

AGENDA
SELECT BOARD
July 13, 2021
7:00 p.m.
Town Building & Zoom

The public may attend the Select Board meetings in-person or may continue to participate via remote Zoom access. The Select Board expects to continue their meetings in this hybrid format indefinitely. Until further notice, in-person attendees, who are not vaccinated, will be required to wear a mask.

Join Zoom Meeting

<https://zoom.us/j/92046070236?pwd=ejdGeHRmWFhrS2FGMVkvRm9Id2tpZz09>

Meeting ID: 920 4607 0236

Passcode: 509115

1. Public input
2. Board Member comments
3. Appointments:
 - Andy Riecker to the Board of Library Trustees until the next annual election
 - Francis Ramsbottom to the position of Building Commissioner/Facilities Manager through May 31, 2022, and subject to annual appointment thereafter
 - Nicholas Whalen to the position of full-time Highway/Tree Grounds Driver-Laborer
 - Raymond Arsenault to the position of full-time Highway/Tree Grounds Driver-Laborer
4. Discussion and Possible Vote
 - Amendments to Police Uniform, Clothing, and Individual Equipment Policy – Chief Sallese
 - Police Accreditation Update – Chief Sallese and Lieutenant Thraen
 - Meet with the Board of Health to discuss trash collection and options
 - Fiscal Year 2021 – Year End Transfers
5. Strategic Planning
 - Recap of July 6th Strategic Planning Workshop
 - Establish Board & Committee meeting calendar
 - Continued policy discussion
 - Continued Workplan and Goals discussion
6. Town Administrator's Report
7. Meeting minutes
 - June 22, 2021
 - July 6, 2021
8. Correspondence
9. Executive Session
 - Pursuant to MGL c. 30A, sec.21 (a) (2), to conduct a strategy session in preparation for contract renewal with Brad Brightman, Treasurer/Collector.
10. Adjournment

Posted Friday, 7/9/2021

1:20 PM
JAB

APPOINTMENTS

Appointment

Andy Riecker to the Board of Library Trustees
until the next annual election

Date: July 8, 2021

To: Denise Dembkoski, Town Administrator
From: Marcy Eckel, Chair, Randall Library Trustees

On July 8, 2021, the Randall Library Trustees voted to recommend Andy Riecker to fill the board vacancy left by the departure of Laura Reiner. We hope the Select Board can discuss this candidate at their meeting on July 13.

Thank you.

Joyce Sampson

From: selectmen
Sent: Monday, June 28, 2021 9:03 AM
To: Andy Riecker
Cc: Joyce Sampson
Subject: RE: Library Trustee Application

Good morning Mr. Riecker,

This is to acknowledge your letter of application for a position on the Randall Library Board of Trustees. The Town Administrator has received the application and forwarded it to the Chair of the Library Trustees, who will make the recommendation for appointment within 30 days of the vacancy occurring.

Please feel free to contact our office again if you have any questions or if we may be of further help.

Kind regards,
Phoebe Haberkorn
Assistant to Stow Select Board and Town Administrator

From: Andy Riecker <ariecker@gmail.com>
Sent: Saturday, June 26, 2021 1:24 PM
To: selectmen <selectmen@stow-ma.gov>
Cc: townadministrator <townadministrator@stow-ma.gov>
Subject: Library Trustee Application

Hello Stow Selectmen!

My name is Andy Riecker and I'd like to apply for one of the vacant positions on the Randall Library Board of Trustees. Since moving to Stow in 2012, I've been an active volunteer at Randall, spending my vacations weeding out unused media or relabelling shelves upon shelves of books! I've joined the Friends of the Library group, contributing financially as well as through recommendation of fundraising events. I've gotten to know the majority of the library staff, especially its Director Tina.

While I've never held a government position, I have certain experience that I think would qualify me as a Trustee. I own my own business as a software developer and I'll be contributing to an updated web page for both Randall and the Friends group, all pro bono of course. I've mentioned my volunteer work at Randall, but my first job in high school was as a page at my town library, mainly restocking the shelves. I also contributing as a computer specialist in the early days of Windows 95 when even ejecting a CD drive incorrectly would cause a computer to crash!

Considering the responsibilities of a Trustee, my many conversations with Tina have convinced me she is quite good at her job! This should go without saying, as I recall the lengthy process Stow went through finding her, and I can commend you for that. Since a large part of this job hinges on managing the director and funds, as a Trustee I would lean on her to make more decisions for the daily operation of Randall as I believe she is well qualified to do so.

The most important duty I see as a Trustee is to consider the needs of the library and represent the library to the town. I recognize that managing the day to day operations of a small town library might not be the most glamorous position, but I can honestly say there's nothing I'd rather do. I hold Randall in the highest regard and will help in any way possible to ensure not only it's positive standing within the town, but that it progresses to become the best library it can be. I'd ensure Randall provides the most assistance to the residents with as much support as I can muster. I have plenty of fundraising ideas that could be enacted from a Friends perspective, from the Trustees directive, or ideally a union of both!

I thank you for considering my candidacy as a Trustee, and hope to hear from you soon. If you have any further questions, I'm just an email or phone call away!

Thanks again,
Andy Riecker
11 Brookmill Rd
Stow MA 01775
ariecker@gmail.com
(617) 784 - 4974



Denise M. Dembkoski
Town Administrator
townadministrator@stow-ma.gov

Town of Stow
Office of the
Town Administrator

380 Great Road
Stow, MA 01775
Tel: 978-897-2927

Building Commissioner Recommendation

I am recommending Francis Ramsbottom of Hudson, to the position of Building Commissioner/Facilities Manager. Frank comes to us from the Town of Acton, where he has served as Building Commissioner for the last 13 years.

Frank was the unanimous choice of the search committee for his experience, demeanor, enforcement abilities, and stellar references. We spoke to his peers, coworkers, superiors, and a state official and all said he was very knowledgeable, knows the code, is meticulous at his job, is a team player, and very professional.

Prior to working in Acton, Frank performed carpentry and remodeling work and worked as a custodial supervisor, which will help with facility matters.

Frank comes to us with his BS in Electrical Engineering, an MMA Certificate in Local Government Leadership and Management, and his Building Commissioner Certification and Construction Supervisor's License.

I, respectfully ask the Board to endorse this recommendation and confirm the appointment.

Members of the Search Committee:
JP Benoit, Fire Captain
Jesse Steadman, Town Planner
Kathy Sferra, Conservation Director
Tina McAndrew, Library Director
Denise Dembkoski, Town Administrator



Town of Stow
HIGHWAY DEPARTMENT

88 South Acton Road
Stow, Massachusetts 01775
(978) 897-8071
FAX (978) 897-5682

Steve Nadeau
Superintendent of Streets

To: Denise M. Dembkoski, Town Administrator

From: Steve Nadeau, Superintendent of Streets

Re: Recommendations for new hire

I would like to recommend filling the full time 40 hours per week for the position of Highway Department Highway/Tree Grounds Driver-laborer.

Nicholas Whalen has been our temporary Driver-laborer. During the short time he has been here he has worked hard and achieved, getting his Class B CDL and is working on getting his hoisting license. This is a full time employee part time 40 hours per week position.

I recommend he start at Grade 1, Step 1 Highway Department Highway/Tree Grounds Driver-laborer; at \$21.75 /hour. Hopefully with your approval, this employee can start here as soon as possible.

If there are any questions, please feel free to contact me. Thank you for your consideration.

Steve Nadeau
Superintendent of Streets

*Recommended for
Appointment*



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HIGHWAY DEPARTMENT

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Steve Nadeau
Superintendent of Streets

To: Denise M. Dembkoski, Town Administrator

From: Steve Nadeau, Superintendent of Streets

Re: Recommendations for new hire

I would like to recommend filling the full time 40 hours per week for the position of Highway Department Highway/Tree Grounds Driver-laborer.

Raymond Arsenault has been in construction for over the 30 years and brings with him a good knowledge base of roads, grounds and landscaping from the private sector that would be a good fit. To the team. I am recommending him to fill the new position of Driver-laborer/cemetery worker.

I recommend he start at Grade 1, Step 1 Highway Department Highway/Tree Grounds/Cemetery Driver-laborer, at \$21.75 /hour. Hopefully with your approval, this employee can start here as soon as possible.

If there are any questions, please feel free to contact me. Thank you for your consideration.

Steve Nadeau
Superintendent of Streets

*Recommended for
Appointment
DME*

**DISCUSSION &
POSSIBLE VOTE**

Amendments to Police Uniform, Clothing, and Individual Equipment Policy

Chief Sallese



Town of Stow
POLICE DEPARTMENT

305 Great Road
Stow, Massachusetts 01775

(978) 897-4545
FAX (978) 897-3692

Michael Sallese
Chief of Police

June 28, 2021

Selectboard
Town of Stow
380 Great Road
Stow, MA 01775

RE: Policy 4.36 Uniforms, Clothing, and Individual Equipment

Recently, the Stow Police Officers requested to change from carrying their duty equipment on their belts and hips to a carrier which allows equipment to be carried on their bulletproof vests.

Stow Police Officers carry approximately 20 to 30 pounds of equipment weight on their hips, including but not limited to: their firearms, extra magazines, OC Spray, a radio, baton, taser and two sets of handcuffs. All the weight can take a toll during a decades long career, in fact, shortly after retirement a previous Stow officer required hip replacement surgery.

In 2018 "The Eau Claire Police Department, University of Wisconsin – Eau Claire, and Mayo Clinic conducted a collaborative research project on the health benefits of load-bearing vest carriers in comparison to the traditional police duty belt. Based on their study, UW Eau-Claire researchers assert load bearing vests are more effective at evenly distributing the weight of police equipment and put less strain on the hips and lower back compared to the traditional duty belt. Additionally, there were no unintended consequences discovered related to the health of the officers or functional safety of the vest while on duty. It could be concluded that the use of the load bearing vest carrier may well have potential short- and long-term health and wellness benefits for officers."

Included below is a picture of the proposed uniform that allows equipment, except the firearm, to be carried more on the upper body and shoulders than hips. My goal is to maintain our department's community policing appearance while ensuring a healthier officer. Officers are required to carry a minimum amount of equipment, however each officer can custom design the layout of their equipment to accommodate their size, shape and equipment.



The second uniform policy change I am proposing will remove Section II, 4 a “Tattoos, brandings, or intentional scarring, shall not be visible to the public. They shall be covered when on duty by uniform or business attire if in plain clothes.

EXEMPTION: Pre existing Tattoos on employees hired prior to July 1, 2017 are exempt from 4 (a) ONLY, employees may not add new tattoos that violate this policy.”

When this policy was created and adopted on July 10, 2018, the pre-existing date of July 1, 2017, was set to specifically exclude an individual officer from showing his tattoos who was hired on January 2018, while existing officers bared their tattoos without incident or complaint.

Over the past few years many police departments have relaxed their tattoo policy, allowing those who are hired with visible tattoos to not be required to cover them. Our department reflects the community, since tattoos are more and more becoming a societal norm, the Stow officers should not be required to cover their own. I know that individuals have not applied to our department based on their perception that they would have to remove or cover their tattoos. Currently two Stow officers who have tattoos on their arms are required to use arm coverings during the summer months. These two officers are adhering to the policy during the extreme heat. Both these officers’ tattoos do not violate the policy that was created for employees who were hired prior to July 1, 2017. The tattoos they have conform to the proposed change, do not convey any intolerances, and would meet the approval of the Chief.

The current policy continues,

“b. Tattoos, brandings, or intentional scarring are not permitted on the face, neck, ears, scalp, or hands.

c. Tattoos, brandings, or intentional scarring that are gang related; that convey sexual, racial, religious, ethnic, or related intolerances; that promote a partisan political statement or expression; or that portray derogatory or offensive characterizations is prohibited.

5. Body Art or Modification

- a. Intentional, non-medical body modification that cannot be concealed or eliminated, such as split tongues, gauged piercings, and facial implants is prohibited. Any additional piercings that cannot be concealed by clothing, such as those in the tongue, nose, lip, face, etc, must be removed while on duty or in uniform”

I respectfully propose the following changes to policy 4.36,

- 1) Remove Section II 4a as written
- 2) Replace Section II 4a as “Tattoos, brandings, or intentional scarring, are allowed to be visible to the public after approval is given by the Chief ensuring policy Section II 4 b and c are adhered”
- 3) Add to Section IV Procedures C Individual Equipment Section 3 Duty Belt after “Sam Brown” belt,
-“Equipment may be added to vest carriers and carried on the vest carrier instead of the duty belt, with the approval of the Chief of Police”

Respectfully,



Michael Sallese
Chief of Police

UNIFORMS, CLOTHING, AND INDIVIDUAL EQUIPMENT

In Effect: 01/01/2015

Review Date: 07/30/2018 @ 1346

UNIFORMS, CLOTHING AND INDIVIDUAL EQUIPMENT

STOW POLICE DEPARTMENT POLICY & PROCEDURE NO. 4.36	ISSUE DATE: 9/11/14
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 17.5.2; 22.2.5	EFFECTIVE DATE: 1/1/15
	REVISION DATE: 07/30/18

I. GENERAL CONSIDERATIONS AND GUIDELINES

As service providers, employees should present a professional appearance to the public at all times and reflect a positive image as members of the department. A person who is neatly dressed and well-groomed instills confidence in others about his/her abilities. A professional uniform appearance also enhances morale, fosters teamwork, and develops *esprit de corps*.

II. POLICY

It is the policy of the department that:

1. Standards of uniform attire shall be maintained by this agency.
2. All employees shall present a neat, well-groomed, professional appearance while in uniform.
3. Non-uniformed employees shall present a neat, well-groomed, professional appearance while on duty.
4. Tattoos, Brandings, or Intentional Scarring

- a. Tattoos, brandings, or intentional scarring, shall not be visible to the public. They shall be covered when on duty by uniform or business attire if in plain clothes.

EXEMPTION: Pre existing Tattoos on employees hired prior to July 1, 2017 are exempt from 4 (a) ONLY, employees may not add new tattoos that violate this policy.

- b. Tattoos, brandings, or intentional scarring are not permitted on the face, neck, ears, scalp, or hands.

- c. Tattoos, brandings, or intentional scarring that are gang related; that convey sexual, racial, religious, ethnic, or related intolerances; that promote a partisan political statement or expression; or that portray derogatory or offensive characterizations is prohibited.

5. Body Art or Modification

- a. Intentional, non-medical body modification that cannot be concealed or eliminated, such as split tongues, gauged piercings, and facial implants is prohibited. Any additional piercings that cannot be concealed by clothing, such as those in the tongue, nose, lip, face, etc, must be removed while on duty or in uniform

6. Exceptions may be made by a competent authority if necessitated by the police mission.

III. DEFINITIONS

A. *Civilian Attire*: Non-uniform clothing.

B. *Business attire*: Dress clothes such as business suit, suit coat, dress pants, shirt and tie for men, or a business dress or pants suit for women.

C. *Business Casual*: Neat casual clothing such as khakis, dress shirt, polo shirt, etc. Jeans are not considered business casual.

D. *Uniform Accessories*: Articles approved by the Chief of Police which may be worn with the official uniform.

E. *Uniform of the Day*: Uniform as directed by this policy or a competent authority.

F. *Uniform Insignia*: Patches, name tags, rank insignia, and other items worn on the uniform.

IV. PROCEDURES

A. Employee Attire

1. Generally: Employees should present a professional appearance to the public at all times. However, exceptions may be authorized for medical necessity or to further the police mission.
2. COURT:
 - a. Business attire is always appropriate for court appearances and mandatory for Jury Trials, Grand Jury, and Superior Court.
 - b. The uniform of the day is also appropriate for District Court, Clerk Magistrate appearances, or hearings at the Registry of Motor Vehicles.
3. Special Assignments: Attire for special assignments may be directed by The Chief of Police or his designee
4. TRAINING:
 - a. In-service training: Uniform of the day.
 - b. Classroom type training: Uniform or business casual unless otherwise specified.
 - c. Firearms training: Jeans or tactical pants, outdoor type clothing and footwear, weather appropriate. Body armor is always required at the range.
5. SERVICE WEAR
 - a. Police Officers
 - 1) Administration: Uniform of the day or business attire.
 - 2) Investigations: Business attire unless otherwise authorized by a supervisor for an investigative function.
 - 3) Patrol: Employees shall wear the Class B uniform with duty belt while performing patrol duties. Specialty assignments are authorized to wear alternate uniforms while performing those duties.
 - a) Motorcycle Officer: Motorcycle uniform.
 - b) Tactical Team Member: Class C uniform.
 - c) Canine Officer: Class C uniform.
 - d) Bicycle Officer: Bicycle uniform.
 - e) Marine Patrol: Marine uniform.
 - 4) Extra-duty Details: The Class B uniform of the day shall be worn for most details. While working traffic details, officers may wear a firearm in a pancake or molded polymer holster rather than the complete duty belt.

Officers must also carry handcuffs, portable radio and at least one spare magazine.

- 5) Services: Uniform of the day, Class C uniform, business casual
- 6) Variations to normal attire may be authorized by a supervisor.
- b. Dispatchers: Business casual **OR** Dispatchers will be uniformed while performing dispatching duties.
- c. Clerical: Business casual unless otherwise authorized.
- d. Animal Control Officer: Employees will generally be uniformed while performing normal duties.
- e. Crossing Guard: Employees will be uniformed while performing crossing guard duties. Clothing shall be weather appropriate and include an approved, high visibility traffic safety vest or crossing straps.

B. Department Uniforms

1. WEARING OF UNIFORMS GENERALLY

- a. All uniform items issued or paid for by the department are property of the department.
- b. Summer uniform may be worn from spring to fall at date determined by the Chief of Police or his designee. Winter uniform must be worn in the fall to the spring at a date determined by the Chief of Police or his designee. Exceptions for unseasonable weather may be authorized by the Chief of Police or his designee.
- c. Only members of this department are authorized to wear a department uniform. Uniforms may be worn only for an official police purpose.
- d. Only issued or authorized uniform items may be worn as part of this department's uniform.
- e. Civilian clothing shall not be worn with any distinguishable part of the uniform unless the employee is commuting to or from duty.
- f. Officers shall keep their uniforms neat, clean and well-pressed at all times.
- g. Care should be taken not to wear threadbare or faded items.
- h. The uniform cap shall be worn out of doors/vehicles unless otherwise directed by competent authority.
- i. Officers shall not wear any identifiable part of the uniform outside the limits of the community except while in the performance of official duty, while

commuting to and from duty, or with the permission of the Chief of Police.

2. AUTHORIZED UNIFORMS ITEMS GENERALLY

- a. Footwear: The following footwear is authorized to be worn with the department uniform unless otherwise specified:
 - 1) Black, low quarter, leather uniform shoes.
 - 2) Black leather athletic/walking shoes.
 - 3) Black leather or ballistic nylon/leather combination uniform boots.
- b. Except for bicycle patrols, uniformed employees wearing footwear where the socks are exposed shall wear black or navy blue socks.
- c. Undershirts shall not be exposed at the collar or sleeve. Undershirts exposed while wearing the department uniform must be white or black in color.
- d. Insignia
 - 1) No buttons, insignia, attachments or coverings of any kind will be worn on a department uniform unless it is authorized by the Chief of Police.
 - 2) A black mourning band may be worn around the department badge when a law enforcement officer is killed in the line of duty in the Commonwealth, or when authorized by the Chief of Police. The band may be worn from the time of official death notification through the day of the funeral.

3. POLICE OFFICERS

- a. Class A, Dress Uniform
 - 1) The dress uniform will consist of a uniform dress blouse, pants, white or navy blue long sleeve uniform shirt, and black tie.
 - 2) Footwear shall be black, patent leather, high gloss [**low quarter shoes or paratrooper boots**] with black socks.
 - 3) Duty belt, holster, magazine holders and cross strap shall be of black, patent leather, high gloss finish.
 - 4) Insignia:
 - a) The department patch shall be standard and sewn on to both sleeve(s) of the dress blouse, one half (1/2) inch from the shoulder seam, centered on the shoulder.
 - b) A coat badge shall be worn on the left breast of the dress blouse, as provided by the garment manufacturer.
 - c) A name tag shall be worn over the right breast pocket.

- d) Military service ribbons may be worn one half (1/2) inch above the name tag.
 - e) A uniform tie bar shall be worn, even with the lower edge of the shirt pocket flap.
 - f) Service Stripes
 - i. Service stripes may be worn on the left sleeve of the dress blouse. The stripe(s) shall be situated one half (1/2) inch above the upper cuff seam with the rear of the stripe abutting the sleeve crease. A single stripe shall signify five years of service as a reserve and/or full time sworn officer.
 - ii. Patrolman service stripes shall be **determined**
 - iii. Superior officer service stripes shall be gold
 - g) The dress hat shall be worn with the hat badge affixed to the front of the hat, as provided by the manufacturer.
- b. Class B, Patrol Uniform
- 1) Summer uniform consists of uniform short sleeve shirt, pants, mesh uniform hat and footwear.
 - 2) Winter uniform consists of uniform long sleeve shirt and tie or turtleneck shirt, pants, cloth uniform hat and footwear.
 - 3) Outer wear: Uniform jackets, coats, uniform sweater, insulated cold weather hat, department watch hat, rain gear and black gloves. High visibility traffic vest or cross straps, and gloves may be worn while directing traffic.
 - 4) Insignia
 - a) Department Patch: The department patch will be worn on **BOTH** sleeve(s), centered on the sleeve crease, one half (1/2) inch from the shoulder seam.
 - b) Patrolman badges, name tag and other insignia shall be of polished chrome finish. Superior officer badges, name tags and other insignia shall be of polished brass or gold finish.
 - c) Name Tag: The name tag shall be worn on the right side Name tags shall be worn on uniform shirts. Name tags shall not be worn on rain gear.
 - d) Badge: The department shirt badge shall be worn left side above the shirt pocket, as provided by the clothing manufacturer. A coat badge shall be worn on outerwear in the location provided by the clothing manufacturer. If no location is provided by the manufacturer, a badge

need not be worn on that outer garment.

- e) Rank insignia shall be worn on all shirts and outerwear with the exception of rain gear.
 - f) Sergeant Chevrons shall be worn on both sleeves in a position one half (1/2) inch below the department patch, centered on the sleeve crease.
 - g) Rank insignia for other superior officer ranks shall be worn sewn onto or pinned to both of the shirt or outerwear epaulets, one inch from the sleeve shoulder seam. Insignia on shoulder boards may be worn on the epaulets of outer wear.
 - h) Service Stripes
 - i. Service stripes may be worn on the left sleeve of the long sleeve shirt and outerwear, other than rain gear and uniformed sweater. A single stripe shall signify five years of service as a reserve and/or full time sworn officer. The stripe(s) shall be situated one half (1/2) inch above the upper cuff seam with the rear of the stripe abutting the sleeve crease.
 - ii. Patrolman service stripes shall be determined by the Chief of Police
 - iii. Superior officer service stripes shall be gold
 - i) Collar Insignia: State seal
 - j) Motor Cycle Officer patch
 - k) Traffic Officer Patch
- c. Class C, Utility Uniform
- 1) The uniform consists of a black, BDU, long sleeve shirt, pants, utility hat and footwear.
 - 2) Class B uniform outer wear may be worn with this uniform.
 - 3) The Class B duty belt or a ballistic nylon duty belt is authorized to be worn with the Class C uniform.
 - 4) Insignia:
 - a) Department Patch: The department patch will be worn on **BOTH** sleeve(s), centered on the sleeve crease, one half (1/2) inch from the shoulder seam.
 - b) Badge: A cloth badge shall be affixed over the left breast, above the pocket.
 - c) Name Tag: The employee's name shall embroidered and affixed over the

right pocket.

d. Bicycle Patrol

1) This uniform consists of a **bike** shirt which may be worn with short long pants, and a protective helmet. Footwear is black athletic shoes with white socks for short pants, black or navy blue socks for long pants. The Class B duty belt or a ballistic nylon duty belt may be worn.

a) A **police** jacket may be worn as outerwear.

2) Marine Patrol

a) This uniform consists of a **police** shirt which may be worn with short or long pants and utility hat. Footwear is black athletic shoes with white socks for short pants, black or navy blue socks for long pants. The Class B duty belt or a ballistic nylon duty belt may be worn.

b) A **police** jacket may be worn as outerwear.

c) **[DESCRIBE FLOTATION VEST IF PROVIDED OR REQUIRED.]**

C. Individual Equipment

1. BADGES

a. Badges shall be issued by and remain the property of this department and must be returned as directed by a competent authority.

b. Animal Control Officer: Shall be issued one each, shirt, jacket, and wallet badge.

c. Crossing Guard: Shall be issued one each shirt, jacket, and hat badge.

d. Dispatcher: Shall be issued one shirt badge.

e. Police Officer: Shall be issued one each shirt, jacket, wallet, and hat badge.

2. Body Armor: For information see the department policy on **Body Armor**.

3. Duty Belt: At a minimum, the basic duty belt shall consist of a "Sam Brown" belt, holster, magazine holder, handcuff case, radio case and keepers. Additional weapons and holders may be issued or authorized. Additionally, the following accessories are authorized. Accessories must be of similar material to the belt (nylon, leather, etc.).

a. Folding knife and case

b. Leatherman or similar tool

c. Pagers

- d. Cell phones
 - e. Key retainers
 - f. Baton ring
 - g. Flashlight and holder
4. Identification: Department identification cards shall be issued by and remain the property of this agency and must be returned by the employee as directed by a competent authority. Identification cards shall be issued to:
- a. Sworn Full Time Police Officers
 - b. Sworn Part Time Police Officers

D. Uniform and Clothing Issue

1. Uniform and Equipment Initial Issue: An initial issue of clothing shall be issued to new employees of the following job functions: [22.2.5]
 - a. Full Time Police Officer
2. Change of Uniform: In the event that an authorized uniform item is changed, existing uniform items shall remain in service as directed by the Chief of Police. The Chief may direct that the item be:
 - a. Replaced immediately at the cost of the department;
 - b. Replaced when no longer serviceable; or
 - c. Replaced at the discretion of the employee, paid for from the employees clothing allowance.
3. PROMOTIONS
 - a. Upon an employee's promotion to the rank of sergeant, the employee's uniforms shall be updated with sergeants' chevrons at the expense of the department.
 - b. Upon an employee's promotion from the rank of sergeant to a higher rank, clothing bearing sergeants' chevrons stitched to the garment shall be replaced with garments bearing the appropriate rank at the expense of the department.
 - c. Upon an employee's promotion from a rank above sergeant to another rank, the employee's uniforms shall be updated with the appropriate rank at the expense of the department.

E. Obtaining Clothing and Equipment

1. INITIAL ISSUE:

- a. Clothing: New employees shall be provided with a uniform and equipment purchase authorization. New employees may obtain the specified uniform and equipment items from an approved vendor.
 - b. Individual Equipment: Employees shall obtain department issued uniform and equipment. The issued items shall be recorded on an **[EQUIPMENT ISSUE FORM]** which shall be maintained by Chief of Police or his designee [17.5.2]
2. MAINTENANCE ISSUE: Employees may obtain replacement uniform items:
- a. By charging replacement items at an approved vendor against the employee's clothing allowance **as specified in employees' collective bargaining agreement**
 - 1) Patrolman
 - 2) Dispatcher
 - 3) Detective
 - 4) Police Officer
 - 5) Superior Officer

F. Lost, Stolen, Damage Reporting: Loss or damage of uniform items, badges, insignia, or individual equipment issued by this department shall be reported in writing to **The Chief of Police or his designee** as specified in the Department Rules and Regulations

G. Returning Issued Equipment

1. Issued Police Department property shall be returned upon separation from Police Department employment, when no longer needed or serviceable, or when instructed by a competent authority.
2. Upon return, **The Chief of Police or his designee** shall provide the employee with a receipt for the returned equipment.
3. Returned items shall be inspected for serviceability. Serviceable items may be re-issued. Some items which may be re-issued are:
 - a. Portable Radios
 - b. Firearms and magazines
 - c. Flashlights
 - d. Impact Weapons
 - e. Badges

- f. Outer wear
 - g. Citation Book Holders
 - h. Forms Boxes
 - i. Other items as determined by the Chief of Police.
4. Uniform items discarded by employees shall be
- a. destroyed so as to render them no longer serviceable and to keep them from being used by unauthorized personnel to impersonate a department employee.
- Or**
- b. issued to **another department member who may choose to use this equipment.**

H. Separation from Service and Retirement

- 1. Officers who separate from the department without retiring or retire for medical reasons are required to return all uniform clothing, firearms, weapons, magazines, individual equipment, body armor, badges and identification. Footwear and gloves may be retained by the separating member.
- 2. Officers who retire after satisfactorily completing their service and wish to remain a special police officer may retain all uniforms, outerwear, hats, footwear and duty belt at the discretion of the Chief of Police, until such time as they no longer actively work as a special officer.
- 3. Retired members shall be issued a retirement identification card and badge.

Police Accreditation Update

Chief Sallese and Lt. Thraen

Board of Health

discuss trash collection and options

Fiscal Year 2021 Year End Transfers

Information to be presented
at the meeting.

STRATEGIC PLANNING

Strategic Planning

- Recap of July 6th Workshop
- Establish Board & Committee meeting calendar
- Continued policy discussion
- Continued Workplan and Goals discussion

MINUTES

Select Board Meeting Minutes
Tuesday, June 22, 2021
Stow Town Building & via Zoom

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

Also present: Kathy Sferra, Marcy Eckel, Morgan Hillman, Katie Fisher

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

Public Input: None.

Board Member Comments:

Chair Sturgis announced that members of the public are welcome to attend Select Board meetings in person; if you are unvaccinated please wear a mask. The Town Building has been open, and people are working in their offices. If you need assistance please call. The Town Building will re-open to the public on July 6th, if you are unvaccinated please wear a mask. The CPC will hold a public hearing on July 12th and information is on the website. The Board will hold a special planning session on July 6th in the Whitney Room. It will not be televised, and the public is welcome to attend.

Board Member Salvie congratulated Don McPherson of Minute Man Airfield, the site of Governor Baker's General Aviation Appreciation Month in Massachusetts event which will be held on Friday, June 25th.

Appointments

Morgan Hillman to the Board of Library Trustees

Library Trustee Marcy Eckel and Morgan Hillman were present.

The Library Trustees have had two resignations, and the first vacancy was posted. The Trustees have interviewed candidates and recommend the appointment of Morgan Hillman. MGL Ch. 41 sec. 11, and Sec. 3-1F of Stow's Charter requires this to be a joint appointment between the remaining members of the elected Library Board and the Select Board. The second appointment will be a true joint appointment at the next Select Board meeting.

Board Member Frecha moved that, in a joint vote with the Trustees of the Randall Library, or on their recommendation, Morgan Hillman be appointed to fill the vacancy on the Randall Library Board of Trustees, effective from now until the May 2022 Annual Town Election. Board Member Salvie seconded the motion and it was approved unanimously.

Annual July 1 Appointments

Board Member Birch-McMichael moved to make the following appointments of individuals in paid positions subject to the term of one year ending on June 30, 2022, as printed:

- Select Board and Town Administrator Executive Assistant: Joyce Sampson
- Superintendent of Streets: Stephen Nadeau
- Town Counsel: KP Law, P.C.
- Emergency Management Officer: Fire Chief Joseph Landry
- Tree Warden: Bruce E. Fletcher
- Street Numbers: Town Clerk's office

- Full-time Firefighters: Joseph Landry, Chief; John Paul Benoit, Captain; Barry Evers, Firefighter/EMT, Call Lieutenant; Mark W. Guerin, Firefighter/EMT, Call Lieutenant; Judson Swinimer, Firefighter/EMT, Call Lieutenant, and Erick Benoit, Firefighter/EMT, Call Lieutenant
- Call Lieutenant: Jonathan Gray
- Call Firefighters/EMTs: Matthew Olson, Jason Galofaro, Suzanne Siewierski, Todd Jakubek, Kristina Ellis, Timothy Gray, Camden Herlihy, Yuris Mangolds, Michael Murphy, Rachel Vroegindewey, Jonathan Beharrell, Steven Walsh, George Taylor, Paul Dudley, Matthew McNulty, Timothy Benoit, Frank Dzerkacz, Paul Armann, Ron Dostie, Richard Falcioni, Cameron Bower, and Jack Stafford
- Call Firefighters: Scott Dwinells, Gregg Silverio, Kevin Benoit, Peter Casello, Matthew Lowe, Ralph Rodriguez, Timothy Landry, Alejandro Cabrera, Ryan Boyd, Abigail Taylor, Bryan Kiley, and Jeffery Hill
- Apprentice Firefighters: Benjamin Glover, Steve Landry, and Eddie Warren
- Emergency Medical Technicians: Mariana Jiminez, and Burak Say
- Per Diem Special Police Officers: William Bosworth, Jon Butler, John T. Connors, John E. Fantasia, Richard D. Manly, Gary P. Murphy, Michael Smith, and Mark H. Trefry
- Public Safety Dispatchers: John E. Fantasia, Dispatch Supervisor; Jon Butler, and Gabriel Lopez
- Per Diem Part-time Dispatcher: Shawn Marques

Board Member Salvie seconded the motion, and it was approved unanimously.

Board Member Birch-McMichael moved to make the following appointments of individuals in paid positions subject to the term of two years ending on June 30, 2023, as printed:

- Full-time Police Officers: Michael Sallese, Chief of Police; Darren Thraen, Lieutenant; David Goguen, Patrol Officer Acting Sergeant; Sean Collins, Patrol Officer; Robert Nelson, Patrol Officer; Cassandra Scott, Senior Detective; Christopher Kusz, Patrol Officer/Safety Officer; Luke Dezago, Prosecutor; Brendan Fitzpatrick, Patrol Officer; Brandon Murphy, Patrol Officer; Jacob Champoux, Patrol Officer

Board Member Burns seconded the motion, and it was approved unanimously.

Board Member Birch-McMichael moved to make the following appointments of individuals in paid positions subject to the term of three years ending on June 30, 2024, as printed:

- Complete Streets, Town Board/Department members: John Paul Benoit (Fire), Karen Kelleher (Planning), Kathleen Sferra (Conservation), Lt. Darren Thraen (Police), Brian Hatch (Highway)

Board Member Frecha seconded the motion, and it was approved unanimously.

Arnie Epstein was present via Zoom and would like to maintain his position on Hudson Light & Power. Bill Sieller was present via Zoom and would like to continue on the Recreation Commission.

Board Member Birch-McMichael moved to make the following appointments of committee members, the positions having been duly posted, and for which the applicants have applied, for one-year terms ending on June 30, 2022, as printed:

- Recreation Commission: Samantha Altieri, Michael Busch, Dan Nicholson, and William Sieller
- Complete Streets Committee: Eve Fischer
- Fence Viewers: Select Board
- Hudson Light & Power Representative: Arnold Epstein
- Montachusett Area Regional Transport (MART): Alyson Toole
- Veterans' Graves Committee: Patricia Bolton, Martha Monroe, and Tom Zavorski

Board Member Frecha seconded the motion, and it was approved unanimously.

Mike Kopczynski would like to continue to be a member of SMAHT. They are in the midst of a few projects, and there is more interest in housing policy than in previous years.

Board Member Birch-McMichael moved to make the following appointments of committee members, the positions having been duly posted, and for which the applicants have applied, for two-year terms ending on June 30, 2023, as printed:

- Stow Municipal Affordable Housing Trust: Michael Kopczynski, Quince Papanastassiou, and Laura Spear

Board Member Salvie seconded the motion, and it was approved unanimously.

Kathy Sferra was present and spoke about the distinction between her job as Conservation Director and her appointment as a citizen to the Open Space Committee.

Bob Wilbur was present via Zoom and is enthusiastic about continuing on the Open Space Committee.

Louise Peacock was present via Zoom and explained the history of the funds. She would like to remain as the Trustee of the three funds.

Board Member Birch-McMichael moved to make the following appointments of committee members, the positions having been duly posted, and for which the applicants have applied, for three-year terms ending on June 30, 2024, as printed:

- Agricultural Commission: Elena Colman
- Cemetery Trustees: Kenney Banks
- Conservation Commission: Jeffry Saunders
- Historical Commission: Andrew Crosby
- Open Space Committee: Kathleen Sferra, Robert Wilbur
- Trustee of the Randall Relief Fund, the Randall Town Fund, and the Town Farm Fund: Louise Peacock

Board Member Burns seconded the motion, and it was approved unanimously.

EDIC member Jennifer Gero spoke to the mission of the Economic Development and Industrial Commission in supporting Stow businesses.

Board Member Birch-McMichael moved to make the following appointment of the committee member, the position having been duly posted, and for which the applicant has applied, for a five-year term ending on June 30, 2026, as printed:

- Economic Development & Industrial Commission: Kevin Whalen

Board Member Salvie seconded the motion, and it was approved unanimously.

Stow Culture Fest - Live Music Performances on July 15, 2021 – Stow Cultural Council

Cultural Council Chair Mary Louton was present via Zoom to discuss the Stow Culture Fest planned for Pine Bluff Recreation Area. There will be no vendors, no food service, and no alcohol. Participants may bring their own snacks, and food will be “carry in/carry out” per park regulations.

Board Member Salvie asked about trash, and if the Town should provide trash barrels and can we do it without overtime, do we have the physical barrels or do we have to go out and buy them, and what would we do with what could be a significant amount of trash. The Town Administrator said it could be done but the Town would need to purchase trash barrels and the trash would sit out all night. She supports “carry in/carry out.”

After some discussion, the Board supports the “carry in/carry out” trash policy as outlined in the proposal. This will also show if the “carry out” process works successfully.

Board Member Burns expressed his concern that there is no standard to measure this application, and we are doing this case-by-case without a policy. The Board agreed and discussed the need for a policy. All Board members support this event and thanked Ms. Louton for her thorough proposal.

The Fire Department wants to ensure that emergency access to both the beach and the area can be maintained. They need to make sure that the gate area is clear of vehicles and participants, and that the roadway in front of the pavilion is clear of seated participants. Ms. Louton thanked Denise for her support.

Board Member Frecha moved to approve an event permit for Stow Culture Fest, a live musical performance to be presented at Pine Bluff Recreational Area on July 15, 2021 and sponsored by the Stow Cultural Council. Board Member Burns seconded the motion, and it was approved unanimously.

Board Appointments and Liaison Discussion

The Board discussed the committees they would like to remain on or be assigned to going forward. Chair Sturgis is to remain as the MAPC alternate with the term expiring in 2023; Board Member Salvie remains on the Local Access Channel Advisory Committee with the term expiring in 2022. The Board is tabling new appointments to the Capital Planning Committee, the Lower Village Revitalization Committee, and the Library Building Committee and will revisit them at a future meeting.

Chair Sturgis moved to appoint the following Select Board members to the following committees:

- SMAHT – Cortni Frecha
- Town Hall Restoration Committee – Cortni Frecha
- Complete Streets Committee – James Salvie
- Tri-Town - Megan Birch-McMichael
- MAGIC Representative – Zack Burns

Select Board member Frecha seconded the motion, and it was approved unanimously.

Strategic Planning Session on July 6, 2021

The Board discussed the goals for the session, including creating a work plan for the Select Board and for the Town Administrator. They discussed having quarterly work sessions to discuss policies, and the need for a session if something comes up. Each Board Member presented their top three issues, with the appointment process, a strategic decision-making process, and the role of and work plan for the Select Board and Town Administrator being at the top of most lists.

Town Administrator's Report

- The Board of Health is working on the Waste Management (WM) issue with private trash pick-up, but they are limited to only the issuance of a permit to trash haulers. Our District Sanitarian has spoken with WM several times and there is a staffing issue that WM is trying to fix. There is information on the Town's website including a link to report missed service directly to WM. There are 6 other trash haulers permitted in town that residents can contract with.
- The Town buildings will reopen to the public on Tuesday, July 6. The Council on Aging is not ready to reopen with programs yet so please be patient. If you are not vaccinated please wear a mask.
- The Coronavirus state and local recovery funds have come out. She has applied for Federal grant funds and we are earmarked for \$750,000, and that may go up as there may be an additional round of funding. The state has said that towns need to spend the money so it does not get returned and given to another state.
- The Town has received design funding for the Lake Boon dam from the state.
- Other grant opportunities are still pending.
- There are a number of positions open and details are on the Town's website.

Meeting Minutes

Board Member Frecha asked that the Conservation Restriction be more carefully worded to show that it is offering a restriction of building rights and that Ms. Shepherd is not just giving land.

June 8, 2021: *Board Member Frecha moved to accept the meeting minutes of the June 8, 2021 meeting as amended. Board Member Salvie seconded the motion, and it was approved unanimously.*

June 8, 2021 Executive Session: *Board Member Salvie moved to accept and release the meeting minutes of the June 8, 2021 Executive Session as drafted. Board Member Frecha seconded the motion, and it was approved unanimously.*

Correspondence

Board Member Frecha stated that the letters received highlight a need for the Board to discuss how they approach topics, and how the Board communicates with the Town. Board Member Birch-McMichael said that as a policy making Board, it is important that if they are making proclamations that there is a policy in place.

Adjournment

Board Member Salvie moved to adjourn at 9:09 p.m. Board Member Frecha seconded the motion, and it was approved unanimously.

Respectfully submitted,

Joyce Sampson

Executive Assistant

Documents used at this meeting:

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

Select Board Minutes
Strategic Planning Workshop
Tuesday, July 6, 2021 – 7 PM
Stow Town Building & via Zoom

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

Chair's Comments

This is a workshop-style planning session, not a regular meeting and the Board will not be conducting regular business. It is the kick-off for the year and the expectation is to create goals during this session, not policy. At a prior meeting, the Select Board listed its work plan priorities as capital spending, policy review (especially Select Board related), boards and committees, and police accreditation oversight and approval of new policies.

Roles of the Select Board and the Town Administrator

The Board discussed the role of the Select Board: set policies, coordinate work with boards and committees, appoint committees, delegate to the Town Administrator (TA), to be in charge of all investigations as outlined in the Charter, "CEO" (authorize and ensure), fiduciary, and oversight.

The Board discussed the role of the Town Administrator: supervise/coordinate personnel and departments, oversee the implementation of policies, propose the annual budget, have an open door for citizen input, be the "COO/CAO," and oversee the day-to-day operations. The question was raised regarding who signs contracts.

Goals of the Town Administrator

At the previous Board meeting, the top goals, or work plan, for the TA were Lower Village (financial oversight and meet with the committee), the website, Human Resources (HR), and the budget. Added to that list were: traffic/public safety, increase communication/PR, Master Plan launch with the Planning Board, and follow through on the IG investigation.

The TA feels that her goals need to be more specific and gave examples from other towns. She sees it as starting with the Select Board work plan and from those items, goals would be developed for the TA to implement.

Discussion ensued about traffic and public safety being under the purview of the Select Board according to a bylaw. The TA has proposed a Traffic Safety Advisory Committee to present recommendations to the Select Board. A two-step model for boards and committees can then become getting started with the day-to-day details and cull policy questions and recommendations, then come before the Select Board.

Goals of the Select Board

The Board received a packet of Select Board goals from other towns, including a (fiscal) year-long meeting schedule with the filtering in of other items, such as a work plan.

The goals are: policy review; clarity on capital spending; define the Board's role in police accreditation; coordinate with boards and committees (replace liaison roles; redesign the model for building committees); "reclaim" leadership in the areas of the Master Plan, climate change, and transportation (assessing demand); a Charter and Bylaw review as it refers to recruitment; and forecasting infrastructure.

The Board discussed how this process will begin. The Board will need to narrow down the topics and create a better focus on what they want to achieve, then present it to the TA, who will work on it and she will bring it back to the Board.

Combined Goals: Lower Village (researching grants and what are the Select Board’s priorities); review the Charter and bylaws re: recruitment; and policy review (what we have and what we want to change). Although there are combined goals, the Town Administrator will be involved in all the Select Board goals due to her role. One work plan would be a better way to organize the goals; to include a plan for each item from the Board as a whole, as opposed to individual requests to the TA.

Policy Review and Planning

The TA reviewed the list of policies that have been found and which ones need to be updated. The goal is to have a Standard Operating Procedures manual.

The Board discussed creating a policy for proclamations and acknowledging causes. In addition to issuing a proclamation, the Board could increase awareness among community members by involving Town departments, or acknowledging an event associated with the cause. They discussed the difference between an announcement in “Board Member comments” versus a larger educational item. The TA will draft a “Recognition Policy.”

When listed as an agenda item, a policy draft will not be approved at the first reading. This will give the Board members time to read and understand the policy and then make any comments or suggest amendments.

Calendar/Meeting Schedule

Strategic Planning will be added as an agenda item to upcoming meetings.

The Board will schedule a joint board meeting with the Finance Committee, the Capital Planning Committee, and the Community Preservation Committee in October.

The Board will schedule the next Planning Workshop in November, with the primary topic being the budget.

Adjournment

At 9:16 p.m. Board member Birch-McMichael moved to adjourn. Board member Frecha seconded the motion and it was approved unanimously.

Respectfully submitted,

Joyce Sampson

Executive Assistant

Documents used at this meeting:

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

CORRESPONDENCE

Joyce Sampson

From: selectmen
Sent: Wednesday, June 30, 2021 9:13 AM
To: Alexis Mena
Cc: selectmen
Subject: RE: Tables at Nan's

Hello,
Thank you for your email. It will be included in the Select Board's correspondence at their next meeting.

Best regards,
Joyce

Joyce Sampson | Executive Assistant
Town Administrator & Select Board Office
Town of Stow | 380 Great Road | Stow, MA 01775
978-897-4515 | www.stow-ma.gov

From: Alexis Mena <alexismena@gmail.com>
Sent: Tuesday, June 29, 2021 4:04 PM
To: selectmen <selectmen@stow-ma.gov>
Subject: Tables at Nan's

I am writing as a Stow resident to express my support for Nan's application for outdoor dining.

Thank you!
Alexis Mena

57 Old Bolton Rd

Joyce Sampson

From: selectmen
Sent: Wednesday, June 30, 2021 9:14 AM
To: Melissa Reiner
Cc: selectmen
Subject: RE: Support for Nan's Rustic Kitchen

Hello,
Thank you for your email. It will be included in the Select Board's correspondence at their next meeting.

Best regards,
Joyce

Joyce Sampson | Executive Assistant
Town Administrator & Select Board Office Town of Stow | 380 Great Road | Stow, MA 01775
978-897-4515 | www.stow-ma.gov

-----Original Message-----

From: Melissa Reiner <missyjer@verizon.net>
Sent: Tuesday, June 29, 2021 4:22 PM
To: selectmen <selectmen@stow-ma.gov>
Subject: Support for Nan's Rustic Kitchen

Hello. I am a Stow resident of 15 years and am writing in support of the picnic tables and outdoor dining application for Nan's Rustic Kitchen. This restaurant is a treasure for our town and we would love to see some seated dining options to be able to enjoy their wonderful menu on-site! Outdoor picnic tables promote a healthy place for gathering while also continuing to support this much-needed small business in our town.

Thank you for your consideration.

Melissa Reiner
21 Edgehill Rd., Stow

Sent from my iPhone

CORRESPONDENCE

Additional correspondence on file in the office:

Board of Appeals

- Notice of Public Hearing:
 - Monday, July 26, 2021 at 7:40 p.m.
 - 165 Red Acre Road
- Notice of Public Hearing:
 - Monday July 26, 2021 at 8 p.m.
 - 117 Great Road (Stow Shopping Plaza)