

AGENDA  
SELECT BOARD  
October 26, 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. Until further notice, all visitors are required to wear a mask regardless of vaccination status.**

Join Zoom Meeting  
<https://zoom.us/j/97067810866?pwd=azFjbGJxVXIreEl1S2x3QWZ0aDRFUT09>

Meeting ID: 970 6781 0866  
Passcode: 529803

1. Public input
2. Board Member comments
3. Recognition
4. Appointments:
  - Nicolo Antonelli to the position of full-time Tree Worker for the Highway Department
5. Town Administrator's Report
6. Discussion and Possible Vote
  - Continued Discussion on the Disclosure Form for Daniel Nicholson – Approve and Sign as Necessary
  - American Heritage Museum/Collings Foundation Settlement Agreement
    - Establish designee for settlement requirements
    - Review submission for 3<sup>rd</sup> Party expert to advise and educate on federal and state safety regulations and requirements
  - Discussion on Liquor License Requirements for 2022
  - Setting Liquor, Common Victualer, and Class II License Fees for 2022
  - Review and approve Select Board statement of support on Stow Acres project
  - Vote to support MAGIC Letter on ARPA funding advocacy
7. Strategic Planning
  - Review and Discuss draft Select Board Goals
  - Continued policy discussion, if any
  - Continued Workplan and Goals discussion, if any
  - Continued meeting schedule discussion, if any
8. Meeting minutes
  - October 12, 2021
9. Correspondence
10. Adjournment

Posted Friday, 10/22/2021

 10 a.m.

# **APPOINTMENTS**



Denise M. Dembko  
Town Administrator  
[townadministrator@stow-ma.gov](mailto:townadministrator@stow-ma.gov)

***Town of Stow***  
*Office of the*  
***Town Administrator***

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

I recommend the appointment of Nicolo Antonelli to the position of Tree Worker. Nico has been with the Town since 2018 and is looking to expand his duties and responsibilities. He has some experience doing tree work from his time working for the Town, and he had some experience from prior positions. Although he doesn't have all the qualifications, he interviewed well and was able to problem-solve through the interview questions and tasks. He was strongly recommended by the interview team and therefore, I am pleased to recommend him to the Select Board for appointment.

*Denise M Dembko*

# **DISCUSSION & POSSIBLE VOTE**

Continued Discussion

Disclosure Form for  
Daniel Nicholson


Approve and Sign as Necessary

**DISCLOSURE BY SPECIAL MUNICIPAL EMPLOYEE  
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT  
AS REQUIRED BY G. L. c. 268A, § 20(d)**

SEP 27 2021

SELECT COUNTY

<b>SPECIAL MUNICIPAL EMPLOYEE INFORMATION</b>	
Name of special municipal employee:	Daniel Nicholson
Put an X beside one statement.	<p>I am a <b>special municipal employee</b> because:</p> <p><input type="checkbox"/> I am a selectman in a town with a population of 10,000 or fewer people;</p> <p><input type="checkbox"/> I am not a mayor, alderman or city councilor, and</p> <p><input checked="" type="checkbox"/> I serve in a municipal position for which <b>no compensation</b> is provided.</p>
Title/ Position	Recreation Commission Member, Town of Stow
Fill in this box if it applies to you.	If you are a special municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization. N/A
Municipal Agency/ Department:	Recreation Commission, Town of Stow
Agency Address:	509 Great Road Stow, MA 01775
Office phone:	(978) 637-2984
Office e-mail:	recreation@stow-ma.gov
	Check one: <input type="checkbox"/> Elected or <input checked="" type="checkbox"/> Non-elected
Starting date as a special municipal employee.	5/1/2012
<p><b>BOX # 1</b></p> <p>Select either <b>STATEMENT #1</b> or <b>STATEMENT #2.</b></p> <p>Write an X by your financial interest.</p>	<p><b>ELECTED SPECIAL MUNICIPAL EMPLOYEE</b></p> <p>I am an <b>elected special municipal employee.</b></p> <p><input type="checkbox"/> <b>STATEMENT #1:</b> I had a financial interest in a contract made by a municipal agency <b>before</b> I was elected to a compensated special municipal employee position. I will continue to have this financial interest in a municipal contract.</p> <p><input type="checkbox"/> <b>STATEMENT #2:</b> I will have a <b>new</b> financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a contract made by a municipal agency is:</b></p> <p><input type="checkbox"/> A compensated, non-elected position with a municipal agency.</p> <p><input type="checkbox"/> A contract between a municipal agency and myself.</p> <p><input type="checkbox"/> A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p><input type="checkbox"/> Other work because a municipal agency has a contract with my company or organization and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the municipal is contracting for my services in particular.</p>
<p><b>BOX #2</b></p> <p>Select either <b>STATEMENT #1</b> or <b>STATEMENT #2.</b></p>	<p><b>NON-ELECTED SPECIAL MUNICIPAL EMPLOYEE</b></p> <p>I am a <b>non-elected special municipal employee</b> (compensated or uncompensated).</p> <p><input type="checkbox"/> <b>STATEMENT #1:</b> I had a financial interest in a contract made by a municipal agency, other than an employment contract, <b>before</b> I took a non-elected, compensated special municipal employee position. I will continue to have this financial interest in a municipal contract.</p> <p><b>My financial interest in a contract made by a municipal agency is:</b></p>

<p><b>Write an X by your financial interest.</b></p>	<p><input type="checkbox"/> A contract between a municipal agency and myself, but not an employment contract.</p> <p><input type="checkbox"/> A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p><b>OR</b></p> <p><input type="checkbox"/> <b>STATEMENT #2:</b> I will have a <b>new</b> financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a contract made by a municipal agency is:</b></p> <p><input type="checkbox"/> A compensated, non-elected position with a municipal agency.</p> <p><input type="checkbox"/> A contract between a municipal agency and myself.</p> <p><input type="checkbox"/> A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p><input checked="" type="checkbox"/> Other work because a municipal agency has a contract with my company or organization and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the municipal is contracting for my services in particular</p>
<b>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</b>	
<p>Name and address of municipal agency that made the contract</p>	<p>This is the "contracting agency."  <b>Stow Recreation Commission, 509 Great Road, Stow, MA 01775</b></p>
<p>Write an X to confirm this statement.</p>	<p><input checked="" type="checkbox"/> In my work as a special municipal employee for my Municipal Agency, I <b>participate in or have official responsibility for activities of the contracting agency.</b></p>
<p><b>FILL IN THIS BOX OR THE NEXT BOX</b></p>	<p><b>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE MUNICIPAL AGENCY AND YOU.</b></p> <p>- Please explain what the contract is for.  Park maintenance work</p>
	<p><b>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE MUNICIPAL AGENCY AND ANOTHER PERSON OR ENTITY</b></p> <p>- Please identify the person or entity that has the contract with the municipal agency.  - What is your relationship to the person or entity?  - What is the contract for?</p>
<p>What is your financial interest in the municipal contract?</p>	<p>- Please explain the financial interest and include the dollar amount if you know it.  I will be paid for park maintenance work.</p>
<p>Date when you acquired the financial interest</p>	<p>TBD</p>
<p>What is the financial interest of your immediate family?</p>	<p>- Please explain the financial interest and include the dollar amount if you know it.  N/A</p>
<p>Date when your immediate family acquired the financial interest</p>	<p>N/A</p>
<p>Employee signature:</p>	<p>Daniel Nicholson </p>
<p>Date:</p>	<p>9/23/2021  9-23-21</p>

**APPROVAL OF EXEMPTION  
BY THE CITY COUNCIL, BOARD OF ALDERMEN, BOARD OF SELECTMEN,  
TOWN COUNCIL OR DISTRICT PRUDENTIAL COMMITTEE**

Name:	
Name of approving body:  <b>Write an X by one selection.</b>	<input type="checkbox"/> <b>City Council</b> <input type="checkbox"/> <b>Board of Aldermen</b> <input type="checkbox"/> <b>Board of Selectmen</b> <input type="checkbox"/> <b>Town Council</b> <input type="checkbox"/> <b>District Prudential Committee</b>
Title/ Position	
Agency Address:	
Office phone:	
<b>APPROVAL OF § 20(d) EXEMPTION</b>	
	<p>We have received a disclosure under G.L. c. 268A, § 20(d) from a special municipal employee who seeks to have a financial interest in a contract made by a municipal agency of this city or town. We understand that the special municipal employee participates in, or has official responsibility for, activities of the municipal agency that made the contract. We approve this exemption under § 20(d) regarding the financial interest identified by the special municipal employee.</p>
Signature:	On behalf of the Council, Board or Committee identified above, I sign this approval.
Date:	

**Attach additional pages if necessary.**

**File your completed, signed, approved Disclosure with the city or town clerk.**



# American Heritage Museum/Collings Foundation Settlement Agreement

- Establish designee for settlement requirements
- Review submission for 3<sup>rd</sup> Party expert

# American Heritage Museum/Collings Foundation Settlement Agreement

Establish designee for settlement requirements

COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, SS.

LAND COURT CASE NOS:  
15 MISC. 000369 (DRR)  
15 MISC. 000370 (DRR)

THE COLLINGS FOUNDATION, THE  
COLLINGS FOUNDATION, INC., ROBERT  
COLLINGS and CAROLINE COLLINGS,

Plaintiffs

v.

ZONING BOARD OF APPEALS OF THE  
TOWN OF STOW; and EDWARD  
TARNUZZER, CHARLES BARNEY,  
WILLIAM BYRON, BRUCE FLETCHER,  
RUTH KENNEDY SUDDUTH, MICHELLE  
SHOEMAKER, ANDREW J. DEMORE, LEE  
HERON, and MARK JONES, as they are the  
members of the ZONING BOARD OF  
APPEALS OF THE TOWN OF STOW,

Defendants

**SETTLEMENT AGREEMENT**

This Agreement is made this 1<sup>st</sup> day of October, 2021, by and between the Collings Foundation, the Collings Foundation, Inc., Robert Collings, and Caroline Collings (collectively, “Plaintiffs”) and the Zoning Board of Appeals of the Town of Stow, Massachusetts and its Members in their Official Capacities Only (“Zoning Board”), together with the Select Board of the Town of Stow, Massachusetts (“Select Board”), in the Select Board’s capacity as the executive authority of the Town of Stow (“Town”), with sole authority to prosecute, defend, or settle litigation in which a Town board or official is a party (collectively, “Parties”).

## RECITALS

WHEREAS, the Plaintiffs own or control approximately 103 acres of land located at 137 Barton Road in Stow, Massachusetts, along with an additional 9.19 abutting acres of land in Hudson, Massachusetts (“Property”), on which the Collings Foundation operates an American Heritage Museum to support living history, including historic aircraft, tanks, vehicles, and other artifacts;

WHEREAS, the Property includes a grass airfield which the Plaintiffs seek to use to enhance and support its living history events, exhibitions, and demonstrations related to the museum use;

WHEREAS, by decision dated March 26, 2015, the Town’s Building Commissioner ordered the Plaintiffs to cease and desist from using the airfield, which decision was upheld by the Zoning Board on appeal;

WHEREAS, by decisions dated May 13, 2015 and June 3, 2015, the Building Commissioner denied the Plaintiffs’ requests to rescind the cease and desist order for the use of the airfield, which decision was again upheld by the Zoning Board on appeal;

WHEREAS, the Plaintiffs filed claims in the above-captioned litigation, appealing from the Zoning Board’s decisions upholding the Building Commissioner’s orders and determinations regarding use of the airfield, which has resulted in protracted and expensive litigation which the Parties are desirous of resolving by agreement, not only to limit further time and expense, but also to avoid the uncertainty of trial, and likely further appeals following trial;

WHEREAS, the Select Board recognizes that the Zoning Board has exclusive jurisdiction over the appeal of the zoning decisions at issue in this lawsuit, the Zoning Board recognizes that the Select Board has sole executive authority to prosecute, defend, or settle litigation in which a

Town board or official is a party; the Select Board has determined that settlement of the lawsuit under the terms and conditions set forth herein is in the Town's best interest and the Zoning Board has agreed to be bound by the terms and conditions of this agreement;

NOW THEREFORE, in consideration of the promises and conditions set forth herein and for other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

### AGREEMENT

The Parties hereby agree to be bound by the terms of this agreement, as well as by Exhibits A and B attached hereto and expressly incorporated herein ("Agreement"), as follows:

1. The Plaintiffs accept the following limitations upon their Dover-use zoning exemption claims under G.L. c. 40A, § 3 and Section 9.9 of the Stow Zoning Bylaw, shall not seek to expand their use of the Property for educational purposes beyond these agreed-to limitations (and those allowed in the Planning Board settlement referenced below), and agree that the Town's Zoning Bylaw shall otherwise remain in full force and effect as related to the Property.
2. The Collings Foundation may use the airfield for flights<sup>1</sup> in exclusive connection with the non-profit educational use of the American Heritage Museum for:
  - a. passenger flights, exhibitions, and demonstrations, provided that such flights shall occur no more than four (4) weekends per year from April 1 to October 31,<sup>2</sup> for a total of eight (8) days per season, and further provided that such flights shall occur only at the "Major Events" or "Demonstrations / Exhibitions," as those terms are defined in the Agreement between the Plaintiff and the Planning Board of the Town of Stow, attached hereto as Exhibit A, and provided further that the

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<sup>1</sup> A flight includes both the takeoff from the airfield and the landing on the airfield.

<sup>2</sup> Consistent with Exhibit A, the museum has a six (6) month season for Major Events and Demonstrations / Exhibitions.

Select Board, or its designee, shall receive no less than fourteen (14) days' notice in advance of such events;

- b. inspection and maintenance activities, and pilot training and proficiency, for the approved aircraft identified in the list attached hereto as **Exhibit B**, provided that such flights are necessary and incidental to the passenger flights, exhibitions, and demonstrations specified above, but may occur any time throughout the calendar year; and,
- c. travel to air shows for educational purposes, provided that such flights shall not exceed eight (8) per calendar year;

3. In no event shall the total number of flights combined under all three of the categories listed in subsections (a) through (c) exceed 200 per calendar year. The Plaintiffs shall assist the Town in monitoring this requirement by submitting quarterly (per calendar year) reports or logs to the Town Administrator showing the number of flights for the previous quarterly period, within two weeks into the new quarterly period, i.e. the quarterly report for January-March shall be produced by April 14, and so on, for each quarterly period through the remainder of the calendar year.

4. The Plaintiffs shall notify the Select Board, or its designee, of any additions or substitutions to the approved aircraft in **Exhibit B**, which aircraft shall be of comparable nature to the aircraft in Exhibit B and are historically significant and are capable of landing at the airfield, provided that a third-party report demonstrating historical comparability, safety, and full FAA compliance shall be provided with said notification. Aircraft that are donated or otherwise acquired to be stored in the museum or hangar, but which will not be flown, are not subject to this paragraph unless and until such time as the Plaintiffs seek to fly the aircraft.

5. Except as provided in this section and below for an emergency, and consistent with **Exhibit A**, flights shall occur only during the hours of 9:00 a.m. to 6:00 p.m., seven (7) days a week. If the Collings Foundation seeks to operate a flight outside of these hours, it may

seek an exception from the Town Administrator for the Town of Stow, not to be unreasonably withheld. If travel time back from an air show or maintenance activity which was planned in good faith to have landed by 6:00 p.m. is delayed and does not permit Collings Foundation to obtain advance notice from the Town Administrator to operate outside of these hours, Collings Foundation may land an approved aircraft after 6:00 p.m., provided that such landings shall not occur more than five (5) times per year.

6. The hours of operation and flight limits described above shall not apply to emergency events such as unforeseen and unplanned weather conditions, mechanical failure, or medical issues. The airfield may be used for an emergency at any time.

7. To the extent consistent with any flight paths otherwise approved by the Federal Aviation Administration ("FAA"), and subject also to the conditions set forth in paragraphs 2 and 3 above, the Plaintiffs shall not fly over residences in Stow below 1,000 feet above ground level, with the exception of ascent during takeoffs and descent during landings. The Plaintiffs may perform the following flights without passengers over their own Property: (a) flights authorized by FAA exemptions and waivers, provided that FAA inspectors are present; (b) flight instruction for rejected landings and balked landings; (c) demonstrations and exhibitions except for aerial combat involving multiple aircraft; and (d) go-arounds and low approaches to avoid wildlife. Otherwise, the Plaintiffs shall not use aircraft taking off from or landing on the airfield on their Property to make low passes or high speed passes or flyovers over residences in Stow, unusual attitude flying, dog fights, aerial acrobatics, aerial pyrotechnics, mock or actual aerial gunfire, or other displays of aerial combat, chase, or evasion maneuvers.

8. The Plaintiffs and any and all of the Plaintiffs' officers, employees, agents, servants, independent contractors, volunteers, representatives, attorneys, legal representatives,

assigns, heirs, principals, shareholders, directors, predecessors, successors, divisions, subsidiaries, affiliates, related companies, transferees, partners, underwriters, managers, members, stockholders, and/or parent companies shall comply with all applicable federal, state, and local laws, standards, regulations, agreements, and certifications relative to the use of the museum and the airfield, with the exception of the expressly agreed exemptions and activities allowed under this Agreement.

9. The Plaintiffs shall work in good faith and with due diligence to ensure public safety at all times, and shall furnish the Select Board, or its designee, with a mutually agreeable expert to advise and educate the Select Board, or its designee, as to all federal and state safety regulations, requirements, decrees, or orders applicable to the airfield at issue, the aircraft listed in Exhibit B, and the flight operations otherwise agreed to under this Agreement, to help interpret the reports described below and to compile a checklist of applicable regulations and requirements that can be used for year to year review. All pilots and aircraft shall be inspected by an independent third party on an annual basis, or otherwise as FAA regulations require, and copies of all reports from such equipment inspections and pilot examinations demonstrating compliance with all applicable FAA requirements shall be produced to the Select Board, or its designee, no later than fourteen (14) days prior to the first flight that year of each aircraft or pilot.

10. Nothing in this Agreement shall be deemed to preclude the Plaintiffs from applying for any necessary permits or licenses from any federal, state, or local governmental body for any work to occur on the Property, except for work related to any proposed expansion of the uses otherwise agreed to by the Planning Board as set forth in Exhibit A or the Select Board or Zoning Board in this Agreement, which the Plaintiffs agree are the limit of their agreed zoning exemptions.



11. Upon approval of this Agreement, the Parties, by and through counsel, shall promptly join in filing a joint motion for entry of judgment incorporating and endorsing the conditions of this Agreement, enforceable as an order and final judgment of the Court, with the parties to bear their own costs and attorneys fees, and all rights to appeal waived.

12. In consideration of the promises and covenants set forth in this Agreement and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereto agree and recognize that this Agreement is a compromise of disputed claims, and that nothing in this Agreement is to be construed in any way to be an admission of liability or wrongdoing in any way by either Party.

13. The Parties understand and acknowledge that this Agreement contains the entire agreement between them, and the terms of this Agreement are contractual. If any part of this Agreement should be determined to be invalid, it shall not affect the validity of the remainder of the Agreement. The laws of Massachusetts shall be used for any interpretation or construction of this Agreement. This Agreement shall be interpreted in a manner consistent with the Planning Board Agreement, set forth in **Exhibit A**, with all definitions used therein applicable hereto.

14. The Parties further state that they have carefully read the foregoing Agreement and fully understand the contents thereof, and that the signatories hereto are duly authorized to sign this Agreement on behalf of the respective Parties and that each signs and executes this Agreement as his, her, or their free act and deed.

15. The Parties hereby acknowledge that no promise or inducement which is not herein expressed has been made, and in executing this Agreement, the Parties do not rely upon any statement or representation made by any person, firm, or entity other than those set forth in this Agreement.

16. This Agreement may not be varied in its terms by an oral agreement or representation or otherwise, except that the list of approved aircraft specified in **Exhibit B** may be amended from time to time in accordance with the procedures described above, and none of the terms hereof may be waived, except by an instrument in writing of subsequent date hereof executed by all of the Parties.

17. This Agreement may be executed in counterparts, each of which shall be an original but all of which together shall constitute one and the same instrument. Electronic signatures shall be considered as valid signatures as of the date thereof.

Exhibits Attached:

- A. Planning Board Agreement and Exhibits A-C Thereto
- B. List of Approved Aircraft

IN WITNESS WHEREOF, the signatories below for each Party confirm that they have the authority to bind such Party and have set their hands and seal to this Agreement as of the date first written above.

**SIGNATURE PAGES TO FOLLOW**

Make and Model	Attachment "B"		
	Category	Class	Large Aircraft
1. Boeing PT-17	Airplane	SEL	NO
2. Boeing PT-17	Airplane	SEL	NO
3. Cessna UC-78	Airplane	MEL	NO
4. Grumman FM-2 Wildcat	Airplane	SEL	NO
5. Fiesler Storch	Airplane	SEL	NO
6. Wright Model EX	Airplane	SEL	NO
7. Bleriot IX	Airplane	SEL	NO
8. Waco UPF-7	Airplane	SEL	NO
9. Grumman Goose	Airplane	MEL/S	NO
10. Stinson L-5	Airplane	SEL	NO
11. Grumman TBM	Airplane	SEL	YES
12. Curtiss Pusher	Airplane	SEL	NO
13. Curtiss Model F Flying Boat	Airplane	SES	NO
14. Messerschmitt ME 109	Airplane	SEL	NO
15. Grumman F6F	Airplane	SEL	YES
16. Curtiss P-40	Airplane	SEL	NO
17. Piper L-4	Airplane	SEL	NO
18. North American AT-6	Airplane	SEL	NO

FAA Class Definitions

SEL (Single Engine Land)

MEL (Multi Engine Land)

SES (Single Engine Sea)

MEL/S (Multi Engine Land and Sea)

FAA Large Aircraft is

defined as have a Max

Gross Takeoff Weight

(MGTOG) over 12,500 lbs

# American Heritage Museum/Collings Foundation Settlement Agreement

Review submission for 3<sup>rd</sup> Party expert

# JAMES "JIMMY" H. ROLLISON

jhrollison@fedex.com | rollisonairops@gmail.com  
<https://www.linkedin.com/in/jamesrollison/>

Scottsdale, AZ  
 707 301-8770

## PROFESSIONAL HIGHLIGHTS

### MAINTENANCE: INDEPENDENT A&P SINCE 1987; I.A. SINCE 1990

Radial Engines Specialist	Antique and Vintage Aircraft Parts & Instruments
Jet Engines	Specialty Tools and Original Maintenance Manuals
Reciprocating Engines	Restoration & Maintaining of Personal Antique Fleet
NTSB Engine Tear-downs	Maintenance Support for WWII / Collings Foundation
Ops for orphaned aircraft with no O.E.M. support	No violations, suspensions, accidents, injuries (mx or flt)
Mentor for A&P programs / Solano Com College	MX program development; ops of non-N aircraft

### FLIGHT: 28,000+ HOURS, 150 DIFFERENT TYPES OF AIRCRAFT FLOWN

Air Transport Pilot (ATP)	Multi Engine (ME)
Single Seaplane instructor (SES)	Certified Flight Instructor, Multi-Engine (CFIIME)
Certified Flight Instructor, Instrument (CFII)	Mentor for low-income students – all ages
Flight Engineer (FE)	Captain for both airline and corporate operations
Type Ratings: MD11, MD10, B-727, L-18, B-24, B-25, CE500 (Citation Series)	22 Year Volunteer for non-profit flying foundation – Collings Foundation (mx and flying, P-51 instructor)
Owner/operator/maintainer for multiple aircraft fleet: antique, vintage, classic and modern	FedEx liaison between flight and maintenance for both heavy B, C checks, contract mx and AOG issues

### OPERATIONS: AIRPORT, CORPORATE, LEGAL, SAFETY OPS

LEAN Green Belt Certified	Gap analysis with respect to safety airline practices
QDM Apprentice	Rapid prototype development visual training aids
FedEx SME	Continuous Improvement processes for flight, mx, ops
Honeywell VOC (Voice of the Customer) for avionics and software uploads/STCs	Developed SOP and training regime approved by OEM
Professional witness and SME regarding safety operations, MX practices and SMS assessments	Safety presenter for warbird groups, local flying and non-flying community, new aircraft owners
SME for emerging technologies and viability	Airport and aviation champion and ambassador
Accident recovery & investigation (200+)	Mgmt, Crew, Mx of corporate a/c over 12,500 lbs

### SOCIAL MEDIA & ENGAGEMENT

Grew audience by xxx% YOY	APAC audience = xxx%
EMEA audience = xxx%	Donuts distributed worldwide = xxxxx

**EMPLOYMENT BRIEFING:**

**Federal Express** **MD-11 Captain and Flight Operations Liaison | 1987-Present**  
 B-727 Captain; International and Domestic  
 B-727 First Officer, B-747 and B-727 Second Officer  
 Line Check Airman, Simulator Instructor B-747 and B-727 Second Officer  
 Accident Investigation, Aircraft Acceptance Teams (Flying Tiger Line)

**One Flight Up** **Owner, President**  
 Aircraft Operations, Management, Maintenance, Crew Services, Flight Instruction, specializing in PC-12 & Cessna 500 Series, Aircraft Brokerage, Legal Consultant, SME, Expert witness. Contract pilot; delivery & ferry services.

**Aircraft Sales and Products (ASAP) | Warbird Resource** **Owner**  
 Aircraft restoration – original to show quality, sales, appraisals, maintenance and repair; vintage/historical, piston, turbojet; contract pilot and professional ferry services. Numerous awards for restorations. Pilot transition training for historic aircraft, FOM, FOQA, SMS development for historic aircraft ops. Private collections documentation, valuation for estate planning, sales and auction for historic aircraft and memorabilia.

**American Eagle Airlines** **Chief Pilot, SFO Domicile**  
 Captain, BE-99 and Metroliner

**Airshows by Jimmy** **Airshow Performer**  
 Performed at more than 35 airshows in Pitts Special and Monocoupe; owner, operator and maintainer of aircraft.

**APPEARANCES / FEATURES IN PRINT, VIDEO, FILM, DIGITAL**

<b>PRINT FEATURES</b>	<b>VIDEOS, BROADCAST</b>	<b>SOCIAL</b>
AOPA Article	Collings Foundation	Antique Aircraft blogs
Flying Magazine	Toyota Commercial	Young Makers Yolo blog
Flight Journal	Contract Pilot in various films	BendixKing Social Channels, Advertisements, Blogs, Webinars
Antique Aircraft Calendars	Honeywell / BendixKing	

**PROFESSIONAL AFFILIATIONS:**

- FAA ACS (Airmen Certification Standards) for Mechanics, Inspectors Working Groups
- FAA ACS Working Group member for Advanced Avionics Handbook
- Maintenance Support, Flight Instructor, Captain for Collings Foundation on WWII Aircraft
- Board of Directors Advisor, EAA
- Appointment to the Solano County Airport Advisory Committee
- Board Member Solano County Airport Land Use Commission
- E.A.A. Inspection Designee
- E.A.A. Oshkosh Antique/Classic Judging Committee
- AOPA, WIA, NAFI, ABS, Antique Airplane Association
- Q.B.'s (Quiet Birdmen)
- WIA Angel Supporter

Discussion on  
Liquor License Requirements  
for 2022

**TRAINING - FOR MANAGERS AND EMPLOYEES:** The manager shall have successfully completed an alcoholic beverage server training program such as Training for Intervention Procedures by Servers (TIPS) for restaurants and lounges, or Beverage Alcohol Training (BAT) for package stores. Managers must become re-certified every three years and provide the Town with an updated certificate. All other employees of the licensed establishment such as cashiers and waitresses who sell alcoholic beverages shall receive, at minimum, in-house training similar to that received under TIPS or BAT programs within 30 days of employment. The employee training program shall include proper procedures for verifying that patrons are at least 21 years of age and not intoxicated.

← Example of a Requirement  
Liquor license Board could implement  
D.M.K.



## 2022 License Fees

- Liquor
- Common Victualer
- Class II

## **Town of Stow Select Board**

### **License Fees for 2021**

*Note: At the Select Board meeting of October 27, 2020, it was voted to reduce restaurant-only liquor licenses by half, due to the impact of Covid 19 restrictions.*

### **Alcoholic Beverage Licenses**

Restaurants – All Alcohol - \$1,100 – reduced from \$2,200

Restaurants – Wine & Malt - \$440 – reduced from \$880

Package Stores – All Alcohol - \$2,000 – same as 2020

Package Stores – Wine & Malt - \$880 – same as 2020

**Common Victualer -\$25**

**Class II/used auto sales -\$100**

Review and approve Select  
Board statement of support on  
Stow Acres project

**Vote to support MAGIC Letter  
on ARPA funding advocacy**

## Denise Dembkoski

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**From:** Ellen Sturgis  
**Sent:** Thursday, October 14, 2021 11:12 AM  
**To:** Denise Dembkoski  
**Subject:** Re: ARPA Letter for Town Signature, MPO Elections, and a request from Weston

I did the vote (no contests!) and guess we can vote on this at next meeting, just under the wire, though I agree with you. But I want to support MAGIC/MAPC as much as to make sure they don't forget about us!!

*Ellen Sturgis, Stow Selectboard*  
esturgis@stow-ma.gov  
978-460-0883 cell

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**From:** Denise Dembkoski <townadministrator@stow-ma.gov>  
**Sent:** Thursday, October 14, 2021 9:45 AM  
**To:** Ellen Sturgis <esturgis@stow-ma.gov>  
**Subject:** FW: ARPA Letter for Town Signature, MPO Elections, and a request from Weston

Hi Ellen,

Please see below for some information on an upcoming MPO vote. I think this is a stretch, since the federal government decides how ARPA funds can be used, but if MAGIC thinks it will help, then so be it.

Very truly yours,  
*Denise*

Denise M. Dembkoski  
Town Administrator

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**From:** Zack Burns <zburns@stow-ma.gov>  
**Sent:** Wednesday, October 13, 2021 4:49 PM  
**To:** Denise Dembkoski <townadministrator@stow-ma.gov>  
**Subject:** Fwd: ARPA Letter for Town Signature, MPO Elections, and a request from Weston

Can you please see attached regarding ARPA funds and ensure Ellen is aware of how she can vote in the upcoming MPO election based on the below?

If you see fit, please forward to the rest of the Board.

Thanks!  
Zack Burns  
Select Board Member

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**From:** Curti, Julie <JCurti@mapc.org>  
**Sent:** Wednesday, October 13, 2021 2:37 PM  
**To:** Curti, Julie  
**Cc:** [aiu.i@westonma.gov](mailto:aiu.i@westonma.gov); Hart, Kasia; Bourassa, Eric; Glass, Jennifer  
**Subject:** ARPA Letter for Town Signature, MPO Elections, and a request from Weston

Hi MAGIC Reps,

Please see below and attached for a draft letter from Jennifer Glass on ARPA funding advocacy. **Please share this with relevant boards or individuals in your town for review and, if approved, signature by Thursday, October 28th.**

Below you'll also find information on how your Select Board Chair can vote in the upcoming MPO election and an informational request on site plan approvals from the Town of Weston's planner (please respond to Imaikalani directly with any answers to his question).

A recording of our October 5 meeting is also now [available at this link](#) and I'm attaching the ARPA slides here as well.

Best,

Julie

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*Dear MAGIC Representatives,*

*At the October 5<sup>th</sup> MAGIC meeting, Kasia Hart, Policy Analyst, MAPC, let us know that MAPC is advocating that the state use its American Rescue Plan Act (ARPA) funds to cover direct COVID costs for all cities and towns in the Commonwealth. A number of people at the meeting expressed interest in signing a letter of support from MAGIC communities.*

*Attached is a draft letter for you to bring to relevant boards or individuals for review. If you or your board has a substantive suggestion or specific example that should be included, please respond directly to me at [jglassselect@lincolntown.org](mailto:jglassselect@lincolntown.org). Please respond with comments and/or names and positions of signatories by Thursday, October 28<sup>th</sup>.*

*Thank you so much,*

*Jennifer Glass, Lincoln Select Board*

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Below is the link to the 2021 [Boston Metropolitan Planning Organization](#) (MPO) Ballot.

- The Town of Arlington is running unopposed for the At-Large Town seat.
- The City of Newton is running unopposed for the At-Large City seat.
- The Town of Burlington is running unopposed for the North Suburban Planning Council seat.
- The Town of Norwood is running unopposed for the Three Rivers Interlocal Council seat.

The Chief Elected Official of the municipality must fill out the electronic ballot, print their name, the municipality they represent, and sign the ballot. **Please vote by Tuesday, October 26<sup>th</sup>.**

In cities this is the Mayor or, if the city does not have the office of Mayor, then the Chair of the Council, with the exception of Plan E cities (ex: Cambridge) in which case it shall be the City Manager. In towns, the chief elected official is the Chair of the Select Board. The MPO will accept the Chair's vote whether or not the full Select Board has approved it.

<https://mapc.seamlessdocs.com/f/MPOVoting>

Let me know if you have any questions or difficulties with the ballot.

Best Regards,

**Eric Bourassa**

Director of Transportation  
ebourassa@mapc.org | 617-933-0740  
Pronouns: he, him, his



Metropolitan Area Planning Council  
60 Temple Place, Boston, MA 02111  
www.mapc.org



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Would you be able to ask MWRC and MAGIC reps “Does your community have residential site plan approval by your Planning or other Board. If so what are your triggers for Site Plan and what are the criteria by which you evaluate the applications. Asking as we (Weston) are reviewing our own Site Plan Approval procedures as well as considering adding a Special Permit for residential over a certain size TBD.”

Imaikalani Aiu  
Town Planner  
Town of Weston  
781-786-5065  
[aiu.i@westonma.gov](mailto:aiu.i@westonma.gov)  
[www.weston.org/TownPlanner](http://www.weston.org/TownPlanner)

Please be advised that the Massachusetts Secretary of State considers e-mail to be a public record, and therefore subject to the Massachusetts Public Records Law, M.G.L. c. 66 § 10.

October XX, 2021

To: Senate President Karen E. Spilka  
House Speaker Ronald Mariano,  
Chair Michael Rodrigues  
Chair Aaron Michlewitz  
Members of the MAGIC legislative delegation

Re: ARPA Funds

We, the undersigned communities of the MAGIC subregion\*, write to urge the Commonwealth to use its American Rescue Plan Act (ARPA) funds to assume direct COVID-related costs for all cities and towns in Massachusetts.

Cities and towns are currently working hard to put ARPA dollars to good use in creative ways that will have a long-term positive impact on our communities. Direct costs such as PPE procurement, vaccination site set-up and administration, air quality measures in schools, and technology for virtual and hybrid municipal meetings should be borne by the state. This is important to localities and the Commonwealth for several reasons:

- We must combat entrenching existing inequities by forcing communities hardest hit by COVID to invest in COVID-related mitigation measures. Although some communities have been granted additional ARPA funds by the state, using ARPA for direct COVID costs would help to further level the playing field across all cities and towns.
- Every municipality was asked to plan for local vaccination sites before the state refocused efforts on large-scale sites such as Gillette. Towns in our MAGIC region, such as Carlisle, have not been reimbursed for all the costs they incurred, straining municipal budgets.
- Using state funds to address air quality in schools (equipment modifications and/or increased operating costs) would immediately improve the baseline health of all our students and faculty in a way the Massachusetts School Building Authority (MSBA) program cannot address on its own. This would free up MSBA dollars for other urgent facilities needs across the Commonwealth.
- Cities and towns need the ability to use the funds for long-term investments in public health such as social services and town nursing staff. These services are vital for communities of all sizes and of all demographics.
- ARPA gives our communities the ability to contemplate one-time investments in infrastructure such as water or sewage treatment that would allow us to address the need for low- and mid-range housing development.

For these reasons, we ask you to use state ARPA funds for basic COVID costs that will allow communities to unleash creative thinking on the local level.

Respectfully,

\*Minuteman Advisory Group on Interlocal Communication (MAGIC) is a subregion of the Metropolitan Area Planning Council (MAPC) and is comprised of the towns of: Acton, Bedford,



Bolton, Boxborough, Carlisle, Concord, Hudson, Lexington, Lincoln, Littleton, Maynard, Stow, and Sudbury.

# **STRATEGIC PLANNING**

# Strategic Planning

- Review and Discuss draft Select Board Goals
- Continued policy discussion, if any
- Continued Workplan and Goals discussion, if any
- Continued meeting schedule discussion, if any

# Select Board Goals

## DRAFT

### Update and Create Policies

- Entertainment Policy
- One-Day Liquor License Policy
- Equipment and Repaving Policy
- Review existing policies to update or rescind

### Lower Village

- Water issues
- Business issues

### Funding

- Prioritize funding
- Capital Projects
- What we are “stuck” on

### Promote Affordable Housing

### Improve Communications between Board and Committees

### Sidewalks

# MINUTES

Select Board Meeting Minutes  
Tuesday, October 12, 2021  
Stow Town Building & Zoom

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

Also present: Chief Michael Sallese, Detective Cassandra Scott, Acting Sergeant David Goguen, Katie Fisher

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

**Public Input:** none

**Board Member Comments:**

Chair Sturgis thanked the Police Department and residents for a successful apple picking holiday weekend.

The Council on Aging has a survey available to get feedback on what services residents would like from the COA.

The Special Town Meeting is Saturday, October 30, and during the coming week there are meetings relating to the STM: a Stow Acres forum, the Finance Committee Public Hearing, and two Planning Board Public Hearings.

The Highway Department has upcoming paving information on its Facebook page and the Town website.

The Board of Health flu clinic is October 16 at the Pompo Community Center, and there are other clinics available in the area during the month. The information and the link to register are on the Town's website.

Stow is recognizing Breast Cancer Awareness Month with events at the Library and the Council on Aging, and the Police Department has pink badges for sale to support the American Cancer Society and Emerson Hospital.

**Recognition:**

Thank you to Amanda Bennett, who has stepped down as chair of the Food Pantry after many years of service.

Our thoughts go out to the family of George Veracka who died last Thursday. He was the former owner of Hudson Road Auto. Mr. Veracka was a veteran of the Vietnam War, served for over 18 years on the Veterans Graves Committee, and was a dedicated part of the Stow Memorial Day traditions.

**Appointment of Police Sergeants – Det. Cassandra Scott and Acting Sgt. David Goguen**

Chief Michael Sallese said his promotion to chief and Darren Thraen's promotion from sergeant to lieutenant has created two openings for sergeants, who are line supervisors and assist in running the department's day-to-day operations. Following department policy, the positions were posted and four internal candidates applied. The first round of interviews was conducted by a group consisting of 3 civilians and two department members. The second round was with three area police chiefs. The final interview was with the Town Administrator, Assistant Town Administrator Dolores Hamilton, and Chief Sallese.

With Det. Scott's promotion to sergeant, she will be the first woman in Stow's history to hold a command officer position, and she will help move the department forward with 21<sup>st</sup> century policing.

Acting Sergeant Goguen has been with the Stow Police Department for 32 years and has been a police officer for 36 years. He knows the department and the town, and is well respected by the members of the department.

*At 7:12 p.m. Board member Frecha moved to appoint Detective Cassandra Scott to the position of Police Sergeant through June 30, 2023, subject to reappointment thereafter. Board member Salvie seconded the motion and it passed unanimously.*

At 7:13 p.m. Board member Frecha moved to appoint Acting Sergeant David Goguen to the position of Police Sergeant through June 30, 2023, subject to reappointment thereafter. Board member Salvie seconded the motion and it passed unanimously.

### **Town Administrator's Report**

- On Thursday, October 14 at 7 p.m. the Library is hosting a zoom with Sarah Thomas, an ultra-marathon swimmer who holds the world's record for the longest continuous unassisted non-wetsuit swim. She is a cancer survivor and will speak about her determination to reach her goals.
- A reminder that residents can offer words of support or honor someone with our "awareness and support trees" at Town Building. You can write on a pink ribbon and hang it on the pink-lit trees.
- In response to many questions regarding the potential new school, the Town Administrator's webpage now has information about The Masters Academy, the new owners of the former Bose property.
- The Town officially closed on the two lots at Hallock Point on October 5, 2021. The combined sale was for \$630,000.00.
- The Town's Fiscal Year 2022 free cash was certified by the state at \$2,046,610.00. Free cash is the amount leftover from the prior fiscal year budget and is then available for appropriation during the following fiscal year.

### **Special Town Meeting Warrant**

(The order of the articles shown below are from the final draft which supersedes the draft warrant in the packet.)

#### Article 1 – Unpaid Bills

Board member Salvie moved that the Select Board recommend approval of Article 1 of the October 30, 2021 Special Town Meeting Warrant. Board member Birch-McMichael seconded the motion and it passed unanimously.

#### Article 2 – Barton Road Dam Safety Improvements

Board member Salvie moved that the Select Board recommend approval of Article 2 of the October 30, 2021 Special Town Meeting Warrant. Board member Birch-McMichael seconded the motion and it passed unanimously.

#### Article 3 – Senior Property Tax Work-off

Board member Salvie moved that the Select Board recommend approval of Article 3 of the October 30, 2021 Special Town Meeting Warrant. Board member Birch-McMichael seconded the motion and it passed unanimously.

#### Article 4 – Veterans Property Tax Work-off

Board member Salvie moved that the Select Board recommend approval of Article 4 of the October 30, 2021 Special Town Meeting Warrant. Board member Birch-McMichael seconded the motion and it passed unanimously.

#### Article 5 – Stow Acres North Course Acquisition

Board member Salvie moved that the Select Board recommend approval of Article 5 of the October 30, 2021 Special Town Meeting Warrant. Board member Birch-McMichael seconded the motion and it passed unanimously.

#### Article 6 – Amend Zoning Bylaw Section 6.3 Signs

Town Planner Jesse Steadman was present via Zoom and explained that complaints had been made during the past few months and this is a stopgap measure to allow businesses to have an illuminated "open" sign without violating the zoning bylaw. The sign bylaws will be looked at in a broader sense over the next year as part of the Lower Village zoning.

Board member Salvie moved that the Select Board recommend approval of Article 6 of the October 30, 2021 Special Town Meeting Warrant. Board member Birch-McMichael seconded the motion and it passed unanimously.

Article 7 – Amend Zoning Bylaw Sections 3.10 Table of Principal Uses, 5.5 Registered Marijuana Establishment Overlay District, and 10 Temporary Moratorium on Recreational Marijuana Establishments

The Town Planner said this is to clean up the bylaw and reduce it by a couple of pages and to remove the related moratorium.

*Board member Salvie moved that the Select Board recommend approval of Article 7 of the October 30, 2021 Special Town Meeting Warrant. Board member Birch-McMichael seconded the motion and it passed unanimously.*

Article 8 – Amend Zoning Bylaw Sections 3.10 Table of Principal Uses and 3.6.3 Uses Allowed by Special Permit in the Industrial District

The Town Planner explained that this article will allow private schools (and other uses) in the industrial zone. This would then allow The Masters Academy to apply for a special permit with the Planning Board and potentially open at the former Bose property. Any business would need to apply for a special permit and go through a public hearing process. Also, this bylaw change would be subject to and contingent upon a development agreement signed by the Select Board, which allows the developer and the Town to come up with mutually beneficial ideas and arrangements beyond what zoning can typically do.

Mark Forgues was present via Zoom and asked if there is something in the bylaw to prevent a private, for-profit school from becoming a non-profit. The Town Planner said this is why having a development agreement in place is helpful, to be able to state that it is contingent upon remaining a for-profit school.

*Board member Salvie moved that the Select Board recommend approval of Article 8 of the October 30, 2021 Special Town Meeting Warrant. Board member Birch-McMichael seconded the motion and it passed unanimously.*

Article 9 Amend Zoning Bylaw Sections 1.3 Definitions, 9.2.7.14 (Special Permit Conditions)

The Town Planner said this article would offer some flexibility and criteria for the Planning Board regarding sidewalk requirements, which would then be tied to the Complete Streets Policy.

*Board member Salvie moved that the Select Board recommend approval of Article 9 of the October 30, 2021 Special Town Meeting Warrant. Board member Birch-McMichael seconded the motion and it passed unanimously.*

Article 10 – Amend Zoning Bylaw Sections 1.3 Definitions, 5.4.9 (ACTIVE ADULT NEIGHBORHOOD Overlay District Special Housing Standards), and 7.3 Schedule of Minimum Parking

The Town Planner said this is to clarify inconsistencies in the definitions of floor areas in the bylaw.

*Board member Salvie moved that the Select Board recommend approval of Article 10 of the October 30, 2021 Special Town Meeting Warrant. Board member Birch-McMichael seconded the motion and it passed unanimously.*

Special Town Meeting Warrant

*Board member Frecha moved to accept the warrant for the October 30, 2021 Special Town Meeting, dated October 12, 2021, pending legal edits by Town Counsel that may change the wording but not the intent of the articles. Board member Salvie seconded the motion and it passed unanimously.*

**Disclosure Form for Daniel Nicholson**

The Board spoke with Dan Nicholson regarding his membership on the Stow Recreation Commission and his potential paid work as a contractor for the Recreation Department on a project-by-project basis. Recreation Director Laura Greenough has a list of specific tasks that need to be completed.

Questions were asked regarding this process: have other members done work in the past and been paid, was there a process for how he got chosen, were there other applicants, would Mr. Nicholson recuse himself from votes that are related to the projects that he is working on, would he be considered a town employee.



The Town Administrator clarified that if he is doing project-specific tasks, and Ms. Greenough is not overseeing him and managing his daily tasks, then he would not be considered an employee. The Board would like Ms. Greenough to attend the October 26<sup>th</sup> meeting to discuss this further.

*Board member Frecha moved to table the item pertaining to Daniel Nicholson's disclosure form until the October 26 meeting. Board member Birch-McMichael seconded the motion and it passed unanimously.*

#### **Planning Board Request for Comments - Proposed Amendments to the Stow Zoning Bylaw**

The Select Board discussed the Zoning Bylaw amendments during the Special Town Meeting warrant discussion.

#### **Planning Board Request for Comments – Petition for a Hammerhead Lot Special Permit and Site Plan Approval at 57 Barton Road**

The Planning Board will have a public hearing on this topic on October 26, 2021. The Select Board made no comment on this project.

#### **Nashoba Regional Agreement Amendment Subcommittee appointment**

Each town in the Nashoba Regional School District was asked to appoint a person to this subcommittee. Chair Sturgis is a former School Committee member and was willing to be the Board's appointee.

*Board member Salvie moved to nominate Ellen Sturgis to serve on the Nashoba Regional Agreement Amendment Subcommittee for a term expiring June 30, 2022. Board member Frecha seconded the motion and it passed unanimously.*

#### **Strategic Planning**

##### Select Board Goals

Chair Sturgis asked each Board member what their top goals are for the Board through the end of their term (June 2022). Her goals are updating the Board's policies and any general policies, Lower Village, promoting all businesses, promoting affordable housing, and improving communication between boards.

Board member Frecha added including conversations about funding water to the focus on Lower Village, and to move on funding other things that are 'stuck' such as the Town Hall. She would like to have a discussion about bonding CPA funds.

Board member Burns wants to discuss funding and prioritizing big projects and capital projects with the Capital Planning Committee and the Finance Committee. He suggested a "Be a Good Neighbor" report from this Board and the Planning Board to truly figure out how we will have businesses next to residential neighborhoods.

Board member Salvie's goals are the entertainment policy and a more formal policy on one day liquor licenses. Also, he approves of the highway superintendent's systematic approach to replacing equipment and repaving roads, and wants the Board to get involved in any policy dimension of it. And in relation to this, sidewalks.

Board member Birch-McMichael, stating she agrees with the priorities of her fellow Board members, said she has been 'banging the drum' on water in Lower Village for years. She supports the "Be a Good Neighbor" program as a way to provide understanding for neighbors so we can have a thriving district in Lower Village.

Resident Katie Fisher asked if the Select Board appoints the Master Plan Committee, as she feels it is an important part of this discussion. The Planning Board makes the appointments.

The Board discussed the need to prioritize policies and having a few policies on each upcoming agenda for them to review. Once approved, the policies can be added to the website.

The Board discussed having a frequently asked questions (FAQ) page on the website. Some residents have to speak with multiple departments to get a question answered. The Town Administrator said there is a "How Do I" section on the website which is similar to a FAQ page, and there is a new webpage with resources for new residents. She is able to put information on the website as it is given to her by departments and boards, and this will make the website more user-friendly. Also, part of the Asst. Town Administrator's job is constituent services. The ATA can be the first point of contact and then follow up to make sure the resident has received a response.

Chair Sturgis asked each Board member to review the "How Do I" section of the Town's website and offer suggestions to the Town Administrator so the information can be requested from the appropriate department and added to the website. Board member Burns would also like to see the Select Board goals on the website.

The Board discussed bringing more boards and committees into the Select Board meetings and scheduling them on upcoming agendas.

**Meeting Minutes:**

*Board member Frecha moved to approve the meeting minutes of the September 28, 2021 meeting as drafted. Board member Salvie seconded the motion and it passed 4-0-1 with Board member Salvie abstaining.*

**Correspondence**

Board members received an email about the MA Municipal Association's conference in January. Chair Sturgis encouraged Board members to attend as she has found it to be very helpful.

**Adjournment:**

*At 8:38 p.m. Board member Salvie moved to adjourn. Board member Frecha seconded the motion and it passed unanimously.*

Respectfully submitted,

*Joyce Sampson*

Executive Assistant

**Documents used at this meeting:**

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

# **CORRESPONDENCE**



**COMMONWEALTH OF MASSACHUSETTS  
DEPARTMENT OF TELECOMMUNICATIONS AND CABLE**

1000 Washington Street, Suite 600  
Boston, MA 02118-6500  
Telephone: (617) 305-3580  
[www.mass.gov/dtc](http://www.mass.gov/dtc)

CHARLES D. BAKER  
GOVERNOR

KARYN E. POLITO  
LIEUTENANT GOVERNOR

MIKE KENNEALY  
SECRETARY OF HOUSING AND  
ECONOMIC DEVELOPMENT

EDWARD A. PALLESCHI  
UNDERSECRETARY

KAREN CHARLES PETERSON  
COMMISSIONER

**RECEIVED**

**OCT 12 2021**

**Denise M. Dembroski  
Town Administrator**

October 6, 2021

Chairman Board of Selectmen  
Town Hall  
380 Great Road  
Stow, MA 01775-0261

Re: License Expiration Notice

Dear Chairman:

According to the Department of Telecommunications and Cable's (Department) records, your cable television license (license) with Comcast Cable Communications, Inc. will expire on 10/31/2022. As the Issuing Authority, you should have completed the ascertainment process of determining your community's cable-related needs and reviewing Comcast Cable Communications, Inc.'s performance under the current license. In order to provide sufficient time to review a company's formal renewal proposal, all ascertainment should be completed within six months of the date of this letter. Once ascertainment is complete, you should notify Comcast Cable Communications, Inc. and provide it with your results.

If you have not completed your ascertainment process, or anticipate difficulty in doing so within the next six months, the Department is available to assist you through the final stages of license renewal. Should you require assistance, please contact the Department at 617-305-3580 or [dte.efiling@mass.gov](mailto:dte.efiling@mass.gov).

Sincerely,

Shonda D. Green  
Department Secretary

# CORRESPONDENCE

Additional correspondence on file in the office:

- Verizon – Fios TV programming change