

AGENDA
SELECT BOARD
February 14, 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/84431870752?pwd=M1RDcnFaU2ZUMEhtQkRxUW41WUI4Zz09>

Meeting ID: 844 3187 0752
Passcode: 25964081

1. Public Comment
2. Board Member Comments
3. Town Administrator's Report
4. Appointments
 - Robert Webster to the Board of Registrars through June 30, 2024
 - Daniel Gesell to the position of Laborer for the Highway Department
5. Discussion and Possible Vote
 - Accept donation from Stow Community Chest of 10 Narcan cabinets for all municipal buildings
 - 2023 Annual Election Discussion
 - Slate of Candidates
 - Public Hearing on election options:
 - In Person Early Voting
 - Vote by Mail
 - ARPA Funding
 - Reallocate Funding
 - Review & Approve Select Board 2022 Annual Report
 - Buy Recycled Policy
6. Meeting minutes
 - January 24, 2023
 - January 31, 2023
7. Correspondence
8. Executive Session
 - Pursuant to MGL Chapter 30A, section 21(a) (3) for the purpose of discussing strategy with respect to litigation if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body; and Section 21 (a) (7) to review Executive Session minutes per MGL Chapter 30A, sections 22(f), (g) for the meeting on October 12, 2022.
9. Adjournment

Posted Friday 2/10/2023
1 p.m.

Correspondence Received:

1/19/2023 from Ellen Sturgis; Letter of Resignation
2/6/2023 from ZBA; Notice and Decision Lot 2 Harvard Road (document available in Select Board office)
2/6/2023 from ZBA; Notice and Decision Lot 3 Packard Road (document available in Select Board office)

2/9/2023 from ZBA; Notice of Public Hearing on March 6, 2023 for 89 Kingland Road
2/1/2023 from Sarah B Bradbury; MassDOT PRC notification letter for project # 613096 Stow
1/22/2023 from NASJA; Statement Against Anti-Asian American Racism and Hate
1/25/2023 from Maura Rousseau Sieller; Gleasondale School Lot
1/27/2023 from Katie Fisher; The Zoning Board of Appeals case in 2017
1/23/2023 from Valeri Oorthuys; RE: Lower Village Zoning Map Boundaries
1/20/2023 from Leigh Hilderbrandt; Lower Village Zoning Map Boundaries
1/29/2023 from Leigh Hilderbrandt; Lower Village Zoning District Map Boundaries + Land Court Decision of 1995

1/23/2023 from Niall S Connors of Verizon; Fios TV Form 500

Posted Friday, 2/10/2023
1 p.m.

APPOINTMENTS

Robert Webster
to the Board of Registrars



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 Robert Webster to the Board of Registrars as a Republican member to fill the remaining term of a three-year seat.

Rob comes highly recommended by the Town Clerk's office and he thoroughly enjoyed his time last year helping with the elections. He is looking to be more involved and thought this position would be a good fit.

I think Rob will be great addition to the Board of Registrars and I respectfully ask for your ratification of the recommendation.

Denise M Dembkoski

Joyce Sampson

From: Stow MA via Stow MA <cmsmailer@civicplus.com>
Sent: Wednesday, February 1, 2023 11:44 AM
To: selectboard
Subject: Form submission from: Board and Committee Volunteer Application

Submitted on Wednesday, February 1, 2023 - 11:43am

Submitted by anonymous user:

Submitted values are:

Today's Date: February 1, 2023

Title: Mr.

First Name: Robert

Last Name: Webster

Street Address: 21 Treaty Elm Ln.

Address Line 2:

Email Address:

Telephone Number:

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

Which vacancy are you applying for? Registrar of Voters

Have you attended any meetings of this committee? No

Experience: I have been a resident of Stow since 2006. I am a member of the Stow Republican Town Committee and this past Fall, I volunteered to help out with early voting.

Goals: I found the volunteers who helped with early voting, Linda Hathaway and Deb Seitz fun to work with during the Fall election. This combined with my belief that citizens have a civic duty to help in the governance process in some manner leads me to want to continue this service by applying to become a Registrar of Voters. I will endeavor to discharge the duties of the position in a quality manner to the best of my abilities.

Share:

Upload resume for further information (optional):

The results of this submission may be viewed at:

<https://www.stow-ma.gov/node/161266/submission/5156>



Town of Stow
SELECT BOARD

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

NOTICE OF VACANCY

REGISTRAR OF VOTERS

One Democratic or Republican Party member

Duties: Registrars are responsible for the entire voter registration process, maintaining registration records, and for sending certain records to the Secretary of the Commonwealth. Registrars prepare the street list, annual register of voters, and the voting lists. Registrars certify petitions and nomination papers for municipal elections, primaries and state elections.

Qualifications: Registered voter in Stow. Member of the either the Democratic or Republican party for at least the previous two years. Must hold no other public office by public election or by appointment of the Select Board.

Term: The remainder of a three-year term ending on June 30, 2024.

Application: Applications will be accepted until the position is filled. 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

Daniel Gesell
to the position of Laborer
for the Highway Department



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 Dan Gesell to the position of Laborer in the Highway Department. Dan has a lot of varied experience, including landscaping, driveway patching, plowing, and construction. He also has experience working on vehicles and small equipment. Dan has excellent references, and his skills will complement the department well. Dan will be pursuing his CDL, and once received, I will recommend a promotion into the Truck Driver/Laborer position.

I respectfully ask for your ratification of this recommendation.

Denise M Dembkoski

DISCUSSION & POSSIBLE VOTE

Accept Donation from Stow
Community Chest

10 Narcan Cabinets for all
Municipal Buildings



**Town of Stow
POLICE DEPARTMENT**

305 Great Road
Stow, Massachusetts 01775

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

Michael Sallèse
Chief of Police

February 9, 2023

Select Board
380 Great Road
Stow, MA 01775

RE: Donation by Stow Community Chest

For over 12 years, I have been a partner with Domestic Services Network and Communities for Restorative Justice. Both of these wonderful non-profit organizations provide many services to the residents of Stow. Each year, I am asked by these organizations to attend Stow Community Chest meetings to help explain how and why we use their services. Since both these organizations are non-profits, they look toward organizations like the Stow Community Chest to help raise funds.

In January of this year, while speaking to the Stow Community Chest, I was asked by members of their board what trends in Stow that law enforcement are dealing with. This conversation led to the opioid issues we have and the ways we have been responding to them as a police department; such as having an opioid panel, providing NARCAN to residents, as well as having NARCAN packed in our AED boxes that are in our public buildings.

The Stow Community Chest later asked what they could do to help. Both the Fire Chief and I informed them that having a separate box next to the AED labeled NARCAN would inform those by-standers who know what NARCAN is, that the dose is there.

These boxes that would be wall mounted and alarmed if opened, similar to the AED boxes, and cost approximately \$70-\$80 each. The Stow Community Chest has voted to be incredibly generous and approve the purchase of 10 boxes. These boxes would be placed next to all of our publicly accessible AED's in our municipal buildings, not including the schools. These boxes would then contain NARCAN, which I can obtain at no cost through the Middlesex District Attorney's Office.

I am requesting that Select Board accept this donation on behalf of the Fire Chief and myself so that we can continue to provide all necessary resources to our residents and guests in an emergency.

Respectfully Submitted,

Michael Sallèse, Chief of Police



SAFETY TECHNOLOGY INTERNATIONAL Enclose Protective Cover: Polycarbonate, Surface, Clear, 4 in Dp

Item **5AFY4** Mfr. Model **STI-13200NC**

Your Price 
\$69.07 / each

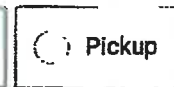
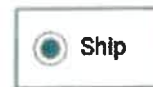
Qty
1

Add to Cart

Add Extended Protection Plan for \$20.62 / each.

[Details](#)

[Setup Auto Reorder](#)



Expected to arrive **Tue. Jan 24.**

Ship to **06002** | [Change](#)

Shipping Weight **1.21 lbs**

[Ship Availability Terms](#)

[Add to List](#)

Product Details

[Catalog Page 1979](#)

Indoor/Outdoor **Indoor; Outdoor**

Color **Clear**

Material **Polycarbonate**

Mounting **Surface**

Width **5-7/16 in**

Depth **4 in**

Height **8-5/32 in**

For Use With

Fire Alarm Pull Stations, Keypads, Intercom, Buttons, Light Switches, Plugs

Operating Temp. **-40° to 250° F**

Rating **IP56**

Standards **cUL; UL**

Includes **Mounting Hardware**

Product Type **Enclose Protective Cover**

UNSPSC **55121719**

Country of Origin **USA (subject to change)**

Documents

-  [STI Universal Stopper Brochure](#)
-  [STI Universal Stopper Installation Instructions](#)
-  [STI Wire Guard Catalog](#)



2023 Annual Election Information

- Slate of Candidates
- Public Hearing on Election Options:
 - In Person Early Voting
 - Vote by Mail

Stow Annual Election 2023 – The following terms expire 2023

Select Board – 3 yr. term (elect 1)

Megan Birch-Michael - Incumbent

Select Board – Unexpired 3 yr. term, expiring in 2024 (elect 1)

(formerly Sturgis)

Board of Assessors – 3 yr. term (elect 1)

Lenny Golder - Incumbent

Board of Health – 3 yr. term (elect 1)

Merrily Evdokimoff - Incumbent

Nashoba Regional School District Committee – 3 yr. term (elect 2)

Maureen Mazzone – Incumbent-*appointed 2022* (formerly Eckel)

Scott Powell - Incumbent- *appointed 2022* (formerly Rubinstein)

Randall Library Trustee – 3 yr. term (elect 2)

Barbie Wolfenden – Incumbent

Marcy Eckel – Incumbent

Randall Library Trustee – Unexpired 3 year term, expiring 2025 (elect 1)

(formerly Riecker)

Planning Board – 5 yr. term (elect 1)

John Colonna-Romano, Incumbent

As of February 9, 2023

TOWN OF STOW
ANNUAL ELECTION 2023
DATES TO REMEMBER

DRAFT
Need to include Early Vote
information once SB vote

Annual Town Meeting – convenes Saturday, May 13, 2023 (Per vote of the Select Board)
9 a.m., Hale Middle School, 55 Hartley Road

Annual Town Election – Saturday, May 20, 2023 (Per vote of the Select Board)
Polls open 10 a.m. – 4 p.m. Center School, 403 Great Road

Nomination papers available from the Office of the Town Clerk February 15th – March 29th.

Last Day to Obtain Nomination Papers March 29, 2023 5 p.m. Town Clerk's office.

**Nomination papers due to Board of Registrars
for certification of signatures.** March 31, 2023 5 p.m. Town Clerk's office.

(a minimum of 39 certified signatures of registered voters is required to be on the ballot)*updated 1/23/23

**Nomination papers due to Town Clerk
from the Board of Registrars** April 14, 2023 5 p.m. Town Clerk's office.

**Last Day to Withdraw Nomination Papers
or Object.** April 19, 2023 5 p.m. Town Clerk's office.

Last Day to Register to Vote May 3, 2023 until 5 p.m. Town Clerk's office.

VOTER REGISTRATION HOURS: At the Town Clerk's Office
Monday - Friday: 8:30 a.m. - 4 p.m.

Residents may also register to vote online (<https://www.sec.state.ma.us/ovr/>), via mail and at the Registry of Motor Vehicles.

Candidates' Night To Be Determined 7:00 p.m., Stow Town Hall or remote
Swearing-in Ceremony Monday, May 22nd, Town Building - Time to be determined.

Campaign Finance Deadlines:

*Candidates Must File Form M-102 or M-102-0. **

Due: 8 days prior to election.....May 12, 2023

covers period from:

an incumbent January 1, 2023 - May 2, 2023

a new candidate May 21, 2022 - May 2, 2023

Due: 30 days after the election.....June 19, 2023

covers period from:

all candidates May 3, 2023 – June 9, 2023

Due: Year – end report.....January 20, 2024

covers period from:

all candidates June 10, 2023 – December 31, 2023

**Forms may be obtained from the Town Clerk or from the Office of Campaign & Political Finance website*

<http://www.ocpf.us/Home/Publications#muniForms>

M102 form - online editable form - http://files.ocpf.us/pdf/forms/M102_edit.pdf

M102-0 form –(not available as online editable) - http://files.ocpf.us/pdf/forms/cpf_m1020.pdf



Town of Stow
OFFICE OF THE TOWN CLERK
Town Building - 380 Great Road
Stow, Massachusetts 01775-2127
Tel. (978) 897-5034 FAX (978) 897-4534
townclerk@stow-ma.gov www.stow-ma.gov

To: The Select Board
From: Linda Hathaway, Town Clerk
Date: February 9, 2023

This is to advise that the Board of Registrar of Voters met on Tuesday, January 3, 2023 and voted unanimously to recommend to the Select Board that Stow opt out of Vote by Mail for the 2023 annual town election. And if Stow opts out of Vote by Mail then the Registrars recommend Stow opt in for In-Person Early Voting on Monday, May 15th (9am-3pm), Tuesday, May 16th (9am-7pm) and Wednesday, May 17th (9am-3pm). The In-Person Early Voting will be held at Town Building, in the Lower Level. This is where it was held in 2020 and 2022.

It is recommended that we hold just 3 days of In-Person Early Voting since historically the last three days of the In-Person Early Vote period have the highest turnout. Typically elections are held on Tuesdays and the busiest In-Person days are Wednesday, Thursday and Friday before the election. With a Saturday, election the In-Person period must end on Wednesday.

Vote by Mail is expensive to do and is a huge undertaking for staff. It is a 12 step process for staff to process a Vote by Mail ballot request. It has been suggested that Vote by Mail increases voter turnout. I have not found that to be the case in Stow. Looking at voter history, the voters who voted by mail, tended to vote in the elections regularly in the past.

In September, 531 special town election ballots were not returned. We spent \$430 dollars for postage to mail the ballots to the voters and approximately \$1,400 on staff to prepare the envelopes for mailing.

There are instances where voters request a Vote by Mail ballot and then come and vote in person either on Election Day or during the In-Person Early Vote period.

Staff spends time emailing, calling, or writing letters to voters who request a Vote by Mail ballot but there is an error with their application or they return a ballot without signing the ballot envelope or return a ballot without the required envelope! These issues don't occur when we only do the In-Person Early Voting.

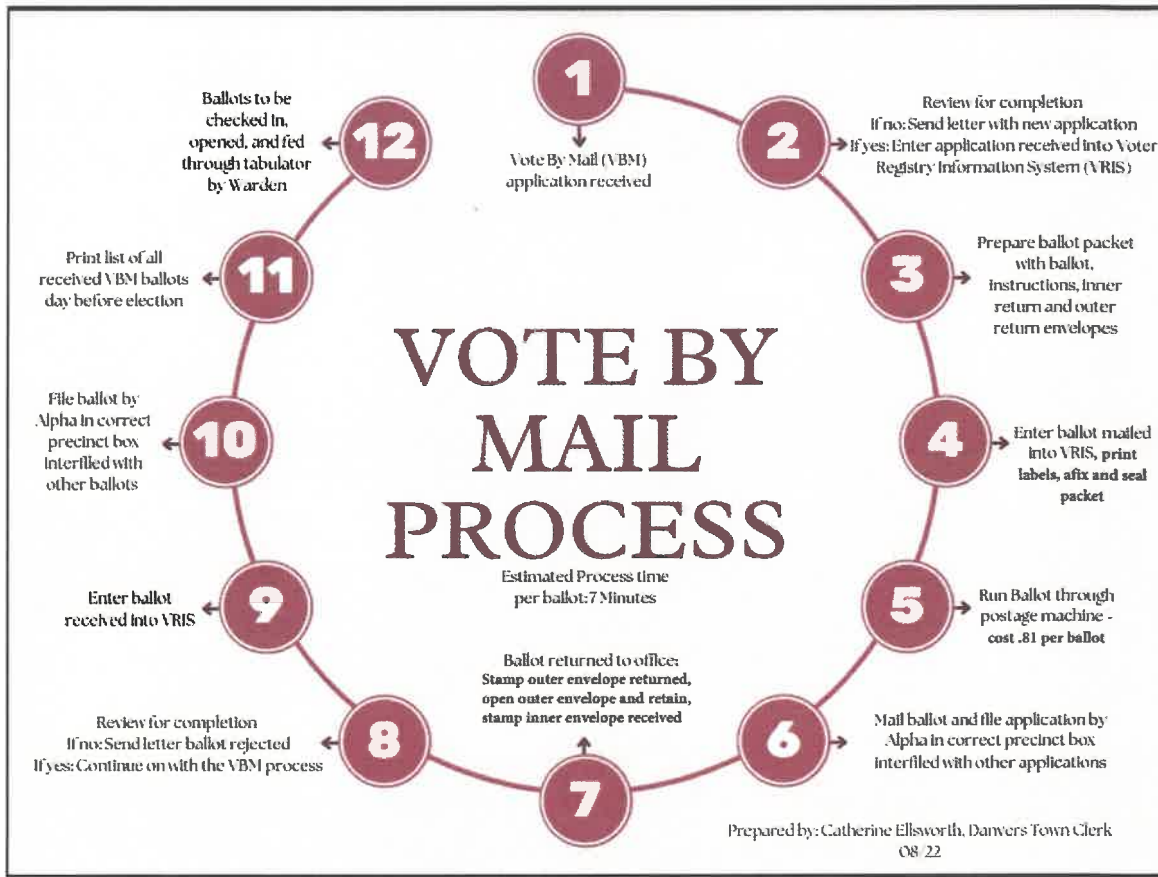
In-Person Early Voting doesn't require an application for a ballot like the Vote by Mail ballot does.

Absentee ballots are available for voters who will be out of town on Election Day and might not be able to make the In-Person Early Vote dates. Also voters who have a disability and can't get to the polls may also request an absentee ballot. Absentee ballots may be mailed to the voter.

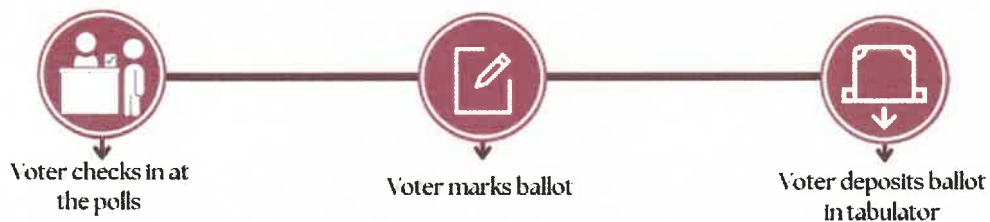
**Early Vote Information 2022 Fall Elections
Vote By Mail and In-Person**

Created 1/3/2023

| | State Primary | Town Election | November election |
|---|--------------------------|--------------------------|------------------------------|
| Total Early Vote Ballots | 1470 | 1506 | 2440 |
| Voted in person | 92 | 91 | 402 |
| mailed | 1378 | 1415 | 2038 |
| returned | 1041 | 884 | 1774 |
| not returned | 337 | 531 | 264 |
| percent not returned | 24% | 37% | 13% |
| | | | |
| postage \$0.81 per | \$273 | \$430 | \$214 |
| staff hrs to prep | 28 | 44.25 | 22 |
| cost for staff (\$32/hr Asst TC | \$896 | \$1,416 | \$704 |
| total costs | \$1,169 | \$1,846 | \$918 |
| | | | |
| Total Ballots Rejected | 16 | 13 | 46 |
| Returned Late | 8 | 3 | 5 |
| Failed to Deliver | 4 | 1 | 6 |
| No Signature | 1 | 5 | 8 |
| Voted in Person | 3 | 3 | 20 |
| no envelope | 0 | 2 | 6 |
| | | | |
| Notes: | | | |
| Primary and Town Election | | | |
| InPerson EV one week | | | |
| | | | |
| State Election InPerson EV | | | |
| 2 weeks includes 2 Saturdays | | | |
| | | | |
| Busiest days are the last 3 days of the EV period | | | |



VOTER PROCESS PRIOR TO VOTE BY MAIL



ARPA Funding

- Reallocate Funding

Review & Approve Select Board 2022 Annual Report

Select Board Draft 2022 Annual Report

The Stow Select Board is comprised of five volunteer members who have been elected by their fellow townspeople. In Stow, it serves as the chief executive officer of the town, and its chief policymaking agency, keeping the will of the voters and the overall good of the town first and foremost. The Board meets regularly on the second and fourth Tuesdays each month, and meetings are open to all interested citizens. Meetings are broadcast on the town's community cable channels and the Stow TV YouTube channel, and have been available via Zoom since the onset of the COVID 19 pandemic. Townspeople are encouraged to follow the Board's work on the town's behalf and stay informed about the many important issues affecting Stow and its many neighborhoods. The Select Board is committed to providing transparency, engagement and respectful debate in all its dealings for and with residents and individuals coming before the Board.

As the year began, with COVID-19 apparently on the wane, meetings and activities resumed with some semblance of normalcy. The mask requirement for the Town Building was lifted early in the year and committees increasingly began holding hybrid virtual/in person meetings. Events such as the annual Stow Clean-Up; charity bike rides and walks; and Stow SpringFest resumed full in-person participation and were met with enthusiasm.

Board meetings started again in January with members Zack Burns, Cortni Frecha, James Salvie, Clerk Megan Birch-McMichael, and Chair Ellen Sturgis. In April, Zack Burns resigned, leaving the Board with four members and the question of when to hold a Special Election, since it was too late to include this position in the Annual Town Election. Meanwhile, James Salvie completed 12 years on the Board and chose not to run for re-election. At his last meeting, he was praised for his dignity and leadership, including three years as Chair, and his mentorship and guidance. In May, Ingeborg Hegemann Clark was elected, returning to the Board after a hiatus of several years. She was welcomed back at the Select Board's May 24 reorganization meeting, along with re-elected member Cortni Frecha. Subsequently, Megan Birch-McMichael was voted as Chair, with Ellen Sturgis as Clerk. The fifth Select Board position remained vacant until September 6, when voting took place in conjunction with the State Primary. Hector Constantzos was elected, and took up duties with his colleagues at the September 13 meeting.

During the year, the Board worked to build on goals and priorities established the year before, with a focus on updating, coordinating and streamlining procedures, and establishing policies for a consistent approach to Town business matters.

The Board also continued its collaborative work with other boards and committees, to advance projects and programs beneficial to the town. Projects ranged from the Making Connections intermunicipal transportation agreement coordinated through the Planning Department, to contributing revision suggestions to the Charter Review Committee, to supporting the work of the Green Advisory Committee in its efforts to develop a Community Action Plan on climate and the environment.

Following votes of approval from 2021 Annual and Special Town Meetings, the Board advanced the Town's acquisition of Stow Acres Country Club North and South Courses, and

implementation of a combined public-private venture involving Stow's Planning Department and Conservation Commission, Stow Conservation Trust, local development firm MCO & Associates, and the owner/seller of Stow Acres. To support this project, in April the Board endorsed the Conservation Commission's application for a Municipal Vulnerability Preparedness (MVP) grant through the state Executive Office of Environmental Affairs. This grant was approved later in the year in the amount of approximately \$1.1 million, one of the largest grants to a small town. In July, the purchase and sale agreement was signed for the North Course, and by year's end the purchase and sale agreement for the South Course was near to finalization, with signing anticipated in January 2023. This remarkable partnership will allow for conservation and ecological restoration, the maintenance and creation of recreational opportunities, and diversification of Stow's housing stock.

The Select Board also accepted the deed for three open space parcels totaling 28 acres near the Joanne Drive subdivision, abutting Town conservation land and including a trail to a bluff overlooking the Assabet River.

Another significant undertaking for the Town came with passage of Article 44 on the warrant at Annual Town Meeting, approving a major renovation for Randall Library. This \$8,850,000 project was endorsed by the Select Board, the Finance Committee, and the Capital Planning Committee, involving fundraising and borrowing plus funding from sources including the Community Preservation Fund, the Randall Library Trust, and the Hale High School Trust Fund. Following this, the Select Board established the Randall Library Building Committee 2.0 and the Randall Library Building Exterior Design Committee, appointing interested volunteer members to work with Town officials to guide the full design and construction of the renovation.

Other important business for the Board included the annual legislative and budget update from State Representative Kate Hogan and Senator Jamie Eldridge in March. The next month, they heard from the Planning Board on the probable impact on Stow of the state's new MBTA Communities requirements, and received an update when these requirements were subsequently modified in September. When the Stow area reached critical drought level in summer, water use and conservation came into focus with the Board of Health's mandatory ban on non-essential outdoor water use. Water quality was the issue when the Board hosted the Department of Environmental Protection's regional director, who outlined concerns regarding PFAS chemicals and illustrated Stow's particular situation in vivid color. The Board welcomed Nashoba Regional School District Superintendent Kirk Downing in October, when he and other school officials presented an update on the status of the high school building project. In addition, the Board approved a new 10-year licensing agreement with Comcast after holding a public hearing.

Some of the Board's regular duties include approval of Class II (used car), common victualer, and liquor licenses. One new common victualer license was granted this year, allowing the Mug & Muffin coffee shop to open at the site of a former Dunkin Donuts. The closure of both Dunkin Donuts establishments in Stow early in the year caused a brief flurry of media attention in the fall, when a local TV reporter dubbed Stow a "Dunkin Desert." The story went viral, bringing national and even international fame for Stow on various social media platforms. Stow TV responded with a creative video featuring attractions in Stow and extoling other refreshment

options. Town Administrator Denise Dembkoski even made an appearance, offering local cider and proclaiming, “I think we’re going to be OK.”

Recognitions feature prominently at meetings, and this year the Board commended no fewer than eight Eagle Scouts from Stow’s Troop 1, several of whom had delayed Courts of Honor due to the pandemic. It is an honor and a pleasure for the Board to publicly acknowledge these young residents for their contributions to the community. The Board also approved proclamations for Black History Month, Autism Awareness, Pride Month, and Childhood Cancer Awareness. Individually, the Board congratulated Skip Warren of Pilot Grove Farm on his 90th birthday, and thanked departing residents Chris and Laura Spear for their long involvement in Town government and a variety of other civic concerns. They also commended Assistant Town Administrator and Human Resources Director Dolores Hamilton for receiving the Emil S. Skop Award, given to a human resources professional by the Mass. Municipal Human Resources Association for outstanding contributions in the field. On a sadder note, the Board remarked on the passing of several longtime residents: Don Rising, Betty French, and Beverly Benoit, all of whom were known to many for their involvement in town affairs in multiple areas and produced a lasting impact. The Board also noted the passing of Katie Donovan, and of Claire “Peg” Kennedy, Stow’s oldest resident and the recipient of the Boston Post Cane.

Throughout the year the Board has appreciated the work of Town Administrator Denise Dembkoski, particularly her efforts to promote transparency in government and encourage innovative collaborations and creative approaches to allocating resources. Her strong leadership and dedication, combined with an emphasis on openness and communication, are assets in guiding the town in advancing toward the future. Her ability to set priorities and explain the reasoning behind decisions give the Board needed information to operate effectively, and aid them in planning for town development in a measured and thoughtful way.

In addition, the Board is appreciative of staff members in the Town Administrator and Select Board office. Executive Assistant Joyce Sampson produces flawless meeting minutes, and works with Assistant Phoebe Haberkorn behind the scenes to keep the office functioning smoothly and coordinate communications with other Town offices as well as residents.

The Board would like to thank all the Town’s employees, and all the volunteer board and committee members for their willingness to give their time and efforts for the good of Stow and its residents. Without them the Town would not function. Stow is fortunate to have so many dedicated and community-minded individuals, and the Board encourages all those with an interest to explore the opportunities available through town government. Alongside these individuals, the Select Board will continue to work for the benefit of all residents and taxpayers of Stow.

Respectfully submitted,

Megan Birch-McMichael, Chair
Ellen Sturgis, Clerk

Hector Constantzos
Cortni Frecha
Ingeborg Hegemann Clark

Buy Recycled Policy



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: Buy Recycled Policy

Date: February 1, 2023

In an effort to qualify for Sustainable Materials Recovery Program through the DEP, I am asking the Board to adopt this Buy Recycled Policy. As you see, the policy does not mandate any actions, but that we will commit to do so when the quality of the product meets our needs and the price is most reasonable.

Implementing this policy will allow us to qualify for the Recycled Dividends Program which can be applied against recycling and composting programs.

I respectfully request your support of this request. I would be happy to answer any questions on this matter.



Town of Stow

Buy Recycled Policy

Adopted February XXX, 2023

In recognition of the need to make more efficient use of our natural resources, create markets for the material collected in recycling programs, reduce solid waste volume and disposal costs, and serve as a model for private and public institutions, the Town of Stow is committed to purchasing products, which are environmentally preferable and/or made of recycled materials whenever such products meet quality requirements and are available at a reasonable price and terms.

Town of Stow
Select Board

MINUTES

- January 24, 2023
- January 31, 2023

Select Board Meeting Minutes
Tuesday, January 24, 2023
Stow Town Building & Zoom

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

Chair Birch-McMichael called the meeting to order at 7 p.m.

Public Comment

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 respectful and productive.

Jonathan Mascia, 153 Harvard Road, spoke about the flooding at his property, the related deteriorating road conditions, and his well that has tested positive for PFAS.

Board Member Comments

Ms. Sturgis noted the passing of Cliff (Clifton) Smith. He was an Associate Professor at BU's School of Management where he taught and ran the Entrepreneurial Management Institute, and was on the Board of Directors of the Stow Conservation Trust. It is a huge loss for Stow and she sent condolences out to his wife and children, who also live in town.

Mr. Constantzos acknowledged and wished a Happy New Year to all those who follow the Lunar New Year. The Year of the Rabbit began on Sunday.

Town Administrator (TA) Report

- As of January 19, there are eight COVID-19 positive cases in town which is a 7.34 positivity rate.
- There is a special Select Board meeting Tuesday, January 31 at 7 p.m. via Zoom only to discuss the Lake Boon dam project. This is not a public hearing.
- There is still space available for the in-person Municipal Citizens Academy which begins Thursday, February 2 and runs for eight-weeks on Thursday evenings. The program may be cancelled and rescheduled due to the low number of applicants.
- "Discussions With Denise" is scheduled for Wednesday February 1 from 9:30-11 a.m. for open discussion at the Pompo Community Center with special guest Library Director Tina McAndrew. Private appointments are available from 11-11:30 a.m.; call the Pompo front desk to schedule.
- The TA met with the Collings Foundation to discuss their 2023 events. The TA will work with public safety department heads to put together a comprehensive plan for the year.

Recognition

World Wetlands Day – February 2, 2023

Ms. Hegemann spoke as a member of the Conservation Commission and gave a brief overview, and said the commission plans to have events, webinars, and an outdoor activity to recognize the day.

Board member Frecha moved that the Stow Select Board 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. Board member Hegemann seconded the motion and it passed unanimously.

Black History Month Proclamation

Abby Morgan, 20 Railroad Ave, was present in the Warren Room to represent NASJA and their request for a Black History Month Proclamation. She said NASJA is working on the Mapledale Conservation Project, which will commemorate Black History at the Mapledale Golf Course (now Stow Acres).

Board member Frecha moved to approve and sign the Black History Month Proclamation as presented by the Nashoba Area Social Justice Alliance (NASJA) and proclaim February 2023 as Black History Month in Stow. Board member Hegemann seconded the motion and it passed unanimously.

Appointments

Fire Department - Joshua Mondragon

Mr. Mondragon is a veteran of the Air Force and an active firefighter at Hanscom Air Force Base.

Board member Frecha moved to appoint Joshua Mondragon to the position of Call Firefighter/EMT for the Stow Fire Department, effective immediately, for a term expiring June 30, 2023.

Board member Hegemann seconded the motion and it passed unanimously.

Council on Aging (COA) – Albert Arthur

Albert Arthur was present via Zoom. He has been a resident for four years and has been attending the COA meetings for the past year as an associate member.

Board member Frecha moved to appoint Albert Arthur to the Council on Aging for an indefinite term.

Board member Hegemann seconded the motion and it passed unanimously.

Randall Library Building Exterior Design Committee - Andrew Grote

Andrew Grote was present via Zoom. He has been a resident since 2016 and his three young children are frequent users of the library. He is an architect who has worked on public projects, including libraries.

Board member Frecha moved to appoint Andrew Grote to the Randall Library Building Exterior Design Committee, to serve until the exterior design of the building has been approved by the Randall Library Building Committee 2.0.

Board member Hegemann seconded the motion and it passed unanimously.

Nashoba Regional High School Building Project Update

Superintendent Kirk Downing was present in the Warren Room.

Mr. Downing said they publish “Board Briefs” which is their pacing mechanism for educating town boards and citizens on the progress of the project. The project is now in phase four with the focus of

the last building committee meeting being on funding the project, which is stage five and is under the authority of the school committee.

Discussion ensued with comments and questions from the Board. Regarding the high-cost estimate for the project, Mr. Downing said that in December the MSBA (MA School Building Authority) recognized the escalating costs of construction and has increased the ceiling limit of some of its financial participation. This project is Construction Manager At-Risk as opposed to Design-Bid-Build, which means that construction can begin before the plans are complete. This helps reduce overall costs. There will be more in-person updates during the year.

Randall Library Update

Library Director Tina McAndrew was present in the Warren Room.

Ms. McAndrew provided a brief update on the past year at the Randall Library. Use of the library's online resources as well as in-person statistics have steadily increased. The library renovation project is moving forward, with the hiring of an Owner's Project Manager in November and the designer in January, with an aggressive timeline for schematic design. Ms. McAndrew mentioned the financial support from the Randall Trust (via the Library Trustees), the Hale High School Fund, the Second Century Fund, and the Randall Library Friends with their fundraising subgroup Revitalize Randall. Many short-term and long-term goals were met, including a new homebound delivery program, professional development for all staff, becoming fine-free, and a volunteer program with 15 people. She concluded her presentation by sharing praise from a happy patron.

Police Department Policies

Police Chief Michael Sallese was present in the Warren Room.

Wellness Program

The Wellness Program is a result of the Chief's commitment to the mental well-being of the police officers and dispatchers, who can't help others if they themselves are struggling. This would allow 30 minutes of exercise while on duty, with parameters in place. A "check up from the neck up" with a licensed professional will reward an officer with four hours of time-off once confirmation of the session has been received. Parts of the program were suggested by members of the department, and they will now be able to use the equipment that was donated by Sgt. Goguen.

Board member Frecha moved to approve the addition of the Wellness Program policy to Stow Police Department policy, as presented by Police Chief Michael Sallese at this meeting.

Board member Hegemann seconded the motion and it passed unanimously.

Lieutenant Hiring Policy

Lt. Darren Thraen will be retiring on May 11, 2023 after 31 years with the department. The lieutenant position is not part of the union, and they will be seeking someone with at least three years of supervisory experience. This hiring process will bring in an outside consulting agency that does police hiring. This, and every policy, has been submitted to the union by the Chief.

Board member Frecha moved to approve the Lieutenant Hiring policy, as presented by Police Chief Michael Sallese at this meeting.

Board member Hegemann seconded the motion and it passed unanimously.

Traffic Safety Advisory Committee (TSAC) Requests

Chief Sallèse was the representative for the TSAC.

Stop Sign at Marlboro Road and Gleasondale Road

Phase one of the pilot program has begun at this intersection, and traffic data is being reviewed. Phase two will require a temporary stop sign where Marlboro Road meets Gleasondale Road to the south of the Hello Garden island. If approved by the Select Board, the stop sign would be installed within 90 days once notification is made and the information is posted in the newspaper. These are low-cost fixes to see what works. The Board discussed adding the word “temporary” to, and deleting the word “Old” from the motion.

Board member Frecha moved to approve placement of a stop sign at Marlboro Road and Gleasondale Road and sign the Notice of Traffic Regulation, as presented by Police Chief Michael Sallèse for the TSAC at this meeting.

Board member Hegemann seconded the motion and it passed unanimously.

Changes to Traffic Rules and Regulations: All Night Parking Ban and Declared Snow Emergency

Chief Sallèse explained the change to the All Night Parking Ban to now allow an exemption if notice has been provided to the police department about a vehicle being unable to operate or other hardship. Chief Sallèse explained the need to add a Declared Snow Emergency section to help public safety departments with operations during a storm.

Board member Frecha moved to approve an amendment to Stow’s Traffic Rules & Regulations Article IV, Section 3, to modify the All-Night Winter Parking Ban, as presented by Police Chief Michael Sallèse for the TSAC at this meeting.

Board member Hegemann seconded the motion and it passed unanimously.

Board member Frecha moved to approve the addition of Section 4, “Declared Snow Emergency” to Stow’s Traffic Rules & Regulations Article IV, as presented by Police Chief Michael Sallèse for the TSAC at this meeting.

Board member Hegemann seconded the motion for discussion.

Ms. Hegemann suggested that in the Declared Snow Emergency the word “are” should be “is” in the sentence “...any vehicle that are in the roadway...” and Chief Sallèse agreed to the change.

Board member Frecha amended her motion to state “Article IV, as amended...”.

Board member Frecha moved to approve the addition of Section 4, “Declared Snow Emergency” to Stow’s Traffic Rules & Regulations Article IV, as presented by Police Chief Michael Sallèse for the TSAC at this meeting and as amended by the Select Board.

Board member Hegemann seconded the motion and it passed unanimously.

Update on ARPA Funds

The town received just over \$2 million and has allocated \$1.8 million through the Select Board with \$294,000 remaining. \$100,000 was allocated to community initiative projects, and with no requests

received, that money should go to other projects or be reallocated. Funding must be fully allocated by the end of 2024 and spent by 2026.

Mr. Constantzos asked about using the unallocated funds for the Hudson Road intersection, and discussion ensued. Ms. Dembkoski explained that the money already allocated to this project was for the intersection improvement plans that were presented to the Board. Bridge repairs are millions of dollars and there is not enough money to be put towards this project.

Ms. Sturgis suggested that the community initiative project money be put towards the library renovation. After discussion, this topic will be added to a future agenda for discussion and a vote.

Meeting Minutes

Board member Frecha moved to accept the meeting minutes of the January 10, 2023 meeting as drafted. Board member Hegemann seconded the motion and it passed unanimously.

Correspondence

The Board noted that the Green Advisory Committee sent additional information relating to their presentation at the last meeting.

Ms. Frecha brought up for discussion the letters about Stow Acres and Lower Village.

Mr. Constantzos brought up for discussion the email regarding the Trail of Flowers.

Adjournment

At 8:28 p.m. Board member Frecha moved to adjourn. Board member Hegemann seconded the motion and it passed unanimously.

Respectfully submitted,

Joyce Sampson

Executive Assistant

Documents used at this meeting:

Documents can be found in the Select Board's Office in the meeting folder.

Select Board Meeting Minutes
Tuesday, January 31, 2023
Zoom Only

Present via Zoom: Megan Birch-McMichael, Ellen Sturgis, Cortni Frecha, Ingeborg Hegemann Clark, Hector Constantzos, and Town Administrator Denise Demboski

Chair Birch-McMichael called the meeting to order at 7 p.m.

The Chair said this special meeting was convened to listen to a presentation by the engineering firm, Weston & Sampson, which was hired in early 2022 for the reconstruction of the Lake Boon Dam. This meeting is not a public hearing. After the presentation, there will be a Q&A for the Select Board, the Highway Superintendent, the Police Chief, and the Fire Chief. Questions submitted before the meeting will be answered if they have not already been addressed in the presentation. Other participants may use the Zoom chat feature, which is part of the public record. The meeting is being recorded and live-streamed and recorded by Stow TV.

Presentation from Weston & Sampson – Lake Boon Dam Rehabilitation Project

Stephen Spink, TJ Blair, and Tulin Fuselier of Weston & Sampson were present via Zoom.

The dam was constructed in the 1870s with a size classification of ‘large’, and now has a hazard classification of ‘significant’. Inspections showed deficiencies and resulted in a notification of non-compliance in 2017. Deficiencies include: an overly steep slope, seepage through the embankment, the spillway is in disrepair, embankment instability, tree growth along the toe of the dam, and inadequate spillage capacity based on the design flood event. In 1999 there were limited repairs done but they did not include structural or hydrologic upgrades. In 2021 a void in the bottom of the spillway culvert caused a sinkhole incident.

The project path is as follows: preliminary design, environmental permitting, final design and dam safety permitting, Phase I construction, and Phase II construction. There have been a number of inspections and the creation of an Emergency Action Plan in 2019. The current phase is preliminary design, which includes informational meetings with the public.

The design process consists of many components including preliminary site investigations and analyses, grant applications, consideration of design alternatives, preliminary design of dam safety improvements (current phase), environmental permitting, final design, and construction contract and bidding assistance. The Town has received a \$1 million grant towards construction and will be applying for a second year of the grant. There is not a final cost yet and funding may go to a fall town meeting.

The presentation described a two-phase construction approach. Phase I is targeted to begin in December and is the installation of approximately 490 feet of interlocking steel sheet piling to form a continuous watertight barrier through the upstream side of the embankment. Phase I would require the closing of Barton Road for approximately 4 weeks. Phase II is targeted for the summer of 2024 and would be dewatering and drying out the area for construction of a new spillway culvert. The embankment would then be regraded, the roadway realigned, and safety measures installed (non-timber guardrails, signs, in-water safety devices). Phase II would require the closing of Barton Road for

4 to 6 months. The road closures include no pedestrian traffic. The typical hours of construction are 7 a.m. to 3 p.m. The Lake Boon water level will be maintained, and boat access will be restricted in the area of construction. There may be a limited time when there will be a “no wake” zone.

Police Chief Michael Sallese said that during the road closures, there is a mutual aid agreement with Hudson for emergencies. Fire Chief JP Benoit said that Barton Road is typically not a high call area, and they will have plans in place to ensure public safety.

There was a Q&A session with participants, who were able to ask questions via Zoom. Many of the questions had been addressed in the presentation and additional clarification was provided. It was asked if the entire length of Barton Road could be repaved. The road is a private road, and this would require approval through town meeting. Interim Superintendent of Streets Brian Hatch said the road would have to be brought up to compliance to the town bylaws before it can get accepted as a public way, which could be costly. It would require a citizen’s petition with a percentage of the residents on the street participating.

At the request of Chair Birch-McMichael, Mr. Spink ended the presentation with a recap of the immediate next steps.

Adjournment

At 8:52 p.m. Board member Sturgis moved to adjourn. Board member Constantzos 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 Select Board’s Office in the meeting folder.