

AGENDA  
SELECT BOARD  
March 8, 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/88061063800?pwd=VnRkS1NjNUltRmJic1ZsTmtWQitROT09>

Meeting ID: 880 6106 3800

Passcode: 356529

1. Public input
2. Board Members comments
3. Recognition
4. Appointments
  
5. Town Administrator’s Report
  
6. Discussion and Possible Vote
  - Randall Library Friends Used Book Sale April 22–24, 2022 at the Pompositicut Community Center
  - Rob Frieswick and Pat Marone from NRSD to discuss their Hartley Road project request
  - Fire Department Cistern Project – Chief JP Benoit and Captain Barry Evers
  - Diversity Discussion – next steps
  
7. Meeting minutes
  - February 22, 2022
  
8. Correspondence
9. Adjournment

Posted Friday, 3/4/2022  
1 p.m.

# **DISCUSSION & POSSIBLE VOTE**

# Randall Library Friends Used Book Sale

April 22 – 24, 2022

The application has been shared with the appropriate staff and there are no comments or concerns.

## Randall Library Friends Used Book Sale

Date, Time and Location: Community Center Function Hall

Friday, April 22 - 6pm – 8pm

Saturday April 23 - 9am - 4pm

Sunday April 24 – 1pm – 4pm

Folks will be coming and going throughout the time slots.  
We estimate about 50 on Friday night, about 200 on Saturday  
and 75 on Sunday.

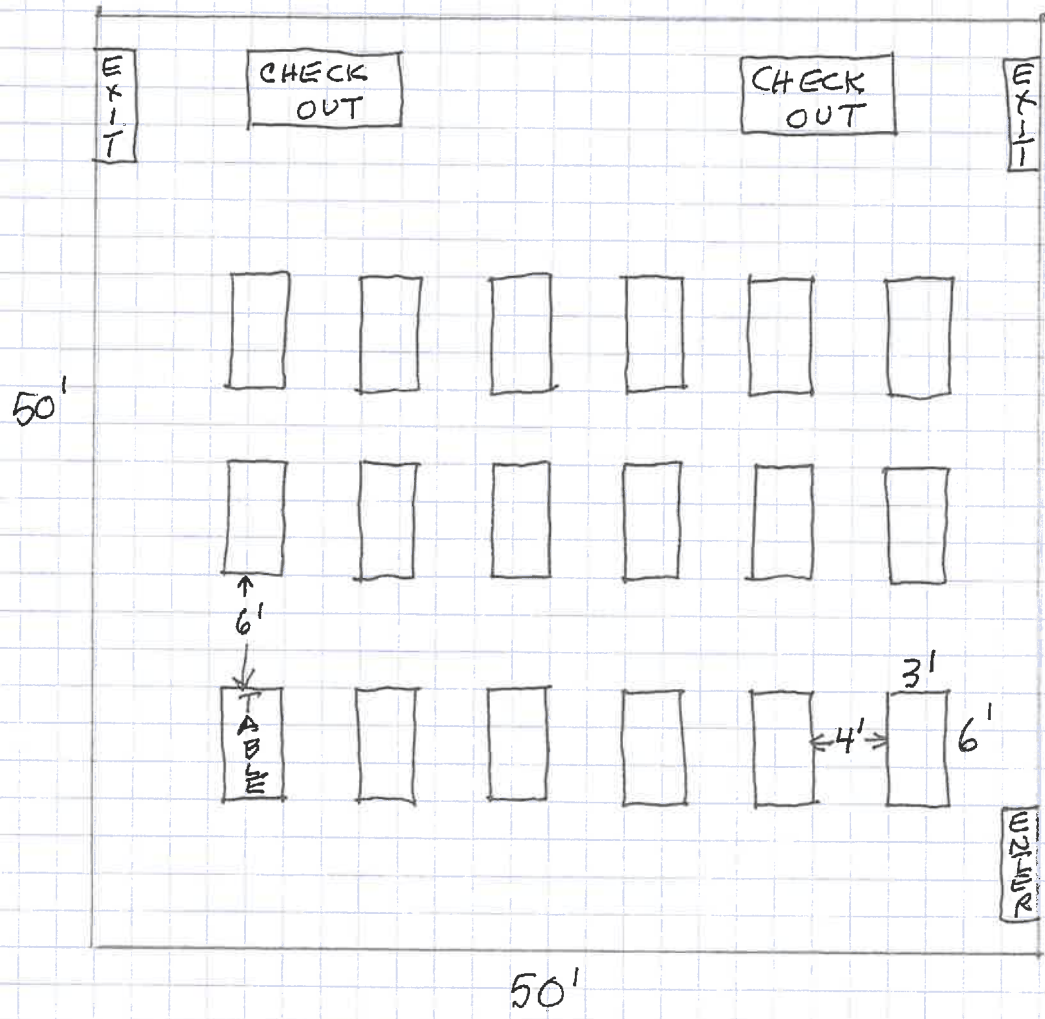
Approval from the Community Center is attached.

Customers will enter the Community Center via the front door  
and will proceed to the Function Hall. Tables will be set up with  
the Sale books in the approximately 50- foot by 50-foot space.  
Check out stations will be set up near each of the rear exits so  
there will be a natural flow within the space from entrance to exit.  
Please see attached map.  
Parking is available in the Community Center parking lot.

The Community Center is ADA compliant for parking and toilets.

No food or other vendors will be onsite.

Randall Book Sale  
Function Hall  
Community Center



$\square = 2' \times 2'$

**From:** Stow Recreation <noreply@receipts.myrecdepartment.com>  
**Sent:** Tuesday, January 18, 2022 11:16 AM  
**To:** [REDACTED]  
**Cc:** Stow Recreation  
**Subject:** Permit #: 1735 for Stow Recreation Department



### Friends of Library book sale

Permit #: 1735

Laura Greenough • Stow Recreation Department • (978) 637-2984 • 509 Great Rd., Stow MA 17775

#### approval permit

Location	Date	Times
Pompo Community Center - Room 134 (Function Hall)	Fri, April 22, 2022	12:00 PM - 11:59 PM
Pompo Community Center - Room 134 (Function Hall)	Sat, April 23, 2022	08:00 AM - 11:59 PM
Pompo Community Center - Room 134 (Function Hall)	Sun, April 24, 2022	12:30 PM - 11:59 PM

Reservation Questions	Answers
Do you have liability insurance for your event/organization?	unknown
Do you need access to a refrigerator or freezer?	no
Do you need access to the audio/video equipment?	no
How many tables and chairs will you need?	unknown
Will you be having food or drinks at your event?	no
Would you like a walk through prior to your event?	no

Created By: Laura Greenough  
Created On: 12/23/2021 10:54:40 AM

[Print Page](#)

**NRSD Hartley Road  
Project Request**

**Rob Frieswick and Pat Marone**

# Fire Department Cistern Project

Chief JP Benoit and  
Captain Barry Evers



# Proposed Cistern Locations

Stow Fire Rescue  
2022



## Proposed Cistern Locations

The infrastructure of the Town of Stow does not support a municipal water system that provides water dedicated for fire suppression. Often times the fire department utilizes alternative water sources or systems throughout the town named as “static water sources.” These sources are rivers, lakes and ponds. Natural water sources as such are deeply affected by weather conditions, drought and aquatic vegetation. Maintaining sites like this can be costly and ineffective.

Fire protection cisterns provide a reliable, year-round dedicated water source for fire suppression. Below ground cisterns are not affected by weather conditions or vegetation. The design aids in the ease and speed of operation which lends itself to creating an efficient water delivery system in the event of a fire emergency.

The Insurance Services Office (ISO) dictates a fire department's water delivery system must be available 365 days a year and can provide a minimum of 250 gallons of water per minute for two hours. This equation gives us the need for 30,000 gallon fire cisterns.

An adequate water supply is vital to fulfill our mission to protect life and property.

## Proposed Cistern Locations



The cisterns are constructed using reinforced concrete and are shipped to the site in sections by truck. The tank is assembled by a team directly from the manufacturer.

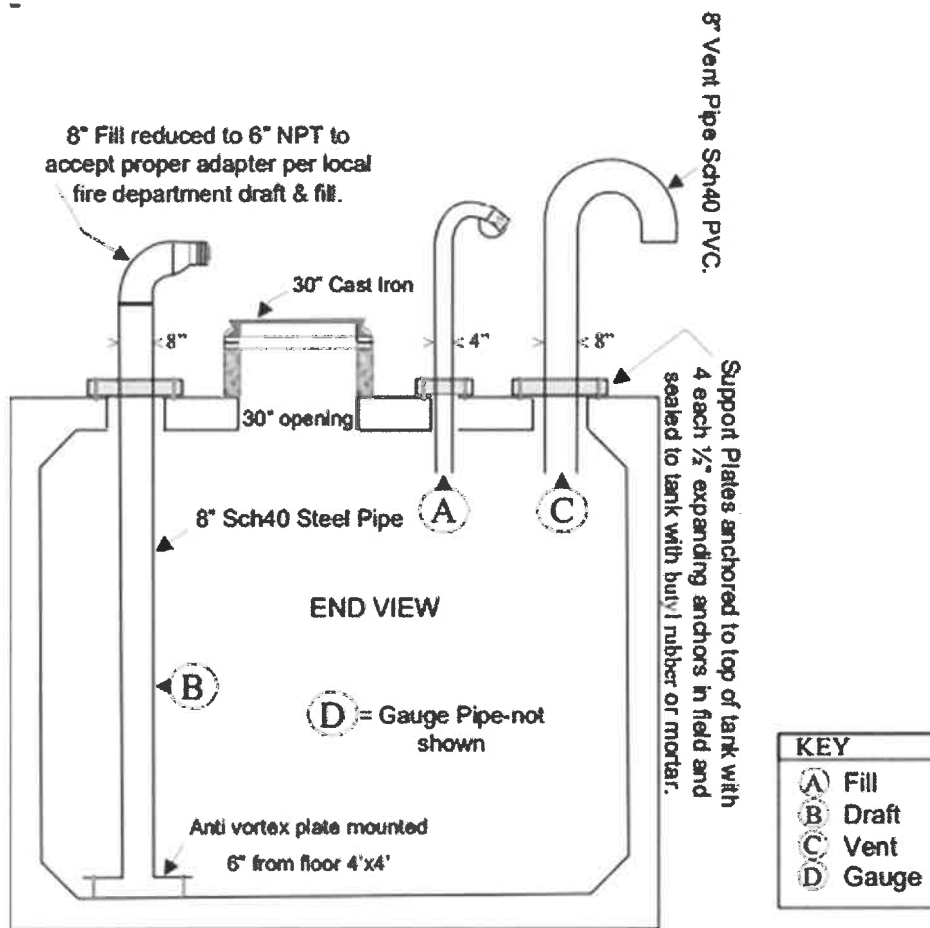
Proposed Cistern Locations



**SAMPLE—FIRE CISTERN PIPING**  
Actual Piping per  
Local Fire Department Standards.

The cisterns are constructed with piping that we can configure to meet our needs.

## Proposed Cistern Locations



Draft Pipe: Fire apparatus connect hard suction to this and draft water from the tank for fire suppression.

Fill Pipe: The cistern must be refilled after each use

Vent Pipe: Allows air into the tank

Gauge: Water level can be monitored

## Proposed Cistern Locations



When the project is complete, only the essential piping is left exposed above ground. The tanks are designed to support normal traffic flow and parking if necessary. The heads would have to be posted NO PARKING to allow fire apparatus access at any time, the same as any fire hydrant.

The site can be brought back to its normal condition, grass and shrubbery may be planted.

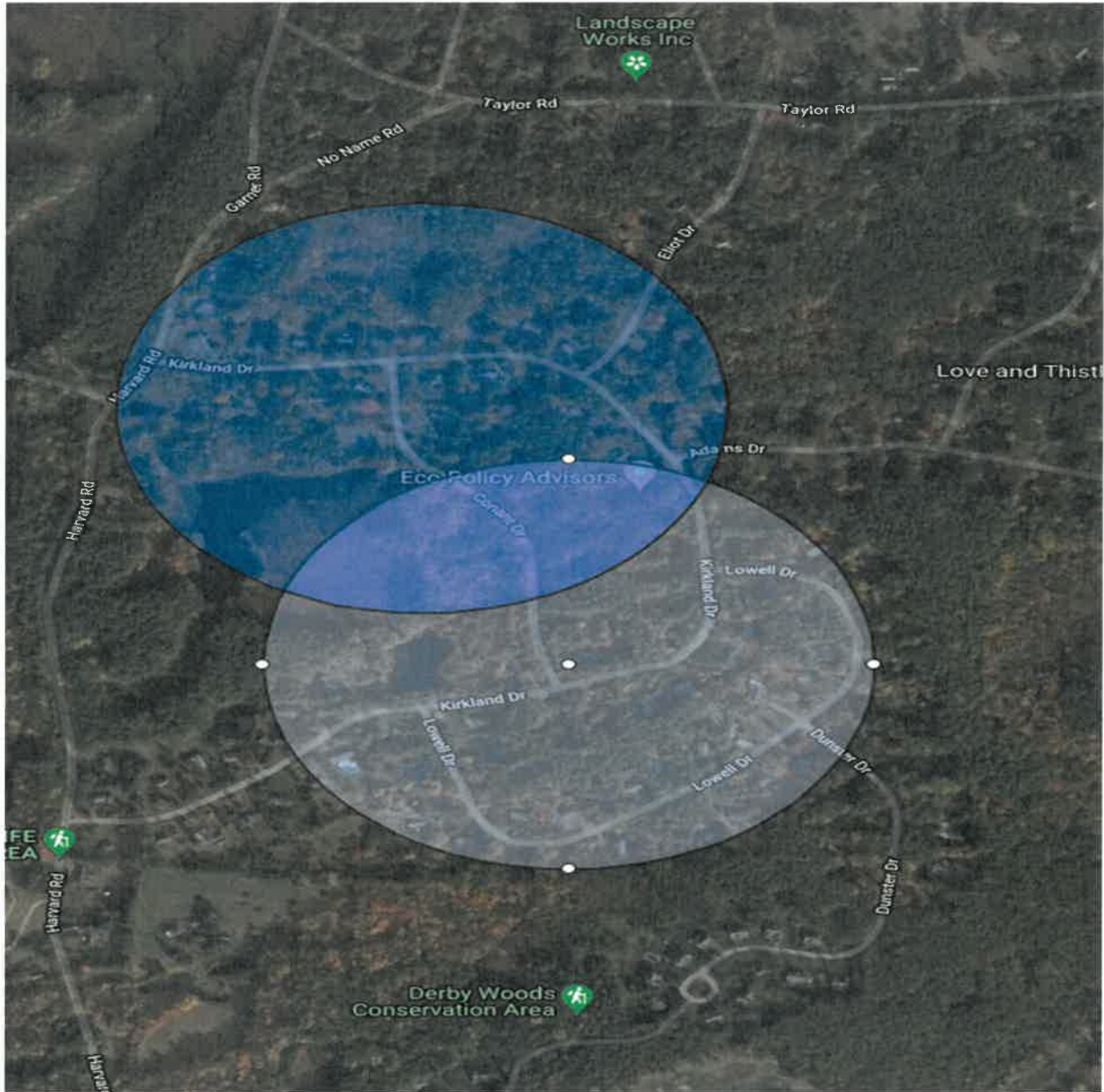
## Proposed Cistern Locations

The locations on the following pages have been selected as cistern installation sites. These locations are densely populated or have been recognized to be lacking in sufficient water for fire suppression.

The center of each circle is a proposed location of each cistern. The circle represents a 1000' radius. Any property within 1000' will be directly affected by the water supply.

Additionally, the locations are on town property or owned by the Stow Conservation making access far easier.

## Proposed Cistern Locations



**Conant Dr.** - A cistern at each entrance from Kirkland Dr. Protecting over 200 addresses totaling over \$107 million in property.



## Proposed Cistern Locations



**Taylor Rd.** - The Marble Hill conservation land parking lot. Homes on Taylor Rd would benefit in addition to the conservation land itself.

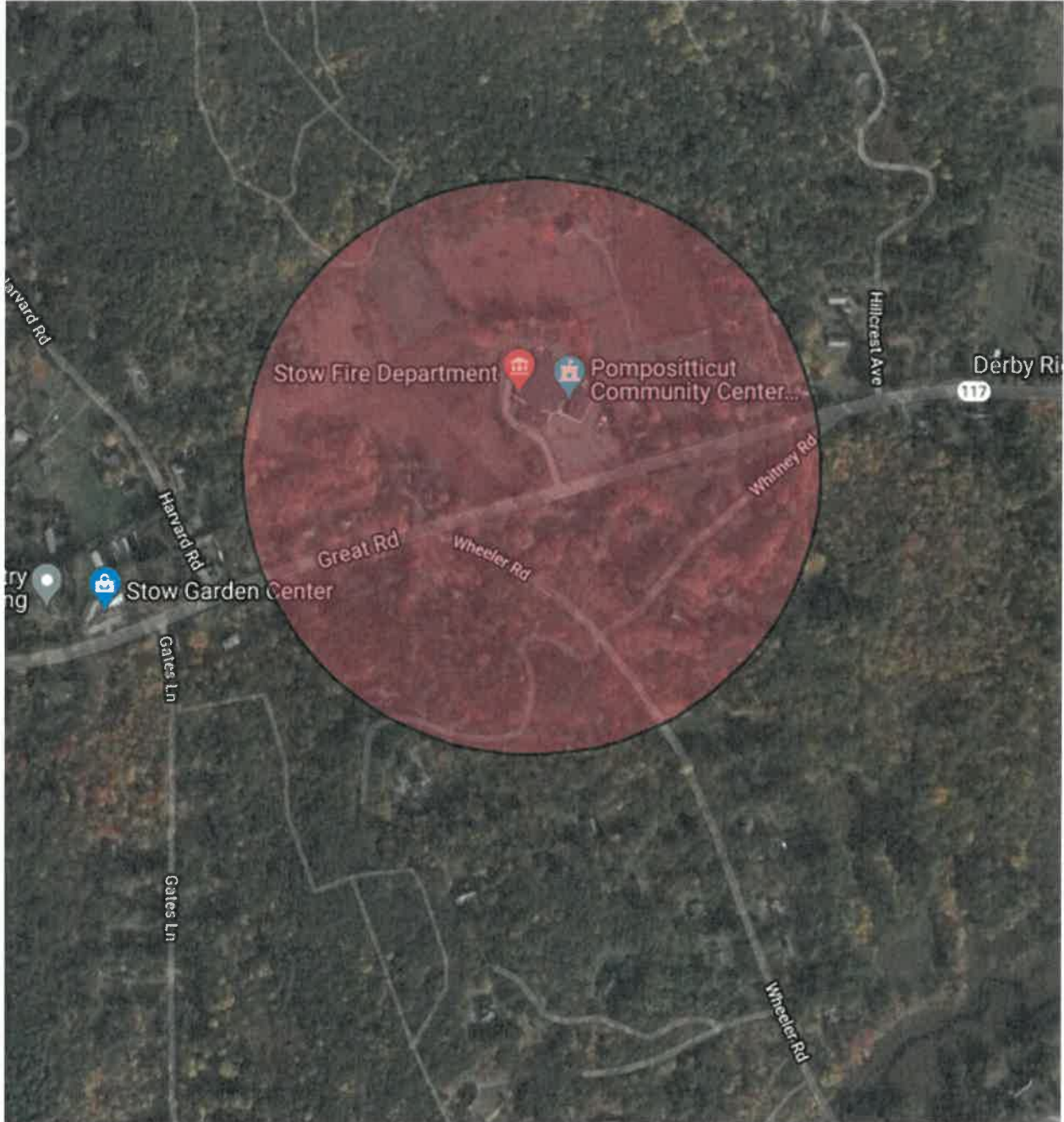
## Proposed Cistern Locations



**380 Great Rd-** A cistern on the Town Building property would directly protect the Town Building, Town Hall, Library, Police Department and Cemetery Department. The First Parish Church is recognized as a type 4 construction being primarily made of wood and heavy timber.

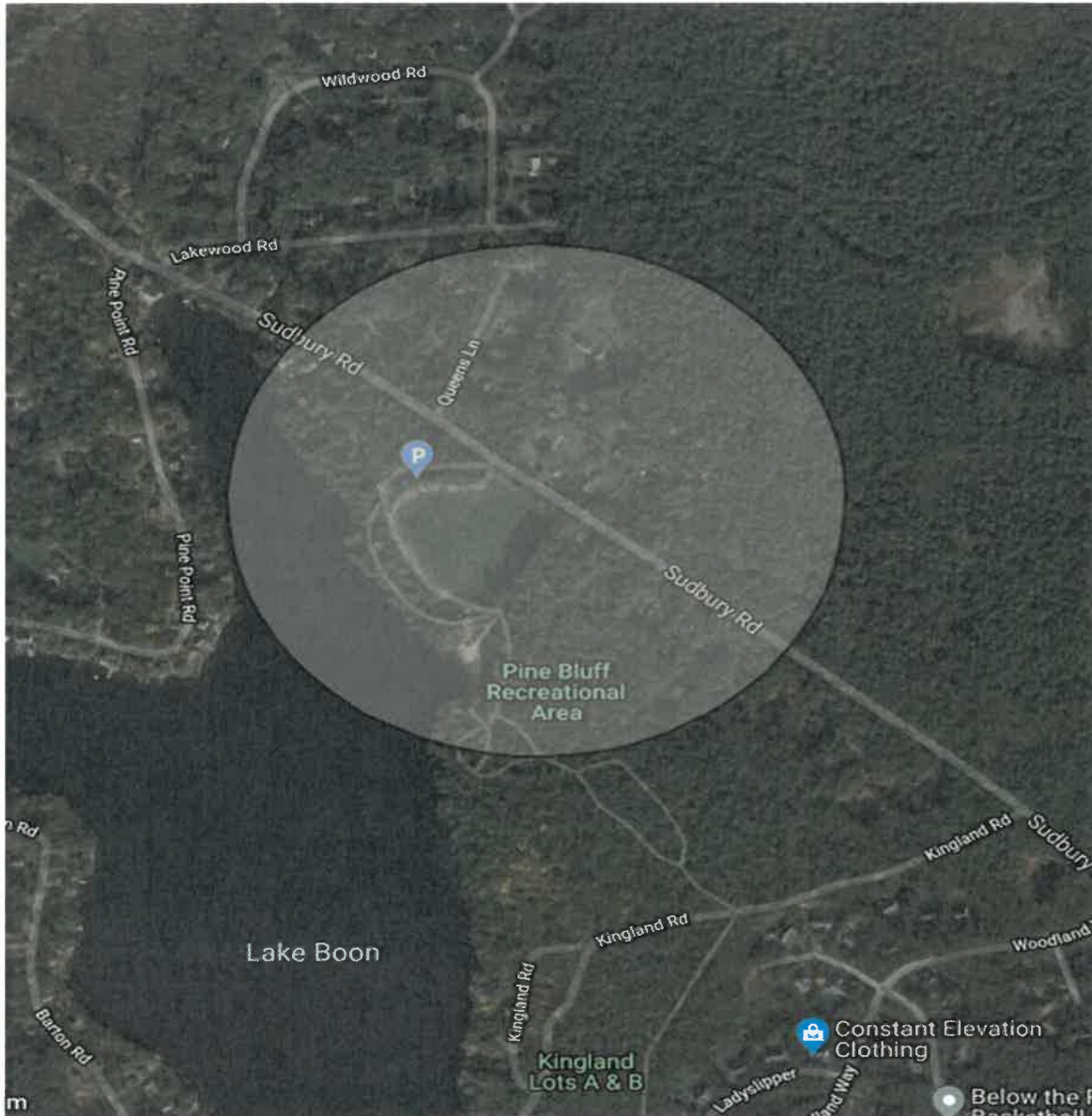
**Common Rd./ 16 Crescent St.** - A cistern on Common Rd or 16 Crescent St. would directly protect the Town Building, Town Hall, Library, Police Department and Cemetery Department. The First Parish Church is recognized as a type 4 construction being primarily made of wood and heavy timber.

## Proposed Cistern Locations



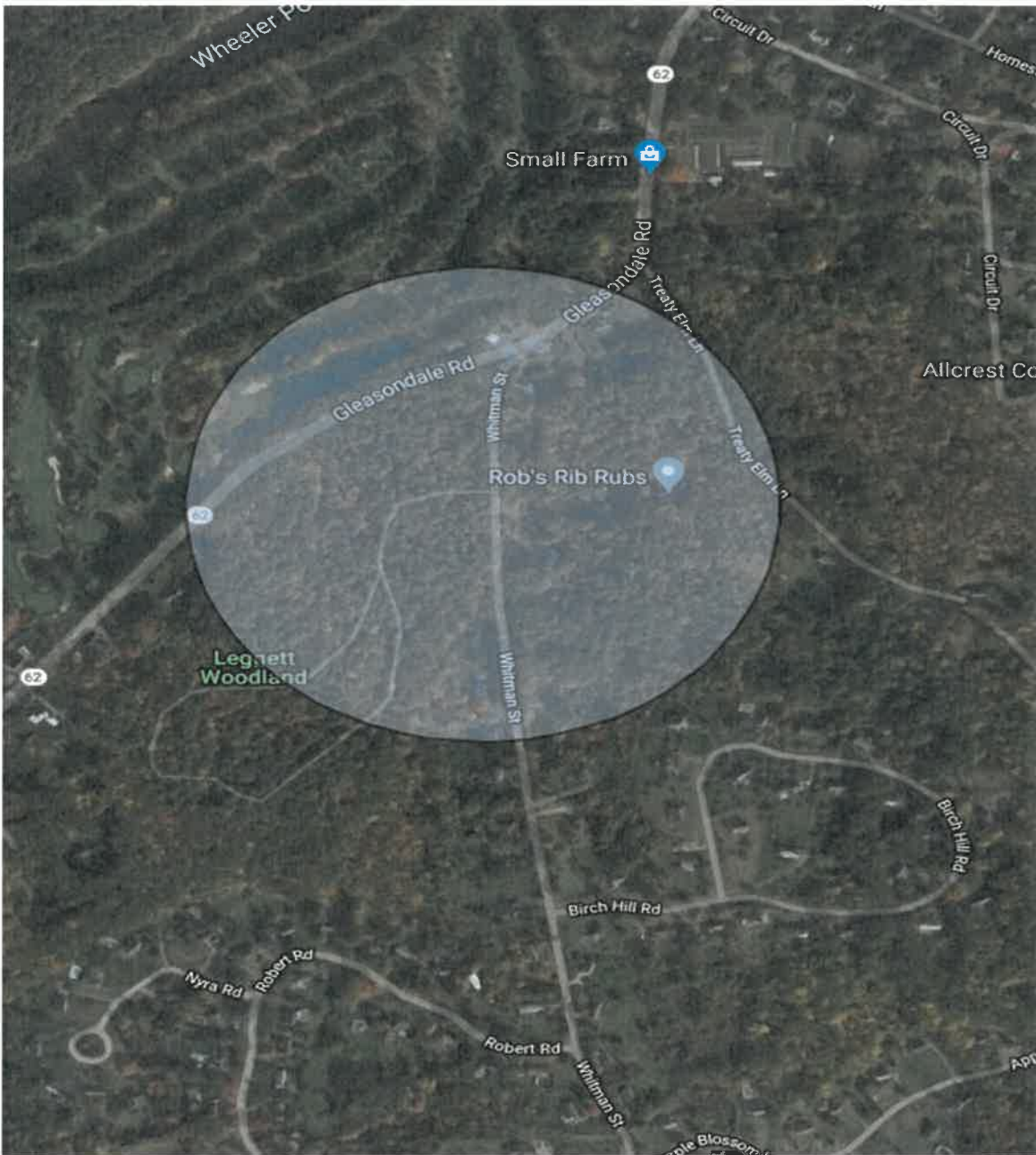
**511 Great Rd.** - Property on Great Rd, Wheeler Rd, Hillcrest and Whitney Rds. would be protected with a fire cistern on the property of 511 Great Rd. Additionally, this cistern would be designed as a training site for our firefighters

## Proposed Cistern Locations



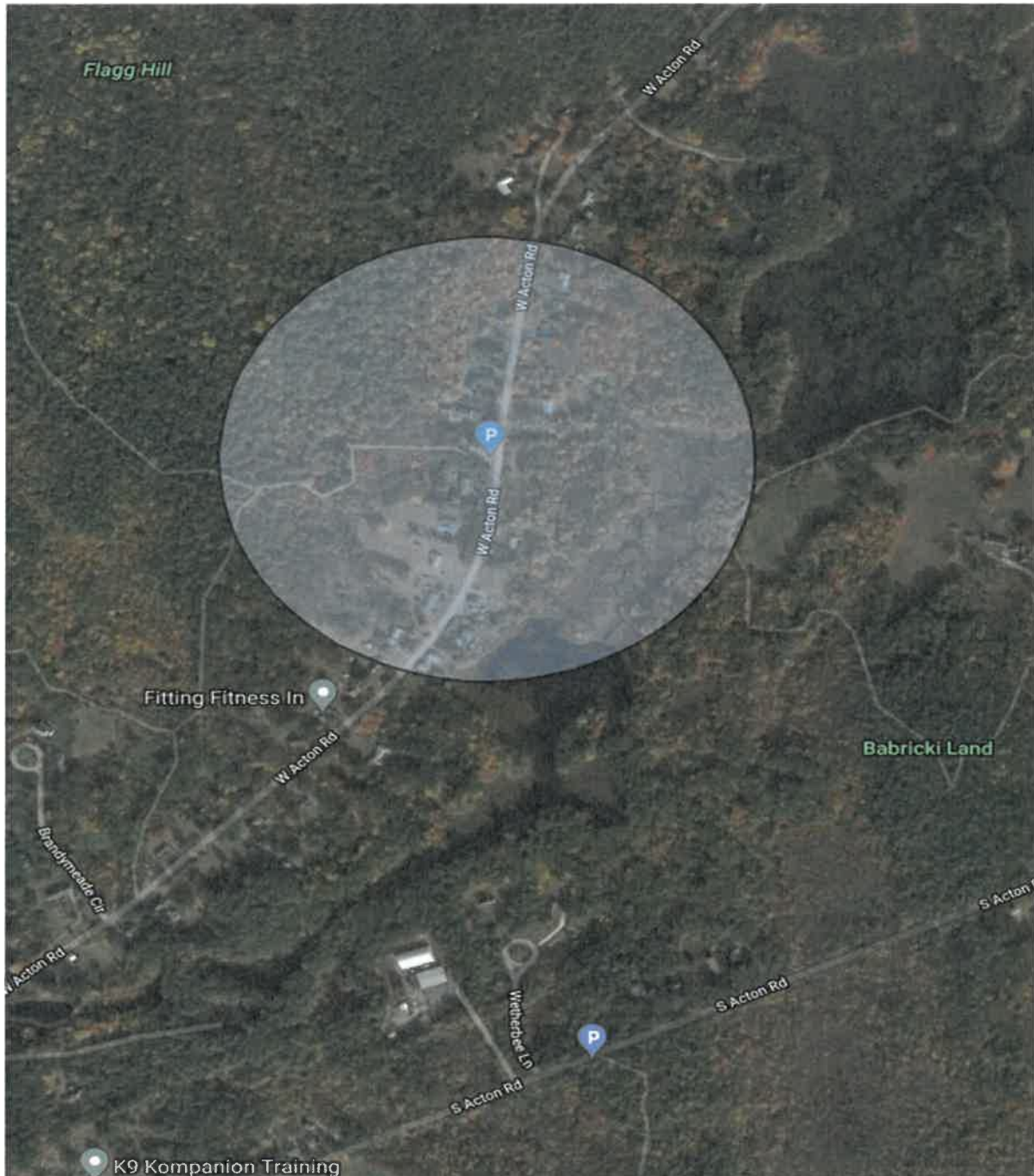
**Pine Bluffs Beach** - Homes on Sudbury Rd would benefit from a cistern as well as the National Wildlife Refuge

## Proposed Cistern Locations



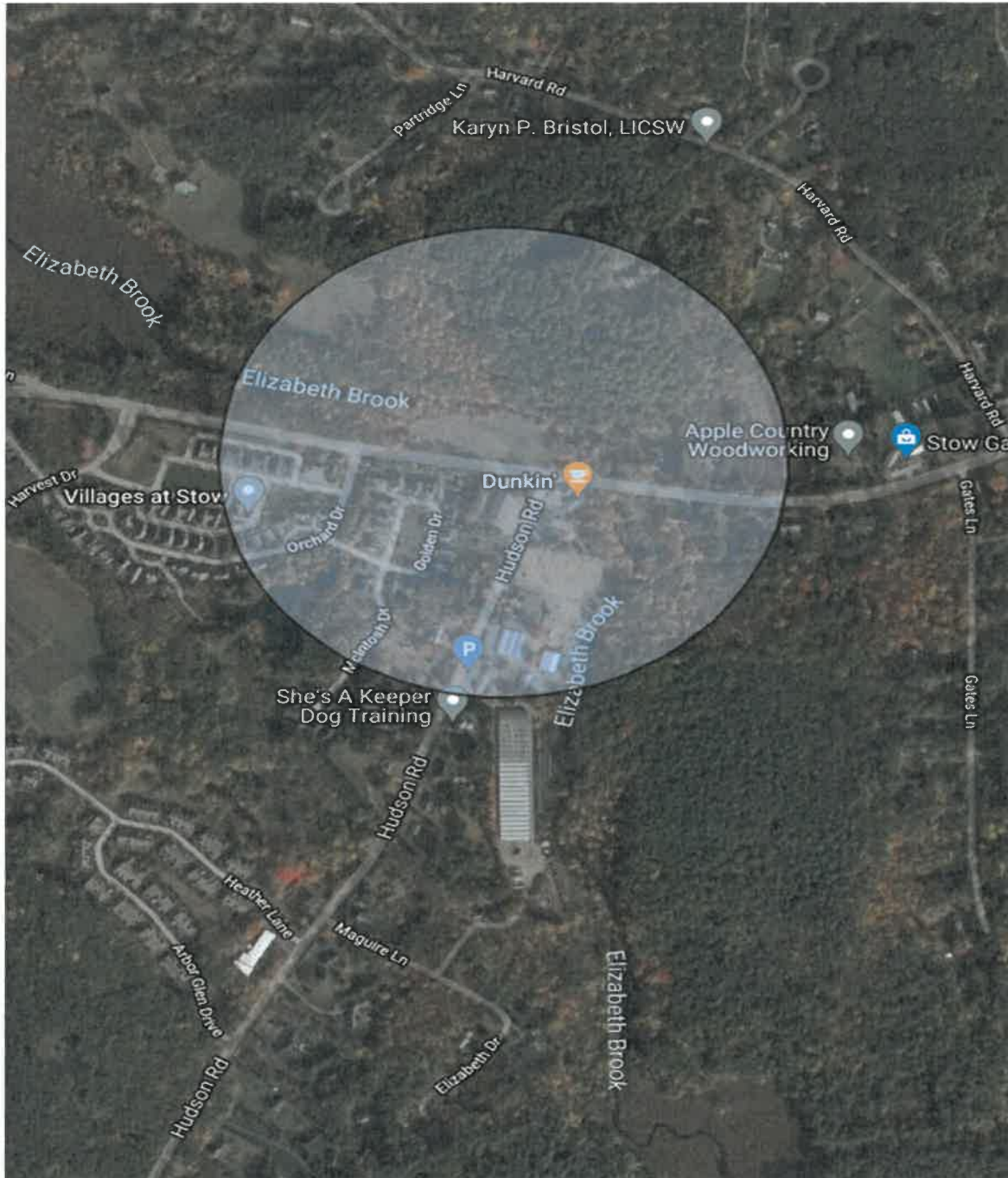
**Whitman St.** - The parking lot for the conservation land would benefit addresses along Gleasondale Rd.

## Proposed Cistern Locations



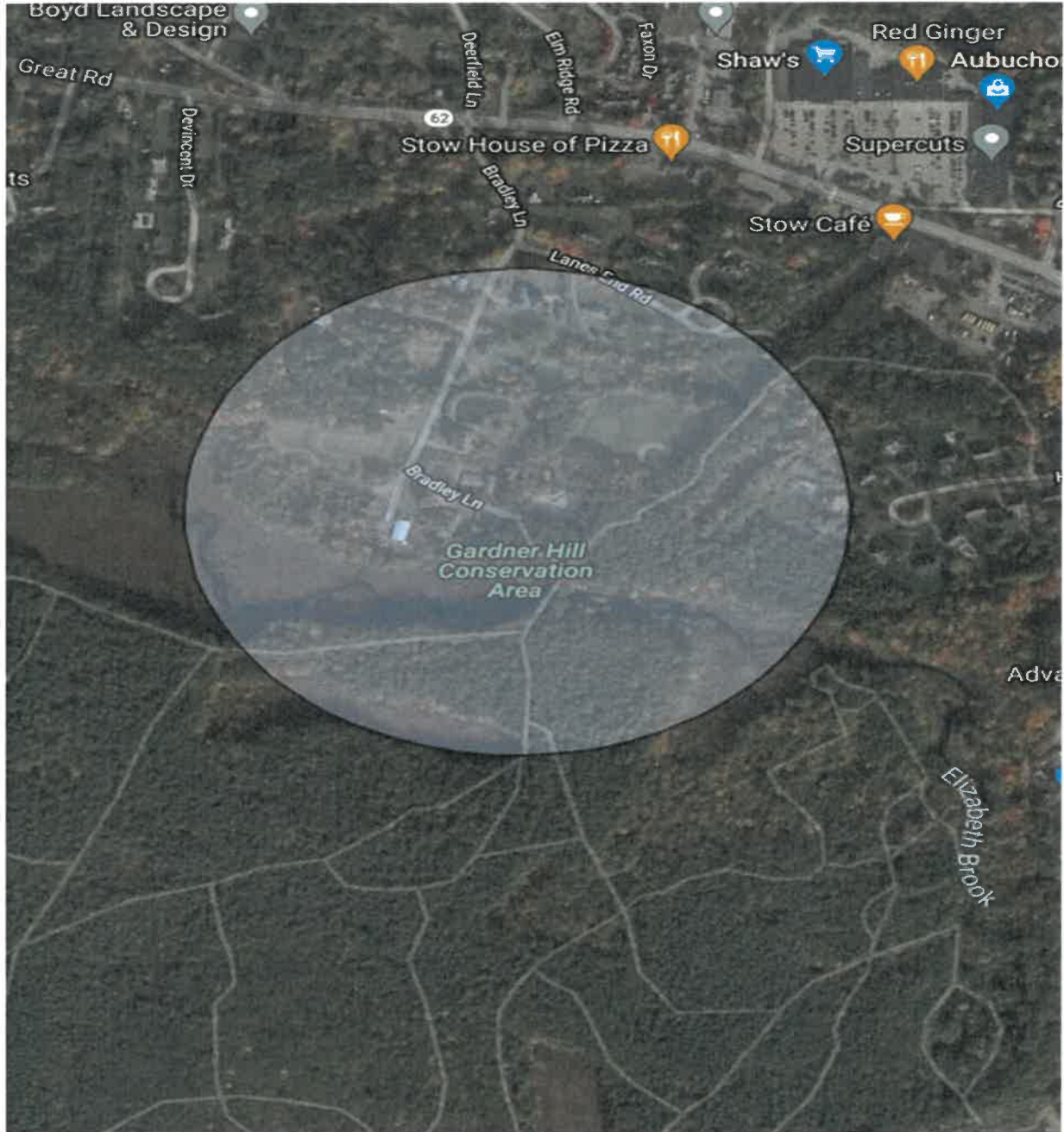
**West Acton Rd** – A cistern on conservation land in the parking lot would benefit homes along West Acton Rd.

Proposed Cistern Locations



Lions Field - Central proximity on Great Rd to help protect homes and businesses.

## Proposed Cistern Locations



**Bradley Ln.** - Ball field parking lot. Protecting property on Bradley Ln. as well as 86 acres in the Town Forest.



# Diversity Discussion

## Next Steps

# MINUTES

Select Board Meeting Minutes  
Tuesday, February 22, 2022  
Stow Town Building & Zoom

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

Absent: Zack Burns

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

The Chair noted that if there is a vote that is not unanimous she will ask for a roll call vote. She also advised everyone participating in the meeting remotely that Stow TV is recording this meeting.

**Public Input:** None.

**Board Member Comments**

Chair Sturgis thanked the Town Administrator and her team for the series of posts for Black History Month. The Nashoba School budget hearing is Tuesday at 6:30 p.m. The Zoom information is posted on their website.

**Appointments**

Barry Evers to the position of Fire Captain

Fire Chief JP Benoit was present, in addition to Barry Evers and his family. Chief Benoit discussed Evers' experience with the department during the past 21 years, including being a training officer, a Call Lieutenant, and his work for the Recruit Program. He is the current water hole coordinator working on the cistern project.

*Board member Salvie moved to appoint Barry Evers to the position of Fire Captain for the Stow Fire Department, effective immediately, for the remainder of a one-year term expiring June 30, 2022, and subject to reappointment at that time. Board member Frecha seconded the motion and it passed unanimously.*

Matheus Alves to the position of Call EMT

Chief Benoit said that Mr. Alves completed his EMT training at Nashoba Regional High School. The Town Administrator noted that he is nationally and state certified.

*Board member Salvie moved to appoint Matheus Alves to the position of Call EMT for the Stow Fire Department, effective immediately, for the remainder of a one-year term expiring June 30, 2022, and subject to reappointment at that time. Board member Frecha seconded the motion and it passed unanimously.*

Colin Taranto to the position of Tree Worker

*Board member Salvie moved to appoint Colin Taranto to the position of Tree Worker in the Highway Department, effective February 25, 2022. Board member Frecha seconded the motion and it was passed unanimously.*

Jackie Spataro and Carole Ann Baer to the SpringFest Committee

*Board member Salvie moved to appoint Jackie Spataro and Carole Ann Baer to the SpringFest Committee for the remainder of two-year terms expiring June 30, 2023. Board member Frecha seconded the motion and it passed unanimously.*

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

- The COVID-19 count is 20 cases in Town, which is a 4.63% positivity rating. The rate is dropping.
- The Community Preservation Committee (CPC) met last week and voted to support the Library request for \$1 million and the SMAHT (Stow Municipal Affordable Housing Trust) request for \$1.1 million. The CPC did not approve the Town Hall project but will work with the committee before the next round opens in December to see how this can be funded.
- Capital Planning met last week with the Police Department and the Highway Department.
- Last week's Masters Academy presentation is available via the TA or the Planning Board webpages. Their timeline shows that they will most likely be applying for permits after April.
- The TA and Conservation Director Kathy Sferra are working with counsel and Stow Acres on the Purchase and Sale and the Retained Rights Agreement for the North Course.
- Town warrant articles are due on Friday, April 1, 2022.
- The TA explained Article 5, Section 3 of the Town's bylaws regarding private roads and private ways in response to calls and complaints about major road repairs on private ways. Main roads and accepted roadways take precedence with highway resources.
- The TA will be on vacation beginning Thursday afternoon and will return on Monday, March 7, 2022.

## **Town Administrator's Presentation of the Fiscal Year 2023 Financial State of the Town**

The Town Administrator began her presentation by reminding everyone that this is the snapshot of what Fiscal 2023 will look like given what we know today; there are still a lot of unknowns.

Stow's certified free cash is \$2,049,610. The goal is for free cash to be at or above 5% of the annual budget, and for FY22 Stow is at 6.9%. Stabilization is currently at \$739,085, and with the TA's FY23 appropriation recommendation of \$200,000 we will be back at the FY19 level. The target range for available funds should be 10%-15% and we are at 9.44%.

The pie chart of the FY22 budget will look the same almost every year, with 67% going to education, followed by public safety, general government, public works, and "other". The pie chart for FY22 revenue will look similar in future years, with 90% from the tax levy, followed by small amounts from state aid, local receipts, and "other". FY23 estimated new growth is \$270,000, up from \$200,000 in FY22.

Stow is expected to receive a total of \$2,162,292 in federal funds through the American Rescue Plan Act (ARPA).

The FY23 department budget requests are at \$31,863,342 which is a 6.56% increase. The proposed increases from Minuteman High School and the Nashoba Regional School District make up \$1.1 million of the increase.

Capital requests are up 1,548% with an approximate total of \$15.7 million in requests, which includes \$6.5M for the Library, \$4.5M for the Lake Boon Dam, \$2.5M for Stow Acres, repairs and upgrades to the Town Building water system, and other capital projects to be funded through ARPA funds.

Health insurance is increasing by 8.5% overall. Assistant Town Administrator/HR Director Dolores Hamilton is comparing our current group, the Minuteman Nashoba Regional Health Consortium, to other plans and groups.

The TA gave an overview of her FY23 budget recommendations including: annual appropriations to the OPEB Trust and the Stabilization Account, improvements to the Facilities Department by budgeting for regular building maintenance and adding custodial hours, creating a part-time front desk person at Pompo, investing in the Fire Department's hybrid call model and supporting the SAFER Grant to bring in 4 additional full-time Firefighters, redesigning the pay scale for Recreation summer staff, continuing to work with our state and federal legislators on earmarked funds for Stow, and continue to seek out and apply for grants in all municipal areas.

Steve Jelinek, Chair of the Capital Planning Committee, was present via Zoom. Mr. Jelinek spoke about how CPC spending has increased over the years, most significantly in FY20 and now in FY23. We are not in a normal capital year. Some things have been delayed and are being addressed now, and overall costs have increased.

### **Traffic Safety Advisory Committee (TSAC)**

Police Chief Michael Sallese and Town Planner Jesse Steadman were present via Zoom to represent the TSAC.

The Chief discussed the memo presented to the Select Board seeking authorization (in accordance with MGL c90 s17C) of a 25 MPH speed limit throughout Stow for thickly settled areas that do not have a posted speed limit, and for town-maintained private ways that meet the MassDOT definition of thickly settled. There are 28 roads that are thickly settled town-owned public ways and about 30 roads that are town-maintained private ways.

Member Salvie asked if the 25 MPH speed limit might be too fast for some small roads; Chief Sallese said this would lower the speed limit from 30 MPH, which is the speed limit if none is posted.

*Select Board member Salvie moved to approve an amendment to the Traffic Rules and Orders, to reduce speed limits on applicable public and private ways, as proposed by the Traffic Safety Advisory Committee, and further, to support the following ARPA funding requests put forward by the Traffic Safety Advisory Committee:*

- *Signage to implement creation of new speed zones as proposed*
- *Delineation of a "Safety Zone" along Crescent Street in the vicinity of Town Center as proposed*
- *Funding for traffic engineering for studies and/or peer review of potential traffic mitigation measures as directed by the Traffic Safety Advisory Committee*

*Board member Frecha seconded the motion and it passed unanimously.*

The Board discussed the TSAC vacancy for a resident-at-large with an engineering background and the necessity of the position.

*Board member Salvie moved to rescind the Resident-At-Large/Engineer seat on the Traffic Safety Advisory Committee. Board member Frecha seconded the motion and it passed unanimously.*

### **Lighting for Autism Awareness Month**

Melissa Whalen was present via Zoom.

Melissa and Kevin Whalen are requesting approval for indoor access to the Community Center and have already spoken with Recreation Director Laura Greenough about booking the function room. They also plan on having a drive-through as they have done previously.

*Board member Salvie moved to approve indoor and outdoor events for Light It Up Blue – Autism Awareness on April 2 from 6-9 p.m. at the Pompositticut Community Center, including the parking area, as proposed by organizers Kevin and Melissa Whalen. Board member Frecha seconded the motion and it passed unanimously.*

### **Select Board 2021 Annual Report**

The Board reviewed the draft of the 2021 Annual Report. Member Frecha asked for two corrections, and member Birch-McMichael asked for one correction.

*Board member Salvie moved to approve the 2021 Annual Report for the Select Board as amended, for inclusion in the 2021 Town of Stow Report. Board member Frecha seconded the motion and it passed unanimously.*

### **Capital ARPA List**

The allocated amount was adjusted from \$500,000 to the \$600,00 that was voted in January, and a new phone system for all 4 buildings has been added to the list. There are items on the list for the Police, Fire, Facilities, Highway, Recreation, Planning, and Building Departments, in addition to one item for the School Department.

Discussion ensued about the widening of Hartley Road. The Board asked the TA to have someone from the school attend the next Select Board meeting for a discussion on this item.

*Board member Salvie moved to approve the capital ARPA list as presented by the Town Administrator at this meeting with the exception of the Hartley Road Widening item. Board member Frecha seconded the motion and it passed unanimously.*

#### **Municipal Employee Face Covering Policy**

The TA reiterated that the COVID numbers are decreasing, and we are at a 90% vaccination status with employees. The Board discussed having a “masks optional” sign at the front door. The Board discussed if staff that need to enter private homes for non-emergencies should continue to wear a mask. The current policy is for the Town buildings only.

Fire Chief JP Benoit said that the Fire Department has OEMS (Office of Emergency Medical Services) protocols that require them to wear masks for all medical calls even if the policy is discontinued.

If needed, the Town Administrator can implement a temporary policy as she has done previously.

*Board member Salvie moved to discontinue the Town’s Municipal Employee Face Covering Policy enacted on January 11, 2022 effective at 11:59 p.m. on February 28, 2022. Board member Frecha seconded the motion and it passed unanimously.*

#### **Meeting Minutes**

*Board member Salvie moved to accept the minutes of the February 8, 2022 meeting as written. Board member Frecha seconded the motion and it passed unanimously.*

**Correspondence:** No comments.

#### **Adjournment**

*At 9:10 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.*