

AGENDA  
SELECT BOARD  
October 11, 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/88061063800?pwd=VnRkS1NjNUltRmJic1ZsTmtWQitRQT09>

Meeting ID: 880 6106 3800

Passcode: 356529

1. Public Comment
2. Board Member Comments
3. Town Administrator's Report
4. Appointments
  - Promotion of Jerry Camara to the position of Highway Mechanic
  - Appointment of Corey Parks to the position of Highway Driver/Laborer
  - Appointment of Dean Osborne to the position of Highway Driver/Laborer
  - Lisa Lavina to the Randall Library Building Committee 2.0 to serve until the project is complete and the renovated library is fully open
  - Kat Copeland to the Randall Library Building Committee 2.0 to serve until the project is complete and the renovated library is fully open
5. Discussion and Possible Vote
  - Sign the November Election Warrant and receive an election update from the Town Clerk
  - Stow Girl Scout Troop to request permission for their community project
  - PFAS Update with Mary Jude Pigsley, Regional Director, MassDEP
  - Chief Michael Sallese
    - Update to the rules and regulations to conform with the CROWN Act
    - Request for the Department to participate in No Shave November to benefit the Home Base Program
  - Charter changes the Select Board would like to propose
  - Draft EDIC Committee Charge continued discussion
  - Town Administrator's FY23 Goals
6. Meeting minutes
  - September 13, 2022
  - September 27, 2022
  - October 4, 2022
7. Correspondence
8. Adjournment

Correspondence received:

10/6/2022 from Jennifer Connor; In support of Girl Scout Troop #62427

10/3/2022 from Bruce Fletcher; Request for removal of town tree at corner of 153 Harvard Road driveway

9/30/2022 from Andy Riecker; Randall Trivia Event

9/30/2022 from Niall Connors (Verizon); LFA Notice – Cinemoi Channel

Posted Thursday, 10/6/2022  
3 p.m.

# **APPOINTMENTS**

# Appointment

Promotion of Jerry Camara to the  
position of Highway Mechanic



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

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

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

I am pleased to recommend Jerry Camara to be promoted to the position of Mechanic for the Highway Department.

Jerry has worked for Stow since September 2020 as a driver/laborer and has stepped up since the Mechanic position has been vacant (July 2022). Jerry has more than 4 years experience as a Mechanic Technician and is eager to take on the role permanently. The minor changes and improvements he's already implemented have made a big impact and I look forward to seeing more of what Jerry recommends.

I think Jerry will make a seamless transition from driver/laborer to mechanic and I respectfully ask for your ratification of the recommendation.

*Denise M Dembkoski*

# Appointments

Corey Parks and Dean Osborne  
to the positions of  
Highway Driver/Laborer



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

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

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

I am pleased to recommend Corey Parks and Dean Osborne to the positions of Driver/Laborer for the Highway Department.

We have had these two vacancies since November 2021 and I am thrilled that we have two experienced candidates to fill these roles. In addition to having truck driving experience, both have tremendous other experience that will be an asset to the department and Town. Both are experienced plow drivers and we look forward to getting them onboard before the winter.

We are excited to have Corey and Dean join our team and I respectfully ask for your ratification of the recommendations.

*Denise M Dembkoski*

# Appointments

Lisa Lavina and Kat Copeland  
to the Randall Library Building  
Committee 2.0



***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)

I would like to recommend Lisa Lavina and Kat Copeland to fill two of the Resident At-Large seats on the new Randall Library Building Committee 2.0. Lisa and Kat have been involved with this project since 2020 when the movement towards a new/renovated project commenced. Their work on the preliminary design committee, and in library volunteerism overall has been a tremendous asset to Stow and I am thrilled they would both like to see this project through to completion.

I respectfully ask for your ratification of the recommendation.

*Denise M Dembkoski*





Town of Stow  
**SELECT BOARD**

Stow Town Building  
380 Great Road

Stow, Massachusetts 01775

(978) 897-4515 selectboard@stow-ma.gov Fax (978) 897-4631

**NOTICE OF VACANCY**

**Randall Library Building Committee**

Appointing Authority:	Select Board
Number of Voting Members:	Eleven (11)
Non-Voting Members:	Zero
Term:	The length of the building process, estimated at 3-4 years

**Composition:**

Town Administrator or designee

Library Director

Building Commissioner

Library Trustees (2)

Residents At-Large (4)

Preference for residents with experience or interests in architectural, construction, landscape, or historical.

**Purpose:**

To oversee the full design and construction of the Randall Library Renovations and Addition.

**Charge:**

The RLBC will guide the Randall Library Renovation project. All major decisions shall be brought to the RLBC for review, approval, and formal submission to the Board of Library Trustees and Town Administrator for final approval.

Throughout the life of the project, the RLBC will work as a team with several consultants including the Owner's Project Manager (OPM) and the Architect firm. The RLBC will develop a timeline, milestones, and plans for the project.

The RLBC will work with the Library Director and Town Administrator to ensure the public is kept informed and engaged with the Randall Library Renovation Project.

**Broad Committee Functions:**

- Identify a wide variety of stakeholders in order to develop and execute multiple communication methods to engage members of the community through the entire design and construction process.
- Form subcommittees at various stages of the project such as:
  - Design – visits the job site, attends job site meetings, and monitors the schedule
  - Interior Design – chooses styles, colors, and furnishings
  - Exterior Design – chooses styles and materials on the building and plantings and structures for the landscaping
  - Relocation – identifies the most appropriate and economically feasible location to relocate the staff and books during the renovations
  - Public Relations – keeps the community informed
  - Groundbreaking/Grand Opening – organizes community celebrations
- Review, evaluate, and approve all project invoices and change orders.
- Provide quarterly updates to the Select Board, Library Trustees, and the public.

**Term:**

The RLBC will serve until the project is complete and the renovated Randall Library is fully open.

**Application:** The Select Board will be accepting applications until the positions are filled. If you are interested, please contact the Select Board Office at [selectboard@stow-ma.gov](mailto:selectboard@stow-ma.gov) or 978-897-4515.

Posted September 16, 2022

Town of Stow Select Board  
Stow Town Building  
380 Great Road  
Stow, MA 01775

September 22, 2022

Dear Select Board Members,

In reply to the Notice of Vacancy, I write to express my interest in serving as a Resident at-Large on the Building Committee that will oversee the full design and construction of the Randall Library Renovations and Addition. I'm aware of the anticipated term of this appointment and am prepared to serve for the duration.

I served in the role of Resident at-Large for the concept design phase Building Committee. I held the 'jobs' of Vice Chair and Clerk. Though I knew a lot about the cosmetic challenges of the building, serving on the Committee gave me a deep understanding of all aspects of the project.

I believe the initial concept design got us a long way toward a building that will serve the many ways libraries operate today. I also hear and understand the concerns that came up during this planning phase. I support the idea of a committee charged with focusing on the exterior design of the proposed addition.

I am a library fan and have been my entire life. I believe that libraries provide a wealth of resources to the community and can be a safe and welcoming space to all who pass through the doors. Our town is long overdue for a library that represents the values of its residents and it's my desire to do whatever I can to see this project through to completion.

Thank you for your consideration.

Sincerely,

*Lisa*

Lisa R. Lavina  
532 Gleasondale Road

Dear Select Board,

October 4, 2022

I would like to be considered as a member of the new Randall Library Building Committee. I would make a good candidate because of my involvement in the community and active participation in library events. I also served on the Randall Library Building Renovation Committee these past 2 years, where I was committed to selecting a design firm for the project.

Professionally, I am an organic chemist that established a business providing patent consulting to biotech firms in the Boston area. This business allows me the flexibility to work from home, set my own hours, and be available for meetings during the day or evening. Personally, I am active in the Stow community with various organizations. I am the STEAM coordinator for Center School through the PTO (Parent Teacher Organization). I also run the Center's Got Talent Show and volunteer with Hale Drama. I am also a member of the Randall Library Friends, which fundraises for the programs at Randall Library and for museum passes. During the book sale I helped on the sale date, and also took donations each week from the library to the community center, and enjoyed "pulling up my sleeves" to get the work done. In all these roles, I interact with many families in town and could solicit opinions and feedback for any further building design elements and construction concerns.

I consider our family to be "super users" of Randall and other towns' libraries. We have twin 11 year olds and a 6 year old. We attend programming each week at Randall and also attend special programming in Bolton, Sudbury, Boxborough, Hudson and Harvard libraries. We take full advantage of the circulation, checking out many books each week, and my husband uses the digital library as well. We've both also enjoyed several adult programs offered by our library. I could give valuable input to the committee, based on these experiences, on how space is currently used at Randall and other "peer libraries" in the area. I can give insight into how families and youth programs might take advantage of renovated library space in the future.

My husband, Matt Copeland, owns a building envelope engineering firm with engineering, architectural and historic building conservation experience. When the committee had questions during the design phase, it was useful to have him to consult with, and he will continue to help us when moving forward with the construction if needed (he himself is too busy to serve on this committee).

The planned renovation of Randall Library is a project that I'm passionate about, and I want to help the project team create a destination that the entire town will be proud of. I attended every renovation building committee meeting over the past 2 years, reviewed many proposals, and enjoyed engaging other committee members in discussions and debates on the designs. On this committee, I also helped gain support for the vote, attended public forums to inform the community of the design proposals, and of course

attended the town meeting to vote on the renovation. I also am planning on helping fundraise through the Revitalize Randall committee, which will be fundraising specifically for the renovation to help offset taxpayer burden, if there is no conflicts with serving on this board (my first priority). In this vein, my family has also made a significant donation for the renovation project to solicit further matching donations from the community.

I would love to serve on this board to bring the Randall Library renovation to fruition. If you have any questions or would like to meet me in person or attend a meeting, please let me know. Thank you again for your consideration of my candidacy.

Sincerely,

Kat Copeland

234 W. Acton Rd, Stow

kwoodin@gmail.com

978-760-8786

**DISCUSSION &  
POSSIBLE VOTE**

Sign the November Election  
Warrant and  
Election Update from the  
Town Clerk

COMMONWEALTH OF MASSACHUSETTS  
WILLIAM FRANCIS GALVIN  
SECRETARY OF THE COMMONWEALTH



SS.

To the Constables and the Town Clerk of the Town of STOW

**GREETINGS:**

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in Elections to vote at:

**PRECINCT 1 AND 2  
THE CENTER SCHOOL, 403 GREAT ROAD, STOW**

On **TUESDAY, THE EIGHTH DAY OF NOVEMBER, 2022**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the State Election for the candidates for the following offices:

GOVERNOR and LIEUTENANT GOVERNOR.....	FOR THIS COMMONWEALTH
ATTORNEY GENERAL.....	FOR THIS COMMONWEALTH
SECRETARY OF STATE.....	FOR THIS COMMONWEALTH
TREASURER.....	FOR THIS COMMONWEALTH
AUDITOR.....	FOR THIS COMMONWEALTH
REPRESENTATIVE IN CONGRESS.....	THIRD DISTRICT
COUNCILLOR.....	THIRD DISTRICT
SENATOR IN GENERAL COURT.....	MIDDLESEX & WORCESTER DISTRICT
REPRESENTATIVE IN GENERAL COURT.....	THIRD MIDDLESEX DISTRICT
DISTRICT ATTORNEY.....	NORTHERN DISTRICT
SHERIFF.....	MIDDLESEX COUNTY

**QUESTION 1: PROPOSED AMENDMENT TO THE CONSTITUTION**

Do you approve of the adoption of an amendment to the constitution summarized below, which was approved by the General Court in joint sessions of the two houses on June 12, 2019 (yeas 147 – nays 48); and again on June 9, 2021 (yeas 159 – nays 41)?

**SUMMARY**

This proposed constitutional amendment would establish an additional 4% state income tax on that portion of annual taxable income in excess of \$1 million. This income level would be adjusted annually, by the same method used for federal income-tax brackets, to reflect increases in the cost of living. Revenues from this tax would be used, subject to appropriation by the state Legislature, for public education, public colleges and universities; and for the repair and maintenance of roads, bridges, and public transportation. The proposed amendment would apply to tax years beginning on or after January 1, 2023.

**A YES VOTE** would amend the state Constitution to impose an additional 4% tax on that portion of incomes over one million dollars to be used, subject to appropriation by the state Legislature, on education and transportation.

**A NO VOTE** would make no change in the state Constitution relative to income tax.

**QUESTION 2: LAW PROPOSED BY INITIATIVE PETITION**

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2022?

**SUMMARY**

This proposed law would direct the Commissioner of the Massachusetts Division of Insurance to approve or disapprove the rates of dental benefit plans and would require that a dental insurance carrier meet an annual aggregate medical loss ratio for its covered dental benefit plans of 83 percent. The medical loss ratio would measure the amount of premium dollars a dental insurance carrier spends on its members' dental expenses and quality improvements, as opposed to administrative expenses. If a carrier's annual aggregate medical loss ratio is less than 83 percent, the carrier would be required to refund the excess premiums to its covered individuals and groups. The proposed law would allow the Commissioner to waive or adjust the refunds only if it is determined that issuing refunds would result in financial impairment for the carrier.



The proposed law would apply to dental benefit plans regardless of whether they are issued directly by a carrier, through the connector, or through an intermediary. The proposed law would not apply to dental benefit plans issued, delivered, or renewed to a self-insured group or where the carrier is acting as a third-party administrator.

The proposed law would require the carriers offering dental benefit plans to submit information about their current and projected medical loss ratio, administrative expenses, and other financial information to the Commissioner. Each carrier would be required to submit an annual comprehensive financial statement to the Division of Insurance, itemized by market group size and line of business. A carrier that also provides administrative services to one or more self-insured groups would also be required to file an appendix to their annual financial statement with information about its self-insured business. The proposed law would impose a late penalty on a carrier that does not file its annual report on or before April 1.

The Division would be required to make the submitted data public, to issue an annual summary to certain legislative committees, and to exchange the data with the Health Policy Commission. The Commissioner would be required to adopt standards requiring the registration of persons or entities not otherwise licensed or registered by the Commissioner and criteria for the standardized reporting and uniform allocation methodologies among carriers.

The proposed law would allow the Commissioner to approve dental benefit policies for the purpose of being offered to individuals or groups. The Commissioner would be required to adopt regulations to determine eligibility criteria.

The proposed law would require carriers to file group product base rates and any changes to group rating factors that are to be effective on January 1 of each year on or before July 1 of the preceding year. The Commissioner would be required to disapprove any proposed changes to base rates that are excessive, inadequate, or unreasonable in relation to the benefits charged. The Commissioner would also be required to disapprove any change to group rating factors that is discriminatory or not actuarially sound.

The proposed law sets forth criteria that, if met, would require the Commissioner to presumptively disapprove a carrier's rate, including if the aggregate medical loss ratio for all dental benefit plans offered by a carrier is less than 83 percent.

The proposed law would establish procedures to be followed if a proposed rate is presumptively disapproved or if the Commissioner disapproves a rate.

The proposed law would require the Division to hold a hearing if a carrier reports a risk-based capital ratio on a combined entity basis that exceeds 700 percent in its annual report.

The proposed law would require the Commissioner to promulgate regulations consistent with its provisions by October 1, 2023. The proposed law would apply to all dental benefit plans issued, made effective, delivered, or renewed on or after January 1, 2024.

**A YES VOTE** would regulate dental insurance rates, including by requiring companies to spend at least 83% of premiums on member dental expenses and quality improvements instead of administrative expenses, and by making other changes to dental insurance regulations.

**A NO VOTE** would make no change in the law relative to the regulations that apply to dental insurance companies.

### **QUESTION 3: LAW PROPOSED BY INITIATIVE PETITION**

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2022?

#### **SUMMARY**

This proposed law would increase the statewide limits on the combined number of licenses for the sale of alcoholic beverages for off-premises consumption (including licenses for "all alcoholic beverages" and for "wines and malt beverages") that any one retailer could own or control: from 9 to 12 licenses in 2023; to 15 licenses in 2027; and to 18 licenses in 2031.

Beginning in 2023, the proposed law would set a maximum number of "all alcoholic beverages" licenses that any one retailer could own or control at 7 licenses unless a retailer currently holds more than 7 such licenses.

The proposed law would require retailers to conduct the sale of alcoholic beverages for off-premises consumption through face-to-face transactions and would prohibit automated or self-checkout sales of alcoholic beverages by such retailers.

The proposed law would alter the calculation of the fine that the Alcoholic Beverages Control Commission may accept in lieu of suspending any license issued under the State Liquor Control Act. The proposed law would modify the formula for calculating such fee from being based on the gross profits on the sale of alcoholic beverages to being based on the gross profits on all retail sales.

The proposed law would also add out-of-state motor vehicle licenses to the list of the forms of identification that any holder of a license issued under the State Liquor Control Act, or their agent or employee, may choose to reasonably rely on for proof of a person's identity and age.

**A YES VOTE** would increase the number of licenses a retailer could have for the sale of alcoholic beverages to be consumed off premises, limit the number of "all-alcoholic beverages" licenses that a retailer could acquire, restrict use of self-checkout, and require retailers to accept customers' out-of-state identification.

**A NO VOTE** would make no change in the laws governing the retail sale of alcoholic beverages.

#### **QUESTION 4: REFERENDUM ON AN EXISTING LAW**

Do you approve of a law summarized below, which was approved by the House of Representatives and the Senate on May 26, 2022?

#### **SUMMARY**

This law allows Massachusetts residents who cannot provide proof of lawful presence in the United States to obtain a standard driver's license or learner's permit if they meet all the other qualifications for a standard license or learner's permit, including a road test and insurance, and provide proof of their identity, date of birth, and residency. The law provides that, when processing an application for such a license or learner's permit or motor vehicle registration, the registrar of motor vehicles may not ask about or create a record of the citizenship or immigration status of the applicant, except as otherwise required by law. This law does not allow people who cannot provide proof of lawful presence in the United States to obtain a REAL ID.

To prove identity and date of birth, the law requires an applicant to present at least two documents, one from each of the following categories: (1) a valid unexpired foreign passport or a valid unexpired Consular Identification document; and (2) a valid unexpired driver's license from any United States state or territory, an original or certified copy of a birth certificate, a valid unexpired foreign national identification card, a valid unexpired foreign driver's license, or a marriage certificate or divorce decree issued by any state or territory of the United States. One of the documents presented by an applicant must include a photograph and one must include a date of birth. Any documents not in English must be accompanied by a certified translation. The registrar may review any documents issued by another country to determine whether they may be used as proof of identity or date of birth.

The law requires that applicants for a driver's license or learner's permit shall attest, under the pains and penalties of perjury, that their license has not been suspended or revoked in any other state, country, or jurisdiction.

The law specifies that information provided by or relating to any applicant or license-holder will not be a public record and shall not be disclosed, except as required by federal law or as authorized by Attorney General regulations, and except for purposes of motor vehicle insurance.

The law directs the registrar of motor vehicles to make regulations regarding the documents required of United States citizens and others who provide proof of lawful presence with their license application.

The law also requires the registrar and the Secretary of the Commonwealth to establish procedures and regulations to ensure that an applicant for a standard driver's license or learner's permit who does not provide proof of lawful presence will not be automatically registered to vote.

The law takes effect on July 1, 2023.

**A YES VOTE** would keep in place the law, which would allow Massachusetts residents who cannot provide proof of lawful presence in the United States to obtain a driver's license or permit if they meet the other requirements for doing so.

**A NO VOTE** would repeal this law.

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this 11<sup>th</sup> day of October, 2022.

\_\_\_\_\_  
\_\_\_\_\_

Stow Select Board

**Method of service of warrant  
Posted in the 8 Usual Places**

Stow Town Building	Stow Post Office	Buscemi's Liquors of Stow
Stow Police Station	Randall Library	Hudson Road Auto
Stow Fire Station		H.H. Warren Insurance Agency

\_\_\_\_\_, 2022.  
Constable (month and day)

# Stow Girl Scout Troop Community Project

## Girl Scout Troop Members

Elsie Konno

Ibbie Bruosta

Olivia Cole

Kate Duchesneau

Lila White

## Denise Dembkoski

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**From:** Elsie Konno <elsiekonno@gmail.com>  
**Sent:** Monday, September 12, 2022 3:33 PM  
**To:** Denise Dembkoski  
**Cc:** clara\_soto@hotmail.com; katelyn.r.white@gmail.com; k.konnoesq@gmail.com; ehesh@verizon.net; leahbruosta@gmail.com  
**Subject:** Banners in Stow

Hello,

My name is Elsie Konno and I am a 6th Grade Girl Scout Cadette. My troop is working to earn their Bronze Award by doing something for the community that will continue for years. We noticed that Bolton and Maynard have banners honoring soldiers on the telephone poles on 177 in their towns and we would like to try to do that for Stow. Can you tell me who we should email to try to do this?

I've added my mother, and the other troop moms on my email.

Thank you,

Elsie Konno

# PFAS Update

Mary Jude Pigsley,  
Regional Director, MassDEP

# Chief Michael Sallese

- Update to the rules and regulations to conform with the CROWN Act
- Request to participate in No Shave November to benefit the Home Base Program





**Town of Stow  
POLICE DEPARTMENT**

305 Great Road  
Stow, Massachusetts 01775

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

**Michael Sallese  
Chief of Police**

**October 6, 2022**

**Select Board  
380 Great Road  
Stow, MA 01775**

**RE: Rule and Regulation update CROWN Act**

Continuing to update our rules and regulations and ensuring all union members are treated with the respect they deserve; I am submitting an updated regulation on 9.0 Uniforms and Appearance to conform with the CROWN Act.

Please be advised that on July 26, 2022, Massachusetts Governor Charlie Baker signed into law the Creating a Respectful and Open World for Natural Hair Act ("CROWN Act"). The CROWN Act, which will take effect on October 24, 2022, prohibits discrimination in the workplace against employees based on their "natural or protective hairstyle." Accordingly, please be advised that the Police Department is required to revise its existing anti-discrimination, dress code, and grooming policies to ensure compliance with the CROWN Act.

You can find the existing regulation and change attached to this letter for your review. As you will notice the current 9.1, 9.1.D, and 9.2 have been removed and inserted is the new 9.1 as highlighted in yellow. A copy of this change has been presented to both police and dispatch unions with no concerns. I respectfully request this change in the rules and regulations.

**Respectfully Submitted,**

**Michael Sallese, Chief of Police**

## **9.0 UNIFORMS AND APPEARANCE**

Officers shall wear such uniforms, equipment, and insignia as the Chief of Police may, from time to time, prescribe. A professional, uniform appearance enhances morale and fosters teamwork and *esprit de corps*. Officers should present a professional appearance to the public at all times and reflect a positive image as members of the Department. The police uniform identifies the officer and makes him or her readily accessible to the citizen. It is, therefore, vital that the officers of the department maintain a neat and clean appearance, and that the uniform serves as an appropriate introduction to the members of the community. Certainly, exceptions may be authorized for undercover assignments or for medical necessity. Periodically the Chief of Police may post drawings or issue orders for guidance in interpreting the Department's regulations.

### **RULE 9.1 - HAIR STYLES FOR ALL OFFICERS/AND NON-SWORN PERSONNEL**

All uniformed sworn personnel shall conform to the following criteria:

Hair must be clean, neat, and professional, and will not extend below the bottom of the ear on the sides, nor longer than the bottom of the collar on the back of the uniform shirt while standing with head in normal posture. Bangs are allowed to the eyebrow in length.

If hair is longer than described in the preceding section, or long enough on any point on the head to interfere with the eyes, nose, or mouth, it must be pulled back in a neat fashion and securely fastened. When secured, the hair will not exceed the "yoke line" of the uniform shirt. The "yoke line" refers to the line

on the uniform shirt that crosses the back of the shirt below the neck and across the shoulders.

Natural and protective hairstyles, which shall include, but not be limited to, natural and protective hairstyles such as braids, locks, twists, Bantu knots, and other formations are permitted, provided they are professional in appearance. Multiple braids are allowed, however, may not contain brightly colored beads or bands. Objects worn in the hair, including but not limited to pins, barrettes, beads, bands, and clips, shall be inconspicuously placed for the sole purpose of holding hair in place, must be unadorned, transparent, or similar in color to the hair, and must not interfere with officer safety or the proper wearing of issued headgear. Wigs, tracks, and hairpieces may be worn in a manner consistent with hair appearance standards as described in the preceding section.

Non-uniformed sworn personnel may wear their hair in any neat, orderly fashion that does not interfere with the performance of their duties.

#### ***RULE 9.1.A. - SIDEBURNS***

If an officer chooses to wear sideburns, they will be neatly trimmed and tapered. Sideburns may extend to a level consistent with the midpoint of the ear, will be of even width (not flared), and will end with a clean shaven horizontal line.

#### ***RULE 9.1.B. - MUSTACHES***

Mustaches shall be neatly trimmed at all times and shall not extend beyond the upper lip line in any direction and shall not extend below the lip line. "Handlebar" or "Fumanchu" mustaches are not allowed.

**RULE 9.1.C. - BEARDS**

The face will be clean shaven other than the acceptable mustache and sideburns. Beards and goatees are prohibited. Exceptions to this rule may be granted by the Chief of Police for special reasons or purposes (such as undercover work or for medical reasons).

**RULE 9.3 - EARRINGS AND FINGERNAIL POLISH**

Officers may not wear earrings or studs, on duty. Officers may not wear colored fingernail polish while on duty.

**RULE 9.4 - WEARING THE UNIFORM**

Officers shall wear uniforms or other clothing on duty in accordance with department regulations. Officers shall keep their uniforms neat, clean and well-pressed at all times. Care should be taken not to wear threadbare or faded items. The uniform cap shall be worn out of doors unless otherwise directed by competent authority. While in uniform, officers shall display their badge on the outermost garment over their left breast. The Chief of Police shall periodically issue special orders pertaining to daily or seasonal wearing of uniforms.

Officers shall not wear any identifiable part of the uniform outside the limits of the community except while in the performance of official duty, while commuting to and from duty, or with the permission of the Chief of Police. No buttons, insignia, attachments or coverings of any kind will be worn on a uniform without the permission of the Chief of Police.

**RULE 9.5 - CIVILIAN CLOTHING**

Male officers permitted to wear civilian clothing during a tour of duty, including court appearances, shall wear either a business suit with tie, or sports coat with tie and slacks. Female officers permitted to wear civilian clothing during a tour of duty, including court appearances, may wear a dress or skirt

and blouse, or blouse and dress pants. Dungarees and/or designer jeans etc. are not considered proper attire for officers – male or female. The Chief of Police may prescribe other types of clothing when necessary to meet particular police objectives. Civilian clothing shall not be worn with any distinguishable part of the police uniform. No shorts, T-shirts or shirts without a collar may be worn. Leather shoes or, if authorized, boots are required (no sneakers/tennis shoes, etc.)

#### **RULE 9.6 - IDENTIFICATION**

Officers shall carry their official identification cards and badges on their persons at all times unless it is impractical (e.g. wearing a bathing suit) or dangerous to do so (e.g. certain investigations or undercover work but only when authorized not to carry an I.D. or badge).

Officers shall inform any person so requesting their name and badge number whenever they are on duty or holding themselves out as being a police officer, unless the withholding of such information is required for the proper performance of their police duties or is authorized by proper police authorities.

## **9.0 UNIFORMS AND APPEARANCE**

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### **RULE 9.1 - HAIR STYLES FOR MALE OFFICERS**

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#### **RULE 9.1.A. - SIDEBURNS**

If an officer chooses to wear sideburns, they will be neatly trimmed and tapered. Sideburns may extend to a level consistent with the midpoint of the ear, will be of even width (not flared), and will end with a clean shaven horizontal line.

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The face will be clean shaven other than the acceptable mustache and sideburns. Beards and goatees are prohibited. Exceptions to this rule may be granted by the Chief of Police for special reasons or purposes (such as undercover work or for medical reasons).

**RULE 9.1.D. - WIGS OR HAIRPIECES**

Wigs or hairpieces in natural colors may be worn on duty for cosmetic reasons to cover natural baldness or physical disfiguration. When they are worn, they shall be of good quality, consistent in styling with these Rules and Regulations, and shall not interfere with the wearing of any required headgear.

**RULE 9.2 - HAIR STYLES FOR FEMALE OFFICERS**

Female officers shall wear their hair so that it does not touch the collar of the shirt. Longer hair will be fashioned up, and all hair styles must be such as to stay in place and not hang over the eyes. All styles will render a neat appearance. No scarves, headbands or ribbons will be worn in the hair. In no case will the bulk or length of the hair interfere with the proper wearing of any police headgear.

**RULE 9.3 - EARRINGS AND FINGERNAIL POLISH**

Officers may not wear earrings or studs, on duty. Officers may not wear colored fingernail polish while on duty.

#### **RULE 9.4 - WEARING THE UNIFORM**

Officers shall wear uniforms or other clothing on duty in accordance with department regulations. Officers shall keep their uniforms neat, clean and well-pressed at all times. Care should be taken not to wear threadbare or faded items. The uniform cap shall be worn out of doors unless otherwise directed by competent authority. While in uniform, officers shall display their badge on the outermost garment over their left breast. The Chief of Police shall periodically issue special orders pertaining to daily or seasonal wearing of uniforms.

Officers shall not wear any identifiable part of the uniform outside the limits of the community except while in the performance of official duty, while commuting to and from duty, or with the permission of the Chief of Police. No buttons, insignia, attachments or coverings of any kind will be worn on a uniform without the permission of the Chief of Police.

#### **RULE 9.5 - CIVILIAN CLOTHING**

Male officers permitted to wear civilian clothing during a tour of duty, including court appearances, shall wear either a business suit with tie, or sports coat with tie and slacks. Female officers permitted to wear civilian clothing during a tour of duty, including court appearances, may wear a dress or skirt and blouse, or blouse and dress pants. Dungarees and/or designer jeans etc. are not considered proper attire for officers – male or female. The Chief of Police may prescribe other types of clothing when necessary to meet particular police objectives. Civilian clothing shall not be worn with any distinguishable part of the police uniform. No shorts, T-shirts or shirts without a collar may be worn. Leather shoes or, if authorized, boots are required (no sneakers/tennis shoes, etc.)

#### **RULE 9.6 - IDENTIFICATION**



Officers shall carry their official identification cards and badges on their persons at all times unless it is impractical (e.g. wearing a bathing suit) or dangerous to do so (e.g. certain investigations or undercover work but only when authorized not to carry an I.D. or badge).

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Town of Stow  
POLICE DEPARTMENT

305 Great Road  
Stow, Massachusetts 01775

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

Michael Sallese  
Chief of Police

October 6, 2022

Select Board  
380 Great Road  
Stow, MA 01775

RE: 8<sup>th</sup> Annual Home Base No Shave

I am writing to show my support for a fundraiser that members of the Stow Police Department are requesting to sponsor. The fundraiser, Home Base No Shave Campaign is a campaign that Stow Police Members have participated in previously. The fundraiser permits alterations to the current Hair and Fingernail Standards as well as the Grooming Policies here at the Stow Police Department. Approval would allow male officers of the Stow Police Department to grow facial hair for the month of November, while permitting female officers the option of wearing their hair down or the wearing of nail polish.

Prior to taking part in No Shave November, each participating officer would donate \$100.00 towards a general fund in which the Stow Police Association will make a final donation to the Home Base Program. Two years ago, year the Stow Police Association donated \$1,300 collected from officers and had a total of \$3,085 donated in the Stow Police Department name from residents and supporters.

Founded and championed by MBTA Transit Police/Boston Gang Unit Detective **Kurt Power**, U.S. Army Veteran, Purple Heart recipient and proud graduate of Home Base, the **8<sup>th</sup> Annual Home Base No Shave campaign** raises awareness and funds for the critical, life-saving care that Home Base provides to Veterans and their Families to heal from the invisible wounds, such as post-traumatic stress and traumatic brain injuries.

In order to support this effort, I am requesting to suspend Department Rules and Regulations 9.1.C, 9.2 and 9.3 for the month of November with the approval of the Select Board. These rules state that no officer of the Stow Police Department will be allowed to grow a beard or wear colored nail polish while on duty without the expressed consent of the Police Chief. I feel suspending these rules will show that the Stow Police Department supports our men and women of the armed forces. Therefore, I am requesting that an agenda item be added to the Select Board meeting in October so that they may vote to allow me the opportunity to suspend these rules for the month of November.

Respectfully Submitted,

Michael Sallese, Chief of Police

## Chief Michael Sallesse

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**From:** Prosecutor Luke DeZago  
**Sent:** Monday, October 3, 2022 7:18 PM  
**To:** Chief Michael Sallesse  
**Cc:** Officer Jacob Champoux  
**Subject:** Homebase Veteran & Family Care Fundraiser

Hi Chief, hope all is well.

I am writing to you today in support of Home Base Veteran and Family Care. We as a union are requesting the grooming standards to be suspended for the month of November so we can participate in a fund-raising event sponsored by Home Base called 2022 Home Base No Shave. We have participated in the past and would like to continue the tradition of supporting our veterans. The money goes to raising awareness and funds for the critical, life-saving care that Home Base provides to Veterans and their Families to heal from the invisible wounds, such as post-traumatic stress and traumatic brain injury. Each member participating will be donating at least \$100 to the cause and hope the community and our loved ones will show support as well! Here is a link to our page: [Stow Police Department's fundraising page for Massachusetts General Hospital \(massgeneral.org\)](#). Please reach out if there is anything we else can do.

Respectfully,

The Stow Police Department Union Local 206

Also, Ofc. Jacob Champoux has been CC'd on this email as I believe he will be the union member running this event / fundraiser should it garner the approval of yourself and the town.

- Luke DeZago - Union President

### Pros. Luke DeZago

Stow Police Department

305 Great Road

Stow, MA 01775

Phone: (978)897-4545 Ext. 2016

Fax: (978)897-3692

Email: [Ldezago@Stow-Ma.Gov](mailto:Ldezago@Stow-Ma.Gov)



*"The Stow Police Department continues to strive towards excellence. It is our mission to exist in partnership with the community and to enhance the lives of all the citizens of Stow."*

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# Charter Changes the Select Board would like to Propose



# Draft EDIC Committee Charge

## continued discussion

## Denise Demboski

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**From:** Megan Birch-McMichael  
**Sent:** Monday, October 3, 2022 5:44 PM  
**To:** Denise Demboski  
**Subject:** Notes from EDIC meeting

Denise,

I just met with Tom and Lori to go over the discussions that we had with our respective boards and I'm just typing up some notes before I forget.

The thought from the Planning Board, and one that Tom was having, is that the mission statement really should just answer the question "What is the EDIC?" (and who do they report to).

The goals for the EDIC should be developed by the Select Board, perhaps with feedback from other Boards in town who have a stake in the deliverables from the EDIC (ie: if they are going to be putting together a "how to open a business in town" they should have feedback from the BoH, the Building Inspector, etc.).

The mission statement should in fact be more generic or vague because it is the overall mission (not specifics).

Lori is going to be sending me a short statement that the PB wanted included in the mission statement and I'm hoping that we can add this document on the October 11 agenda. If we can agree on this mission statement, then I think the posting should go out so that they can get applications to bring them up to their full compliment of 7 members.

Tom is having a discussion with the EDIC members on the 13<sup>th</sup> and they are going to brainstorm some ideas for things that they want to address in town w/r/t businesses or goals that they would like to accomplish. I'd like to have a joint boards meeting once the Select Board has brainstormed some goals/concrete deliverables, so that they can start moving on getting things done.

We can talk more about this tomorrow but I wanted to get something down on paper before I forgot.

Thanks!  
Megan

Hi Megan and Tom,

The below context paragraph was what the planning board was trying to figure out how to work into the mission:

*Having a thriving business community is vital to Stow, both as a source of basic goods and services and as a major factor in improving and maintaining the quality of life in the Town. At the same time, residents desire to maintain Stow's small town rural character while having options for shopping, dining, and services to remain locally accessible. To balance these desires, the Town must ensure that economic development is appropriate for a rural and suburban community by encouraging appropriate businesses that enhance the community.*

After thinking about it more, I believe some of the above is already captured in the mission, or doesn't need to be stated, except for "residents' desire to maintain a small town rural character". This is a statement we hear at most public hearing and forums we hold. It is the balance of small town rural character and general suburban development that makes Stow unique from other towns. With that, after looking at the mission statement one more time, I thought maybe adding in the phrase in blue below is all it would take. Let me know what you think. I'm open to other recommendations as well.

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, **residents' desire to maintain Stow's rural character, 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.

Lori

What are the right kinds of businesses we should be attracting?

How can we attract different business to town?

Have a concrete deliverable. Report back to the SB annually

Represent business to the town

Advocate for business to respective committee (ie. Hold forum on sign bylaw and then present information to PB about concerns/proposed changes, etc)

Deliverable Options:

How to open a business in Town. (Step by step guide)

Prospectus to show what Stow has to offer business

Business fair

Send additional comments by Sunday, October 2nd compile for SB next agenda and for Megan's meeting with Tom and Lori.

From Hector:

Mission:

- Support and advise existing businesses in Stow
  - Gather information from existing businesses on what works well in Town and what can be improved
  - Advise businesses on where to go to get help resolving any questions or issues they have operating in the Town
  - Provide feedback to the SB on issues existing businesses are experiencing and things that are working well for them
- Advise the Select Board about
  - What can help attract and grow new businesses/opportunities
  - What impedes business/opportunity establishment/growth
- Support and advise businesses looking to start in Town
  - Navigate the processes and permits needed to "open the doors"

# Town Administrator's FY23 Goals

## 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.

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 (PENDING)

3. Update website to provide better transparency with consistency for all departments, boards, and committees

4. Stay involved with the Bose property sale and assist in bringing any future project to fruition.

5. Keep SB apprised of Charter Review committee progress

6. Assist the Planning Board in facilitating the Comprehensive Plan process

7. Continue to provide necessary resources and staffing for departments for efficient operations

8. Continue moving the Stow Acres project forward

# **MINUTES**

Select Board Meeting Minutes  
Tuesday, September 13, 2022  
Stow Town Building & Zoom

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

Absent: Ingeborg Hegemann Clark

Chair Birch-McMichael called the meeting to order at 7 p.m. The Chair welcomed new Select Board member Hector Constantzos. The Chair reminded everyone that the meeting is being recorded, and public comment is for items not on the agenda.

**Public Comment**

Alex Riker withdrew his name from consideration for the NRSB School Committee seat.

**Board Member Comments:**

Chair Birch-McMichael thanked Town Clerk Linda Hathaway, Asst. Town Clerk Deb Seith, and all of the election workers who made the election on September 6 a success.

The Chair met with Planning Board Chair Lori Clark and Economic Development and Industrial Commission (EDIC) Chair Tom Farnsworth and they have developed a draft for the new EDIC charge. The draft will be brought to the Select Board at the next meeting for editing and then the three chairs will meet again and bring a final draft back to the Select Board.

The Chair spoke of the passing of Betty French, a longtime resident and a volunteer with the Stow Food Pantry.

Ms. Frecha spoke of the passing of Don Rising, a longtime resident who was one of the founding members of the Stow Conservation Trust in 1977. He was the first Captain of the Stow Minutemen in the 1960s.

**Town Administrator (TA) Report**

- As of September 8, there are 8 Covid-19 cases in Town, which is 4.4% positivity rating.
- The annual flu clinic will be Saturday, October 15 at the Pompo Community Center; more information will be forthcoming.
- The TA thanked the Stow Firefighters Association (SFFA) for its successful Touch-A-Truck event, and thanked the police and highway departments for their participation.
- The TA thanked the Fire Department and the SFFA for the 9/11 memorial and dedication ceremony. The memorial is in front of the fire station.
- The TA thanked the Town Clerk and Asst. Town Clerk for another smooth election, especially for having two elections at once, both with mail-in voting and early voting. She urged folks who request a mail-in ballot to send them in before the November 8 election date.
- The TA recognized Steve Nadeau, Highway Superintendent, for his work in securing a \$1 million grant for the Lake Boon dam repairs. A press release was issued last week.



- The TA has “Discussions with Denise” at Pompo on the first Wednesday of each month from 9:30 a.m. to 10:30 a.m. The first session was very successful with seven residents coming by to discuss several different matters. Residents are welcome to come by with their concerns.
- The Board of Health lifted the water ban last week and asked residents to continue to conserve water.
- The Library Designer Selection Committee met and interviewed candidates for the Owner’s Project Manager for the library project. They hope to have a contract awarded soon, and the next step will be architectural services.

**Appointment to the Historical Commission**

Bob Norton said he has lived in Stow since 1956 and is a business owner in town. He has been a call firefighter and a member of the police department in Stow.

*Board member Constantzos moved to appoint Robert Norton to the Historical Commission, to complete the remainder of an unexpired three-year term expiring June 30, 2023.*

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

**Public Hearing – Comcast License Renewal**

Chair Birch-McMichael read the public hearing notice into the record:

The Select Board, as the Cable Television License Issuing Authority, will consider and vote on a proposed Renewal Cable Television License for Comcast of Massachusetts III, Inc. on Tuesday, September 13, 2022 at 7:00 P.M. at the Stow Town Building, Warren Room, 380 Great Road, Stow, MA, pursuant to Section 626(h) of the Cable Act (47 USC Section 546(h)). The public is invited to attend and provide comment, if any.

*Board member Frecha moved to enter the public hearing. Board member Sturgis seconded the motion and it passed unanimously by a roll call vote: Frecha -aye, Birch-McMichael -aye, Constantzos -aye, Sturgis -aye.*

Jonathan Daisy, Stow TV Director, had given a thorough overview of the contract at the Board’s August 9, 2022 meeting. There was no public comment.

*Board member Constantzos moved to close the public hearing. Board member Frecha seconded the motion and it passed unanimously by a roll call vote: Frecha -aye, Birch-McMichael -aye, Constantzos -aye, Sturgis -aye.*

*Board member Constantzos hereby moved that the Board, as cable television license Issuing Authority, vote as follows:*

1. *To grant the subject Cable Television Renewal License, with a License renewal term of November 1, 2022 – October 31, 2032, to Comcast of Massachusetts III, Inc. (“Comcast”). All terms and conditions contained in the Renewal License have been agreed to by Comcast. Comcast, by and through its authorized representative, shall execute this Renewal License (Agreement) as set out on the Signature Page of the Renewal License.*

2. *To recognize and acknowledge the “PEG Interactive Program Guide” letter from Comcast, dated August 5, 2022 and signed by Comcast’s Senior Manager of Government & Regulatory Affairs, Gregory Franks.*
3. *To recognize and acknowledge the Senior Citizen Discount letter from Comcast, dated June 23, 2022 and signed by Comcast’s Senior Manager of Government & Regulatory Affairs, Gregory Franks.*
4. *To enter into and execute the “Town of Stow – Comcast PEG Access Remote Video Return Origination Location Decommission Agreement”. All terms and conditions contained in the Agreement have been agreed to by Comcast. Comcast, by and through its authorized representative, shall execute this Agreement as set out on the Signature Page.*

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

### **Collings Foundation Aviation Event**

Rob Collings, CEO and Hunter Chaney, Director of Marketing were present via Zoom.

This aviation event is allowed with specific conditions in accordance with the settlement agreement between the Town and the Collings Foundation. The TA said the Collings Foundation has been excellent to work with throughout this process.

Ernie Dodd, Sudbury Road, said that a tank driving experience and tank rides are advertised for this and for two previous events, and a number of people have complained to him about the noise generated by the tanks. He feels this is a violation of the agreement.

*Board member Constantzos moved that all the necessary conditions and requirements have been met per the June 28, 2017 and October 1, 2021 Settlement Agreements for the Collings Foundation World War I Aviation event scheduled for Saturday, September 17 and Sunday, September 18, 2022 on the Foundation’s museum property.*

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

### **Update on the MBTA Communities Revised Guidelines**

Assistant Town Planner Malcolm Ragan was present via Zoom.

Mr. Ragan said that due to feedback from multiple towns, the Department of Housing and Community Development has significantly revised its compliance guidelines. Compliance is not optional, and Stow would be disqualified from substantial infrastructure grant funding if no district is created. The revised guidelines have substantially reduced Stow’s zoning requirements, and the new district must allow 139 units (down from 750 units). Limitations arising from water, sewer, and wetlands are now accounted for in the required gross density. The timeline for compliance has been adjusted, with a new deadline to submit an Action Plan or a Request for Compliance Determination moved to January 31, 2023. Information is available at [mass.gov/mbtacommunities](https://mass.gov/mbtacommunities).

### **Nashoba Regional School Committee Representative Joint Appointment**

Stow School Committee members Leah Vivirito (Chair), Karen Devine, and Rich Eckel were present in the Warren Room. The applicants for the vacant seat, Maureen Mazzone, Scott Powell, and Justin Slattery were all present in the Warren Room.

Stephen Rubinstein recently resigned from the committee and per MGL chapter 41, section 11, a joint appointment to fill the vacancy is made by the Stow School Committee and the Select Board.

Each candidate briefly introduced themselves and stated why they would like to be considered for the appointment. The applicants were asked for their thoughts on many issues, including the role of Diversity, Equity, Inclusion, and Belonging (DEIB) issues in schools; the Other Post-Employment Benefits (OPEB) unfunded liability; how they see the current School Committee, and the status of the schools and the challenges they face; balancing the different needs of the three towns in the district regarding the budget; and selecting one personality trait that would be the greatest asset to the committee.

Chair Birch-McMichael asked for a motion for a nomination. Ms. Sturgis, acknowledging that she was grateful for three people with finance backgrounds, offered to nominate a candidate.

*Board member Sturgis moved to nominate Maureen Mazzone to the School Committee position.*

*Board member Frecha seconded the motion for discussion.*

Ms. Vivirito said she views this process as a proxy for the populace and there was a lot of feedback and letters from residents of Stow and said for the record that her decision is based on her acting in a way that the residents have asked her to act. Mr. Eckel added that having these three candidates is an embarrassment of riches.

*Following a roll call vote of the Select Board and the remaining Stow Representatives of the Nashoba Regional School Committee, Maureen Mazzone was appointed to fill the vacancy on the Nashoba Regional School Committee, effective from now until the May 2023 Annual Town Election.*

*Select Board: Sturgis -aye; Constantzos -aye; Frecha -aye; Birch-McMichael -aye;*

*School Committee: Vivirito -aye; Devine -aye; Eckel -aye.*

### **Select Board Correspondence**

This agenda item was tabled until the next meeting.

### **MBTA Advisory Board**

The MBTA Advisory Board shows a vacancy for the Stow Select Board representative. The Chair is an *ex officio* member, but the Select Board can also appoint a designee to represent the Chair.

*Board member Constantzos moved to appoint Megan Birch-McMichael as representative for Stow to the MBTA Advisory Board.*

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

### **Proclamation for Childhood Cancer Awareness Month**

The Kids Cancer Connection, Inc., via the Woburn Middlesex Lions Club, submitted a request for a proclamation for the month of September.

*Board member Constantzos moved to approve and sign a proclamation for Childhood Cancer Awareness Month, as presented at this meeting.*

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

## **Town Administrator Performance Evaluation and Goals**

The overall evaluation was 4.62 of a possible 5 rating.

Chair Birch-McMichael said this is a draft of the evaluation and the Board can decide what goes out as the public record. The Chair asked for clarification on some of the comments, in particular, under the Leadership and Supervision section. She said it is difficult to effectively comment on this section as Board members are not staff. Ms. Frecha agreed that there is not an easy way to know about Denise's interactions with staff. They both feel it may be worthwhile to review the process for this, with the possibility of an anonymous survey for staff.

Mr. Constantzos, as a newly elected member at his first meeting, said he did not have any input into this and based on his interactions with Denise as a private citizen he does not agree with this evaluation. He was astounded by the comments in this public review and the contradictions of the statements. Mr. Constantzos asked if the Board can go back and redo the evaluation and present it as a unified voice and give her the compassion she deserves as a human being and the respect she deserves as the Town Administrator.

Ms. Dembkoski said she was shocked when she read the evaluation and although she appreciated the point scoring, she felt that it did not match the comments. There are words used to describe her that she has never been called; much of the verbiage is unfair, unprofessional, and inappropriate, and it is a personal attack. In her opinion, it does not represent her work, it represents her personally and does not belong in her evaluation, which will be on the website and will come up when her name is googled.

Ms. Dembkoski challenged and rebutted many of the statements. She prides herself on being respectful to residents and has an open-door policy, and has mended residential issues and staff issues that were here prior to her arrival. The section about her serving on the Library Building Committee is a personal attack; the Select Board voted to put her on the committee and it is a Select Board issue. She added, for the record, that former Town Administrator Bill Wrigley served as a voting member on committees here and got additional money for serving as a project manager for projects that he did here.

After the review was posted as part of the meeting packet, Ms. Dembkoski said she received calls of support from employees and residents and hopes that the Board acts on Mr. Constantzos' recommendation to reevaluate and edit this review. If the Board decides to, she supports having Dolores (Asst TA/HR Director Dolores Hamilton) receive feedback from employees on her performance.

Ms. Frecha said only three of the four members who completed the review are present and they need a discussion with all four members about how to edit the review. It is clear that they are not unanimous and there is a member who feels very differently than the others.

Ms. Sturgis said that when she wrote her comments she did not expect to see them word for word in the review. She said she thinks the TA is doing an amazing job and that she had offered suggestions for improvement. She apologized directly to Ms. Dembkoski and supports the idea of rewriting the review.

Jim Salvie, 74 West Acton Road, (former Select Board member and Chair) has been off the Board for 3 months and stated for the record that he was a member for 9 months of this evaluation period and does not recognize the woman that is described in some of the comments. He was an active member of the Board and does not know what conduct gave rise to the comments and words, such as the word 'peevisish'. He said for the record that he would completely disassociate himself from this review and is a little appalled by it.

Police Chief Michael Sallese said that the Board has been supportive of his efforts to make changes in his department and to move it forward, and he could not have done any of that without Denise. He said he would not have taken this job if there was somebody else in that seat. Her door is always open and he always gets support and guidance from her. He has been with the Town for 25 years and understands that the role of the Board has changed; a former policy (having liaisons) was intimidating to the officers and now there is a separation that has been extremely helpful. In addition to many positive comments, the Chief said that for many years he would not come over to the building but it is now a welcoming place and he cannot express his support enough for Denise.

Debbie Woods, Great Road, said she has been in the corporate world for many years and has experience with writing and receiving reviews, and that this was a personal attack. She feels it needs to be removed from the packet as it is inaccurate, wrong, disgraceful, and embarrassing. She found it interesting that this is the one Board that has a Code of Conduct and this Board, or at least a member, did not adhere to it and broke the Code of Conduct.

Ms. Sturgis said that in her final comments, which were not included, she wrote that we are incredibly lucky to have Denise and she hoped her comments do not imply that she is not incredibly grateful for Denise's leadership. Ms. Sturgis said she will resign after this meeting as she has damaged the reputation of Denise and lost the credibility of the Select Board. Ms. Demboski said, and the Board members agreed, that Ms. Sturgis should not resign and that they can work through this.

Chair Birch-McMichael said the performance evaluation will be removed from the online packet. Each Board member will edit the comments of the current evaluation and submit it to Assistant TA/HR Director Dolores Hamilton and the Board will reevaluate it at the next meeting. The Chair added that going forward the Board has the ability to change the review process. For example, anything to do with staffing is not fair to Denise if they do not get feedback from the actual staff.

### **Meeting Minutes**

*Board member Frecha moved to accept the meeting minutes of the August 23, 2022 meeting as drafted. Board member Sturgis seconded the motion and it passed 3-0-1 with Mr. Constantzos abstaining.*

**Correspondence** - no comments.

### **Adjournment**

*At 9:12 p.m. Board member Constantzos moved to adjourn. Board member Sturgis 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.*

**Select Board Meeting Minutes**  
**Tuesday, September 27, 2022**  
**Stow Town Building & Zoom**

Present in the Warren Room: Megan Birch-McMichael, Ellen Sturgis, Cortni Frecha, Ingeborg Hegemann Clark, Hector Constantzos, and Town Administrator Denise Dembkoski

Chair Birch-McMichael called the meeting to order at 7 p.m. The Chair reminded everyone that the meeting is being recorded, and that Public Comment is for items not on the agenda.

**Public Comment - none**

**Board Member Comments**

Mr. Constantzos noted that this is Hispanic and Latin American Heritage month (celebrated annually in the United States from September 15 to October 15).

Mr. Constantzos wished a Happy New Year to all those that follow the Jewish traditions, as it is Rosh Hashanah (the evening of September 25 to the evening of September 27).

Mr. Constantzos said that the MA Water Resource Authority (MWRA) has reduced its fee to join the system. However, Stow does not have the infrastructure in town and the cost to run water main pipes cost is \$1 million per mile to run a water main pipe.

**Town Administrator (TA) Report**

- As of September 22, there are 8 cases of COVID-19 in town which is a 3.3% positivity rate.
- The Flu Clinic will be at Pompo on Saturday October 15; information including pre-registration requirements is on the Town's website and Facebook page.
- The BOH has free COVID-19 home test kits. They are available at Pompo, the Stow Food Pantry, the Board of Health office, and the Randall Library. The kits will also be available at the Flu Clinic.
- The next "Discussions with Denise" is Wednesday, October 5 at Pompo from 9:30 a.m. to 10:30 a.m. and there is no appointment required. Anyone is welcome to come in and meet with her.
- October is Breast Cancer Awareness Month. Last year we did remembrance flags outside at Town Building and this year we will do remembrance walls at Pompo, the Library, and Town Building. Folks can stop by and fill out a ribbon in memory of or in support of someone, or to share words of encouragement.
- Next Tuesday, October 4 is the Joint Board meeting on the Town Hall project at the Town Hall. The Select Board meeting will begin at 6:45 p.m. as there is other business to discuss.
- On Friday, September 16 representatives from the Town met with the MVP grant representative from the state for a walkthrough of Stow Acres. After the tour they discussed the grant requirements and timelines. The process has officially kicked off and we are in the initial stages.

**FY23 Appraisals – Assessor Kristen Fox**

Principal Assessor Kristen Fox was present via Zoom.

The fiscal 2023 values were approved by the Department of Revenue, Division of Local Services on September 9, and are posted on the Town website. Ms. Fox posts them every year for about a week to

give residents the opportunity to see their property value. Single family homes have increased an average of 15% this year, and condominiums are up about 9%. The increase for Middlesex County is 15-20%. This increase in value does not indicate or determine the increase in property taxes. Fiscal 2023 is an interim adjustment year, which means that even though the values are adjusted it is not with the same level of detail as a recertification year which occurs every five years. Anyone with questions should call the Assessors' Office, and Ms. Fox encouraged people to go to the Assessor's webpage and click on Vison Online Database to view your property record card which gives the details of your house and last year's value.

### **Appeal of Public Shade Tree Removal at 389 Taylor Road**

Tree Warden Bruce Fletcher was present in the Warren Room.

Mr. Fletcher received a request from the resident at 389 Taylor Road to cut a public shade tree, to be done with other tree work that he is doing on his property. Mr. Fletcher said the tree is alive and healthy, although it has a significant lean and a lopsided crown. The tree has three significant targets if it were to fall: the wires, the road, and the house across the street. Mr. Fletcher did not declare it an imminent danger and held a posted hearing. At the hearing he received two letters, one objecting the cutting down of the tree and one in support of cutting the tree. Per MA General Law Ch. 87, §4, an appeal of the objection to the cutting of the public shade tree goes before the Select Board.

Paul Carbary, 389 Taylor Road, stated he is the man who is requesting the tree removal.

Tom and Lisa Blough, 386 Taylor Road, said there are no trees of the same height to block the wind and this tree catches all the wind. They support the removal of the tree.

*Board member Frecha moved to support the removal of the 30-inch white pine tree in front of 389 Taylor Road. Board member Sturgis seconded the motion and it passed unanimously.*

### **Randall Library Trivia Event**

Randall Library Trustee Chair Andy Riecker was present via Zoom.

The Library Trustees are trying to raise money for the Library, not the Trust, and would like the Select Board to participate in the event which will be in person at the Library on Friday, October 28 at 7 p.m. Police Chief Michael Sallese, Senator Jamie Eldridge and Representative Kate Hogan have already agreed to participate. The details of how teams pay to participate or how residents can pay to support a team is still being determined. The Board would like to have more details but will save the date.

*Board member Frecha moved that a subset of the Select Board participate in the Randall Trustees Trivia Event. Board member Sturgis seconded the motion and it passed unanimously.*

### **Town Administrator Performance Evaluation**

At the meeting on September 13, Board members were asked to send edits of the initial draft review to Asst TA/HR Director Dolores Hamilton. The new performance evaluation was reviewed by the Board. Ms. Frecha said they are closer but she is not ready to release this as the final version of the document. Mr. Constantzos said this is a great improvement but he is a bit confused about the section headings.

Chair Birch-McMichael said this is the second year this form has been used, and it was selected by the Select Board last year from samples of evaluations from other towns.

Ms. Sturgis said the current year's goals should be attached and be mentioned in each section. She feels the paragraphs should be a summary and not direct quotes in order to send a clear message.

Ms. Hegemann deferred to leaving the review as written as it is a verbatim compilation of sentences that individuals wrote, and that this could be noted on the document.

The Board asked that the following be added to the performance evaluation:

"The following comments are a compilation of individual Board members' comments."

Ms. Sturgis still opposed this, saying the process is poorly done and this conversation should happen in Executive Session as it is a personnel issue, which is an exception to the Open Meeting Law. A public document should be a summary of the general sense of how the Board feels. The public does not get to see what each person wrote.

Ms. Frecha proposed that the Board review the process for next year, so they are able to give feedback in a better way.

*Board member Frecha moved to approve the Town Administrator Performance Evaluation for the period of September 1, 2021 to August 31, 2022 as amended.*

*Ms. Sturgis seconded the motion and it passed 4-1 with Ms. Sturgis opposed.*

### **Town Administrator FY23 Goals**

Board members discussed the list of 14 draft goals. Eight were removed and some of the remaining goals were amended. A second draft which will include goals one, two, three, four, twelve and thirteen, with two new goals being added for a total of eight goals, will be part of the next meeting at which the Board will do a final edit and approval. The two new goals are continuing to move the Stow Acres project forward, and continue to provide necessary resources and staffing for departments for efficient operations.

### **Draft of Economic Development and Industrial Commission (EDIC) Charge**

Planning Board (PB) Chair Lori Clark, EDIC Chair Tom Farnsworth, and Chair Birch-McMichael met to discuss the new mission statement drafted by the EDIC. Each Chair has brought this statement to their board for discussion, and the three Chairs will meet again and come to a consensus that will then be shared with each board. The Chair said they also discussed the accuracy of the definitions, in particular the 'EDIC members' definition.

The Board discussed having a concrete deliverable, possibly in the area of becoming business friendly. The Board discussed how this is referenced in the charge, worded as 'develop baseline information and studies'. The TA asked if information was gathered from surrounding towns, so that we can work some of those ideas into a deliverable.

Mr. Constantzos would like it clearly defined that the EDIC is to promote businesses in Stow, represent businesses or business interests to the Board, and represent the Town to businesses. Other Board members see that as part of the advocacy, the working with boards and commissions, and being a liaison. The Board discussed that the liaison role needs to be clarified so that the EDIC does not represent themselves as having authority to promise things to businesses. The EDIC could advise a



business about what our bylaws state, and gather input and advocate for the business with the appropriate department or board.

Any changes from Board members should be sent directly to the Town Administrator by the end of this weekend. A final draft will be brought to the PB, the EDIC and this Board for a final charge.

### **Select Board Correspondence**

Ms. Sturgis said in prior years Board members would have a large envelope on the table at the meeting full of correspondence, and that more recently correspondence is being scanned for the Board. She would like a general list summarizing what correspondence has come in, because when people email something to the Select Board they are expecting the Board to see it. Regarding committee applications, although it is the TA's job to recommend someone, the Board members do not know the names of other people that have applied.

Much discussion ensued about the issue of correspondence received by the Select Board office.

The Board discussed having the TA give the names of the applicants to the Select Board when there is more than one application for a board or committee vacancy.

*Mr. Constantzos moved to have the Select Board see the names of all applicants. Board member Sturgis seconded the motion and it passed 3-0-2 with Ms. Hegemann and Chair Birch-McMichael abstaining.*

### **Correspondence**

Mr. Constantzos asked about the Collings Foundation settlement agreement and if information about the agreement was sent to nearby residents. The TA said it was in the newspaper, it is on the website, and there was a formal press release.

Ms. Sturgis appreciated Allan Fierce's email about the wells that was directed to the Board of Health.

Mr. Constantzos asked about the Code of Conduct being back on the agenda. This was tabled until the Board got more information. The Chair said there are ways to deal with board and committee members through the state and that she is not putting it back on the agenda unless a Select Board member asks her to do so. Discussion ensued about the Code of Conduct.

Ms. Dembkoski reiterated that we do not tolerate bullying or harassment of employees in any way by anyone. She said should there be any type of lawsuit the first thing an attorney is going to do is ask for our Code of Conduct that has been signed off. It is a recourse to show that we protect our employees and that we do not tolerate it. There is no requirement to have it, we just need to take a position that we will not tolerate it and we will take any necessary steps to address complaints.

### **Adjournment**

*At 9:26 p.m. Board member Frecha moved to adjourn. Board member Sturgis 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.*

Select Board  
Meeting Minutes  
Tuesday, October 4, 2022  
Stow Town Hall

Present in the Town Hall: Megan Birch-McMichael, Cortni Frecha, Hector Constantzos, and Town Administrator Denise Dembkoski

Present Virtually: Ingeborg Hegemann Clark and Ellen Sturgis

Chair Birch-McMichael called the meeting to order at 6:45 p.m. The Chair reminded everyone that the meeting is being recorded.

**The Collings Foundation to present information on their next Major Event, October 8th & 9th Battle for the Airfield WWII Re-enactment**

The Board virtually met with Rob Collings regarding the upcoming American Heritage Museum event. Chair Birch-McMichael stated that this item was added on for this special meeting as the request did not come in in time for a regular meeting. She reiterated that events should be submitted to the Select Board's office at least three weeks prior to their event.

Mr. Collings apologized for the oversight and outlined their WWII Re-Enactment. Ms. Dembkoski affirmed that all paperwork and departmental approvals have been received.

Ms. Frecha moved that all the necessary conditions and requirements have been met per the June 28, 2017 and October 1, 2021 Settlement Agreements for the Collings Foundation's Major Event, the Battle for the Airfield World War II reenactment, scheduled for Saturday, October 8 and Sunday, October 9, 2022, 8:30 AM to 5 PM, on the Foundation's museum property. This includes permission for pyrotechnics to be used in the battle reenactment taking place between 11-11:45 AM and 3-3:45 PM both days, fulfilling Section 2, part (c) regarding major events in the June 2017 Settlement Agreement between the Collings Foundation and the Town of Stow, with the understanding that this is the second of two permitted pyrotechnic events for the year. Mr. Constantzos seconded the motion, and it passed unanimously on a roll call vote.

The Chair asked for a motion to recess at 6:52pm. Moved by Ms. Frecha, seconded by Mr. Constantzos.

**Joint Board Meeting of the Select Board, Finance Committee, and Capital Planning Committee to discuss the Town Hall project**

At 7:00 p.m. Chair Birch-McMichael resumed the meeting and welcomed members of the Finance Committee and Capital Planning Committee to the joint board meeting. She reiterated that the meeting was being recorded and stated it was not her intent to open the discussion up to public comment.

In attendance for the Capital Planning Committee were Chair Steve Jelinek, Peter McManus, and alternate member Missy Reed attending in person and Ed DeLuca and Dave Arsenault participating virtually.

In attendance for the Finance Committee were Chair Erica Benedick attending in-person, and Chris Buck and Kevin Gross participating virtually.

The members of the three committees discussed the Town Hall project and the “Five Options Document” prepared by Architect Mills Whitaker and provided by the Town Hall Restoration Committee.

There was consensus from all members that more planning and research needs to go into the potential future use(s) for the Town Hall before any major renovations were to be revisited. All felt the need to save the building, but for the time being only minor repairs and maintenance should be performed.

Members agreed that the following information would be helpful moving forward:

- Information from surrounding towns on their historical buildings regarding how they are used, how much revenue is generated, and who handles the overall building management.
- What is the sale potential of the building?
- What is the vision of the center and how does this building fit it?
- What are the potential uses for the building?
- What does the overall community think about this building?

No votes were taken during the joint board meeting and Chair Birch-McMichael called for a motion to adjourn at 8:38pm. Moved by Ms. Frecha and seconded by Mr. Constantzos. Unanimous on a roll call vote.

Respectfully submitted,

Denise M. Dembkoski  
Town Administrator