

AGENDA  
SELECT BOARD  
September 27, 2022  
7:00 p.m.  
Town Building & Zoom

**The public may attend the Select Board meetings in person or may participate via remote Zoom access**

Join Zoom Meeting

<https://us06web.zoom.us/j/87310784202?pwd=UDRhMTh0aXZlakIxWWhVcEIEZUxMQT09>

Meeting ID: 873 1078 4202

Passcode: 022139

1. Public Comment
2. Board Member Comments
3. Recognition
4. Town Administrator's Report
5. Discussion and Possible Vote
  - Assessor Kristen Fox to discuss FY23 Appraisals
  - Appeal of Public Shade Tree Removal, in accordance with M.G. L. Ch.87, §4
    - 30-inch, white pine in front of 389 Taylor Road
  - Request to participate in Randall Trustees Trivia Event
  - Town Administrator's Performance Evaluation and FY23 Goals
  - Draft EDIC Committee Charge
  - Select Board Correspondence Discussion
6. Correspondence
7. Adjournment

Posted Friday, 9/23/2022  
11 a.m.

# **DISCUSSION & POSSIBLE VOTE**

# Assessor Kristen Fox to Discuss FY23 Appraisals

Appeal of Public Shade Tree  
Removal, in accordance with  
M.G. L. Ch.87, §4



**TREE WARDEN**  
**HIGHWAY DEPARTMENT**  
88 South Acton Road  
Stow, MA 01775  
978-897-8071  
Fax 978-897-5682

### **NOTICE OF PUBLIC HEARING FOR TREE CUTTING**

In accordance with MGL Ch. 87, a Public Hearing will be held by the Stow Tree Warden on Friday, September 16, 2022, commencing at 2:00 PM, on Taylor Rd in front of house #389, for the purpose of hearing any objections to the cutting/removal of one 30-inch d.b.h white pine, a public shade tree, situated in front of said property, at the request of the homeowner.

Any objections to the cutting of this tree must be put in writing, and may either be sent to the Highway Department at the address shown above, or be submitted at the hearing. In order to be valid, any and all correspondence must be received by the Tree Warden prior to the close of the hearing.

Questions or comments may be directed to the Tree Warden at [bruceefletcher@verizon.net](mailto:bruceefletcher@verizon.net) or 978-430-6359.

Bruce E. Fletcher  
Tree Warden

For publication two times in the Stow Independent

### **REPORT OF THE HEARING:**

A duly noticed hearing was held on Friday, September 16, 2022 in front of 389 Taylor Rd. The hearing was opened at 14:00 hrs and closed at approximately 14:20.

I was handed two letters, one from the residents of 386 Taylor Rd, Tom and Lisa Blough, who are in support of its removal, and one from Cordula Schwarz in opposition to its removal. The letter in opposition was signed by five Taylor Rd residents from numbers 352, 353, and 447. An attempt to summarize the content of both letters is included below. The letters will be attached.

The letter in opposition to the cutting of the tree was mostly generic in nature, seemingly opposed to the cutting of trees in general, explaining the inherent value of trees in the environment, pine trees in particular, not anything specific to this particular tree except that it seems healthy and doesn't seem to pose a safety hazard, in the opinion of the writer.

The other letter presented at the hearing in favor of cutting the tree was also received by email prior to the hearing. It was from the residents of 386 Taylor Rd, which sits directly across the street from the tree in question. The letter explains the danger they believe the tree poses to their property and their concern for their personal safety because the tree is leaning towards their house, the crown being very one sided and heavily weighted in their direction, and being tall enough and heavy enough to come through their roof and into the rooms below where they sleep, in the event that it fell. The letter also explained the unique opportunity to have the tree taken down now at no cost to the taxpayers because the neighbor can include it with other trees being taken on his property.

I explained why the hearing was being held, that the tree met the definition of a public shade tree under the law, and my observations of the tree. Because the tree appears healthy I could not declare it a hazard at this time, therefore I could not give permission to have it removed without a hearing. But because I recognize the potential danger it poses due to it's lopsided crown, it's significant lean in one direction, and the three targets - wires, road, and house - that I would not object to its removal, but I decided to hold the public hearing because it doesn't necessarily pose an imminent threat.

The resident of 386 pointed out that there are no trees behind the pine to protect it from the wind, which I agreed was also important to note. I expanded on that point, saying that it's trees like this that come down in storms because they catch the wind like a sail, and not dead trees that have no foliage and almost always survive storms, even though they look hazardous.

The residents of 386 verbally reiterated their fear of the tree and that they personally know of people who have had trees fall through the roofs of their houses, and in one case a neighbor of theirs where they used to live, where a tree fell through their roof and a limb impaled the bed where the residents would normally have been sleeping. They expressed that since they have put these concerns in writing, the liability is now on the Town and those who objected to its removal.

There were some questions about who the applicant was, and why it wasn't the residents at 386 if they were the ones who felt endangered. An attempt was made to explain that the applicant was a resident of 389 who was willing to pay to have the tree removed as part of an upcoming tree removal project on his property. That resident, Paul Carbary, was unable to attend the hearing.

I explained that under the law, since a letter of opposition was received, this request could be appealed to the selectmen and their decision would be final.

*Note: The above report was written after the hearing, based on recollections. No minutes were taken at the hearing.*

ADDENDUM TO THE HEARING REPORT ABOVE:

I did *not* ask the one attendee who was also a signatory on the letter of opposition if her opinion had changed after hearing the reasons for the request to cut the tree. But since this report is going to be shared with her as well as other interested parties, and since she agreed to share any correspondence with the other signatories of that letter, I hereby officially give them the opportunity to withdraw their opposition in light of the reasons given for the request to cut the tree. If they so choose, such withdrawal of opposition would have to happen prior to the tree-cutting project at #389, in order to have any effect. I believe the start of that project is imminent. So I ask that they let me know as soon as possible.

After the window of opportunity passes, to have the tree removed by the abutter as part of their project, any financial obligation to remove the tree in the future, in order to eliminate any danger posed by the tree, falls upon the taxpayers. If an appeal to the Selectboard occurs, it will likely fall outside that window of opportunity to have the abutter assume the costs. The next scheduled meeting of the Selectboard is September 27. No official decision to appeal has been made at the time of this writing.

It should be noted that opposition to cutting trees in general, not specific to a particular tree that is the subject of a hearing, has not withstood scrutiny in the past, such opposition being determined to not necessarily meet the inferred intent of public hearings under the public shade tree law.

Notwithstanding the results of this public hearing or any subsequent decision made about the tree as a result of the hearing, the Superintendent of Streets, Tree Warden, or Selectboard may at any point in time declare that the tree in question endangers the public, and the Hudson Light and Power Department may determine that the tree endangers their power lines, based on the same reasons given at the hearing or for other reasons, and therefore have the tree removed without a public hearing and without advance notice to the public, in accordance with G.L. c87, s5 and/or other statutes governing public utilities.

*End of Report and Addendum*

*Bruce E. Fletcher*

*Tree Warden*

Signed electronically, Monday, September 19, 2022 at 12:52pm

cc: by email,  
Tom Blough  
Paul Carhary  
Cordula Schwarz  
Supt of Streets Nadeau

att: 2 letters; attendance sheet

Tom and Lisa Blough  
386 Taylor Road  
Stow, MA 01775  
September 16, 2022

Mr. Fletcher  
Highway Department  
88 South Acton Road  
Stow, MA 01775

RE: Public Shade Tree Removal at 389 Taylor Road

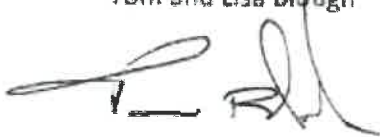
Dear Mr. Fletcher:

We are writing to request that you allow the homeowner at 389 Taylor Road to remove the white pine in front of their property. Our house at 386 Taylor is the only one directly placed in danger by the presence of this tree. The tree trunk is leaning directly toward our house, with a canopy that is also very one sided and heavily weighted in the same direction. It is tall enough and close enough to fall across our roof and heavy enough to come through the roof into the rooms below, where we sleep. We feel that it presents an ongoing danger to us living in our house that warrants its removal.

A unique opportunity is presented now as this can be done at no cost to the town; our neighbor is willing to add the cost of taking the tree down to his own costs while doing some other tree removal.

Sincerely,

Tom and Lisa Blough

A handwritten signature in black ink, appearing to be the names 'Tom' and 'Lisa' written together in a cursive style.



Bruce E. Fletcher  
Tree Warden  
Stow Highway Department  
88 South Acton Road  
Stow, MA 01775

**RE: Notice of Public Hearing For Tree Cutting**

Dear Mr. Fletcher,

In response to the notice of public hearing for the cutting/ removal of one 30-inch d.b.h. white pine situated in front of 389 Taylor Road in Stow, MA, we the undersigned are hereby objecting to the cutting/ removal of said pine tree.



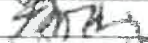


Eastern White Pine, also known as "Tree of Peace" by the Native American Haudenosaunee, is a treasure of the New England landscape and one of the tallest native trees in North America. Due to their long taproots white pines are able to grow in hotter, drier landscapes, which makes them some of the few trees that are able to grow in a diversity of climates

Eastern White Pines also provide much needed shade, which is more important than ever, given the climate crisis, hotter than normal summers, and unprecedented droughts like the one we are currently experiencing in Stow. Additionally, these trees have many dependents, including birds and mammals that feed on the seeds and nest in the trunks, as well as the larvae of the eastern pine elfin that feed on the needles.

The majestic white pine in front of #389 Taylor Road is an important tree, which contributes to the health of the ecosystem of our beautiful town of Stow. This is the reason why we object to its removal. This white pine does not look diseased and we don't think we can afford to cut it down when the country is currently losing so many trees to devastating wildfires, floods or new developments.

We respectfully object to the request to cut a seemingly healthy tree, which doesn't seem to pose a safety hazard to drivers, pedestrians, pets or wildlife.

Sincerely,

Name	Signature	Address
Lordula Schwarz		353 Taylor Road, Stow
S. Cherman		447 Taylor Rd Stow
RICHARD FISHMAN		447 TAYLOR ROAD, STOW, MA
DONALDSON JOHNSON		352 TAYLOR RD. STOW, MA
(NEEDLE) ONYSDA		352 TAYLOR RD. STOW, MA



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Questions or comments may be directed to the Tree Warden at [bruceefletcher@verizon.net](mailto:bruceefletcher@verizon.net), or 978-430-6359.

Bruce E. Fletcher  
Tree Warden

For publication two times in the Stow Independent

**ATTENDANCE**

<u>NAME</u>	<u>ADDRESS</u>	<u>CONTACT INFO (OPTIONAL)</u>
TOM BLOWEN	386 Taylor Rd.	617-678-4319
Cordula Schwarz*	353 Taylor Rd	978-897-4916
Lisa Blough	386 Taylor Rd.	617-678-4318
RA (Russ Lawrence)	389 Taylor Rd	

\* cordula\_schwarz@hotmail.com

<b>Part I</b>	ADMINISTRATION OF THE GOVERNMENT
<b>Title XIV</b>	PUBLIC WAYS AND WORKS
<b>Chapter 87</b>	SHADE TREES
<b>Section 3</b>	CUTTING OF PUBLIC SHADE TREES; PUBLIC HEARING; DAMAGES TO FEE OWNER

Section 3. Except as provided by section five, public shade trees shall not be cut, trimmed or removed, in whole or in part, by any person other than the tree warden or his deputy, even if he be the owner of the fee in the land on which such tree is situated, except upon a permit in writing from said tree warden, nor shall they be cut down or removed by the tree warden or his deputy or other person without a public hearing and said tree warden or his deputy shall cause a notice of the time and place of such hearing thereof, which shall identify the size, type and location of the shade tree or trees to be cut down or removed, to be posted in two or more public places in the town and upon the tree at least seven days before such hearing and published in a newspaper of general circulation in the city or town once in each of two successive weeks, the first publication to be not less than seven days before the day of the hearing or if no such local newspaper exists then in accordance with the provisions of section six of chapter four; provided, however, that when a public hearing must be held under the provisions of this section and under section fifteen C of chapter forty prior to the cutting or removal of a tree,

such hearings shall be consolidated into a single public hearing before the tree warden and the planning board, or if there is no planning board, the selectmen of a town or the city council of a city, and notice of such consolidated public hearing shall be given by the tree warden or his deputy as provided herein. Any person injured in his property by the action of the officers in charge of the public shade trees as to the trimming, cutting, removal or retention of any such tree, or as to the amount awarded to him for the same, may recover the damages, if any, which he has sustained, from the town under chapter seventy-nine.

**Part I** ADMINISTRATION OF THE GOVERNMENT

**Title XIV** PUBLIC WAYS AND WORKS

**Chapter 87** SHADE TREES

**Section 4** CUTTING DOWN OR REMOVING PUBLIC SHADE TREES;  
APPROVAL OF SELECTMEN OR MAYOR

Section 4. Tree wardens shall not cut down or remove or grant a permit for the cutting down or removal of a public shade tree if, at or before a public hearing as provided in the preceding section, objection in writing is made by one or more persons, unless such cutting or removal or permit to cut or remove is approved by the selectmen or by the mayor.

## Joyce Sampson

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**From:** tom@thebloughs.net  
**Sent:** Thursday, September 22, 2022 3:56 PM  
**To:** selectboard  
**Subject:** Street Tree Removal at #389 Taylor Road  
**Attachments:** 389 Taylor Rd Tree removal.pdf

Hello,

Attached is a letter to the SelectBoard regarding the Street Tree removal requested at 389 Taylor Road. Included in the PDF is the Stow Tree Warden's report.

High resolution copies of the photos in the report can be found at  
<https://www.dropbox.com/sh/hfataecm153yh8t/AAAsZQJsfkcdBO8Q7KRXVz4Sa?dl=0>

Thank you,

Tom Blough

In regards to the Stow Tree Warden's hearing on cutting a white pine street tree at #389 Taylor Road, the following supporting documentation in favor of the tree's removal is presented to the Board for consideration.



This photo shows the white pine in question in the center of the photo. While this tree is on the north side of Taylor Road, it leans completely over the road and power lines, the crown is heavily weighted to

the side of the lean, and it is not protected from the wind by any other trees nearby making it a significant hazard. The corner of residence at #386 can be seen on the left side of the photo.

The next satellite photo from Google Earth taken in wintertime clearly shows the tree's lean and proximity to #386 Taylor Road.



Given the tree's lean, canopy structure, and height, when it falls, it will impact the second story bedrooms of #386 Taylor Road.

Objections to the removal of this tree are based on the loss of wildlife habitat and the health of the ecosystem. The following satellite photograph clearly shows the tree cover in this section of Stow. We feel that the removal of this single white pine will have a negligible effect in both wildlife habitat and the local ecosystem. To further mitigate the objector's concern on the loss of wildlife habitat, the owners of #389 and #386 plan on replacing this one white pine with multiple deciduous trees sited so that they do not endanger the power lines.





The tree in question is located in the center of the photograph on the previous page, between the markers for #389 and #386. The other three red markers are the location of the objector's residences, the nearest of which is 0.2 miles from the tree in question. The applicant and supporter both face substantial real risks while the objectors all live comfortably far away, such that they are safe from harm when the tree falls.

**\*\*NOTE\*\*** As of 9/22/0222, 3:45pm the objections by the owners of #352 and #447 have been withdrawn. #353 is the only remaining objector to the tree's removal.

The action to remove this street tree is taken at this time as the owners of #389 are contracting the removal of trees on their property and the incremental cost of removing this additional tree is reasonable. No cost will be incurred by the town of Stow if the tree is taken down at this time.

In conclusion, we feel the main objection against the removal of this tree; "(it) doesn't seem to pose a safety hazard to drivers, pedestrians, pets or wildlife", is completely contradicted by evidence and the more compelling concern is the clear and present danger to both life and property of the current and future residents of #386 Taylor Road.

Randall Trustees  
Trivia Event  
Request

## Denise Dembkoski

---

**From:** Andy Riecker <andyforstow@gmail.com>  
**Sent:** Thursday, September 22, 2022 7:38 AM  
**To:** selectboard; Denise Dembkoski  
**Subject:** Randall Trivia Event

Hi Select Board!

The Randall Trustees are planning a fundraising event to benefit the Library on October 28th in the afternoon/evening. This is independent of the Revitalize Randall campaign and all proceeds will directly support the Library and Tina's petty cash budget. While the Friends have had their fundraising events, we'd like to do this one ourselves.

The event is a trivia contest, details to be determined, but it will be a fun and light-hearted event. Think more 'Whose Line is it Anyway?' and less 'Jeopardy.' We planned to have town favorites participate in the contest, but our date wouldn't work for some. We do have Kate Hogan locked in as a participant, so we'll certainly be moving forward. It may sound awkward, but we'd like to invite the Select Board to participate as a single group. So Kate and her Chief of Staff would be a team, the Select Board would be another, and we're working out the details of the 3rd.

Does this sound like something the SB would be able to support us with, either as a whole or any number of members as a team?

Thanks, I hope we can work something out for the end of October.

Andy Riecker  
Chair, Randall Library Trustees

**Town Administrator's  
Performance Evaluation  
and FY23 Goals**



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

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

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

*Dolores Hamilton*  
*Assistant Town Administrator*  
[asstownadmin@stow-ma.gov](mailto:asstownadmin@stow-ma.gov)

To: Members of the Select Board  
From: Dolores Hamilton, Assistant Town Administrator/HR Director  
Date: September 22, 2022  
RE: Town Administrator Evaluation

I received revisions to the Town Administrator's performance evaluations submitted by three members of the Board. The submissions included changes to the numerical rating and additional, modified, or deleted comments. After reviewing the ratings and comments, I have made the recommended edits/changes to the final draft of the document.

Sincerely,

Dolores Hamilton,  
Assistant Town Administrator

9/22/2022

## **Evaluation of Denise Dembkoski**

**For the period September 1, 2021 to August 31, 2022**

Conducted by the four members of the Selectboard: Megan Birch-McMichael (Chair), Ellen Sturgis, Cortni Frecha, and Ingeborg Hegemann Clark.

### **Overall Summary**

*Comments from Board members include:*

Denise received the highest of marks in most categories, not because there is no room for improvement, in fact, we all have room for improvement. Denise is an earnest and diligent person who works hard on behalf of the Town. She seems devoted to excellence without perfectionism. Denise is her own biggest critic and will address any area that she feels she needs to improve in, she will self-correct before it even comes to the table where it is something that we would need to evaluate. Her communication has changed the norm for Stow! She is the strong leader that we need in this town and hopefully, she will continue to shepherd the town through the new phases that we are entering, along with the oversight of the Select Board Whether it is with large housing developments, or schools, or business development in Lower Village, we are lucky as a town to have Denise's leadership.

Her overall evaluation was 4.7 out of a possible 5.0. We are incredibly lucky to have her and are grateful for her leadership and administration.

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*Below is a summary of comments made in each of the 10 categories. The numbers represent an average score of the 5-7 specifics listed within each category, take from the four individual evaluations.*

### **The ratings are as follows:**

- 1 – Unsatisfactory
- 2 – Needs Improvement
- 3 – Satisfactory
- 4 – Good Performance
- 5 – Outstanding Performance

**SECTION I.**

**DECISION MAKING** – The Town Administrator must have the ability to make sound decisions and solve difficult problems.

One of the reasons Denise was hired to the TA position is that it was clear from her interview that every decision that she makes has corollary information to back it up. If she needs to make a hard decision, it is not off-the-cuff, but it is well-researched and in the best interest of the town. Some of the largest projects that we have in town currently (see: Stow Acres, the library) have been due to the top-down innovative collaboration that Denise oversees. Denise can guide the Select Board meetings to be more thoughtful about different personalities.

Average rating: 4.7

**COMMUNICATION** – The Town Administrator must be effective with the residents, staff, news media, and elected officials.

Denise has worked hard to make Town Government more transparent. There has been some opposition and desire to keep the “way things have been done”, but Denise has been steadfast in making sure that boards and committees are complying with the letter of the law. Her memos in the meeting agendas for the Select Board provide an in-depth view of her thought process for any decision or suggestion that she is making about a particular topic, and they are valuable for our discussions. The Board has largely agreed with the TA’s opinions in the first two years, subject to her well-based strong opinions. Denise moves things along quickly and efficiently, but we all need to show a bit more tolerance and the TA can lead by example. Denise is open and available to the public and their concerns. Some folks will always be harder to work with than others.

Average rating: 4.6

**PERSONAL DEVELOPMENT** – An effective policy maker must develop personal characteristics which are conducive to the smooth operation of the governing body and government.

Denise is one of the hardest working people that I have come across in my professional life. She takes pride in her job; she respects the people that she works with and is constantly striving to be a better Town Administrator. She responds to residents in a timely manner, and she is willing to listen to all sides of issues. Denise is direct (“quite frankly”). This is a good quality. While it is the Chair’s job to set the agenda, at times information is sensitive and not shared at board meetings.

Average rating: 4.6



**PLANNING** – In order for the government to be efficient and meet its future needs, decisions must be deliberate rather than reactionary. Planning is the instrument of deliberate action.

Denise is successful in all aspects of her job and one of the most successful areas is in the town budget. Denise has been able to release the valve a bit from our previous mode of saving/spending. This has allowed for more creative spending that has benefitted the town. The trust in Denise as she guides us through the budget season is incalculable; every cent is spent is for the greater good of the town. Denise has consistently recognized what needed to be changed/improved and has thought through priorities and not tried to fix everything at once! This has been particularly effective with the budget and HR needs. Her patience with Cemetery/Highway is a perfect example. Some were critical of Denise's role on the Library Building Committee. This action shows her commitment to monitoring the town's budgetary needs.

Average rating: 4.8

**LEADERSHIP/SUPERVISION** – The ability to guide the government forward and effectively supervise staff is crucial to growth and progress.

Though not in the office to fully view all the specific criteria all the time, there is confidence in Denise due to the in-depth TA reports that the Select Board receives that touch on most of these items. Denise regularly recognizes the accomplishments of her staff in public settings. She has worked to put in place an Asst. TA/HR Director, who creates the framework for these evaluations to take place and she is respectful of differing opinions among the staff. It is clear in discussions with staff members that they not only respect Denise, but they also enjoy working with her. Denise takes on work to gain efficiencies but could delegate more to staff. Continue recognizing and appreciating staff, including off site staff, such as the COA.

Average rating: 4.3

**UNDERSTANDS ROLE** – The role and function of a Town Administrator is generally well defined in the Town Charter. Serious problems arise when an Administrator does not understand that role or exceeds his/her authority.

Denise is fulfilling the role for which she was hired and which she took on. Denise intends to create a culture and atmosphere in which she will be comfortable by surrounding herself with people she respects and can work with.

Denise is respectful of the Board Chair position and is collaborative in setting an agenda that helps move items forward for the Board. While it is the Chair's job to set the agenda, the TA can encourage the Chair to solicit items and acknowledge other's suggestions. Denise deals promptly with time-sensitive items. If question arise, such as "is this allowed" and Denise is quickly able to point to the statute in Mass General Law or a section of our Charter that applies to the situation. TA quotes Charter frequently and as a

rule knows it well. She is occasionally asked by staff, or a committee chair, to attend a committee meeting. Denise should attend when requested with the understanding that but most function well without her regular presence. Ad hoc committees like Town Hall and Library Building may need her assistance. Her wisdom and experience are invaluable. There is complete trust in her extensive knowledge of how municipal government works and how we as a Board work with the TA.

Average rating: 4.7

**TEAM PLAYER** – Excellence in government requires teamwork. A good team member must constantly strive to cooperate with other members of the governing body.

Denise works extremely well with her staff and sees them as team players. From Department Head meetings to planning staff appreciation events, she has really fostered a sense of community in the town government. Denise has made enormous strides in improving staff morale generally, and pulling team together, such as the “leadership” (dept heads) team and creating the first Diversity, Equity, and Inclusion team. This is truly groundbreaking improvements.

Average rating: 4.8

**CONDUCT AT MEETINGS** – The success of a local government depends on the productivity of the meeting of the governing body.

Denise is a great asset at meetings. Her astute observations and direct, on-topic and responsive comments often aid the progress of the meeting. Denise’s input is greatly appreciated. If questions come up, Denise will respond with information the Select Board may not have. Denise is respectful by raising her hand to comment if she feels that the Board is either off-topic, off-agenda, or is careening down a path of discussion that she can provide a quick answer to. The Select Board is grateful for her continued participation, her clarity, her brevity, and her professionalism.

Average rating: 5.0

**ETHICS** – A responsible Town Administrator adheres to a set of standards which are above reproach, consistently upholds the public trust.

Denise has proven to be a pillar of professionalism in her job. She is not a “yes” woman; if she feels strongly about a topic, she will discuss all ramifications of a decision. We have not agreed on every item over the last couple of years, but there is a mutual respect in how decisions are made that are for the betterment of the Town. The Select Board couldn’t ask for a harder-working TA.

Average rating: 4.8

9/22/2022

PANDEMIC LEADERSHIP – A Town Administrator should demonstrate leadership, knowledge, and a willingness to adapt to unforeseen situations.

From providing the Board (and the public) with current COVID case counts, to working with the Board of Health and other Town entities to obtain testing kits and distribute them; Denise has continued to provide transparent leadership throughout the pandemic. Denise stepped in when BOH was silent and lead the Town through a difficult, changing time.

Average rating: 4.7

## FY23 DRAFT Town Administrator Goals

1. Work with the Planning Department to finalize Lower Village water study; either prepare a report as to the proposed steps moving forward (if data is available in a year's time). Is there water feasibility or not? If so, what is the fiscal responsibility that the town is willing to entertain based on funding available, etc. Lower Village water study should include potential mixed use zoning requiring space for sewage treatment as well as lots of water use both residential and business. (MBM, CF)
  
2. Pending October meeting; establish a new Town Hall committee with a clear charge, or disband committee and figure out next steps to preserve the building so it doesn't fall down.  
Assist in moving forward Town Hall improvement plan (MBM, CF, ES)
  
3. Update website to provide better transparency with consistency for all departments, boards, and committees. (ES)
  
4. Stay involved with the Bose property sale and assist in bringing any future project to fruition. (ES)
  
5. Spearhead a taskforce to prepare the Town for drought and flooding. What can the Town do to better prepare? (IH, CF)
  
6. Work with the Green Advisory Committee to investigate a plastic bag ban, as well as the feasibility of banning new gas connections in Town. (IH)
  
7. Speed limits and truck restrictions on Stow streets - especially in light of potential Amazon warehouse in Hudson we need to be on top of our traffic restrictions proactively. (CF)
  
8. Possible subsidy of Stow Independent to deliver to all homes at least quarterly or even bi-monthly as a further means of transparency and inclusivity. (CF)
  
9. Shuttle to commuter rail (CF)

10. Mixed-use zoning in Lower Village (CF)
11. Ensure functional working relationship between EDIC and PB, including working with them on definition of being a business-friendly community (ES)
12. Keep SB apprised of Charter Review committee progress (ES)
13. Work with Planning Board to ensure progress on revising Master Plan (ES)
14. Work to advance affordable housing in Stow (either through advancement of the MBTA Initiative or the Red Acre project) (ES)

**DRAFT**  
**EDIC Charge**

## **Mission Statement**

As an advisory committee, the Stow Economic Development Committee (EDIC) shall support new and existing businesses, identify needs, and action steps to further business opportunities within the Stow community. The EDIC shall work with Stow Boards and Commissions, Stow businesses, and residents to better understand and balance community needs and business development within the town. To achieve these goals the EDIC shall develop baseline business information and studies on Stow's evolving economic condition as well as provide liaison and/or advocacy between the town of Stow Government and business interests within the community.

## **Definitions**

**Advisory Committee / Board** – Volunteer group with the primary function of gathering information via personal survey, informal and formal sources of concern to that group. Summarizing and presenting that information via written, and/or presentation to governing boards for the purpose of providing perspective(s) that may otherwise be under represented within the community. Advisory Committee / Board(s) do not have “legislative” duties.

**EDIC reporting** – The ECIC reports to the Town of Stow Select Board.

**EDIC members** – Are appointed by the Select Board with input from seated and current EDIC members

# Select Board Correspondence Discussion