

AGENDA  
SELECT BOARD  
January 25, 2022 – 7:00 p.m.  
Town Building & Zoom

**As a result of the rise of COVID cases, and following the Governor’s Executive Order Suspending Certain Provisions of the Open Meeting Law, this meeting of the Select Board will take place without any public present, but we will make every effort to ensure the public can adequately access non-executive session proceedings in real time via Zoom.**

Join Zoom Meeting

<https://us06web.zoom.us/j/87310784202?pwd=UDRhMTh0aXZlakIxWWhVcElEZUxMQT09>

Meeting ID: 873 1078 4202

Passcode: 022139

1. Public input
2. Board Members comments
3. Recognition
4. Appointments:
  -
5. Town Administrator’s Report
6. Discussion and Possible Vote
  - Meet with the Planning Board for an update on ongoing planning matters
  - Update on the Library and Library Building Project - Tina McAndrew, Library Director
  - SMAHT request for transfer of ownership of former Highway Barn on Crescent Street
  - Vote to open a donation account for Animal Control and accept a \$1,000 donation from Peter K. Rhoads to be deposited in said account.
  - Request of the Highway Superintendent to advance sick time to Brian Taranto
7. ARPA Projects & Approval Discussion
8. Personnel Policies
  - COVID Vaccine Mandate Policy – Continued Discussion
9. Meeting minutes
  - January 11, 2022
10. Correspondence
11. Adjournment

Posted Friday, 1/21/2022  
2 p.m.

# **DISCUSSION & POSSIBLE VOTE**

# Planning Board

## Update on ongoing planning matters

# Update on the Library and Library Building Project

Tina McAndrew, Library Director

SMAHT request  
for transfer of ownership of  
former Highway Barn on  
Crescent Street

## Denise Dembkoski

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**From:** MG Kopczynski <kop01775@gmail.com>  
**Sent:** Thursday, December 9, 2021 10:02 PM  
**To:** selectboard; Denise Dembkoski  
**Subject:** Highway Barn on Crescent Street

Dear Select Board members,

In 2017, the Town Building Space Use Feasibility Study Committee that evaluated town buildings recommended that since the former Highway Barn on Crescent Street is no longer structurally sound, its potential as an affordable housing site should be explored (report attached). As discussed when SMAHT attended the Select Board meeting in September, we would like to begin the process by which the Board will decide whether the parcel should be transferred to the Trust for potential development. One additional thing to consider is that the Committee also recommended that the Highway Barn be demolished before transfer on safety grounds, and that should be part of the discussion as we move forward.

We request that this topic be included in the Select Board agenda in early 2022, with of course any preliminary required discussion beforehand.

Thank you and we look forward to beginning this discussion!

Happy holidays to all!

-mgk  
Mike Kopczynski  
Chair, SMAHT

# **Stow Town Center Building Reuse Report**



August 16 | 2017

Prepared for the Stow Board of Selectmen by

Town Building Space Use Feasibility Study Committee:

Linda Hathaway | Doug Hyde | Dan Nicholson | Dot Spaulding | Jesse Steadman | Marilyn Zavorski

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## Executive Summary

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### Planning Overview

Building upon the successful 2016 renovation of Pompositticut School into a multi-use Town facility, and the completion of a two phase Town Center Planning effort with the University of Massachusetts Center for Economic Development in 2015, the Stow Board of Selectmen created the Space Use Feasibility Study Committee (Building Reuse Committee) to conduct a comprehensive evaluation of the Town Hall, Crescent Street Fire Station, and old Crescent Street Highway Barn for the purpose of developing recommendations for consideration by the Board of Selectmen relative to possible future uses of each building.

The Building Reuse Committee implemented a planning process that included site visits, research, surveys of Town Departments and Boards and evaluation of initial results via in person interviews to develop a list of reuse recommendations for the Board of Selectmen. The following tables represent the broad categories of recommendations. A more precise breakdown can be found in the body of the report.

Table 1 | Crescent Street Fire Station Use Recommendations

<b><i>Crescent Street Fire Station Use Recommendations</i></b>	<b><i>Time Frame</i></b>
<b><i>Relocate Cemetery Department to Crescent Street Fire Station</i></b>	<b><i>Short</i></b>
<b><i>Re-purpose 2<sup>nd</sup> level common area for climate controlled storage for Randall Library storage use</i></b>	<b><i>Short</i></b>
<b><i>Upgrade pedestrian infrastructure at Hartley Road, Crescent Street, Library Hill Road Intersection</i></b>	<b><i>Short/ Medium</i></b>
<b><i>Utilize unused portions of the site to create parking opportunities for Randall Library and other Town Center Uses</i></b>	<b><i>Short/Medium/Long</i></b>

Table 2 | Crescent Street Highway Barn Use Recommendations

<b><i>Crescent Street Highway Barn Recommendations</i></b>	<b><i>Time Frame</i></b>
<b><i>Equipment should be moved out of Crescent Street Highway Barn</i></b>	<b><i>Short</i></b>
<b><i>Empty Building and Prepare for Future Uses</i></b>	<b><i>Short</i></b>
<b><i>Encourage Stow Municipal Affordable Housing Trust to investigate potential housing options at the site</i></b>	<b><i>Short</i></b>

Table 3 | Town Hall Use Recommendations

<b>Town Hall Recommendations</b>	<b>Time Frame</b>
<b>Town Should Pursue Historic Preservation Options</b>	<b>Short/Medium</b>
<b>Prioritize Upgrades for Potential Community Preservation Act Proposals</b>	
<b>Pursue Energy Efficiency Upgrades</b>	
<b>Create Convenient Spaces for Functional Town Use</b>	

Table 4 | Parking Recommendations

<b>Parking Recommendations</b>	<b>Time Frame</b>
<b>Coordinate with Randall Library to determine specific Town Center parking needs</b>	<b>Short/Medium</b>
<b>Utilize unused portions Crescent Street Fire Station site to create parking opportunities for Town Center Uses</b>	

Table 5 | Traffic Circulation and Safety Recommendations

<b>Traffic Circulation and Safety Recommendation</b>	<b>Time Frame</b>
<b>Pedestrian Upgrades are Required Where Future Parking is Considered</b>	<b>Medium/ Short</b>
<b>Improve Library Hill Road, Crescent Street, Hartley Road Intersection</b>	<b>Short</b>
<b>Improve Route 117 in Town Center</b>	<b>Short</b>
<b>Improve Route 117 in Town Center</b>	<b>Medium</b>

## Town Center Overview

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Stow's Town Center is unique among Stow's villages. Situated at the crossroads of the town's two busiest routes (117 and 62), the Town Center is well positioned as the hub of municipal activity. Municipal and institutional uses dominate the land use in the immediate village area, including town administrative buildings, public safety headquarters, schools, religious institutions and the Randall Library. Many of the buildings in Town Center are listed as state and local historic landmarks, including Randall Library and Stow Town Hall, making the area important not only as the heart of town government and civic life, but also as an integral element of the Town's identity.

### Planning History

In the fall of 2014, the UMASS Center for Economic Development began a two-phase planning project to examine the current and future use of the Town Center and provide recommendations on how the village could continue to meet the various needs of the town. While many recommendations surfaced from the report, a significant component was the development of a comprehensive survey to further analyze the town's space needs.

The successful redevelopment of the Pompositticut School into the current multi-use complex consisting of the town's Fire Station and Community Center among other uses, has created vacancies in Town Center buildings, restructured options for programming and storage, and opened up opportunities to further examine potential future uses of various sites. In the winter of 2016 the Board of Selectmen created the Town Building Space Use Feasibility Study Committee (Building Reuse Committee) with the following charge:

Conduct a comprehensive evaluation of the Town Hall, Crescent Street Fire Station, and old Crescent Street Highway Barn for the purpose of developing recommendations for consideration by the Board of Selectmen relative to possible future uses of each building.

Seven members, spanning a variety of Town interests were appointed to the Building Reuse Committee, including representation from the Building and Planning Departments, the Town Clerk, as well the Historical Commission, Recreation Commission and Cemetery Committee.

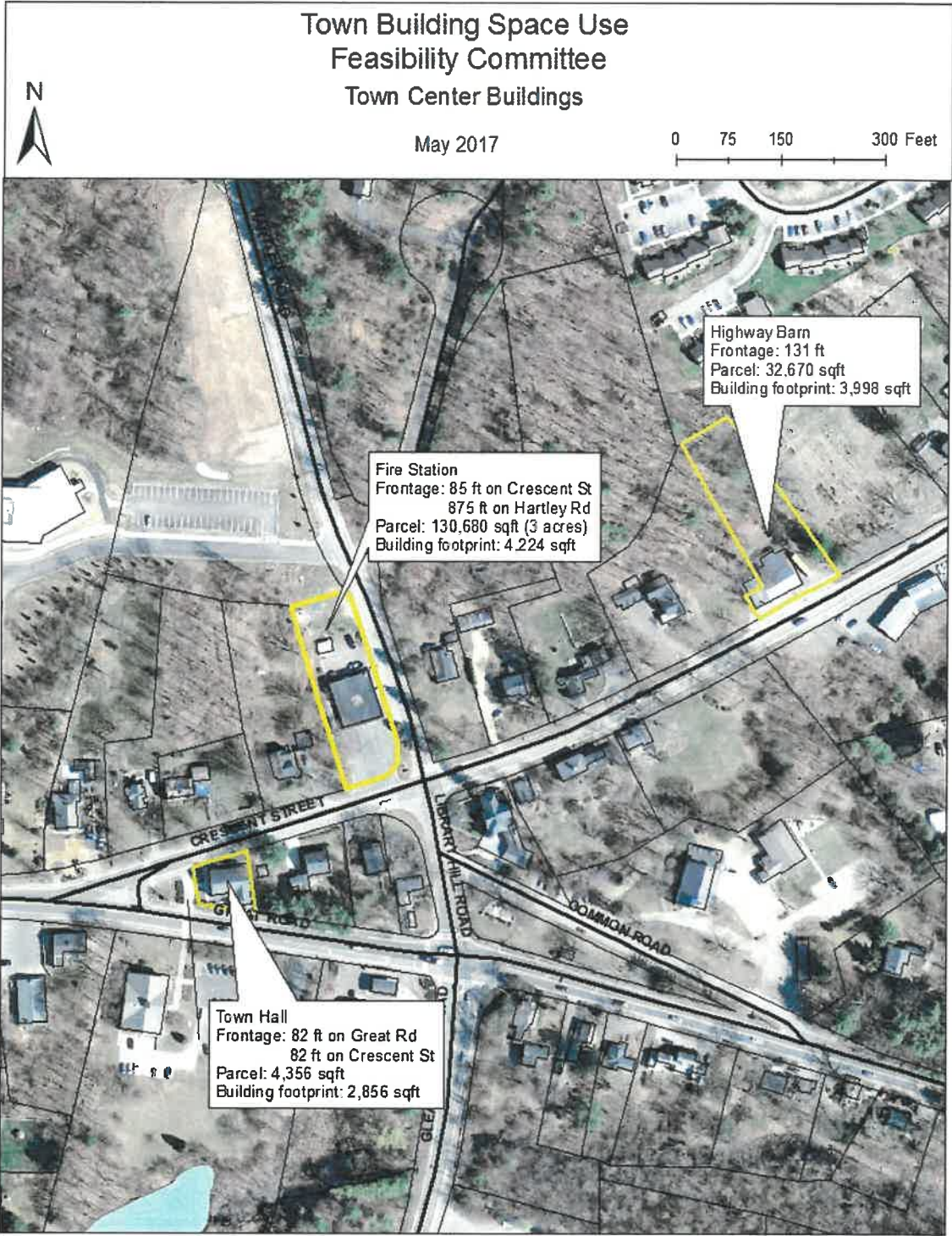
## Data Gathering Process

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The Building Reuse Committee designed a three-step data gathering process that would allow the full picture of municipal needs in the Town Center to be examined. While the Committee adhered strictly to its charge, a variety of stakeholders in the Town Center were engaged to understand how shifting uses and priorities might affect planning efforts among other Town departments and boards. The three-step process for data gathering included:

- **Site Visits** to the Crescent Street Highway Barn, Fire Station and Town Hall.
- **Survey** of Town Departments, Boards and Committees.
- **Evaluation of Survey Results / Stakeholder Interviews** with various Department heads and Committees.

Fig. 1: Statistics of Buildings Evaluated for Study



## Survey of Town Boards, Departments and Committees

In October of 2016 the Building Reuse Committee created and distributed a ten-question survey to all Boards, Departments and Committees in Stow. The purpose of the survey was twofold:

1. Determine the current pattern and future expectation of programming, storage and use among the different Town entities.
2. Assess the issues and opportunities related to the subject buildings of the study for each town entity.

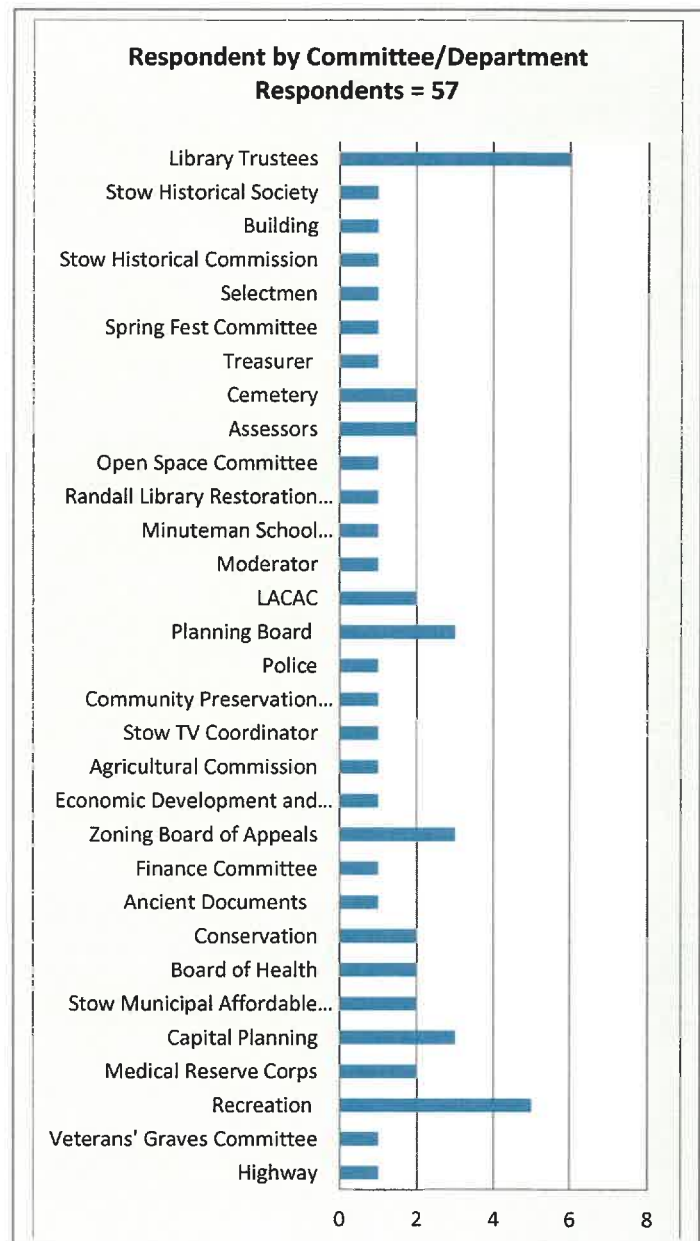
The Building Reuse Committee received 57 responses, tracking quantifiable results in spreadsheets, as well as coding and categorizing written responses to provide results that could be further examined in the subsequent interview evaluation process. Although the data collected provided a high-level picture of needs and expectations among Departments and Boards, some entities had a higher number of respondents participating, potentially skewing the results. The evaluation interviews were meant to balance the survey results with more precise interviews.

### Data Themes

The survey results obtained through the fall of 2016 provided a clear snapshot of the feelings and expectations among the different town Boards, Committees and Departments. Several key themes emerged in the data:

- ❖ **An expectation of growth and expansion** both in programming and storage needs, with traditional hard copy file storage most commonly mentioned.
- ❖ **Interest in modernized spaces** that could accommodate a preference for climate controlled storage space and the ability to run typical office and meeting tasks.
- ❖ **A need for parking** in the Town Center.

Fig. 2: Respondents to Survey





- ❖ **Little interest in the Crescent Street Highway Barn** for uses other than unheated storage, additional parking in Town Center or affordable housing.
- ❖ **Consideration of housing affordability** issues in determining future uses.

Fig. 3: Survey Results Corresponding to Data Theme #1

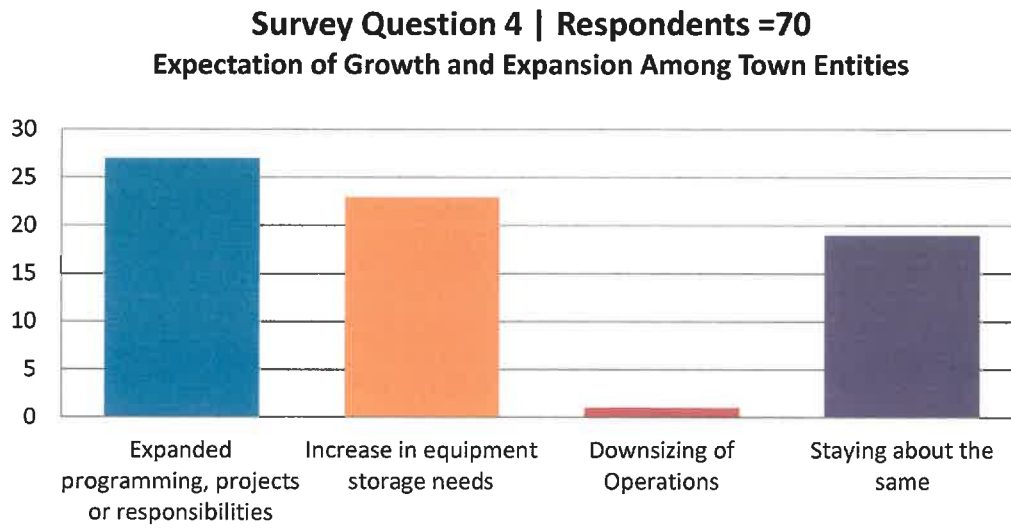
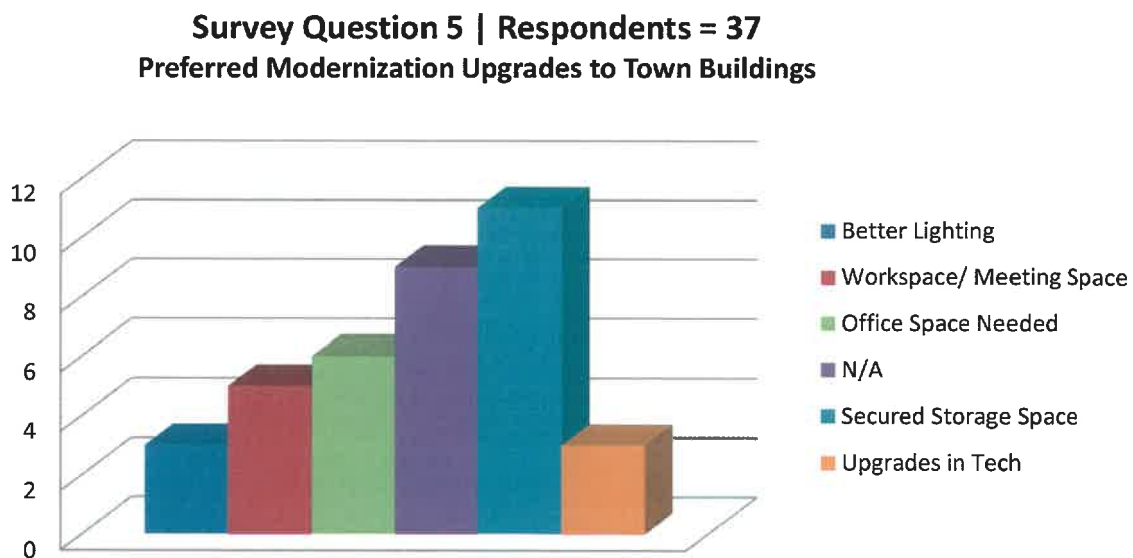


Fig. 4: Survey Results Corresponding to Data Theme #2



## Results | Crescent Street Fire Station

### Overview

Constructed in 1965, the Crescent Street Fire Station contains a mix of different spaces, from former dormitory and kitchen space on the 2<sup>nd</sup> level to offices and garage storage on the first floor. With an accessible location at the corner of Crescent Street and Hartley Road, it remains a valuable town resource for a variety of potential uses, including parking, storage and safety upgrades to the well-travelled intersection.

### Existing Conditions

The Building Reuse Committee visited the site in the fall of 2016, finding the building in generally fair condition. Each of the primary systems, including heating, electrical, wastewater and roof were in operable condition. Although the fire station building exhibits the characteristics of a well-used space, such as cracks in the masonry walls and aging doors and windows, the structure is still habitable and most recently housed on-call fire fighters in the common and dormitory spaces until 2016.

Fig. 5: Crescent Street Fire Station Parcel



Fig. 6: Crescent Street Fire Station 2<sup>nd</sup> Floor



In addition to the site visit, the Committee reviewed the October 2012 Schematic Design Study prepared for the Fire Station Building Committee, which found that although the building was deemed insufficient for reuse and renovation as a fire station, the building could be updated to house less intensive storage needs.

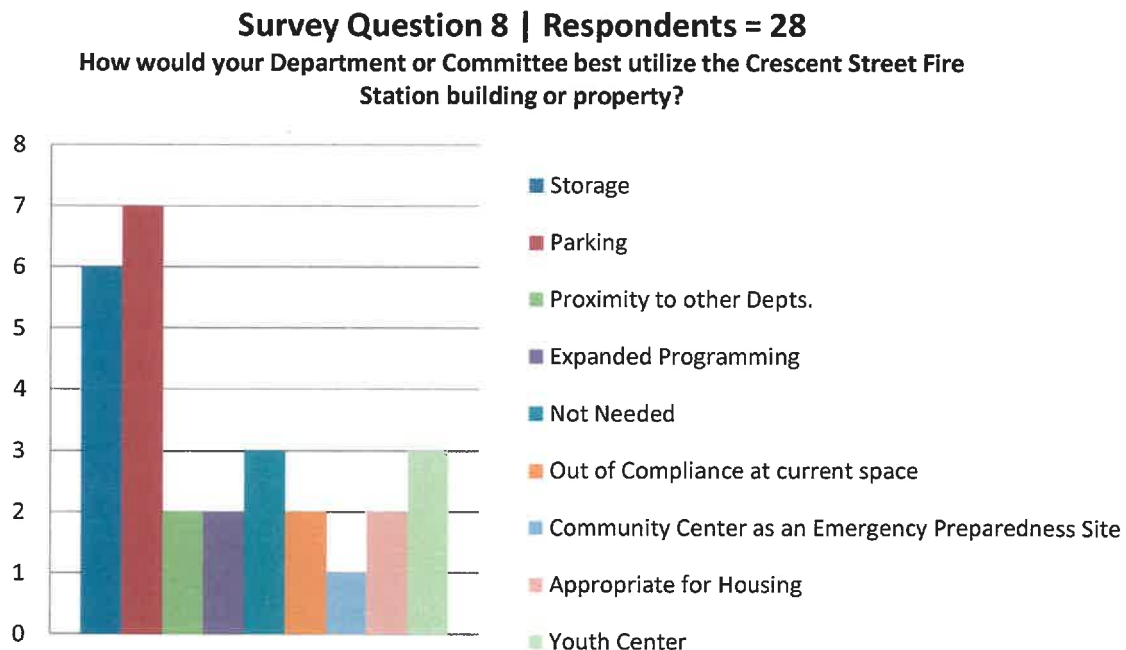
Currently, the former fire station houses Cemetery and Highway Department equipment as well as the Police Department boat. The office spaces and upstairs common space remain vacant and unutilized. Once cleared of any remnant items, the second floor has the potential to be a climate controlled space.



### Prominent Findings

Based on the data collected, the Building Reuse Committee finds the Crescent Street Fire Station is able to provide ongoing multi-use functionality to serve office, storage and parking needs. In fact, when asked how Departments, Boards and Committees would best use the Fire Station space, storage and parking needs were most commonly cited among participants interested in utilizing the building and property.

Fig. 7: Preferred Future Use of Crescent Street Fire Station



The Building Reuse Committee makes the following findings based on combined results from the survey, stakeholder interviews and site visits:

#### ***Cemetery Department needs immediate, short term space***

- As the town considers consolidation into a Department of Public Works, utilizing the Crescent Street Fire Station's bays for the Cemetery Department's storage in the short term can help the town determine whether the space is a viable long-term solution.
- Former Fire Department offices could be repurposed for the Cemetery Department, allowing the current Cemetery office in the Town Hall to be renovated or used by others.
- Inexpensive energy efficiency upgrades can be undertaken to reduce heating costs.
- Seasonal items belonging to the Highway Department currently stored in the bays will need to remain due to lack of space at the South Acton Highway Barn.
- Americans with Disabilities Act (ADA) accessibility limitations would preclude use of the building as a meeting space without significant upgrades.

Updating the first floor office space, including new paint, linoleum, and furnishing is estimated at \$30k. However, necessary ADA upgrades to the entrance are not included in that estimate.

**Upper level common space can be repurposed**

- Discussions with the Library Trustees indicated that having lockable, climate controlled storage space, in proximity to the library, could be helpful during the Randall Library Renovation.
- Maintenance equipment and other supplies only needed on a weekly or monthly basis could be housed in the 2<sup>nd</sup> level space.

**Pedestrian infrastructure is lacking**

- Safety upgrades, including improved sidewalks, crosswalks, ADA accessible ramps and signage are needed in the vicinity of Crescent Street Fire Station to improve access to the library, increase safety for school children and provide better access to multiple Town amenities, including Town Hall, parking areas for Randall Library, the future Town Center Park, Hale and Center School, Russell's Convenience store and Stow Town Building.

**Proposed changes should accommodate existing radio tower**

- The existing radio transmission tower is a repeater used to enhance town-wide public safety communication. Moving the tower is not an option.

**Recommendations | Crescent Street Fire Station**

Table 6: Crescent Street Fire Station Recommendations

<b>Recommendation</b>	<b>Action Step</b>	<b>Time Frame</b>
<b>Relocate Cemetery Department to Crescent Street Fire Station</b>	Former fire station can provide a safer, more secure and controlled storage environment for the Cemetery Department's equipment and office needs. Consolidation of the Cemetery will free office space in Town Hall and vacate all valuable equipment from the Crescent Street Highway Barn.	<b>Short</b>
	Equipment belonging to Highway should be relocated to South Acton Highway Barn to accommodate Cemetery consolidation.	<b>Short</b>
	With the majority of Cemetery equipment in one location, Town should evaluate the best long-term location for the Cemetery Department under a potential Department of Public Works arrangement.	<b>Medium</b>
<b>Re-purpose 2<sup>nd</sup> level common area for climate controlled storage for Randall Library storage use</b>	Discard furnishings and utilize upper level to accommodate short term storage needs for the Randall Library during upcoming renovation.	<b>Short</b>
	Install shelving to allow for longer term storage of maintenance items, and items the Randall Library uses for its equipment loan programming.	<b>Short</b>

<b>Upgrade pedestrian infrastructure at Hartley Road, Crescent Street, Library Hill Road Intersection</b>	Utilize Complete Streets Planning process through 2018 to identify pedestrian and bike infrastructure upgrades to the intersection, including but not limited to crosswalks, ADA accessible ramps, sidewalks and walkways connecting to future parking areas.	<b>Short/ Medium</b>
	Consider infrastructure improvements as part of 2018 Tier 3 Complete Streets funding requests through MassDOT.	<b>Medium</b>
	Research appropriate, Zoning Bylaw compliant lighting for assisting Library patrons to various parking areas.	<b>Medium</b>
<b>Utilize unused portions of the site to create parking opportunities for Randall Library and other Town Center Uses</b>	See Chapter on Parking on Page 18	

## Results | Town Hall

### Overview

Occupying a slice of land between Rt. 117 and Crescent Street, Stow's Town Hall is at once a working building and a historic Town landmark. Although the addition of office and function space in the Pompositticut Community Center has lowered the intensity of uses at Stow Town Hall, the structure remains an important space for a variety of Town needs. The main hall continues to be used as rental space for a variety of users, including overflow space for large public hearings. The Recreation Department, Historic Commission and Cemetery Department have all utilized the building's different rooms and spaces as offices, meeting space and storage over the past several years. (Recently, the Recreation Department has vacated the basement space and has moved its office and much of its equipment to the Pompositticut Community Center). The Cemetery Department utilizes a first-floor office space off the foyer. The Historic Commission continues to use one of the front office spaces as a storage and meeting room, while a Boy Scout troop utilizes the office space across the foyer.

Fig.8: Town Hall 2017



### **Existing Conditions**

Dating to 1848, Stow Town Hall is showing nearly 170 years of use. A site visit by the Building Reuse Committee uncovered a number of structural, code and accessibility updates that would be required to extend its working lifespan. Furthermore, the structure remains vulnerable to fire, with no sprinkler system currently in place.

### **Prominent Findings**

Findings by the Committee indicate that the Town Hall can continue to play a valuable role in serving the Town's needs, but would require necessary upgrades to be convenient to department and committee needs, compliant with current codes, and to withstand the expected wear and tear of regular use.

Fig. 9: Town Hall Ground Level

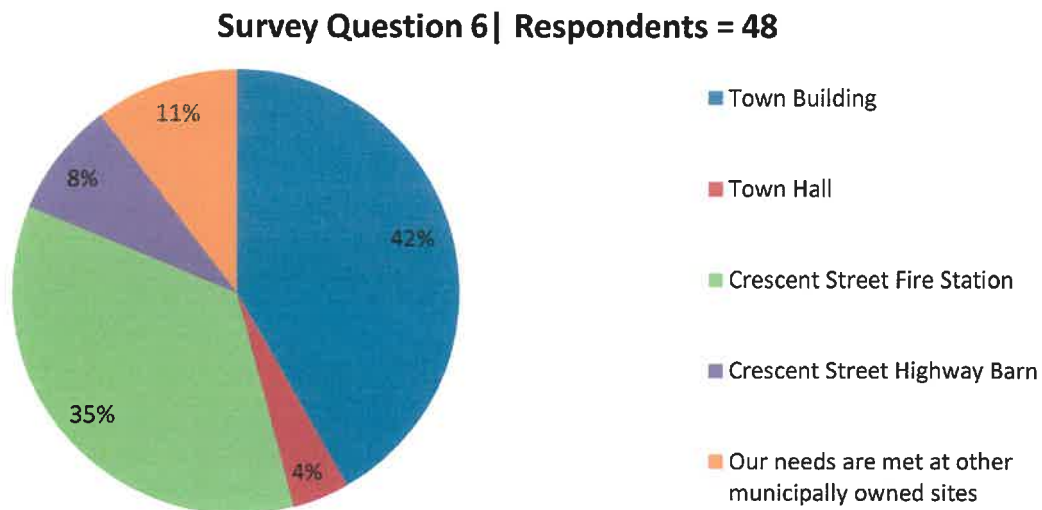


The Building Reuse Survey provides insight into the lack of functionality the Town Hall serves in its current capacity. Results from question 5 indicate that town entities are looking for spaces with climate control, updated technology, as well as storage and meeting space. However, when asked which buildings would be most adequate for future needs, respondents largely overlooked Town Hall.

Fig. 10: Most adequate building for future needs

### **Survey Question 6**

**If you moved your operations, which of the existing municipally owned buildings are most adequate for your future needs?**



Results from the survey and the subsequent survey evaluation interviews with Town Departments Boards and Committees provided a wealth of data for the Building Reuse Committee to base their recommendations.

***Current Functionality of Town Hall is Not Conducive to Increased Use***

- Building lacks insulation and climate control.
- Office spaces are small and often utilized for storage rather than meeting space.
- Access to the building remains difficult for older adults and those with disabilities.
- Air quality in the ground level is poor, resulting in moving employees away from permanent office space in the ground level.

***Various Activities Could Continue to be Appropriate for Updated Town Hall Space***

- Main Hall continues to be used for clubs, small concerts, recreational programming and organizational events.
- Various rooms could double as office spaces.
- Portions of the Town Hall could be used to store historic artifacts, including the ground level and main hall.
- Recreation Department noted the ground level's potential use as a future multi-use teen center, with activity and study space. The existing kitchen space, the central location and accessibility from schools, Randall Library and future parking areas contribute to the potential for the location to serve the need.

***Updates are Necessary to Improve Town Hall Functionality***

- Parking remains limited, with handicapped spaces limited to a cobblestone area.
- The accessibility ramp on the south side of the building is not wide enough to meet current ADA standards.
- Steps to front entrance are difficult to access.
- An elevator could potentially open both the basement level and first floor to additional users and may be required as part of any updates.
- Large windows extend to near the floor along stairs to attic space.
- The northeast corner of the foundation needs to be repointed and the access door improved.
- Air quality and humidity levels in the ground level need to be corrected for the space to be climate controlled.
- Green Communities Designation could provide funding stream to make energy efficiency upgrades.
- Community Preservation Act could provide funding for a variety of updates, including:
  - Wiring
  - Insulation
  - Repair or replacement of plaster walls
  - Plumbing upgrades
  - Repair or Replacement of windows and doors
  - Sprinkler systems

**Relevant Examples of Improvement Costs**

- Architect Kaffee Kang recently completed a town hall renovation in Tewksbury, and has suggested a construction cost expectation of \$430.00 per square foot for work done in Stow during the first quarter of 2018.
- The Town of Harvard recently completed a Town Hall renovation at \$415/square foot for an approximately 4000 square foot structure.

**Historic Preservation Should be Pursued**

- Recently completed historic surveys by the Public Archaeology Study Team (PAST) indicate that the Town Hall could be eligible for National Register of Historic Places nomination.
- Lack of sprinkler system and space for supply tank could leave the building at a high fire risk.

**Recommendations | Town Hall**

Table 7: Town Hall Recommendations

<b>Recommendation</b>	<b>Action Step</b>	<b>Time Frame</b>
<b>Town Hall Should Remain Open for Use During Winter of 2017/2018</b>	The Pompositticut Community Center use remains heavy and the additional option for using the Town Hall as an event space is worthwhile. The largest user of heat and electricity at Town Hall (Cemetery) is moving to Crescent Street Fire Station and savings due to winter closure would be marginal.	<b>N/A</b>
<b>Town Should Pursue Historic Preservation Options</b>	A Committee should be created to assess specific architectural and use considerations for the purpose of submitting a 2018 Annual Town Meeting proposal for renovation and preservation. Given the extent of renovations necessary at the site, it is difficult to provide recommendation on specific uses for defined areas of the building.	<b>Short</b>
	Pursue funding for nomination of Town Hall in the National Register of Historic Places. Such designation could provide funding streams for further restoration initiatives.	<b>Short</b>
	Assess feasibility for sprinkler system and necessary space needed to locate required pump tank.	<b>Short</b>
<b>Prioritize Upgrades for Potential Community Preservation Act Proposal/s</b>	Obtain estimates for the repair/replacement of major systems, including plumbing, electric, roof and foundation upgrades.	<b>Short</b>
	Obtain estimate on compliance with ADA accessibility components, including front steps, ramps and elevator.	<b>Short</b>
<b>Pursue Energy Efficiency Upgrades</b>	Assess Green Communities Designation status to determine potential savings in energy usage based on various upgrades.	<b>Medium</b>



	Determine available Green Communities or Community Preservation Act funding for energy efficiency upgrades.	<b>Medium</b>
	Obtain estimates on repair/replacement of doors, windows, plaster walls and insulation to limit energy use.	<b>Medium</b>
	Roof, including subsurface is in immediate need of repair.	<b>Short</b>
<b>Create Convenient Spaces for Functional Town Use</b>	Move Cemetery Department Office to Crescent Street Fire Station to allow for potential renovation or interim Historic Commission use.	<b>Short</b>
	Renovate ground level to create climate controlled space for increased programming and/or secure storage of historic artifacts.	<b>Medium</b>
	Move remnant storage items from Town Hall to secure racking at Pompo Community Center.	<b>Short</b>
	Explore potential for historic artifact display in the main function hall.	<b>Medium</b>
	Improve climate control of individual office and meeting spaces.	<b>Medium</b>
	Work with Rec. Department to determine future feasibility of Teen Center uses in lower level, including staffing levels, hours of operation, security and ability to coexist with other shared users.	<b>Medium/Long</b>

## Results | Crescent Street Highway Barn

### Overview

The former Highway Barn at Crescent dates to 1938, when the Addy family constructed a garage to serve as a fire station. In 1941 the Town voted to purchase the structure from the Addy family and build four additional bays, providing the structure we see today and the town's first fire station. When the Crescent Street Fire Station was constructed up the street, the structure became Stow's Highway Barn, and remained so for 12 years, until the South Acton Highway Barn was finished in 1966.

Until recently the Crescent Street Highway barn was used as a storage space for antique fire apparatus, the First Parish Church steeple and most notably, Cemetery Department equipment. However, much of the equipment stored in the building by Cemetery Department has been moved to the now vacated Crescent Street Fire Station and the old barn is now largely devoid of any valuable items that have been stored in its bays over the past several years.

### **Existing Conditions**

Of the three structures the Space Use Committee has reviewed, the Crescent Street Highway Barn is in the worst state of disrepair. The building suffers from structural and cosmetic issues. Structurally, the building suffers from a sagging western wall and damage to the foundation due to tree roots. Water damage is also present throughout, from the rot of exterior siding to the degradation of the foundation footings under the eaves to caved in ceilings.

The interior of the structure is also heavily damaged. The flooring, walls, and ceiling are beyond repair. Evidence of animal nesting is common. There are no functional systems for heating or air conditioning. While much of the equipment stored in the building by Cemetery Department has been moved to the now vacated Crescent Street Fire Station, the old barn is now largely devoid of the items that have been stored in its bays over the past several years.

Fig. 11: Crescent Street Highway Barn



Fig. 12: Interior of Crescent Street Highway Barn



### **Prominent Findings**

The Building Reuse Committee's planning process found little interest in the Crescent Street Highway Barn among Town Boards, Departments and Committees. Just over half of survey respondents noted their lack of interest in utilizing the building. Nearly 25% indicated that it could be used for cold storage of vehicles and equipment.

Members of the Stow Municipal Affordable Housing Trust (SMAHT) indicated that the location of the Crescent Street Highway Barn would be an ideal location for the construction of affordable housing. SMAHT representatives indicated that the parcel is similar in size when compared to other residential lots in the area and located close to schools, the library and future Town Center Park. The use of the parcel for affordable housing was first noted in the 2008 Land Use Task Force Final Report and has since been considered an option for the Town to increase affordable housing options in Stow and add units to the Town's subsidized housing inventory.

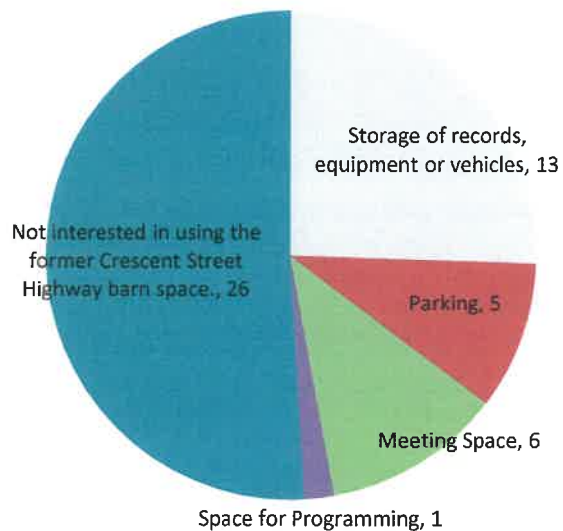


Fig. 13: Preferred Use of Crescent Street Highway Barn

#### Survey Question 9

How would your Department, Board or Committee best utilize the former Crescent Street Highway Barn?

Survey Question 9 | Respondents = 51



Interviews with Town Boards and Department's helped the Building Reuse Committee identify a number of findings to guide recommended actions.

#### ***The Cemetery Department equipment and staff are better served at the Crescent Street Fire Station***

- The Crescent Street Highway Barn is not fit for workshop space.
- Lack of insulation and heating in the garage bays makes it difficult for work to be performed on equipment.
- There are no restroom facilities on site.

#### ***Structure is in significant state of disrepair***

- Major system components are non-functioning.
- Foundation shows signs of deterioration.
- Water damage is prevalent throughout the structure.
- Animal damage and interior wear makes indoor renovation infeasible.

#### ***Parcel may offer the Town more value than the structure***

- Representatives of SMAHT indicated the parcel would be a prime location for the Town to construct affordable housing, noting the parcel's inclusion in the Land Use Task Force final report.
- Survey respondents noted that the parcel could be used for Town Center parking, including providing easy access to the Town Center Park.

## Recommendations | Crescent Street Highway Barn

Table 8: Crescent Street Highway Barn Recommendations

<b>Recommendation</b>	<b>Action Step</b>	<b>Time Frame</b>
<b>Parcel Should be Studied for Affordable Housing Feasibility</b>	Stow Municipal Affordable Housing Trust should begin the feasibility study process to determine whether water and wastewater accommodations could be met at the site.	<b>Short</b>
	Community Preservation Act funding proposal could be considered once physical construction constraints are confirmed.	<b>Short</b>
<b>Equipment should be moved out of Crescent Street Highway Barn</b>	Cemetery Departments should finish moving materials out of the Crescent Street Highway Barn. All equipment and valuables should be removed and a dumpster should be rented for the disposal of garbage and unwanted items.	<b>Short</b>
<b>Empty Building and Prepare for Future Use</b>	Once the building is emptied, it should be left in place while the Town determines next steps.	<b>Short</b>

## Parking

### Overview

Stow's Town Center is a busy place. As the institutional hub of Town, each of the municipal buildings require a mix of parking depending on the day and time of year. While some sites, such as Town Building, were designed with adequate parking areas, the Randall Library and Town Hall have inherited little space for vehicles. Centered among the various uses is the Crescent Street Fire Station, no longer the home of emergency vehicles which once commanded the use of its paved spaces. The opportunities for new uses at the site uncover a number of considerations that through thoughtful design, could alleviate parking shortages among a number of Town Center uses. The Town's engagement of a consultant for the purpose of creating a Complete Streets Prioritization Plan over the fall of 2017 provides an opportunity to review how potential parking areas may fit in to the larger pedestrian streetscape of Town Center.

### Prominent Findings

#### ***Crescent Street Fire Station and Common Road's central location provides parking opportunities for Randall Library***

- Randall Library currently shares 8 parking spaces with the First Parish Church. Vehicles also utilize Common Road. However, the lack of pavement markings lead to inefficient parking patterns, resulting in less useable space.

- The Randall Library trustees continue to consider renovations and upgrades at the Randall Library. Massachusetts Public Library Construction Grants require eligible projects to have one parking space for every 400 square feet. Based on the square footage of the current Library footprint, the Library Trustees indicated that 22 dedicated parking spaces are needed for eligibility. Given the amount of parking potentially available through upgrades to the Crescent Street Fire Station lot, shared parking arrangements are a viable option to meet various parking needs.
- There is no street lighting to allow for off-site library parking, specifically if users are expected to walk along Hartley Road to access potential parking areas behind the Crescent Street Fire Station.

***Crescent Street Fire Station could provide parking for various Town Center uses***

- Parking for Town Center events, including Town Meeting and Town Building events often requires overflow parking.
- Approximately 13 Parking spaces have been identified in front of the main bays.
- May 2017 Annual Town Meeting Article provides \$3000.00 for the Highway Department to clear and grade a gravel parking area on top of the building's leach field, which is able to withstand H-20 loads, and could accommodate approximately thirteen (13) spaces.
- Area of Fire Station parcel immediately south of the east entrance to Center School could be repurposed for potential future parking.

Figure 14 on the following page depicts the number of areas the Building Reuse Committee noted as potential locations for future parking. The map is not intended to be a recommendation for the number of spaces required but rather an estimation of what could be built under current zoning regulations. Given the cultural sensitivity of the Town Center as a village of Stow with a strong historic architectural presence, further thought should be given to the design and location of future parking areas, for the purposes of fitting such uses into the neighborhood. Further questions should be pursued when creating new parking areas:

- Could parking areas accommodate future regional ride-share programs such as Cross Town Connect, to provide service for commuters to South Acton train station?
- What type of historically appropriate or dark sky compliant lighting fixtures could balance safety needs with the residential and institutional setting?
- How can Low Impact Development techniques be utilized to create attractive pedestrian spaces, while balancing storm-water concerns?

Figure 15 displays the number of parking spaces that could be accommodated along Common Road under the road's current configuration. Five (5) parallel spaces could be created while preserving the required 18' foot minimum travel lane. Any further creation of spaces would require other interventions, including but not limited to the widening of Common Road, changing the circulation to a one-way road, and/or confirming circulation and space needs with the Fire Department.

Fig. 14: Parking Opportunities at Crescent Street Fire Station

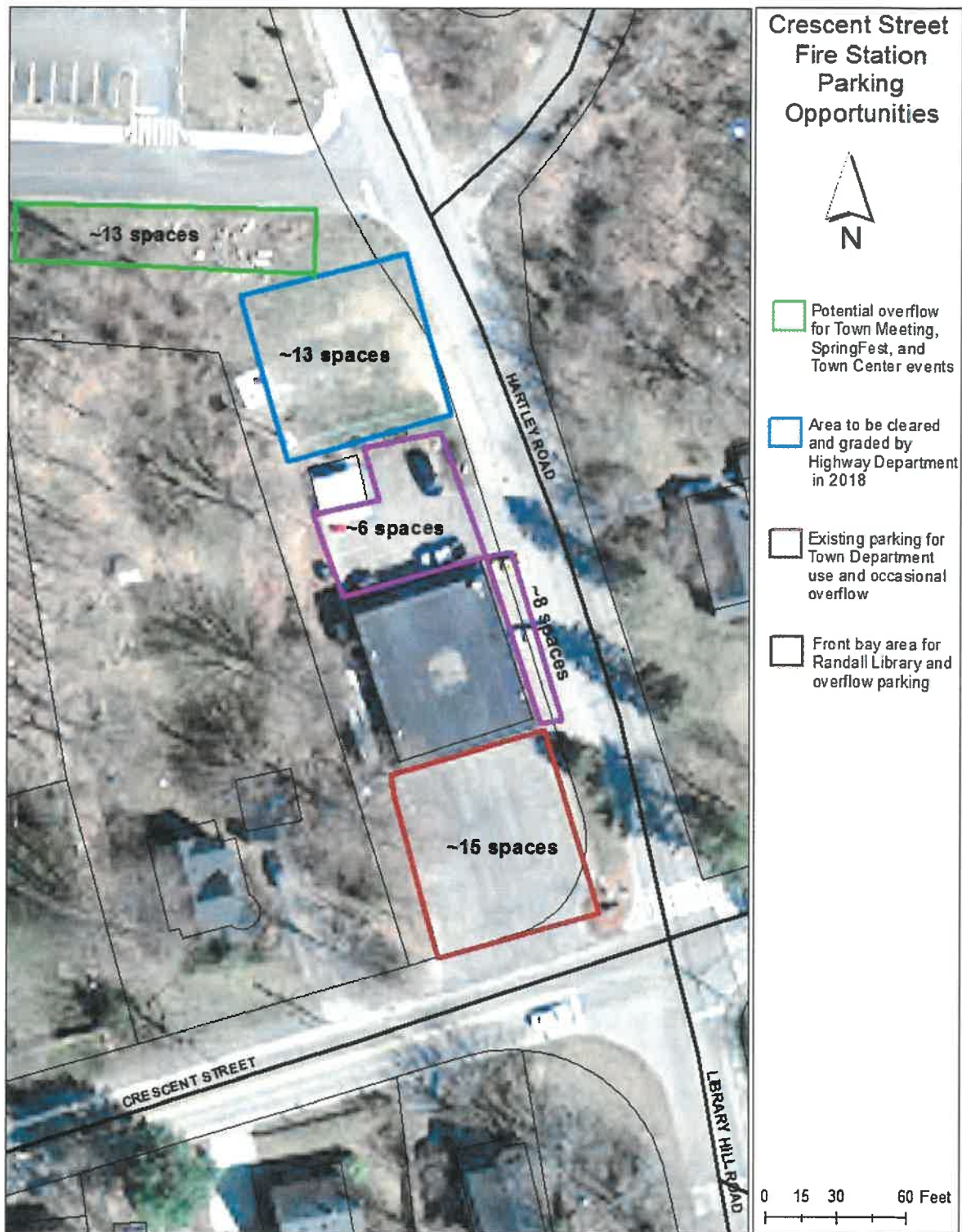
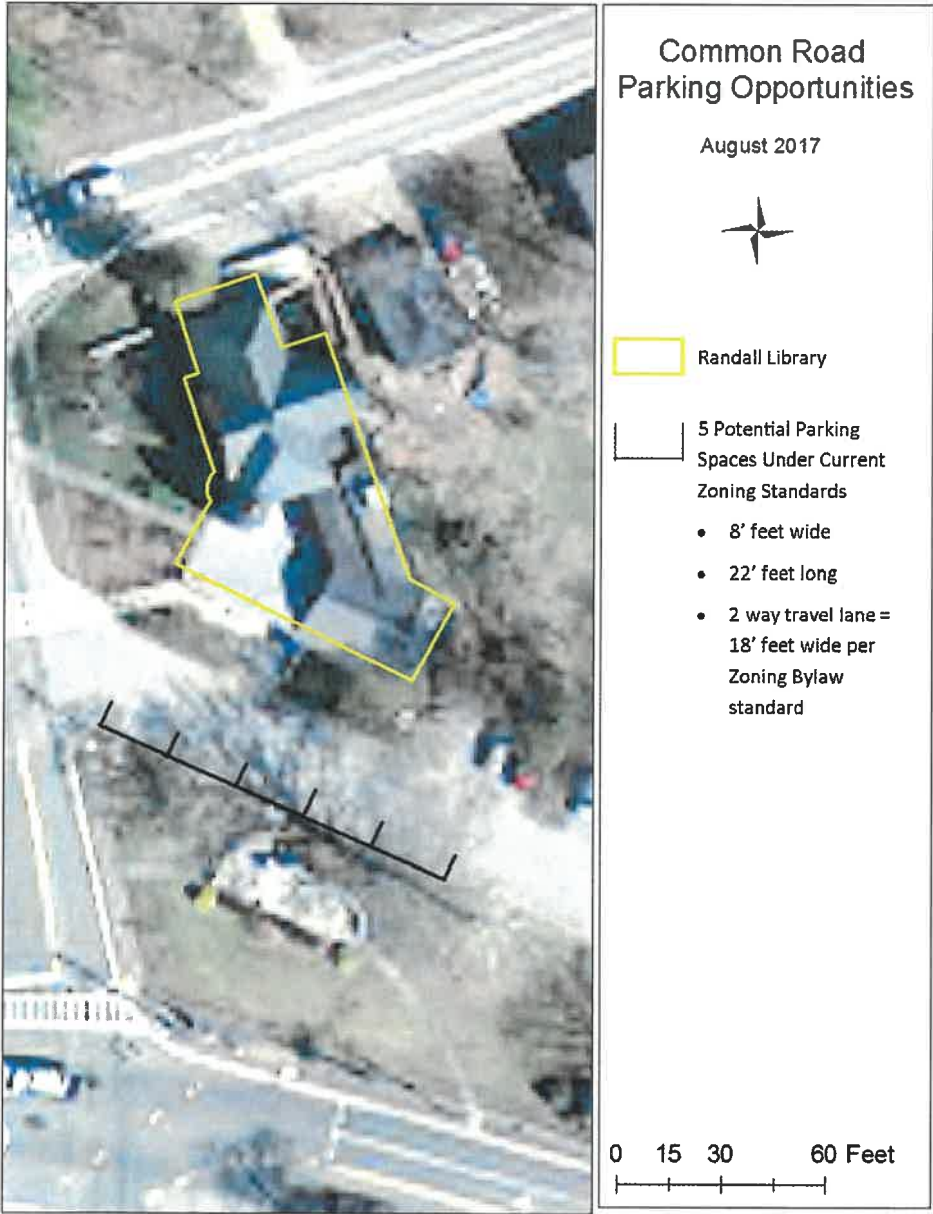


Fig. 15: Parking Opportunities on Common Road





**Recommendations | Town Center Parking**

Table 9: Parking Recommendations

<b>Recommendation</b>	<b>Action Step</b>	<b>Time Frame</b>
<b>Coordinate with Randall Library to determine specific parking needs</b>	Library Trustees should work with Complete Streets Committee and Planning Department to coordinate expected redesign of Library entrances with optimum parking locations in Town Center. Information gained should inform redevelopment priorities at Crescent Street Fire Station site.	<b>Medium</b>
	Parking layout lines could be painted along Common Road as shown in Figure 15 to accommodate short term parking needs while longer term solutions are studied.	<b>Short</b>
<b>Utilize unused portions Crescent Street Fire Station site to create parking opportunities for Randall Library and other Town Center Uses</b>	Complete parking renovation work over the leaching field and hire an engineer/designer to embed new facility into existing and proposed streetscape, including any sidewalk connections and lighting options for the purpose of increasing vehicular and pedestrian safety. Involve area abutters in planning discussion.	<b>Medium</b>
	Provide parking area striping in the front of the building along Crescent Street to facilitate immediate parking needs.	<b>Short</b>
	Utilize Complete Streets Planning Process to explore options for embedding parking along Crescent Street into the existing and proposed streetscape, including any sidewalk connections and lighting options for the purpose of increasing vehicular and pedestrian safety.	<b>Long</b>
	Prior to moving toward full buildout of parking in Town Center, as shown in Figure 14, consideration of shared parking between Town Hall and Town Building should be given. Further consideration should be given to parking design in the Town Center, in order to mitigate any detracting from the historic elements and pedestrian environment.	<b>Long</b>

## Traffic Circulation and Safety

The small, focused nature of Town Center brings civic uses, vehicles and pedestrians into close proximity to one another. Particularly Hale School and the Randall Library are focal points for pedestrian activity, especially among youth. Although no pedestrian counts have yet been recorded, it is common to see children streaming down Hartley Road on their way to the library or Russell's convenience on Route 117. In 2012 the Pedestrian Walkway Planning Subcommittee studied different pedestrian routes through Town, finding Town Center to be among the top priorities for further pedestrian upgrades. The addition of parking spaces to the north of the Crescent Street Fire Station, with the potential for further parking development in the front lot exacerbates gaps in the pedestrian network, creating stress points for traffic safety and circulation.

Fig. 16: Point-to-point foot traffic Upper Common civic center – From Pedestrian Walkway Planning Sub-Committee 2012 Final Report



### Existing Conditions

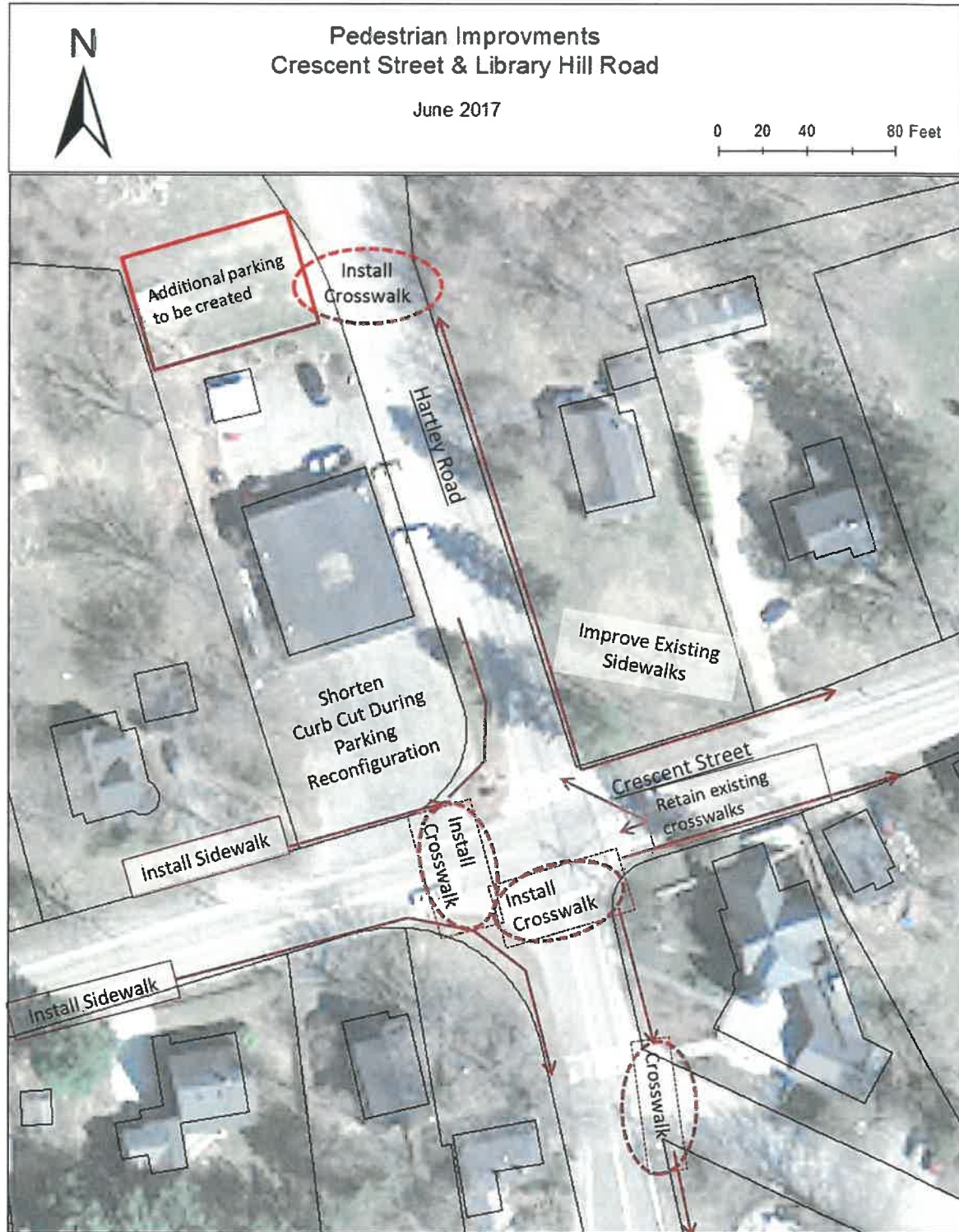
During the Building Reuse Committee visits to Town Center Buildings, many members travelled by foot, experiencing the pedestrian and traffic patterns. The majority of the streets intersecting at Crescent Street and Hartley road contain sidewalks on only one side, contributing to two corners of the intersection containing no sidewalk at all. Where sidewalks do exist, they do not meet width requirements of the Americans with Disabilities Act (ADA) and are crumbling in many places along the pavement edge of driveways and streets.

Fire Department staff noted that often school children will cut through the Crescent Street Fire Station parking lot, avoiding the unimproved corner on the northwest corner of Hartley Road and Crescent



Street. Crosswalks are located only at two of the four streets in the intersection. Several of the access points to the existing crosswalks lack ADA compliant ramps.

Fig. 17: Recommended Pedestrian Improvements





### **Prominent Findings**

Many of the findings and recommendations provided in this report regard the optimized use and efficient relationship between spaces throughout Town Center. This reality makes traffic circulation and pedestrian infrastructure improvements integral to the safety and functionality of Town Center, specifically the intersection of Library Hill Road, Crescent Street and Hartley Road. The following findings are based on observations gained from site visits, past and current planning initiatives and interviews with Town officials.

#### ***Pedestrian Use of Crescent Street/Hartley Road/Library Hill is heavy***

- School children from Hale Middle School use the intersection often during warm months to access the library, Russell's convenience store and to walk to and from school.
- Planned development of Town Center Park may increase pedestrian traffic in the Town Center.

#### ***ADA Upgrades are Required for Compliance***

- The corner of Library Hill Road and Crescent Street lacks wheelchair ramps from the street to the sidewalk.
- Ramp at Crescent Street and Hartley Road is crumbling.
- There are no tactile pads at ramps.

#### ***Crosswalks are lacking or in need of repair***

- Crosswalks should be installed at Crescent Street and Library Hill road intersection.
- Interviewed Town employees noted tendency of vehicles to ignore stop sign at four way intersection. Research into flashing pedestrian light was suggested.
- Crosswalk is needed along Common Road at the Randall Library entrance.
- Curb-cut at the front of the Crescent Street Fire Station could be reconfigured if and when the parking lot is upgraded to narrow the pedestrian gap.
- Route 117 crosswalk from Town Hall to Town Building should be studied for potential pedestrian light to increase visibility.

#### ***Sidewalks are in need of repair or installation***

- There is no sidewalk along the corner of the Crescent Street Fire Station parcel to provide access to existing or future crosswalks.
- There is no sidewalk along the southwest corner of Crescent Street and Library Hill Road.
- There is no sidewalk from Crescent Street, south to the handicap ramp at Randall Library.

#### ***Traffic safety and circulation could be further reviewed through the Complete Streets Planning Process***

- Traffic consultants should be utilized to determine potential for changes in circulation on Common Road.
- The Route 62/117 Intersection needs updating, including signal upgrades, pedestrian improvements and turn lane improvements.

**Creation of potential future parking areas will require pedestrian upgrades**

- Curb-cut at the front of the Crescent Street Fire Station could be reconfigured if and when the parking lot is upgraded to narrow the pedestrian gap.
- Library employees stated the need for a lighted path from potential parking areas on the Crescent Street Fire Station lot to the Randall Library entrance.
- Crosswalk should be located near the additional parking to be created north of the Crescent Street Fire Station to assist pedestrians in crossing Hartley Road to the existing sidewalk.

**Recommendations | Traffic Circulation and Safety**

Table 10: Traffic Circulation and Safety

<b>Recommendation</b>	<b>Action Step</b>	<b>Time Frame</b>
<b>Pedestrian Upgrades are Required Where Future Parking is Considered</b>	Crosswalk should be installed across Hartley Road upon opening of new parking area north of the Crescent Street Fire Station.	<b>Medium</b>
	Funds for an engineered plan should be obtained to adequately design front bay parking area entrance, sidewalks and potential pedestrian lighting.	<b>Medium</b>
	Complete Streets Prioritization Plan Consultants should utilize this report to identify further pedestrian upgrades based on planned parking improvements.	<b>Short</b>
<b>Improve Library Hill Road, Crescent Street, Hartley Road Intersection</b>	Complete ADA accessibility upgrades at intersection, including installation of ramps and compliant sidewalk widths.	<b>Medium</b>
	Restripe existing crosswalks to improve visibility.	<b>Short</b>
	Work with Complete Streets Prioritization Plan consultants to determine feasibility/necessity of pedestrian light at intersection.	<b>Short</b>
	Work with Randall Library Trustees to determine best location of future entrance based on planned upgrades.	<b>Medium/Long</b>
	Install ADA compliant sidewalks and crosswalks along western corners of intersection.	<b>Medium</b>
<b>Improve Route 117 in Town Center</b>	Complete Streets Prioritization Plan should include determination of feasibility of flashing pedestrian light at crosswalk between Town Hall and Town Building.	<b>Short</b>

<b>Improve Route 117 in Town Center</b>	Traffic consulting firm should be hired for the purpose of performing a signalization study at Rt. 62/117 intersection to improve functionality.	<b>Medium</b>
	Pedestrian improvements, including sidewalks at intersection rounding's, should be studied and installed at Rt. 62/117 Intersection. Feasibility/necessity of crosswalk lights should be examined.	<b>Medium</b>
	Recommendations on changes to traffic patterns on Common Road should be provided by traffic engineering firm.	<b>Medium</b>

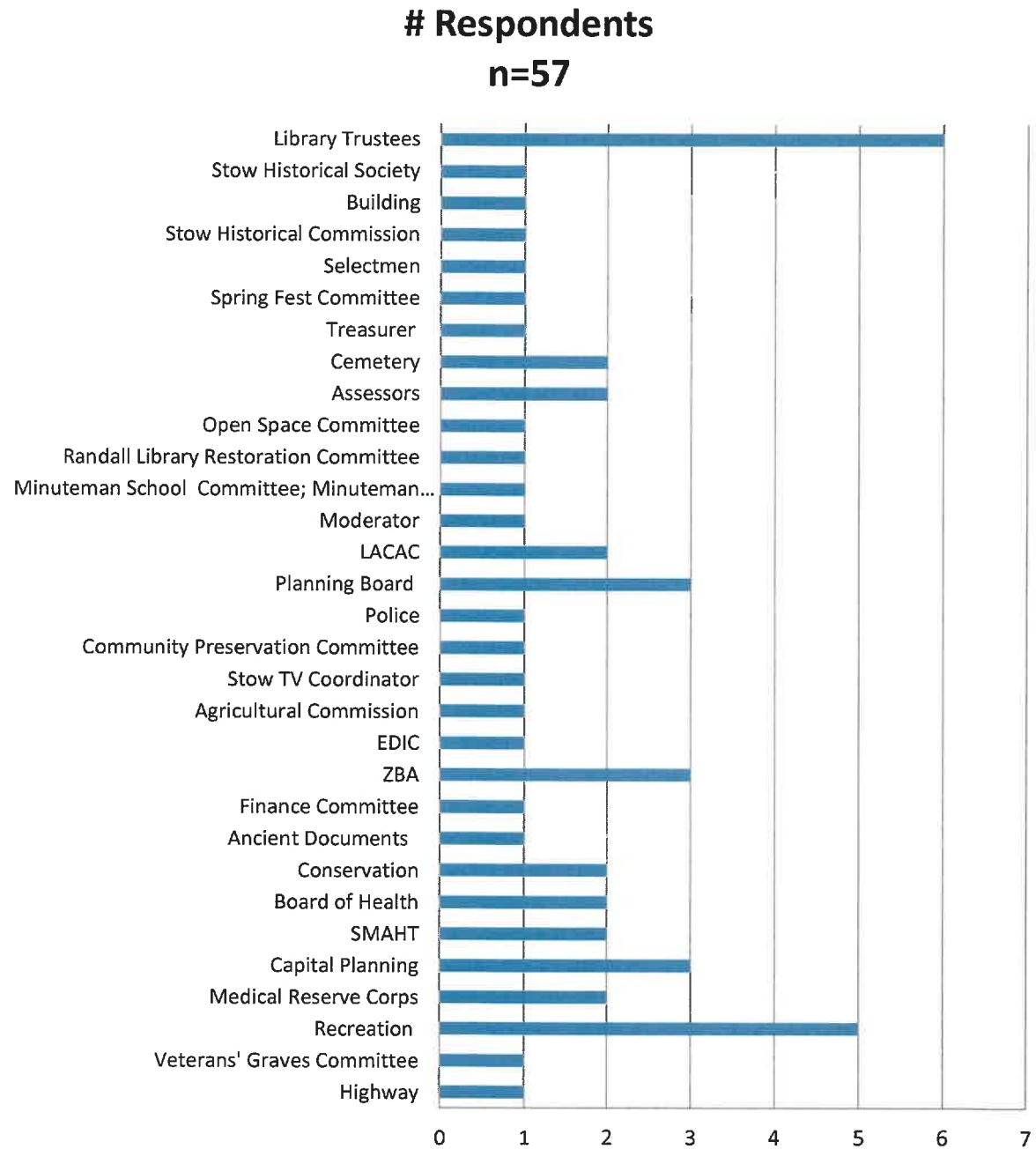
## Conclusion

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During the planning process, the Town Building Space Use Feasibility Study Committee found a Town Center even more tightly connected than the close proximity of the three buildings would suggest. As Stow's needs and circumstances progress and change, the Town Center will also need to evolve and adapt. The series of recommendations provided in this report were developed as a plan for the continuing evaluation of the Town Center condition. As more specific projects are developed, wider resident public participation will be needed to enhance the feasibility of successful improvements. It is the hope of the Committee members that the Town will be able to continue to use this report as a baseline assessment and a guide, both now and well into the future.

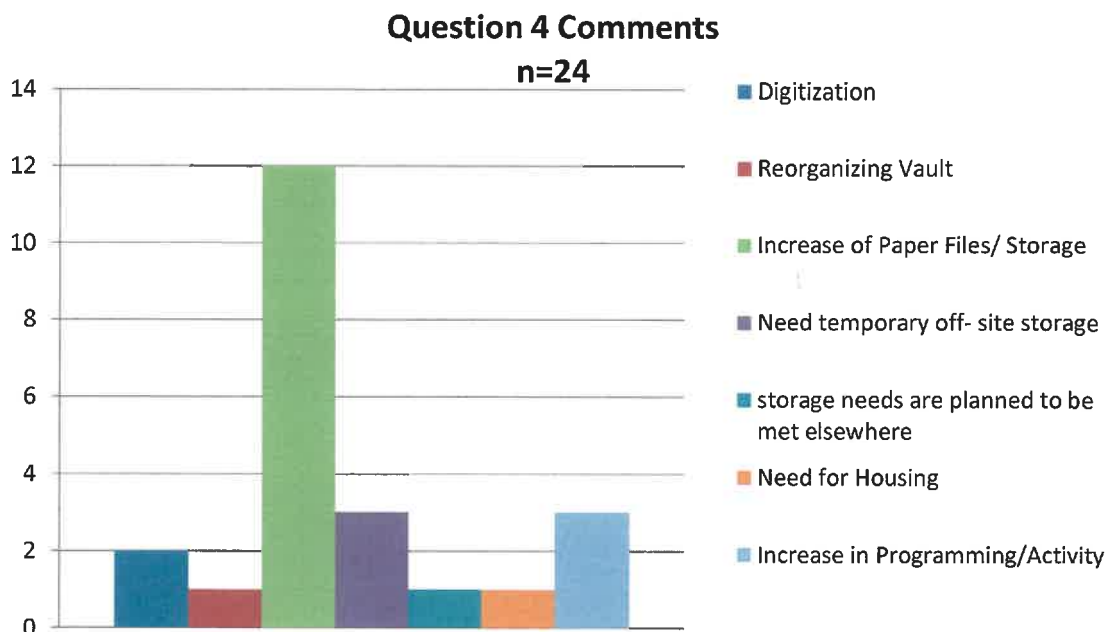
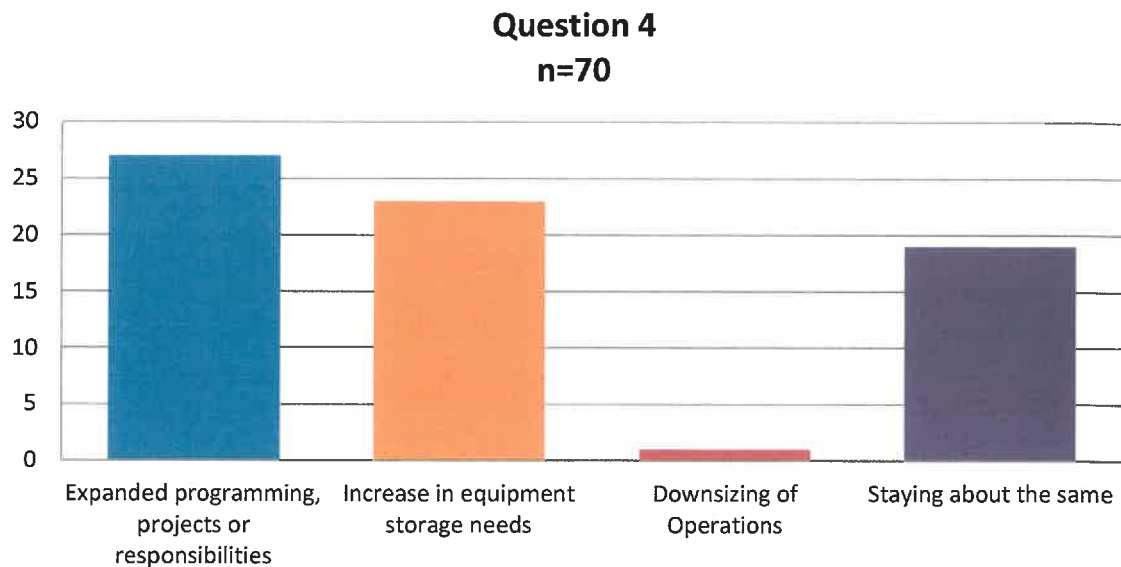
**Question 1**

**Which Department, Board or Committee do you Represent?**



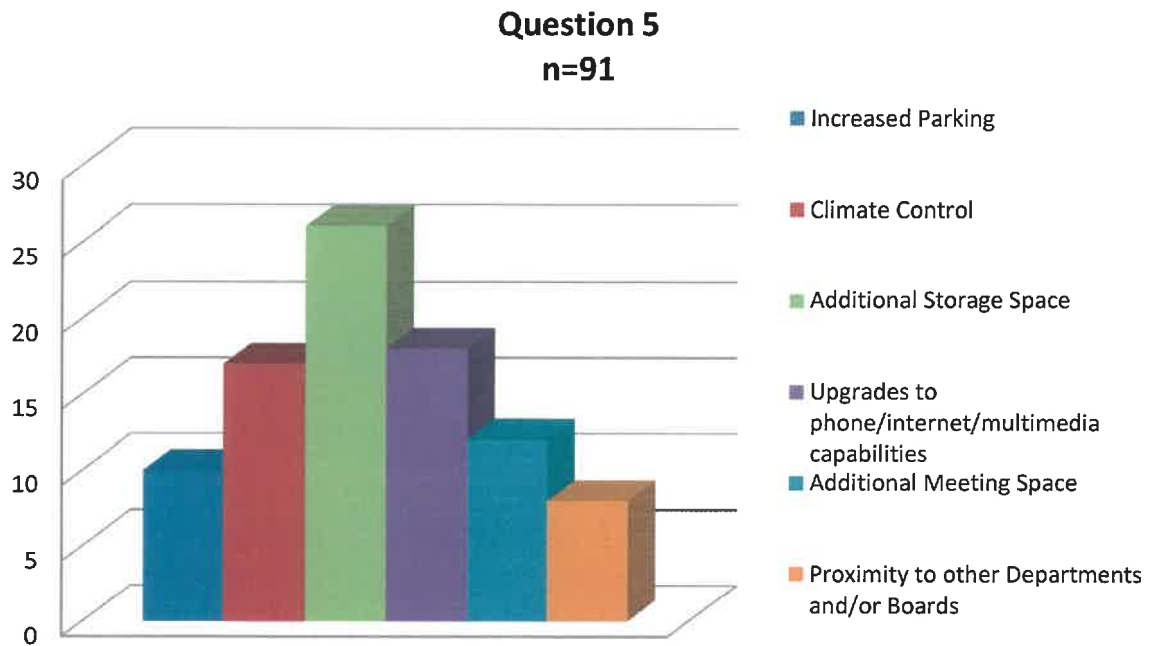
#### Question 4

Which of the following do you expect to see in the next five years?

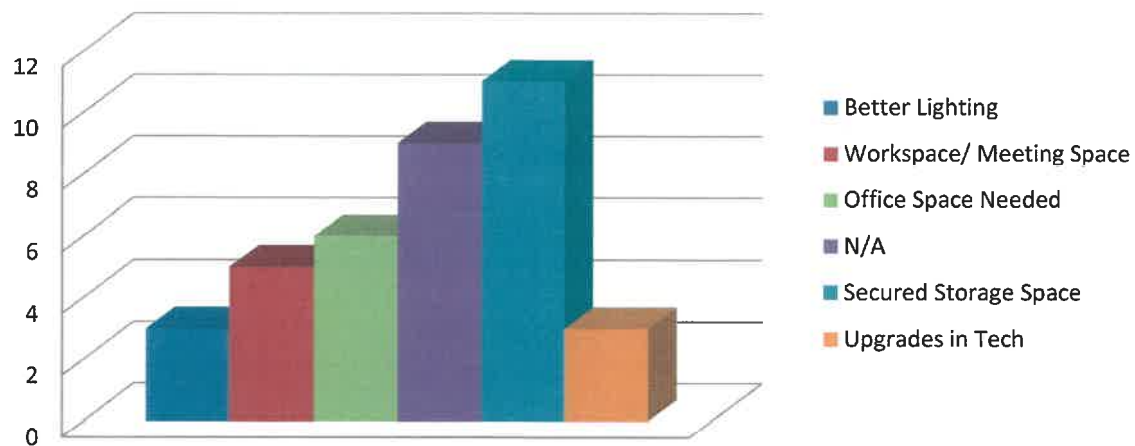


### Question 5

If you continued to utilize your current space, what type of improvements to that space would be most helpful for your operations?

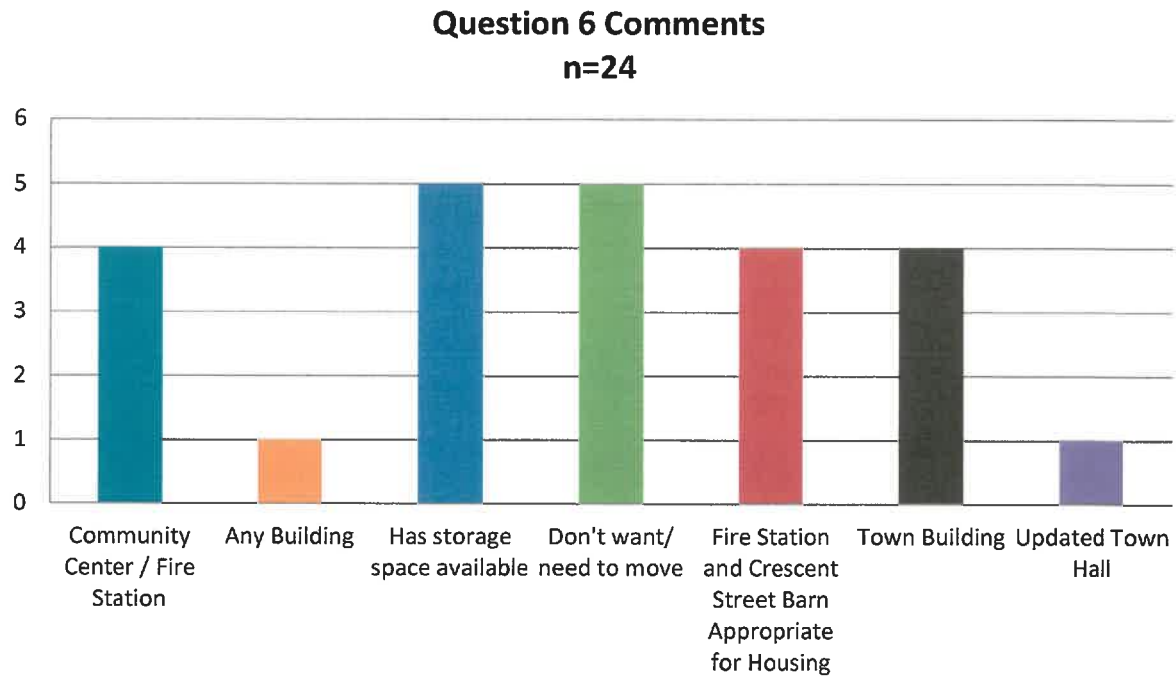
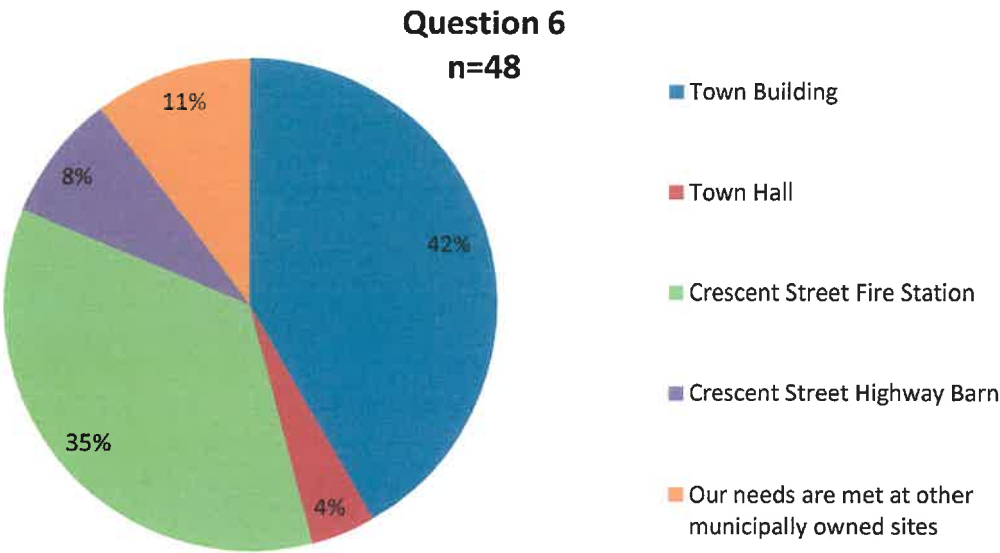


### Question 5 Comments n=37



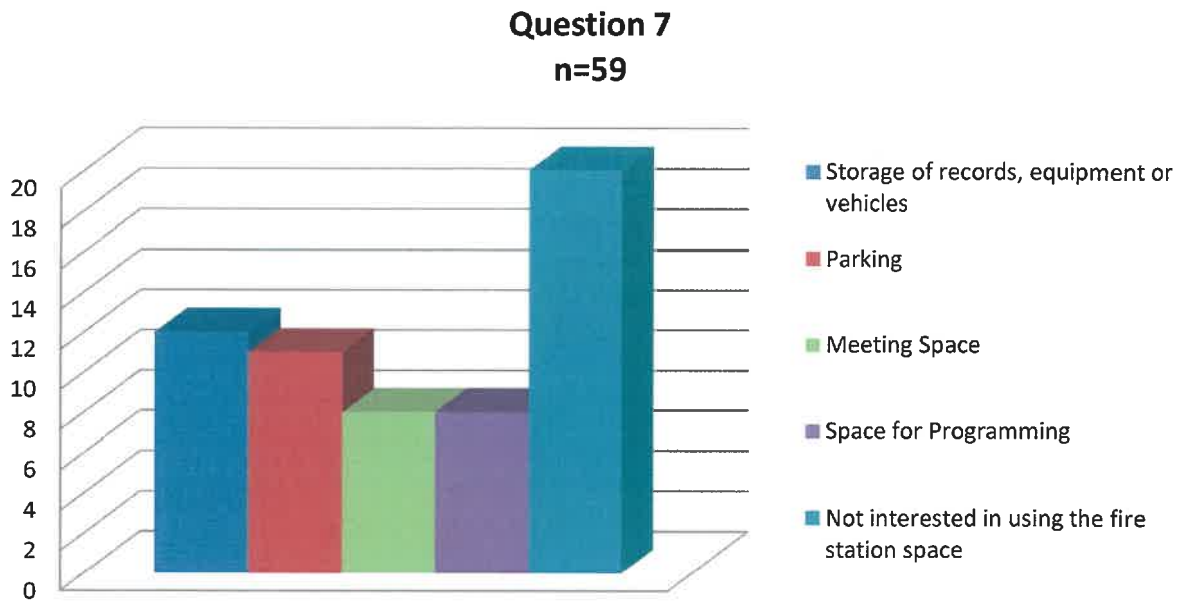
Question 6

If you moved your operations, which of the existing municipally owned buildings are most adequate for your future needs?



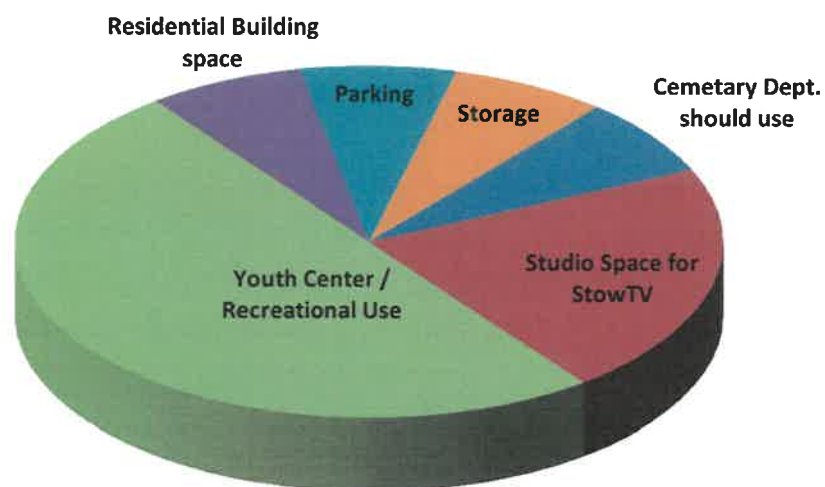
### Question 7

How would your Department, Board or Committee best utilize the Crescent Street Fire Station building or property?



### Question 7 Comments

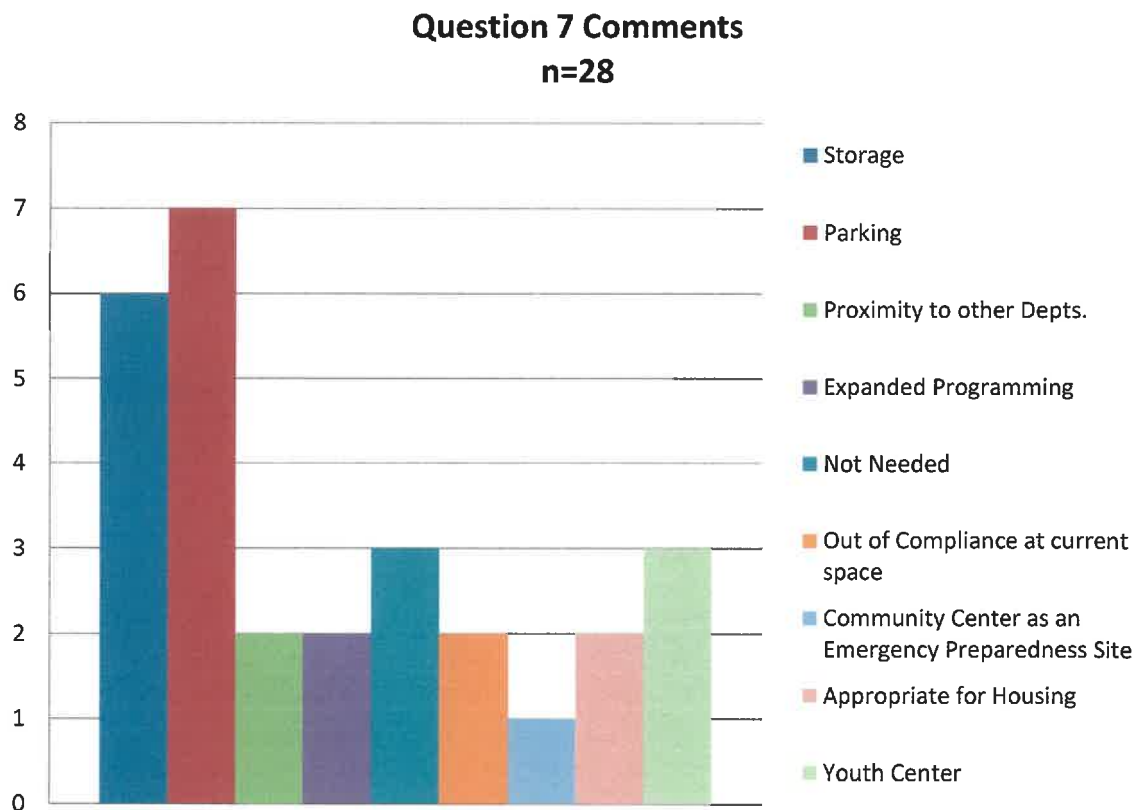
n=14





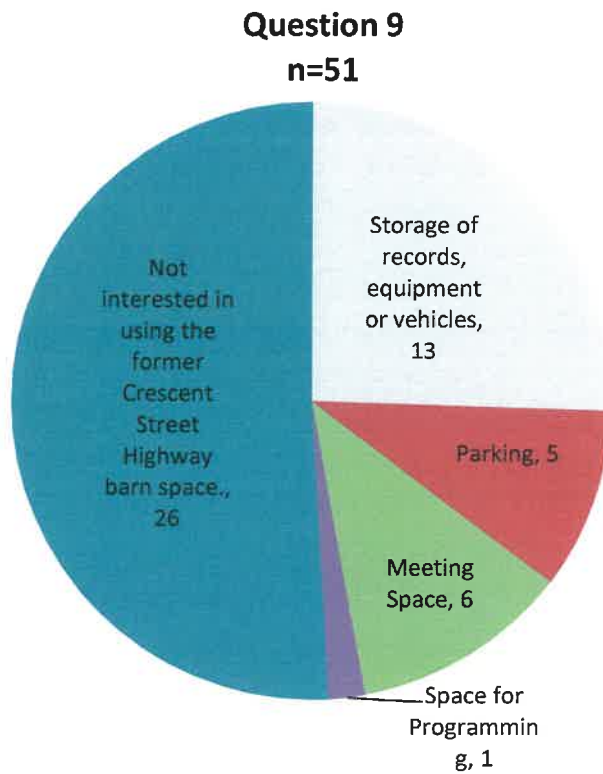
### Question 8

Please expand on your answer to Question #7. Provide quantifying information on your needs and/or provide specific examples that motivated your response.



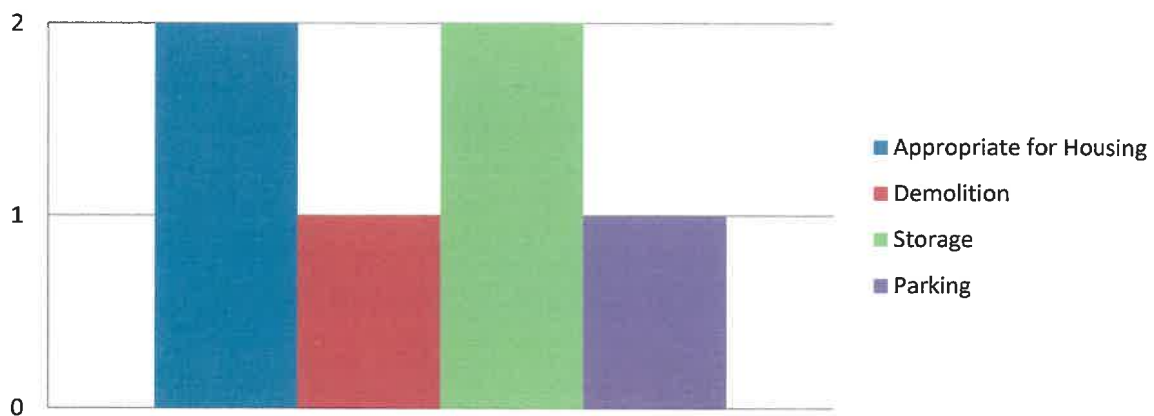
### Question 9

How would your Department, Board or Committee best utilize the former Crescent Street Highway Barn?



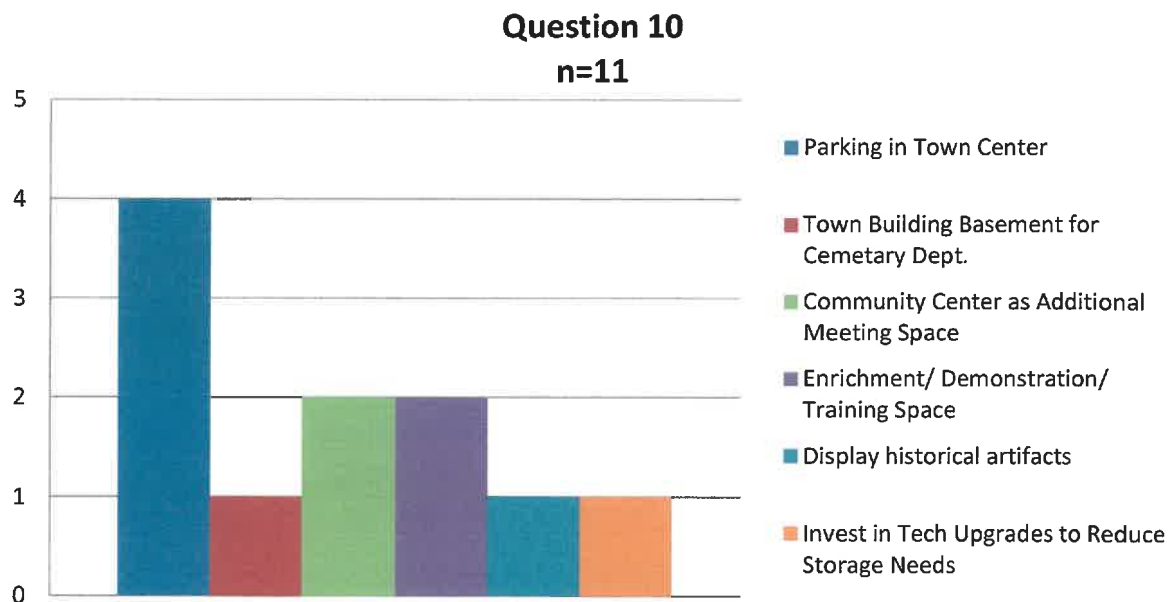
### Question 9 Comments

n=6



**Question 10**

Please comment on any other Town needs that could be served in one of Stow's municipal buildings.



# Open an Animal Control Donation Account

Accept a \$1,000 donation from  
Peter K. Rhoads



# Morgan Stanley

1300 Thames Street Wharf, 4th Floor  
Baltimore, MD 21231  
Attn: Banking and Cash Services



0000053 01 MB 0.482 01 TR 00001 MSDDNPK1



STOW ANIMAL CONTROL  
305 GREAT ROAD  
STOW, MA 01775



Pursuant to client instructions, we have issued to you the attached check in the amount of \$1,000.00. Please direct any inquiries concerning this transaction to our Customer Interaction Center at 1-800-869-3326.

Check Date: 12/31/21  
Check Number: 300301892  
Payable to: STOW ANIMAL CONTROL  
Transaction Type: Normal Distribution  
Gross Amount: \$1,000.00  
Federal Tax Withholding: \$0.00  
State Tax Withholding: \$0.00  
Net Amount of Check: \$1,000.00

Memo: Charitable Gift from Peter K Rhoads

12/5/22  
agenda

PLEASE DETACH AND RETAIN THIS PORTION FOR YOUR RECORDS

DO NOT ACCEPT THIS DOCUMENT UNLESS A BLUE AND BROWN SECURITY BACKGROUND IS PRESENT. THE BACK OF THIS DOCUMENT CONTAINS A HEAT SENSITIVE SECURITY STRIP

## Morgan Stanley

1300 Thames Street Wharf, 4th Floor  
Baltimore, MD 21231  
Attn: Banking and Cash Services

Wells Fargo Bank, N.A.

300301892

66-156/531

MS ACCOUNT NUMBER: 418-0XXXX0-0

DATE: 12/31/21

FROM AN ACCOUNT HOLDER OF MORGAN STANLEY

PAY ONE THOUSAND DOLLARS AND 00 CENTS

\$ \*\*1,000.00

TO THE ORDER OF STOW ANIMAL CONTROL  
305 GREAT ROAD  
STOW, MA 01775

Funds are Guaranteed

*Morgan Stanley Smith Barney LLC*  
VOID 180 DAYS AFTER ISSUE DATE

Memo: Charitable Gift from Peter K Rhoads

300301892 053101892 079920001383

Request of the  
Highway Superintendent  
to advance sick time



# Memo



**To:** Town of Stow Select Board

**From:** Stephen Nadeau, Superintendent of Streets

**Via:** Denise M. Dembkoski, Town Administrator  
Dolores Hamilton, Asst Town Administrator

**Date:** January 20, 2022

**Re:** Advancement of Sick Time to Brian Taranto

---

Brian Taranto has been an asset to the Town of Stow for nearly a decade; he is reliable, professional, and a phenomenal leader on the ground. He has worked his way up through the department and is now in a position to impart the knowledge and skills he has acquired to the next generation of Highway Department crews. Frankly, I believe him to be a good contender for the Assistant Superintendent position if/when it opens up as he has valuable institutional knowledge of the town and its roadways and drainage systems. Brian has already made every effort to deal with these medical issues in a timely manner; unfortunately, there have been some setbacks which have also been compounded by the impact of the COVID-19 pandemic on the healthcare system.

I feel that we should make every effort to support him now when he deals with his medical issues. I humbly request that we, through the Town of Stow's Select Board, advance him thirty (30) days of sick leave in accordance with the Personnel Administration Bylaw (Article 11, Section 11, Item f). This will allow Brian to get the medical attention he needs and time to recuperate so that he can return to work and

continue to be an asset to the Highway Department.

Upon his return, there will be light-duty work available as we have a back-log of computer and paperwork tasks that he'll be able to work on. Brian should be able to have a successful transition back to full duty with the correct support from us and the town.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'S. Nadeau', with a long horizontal line extending to the right.

Steve Nadeau

Superintendent of Streets

# **ARPA PROJECTS & APPROVAL DISCUSSION**

# **PERSONNEL POLICIES**

**COVID Vaccine Mandate Policy  
Continued Discussion**

# MINUTES

**Select Board Meeting Minutes**  
**Tuesday, January 11, 2022**  
**Stow Town Building & Zoom**

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

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

**Public Input:**

Susan Doty, 41 White Pond Road, was present via Zoom and spoke against the increase in the number of cars on the lot at 92 Great Road.

Julie Costello, an employee of the Town, was present via Zoom and spoke against the proposed mandatory vaccination policy for employees. She has a petition with 29 employee signatures. Chair Sturgis asked that the list be shared with the Select Board.

Mark Forgues was present via Zoom and spoke about current zoning issues and the number of cars that were allowed in the past at 92 Great Road.

**Board Member Comments:**

Chair Sturgis said the Planning Board will be at the next Select Board meeting to discuss the upcoming Town Meeting Warrant. The Police Department's Citizens Academy still has openings, and information is available on the website.

Board member Burns said that the Nashoba Area Social Justice Alliance (NASJA) is hosting a MLK Day "Weekend of Service" this Saturday, Sunday, and Monday and are looking for people to donate items, donate money, or donate time. There is more information on NASJA's social media sites.

Chair Sturgis said there have been several deaths in the community over the holidays, and the Town Administrator brought in grief counseling for members of the Emergency Response team. She acknowledged how difficult their work can be and that they work regardless of the holiday and regardless of the calendar.

Board Member Salvie wanted the Board to mark the passing of Katie Donovan, the 26-year-old daughter of Kristen (a former COA Board member) and Mark Donovan. Katie was known by many in town, and was an accomplished artist and animal lover.

**Recognition**

The Board congratulated Jude Porter who recently achieved the rank of Eagle Scout, which is the highest rank of the Boy Scouts of America.

*Board member Frecha moved that the Board recognize Boy Scout Jude Porter for achieving the rank of Eagle Scout, and to sign the letter and proclamation, to be presented at his recognition ceremony on Sunday, January 16, 2022. Board member Birch-McMichael seconded the motion and it passed unanimously.*

**Appointments**

**Highway Truck Driver/Laborer**

*Board member Frecha moved to appoint Benjamin Kelson to the position of Truck Driver/Laborer for the Stow Highway Department, pending a successful pre-employment physical and drug test. Board member Birch-McMichael seconded the motion and it passed unanimously.*



### Zoning Board of Appeals

Andrew DeMore was present via Zoom, and he would like to continue contributing to the ZBA. He has been an associate member since 2009.

*Board member Frecha moved to appoint Andrew DeMore as a full member of the Zoning Board of Appeals, to fulfill the remainder of a five-year term expiring June 30, 2026. Board member Birch-McMichael seconded the motion and it passed unanimously.*

Andrew Crosby was present via Zoom, and wants to learn a different aspect of Town government. He is a member of the Historical Commission and the Town Hall Restoration Committee.

*Board member Frecha moved to appoint Andrew Crosby as an associate member of the Zoning Board of Appeals, to fulfill the remainder of a five-year term expiring June 30, 2025. Board member Birch-McMichael seconded the motion and it passed unanimously.*

### Council on Aging (COA)

*Board member Frecha moved to appoint Jeanne Genereux to the Council on Aging for an indefinite term. Board member Birch-McMichael seconded the motion and it passed unanimously.*

### Randall Relief, Town Fund, and Town Farm Fund

Susan Rondeau was present via Zoom. She has been a volunteer for the Friends of the Council on Aging for 11 years, managed the Gift Shop for 8 years, and taught in the craft class and organized the annual craft fair.

*Board member Frecha moved to appoint Susan Rondeau to the Randall Relief, Town Fund, and Town Farm Fund for the remainder of a three-year term expiring June 30, 2022. Board member Birch-McMichael seconded the motion and it passed unanimously.*

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

- The TA gave a Covid-19 update; there are 93 cases in town. More information is available on the website. The municipal building remains closed through January 23; this date will be reevaluated closer to that day.
- The MA Office of the Attorney General has filed a National Opioid Settlement; the TA has registered Stow as part of the settlement. There is no cost to participate in the settlement.
- There is a police grievance that has been escalated to Step 3, which now involves the Select Board or its designee.

*Board member Birch-McMichael moved to designate Zack Burns and Jim Salvie as the Select Board designees for the Step 3 police grievance case. Board member Frecha seconded the motion and it passed unanimously.*

### **2022 Annual Town Warrant, Annual Town Meeting, and Annual Town Election**

The Town Clerk's office will have nomination papers available after tonight's meeting and vote, and the Town Clerk will reach out to those who are up for re-election to let them know the timeline.

Chair Sturgis said that SpringFest is traditionally the Saturday after the election. The event has not occurred the past two years due to the pandemic, and there has been no discussion about it occurring this year. Anyone interested in volunteering for a future SpringFest can reach out to the Select Board office.

*Board member Frecha moved that the Board open the 2022 Annual Town Meeting warrant on Tuesday, January 11, 2022, and close the warrant on Friday, April 1, 2022. Board member Birch McMichael seconded the motion and it passed unanimously.*

*Board member Frecha moved that the Annual Town Meeting be held on Saturday, May 14, 2022, at Hale School, Hartley Road, starting at 9 AM. Select Board member Birch-McMichael seconded the motion and it passed unanimously.*

*Board member Frecha moved that the Annual Town Election be held on Saturday, May 21, 2022, at Center School, 403 Great Road, between the hours of 10 AM and 4 PM. The open positions are:*

- *Board of Assessors – One 3-year term*
- *Board of Health – One 3-year term*
- *Moderator – One 3-year term*
- *Nashoba Regional School Committee – One 3-year term*
- *Planning Board - One 5-year term*
- *Randall Library Trustees – Three 3-year terms*
- *Select Board - Two 3-year terms*
- *Housing Authority – One unexpired 5-year term expiring in 2024*
- *Housing Authority – One unexpired 5-year term expiring in 2026*

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

#### **Police Department Updated Use of Force Policy**

Chief Michael Sallese was present via Zoom. He said there will probably be more changes in the future and that this is a working document.

*Board member Frecha moved to approve the updated Police Department Use of Force Policy as presented by Police Chief Michael Sallese. Board member Birch-McMichael seconded the motion and it passed unanimously.*

#### **Police Department Updated Deaf or Hard of Hearing Individuals Policy**

Chief Sallese said our policy was outdated and he wanted to make sure that our officers knew what resources are available to them and that everyone is treated respectfully and equally.

*Board member Frecha moved to approve the updated Police Department Deaf or Hard of Hearing Individuals Policy as presented by Police Chief Michael Sallese. Board member Birch-McMichael seconded the motion and it passed unanimously.*

#### **Car Lot Express Class II License Amendment Request**

Alex Savchenko, owner of Car Lot Express, was present via Zoom. Mr. Savchenko would like an amendment to allow 80 cars outside on the lot, 5 in the garage, and 2 in the showroom. Board member Burns said he appreciates how Mr. Savchenko has cleaned up the lot, and the Board was in agreement that the lot is looking great. Chief Sallese agreed with the Board and had no concerns with the increase.

*Board member Frecha moved to amend the Class II license issued to Car Lot Express at 92 Great Road, Units 1 and 3, which currently allows 5 cars in the showroom, 5 cars in the Garage, and 60 cars outside on the Lot, to allow 80 cars on the Lot, on the condition that Car Lot Express complies with any and all requirements from the Board of Health or the Health Agent.*

Board member Salvie commented on correspondence received about this license, saying that there was no discussion outside the room on the subject, there was no violation of the Open Meeting Law, and the Board acted in compliance with what Town Counsel recommended.

The Town Administrator added that going forward, correspondence from the Board's agenda will not be posted online. The packet will be posted and the correspondence will go directly to the Board members. There is no legal requirement to post any of the information online.

#### **Green Advisory Committee Update**

Carol Lynn, the Select Board designee to the committee, was present via Zoom. Ms. Lynn gave an overview of what the committee has done since its first meeting on October 7, 2021. They have met with other Town committees, with the developers of Athens Lane and Stow Acres, with Hudson Light & Power, and others. They have also been working on Stow's Climate Action Plan. The committee may request a line item in the budget; however, this would actually be an article request and the deadline for submission is April 1, 2022.

#### **Minute Man Airport Update**

Donald McPherson was present via Zoom. He updated the Board on the impact of Covid on airport operations. When they reorganized how space is utilized they discovered that they need to expand. The airport is eligible for funding under the 2015 MDOT-Aeronautics Division's Strategic Master Plan for Airport Administration Buildings. Their project has morphed into a "Net Zero Transportation Infrastructure Project" to include an administration building, administration annex and a 3-megawatt solar array. For General Aviation Airports, they currently rank 6<sup>th</sup> in economic impact. Mr. McPherson requested a letter of support from the Board.

*Board member Frecha moved to have the Town Administrator write a letter of support on behalf of the Select Board for the Net Zero Transportation Infrastructure Project. Board member Birch-McMichael seconded the motion and it passed unanimously.*

#### **Disposition of Surplus Goods and Equipment**

Highway Superintendent Steve Nadeau was present via Zoom.

*Board Member Frecha moved to declare as surplus, the goods and equipment on the list provided by the Highway Superintendent, valued at less than \$10,000 and belonging to the Town, and to authorize the disposal of these surplus items.*

- o TYMCO Street Sweeper*

- o 20kV single phase gasoline powered Onan Generator with a Ford Industrial Products motor*

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

#### **ARPA Funding Allocation Request**

The Town Administrator ordered up to our allowed capacity of at-home testing kits via the state contract. She will work with the police department, fire department, and the COA to determine who will be able to receive them. She also needs to purchase more masks, cleaning supplies, and hand sanitizer.

*Board member Frecha moved to approve the request by the Town Administrator for \$50,000 additional funding for COVID response. Board member Birch-McMichael seconded the motion and it passed unanimously.*

#### **ARPA Project Funding Guidelines and Form**

The US Treasury changed the ARPA Allocation Fund uses, and funds under \$10 million can now be used for loss revenue. Stow's entire \$2.16 million can be used for any municipal purpose, except for debt and stabilization. The Board reviewed the funding request guidelines and form. Board member Burns asked that the TA be added as a signatory so it would be a department or the TA signing off on the request.

*Board member Frecha moved to accept the ARPA Project Funding Guideline and Form as presented by the Town Administrator. Board member Birch-McMichael seconded the motion and it passed unanimously.*

### **Intermunicipal Agreement Extension for the Making the Connections Program**

The state has granted an extension until June 30, 2022, and Sudbury, as the lead municipality, is proposing an extension. To date, they have provided 56 one-way trips, with most trips used for medical appointments.

*Board member Frecha moved that the Board sign the intermunicipal agreement extension for the “Making the Connections” Program, as presented by the Planning Department. Board member Birch-McMichael seconded the motion and it passed unanimously.*

### **Donation Account for Library Renovation Project**

The film company that used the Library grounds during filming last year made a donation to benefit the Library renovation project. Going forward, the Friends of the Library, as a 501(c)(3), will be accepting and acknowledging donations to this project and turning money over to Administration to be expended against the project.

*Board member Frecha moved to open a donation account for the Randall Library Renovation Project, and accept a \$1,000 donation from Charlestown Productions, LLC, to be deposited in said account. Board member Birch-McMichael seconded the motion and it passed unanimously.*

### **Meeting Minutes**

*Board member Frecha moved to accept the meeting minutes of the December 14, 2021 meeting as drafted. Board member Birch-McMichael seconded the motion and it passed unanimously.*

### **Personnel Policies - COVID Vaccine Mandate Policy**

Board member Burns recused himself from the discussion and the vote. Assistant Town Administrator/HR Director Dolores Hamilton was present via Zoom.

In creating this draft policy, Ms. Hamilton reviewed policies from other communities and many are different. Administration’s goal is not to lose employees, but to accommodate and keep people as safe as possible. Of 131 employees there are 13 who have not provided documentation and may or may not be vaccinated. There is also a separate Face Covering/Mask policy which is a stricter policy than the guidelines given previously to employees, which some unvaccinated employees are not following.

The Board appreciated receiving a draft vaccine policy that is not “all or nothing” and provides a testing option in addition to allowing time for employees to get vaccinated to meet the policy’s requirements. The Board agreed that a mask mandate is key to success within the buildings. Although the members would have agreed to a vaccine policy tonight, the consensus was to wait until there is more information from the SJC (MA Supreme Judicial Court) and the U. S. Supreme Court. If approved tonight, the policy would not be implemented immediately due to impact bargaining with the unions. It is the employer’s right to implement policies.

Ms. Hamilton said there are some employees who are concerned with bringing the virus home. We have a good team of employees and we will continue to accommodate them by letting some work alternate days.

Town employees Linda Hathaway and Debbie George were both present via Zoom and spoke in favor of a policy.

Ms. Hathaway said she has underlying health conditions and at-risk family members and feels it is detrimental to those who are vaccinated to not know which of her coworkers are unvaccinated.

Ms. George said that the current mask mandate has not been enforced, especially in her office with her coworker, and wants to know who would be responsible for enforcing the new mask mandate.

Town employees Julie Costello and Stuart Carter were both present via Zoom and spoke against a policy.

Ms. Costello said that vaccinated people can get and spread the disease and she feels that it is discriminating to have only unvaccinated employees be tested to enter the building.

Mr. Carter said that he provided a letter to the Board of Health and to his boss regarding his breathing issue, and added that the information required for a medical or religious exemption is nobody's business. He believes that the vaccine is a violation and abomination in the sight of God.

*Board member Frecha moved to approve the Mask Mandate Policy as discussed this evening. Board member Birch-McMichael seconded the motion and it passed unanimously 4-0.*

### **Correspondence**

Chair Sturgis will provide a Nashoba Regional Agreement Amendment Subcommittee update to the Board at the next meeting.

In response to a bonding request, the Chair said the Community Preservation Committee will come before the Board soon with recommendations.

Member Birch-McMichael would like the request from NASJA regarding Black History Month to be on the next agenda. She would also like to discuss how the Board will recognize months throughout the year. Member Frecha hopes the Board will get information in a timely fashion so issues and can be recognized in the meetings. Member Salvie will prepare an alternate statement in response to NASJA and will get the TA's feedback before asking to have it as an agenda item. Chair Sturgis will prepare a draft policy on proclamations and awareness.

The Town Administrator created an internal Diversity Awareness and Inclusion Team, which is currently focusing on Black History Month. She reached out to NASJA months ago asking what months they recognize so the team can focus on the same issues, as a community. The Town has limited resources and staff and she would appreciate community members embracing what they are doing and not criticizing them for the months that are not recognized.

### **Adjournment**

*At 9:45 p.m. Board member Frecha moved to adjourn. Board member Birch-McMichael seconded the motion and it passed unanimously 4-0.*

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.*