

AGENDA
SELECT BOARD
January 24, 2023
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/83577779390?pwd=THFxZi8vZDU4V0ZzeU92MXhwLzNQZz09>

Meeting ID: 835 7777 9390
Passcode: 55313397

1. Public Comment
2. Board Member Comments
3. Town Administrator's Report
4. Recognition:
 - World Wetlands Day – February 2, 2023 – requested by the Conservation Commission
 - Black History Month Proclamation – February 2023 - requested by NASJA
5. Appointments
 - Joshua Mondragon to the position of Call Firefighter/EMT through June 30, 2023
 - Albert Arthur to the Council on Aging
 - Andrew Grote to the Library Exterior Design Committee to serve until the exterior design of the building has been approved by the RLBC2.0
6. Discussion and Possible Vote
 - Nashoba Regional High School Building Project Update
 - Randall Library Update – Library Director Tina McAndrew
 - Chief Michael Sallese to present the following policies:
 - Wellness Program
 - Lieutenant Hiring Policy
 - Traffic Safety Advisory Committee (TSAC) requests:
 - Stop Sign at Old Marlboro Road and Gleasondale Road
 - Changes to Traffic Rules and Regulations
 - All Night Parking Ban
 - Declared Snow Emergency
 - Town Administrator update on the ARPA Funds
7. Meeting minutes
 - January 10, 2023
8. Correspondence
9. Adjournment

Correspondence received:

Notice of Vacancy – Master/Comprehensive Planning Committee

1/18/2023 from Arnold Epstein; Correspondence for Select Board on the Specialized Energy Code

1/18/2023 from Matt Gallacher; Letter to ZBA RE: Stow Acres Maintenance Building Proposal

1/11/2023 from Linda Hathaway; Zoning Petition Form

1/11/2023 from David Mark; Trail of Flowers Annual Report 2022

1/10/2023 from Leigh Hilderbrandt; Lower Village Zoning Map Boundaries

1/10/2023 from Linda Hathaway; Andy Riecker's Resignation from the Library Trustees

Posted: Thursday, 1/19/2023, 3:30 p.m.

RECOGNITION

World Wetlands Day
February 2, 2023

Requested by the Conservation
Commission



Town of Stow
380 Great Road
Stow, Massachusetts 01775
(978) 897-8615
FAX (978) 897-4534
conservation@stow-ma.gov

TO: Stow Select Board
FROM: Kathy Sferra, Conservation Director
RE: World Wetland Day 2023
DATE: January 19, 2023

The Stow Conservation Commission has voted unanimously to request that the Select Board vote to proclaim World Wetlands Day 2023 in Stow. World Wetlands Day is a global awareness campaign celebrated annually since 1997 to highlight the value of wetlands, increase awareness of their importance, and promote actions that will lead to their conservation and restoration. The day will be celebrated internationally on February 2nd with the theme “It’s Time for Wetland Restoration.”

The Conservation Commission is planning to commemorate World Wetlands Day with a week-long series of social media posts and other information which will culminate on Friday February 3rd with a ‘lunch and learn’ Zoom discussion about the anticipated wetland restoration at Stow Acres Driving Range followed by a tour of driving range that afternoon for residents (weather permitting). We would request that you vote as follows:

The Stow Select Board would like to join with the Stow Conservation Commission in proclaiming February 2, 2023 as World Wetlands Day in Stow in order to highlight the value of wetlands, increase awareness of their importance, and promote actions that will lead to their conservation and restoration. We recognize the potential of restoring wetlands at Stow Acres Driving Range here in Stow with a goal of enhancing floodplains, wildlife habitat and climate resilience.

Thank you.



Theme for 2023: Wetland Restoration

This year's theme highlights the urgent need to prioritize wetland restoration, and calls on an entire generation to take steps to revive and restore degraded wetlands.

Wetlands are disappearing three times faster than forests, and more than 35% of wetlands have been degraded or lost since 1970. Reversing this trend is critical.

The theme builds on - and contributes to the efforts to heal the planet as championed by the UN Decade on Ecosystem Restoration. This global initiative which runs from 2021-2030 is leading and providing inspiration for restoring ecosystems around the world.

Campaign Visual: The Ripple Effect

Our actions have an impact. One small action can trigger a ripple effect.

This is the core idea behind the key campaign visual, which shows a person actively restoring a wetland through the action of re-planting. The outward “**ripple effect**” suggests the spread of ideas and the far-reaching impact that a single decision can inspire. The poster headline “**It's Time for Wetland Restoration**” hits the nail on the head with a direct call to action.



Key messages



It's time for wetland restoration

Wetlands deliver unrivalled benefits to humanity. Yet, more than 35% of the world's wetlands have disappeared in the last 50 years. The trend of loss and degradation must be reversed.

7 best practices in wetland restoration

- Consider the multitude of services the natural wetland provided, and aim to recapture a wide range of those benefits, not just one or two.
- Aim to recreate a wetland ecosystem that can maintain itself.
- Integrate local communities and industries during planning and implementation.
- Identify the causes of degradation and limit or eliminate them.
- Clean up the degraded area.
- Restore native vegetation and wildlife, and remove invasive species.
- Restrict site access, creating specific places for people and animals.

7 key benefits from restored wetlands

- Increased biodiversity.
- Replenished and filtered water supply.
- Enhanced protection against floods and storms.
- More local and sustainable livelihoods, less poverty.
- Increased tourism, higher quality leisure time.
- Increased carbon storage and avoided emissions.
- Inner satisfaction of achieving a transformation.

7 key players with an outsized role in wetland restoration

- **#GenerationRestoration:** Enthusiastic individuals who support ecosystem restoration.
- **Public sector:** local and national governments and public organizations who can lead wetland restoration projects and make trade-offs with input from many stakeholders.
- **Funders:** governments, financing institutions, foundations and individuals who provide the financial resources to make restoration projects a reality.
- **Community leaders:** people who represent local residents, and who understand which ecosystem benefits are important to them.
- **Private sector:** local businesses and entrepreneurs who depend on wetland benefits.
- **Educators:** teachers and lecturers who can raise awareness, build capacity and provide advice.
- **Scientists and wetland practitioners:** experts who can provide in-depth knowledge, and harness technology and innovation.



Black History Month Proclamation

Requested by NASJA

Joyce Sampson

From: Nashoba Area SJA <nashobaareasja@gmail.com>
Sent: Wednesday, January 18, 2023 9:11 PM
To: Linda Hathaway; Denise Dembkoski; selectboard; selectboard; Joyce Sampson; Megan Birch-McMichael; Cortni Frecha; Ellen Sturgis; Hector Constantzos
Subject: Black History Month Proclamation 2023
Attachments: Black History Month Proclamation 2022.png; Town of Stow Black History Month Proclamation 2023.docx; 11923.jpg

Hello Town Administrator and Stow Selectboard,

On behalf of The Nashoba Area Social Justice Alliance, we would like to thank the town and selectboard for passing historical heritage proclamations that celebrate our diversity and commitment to inclusivity in town. We also appreciated the statement the board made last year for Black History Month. We ask that you recommit this year to that statement by passing this formal Black History Month Proclamation and by pairing it with action.

Congratulations to the Town of Stow in your completion of the second phase of the acquisition of Stow Acres Country Club! Please pair this Black History Month Proclamation with action to support and preserve The Mapledale Country Club, which held the first three National Colored Golf Championships in 1926, 1927 and 1928 thanks to Robert H. Hawkins ([Freedom's Way](#)).

Sincerely,

NASJA Admin
Kelly Lawlor
Abby Morgan
Anna Celestrya-Carr
Jael Gorham
Briar Biddle



Select Board

Town of Stow, 380 Great Road, Stow MA 01775
Tel: 978-897-4515 | selectboard@stow-ma.gov

PROCLAMATION Black History Month February 2023

WHEREAS, The Town of Stow strives to be a welcoming community and a good place to live; and

WHEREAS, The Town of Stow recognizes and values diversity of its residents and people everywhere, including the contributions of each and every resident to work towards improving recreation and civic life in our town; and

WHEREAS, Black History Month is an annual celebration of Achievements by the Black community and a time for recognizing the central role of Black people in our history; and

WHEREAS, In 1915, Dr. Carter Godwin Woodson, noted Black scholar and son of former enslaved peoples, founded the Association for the Study of Negro Life and History, which was later renamed the Association for the Study of African American Life and History (ASALH); and

WHEREAS, Dr. Woodson initiated Black History Week, February 12, 1926; and for many years, the second week of February, chosen so as to coincide with the birthdays of Frederick Douglass and Abraham Lincoln, was celebrated by Black peoples in the United States, and

WHEREAS, In 1976, as part of the nation's bicentennial, Black History Week was expanded and became established as Black History Month, and is now celebrated all over North America, Canada and Great Britain; and

WHEREAS, In 1986, Public Law 99-244 proclaimed that "the foremost purpose of Black History Month is to make all Americans aware of this struggle for freedom and equal opportunity."

WHEREAS, While the observance of Black History Month calls our Town's attention to the continued need to battle racism and to build a society that lives up to its democratic ideals, this year's celebrations and recognition of Black History Month are especially significant as we reflect on the historic challenges facing our community and our Nation at this time; and

WHEREAS, Black peoples have played significant roles and made lasting contributions to our Town's history and the history of our economic, cultural, spiritual, and political development, while working tirelessly to contribute to every aspect of American society including but not limited to business, education, politics, science, and the arts; and

WHEREAS, The Town of Stow commits to doing everything in their power to demand that we all seek a greater understanding and implement changes to ensure that racism and the unjust treatment of any person is not tolerated in any way or form within the town of Stow; and

NOW THEREFORE, be it resolved that the Select Board does hereby proclaim February, 2023 as

Black History Month

in the Town of Stow and that all residents be encouraged to recognize and acknowledge the contributions of the African American members of our community as we continue to advance the principles of liberty, equity, and inclusivity for all.

*Signed this day, the 24th of January 2023 by
Members of the Select Board of Stow, Massachusetts*

The Mapledale Project

THURSDAY, JAN. 19 | 7-8 PM
RANDALL LIBRARY, STOW, MA

Join us to share ideas for ways Stow can celebrate and commemorate Black History at the Mapledale Golf Course, circa 1926 (Stow Acres Project). All are welcome!

Let's discuss...

Black history. Black history in Massachusetts.
Black history in Stow.



more information can be found at
gg.gg/mapledale



APPOINTMENTS

Joshua Mondragon to the
position of Call Firefighter/EMT
through June 30, 2023



Denise M. Dembkoski
Town Administrator
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 Joshua Mondragon to the position of Call Firefighter/EMT with the Fire Department. Joshua is a veteran and currently working as a firefighter at Hanscom Airforce Base and is Firefighter I/II certified. He should fit seamlessly into the department and assist with our per-diem staffing. Joshua will be a great addition to the Town of Stow.

I respectfully ask for your ratification of this recommendation.

Denise M Dembkoski



STOW FIRE DEPARTMENT

511 Great Road
Stow, Massachusetts 01775
Phone (978) 897-4537
Fax (978) 461-1400
Firechief@stow-ma.gov

John P Benoit
Fire Chief

January 5, 2023

Town Administrator
Denise Dembkoski
380 Great Rd.
Stow, MA 01775

Denise,

I respectfully request your recommendation to appoint Joshua Mondragon to the Position of Call Firefighter/EMT with the Stow Fire Department. Joshua is a veteran of the Airforce and is working at Hanscom AFB. Joshua is a certified Firefighter I/II and EMT which will afford him the opportunity to adapt quickly and fill a much-needed void in our Per-Diem staffing.

Please let me know if you require any other information regarding this candidate.

Respectfully,

John P Benoit
Fire Chief

Albert Arthur
to the Council on Aging



Denise M. Dembkojski
Town Administrator
townadministrator@stow-ma.gov

Town of Stow
Office of the
Town Administrator

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

I would like to recommend Albert Arthur to be appointed to one of the vacant seats on the Council on Aging.

Al has been an active associate member of the COA for the last year and our COA Director thinks he will make an excellent full board member.

I believe he will be an asset on the Council on Aging and I respectfully ask for your ratification of the recommendation.

Denise M Dembkojski

Phoebe Haberkorn

From: Stow MA via Stow MA <cmsmailer@civicplus.com>
Sent: Thursday, January 12, 2023 9:30 AM
To: selectboard
Subject: Form submission from: Board and Committee Volunteer Application

Submitted on Thursday, January 12, 2023 - 9:29am

Submitted by anonymous user:

Submitted values are:

Today's Date: January 12, 2023

Title: Mr.

First Name: Albert

Last Name: Arthur

Street Address: 42 Ridgewood Drive

Address Line 2:

Email Address:

Telephone Number:

Are you a Registered Voter in the Town of Stow? Yes

Which vacancy are you applying for? COA Board

Have you attended any meetings of this committee? Yes

Experience: Attended COA Board meetings as an associate member for the last year.

Goals: Help the COA to continue to support the community.

Share: The COA is doing a great job supporting the community.

Upload resume for further information (optional):

The results of this submission may be viewed at:

<https://www.stow-ma.gov/node/161266/submission/5041>



Town of Stow
SELECT BOARD

Stow Town Building
380 Great Road
Stow, Massachusetts 01775
(978) 897-4515 selectboard@stow-ma.gov

NOTICE OF VACANCY

COUNCIL ON AGING
Two members

Duties: To coordinate and carry out programs designed to meet the needs of the senior population in coordination with programs of the Massachusetts Department of Elder Affairs as established under the Massachusetts General Laws.

Qualifications: Registered voter of Stow. A sincere interest in the welfare, health and well being of senior citizens. A willingness to accept and carry out assignments in that regard. A commitment of time and attendance at monthly meetings held the second Thursday of the month at 10:00 A.M.

Term: One member for an indefinite term

Application: Applicants should arrange to attend a monthly Council meeting, held on the second Thursday of each month at 10:00 a.m. Meetings are also accessible via Zoom, with the meeting link listed on the posted meeting agenda. If you are interested, please use the application form on the Town of Stow website (www.stow-ma.gov), found on the Board and Committee Vacancies page. Questions may be directed to the Select Board office at selectboard@stow-ma.gov or by calling 978-897-4515.

Posted December 5, 2022

Andrew Grote
to the Randall Library Building
Exterior Design Committee



Denise M. Dembkoski
Town Administrator
townadministrator@stow-ma.gov

Town of Stow
Office of the
Town Administrator

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

I would like to recommend Andrew Grote be appointed to the Exterior Design Committee.

Andrew was a member of a previous Library renovation/building committee and would like to be part bringing this project to completion. He is a architect and has experience working public buildings, including the Cambridge Public Library.

I think Andrew will be a great and beneficial addition to the Exterior Design Committee and I respectfully ask for your ratification of the recommendation.

Denise M Dembkoski

** There was one other candidate, however they were asked to complete the new application that was put in place back in November, and did not do so **

Phoebe Haberkorn

From: Stow MA via Stow MA <cmsmailer@civicplus.com>
Sent: Thursday, January 19, 2023 11:26 AM
To: selectboard
Subject: Form submission from: Board and Committee Volunteer Application

Submitted on: Thursday, January 19, 2023 - 11:25am
Submitted by anonymous user:
Submitted values are:

Today's Date: January 23, 2023

Title:

First Name: Andrew

Last Name: Grote

Street Address: 108 Kirkland Drive

Address Line 2:

Email Address:

Telephone Number:

Are you a Registered Voter in the Town of Stow? Yes

Which vacancy are you applying for? Library Building Exterior Building

Have you attended any meetings of this committee? Yes

Experience:

I am writing to apply for the open position on the Randall Library Building Exterior Design Committee. In my 20+ year career as an architect I have worked directly on the design of many institutional public buildings, including the design and renovation of the Cambridge Public Library.

Goals: As a resident of Stow, I understand that the Randall Public Library is important to the Town not only as learning resource for our community, but also as a symbol of our history. The building expansion should respect that history, even as it expresses our aspirations for future generations. In service of the committee, I can provide context and perspective, and help the committee weigh, prioritize, and balance the many factors that inform the selection of an exterior design style.

Share:

As a note, I served in a similar capacity on the Library renovation/expansion committee, until activity was suspended in 2020, at which time my schedule precluded further participation. I was pleased to learn that DesignLab was selected for the new design, and I am excited for the opportunity to advocate for the needs and values of this community.

Upload resume for further information (optional):

The results of this submission may be viewed at:

<https://www.stow-ma.gov/node/161266/submission/5091>

Phoebe Haberkorn

From: Andrew Grote <andrew.grote@perkinswill.com>
Sent: Thursday, January 12, 2023 6:36 PM
To: selectboard
Subject: Randall Library Building Exterior Design Committee Opening

Dear Select Board,

I am writing to apply for the open position on the Randall Library Building Exterior Design Committee. In my 20+ year career as an architect I have worked directly on the design of many institutional public buildings, including the design and renovation of the Cambridge Public Library. As a resident of Stow, I understand that the Randall Public Library is important to the Town not only as learning resource for our community, but also as a symbol of our history. The building expansion should respect that history, even as it expresses our aspirations for future generations. In service of the committee, I can provide context and perspective, and help the committee weigh, prioritize, and balance the many factors that inform the selection of an exterior design style.

As a note, I served in a similar capacity on the Library renovation/expansion committee, until activity was suspended in 2020, at which time my schedule precluded further participation. I was pleased to learn that DesignLab was selected for the new design, and I am excited for the opportunity to advocate for the needs and values of this community.

Thank you for your time & consideration,

Andrew

Andrew Grote
Director of Operations, Principal
t +16174063495 m +16175014706

Perkins&Will



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 Exterior Design Committee

Appointing Authority:	Select Board
Number of Voting Members:	Seven (7)
Non-Voting Members:	Zero
Term:	The length of the exterior design process
Designation:	Special Municipal Employees

Voting Members:

Library Building Committee Members

Town Administrator or designee

Library Director

Building Commissioner

At-Large Member

Three Residents not serving on the primary Library Building Committee

Purpose:

To provide input into the style and materials for the building and plantings and structures for the landscaping.

Charge:

The Exterior Design Committee will guide and oversee the exterior look of the Randall Library Renovation project. During the exterior design process, the EDC will work as a team with several consultants including the Owner's Project Manager (OPM) and the Architect firm. The EDC will ensure proper public outreach is conducted and the public is kept informed about the exterior look of the building.

Term:

The EDC will serve until the exterior of the building design has been approved by the RLBC2.

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 or 978-897-4515.

Posted September 16, 2022

DISCUSSION & POSSIBLE VOTE

Nashoba Regional High School Building Project Update

Randall Library Update
Library Director Tina McAndrew

Police Department Policies

Chief Michael Sallese

- Wellness Program
- Lieutenant Hiring Policy



**Town of Stow
POLICE DEPARTMENT**

305 Great Road
Stow, Massachusetts 01775

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

**Michael Sallese
Chief of Police**

December 27, 2022

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

RE: Policy 9.05 Wellness Program

Over the past two years I have tried to ensure the mental wellbeing of the Stow Police Department. I am now requesting the addition of policy 9.05 Wellness Program be put in place to continue the mental health of officers as well as their physical health.

The Stow Department's Wellness Program is a collaborative effort between the department administration and its fellow employees, this includes full-time, part-time, dispatchers. This program was developed together between employees, police administration using best practices, training and experience. This program is designed to promote healthier lifestyles and allow for increased physical fitness for all department personnel. Advantages achieved by such a program include a healthier workforce, both mentally and physically, a physically competent workforce, improved employee morale and the potential to reduce health care costs. This program also was designed to mitigate the critical impact that stress related work conditions can have on police officers and dispatchers. These negative results of work-related stress have been well documented through years of scientific research. It is also designed to reduce sickness, injury and a participant's sick time usage.

I am requesting that the Select Board approve the addition of policy 9.05 Wellness Program as attached, to help the department take proactive measures to help officers both mentally and physically. This policy will allow for voluntary exercise workout program for 30 minutes a shift (that has proper coverage) and also allows a reward of time off for those who take part in mental health check ins. By having a policy in place my goal is to continue to remove the stigma of officers "asking for help" and encourage those needing assistance to get it before a time comes where it is too late.

Respectfully Submitted,

Michael Sallese, Chief of Police

WELLNESS PROGRAM

STOW POLICE DEPARTMENT POLICY & PROCEDURE NO. 9.05	ISSUE DATE:
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED:	EFFECTIVE DATE:
	REVISION DATE: _____

1. Policy Purpose

The Stow Department's Wellness Program is a collaborative effort between the department administration and its fellow employees, this includes full-time, part-time, dispatchers. The Stow Police Department recognizes the importance of the well-being of our officers due to the severe strains police work can have on both physical and mental health. This program was designed to promote healthier lifestyles and allow for increased physical fitness for all department personnel. Advantages achieved by such a program include a healthier workforce, both mentally and physically, a physically competent workforce, improved employee morale and the potential to reduce health care costs. This program also was designed to mitigate the critical impact that stress related work conditions can have on police officers and dispatchers. These negative results of work-related stress have been well documented through years of scientific research. It is also designed to reduce sickness, injury and a participant's sick time usage.

2. Policy Statement

The Stow Police Department recognizes the physical and emotional demands placed upon police officers in the performance of his or her duties. It is the policy of the Department to pursue proactive measures which assist officers in maintaining healthy lifestyles. It is widely recommended that individuals exercise on most, if not all, days of the week. In order to assist in promoting a beneficial exercise program to suit individual health and needs, the Stow Police Department allows for a voluntary exercise workout program for its members. The program is designed to allow officers, when proper coverage exists, up to 30 minutes of cardiovascular workout or strength training time in an eight hour shift. This time includes showering and changing time.

3. Wellness Officer

A Wellness Officer will be appointed by the Chief of Police from volunteers of any rank who express an interest and approach the Chief. The goal of the Wellness Officer is to promote healthy lifestyles through education on matters such as diet, sleep habits, and fitness to act as a liaison to those who need help with the aforementioned areas as well as substance abuse and mental health. The Wellness Officer will update the Chief on new programs and opportunities for the department's participation in activities including but not limited to; hiking, road races, yoga, and other competitive activities where members can participate together, outside of work hours. The Department and the Wellness Officer will also work together to help maintain the gym equipment and update items as needed and as funds allow. The appointment of a Wellness Officer does not infer any rank, privileges or added compensation beyond what is agreed for in the CBA between the Town of Stow and local unions. The Wellness Officer will report any injuries, health concerns, substance abuse, or mental health concerns to the Chief. This initial reporting will be to provide services to those officers who need help, also ensuring that the Town, Officers and Dispatchers 111f, FLSA and FLMA rights are adhered to.

4. Procedures

- A. **Time Allotment:** Up to thirty (30) minutes of workout time may be allotted per eight-hour shift. This allotment includes the time necessary for changing, showering, and returning to duty. Any officers who work less than an eight-hour shift will not be eligible to exercise for that shift. No work out time will be allowed at the beginning or the end of shift.
- B. **Location:** All workouts must take place inside the Stow Police Fitness Facility.
- C. **Participation and Control :**

The Stow Police Department's Wellness Program is a voluntary program in which the Chief of Police has complete control. The Chief of Police may, at their discretion, remove personnel from the program for any non-discriminatory reason, modify the program, or eliminate the program for any reason at any time. Any such change, removal, modification, or elimination is not subject to appeal or grievance.

All participants will sign and submit the following to the Chief of Police or their designee prior to participating in the program. This waiver must be signed once per calendar year.

Waiver of Liability Form

It should be noted that the Waiver of Liability form addresses civil liability claims and anyone injured while participating in this program. By signing this waiver, the employee waives their 111f benefit while exercising on duty. It is also agreed that the employee would not be eligible for 111f benefits, if injured while working out, due to exercising on duty not being considered "performance of duty". However, any employee eligible for the "Heart Bill" would still receive this benefit under MGL c 32 s 94.

These forms will be placed in the employees medical file by the Chief. Supervisors must ensure that when allowing an employee to exercise on duty that they have already signed the waiver.

All officers and dispatchers participating in the program must recognize that participation is a privilege, not a right. A member's privilege to participate may be revoked by the Chief of Police or his/her designee due to sick time issues, if the officer is having other job performance related issues, or for other reasons deemed appropriate by the Chief of Police. Any officer found to be abusing the privilege, or otherwise not abiding by the policy, will have his or her right to participate suspended or revoked. The suspension or revocation of the privilege to participate will not be subject to appeal or any grievance procedure by any member.

D. **Requesting Workout Time:** All requests for workout time should be made with the direct Sergeant of the shift. If no Sergeant is on, the Senior Officer will decide if work load will allow workout activity. The Sergeant or Senior Officer may deny workout time if staffing or other shift activity does not allow for it. It is understood that every effort will be made to accommodate officers and dispatchers; however, the efficient operation of the Department always takes precedent. Therefore, on any shift that only one officer is on duty, no workout time will be granted for patrol personnel.

E. **Participant Responsibilities:** It is the responsibility of the officer, prior to taking workout time, to notify the dispatch center, Sergeant or Senior Officer. Officers and dispatchers will ensure that the dispatch center knows they are "out of service" during that period of time. At the conclusion of the workout, officers and dispatchers will notify all of the above that they have completed their workouts and are ready to resume duty. Officers and dispatchers maybe recalled to handle calls for service or other essential job functions and their workout may be cancelled at any time during their workout.

Any and all injuries sustained during the program will be immediately reported to the Officer in Charge.

All participants are expected to abide by this policy; a failure to do so may result in the Chief of Police or her designee suspending or revoking an officer's privilege to participate.

Equipment is not to be removed from the exercise room without permission. Users are responsible for cleaning equipment they use with the provided disinfectant, and for replacing all equipment to appropriate areas of the exercise room.

Shoes are required to be worn at all times while in the exercise room, and no personal property (i.e. weight lifting belts, gloves, head phones, etc.) will be stored in the room for future use without permission. A stereo will be permitted but cannot be played at a level that would drown out the ability to hear your department radio, which will be required to be in the room with you.

All equipment will be used in a manner that adheres to the equipment specifications and design.

Any broken or unsafe equipment should be reported to the Wellness Officer.

F. **Type of Exercise:** Exercise under this program may include, but is not limited to, cardiovascular activities and weightlifting. Employees must always use due care and diligence when choosing and performing their workout activities. No heavy weights should ever be utilized without the presence

of a spotter. Safety is paramount at all times. Employees may seek the assistance of the Wellness Officer to help develop an exercise plan that best meets the needs of that individual officer.

G. **Program Evaluation:** The Stow Police Department's Wellness Program will be evaluated by the Chief of Police or their designee as well as the Wellness Officer on an ongoing basis. The evaluation shall consist of sick-time usage reports, levels of participation, and general guideline adherence. The evaluation shall also include feedback from personnel, including positive ways to impact the program. The final determination of any modification to the program resides with the Chief of Police.

H. **General Rules:** Members of SPD who participate in the Wellness Program must abide by the following rules. Failure to do so may result in that individual officer's removal from the fitness program or the removal of the entire program.

- Employees must actually be exercising while participating in the program. Failing to exercise during the 30 minutes is unacceptable and no replacement activity or break will be allowed in its place.
- Employees must wear appropriate workout attire and are not allowed to exercise in uniform.
- When a detainee is in the cellblock, Employees may not engage in this program.
- Employees must have their portable radios with them during exercise time and must be attentive to shift activity. If activity increases significantly, the Employees should stop working out and return to service on their own initiative or at the direction of their supervisor.
- Officers are expected to work with dispatchers and answer the phones so dispatchers can have time to benefit from the Wellness Program
- This program is at the discretion of the Chief of Police. It may be removed at any time.

5. Abuses

The Stow Police Administration, Supervisors, Patrol Officers, Dispatchers and all other employees agree to monitor for abuses of this privilege and take appropriate corrective action. If the corrective steps are taken and the abuse continues the matter will be referred to the Police Administration to handle.

6. Check up from Neck Up, Wellness Days

The department will be offering an opportunity to earn up to one (1) wellness day, offered in two four hour blocks per fiscal year (July 1 – June 30) by volunteering to receive a mental health checkup, one or two times during the year. For each mental health check up with a licensed professional of your choosing, you will receive a wellness comp time to be used under the same guidelines as our vacation/comp days and to be considered as awarded comp time not earned comp for compensating the

total time. We will only require that you provide documentation from the qualified professional that you were seen and attended a full session (approx. 45-60 mins). If your healthcare provider only allows tele-health, that will be allowed, but in-person is preferred. There is no restriction on the time frame for your two sessions other than it being within the fiscal year. These days will not be allowed to be carried over into another fiscal year and cannot be cashed out.

Documentation will need to be provided to the Chief of Police, that a visit was made, a note from the clinician stating the employee attended.

We want to continue to reduce the stigma for police officers and their mental health by opening the door to this type of program. Each sworn member of the department may, on their own seek a therapist with the following criteria:

Qualifications of a licensed clinician: Licensed Psychologist (LP), Licensed Mental Health Clinician (LMHC), Licensed Independent Clinical Social Worker (LICSW), Psychiatrist, Psychiatric Nurse Practitioner.

Benefits of 1 – 2 yearly wellness checks: “A wellness visit with a licensed clinician offers an officer and dispatcher an opportunity to review health coping strategies, review current stressors, and find ways to implement preventative behavioral medicine in order to subvert any potential for future mental health problems. In other words, by attending a wellness check, an officer has an opportunity to truly determine their current mental health status, predict future obstacles, and to learn new tools (i.e., coping strategies) for their emotional tool box. 1 – 2 visits a year are enough for a licensed clinician to give a check-in with an officer, and make good long-term recommendations for continued success and prevention of the development of psychopathology (i.e., mental illness).” - Laurence M. Kelly Jr., PsyD

Confidentiality: “Any licensed clinician (LMHC, LICSW, psychologist, psychiatrist, or psychiatric NP) is bound to provide confidentiality. What is confidentiality? Confidentiality means that no matter what is shared with the therapist, unless it pertains to safety (i.e., suicidality, homicidally) or child abuse/elder abuse. In other words, no matter what you say to your therapist, no one can ever get that information from the therapist without a court order.” - Laurence M. Kelly Jr., PsyD

We will be rolling out this program as a pilot and will evaluate it as it goes to see what changes and/or recommendations are needed.

This is the link to our confidential Employee Assistance Program (EAP) - <https://myassistanceprogram.com/miia-eap/>

7. Attachments

The following attachments are required per this policy:

A. Waiver of Liability Form



Town of Stow POLICE DEPARTMENT

305 Great Road
Stow, Massachusetts 01775
(978) 897-4545
FAX (978) 897-3692



Michael Sallèse
Chief of Police

ACCIDENT WAIVER AND RELEASE OF LIABILITY FORM

I HEREBY ASSUME ALL OF THE RISKS OF USING THE EXERCISE EQUIPMENT LOCATED AT THE STOW POLICE WORK-OUT AREA.

This includes by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of the persons or entities being released from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their possible liability without fault.

I certify that I am physically fit, have sufficiently prepared or trained for participation in this activity, and have not been advised to not participate by a qualified medical professional. I certify that there are no health-related reasons or problems which preclude my participation in this activity.

I acknowledge that this Accident Waiver and Release of Liability Form will be used by the Municipal Employer, as well as any other employees, supervisors, contractors, equipment suppliers and others using or present in the work-out area, and that it will govern my actions and responsibilities at said activity.

In consideration of my being permitted to work out and otherwise participate in this activity, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows:

(A) I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me;

(B) INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the Municipal Employer, its agents, employees, contractors, invites or others present in the work out area, from any and all liabilities or claims made as a result of participation in this activity, whether caused by the negligence of release or otherwise.

I acknowledge that the Union has agreed to exclude coverage under MGL c. 41, s. 111F, any injuries occurring while working out or preparing to do so in the police department's work out area and I hereby consent to receive medical treatment which may be deemed advisable in the event of injury, accident, and/or illness during this activity. However, this waiver does not preclude anyone from receiving the Heart Bill under MGL c.32, s94.

The Accident Waiver and Release of Liability Form shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

I CERTIFY THAT I HAVE READ THIS DOCUMENT AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL.

Officer Signature

Date

Print or Type Name Officer

Chief of Police Signature

Date

Print or Type Name Chief

Wellness Officer Signature

Date

Print or Type Wellness Officer

Stow Police Department



Town of Stow
POLICE DEPARTMENT

305 Great Road
Stow, Massachusetts 01775
(978) 897-4545
FAX (978) 897-3692



Michael Sallese
Chief of Police

To: Luke Dezago, Local 206 President
John Fantasia, Local 206a President

From: Michael Sallese, Chief of Police

Date: December 15, 2022

RE: Wellness Policy 9.05

Dear Luke and John,

Over the past year I was approached by members of Local 206 to allow on-duty officers to utilize the gym and be able to work out. I have extended this to the dispatchers as well. To increase the mental health of the department instituting optional check ups with the incentive for awarded compensation time is now being offered. I have been approached by a member of the department that would like to start an employee wellness program. Working together we have developed the following policy.

Please review the attached policy 9.05 Wellness Program. This policy will formalize the use of on duty time in the gym by both officers and dispatchers. Also, the policy explains what mental health check in is optional and how to submit for the awarded hours, which will not go toward the total.

I would like to open discussion on the impact that this will have on your members. Please let me know - in writing – within five (5) days of receipt of this notice, if you would like to discuss the impact of this policy. Your reply should specify the mandatory subjects of bargaining which you contend will be impacted. *(Without waiving my rights to insist that this is only impact bargaining. I am willing to discuss both the decision and impact if the union so insists.)*

The following dates and times are available (during normal business hours).
January 3,4,5 of 2023

An employer violates Section 10(a)(5) of the Law if it unilaterally alters a pre-existing condition of employment or implements a new condition of employment affecting a mandatory subject of bargaining without providing the exclusive collective bargaining representative with prior notice and an opportunity to bargain to resolution or impasse. School committee of Newton v Labor Relations Commission, 388 Mass 557 (1983); City of Boston, 26 MLC 177, 181 (2000)

Please let me know if this schedule is acceptable in your written reply as well. If you are unable to meet on those dates offered, please suggest me with three (3) alternatives (during normal business hours), the last of which should be no later than January 12th.

If I have not received a written request to bargain the impact within five (5) days, I will have to determine that you have no concerns and will present the policy to the Select Board for approval.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'MS', with a horizontal line underneath it.

Michael Sallese, Chief of Police

Chief Michael Sallese

From: Prosecutor Luke DeZago
Sent: Tuesday, December 20, 2022 10:02 AM
To: Chief Michael Sallese
Subject: Re: Impact Letter Policy 9.05

Hi Chief,

I believe the questions we had were asked, should be all set thanks.

- Luke

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



*"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."*

From: Chief Michael Sallese <policechief@stow-ma.gov>
Sent: Thursday, December 15, 2022 9:36 AM
To: Prosecutor Luke DeZago <ldezago@stow-ma.gov>; Special Officer John Fantasia <jfantasia@stow-ma.gov>
Subject: Impact Letter Policy 9.05

Hi Luke and John,

Please review the attached letter and policy for a wellness program.

Thank you,

*Michael Sallese, Chief of Police
Stow Police Department
305 Great Road
Stow, MA 01775
978-897-4545*

Chief Michael Sallesse

From: Special Officer John Fantasia
Sent: Friday, December 16, 2022 7:47 AM
To: Chief Michael Sallesse
Subject: RE: Impact Letter Policy 9.05

Chief,

I have no problems with this policy.

-John

From: Chief Michael Sallesse <policechief@stow-ma.gov>
Sent: Thursday, December 15, 2022 9:37 AM
To: Prosecutor Luke DeZago <ldezago@stow-ma.gov>; Special Officer John Fantasia <jfantasia@stow-ma.gov>
Subject: Impact Letter Policy 9.05

Hi Luke and John,

Please review the attached letter and policy for a wellness program.

Thank you,

*Michael Sallesse, Chief of Police
Stow Police Department
305 Great Road
Stow, MA 01775
978-897-4545*



**Town of Stow
POLICE DEPARTMENT**

305 Great Road
Stow, Massachusetts 01775

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

Michael Sallese
Chief of Police

January 9, 2023

Select Board
380 Great Road
Stow, MA 01775

RE: Policy 4.33.2 Lieutenant Hiring

I would like to advise the Select Board that Lt. Darren Thraen has announced his retirement, effective May 11, 2023. Although we are happy for him but sad for us, I have accepted his notice. His retirement will mark the end of 31 years of service here at the Stow Police Department. Lt. Thraen has been with the Town of Stow since 1991 starting as a Police Dispatcher, moving up to Patrol Officer/ DARE Officer, being promoted to the rank of Sergeant, then to the rank of Lt. in 2021. His dedication and commitment to this department and community will be missed. He has been a thread connecting Stow his entire career, always going above and beyond. Lt. Thraen will be appointed as a special officer upon his retirement, so he will still be available to help the department.

In April of 2021, a policy was passed by the board for the process in which Sergeants were promoted. At that time, a process was outlined and followed, 2 qualified officers were promoted from Patrol Officer to Sergeant. When Lt. Thraen was promoted from Sergeant to Lieutenant, he was the only in-house qualified individual.

The requirements of the Lieutenant, require at least 3 years in the rank of Sergeant. Currently the Stow Police Department has no Sergeants that meet the minimum qualifications. Therefore, this new Lieutenant will be hired from outside the Stow Police Department. Working in collaboration with the Town Administrator and HR Director, we have been able to develop a hiring policy, and a current job description for the position of Lieutenant.

The Lieutenant is not covered by the terms of the Collective Bargaining Agreement with Police Union Local 206, as it is a non-union position. However, this new policy does in fact keep the offering to union members first for 7 days. Also, to add another level of independent review in the process, an outside consulting company will be conducting a written exam and assessment. This policy also keeps standards intact that will be used for our accreditation. This policy has already been reviewed by the local union with no concerns.

Part of the process includes an interview with the hiring committee, which will be made up of Town Administrator, Police Chief, HR Director, and two at-large community members. In the past we have had an excellent involvement from members of the community and community partners such as NASJA and will be reaching out again for assistance.

I am requesting that the Select Board approve the attached Stow Police Policy 4.33.2 outlining the process in which a Lieutenant will be hired.

Respectfully Submitted,



Michael Salles, Chief of Police



Town of Stow
POLICE DEPARTMENT

305 Great Road
Stow, Massachusetts 01775

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

Michael Sallèse
Chief of Police

To: All Applicants for Lieutenant Hiring [Policy 4.33.2]

From: Chief of Police

Re: Selection Process one Lieutenant

The initial selection process includes the following elements: [34.1.3]

1. Position announcement with Lieutenant Job Description, posted internally on XXXX and externally on XXXX.
2. Cover Letter and Resume to the Hiring Committee XXXX
3. Invitation to take written test sent out by XXXX
4. Written Test on XXXX
5. Invitation to take part in assessment center sent out by XXXX
6. Assessment Center XXXX
7. Invitation to take part in Interview with Hiring Committee sent out by XXXX
8. Interview with Hiring Committee XXXX
9. Conditional Letter of offer made XXXX
10. Background check, physiological and physical completed
11. Recommendation made to the Select Board for appointment

Sincerely,

Chief Michael Sallèse



Town of Stow
POLICE DEPARTMENT
305 Great Road
Stow, Massachusetts 01775

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

Michael Sallese
Chief of Police

POLICE
POLICE LIEUTENANT

DEFINITION

Under general administrative direction of the Chief of Police performing professional administrative, technical and management duties within Standard Operating Procedures of the department and in compliance with applicable Massachusetts General Laws and Town by-laws. Supervision Given: Assumes the powers, duties, and responsibilities of the Chief in their absence.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Ensure compliance with all laws, which the department or its officers have authority to enforce.
- Assist the Chief of Police in organizing, directing, and controlling all resources of the department to preserve the peace, protect persons and property and ensure compliance with all the laws of the Commonwealth.
- Exercise authority over administrative and operational matters as defined or assigned by the Chief of Police.
- Provides highly responsible and complex staff assistance to the Chief
- Participate or direct daily duties (Staff, Patrol & Support) to be performed by officers and non-sworn employees as defined by the order of the Chief of Police.
- Assign, detail or transfer any member or employee of the department to or from any unit or assignment whenever he shall deem such action to be in the best interest of efficiency, discipline or morale of the department subject to the approval of the Chief.
- Appointed In-Command of the Stow Police Department during absences of the Chief.
- Promulgate directives of the department and issue on their own authority - orders, written or oral, not inconsistent with their powers, duties, and responsibilities.
- Plan, execute, and modify police programs designed to prevent and repress crime, to apprehend and prosecute offenders and to recover property.

- Conduct all internal affairs investigations of departmental personnel and report the results of said investigations to the Chief of Police.
- Responsible for planning and coordinating agency responses to unusual occurrences and special operations with the approval of the Chief.
- Conduct an annual analysis of incidents of force used by personnel of this department, which shall be forwarded to the Chief of Police.
- Responsible for public information functions. These duties and responsibilities may include but are not limited to:
 - Coordinating and controlling activities involving the news media;
 - Preparing and disseminating information to the community, the media and other criminal justice agencies;
 - Attend/Respond to major crime scenes, special events and unusual occurrences;
 - Coordinate, authorize and the release of information about victims, witnesses and suspects;
 - Coordinate, authorize the release of information concerning confidential agency investigations and operations, and,
 - To act as department spokesman as required.
- Serves as on duty supervisor on assigned shift
- Oversee and direct the planning, implementation, management, and evaluation of public safety and security training as well as accreditation
- Establish and implement a culture of training and staff development throughout the department by assessing current training and development needs, enhancing current effective programs, and identifying new and innovative initiatives to ensure high levels of performance
- Lead the accreditation team, utilizing current local, state, and national policies and best practices to ensure applicable accreditation and compliance standards
- Body Camera Manager
- Oversee Fleet maintenance, including boat, ATV and all equipment
- Oversee Lake Boon Patrol
- Performs other related job duties as necessary.

SUPERVISION EXERCISED

The Lieutenant plans, directs, supervises, and coordinates the work of assigned divisions of the Police Department, including patrol, dispatch, detainee watch, and traffic constable. Keeps the Chief advised of progress and problems and jointly reviews and discusses cases with the Chief to determine appropriate Department approach and course of action.

JUDGMENT

Guidelines, which may be in the form of administrative or organizational policies, general principles, legislation, or directives that pertain to a specific department or functional area, only provide limited guidance for performing the work. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

NATURE AND PURPOSE OF CONTACTS

Relationships involve constant interaction with local, state, and federal government officials, community leaders, and any other individuals to protect and promote the organization's overall interest. The position requires a high degree of diplomacy and judgment and must be able to work effectively with, and influence, all types of persons. Duties require a well-developed sense of strategy and timing in representing the organization effectively in critical and important situations that may influence the well-being of the organization.

CONFIDENTIALITY

The employee has regular access at the departmental level to a variety of sensitive and confidential information.

EDUCATION AND EXPERIENCE

Bachelor's degree in criminal justice or related field, and seven to ten years of related experience, including three years at the rank of Sergeant of higher or any equivalent combination of education and experience. Full time police academy certification, valid driver's license and firearms license required. Must be in good standing with POST.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Thorough knowledge of the principles and practices of police administration and of approved police methods and procedures. Thorough knowledge of the town and state laws, town bylaws and regulations affecting police work. Demonstrated knowledge of federal, state and local laws, rules and regulations and department rules, protocols and procedures. Knowledge of prosecution of criminal complaints. Knowledge of criminal law and current techniques of criminal investigation. Knowledge of labor law and collective bargaining. Knowledge of technology as it is used in police work.

Abilities: Ability to lead and supervise subordinates and to transmit general instructions in the form of detailed orders. Ability to communicate effectively both orally and in writing. Ability to maintain good public relations and effective collaborative working relationships with Town departments, department heads, fellow employees, officials and the general public. Ability to meet deadlines. Ability to work independently and exercise independent judgment. Ability to prioritize. Ability to analyze and interpret laws, bylaws, rules, regulations, standards and procedures and apply them to specific situations and cases.

Skills: Training and qualification in the use of handguns and radar equipment. Proven collaboration and communication skills. Organizational and time management skills, including strong fiscal management skills required. Possess a demonstrated commitment to providing leadership in building equitable, diverse, and inclusive environments across the department and the Town of Stow.

WORK ENVIRONMENT

The nature of duties may involve office work, emergency response or field work exposing employee to inclement weather, traffic hazards and continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold,

oil, dirt or grease. Work may be continually performed outdoors, regardless of weather conditions.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Essential functions involve frequent and recurring assignments requiring strenuous effort and endurance or quick reflexes to perform the work, such as lifting and carrying on a continuous basis for extended periods of time, or regular travel on foot or bicycle over rough terrain or barriers, or the potential need to subdue or restrain violent persons or animals.

Motor Skills

Essential functions involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions which may require extreme accuracy.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

Hearing

Hear in the normal audio range with or without correction.

LEIUTENANT HIRING

POLICY & PROCEDURE NO. 4.33.2	ISSUE DATE: _____
	EFFECTIVE DATE: _____
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 34.1.1; 34.1.2; 34.1.3; 34.1.5; 34.1.6; 34.1.7	REVISION DATE: _____

I. GENERAL CONSIDERATIONS AND GUIDELINES

Hiring within the Stow Police Department is governed by the policies and procedures of the department.

Hiring must be based upon the merits of the individuals and their personal performance in the process, and never on favoritism or seniority alone. Hiring is an investment in the future, not only for the department, but also for the employees who will be supervised and guided by the Lieutenant.

II. POLICY

It is the policy of the Stow Police Department to conduct the hiring process in a manner that meets both the letter and the spirit of all applicable laws, regulations and procedures. Only individuals who meet the specified criteria contained within this policy will be eligible for the position. [34.1.3(g)]

III. ELIGIBILITY

Bachelor's degree in criminal justice or related field, and seven to ten years of related experience, including three years at the rank of Sergeant or higher, or any equivalent combination of education and experience. Full time police academy certification, valid driver's license and firearms license required. Must be in good standing with POST.

III. PROCEDURES

1. **DEPARTMENT ROLE IN THE HIRING PROCESS:** This department shall notify employees of the hiring process, and shall provide testing, and shall evaluate training, experience, seniority, and work history. The results of selection evaluations shall be reported to the appointing authority. [34.1.1]
2. **HIRING PROCESS MANAGER:** The Chief of Police and Town Administrator shall manage and coordinate hirings for the Lieutenant position and shall have the authority necessary to carry out the duties of the position. The duties shall include the following: [34.1.2]
 - a. Be knowledgeable of the process for all individuals;
 - b. Provide and post any written announcements of any scheduled promotional opportunities for current department employees;
 - c. Maintain data on eligibility requirements for the position;
 - d. If used, coordinate with any companies or consultants contracted to participate in the hiring process;
 - e. Coordinate with any other government agencies or entities involved in the process; and
 - f. Protect the integrity of the process by ensuring that all materials, documents, scores, evaluations forms, and completed evaluations remain confidential and are kept in a secure, locked location. [34.1.3(h)]
 - g. Hiring materials shall be retained for at least three years. Once a process has been completed, all appeals have been exhausted or appeal periods have expired, and no litigation is pending, promotional materials shall be destroyed by shredding.
3. **NOTICE OF HIRING:**
 - a. The Lieutenant position will be posted internally for 7 days as per the collective bargaining agreement, prior to any external posting, which will remain posted for a period of an additional 14 days.
 - b. Outside recruiting shall begin on day 8, with the notice being posted in all applicable venues for 14 days..
 - c. Internal notice shall be:
 1. Posted in a prominent place;
 2. Sent to all affected personnel in the form of an e-mail; and
 3. Mailed to any officers who are out sick or injured, on extended leave, on active military duty, or otherwise not likely to receive notice.

- d. The posting shall include:
 - 1. Eligibility requirements as described in job description;
 - 2. Job description
 - 3. The selection process;
 - 4. Method of applying;
 - 5. Process for promotion or hiring
 - 6. Duration of the process;

4. PROCESS [34.1.3(D)]

- a. Hiring Committee formed, comprising of Town Administrator, Police Chief, HR Director, and two at-large community members
- b. Hiring announcement with Lieutenant Job Description
- c. Cover Letter and Resume to the hiring committee
- d. Those who meet eligibility to be invited to take written exam
- e. Top 5 scores from written exam invited to take part in independent assessment center
- f. Individuals who pass assessment center to be invited to take part in an interview with the hiring committee.
- g. Candidates scored, reviewed, and ranked by Hiring Board
- h. Top Candidate to be recommend to the Select Board

5. CANDIDATE EVALUATIONS [34.1.3(A)]

- a. The Hiring Committee has the right to select the individual that they believe to be the best candidate for the position. In making their decision, they shall consider criteria which may include but not be limited to: [34.1.1] [34.1.2]

- a. Cover Letter and Resume 10 Points
- b. Assessment Center 50 Points
 (Inclusive of written test) (ranked by independent center)
- c. Interview Committee 40 Points

- b. A cumulative score will be reported to each candidate after all candidates have been interviewed, at a time determined by the Chief of Police and Town Administrator and prior to being made available to the employees at large. The score shall also show the individuals' scores on each component of the process.

6. CANDIDATE APPEAL AND REVIEW [34.1.3(E)]
 - a. Within seven days of receiving notice of component scores, an employee may appeal to the Town Administrator. They may also refer their decision to the Select Board to conduct a review of any or all of the components.
 - b. Upon completion of such review, the employee shall be advised in writing of the results of the review and in the event of a change, the scores and ranking shall be adjusted accordingly.
7. CANDIDATE SELECTION [43.1.6(E)]
 - a. The Chief of Police and Town Administrator shall recommend one candidate to the appointing authority.
 - b. PROBATIONARY PERIOD: All employees hired or promoted to a higher rank shall be subject to a six month probationary period [34.1.7]

IV. ACTIVITY FOLLOWING HIRING OR PROMOTION

A newly appointed Lieutenant will attend all necessary training required for their position. Additionally, newly promoted or hired sworn personnel shall be trained in accordance with MGL Chapter 40 § 36C in suicide detection, intervention, and prevention. Newly appointed Lieutenant will also receive training from the Chief regarding their responsibilities.



Town of Stow
POLICE DEPARTMENT

305 Great Road
Stow, Massachusetts 01775

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

Michael Sallese
Chief of Police

To: Luke Dezago, Local 206 President

From: Michael Sallese, Chief of Police

Date: December 28, 2022

RE: Policy 4.33.2 Lieutenant Hiring

Dear Luke,

As you are aware Lt. Darren Thraen is retiring on May 11, 2023. To ensure a new Lieutenant is in place prior to his retirement, I will be starting the hiring process. Before posting and starting the process a new policy will be presented to the Select Board for their approval.

According to Article VII, Seniority Section 2, of the Collective Bargaining Agreement, "Any vacancy covered by the terms of this Agreement which the Town intends to fill shall be posted for at least seven (7) calendar days and shall be open to application by all employees covered by this Agreement. With the exception of the classification of Chief and Deputy Chief, no outside recruiting shall occur prior to the conclusion of the posting period. If the abilities and qualifications of two (2) or more applicants are substantially equal, preference will be given to the most senior applicant from within the Department; however, nothing herein shall prevent the Town from hiring outside the Department if such applicants have greater abilities and qualifications."

As you know the Lieutenant is not covered by the terms of the CBA agreement as it is a non-union position. However, this new policy does in fact keep the offering to union members first for 7 days. Also, to add another level of independent review in the process, an outside consulting company will be conducting a written exam and assessment center.

I would like to open discussion on the impact that this will have on your members. Please let me know - in writing - within five (5) days of receipt of this notice, if you would like to discuss this.

Your reply should specify the mandatory subjects of bargaining which you contend will be impacted. *(Without waiving my rights to insist that this is only impact bargaining. I am willing to discuss both the decision and impact if the union so insists.)*

An employer violates Section 10(a)(5) of the Law if it unilaterally alters a pre-existing condition of employment or implements a new condition of employment affecting a mandatory subject of bargaining without providing the exclusive collective bargaining representative with prior notice and an opportunity to bargain to resolution or impasse. School committee of Newton v Labor Relations Commission, 388 Mass 557 (1983); City of Boston, 26

The following dates and times are available (during normal business hours).

January 5, 6th

Please let me know if this schedule is acceptable in your written reply as well. If you are unable to meet on those dates offered, please suggest three (3) alternatives (during normal business hours), the last of which should be no later than January 12th.

Please respond to this request for bargaining within five (5) days. If I do not hear from you, I will consider no concerns and will present the policy to the Select Board for approval.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'M. Sallese', written over a horizontal line.

Michael Sallese, Chief of Police

Traffic Safety Advisory Committee Requests

- Stop Sign at Old Marlboro Road and Gleasondale Road
- Change to Traffic Rules and Regulations
 - All Night Parking Ban
 - Declared Snow Emergency



Town of Stow
**TRAFFIC SAFETY
ADVISORY COMMITTEE**

**380 Great Road
Stow, Massachusetts 01775-1122
(978) 897-4545**

January 4, 2022

Select Board
380 Great Road
Stow, MA 01775

RE: Stop Sign Old Marlboro Road at Gleasondale Road

The Traffic Safety Advisory Committee has been working on how to respond to the many resident traffic concerns on Old Marlboro Road. The Committee has received letters and held Committee meetings as well as public hearings on these traffic concerns. As the Select Board is aware from our December 9th letter, we have developed a pilot program. Part of this program is to redirect the traffic pattern in the area. To do this, we would need your approval to install a stop sign.

Per the Manual on Uniform Traffic Control Devices (MUTCD) Chapter 2B, the guidance for implementation of stop signs are as follows:

STOP signs should be used if engineering judgment indicates that one or more of the following conditions exist:

- A. Intersection of a less important road with a main road where application of the normal right-of-way rule would not be expected to provide reasonable compliance with the law;
- B. Street entering a through highway or street;
- C. Unsignalized intersection in a signalized area; and/or
- D. High speeds, restricted view, or crash records indicate a need for control by the STOP sign.

For the intersection of Old Marlboro Road and Gleasondale Road, implementation of a stop sign under 2B.05. (A) would certainly apply, as Gleasondale Road is a state numbered route heading into Stow from Hudson where drivers could not reasonably be expected to yield to the right-of-way to northbound traffic entering from Old Marlboro Road. The stop sign would be installed within 90 days of the Select Board's approval.

Thank you for your consideration and support on this matter.

Respectfully submitted,

Chief Michael Sallese, on behalf of the Traffic Safety Advisory Committee



**TOWN OF STOW, MA
SELECT BOARD**

NOTICE OF TRAFFIC REGULATION

By virtue of the authority vested in the Select Board of the Town of Stow,
it is hereby

VOTED: In accordance with the provisions of Chapter 89, Section 9 of the General
Laws, the following street is designated as a stop street at the intersection
and in the direction indicated:

North drivers on Old Marlboro Road, south of the traffic island must
stop at the intersection of Gleasondale Road

SELECT BOARD

Date of Passage _____

Attest of Town Clerk _____



Town of Stow
**TRAFFIC SAFETY
ADVISORY COMMITTEE**

**380 Great Road
Stow, Massachusetts 01775-1122
(978) 897-4545**

December 9, 2022

Select Board
380 Great Road
Stow, MA 01775

RE: Marlboro Road

Since the creation of the Traffic Safety Advisory Committee, we have discussed the high traffic volume and high-speed area of Marlboro Road multiple times. Residents have been expressing concern to the Police Department directly for years. One of the Police Department's highest impact traffic enforcements has been Marlboro Road.

Following the policy of the Traffic Safety Advisory Committee, we have identified Marlboro Road as an affected area and that the neighborhood very much supports the Committee's finding that measures need to be taken. We have had many passionate residents suggest many ideas, from speed bumps, truck restrictions, signage, stricter enforcement.

The Traffic Safety Advisory Committee welcomes all these suggestions. Our policy is to take a step approach, implementing low cost solutions keeping the tax payers in mind. Over the past year the Committee responded to the concerns of Marlboro Road in a few ways. The police department continued traffic assignments in the area, with officers implementing "High Impact Radar", which means that every vehicle travelling over 20% above the limit was stopped, meaning 31 mph or higher. Additional 25 mph signs were added to the roadway by the Highway Department.

Working with the Complete Street Committee grant funds were secured to purchase and install, permanent solar radar feedback signs. These signs have been installed this week and are up running.

The Committee also painted traffic lines on the roadway, with the state minimum width. This gives the illusion to vehicle operators that they are going at a faster rate than they are.

The committee researched other options to reduce the speed of vehicles, as well as reduce the amount of heavy truck traffic volume. The Committee researched speed bumps in the area. This idea was rejected quickly as speed bumps are not ADA compliant. To make them compliant sidewalks would have to be installed on both sides of the roadway causing the Town to take frontage of individual properties as the roadway would have to be increased. The committee then looked into speed tables, which are a gradual increase, to a flat top, to a gradual decline. While this solution would be ADA compliant, the cost for the materials, labor, additional drainage would be approximately \$125,000 to \$150,000 dollars. This option is still available to the Committee and community members, public

hearings, Select Board vote, and a Town Meeting discussion and vote would have to be presented to fund such a project.

The Committee continued and explored other options such as a truck restriction. With the Eversource project traveling on Chestnut St in Hudson, research was done to see if the conduit being installed would have a weight limit preventing heavier vehicles from traveling over it. We contacted the construction contractors and found that the conduit being installed was truck rated and no restriction would be needed. As a committee we know that the law requires that if a roadway is a connecting road to another town, a truck restriction would have to be approved by both Towns. A meeting with the Hudson internal traffic committee was held. Hudson was against the idea of installing a truck restriction on Chestnut St in Hudson. They sighted that other neighborhoods would be affected, and that other neighborhoods would also be requesting the same restrictions. As a committee, it was offered to the Town of Hudson that Stow would pay for a traffic study to see how both towns would be affected if Hudson would agree that the discussion of implementing a restriction would still be feasible on the traffic report. Hudson informed us that even with the traffic study they would not be in favor of the restriction.

The police department recently received a grant for \$20,000 for a traffic counter and specific enforcement campaigns. When deployed this traffic counter, captures the vehicle speed, volume, and class type.

The Committee then researched the idea of closing the entrance off of Gleasondale Road to Marlboro Road, and having traffic turn left around the south side of the Hello Garden. The Committee held a public forum on December 7th to hear the concerns and thoughts of the residents. Two options were presented to the Committee and residents for a pilot program on closing the entrance.

The first pilot option is that barricades would be used to close off Marlboro Road to southbound traffic from Gleasondale Road/Route 62. The barricades would have a lighted sign stating "Suggested Truck Route" directing trucks up to the next intersection for the turn. If vehicles wanted to turn left onto Marlboro Road, they would be able to after the Hello Garden. This would cause the vehicles to have a slower starting speed on Marlboro Road and discourage truck traffic making the sharp left. This option leaves the Northbound traffic on Marlboro Road open, cars would travel continuously on Marlboro Road to the existing stop sign to turn left or right.

The second pilot option would to barricade both the entrance and exit near 2 Marlboro Road, causing all turning traffic to enter and exit on the south side of Hello Garden.

Both these options are attached as appendix A and B.

After over an hour of conversation with a full meeting, both in-persona and virtual, the Traffic Safety Advisory Committee voted and unanimously agreed that an updated version of both options would be implemented. The updated version is to keep space open for the residents at 2 Marlboro Road whose property is under an agricultural use and other farm supplies are delivered. The Committee will be utilizing the new traffic counter to collect data before and after the change in the traffic pattern. New temporary signs will be installed to warn people of the new traffic pattern.

This pilot program will be in place for approximately 30 to 60 days, with the option of increasing if more data needs to be collected. It should be noted that that with the Eversource project, traffic from Hudson will be shut down for an undetermined amount of time will the conduit is put in place.

Once the pilot program is complete a public forum will be held to receive input on the perspective of the residents. The Committee will be reviewing if the pilot program was successful by the reduction of volume of all classes of traffic, lower speeds, and the community feeling that they can safely walk on the road.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael Salles", written over a horizontal line.

Chief Michael Salles, on behalf of the Traffic Safety Advisory Committee



Town of Stow
**TRAFFIC SAFETY
ADVISORY COMMITTEE**

380 Great Road
Stow, Massachusetts 01775-1122
(978) 897-4545

January 4, 2023

Select Board
380 Great Road
Stow, MA 01775

RE: Update to Traffic Rules and Regulations Article IV Section 3/4

The Traffic Safety Advisory Committee is always looking at ways to help keep the roadways safer. Reviewing the Town of Stow Traffic Rules and Regulations, we found that we are lacking the ability to prohibit parking on all streets during a snow emergency.

Speaking with Acting Highway Superintendent Brian Hatch, he expressed that while plowing, it is difficult to plow the roadways when vehicles are in the way. While Stow does have a nighttime parking ban which does not allow parking over 1 hour on all the roadways from 1am to 5am between Dec 1 and March 31st. We know that snow removal operations can happen during and after a storm.

The committee is looking to the Selectboard to update Article IV Section 3, that has not been updated since 1989 which states;

Section 3. No All Night Parking.

It shall be unlawful for the driver of any vehicle, other than one acting in an emergency, to park said vehicle on any street for a period of time longer than one (1) hour between the hours of 1:00 A.M. and 6:00 A.M. of any day (between December 1 of one year and March 31 of the succeeding year).

The penalty for violation of this section shall be a fine of Ten Dollars (\$10.00) for each offense. (September 5, 1989)

The proposed new section 3 would state the following;

Section 3. No All Night Parking.

It shall be unlawful for the driver of any vehicle, other than one acting in an emergency, to park said vehicle on any street from 1:00 A.M. and 6:00 A.M. of any day (between December 1 of one year and March 31 of the succeeding year). The Town shall exempt from all night parking prohibition those persons who provide notice to the police department about their vehicle being unable to operate or other hardship. The police still may tow the vehicle if deemed a public safety hazard.

*The penalty for violation of this section shall be a fine of Twenty Dollars (\$20.00) for each offense.
(January XX, 2023)*

Most of the time, parking a vehicle on the roadway does not become an issue. However, this would help public safety from having to track people down when they leave their vehicle on the roadway and a surprise storm comes through.

Every storm is different, but the Town uses the following process during a typical event. When a storm is forecast the highway department kicks into high gear. They consult and review several different weather reports including their own site-specific forecast and develop an action plan for that storm. An anti-icing operation is started 1-2 hours before the predicted event. If a potential for freezing conditions exists then a full scale salting operation will commence. If the forecast is for more than 2 inches of snow accumulation, then a plowing operation will be initiated. Depending on the severity and duration of the storm the operation could include as few as 2 vehicles to over 30 pieces of equipment including contractors. In a full-scale operation over 2/3 of the equipment on the streets will be private contractors working for the Town.

Snow and ice operations are conducted on a 24-hour a day, 7 day a week schedule. Public Safety aims to keep clear all main routes and feeder roads and maintain a clear driving track on either side of the centerline on secondary streets within 6 hours of the end of snowfall. Residential side streets will be cleared within 8 hours of the end of snowfall. Cleanup operations after the end of the storm may continue for up to 24 hours or longer.

Due to the time it takes to plow and clean up, having the ability of public safety administration to temporarily prohibit parking during a storm will help ensure that the Highway Department can safely and quickly have the roads cleared off.

The second request is adding the following Section,

Section 4 Declared Snow Emergency

The Town Administrator, Police Chief, Fire Chief or Highway Superintendent, or their designee, shall have the authority to temporarily prohibit parking on all roadways in Stow, during a declared snow emergency by Stow Officials. Notice will be given to the public with as much advance notice as possible. Whenever possible an end time will be posted. Notice will be provided through the Town Website, Local Media, and all social media outlets. Police shall have the authority to ticket and tow any vehicle that are in the roadway, where the owner can not be located or refuses to move their vehicle.

*The penalty for violation of this section shall be a fine of Fifty Dollars (\$50.00) for each offense.
(January XX, 2023)*

Respectfully submitted,

Chief Michael Sallese, on behalf of the Traffic Safety Advisory Committee

Town Administrator Update on the ARPA Funds



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

Dolores Hamilton
Assistant Town Administrator
assttownadmin@stow-ma.gov

To: Select Board

From: Denise M. Dembkoski, Town Administrator

Re: Update on ARPA Funds

Date: January 13, 2023

We received \$2,162,292 in funding allocated to use through the American Rescue Plan Act (ARPA) which was passed on March 11, 2021. As you'll recall, it distributes Coronavirus State and Local Fiscal Recovery Funds to states, counties, and municipalities.

Through project and capital requests we have allocated \$1,868,214.66.

- \$75,000 towards the COVID response
- \$500,000 towards PFAS remediation
- \$10,000 towards administrative costs of reporting and auditing the funds
- \$600,000 towards Capital Projects
- \$100,000 towards TA Discretionary spending
- \$100,000 towards Community Initiated projects
- \$45,070 towards the Community Gardens Accessibility and Trails
- \$50,000 towards the Harvard Rd culvert
- \$40,000 in engineering for the Lake Boon Dam
- \$147,666.30 for Traffic Safety Advisory Initiatives (including Hudson Rd signalization study)
- \$100,517.36 for engineering of the Lower Village Water Study
- \$65,000 for a Procurement/Grants employee
- \$20,000 in annual subscription costs for COVID/Post COVID initiatives

For COVID response of the \$75,000 allocated, \$31,561.23 has been spent.

For PFAS remediation \$98,815.32 has been spent of the \$500,000 so far.

For administrative costs of the ARPA account, \$2,300 of the \$10,000 has been spent.

\$88,547.66 has been spent from the TA Discretionary allocation.

For the Capital Projects, \$565,977.65 of the \$600,000 has been allocated with \$276,838.61 of that being spent.

Nothing has been requested or spent for the Community Initiated Projects as of today.

I have provided a full breakdown of each category and subcategory and would be happy to answer questions or provide additional information, as needed.

Administrative	UNDER REVENUE LOSS			Total Allocated:	\$10,000.00			
Acct #	2554-10-122-60-67810-000							
Date	Vendor	Item	Amount	Check Issued Date	Reconciled to the GL	Department	Details	Running Balance
12/9/2021	Capital Strategic Solutions, LLC	Consulting Services	\$640.00	12/16/2021	22-25A	TA	Revenue Loss Calc	\$9,360.00
1/20/2022	Roselli, Clark & Assoc	Revenue Loss Calc	\$1,500.00	1/27/2022	22-31A	TA	Revenue Loss Calc	\$7,860.00
2/11/2022	Capital Strategic Solutions, LLC	Consulting Services	\$160.00	2/17/2022	22-34A	TA	Revenue Loss Calc	\$7,700.00

Revenue Loss	Lower Village Water Study	UNDER REVENUE LOSS		Total Allocated:	\$100,000.00
Acct #	2554				
Date	Vendor	Amount	Reconciled to the GL	Details	Running Balance
10/27/2022	Stantec	\$ 1,539.00	23-18A		\$98,461.00
12/8/2022	Stantec	\$ 2,626.50	23-24A		\$95,834.50
1/9/2023	Stantec	\$ 948.00			

Revenue Loss	TSAC - Hudson Rd/Rt117 Intersection		UNDER REVENUE LOSS	Total Allocated:	\$100,000.00	
Acct #	2554					
Date	Vendor	Amount	Reconciled to the GL	Check Date	Running Balance	
10/27/2022	Green International	\$ 6,091.00	23-18A	10/27/2022	\$93,909.00	
11/23/2022	Green International	\$ 11,320.00	23-21A	11/17/2022	\$82,589.00	

Revenue Loss	Procurement Position			Total Allocated:	\$65,000.00	
Acct #	2554					
Date	Item	Vendor	Amount	Check Issued Date	Reconciled to the GL	Running Balance
11/4/2022	Salary	Ashley Pinard	\$1,350.00	11/10/2022	23-21	\$63,650.00
11/11/2022	Salary	Ashley Pinard	\$1,350.00	11/17/2022	23-22	\$62,300.00
11/18/2022	Salary	Ashley Pinard	\$1,350.00	11/24/2022	23-23	\$60,950.00
11/25/2022	Salary	Ashley Pinard	\$1,350.00	12/1/2022	23-24	\$59,600.00
12/2/2022	Salary	Ashley Pinard	\$1,350.00	12/8/2022		\$58,250.00
12/9/2022	Salary	Ashley Pinard	\$1,350.00	12/15/2022		\$56,900.00
12/16/2022	Salary	Ashley Pinard	\$1,350.00	12/22/2022		\$55,550.00
12/23/2022	Salary	Ashley Pinard	\$1,350.00	12/29/2023		\$54,200.00
12/30/2022	Salary	Ashley Pinard	\$1,350.00	1/5/2023		\$52,850.00
1/6/2023	Salary	Ashley Pinard	\$1,350.00	1/12/2023		\$51,500.00
1/13/2023	Salary	Ashley Pinard	\$1,350.00			\$50,150.00
1/20/2023	Salary	Ashley Pinard	\$1,350.00			\$48,800.00
1/27/2023	Salary	Ashley Pinard	\$1,350.00			\$47,450.00
2/3/2023	Salary	Ashley Pinard	\$1,350.00			\$46,100.00
2/10/2023	Salary	Ashley Pinard	\$1,350.00			\$44,750.00
2/17/2023	Salary	Ashley Pinard	\$1,350.00			\$43,400.00
2/24/2023	Salary	Ashley Pinard	\$1,350.00			\$42,050.00
3/3/2023	Salary	Ashley Pinard	\$1,350.00			\$40,700.00
3/10/2023	Salary	Ashley Pinard	\$1,350.00			\$39,350.00
3/17/2023	Salary	Ashley Pinard	\$1,350.00			\$38,000.00
3/24/2023	Salary	Ashley Pinard	\$1,350.00			\$36,650.00
3/31/2023	Salary	Ashley Pinard	\$1,350.00			\$35,300.00
4/7/2023	Salary	Ashley Pinard	\$1,350.00			\$33,950.00
4/14/2023	Salary	Ashley Pinard	\$1,350.00			\$32,600.00
4/21/2023	Salary	Ashley Pinard	\$1,350.00			\$31,250.00
4/28/2023	Salary	Ashley Pinard	\$1,350.00			\$29,900.00
5/5/2023	Salary	Ashley Pinard	\$1,350.00			\$28,550.00
5/12/2023	Salary	Ashley Pinard	\$1,350.00			\$27,200.00

MINUTES

Select Board Meeting Minutes
Tuesday, January 10, 2023
Stow Town Building & Zoom

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

Present via Zoom: Ellen Sturgis

Absent: Ingeborg Hegemann Clark

Chair Birch-McMichael called the meeting to order at 7 p.m. The Chair noted that Public Comment is limited to items not on the agenda and anyone speaking should state their name and address. Comments are limited to two minutes or less and should be polite and productive. The Board does not respond to public comment and will take any comments under advisement.

Public Comment

Bob Collings, 137 Barton Road, said that there has been communication from Dan James requesting a review of the status of the Lake Boon dam project, and asked if there is something scheduled for this.

Board Member Comments

Ms. Sturgis thanked Hudson Light & Power for their outreach regarding the recent planned power outage, and for dealing with the problem.

Ms. Sturgis noted that the Nashoba Regional School District Agreement is moving forward and they will be asking to have it on this year's town meeting warrant.

Recognition for Eagle Scout Andrew Sears

Chair Birch-McMichael said she will be presenting a certificate and letter to Andrew Sears on Sunday at his Court of Honor on behalf of the Select Board.

Board member Constantzos moved to recognize Boy Scout Andrew Sears for achieving the rank of Eagle Scout, and to sign the letter and proclamation for his recognition ceremony on Sunday, January 15, 2023. Board member Frecha seconded the motion and it passed unanimously by a roll call vote.

Town Administrator (TA) Report

- As of December 8 there are 10 cases of COVID-19 in Stow for a 6.29% positivity rate. These are results that are reported to medical providers; at home tests do not count toward this tracking.
- The Randall Library Building Committee 2.0 had its first meeting last week and will be finalizing the contract for the design services with DesignLAB. This Thursday there will be a full kick-off meeting with the two library committees, the Owner's Project Manager, and the design firm.
- The TA announced the first Municipal Citizens Academy that will give residents a glimpse into all municipal departments. It is an eight-week class beginning on Thursday, February 2. There is no cost but registration is required. Information will be on the website, our social media pages and in the Stow Independent. The TA acknowledged all the work that Dolores Hamilton did to organize this. If it is a success and more folks are interested we will run more sessions.

- There is a new phone number associated with our reverse 911 system. If someone calls the number back, there is an automated message stating that this was a reverse 911 call and directs the caller to the website for more details. The number is listed on the Smart 911/RAVE webpage.
- With approval from the Board, the TA will make her budget presentation at the first meeting in March as opposed to the last meeting in February. The Finance Committee Chair has asked the TA to attend their February 28 meeting as the Superintendent will be presenting the school budget to all three towns. Moving her presentation will allow the TA to have more budget numbers when she updates the Select Board.
- The Select Board has decided to meet with the existing members of the EDIC about attainable goals. The office will wait to post the remaining EDIC vacancies until a later date.
- There will be a special Select Board meeting on Tuesday, January 31 regarding the Lake Boon dam project. This is not a public hearing; it will be a public Select Board meeting and information will be made available soon.

Appointment of Interim Highway Superintendent

Brian Hatch was recently appointed as the Acting Highway Superintendent, and now that Steve Nadeau is retiring on Friday, January 20, Ms. Dembkoski requested that Mr. Hatch be appointed as Interim Highway Superintendent effective January 21, 2023. This will allow time for administration to reevaluate the department and the position with the expectation that a permanent person will be in place by or around July 1. Ms. Dembkoski said that Mr. Hatch has been doing a fantastic job.

Board member Constantzos moved to appoint Brian Hatch as Interim Highway Superintendent effective January 21, 2023, and until a permanent Highway Superintendent has been hired.

Board member Frecha seconded the motion and it passed unanimously by a roll call vote.

2023 Annual Town Meeting and Town Election Dates; and Open Town Meeting Warrant

Moderator Jim Salvie was present via Zoom. Mr. Salvie agreed to the dates and times discussed by the Select Board.

Board member Constantzos moved that the Annual Town Meeting be held on Saturday, May 13 at Hale Middle School, 55 Hartley Road, starting at 9 AM.

Board member Frecha seconded the motion and it passed unanimously by a roll call vote.

Board member Constantzos moved that the Annual Town Election be held on Saturday, May 20 at The Center School, 403 Great Road, between the hours of 10 AM and 4 PM. This is for elected positions as certified by the Town Clerk's office.

Board member Frecha seconded the motion and it passed unanimously by a roll call vote.

Board member Constantzos moved that the Board open the 2023 Annual Town Meeting warrant on Tuesday, January 10, 2023, and close the warrant on Monday, April 3, 2023.

Board member Frecha seconded the motion and it passed unanimously by a roll call vote.

Stow Green Advisory Committee (SGAC)

SGAC Chair Arnie Epstein was present via Zoom and Clerk Carol Lynn was present in the Warren Room.

Ms. Lynn, who is also the Select Board representative to the SGAC, gave an annual update. The primary focus of the committee has been creating a Climate Action Plan, and they are also working on a policy for fossil fuel free new municipal buildings. The SGAC is also sponsoring a warrant article for Town Meeting to adopt a Specialized Building Energy Code to align Stow with the state goals for greenhouse gas targets. The committee continues to work on outreach to residents and has recently concluded a climate awareness assessment survey that had 304 responses. The SGAC is working with MassEnergize and has begun development of an EnergizeStow website, with the hope of launching it at SpringFest.

Ms. Sturgis asked if the SGAC is working with SMAHT (Stow Municipal Affordable Housing Trust) on solar for its affordable housing project on Red Acre Road. Mr. Epstein said the target is to make those homes energy efficient and all electric but he has not worked with them yet on incentives for solar. Mr. Epstein added that the primary financial incentive for residential solar, SREC (Solar Renewable Energy Certificates), is no longer in place. They would have to look at the state or federal level to make residential solar a win for the homeowner.

Mr. Epstein gave a presentation on the Climate Action Plan, which focuses on aligning Stow with statewide greenhouse gas emissions reduction limits for 2030. The MA Clean Energy Plan and Climate Plan for 2050 has a final emissions target of net zero in 2050 with interim targets along the way.

Mr. Epstein gave an update on electric vehicle (EV) charging stations in town and heat pump incentives. At the state level, the Mass Save program is being looked at and may be restructured and put under a state agency which would make it available to all state residents.

Mr. Epstein gave an overview of their warrant article to adopt the state's Specialized Building Energy Code which encourages energy efficient, all-electric new construction. This would not impact additions or renovations for existing homes and buildings. If the town does opt in, we would qualify for additional incentives and grants when a new Green Communities program becomes available in 2023.

Joint Board Meeting with the Planning Board (PB)

Hudson Road/Great Road (Route 117) Intersection Improvements

Stow Planning Director Valerie Oorthuys was present in the Warren Room, along with Project Manager Tom Bigelow and engineer Steve Sacco of Green International Affiliates, Inc.

Ms. Oorthuys said this intersection is a top priority for traffic considerations and is listed as a dangerous intersection on our existing Master Plan and included in the Complete Streets Prioritization Plan. Improvements to the intersection will include traffic signals and pedestrian enhancements. Funding for the project is coming from the Town's allocation of ARPA funds for the design and we will be applying for a MassWorks grant for construction funding.

Mr. Sacco discussed the reasons why the project is needed. In addition to the intersection operating at a below industry acceptable standard, three "signal warrants" have been met (two for vehicular volume and one for reported crash history), there are no bicycle accommodations, pedestrian facilities are substandard, and access management (driveways in close proximity) is substandard.

Mr. Bigelow presented the three alternatives for the conceptual design:

Alternative 1 proposes a left turn lane on Great Road westbound. Due to the proximity to the Elizabeth Brook Bridge, Hudson Road would need to be realigned which requires a full depth reconstruction. This alternative is infeasible.

Alternative 2 also proposes the left turn lane and full depth reconstruction but would also widen Great Road by 4 feet to the north which would include additional modifications to the intersection. This plan is also infeasible.

Alternative 3 proposes one travel lane in each direction on Great Road with no westbound turn lane, and a “lead green” phase for westbound traffic. The signal would be synchronized with the light at Harvest Road.

Alternative 3 is Green International’s recommended design and is the lowest overall project cost with the fewest impacts to existing utilities, infrastructure, right-of-way, environmental resource areas and traffic operations. The total estimated cost is \$750,000. Discussion ensued about the options as Board members and residents had questions about the proposals.

Police Chief Michael Sallese, also the Chair of the Traffic Safety Advisory Committee (TSAC), was present via Zoom and said that this project will help to keep people safe, and will reduce traffic accidents at this location and the amount of time that the department spends there after an accident. Most accidents occur with traffic heading west on Great Road and turning left onto Hudson Road. The TSAC has installed signs stating “caution: cars stopped for left turn” as a short-term, low-cost solution.

Board member Constantzos moved to support Design Alternative 3 for the Hudson Road/Great Road intersection, as presented at this meeting by Green International.

Board member Frecha seconded the motion and it passed 3-1 by a roll call vote: Sturgis -aye, Frecha -aye, Birch-McMichael -aye, and Constantzos -nay.

Town Meeting Warrant Articles/General Workplan Priorities

PB Chair Lori Clark was present via Zoom and gave a brief outline of the workplan priorities and the upcoming zoning amendment changes. The anticipated zoning warrant articles include the Lower Village Business District, the Active Adult Neighborhood Overlay District, the Phased Growth Bylaw, and a Wireless Service Facility Overlay District. The Planning Board will be holding a forum for all board and committees to go through the Lower Village zoning in detail.

Ms. Dembkoski informed the Planning Board that the Select Board had decided to invite EDIC members in to discuss goals before posting vacant positions, and asked Ms. Oorthuys and PB Chair Clark to send any suggestions for goals.

Comprehensive Plan Timeline

PB Chair Clark said an overhaul and an update of the 2010 Master (Comprehensive) Plan is needed. They want to begin with outreach and asked that a Comprehensive Plan Committee be formed. The Select Board agreed and the two at-large vacancies will be posted.

Deed Acceptance and Retained Rights Agreement for Stow Acres North Course

Ms. Dembkoski said both the Conservation Commission and the Recreation Commission met earlier this evening and have approved and signed the deeds. Ms. Frecha said it was amazing how all the moving pieces came together for this and it is a real work of art. Chair Birch-McMichael said this is a gift to the Town of Stow. Conservation Director Kathy Sferra was present in the Warren Room and said that due to statewide interest in this project, it will be presented by her and Bob Wilber (President of the Stow Conservation Trust) at conferences across the state. There is a webpage for the Stow Acres project on the Town’s homepage at www.stow-ma.gov.

Board member Constantzos moved to execute and sign the Deed Acceptance and Retained Rights Agreement for Stow Acres North Course, as presented at this meeting.

Board member Frecha seconded the motion and it passed unanimously by a roll call vote.

Deed Acceptance for 0 Great Road

The Town accepted this donation at last year's town meeting and there was no cost as it is a donation.

Board member Constantzos moved to execute and sign the Deed Acceptance for 0 Great Road, as presented at this meeting.

Board member Frecha seconded the motion and it passed unanimously by a roll call vote.

Bond Anticipation Note Renewal (PFAS)

This is the note that was approved by two town meetings, the annual in 2020 and the annual in 2021. The Board asked Ms. Dembkoski about the PFAS remediation and she provided a brief update.

Board member Constantzos moved to authorize and sign the Bond Anticipation Note Renewal (for PFAS), as presented at this meeting.

Board member Frecha seconded the motion and it passed unanimously by a roll call vote.

Accept Donations to the Fire Department, Police Department, and Animal Control

Board member Constantzos moved to accept the following donations:

Fire Department - \$550; Police Department - \$500; Animal Control - \$1,000

Board member Frecha seconded the motion and it passed unanimously by a roll call vote.

Meeting Minutes

Chair Birch-McMichael said that on page 5, it is Hudson Road not Hudson Street.

Board member Constantzos moved to accept the meeting minutes of the December 13, 2022 meeting with amendments.

Board member Frecha seconded the motion and it passed unanimously by a roll call vote.

Correspondence

Chair Birch-McMichael said the Board received a letter from Dan James regarding the Lake Boon dam and there will be a special meeting on January 31 and any questions should be sent in advance.

Ms. Sturgis thanked Ms. Dembkoski for following up on Great Road Fuels and Stowaway Golf Course.

Adjournment

At 9:30 p.m. Board member Constantzos moved to adjourn. Board member Frecha seconded the motion and it passed unanimously by a roll call vote.

Respectfully submitted,

Joyce Sampson, Executive Assistant

Documents used at this meeting: *Documents can be found in the SB Office in the meeting folder.*