's Revolving Fund structure as allowed under the Municipal Modernization Act and provide the Board with a recommended Town Meeting article.*

OBJECTIVE D: Continuously improve the effectiveness of town services to the public.

ACTION: *Develop an action plan including measurable objectives for all departments. Institute a performance evaluation program for regular personnel incorporating information from boards and committees.*

ACTION: *Work together with Annual Town Meeting Article proponents and Finance Committee to improve the presentation of articles in the warrant.*

GOAL 2: IMPROVE THE RESPONSIVENESS OF WAYLAND TOWN GOVERNMENT

OBJECTIVE A: Create public awareness about the actions of the Board of Selectmen and the activities of town departments.

ACTION: *Develop a written communications strategy and policy, emphasizing the use of social media to promote the awareness of residents about the policies, actions and initiatives of Town government.*

ACTION: *Provide residents with information about local government through a quarterly newsletter and periodic programs broadcast on WayCam.*

OBJECTIVE B: Provide efficient permitting processes that are user friendly for the public.

ACTION: *Through a team approach with the permitting departments, identify and develop ways to insure the permitting process is coordinated among departments and user friendly for the applicants.*

OBJECTIVE C: Create a culture of open government within all town departments.

ACTION: *Plan and institute a program to increase compliance with the open meeting, public records and ethics laws including training for staff and volunteers, adoption of board of selectmen policies and / or town by-laws and systematic communication with appointed and elected bodies.*

OBJECTIVE D: Improve Town Building working environment for staff and residents.

ACTION: *Working with Facilities Director, develop a manageable plan to work toward more efficient use of Town Building.*

GOAL 3: INCREASE THE AVAILABILITY OF AFFORDABLE HOUSING IN WAYLAND

OBJECTIVE A: Provide well designed market rate and affordable rental housing at Rivers Edge at reasonable cost to the town.

ACTION: *Working under the Board of Selectmen, and with the support of legal counsel, work on the next steps including issuance of Notice of Award, execution of Development Agreement and provide support and, management as required and appropriate through project construction.*

OBJECTIVE B: Provide new affordable housing.

ACTION: *Working through a CPA funded affordable housing consultant, support the work of the town's housing committees to develop new affordable housing and to comply with state legal requirements for affordable housing.*

Accepted by Board of Selectmen: January 9, 2017

Town Administrator FY'19 Goals/Objectives

The following list is exclusive of the Selectboard FY'19 Goals, for which the Town Administrator has significant roles/responsibilities. Please see attached for the Selectboard FY'19 Goals.

Human Resources:

1. Develop a structure and complete an evaluation of all Department Heads (Level of Effort (LOE): Medium?)
2. Revision to Personnel Policy (LOE: Medium)
3. Present a Computer Use Policy to the Selectboard for action (LOE: Low)

Financial:

1. Work with the Selectboard and Advisory Committee on the preparation of the FY20 Budget and May 2019 Annual Town Meeting Warrant (LOE: High)
2. Work with the Collins Center and applicable staff/officials on a 5-Year Capital Plan using Community Compact Funds (LOE: Medium?)
3. Work with Financial Team to implement an Integrated Municipal Financial Software (LOE: Low?)

Buildings/Infrastructure:

1. Exhaust Evacuation Systems at Fire Station #2 (voted 2017 ATM, funds exp. 6/30/19) (LOE: High)
2. Assist IT Coordinator with IT Improvements, i.e. Server and Workstation Replacements (voted 2018 ATM, funds exp. 6/30/19) (LOE: Low)
3. Assist IT Coordinator in rolling out a cyber security training for employees using Community Compact Funds (LOE: Low?).
4. Route 31 Bridge Grant – Assist Highway/RAC re: design/construction (construction completion required by 12/31/19 based on grant) (LOE: Low)
5. Ball Hill Road Culvert – Assist Highway/RAC re: design (LOE: Low)

Misc:

1. Working with the Police Chief to implement EMT training for police officers using Community Compact Funds (LOE: Low)

The LOE signifies the level of effort required by the Town Administrator (not by her staff or other officials).

* The Selectboard voted all in favor to accept the Town Administrator's FY'19 Goals as written, with the understanding that it may not be feasible to accomplish all listed goals given available resources.

Town-wide Broadband Initiative

The Selectboard and Town Administrator will continue to work with Charter Communications to bring internet and broadband services to all residents.

East Princeton Village Improvement Project

This project involves the reconstruction of about 1.2 miles of Route 140 centered around the Historic Village of East Princeton. The purpose of the project is to improve safety for the residents and the traveling public as well as to restore the Historic character of the Village. The Selectboard and Town Administrator will work with the Road Advisory Committee to ensure that all legal requirements are met to obtain rights of way and bids on the project. The Town will provide updates regarding construction and other related issues.

Building Stabilization Projects

At the 2018 annual town meeting, voters approved funds for needed repairs for Bagg Hall, the Town Annex and the existing Public Safety Building. The Selectboard and Town Administrator, working with employees and perhaps some townspeople, will start this work.

Develop and Begin Implementation of a Communications Plan

The Selectboard would like to do a better job of communicating with townspeople. It will create a formal communications plan covering means and desired frequency of communications. The Selectboard will begin more regular communications with the townspeople.

New Public Safety Building

Establish a new committee to make recommendations on how to move forward with the public safety complex need. The Selectboard & Town Administrator, along with the support of the Facilities Steering Committee Phase II, would then bring these recommendations to a special town meeting.

Medical Response

The Selectboard & Town Administrator, in collaboration with the Fire Chief and Police Chief, will meet and prepare a plan including budget and timeline (as needed) for the purpose of establishing a more rapid response for medical calls within the town.

Sale of Mechanics Hall

Establish a new committee to research and recommend any restrictions to be placed on the sale of the property. The committee is also asked to develop a description of the property and research methods by which the town can lawfully sell the property. Once complete, the Selectboard will vote the final terms and conditions of the sale, and the Town Administrator will begin the process to advertise the property.

Sell Unused Property

The Selectboard and Town Administrator, working with a team of employees and, perhaps, representatives of one or more committees, will develop guidelines and materials for the sale process and will begin a methodical process of disposal of unused town property.

Increase Selectboard focus on long-term strategic thinking

The Selectboard & Town Administrator will evaluate best practices in the separation of duties between the Selectboard and Town Administrator, with the goal being to effect greater long-term strategic planning.

Teamwork – Selectboard, Town Administrator and Advisory Committee

The Advisory Committee Review Committee recommended that the Selectboard, Town Administrator and Advisory Committee look for ways to improve their working relationship in order to more effectively serve the town. The Selectboard and Town Administrator will engage the Advisory Committee in discussions about effective roles for the Advisory Committee.

Begin Clarifying Roles & Responsibilities: Better Definition for Council on Aging and Council on Aging Director

The Selectboard and Town Administrator, working with the Council on Aging and the Council on Aging Director, will develop a formal Council on Aging committee charge that defines the roles and responsibilities of the Council. In addition, the Selectboard and Town Administrator will review and modify the job description of the Council on Aging Director as necessary to conform to the overall view of the relationship between the Council on Aging and the Council on Aging Director. The Selectboard and Town Administrator see this as a model to be applied to other town committees.

Long-Term Financial Planning

The Selectboard and Town Administrator will continue the work initiated by the Ad-Hoc Financial Group, relating to long-term financial planning, to maintain an updated 5-year plan.

Add a Student to Selectboard as a Deliberating, but Non-Voting, Member

The Selectboard will announce the opportunity, review and select a student, and work to incorporate the student as fully as possible into the Selectboard. The Board would value a younger perspective on issues of import to the town with a secondary goal that the real-life town government experience would be of value to the student.

Town Use of Sonoma Space at Post Office Place

The Selectboard and Town Administrator will continue to work to reach an agreement on the Sonoma space with the Post Office Place management team. Upon signing of a lease, the Town Administrator and Council on Aging Director will oversee the build-out of the space. While the space is under construction, the Selectboard and Town Administrator, working with the Council on Aging Director, will develop a policy on the non- Council on Aging use of the space.

Bagg Hall Renovation/Addition

The Selectboard recognizes that this is still an important need that should be addressed as soon as the board feels comfortable bringing it to the forefront. The Selectboard believes that a new Public Safety building must currently take priority. The Selectboard supports the Friends of Bagg Hall in their fund-raising efforts. These efforts will help the community understand what kind of financial support is available to assist the town in meeting future building needs.

MINUTES

*BOARD OF SELECTMEN
MEETING MINUTES
Saturday, January 9, 2021
Pompositticut Community Center
509 Great Road
Stow, MA 01775*

ATTENDANCE: Chair Tom Ryan, Megan Birch-McMichael, Cortni Frecha, Jim Salvie, and Ellen Sturgis

Also in attendance was Town Administrator Denise Dembkoski

The Chair opened the meeting at 9am.

Chair Ryan read an opening statement that this special meeting was called to publicly interview candidates for the position of Police Chief. He thanked the members of the Police Chief Search Committee, Denise Dembkoski, Town Administrator, Select Board Members Megan Birch-McMichael and himself Tom Ryan, Zack Burns, resident, Fire Chief Joe Landry, Highway Superintendent Steven Nadeau, and Berlin Police Chief Tom Galvin. He then informed the public that there were more than 30 applicants and the Search Committee narrowed it down to three finalists. However, today there would only be two interviews, as candidate Edward Lee withdrew on Thursday. Chair Ryan then discussed how he envisioned the first hour working and how the interviews would proceed. The whole board then discussed the process and how they all felt the interviews and the initial meeting should play out.

Selectwoman Birch-McMichael would like to suggest that each Board member take a topic they are passionate about and ask all questions in that realm. The Board then discussed the questions submitted by Board members, the Town Administrator, and the public. They discussed the way the format would flow and who would ask what questions.

After a full discussion on the questions and topic, the Chair called for a short recess beginning at 9:56am. The Board returned from recess at 10:12am.

10:15am – The Board welcomed Richard Briggs, a Lieutenant from the Ashland police department and began his interview.

The Board asked Lt. Briggs questions pertaining to a number to topics, including community policing, leadership, police reform, use of force, and being a candidate from outside the Stow police department.

“Overall, I have a good reputation in the community – overall, I think in all my departments I’ve had a good reputation” - Briggs

The Board finished the interview with Lt. Briggs and went into a recess at 11:18am.

The Board returned from their recess at 11:30am and welcomed Stow Acting Chief Mike Sallese and began his interview.

The Board asked Acting Chief Sallese questions pertaining to a number of topics, including community policing, leadership, police reform, bias, use of force, and being an internal candidate from the Stow police department.

“I want to be part of the change in the Stow Police Department and I want to look back on police reform and know that I was part of it.” - Sallese

The interview with Mike Sallese concluded at 12:34pm.

The Chair then opened up the discussion to see what the Board had to say and to decide how to proceed.

Selectwoman Birch-McMichael is not in favor of voting today, she thinks it's important to get community input before the Tuesday meeting. She felt both interviews were of a different tenor than previous interviews and in a positive way.

Selectwoman Frecha would agree and wants some time to think this over and felt there were two solid interviews. And has asked how residents should provide their comments. Ms. Dembkoski said folks can email her at her email address and she will compile them for the Board on Monday.

Selectman Salvie stated that he agreed, both candidates were very qualified and he had some concerns when the third candidate withdrew, but he has no concerns any longer and will be ready to take a vote on Tuesday night.

Selectwoman Sturgis echoed the same statements of Selectman Salvie and said she was very concerned when the third candidate withdrew and thought about asking to re-open the search, but after participating in these interviews she is much more reassured.

Chair Ryan stated that he would be prepared to vote today, but since he appears to be outvoted, he will wait until Tuesday.

Ms. Dembkoski reminded the Board that they will be meeting at Pompo on Tuesday night as well, to allow all five (5) members to be present and still be safely distanced.

Hearing no other questions/comments, the Chair entertained a motion to adjourn. Selectwoman Sturgis made a motion to adjourn at 12:39pm, seconded by Selectwoman Frecha, and it was approved on a unanimous vote.

*Respectfully submitted,
Denise M. Dembkoski
Town Administrator*

**Board of Selectmen Meeting Minutes
January 12, 2021, 7 pm
Stow Community Center & Via Zoom**

Physically present at this meeting at the Stow Community Center were board members:

Thomas Ryan, Chair
Jim Salvie
Cortni Frecha
Megan Birch-McMichael

Also Denise Dembkoski, Town Administrator

Board members present remotely via Zoom: Ellen Sturgis

Mr. Ryan called the meeting to order at 7 p.m.

Public Input: There were no comments.

Chairman's comments: Mr. Ryan wished everyone a Happy New Year, and said that he is grateful to have great colleagues on the Board, and he appreciates the comparison to the tragedy in Washington DC last week.

Recognition - Certificate for Retiring Library Page Rosemary Bawn

Mr. Ryan read a Certificate of Appreciation for Rosemary Bawn, noting her hard work and attributes. Tina McAndrew, Library Director, was present and also thanked Ms. Bawn and said that she will be missed. Board members offered their thanks.

Megan Birch-McMichael moved that the Board approve and sign a certificate for retiring Randall Library Page Rosemary Bawn. Cortni Frecha seconded and the motion was approved unanimously (5-0) on a roll call vote.

Appointments of Barry Evers and Jonathan Gray as Call Fire Lieutenants:

Chief Joe Landry was present and Tom Ryan read his written recommendation to appoint Barry Evers and Jonathan Gray as Call Fire Lieutenants, noting they had gone through the process to be promoted. He noted the qualifications of both candidates.

Megan Birch-McMichael moved to appoint Barry Evers as Call Lieutenant for the Stow Fire Department, effective immediately, for the remainder of a one-year term expiring June 30, 2021, and subject to reappointment at that time. Cortni Frecha seconded and the motion was approved unanimously (5-0) on a roll call vote.

Megan Birch-McMichael moved to appoint Jonathan Gray as Call Lieutenant for the Stow Fire Department, effective immediately, for the remainder of a one-year term expiring June 30, 2021, and subject to reappointment at that time. Cortni Frecha seconded and the motion was approved unanimously (5-0) on a roll call vote.

7:15 pm – Public Hearing – Ken’s Liquor Shoppe Liquor License Transfer

Mr. Ryan read the hearing notice. *Megan Birch-McMichael moved to open the hearing, Jim Salvie seconded and the motion was approved unanimously (5-0) on a roll call vote.* Present was the applicant, Tony Buscemi with Counsel Christopher Yates. Mr. Buscemi said he was looking forward to running the business and noted his past and current business enterprises in the area. Mr. Salvie clarified that their approval is contingent on the ABCC’s approval and that the ABCC will do the CORI checks. There were no comments from the public. Megan Birch-McMichael wondered if we are now eligible for a third liquor license due to population. She knows that there are other businesses that are trying to get a package license. Dembkoski is looking into this. Tom noted that Larry Manosh, the retiring current owner, was present. Members thanked Larry for his years as a businessman. *Megan Birch-McMichael moved that the public hearing for the transfer of the liquor license for Ken’s Liquor Shoppe, Inc. be closed. Cortni Frecha seconded and the motion was approved unanimously (5-0) on a roll call vote.*

Megan Birch-McMichael moved to approve the transfer of the liquor license of Ken’s Liquor Shoppe, Inc. to AL&BC Inc., as described in the application received November 16, 2020, and subject to final approval by the Massachusetts Alcoholic Beverages Control Commission (ABCC). Megan Birch McMichael further moved that the Board sign the Local Licensing Authority Review Record for submission to the ABCC with the application. Cortni Frecha seconded and the and the motion was approved unanimously (5-0) on a roll call vote

Accept Donation to Cemetery Committee

The Cemetery Committee has voted to accept a donation that was offered in appreciation the staff’s good work.

Megan Birch-McMichael moved to accept a donation of \$100 from William Shrader for the cemetery perpetual care account. Cortni Frecha seconded and the and the motion was approved unanimously (5-0) on a roll call vote.

**Discussion - Finalist Candidates for Police Chief: Richard Briggs, Edward Lee, and Michael Sallese
Appointment of Police Chief**

Tom Ryan summarized the search process to date, noting that two finalists – Richard Briggs and Michael Sallese were interviewed – and a third, Edward Lee, had dropped out after taking another position. He noted that by charter the Selectboard acts on the recommendation of the Town Administrator. Mr. Ryan asked Ms. Dembkoski for her recommendation.

Ms. Dembkoski said she was impressed with both in-person interviews. She said her recommendation is for Acting Chief Michael Sallese. She believes that he is rationale, fair, supportive of employees, and ready to grow. While she has heard stories that he was “tough” during his early years on the police force, there are no disciplinary actions and no letters in his personnel file. She said that over the course of his career he has grown dramatically. Since she came on board in September she has personally seen him grow further. She feels that Sallese is ready to be chief, and is the right person for the job.

Tom Ryan also spoke in favor of Sallese, highlighting his background with the department and years of service as well as some of his accomplishments as Acting Chief. He noted that about 30 letters of

support have been received for Mike from residents, employees, police employees, some from out of town, and the Nashoba Superintendent. He noted that he liked the comment at Mike's interview that he wanted to ask employees "who did you help today?"

Megan Birch-McMichael noted that she was a member of the Screening Committee. She wanted to be a part of the process and get input from people in Town. She came out of Saturday's interviews feeling confident and comfortable in choosing Sallese. She liked the statement that Sallese wants to continue mentoring other officers. He already has on the ground knowledge. She is happy to recommend him and thinks he is ready to listen and learn.

Cortni Frecha also stated that she favored Sallese though she thought both candidates were very spoken. She said that she felt Acting Chief Sallese has done an excellent job. She feels that the tone of his interactions is very kind and compassionate. She commends him for his ability to act that way under pressure and in all kinds of interactions.

Jim Salvie stated that he based his decision on five factors including technical competence, ability to bring about systemic change, ability to reintroduce and redefine the role of Chief, the individual's heart -- who they are as a person -- and consistency of character. He noted that on all of these, he felt Sallese was superior. Sallese had specific examples for how he would infuse change into the culture of the Department, and seems like he would do a good job as an outward facing Chief. Salvie noted that the wide diversity of letters received tell a remarkably consistent story of Sallese's personal growth, attitude toward community policing, and his willingness to show up.

Ellen Sturgis said she strongly supports the members of the Police Department and believes in the importance of community policing. She went into the process believing that we needed an outside person to bring in new perspectives. She is grateful to the people who commented, and noted that there are a large number of residents who have concerns about Sallese's actions from more than a decade ago. She believe that people mature and grow and believes that Sallese is the right choice today.

Megan Birch-McMichael moved that the Board offer the position of Police Chief for the Stow Police Department to Michael Sallese, contingent upon successful contract negotiations and a final background check. Cortni Frecha seconded. Dembkoski said she doesn't think we need a background check, she has been though his personnel records. Mr. Ryan suggested a friendly amendment to strike the background check. Megan and Cortni accepted this. The motion was approved 4-0-1 on roll call vote with Ms. Sturgis abstaining.

Sallese thanked the Board and said he is more than happy to have follow up conversations with anyone in the community.

Annual Town Meeting and Annual Town Election Dates/2021 Annual Town Meeting Warrant Opening

Denise Dembkoski proposed to reschedule Town Meeting to a Saturday. She recommends keeping the election on May 8th and then holding Town Meeting on a subsequent Saturday. Town Clerk Linda Hathaway was present and supported these recommendations. Dembkoski noted that the Moderator is supportive of a Saturday and would like to use electronic voting. She thought the indoor/outdoor set up last year worked well. The Board discussed various options for Town Meeting dates. It was noted that candidates elected on May 8th will not be seated until after Town Meeting per provisions in the Town Charter.

Jim Salvie moved to hold Annual Town Meeting on May 22nd. Cortni Frecha seconded and the vote was unanimous (5-0) on a roll call vote.

Megan Birch-McMichael moved that the Annual Town Election be held on Saturday May 8, 2021 at Center School, 403 Great Road, with the time to be determined

- *Board of Assessors – One 3-year term*
- *Board of Assessors – One unexpired 3-year term, expiring 2023*
- *Board of Health – One 3-year term*
- *Nashoba Regional School Committee – One 3-year term*
- *Planning Board – One 5-year term*
- *Trustee, Randall Library – Two 3-year terms*
- *Board of Selectmen – Two 3-year terms*
- *Housing Authority – One 5-year term*

Cortni Frecha seconded and the motion was approved unanimously (5-0) on a roll call vote.

Megan Birch-McMichael moved that the Board open the May 22nd 2021 Annual Town Meeting warrant on January 12, 2021 and close the warrant on April 16, 2021. Cortni Frecha seconded and the motion was approved unanimously (5-0) on a roll call vote.

Discussion and Approval of Policies

Dembkoski presented three policies that she has put together on Harassment, Workplace Violence and Fraud. She described the policies and stated that the plan would be to distribute them to employees, have each employee sign an acknowledgement, and keep it in each personnel file. They will also become part of the normal onboarding process and will be posted on the website. There was a discussion on how to make volunteers aware of these policies and it was agreed that they will get them when they are sworn in.

Harassment and Sexual Harassment Policy: *Megan Birch-McMichael moved to approve the Harassment Policy as presented by the Town Administrator. Cortni Frecha seconded and the motion was approved unanimously (5-0) on a roll call vote.*

Workplace Violence Policy: The Board discussed the policy. Mr. Ryan asked for a clarification of weapons. Can an employee have a weapon in the workplace if they are legally allowed to possess it? Ms. Dembkoski said in a previous community this was allowed, but she was aware of each instance. Mr. Ryan thought there should be more clarification in the policy. *Jim Salvie moved to approve the*

Board of Selectmen Meeting Minutes

1-12-2021

Approved _____

Workplace Violence Policy as presented by the Town Administrator. Cortni Frecha seconded and the motion was approved 4-0-1 on a roll call vote with Mr. Ryan abstaining.

Anti-Fraud Policy: Megan Birch-McMichael moved to approve the Anti-Fraud Policy as presented by the Town Administrator. Cortni Frecha seconded and the motion was approved unanimously (5-0) on a

Town Administrator's Report:

- The Walking Tour of Lower Village with Legislators has been scheduled for 1/25 at 1 pm.
- A new Townwide SMART 911 notification system has been put in place and allows people to register to receive email, phone calls, or texts. She encouraged everyone to sign up.
- Stow has been elevated to a Red Status for COVID. The vaccination process is still being worked on. Public safety vaccinations are starting and scheduled for the 20th and 23rd of this month. She noted the Covid-19 tab on the website.
- Public Meeting mid-February regarding the future of Stow Acres. Details TBA.
- Attorneys and ZBA will be representing Stow at an upcoming mediation for Plantation Apartments. She will keep the Board posted.

Liaison reports

- Ms. Sturgis noted that Maureen Hogan is leaving the Recreation Dept. and will not be replaced in the short term. She noted the good work done by Deb Woods and her crew with holiday wreaths at Brookside Cemetery. She hopes that becomes an annual event. She noted COA events over the holidays.
- Mr. Salvie noted that the Library Building Committee met and Denise attended. They were encouraged to look at expanding use of the upstairs space. Nothing is expected at the next Town Meeting. Fin Comm has started to meet on budgets. Capital Planning meets Thursday.
- Ms. Frecha noted that Community Preservation Committee met last night to talk about bonding with the Community Preservation Coalition. SMAHT met with the developer who is interested in Stow Acres and discussed housing needs. Town Hall Restoration Committee is putting together a public survey. Tom said is not personally in favor of CPA bonding.
- Ms. Birch McMichael noted that the Lake Boon Commission has gotten a Municipal Vulnerability Grant from the state. The hearing for Stow House of Pizza has been continued. Tri-Town may meet in February.
- Mr. Ryan noted the appointments made tonight for Police and Fire. Board of Health is meeting Thursday.
- Ms. Sturgis added that she would like to have a meeting with CPC to talk about how decisions are being made and whether more strategic planning is needed. Demboski said they will be coming to the Board on Feb. 23rd.

Meeting Minutes

- February 25, 2020 Executive Session: Jim Salvie moved to approve as written and release, Cortni Frecha seconded and the motion was approved unanimously (5-0) on a roll call vote.
- June 6, 2020: Megan Birch-McMichael moved to approve as written, Cortni Frecha seconded and the motion was approved unanimously (5-0) on a roll call vote.

Board of Selectmen Meeting Minutes

1-12-2021

Approved _____

- June 18, 2020 Executive Session: Minor corrections were made. *Jim Salvie moved to approve as amended and release. Cortni Frecha seconded and the motion was approved unanimously (5-0) on a roll call vote.*
- June 26, 2020: *Megan Birch-McMichael moved to approve as written, Cortni Frecha seconded and the motion was approved unanimously (5-0) on a roll call vote.*
- June 29, 2020: *Megan Birch-McMichael moved to approve as written, Cortni Frecha seconded and the motion was approved unanimously (5-0) on a roll call vote.*
- December 8, 2020: *Ms. Frecha made a correction to the reference to the easement. It is for the equipment, not the shed. Other minor revisions were made. Megan Birch-McMichael moved to approve as amended, Cortni Frecha seconded and the motion was approved unanimously (5-0) on a roll call vote.*

Correspondence

Tom noted the Notice of Responsibility received from DEP with regard to PFAS. Denise said that a firm has already been hired and has begun work. Town Counsel is working on an access agreement, we are taking over the bottled water distribution and the sampling.

Signatures Needed – State House Note – PFAS project – Dembkoski asked the board to sign.

Adjournment: *At 8:57 Megan Birch-McMichael moved to adjourn. Cortni Frecha seconded and the motion was approved unanimously (5-0) on a roll call vote.*

Respectfully submitted

Kathy Sferra

Materials Used at Meeting

Draft Minutes

Meeting Packet:

- Certificate of Appreciation Language
- Fire Department Appointment Recommendation
- Police Chief Materials and Letters
- Cemetery Donation Letter
- Liquor License Application Materials, Legal Notice
- Draft Policies Prepared by Town Administrator
- DEP Notice of Responsibility

CORRESPONDENCE

Denise Dembkoski

From: wfbyron@juno.com
Sent: Wednesday, January 13, 2021 2:13 PM
To: TownAdministrator@stow-ma.gov; Selectmen@stow-ma.gov
Subject: Fw: Message relative to bonding

Town Administrator and Select Board of Town of Stow, MA

I am forwarding to you a message that I sent to the Community Preservation Committee on 11 Jan, 2021. It puts forth my opposition to, and objection to, suggesting bonding against current and future funds under the Committee's control. The message tells of my concerns.

Sincerely,
William Byron

----- Forwarded message -----

From: <wfbyron@juno.com>
To: communitypreservation@stow-ma.gov
Date: Mon, 11 Jan 2021 16:56:46 -0500
Subject: Message relative to bonding
MIME-Version: 1.0
Content-Type: text/plain; charset=us-ascii
Content-Transfer-Encoding: 7bit

Krista Bracci
Administrator
Stow, MA Community Preservation Committee

Dear Krista.

I ask that this correspondence be shared with the Committee. Over the years there has been conversation within the Committee about bonding against monetary holdings and future monetary receipts. I have always been opposed to such bonding. The moneys collected through taxes upon the citizens should be used to their full extent but bonding against them should be prohibited or turned down by the Committee. These moneys are a gift from the citizens of Stow. If we bond against them we incur more expense through interest rates which the citizens didn't expect and have not approved. If the rate of taxation by this act should be lowered by the citizens in the future, we would be further at risk. In my opinion, the duty of the Committee is to distribute funds that are available from collections, not incur debt on behalf of the citizens. It appears from your agenda that there will be discussion about bonding at your meeting of 11 Jan, 2021. Since I cannot attend this meeting due to having to attend another Town board meeting, I am submitting this letter in opposition to any bonding against assets held by the Stow Community Preservation Committee.

Sincerely,
William Byron
469 Gleasondale Rd.
Stow, MA 01775
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NASHOBA

Regional School Committee

*Our Mission . . .
Educate All
Students To Their
Full Potential*

**Kathy Codianne (Lancaster), Chair
Elaine Sanfilippo (Stow), Vice Chair**

**TO: Member Town Board of Selectmen
Member Town FinComm**

FROM: Nashoba Regional School Committee

DATE: January 14, 2021

RE: Audit Advisory Committee



Pursuant to Article 11 of the NRSD Regional Agreement, the School Committee is convening an Audit Advisory Committee, and appointed Richard Eckel as the School District's representative at our regular meeting on January 13, 2021. We are requesting that each Town appoint a representative and forward that individual's name and contact information to the School Committee. Mr. Eckel will be in touch with the Towns' appointed members to coordinate an initial meeting. Per Section 11 of the Regional Agreement, it is advisable that each committee member be independent of the financial reporting system of the district and should possess a reasonable level of financial literacy.

**Mike Horesh – Bolton Representative
Amy Cohen – Bolton Representative
Brett Collins – Lancaster Representative
Leah Vivirito – Stow Representative
Rich Eckel – Stow Representative**

**Dr. Mary McCarthy – Bolton Representative
Joseph Gleason – Lancaster Representative
Sharon Poch – Lancaster Representative
Stephen Rubinstein – Stow Representative**



Building Department
380 Great Road
Stow, MA 01775

Board of Assessors
Board of Health
Board of Selectmen
Conservation Commission
Fire Department
Historical Commission
Planning Board
Town Clerk
Street Numbers

December 2020 Building Permits

Permit #	Date	Applicant	Scope of work	Value	Fee	Contractor
2020-272	12/2/2020	Karl Borg	Foundation	\$600,000.00	\$6,000.00	Brett Taylor
U-4, #39		8 Davis Road	Single Family Dwelling			079311/161961
2020-273	12/3/2020	Mark Carrig	Woodstove Insert	\$4,100.00	\$50.00	Michael Henning
U-3, #20		271 Sudbury Road				100804/173921
2020-274	12/3/2020	Lori Milligan	Replace Deck - Same Size	\$24,000.00	\$240.00	Michael Chaisson
R-4, #38		245 Harvard Road				056609/138160
2020-275	12/3/2020	Mike Stratkus	Remodel Finished Basement - Add Bathroom	\$27,335.00	\$274.00	Dynamic Homes
R-9, #7		18 Harvard Road				062760/142321
2020-276	12/3/2020	Anthony DeMore	Replace 4 Skylights	\$8,000.00	\$80.00	Robert LaBelle
R-15, #107		33 Saw Mill Road				98666/154084
2020-277	12/3/2020	Anthony Lorusso	Replace 1 Skylight	\$2,657.00	\$50.00	Robert LaBelle
R-5, #61		55 Lowell Drive				98666/154084
2020-278	12/3/2020	A & G Bihari	Finish Basement, Add Bathroom	\$35,500.00	\$355.00	Flavio Salviano Assuncao
R-25, #2A-3		14 Fox Court				
2020-279	12/15/2020	James Adams	Reline Chimney - Install Woodstove	\$2,200.00	\$50.00	homeowner
R-24, #12A		10 Assabet Street				
2020-280	12/15/2020	Mike Naill	Strip & Re-Roof	\$14,550.00	\$150.00	Freddy Campoverde
R-15, #48-4A		57 Apple Blossom Way				106011/174718

2020-281	12/15/2020	Patrick King	Pellet Stove	\$5,000.00	\$50.00	Steven Lincourt
U-2, #3		116 Barton Road				099248/155783
2020-282	12/15/2020	Jonathan O'Connell	Replace 37 Windows	\$25,173.00	\$253.00	Dzmitry Kananenka
R-10, #1-3C		83 Wheeler Road				105962/197968
2020-283	12/15/2020	Julie Duffy	Renovations to Barn & House	\$25,000.00	\$250.00	homeowner
R-15, #48A6		28 Apple Blossom Way				
2020-284	12/16/2020	Barry Dobbins	Strip & Re-Roof	\$21,000.00	\$210.00	Power Home Remodeling
R-16, #2-3		92 Gleasondale Road				097225/168616
2020-285	12/21/2020	Axel Dougan	Strip & Re-Roof	\$8,250.00	\$83.00	Ann Marie Martell
U-2, #1		112 Barton Road				112444/192185
2020-286	12/21/2020	Nathaniel Shippee	12'x20' Shed	\$11,000.00	\$110.00	The Barn Yard
R-15, #61-80		67 Birch Hill Road				
2020-287	12/21/2020	Joseph Scafidi	Inground Pool	\$133,500.00	\$1,335.00	Frank Ferrari
R-31, #48-6		22 Militia Circle				026917/135329
2020-288	12/28/2020	Dave Cornell	HVAC Sheetmetal	\$15,785.00	\$158.00	Quality Air Systems
		6 Billadell Road				294
2020-289	12/28/2020	Al Cote	Strip & Re-Roof	\$21,519.30	\$220.00	Ted Dow
R-1, #93		37 Mitchell Road				097225/168616
2020-290	12/28/2020	Andy Messier	Kitchen Remodel	\$33,831.00	\$338.00	Timothy Cresta
R-15, #61-87		109 Birch Hill Road				105658/109118
				\$1,018,400.30	\$10,256.00	

Executive Session for the Police Chief contract

**(Draft contract will be
forwarded when finalized)**