

AGENDA
SELECT BOARD
March 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. Appointment
 - Joe Jacobs to the position of Veterans Services Officer through March 31, 2024
5. Discussion and Possible Vote
 - Nashoba Regional High School Building Project Update
 - Town Administrator's presentation on the FY 2024 Financial State of the Town pursuant to Article 4, section 10 of the General Bylaws
 - Meet with the EDIC to establish goals
 - Select Board MAGIC Representative selection
 - Disposition of Surplus Goods and Equipment
 - Highway Department
 - Building Department
6. Meeting minutes
 - February 28, 2023
7. Correspondence
8. Adjournment

Correspondence Received:

2/28/2023 from Linda Hathaway; Calendar for SY 23-24 – Schedule for SY 24-25
3/2/2023 from Kathy Sferra; Public Hearing Notice, March 21, 2023 at 745p, Charles Fein, 77-79 Randall Road
3/2/2023 from Kathy Sferra; Public Hearing Notice March 21, 2023 at 8p, Stow Holdings, LLC, 58 Randall Road
2/24/2023 from GZA Geoenvironmental, Inc; Private Drinking Water Well Analytical Results
2/27/2023 from GZA Geoenvironmental, Inc; Notification of Immediate Response Action Status Report
3/8/2023 from Abby Morgan; Hidden Cultures: Community Art Show by NASJA
3/6/2023 from Leigh Hilderbrandt; Response to Request for Zoning District Boundary Amendment
3/2/2023 from Briar Biddle; Anti-Hate, Anti-Racism Policies
2/28/2023 from Abby Morgan; Anti-hate and Anti-Racism Statements
2/27/2023 from Linh Phu; Anti-hate & Anti-Racism Statements
3/6/2023 from Niall Connors of Verizon; Fios TV DTC Annual (2023) Billing Practices Documentation
3/9/2023 from Greg Franks of Comcast; Changes to Xfinity TV Services

Posted Friday, 3/10/2023, 12:45 p.m.

APPOINTMENT

Joe Jacobs to the position of
Veterans Services Officer
through March 31, 2024



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 Joe Jacobs for reappointment to the position of Veterans Service Officer. Joe is highly respected and does a fantastic job for our veterans.

I respectfully ask for your ratification of this recommendation.

Denise M Dembkoski

DISCUSSION & POSSIBLE VOTE

Nashoba Regional High School Building Project Update

**Town Administrator's
Presentation of the FY 2024
Financial State of the Town**

**Meet with the EDIC
to Establish Goals**

Denise Dembkoski

From: Valerie Oorthuys
Sent: Wednesday, January 11, 2023 10:35 AM
To: Denise Dembkoski
Subject: FW: EDIC Mission Statement

Hi Denise,

I'm forwarding the below email to follow up with our discussion of the EDIC's goals. Below is a list of goals the Planning Board and staff brainstormed back in October. Please let me know if there are any questions.

Thank you,
Valerie

From: Valerie Oorthuys
Sent: Thursday, December 8, 2022 3:01 PM
To: Tnefarns@comcast.net; Megan Birch-McMichael <mb-mcmichael@stow-ma.gov>; Lorick@icloud.com
Cc: Denise Dembkoski <townadministrator@stow-ma.gov>
Subject: EDIC Mission Statement

Hi everyone,

At their meeting this week, the Planning Board discussed the revised EDIC charge, as last provided on November 15th. The Board asked for the following minor edits to be made (in red):

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

In reviewing the above charge, members questioned whether the EDIC's reporting requirements should be part of the mission statement or if those would be described in their goals?

At a meeting in October, Board members brainstormed the following goals for the EDIC:

- Provide a description of the biggest challenges Town bylaws, policies, or conditions pose for local business owners and commercial property owners (Town-wide, not only those within Lower Village);
 - Information could be gathered through direct outreach and through review of previous survey data
- Research and describe how demand for different business types is anticipated to change over time
- Maintain a business inventory, coupled with the tenants or property owners' stated challenges or concerns
- Gather information about what it takes to attract business to Town
 - What components are driven by market conditions and what is in control of the Town?
 - Consideration of placemaking strategies
- Research what comparable Towns can do or are doing to address their local business climate. This could include outreach to local experts, such as the 495/MetroWest Partnership or the Assabet Valley Chamber of Commerce.
 - Investigate joining a Chamber of Commerce

- Creation of a Doing Business Guide to assist prospective businesses in the Town’s permitting process, including items that may be needed from the Building Department, Town Clerk, Board of Health, Conservation Commission, or Planning.

Please let me know if any clarification would be helpful.

Thank you,

Valerie Oorthuys, AICP
Planning Director | Town of Stow

Stow Planning Department
380 Great Road
Stow, MA 01775
P: 978-897-5098
www.stow-ma.gov

Denise Dembkoski

From: Thomas Farnsworth <tnefarns@comcast.net>
Sent: Friday, February 17, 2023 9:40 AM
To: Denise Dembkoski
Cc: Megan Birch-McMichael
Subject: Re: EDIC

The EDIC requests the items below be considered for tasks / goals by the Select Board

- Coordination, creation and evaluation of a Needs Survey
- Advocate and educate on the results of the water study for the lower village
- Create a Stow Business forum meeting(s) for the purpose of bringing together Stow business owners to get real time feed back on issues they may face or topics of concern.

On Feb 13, 2023, at 6:46 AM, Denise Dembkoski <townadministrator@stow-ma.gov> wrote:

Tom,

Thanks, the EDIC has been added to the 3/14 agenda.

Very truly yours,
Denise

From: Thomas Farnsworth <tnefarns@comcast.net>
Sent: Friday, February 10, 2023 8:00 AM
To: Denise Dembkoski <townadministrator@stow-ma.gov>
Subject: Re: EDIC

Denise,
The EDIC can be available for the 14th of March.
Thank you,
TNF

On Feb 6, 2023, at 2:35 PM, Denise Dembkoski <townadministrator@stow-ma.gov> wrote:

Hi Tom,

I expect the Select Board will be meeting on February 28th. Please let me know if that night or March 14th is better for you and your members to meet and discuss goals for the committee.

Thank you!

Denise Dembkoski

From: Denise Dembkoski
Sent: Tuesday, February 21, 2023 6:58 AM
To: Mary Bradt Mintz; Thomas Farnsworth
Cc: Megan Birch-McMichael; Kevin Whalen; Jen Gero
Subject: RE: EDIC

Good Morning –

I must urge you to NOT email your entire board, even as a cc. The below emails are a violation of the Open Meeting Law. You cannot email or include a quorum of any public board on any matters related to the board other than sending out an agenda and/or rescheduling a meeting.

You may bring your concerns to the Select Board, as they are your appointing authority, when you meet with them on March 14th. If a quorum of your board will be present on March 14th, please be sure that is a posted EDIC meeting.

Very truly yours,

Denise

From: Mary Bradt Mintz <mary.mintz@gmail.com>
Sent: Friday, February 17, 2023 4:00 PM
To: Thomas Farnsworth <tnefarns@comcast.net>
Cc: Denise Dembkoski <townadministrator@stow-ma.gov>; Megan Birch-McMichael <mb-mcmichael@stow-ma.gov>; Kevin Whalen <kevin.whalen@comcast.net>; Jen Gero <tjgero@verizon.net>
Subject: Re: EDIC

Well said!

On Fri, Feb 17, 2023 at 9:51 AM Thomas Farnsworth <tnefarns@comcast.net> wrote:

Denise,

The "reorganization" of the EDIC stretches back eight months or more. I understand that the wheels of government turn slowly, and in Stow town government everyone gets a voice. You had originally indicated that the EDIC could resume "normal operation" after the rewriting of the mission statement, now the goal is being moved to the setting of objectives for the EDIC.

I understand the need for measurable / actionable tasks, and the committee members appreciate and want that input as well. However at this point in time we are hamstrung with four members and the juggling of schedules. As a mere quorum, we do not feel we can effectively move forward with any initiative without a more robust compliment of members.

It is my understanding that at least two individuals have expressed interest in the committee over the past year. I have also heard that a recent application was turned away based on lack of set goals. It is also my understanding that some of these individuals may have given up attempting to participate due to the length of time to get to where we are today. I would not be properly representing the voices of the EDIC if I did not express my/our dismay at the length of time it has taken to get here.

Members are losing patience.

Respectfully yours,
Thomas Farnsworth
EDIC Chair

Select Board MAGIC Representative Selection

Disposition of Surplus Goods and Equipment

- Highway Department
- Building Department



Town of Stow

Disposition Policy

Disposition of Surplus Goods and Equipment Valued at Less than \$10,000

1. If the surplus property is determined to have resale or salvage value less than \$10,000, and it is determined that no other department has an interest in the property, the respective department head must request that the Board of Selectmen authorize the disposition of such surplus goods and equipment. Then the goods may be disposed of pursuant to the procedure set forth below in subsection A, B, or C.
 - A. Solicit bids from at least 2 companies that deal in such property, maintaining a written record of the names and addresses of the companies from which a bid was solicited;
 - B. Advertise the surplus property for sale on the town website or on any internet site that offers such property for sale at least 14 calendar days prior to the sale. Any such advertisement shall state the sale date, the date by which a sealed bid shall be submitted to the town, and shall prescribe a format in which a sealed bid shall be submitted (written and delivered to a prescribed address).
 - C. Auction the surplus goods off on Municibid.com. Municibid is an online auction website for government agencies, schools, authorities and utilities to sell their surplus and forfeitures directly to the public. All auctions take place online and are available to bid 24 hours a day.
2. If the surplus goods or equipment has no resale or salvage value, the department shall dispose of such property at the least cost to the town. In the case of electronic or computer equipment, the items must be sent to a certified recycling company who will provide proof of data destruction where appropriate.
3. If the surplus property is determined to have resale or salvage value greater than \$10,000, it must first be declared as surplus by the Board of Selectmen, and then may be disposed of in conformance with procedures of Massachusetts General Law Chapter 30B.



Town of Stow
HIGHWAY DEPARTMENT

88 South Acton Road
Stow, Massachusetts 01775
(978) 897-8071
FAX (978) 897-5682

Brian Hatch
Superintendent of Streets

March 7th, 2023

To: Denise Demboski, Town Administrator
From: Brian Hatch, Interim Superintendent of Streets
Re: Disposal of Retired Equipment

This memo is a request for authorization for the disposal of two pieces of Highway Department equipment. The first is a Dixie Chopper mower with a 46-inch deck. The engine has seized and is inoperable and not worthwhile to repair considering the cost versus purchase of a modern machine. The machine is worth approximately \$75-100 in spare parts and about another \$50 in scrap metal.

The second item is a backhoe bucket from an older backhoe. The bucket is for a JCB backhoe, and the Highway Department now uses John Deere backhoes, and therefore the bucket is not compatible with our new equipment. We estimate the value of this bucket is approximately \$100 in scrap metal.

We plan to list both pieces of equipment on Municibid.

Thank you for your support in this matter.

Respectfully,

Brian Hatch
Interim Superintendent of Streets

Town of Stow, Disposition of Surplus Goods & Equipment, Valued Under \$10,000.

Dear Town of Stow Select Board,

Attached is a list of all items being considered for disposition from the town. All items on the attached list are deemed to be of a value Under \$10,000, so following Massachusetts General Law Chapter 30B and The Town of Stow Disposition Policy, adopted 10/27/20, will be done so according to 1C of this policy.

Once the Select Board deems (votes to declare) them surplus:

All items will be first offered to all town department heads, who will have 14 days to contact Geoff and go to the Pompo Community Center and inspect/pick up items they feel their department can use.

After the 14 days, the sale/bidding of the items will then be advertised in The Stow Independent or other local newspaper/web sites, instructing that the surplus items

will be auctioned off using the approved method of Municibids starting on a specified date.

All items will be offered on Municibids for a minimum of 2 weeks (14 days), where we set the bids with a minimum assessed value for each item/group of items.

All winning bids will be contacted by my designate, Geoff Beharrell, for further instructions and pick up/payment arrangement. Geoff will then have all winners sign a Non-Collusion Form and will bring all certified checks/money orders and process them thru the Treasurers Office for deposit into the proper account. Once all items are sold, a final report, including copies of all paperwork will be filed with the Select Board office and Building Department.

I authorize Geoff Beharrell as my designate to prepare and execute this project and report updates as needed.

Frank Ramsbottom, Facilities Director:

Francis A Ramsbottom, Date 3/2/23.

DellSurplus Items @ Pompo Unassigned Area, Feb. 13, 2023

Brother Laser Printer/copier, M- HL 2280DW, S- U62708H2N402083.

Optimus Speakers, wired black (2), Cat # 14-517.

HP Laser Jet 1018, M- CB419A, S- CAB1033880.

Kodak EKTagraph Slide Projector, M- c-2, old school projector for slides.

Fellows Power Paper Shredder, parts only M- C-220/C-220C.

Staples Paper Shredder, parts only, M-SPL-1506X, S- E05190803975.

Samsung Laser Printer, M- ML-1740, S- BAAX231552K.

Cannon Copy/Fax/Printer, M- MX922, S- AEWS76357.

Cannon Printer/Scanner, M- F156600, M- DTS27233.

HP Laser Jet Printer, M-HP color laser jet 2600n.

Samsung 16 inch Monitor, M- syncmaster750, S- D17HCD1905413H.

Mitsubishi Box Monitor, M- SD5804C, S- 702007202.

Samsung Copy/Printer, M- SCX-4828FN/XAA, S- 9h61baxs50000bw.

HP Copy/Printer, M- 2200D, S- 0113000bc.

Dell desktop tower, M-0kxgvd, S- 9QX7HX1.

Dell desktop tower, M- optiplex3010, S- 9QX7HX1.

NEC Copier/Printer, M- NEC LC 350, S- 292558904 9210.

Dell desktop tower, M- Optiplex GX620, S- 4273Q91.

Dell desktop tower, M- Optiplex 780, S- DCSM1P.

Dell monitor, no stand, M- E207WFPC.

Dell monitor, M- 1704fpvt.

Dell monitor, no stand, M- P2274Hb.

Dell monitor, no stand, M- P2274Hb.

HP monitor, M- HP L1706, S- CNC6091h0p.

HP monitor, no stand, M- HP1530, S- CNP422BL7W.

Desktop monitor, no stand, M- AL1717, S- CB4276.

Dell monitor, no stand, M- e193FPC.

Dell server, large, M- ECMOL, S- JYWHNK.

Dell monitor, M- E771P.

Monitor, M- Ultrascon P99I,S- 7254611.

Dell desktop monitor, M-200PWT, S- 200 PWT.

Lenovo keyboard, M-0006367.

Lenovo keyboard, M- 0000084.

Dell keyboard, M-SK-8115, S- EL45614.

Dell keyboard, M- KB212-b, S- cn-a1hf2y.

HP keyboard, M- 5129, S- F03121328.

AST keyboard, missing 2 keys.

1983 Box TV, Hitachi, M- CT1933, S- ABL9661911c.

Cambro Cooler/ warmer food container, blue, 2 units.

Avery Auto Labeler, new in box, M-9000TM, S- 72782090000.

Cambro Cooler/warmer food container, brown.

NEC keyboard, M-B72apl-h412, S- D6006846m.

Dell keyboard, M- At101w, S-6yum925k.

HP keyboard, M- KU-1156, S- Bczzbobvb467ek.

Dell keyboard, M- 0011.

Dell keyboard, M- ow1668, S- lze34244068.

Lenovo mouse, wired, M-0b66364, S- 4a907c4680b.

Microsoft mouse, wired, M-C3k1056.

2 line AT&T phone, M- ML17929, S- ML007392061.

2 line AT&T phone, M- TL86109, S- K6402946579.

Blue Tooth Phone, M-DL72219, S- 3c500601194.

AT&T phone, M- none, S- none.

2 line new AT&T phone, M- ML17929, S- ML007392061.

2 line new AT&T phone, M- ML17929, S- ML007392561.

Dell monitor, M- E228wfpc, S- Cn-0ku311-64180.

Dell monitor, M- E207wfpc, S- cn-0ck-64180.

Olympus Digital camera, M- V5968201, S- Vs968201.

Staples desktop monitor, M- Sp7104, S- Q046lva201047.

Dell desktop monitor, M- 1704fpvt, S- Cn-0j16642-71618-554-a818.

Dell desktop monitor, M- pe1233, S- Cnc4221j56.

Colby 15 inch TV, M- 7fbub1595, S- 125189-0000113.

Small black adjustable chair, no arms, M- none, S- none.

Red adjustable chair w/arms, M- 5995, S- CPW2YS.

Red adjustable chair, no arms, M- 7903ab, S- 5Rssl.

Orange adjustable chair, no arms, M- 21044, S- none.

Large black padded adjustable chair w/arms, M-HVL691, S- 8exgd2.

Black adjustable chair w/arms, M- 6301bl, S- none.

Bankers Box with phone parts and wires.

NEC compact disc player in box, M- CD-520, S- 3830540.

Box number 2, variety of old computer speakers and cords.

6 units, Felt covered panels w/parts.

Kodak 35mm camera, Cameo motor EX, M- none, S- none.

Fuji Film digital camera w/case, M- Fine pix A205, S- 3c17201.

Lenovo computer tower, M- ThinkCentre E73, S- PC066s1v.

Lenovo computer tower, M- ThinkCentre E73, S- PC0b08bm.

Dell computer tower, M- Dell DCNE, S- ONY385.

Dell large computer tower, M- Optiplex 780, S- okkgvd.

EMAX computer tower, M-?, S- 031612702.

Dell monitor, M- E771p, S- none.

Compaq monitor w/base, M- s7500, S- 226cp7pg630.

Compaq monitor w/base, M- s7500, S- 226cp76f769.

Compaq monitor w/base, M- S7500, S- 226cp76pg675.

Lucent Page Pac 20, M- 22050501.2206051, S- 9746000367.

Dell flat screen monitor, M- E173fpc, S- cn-0f5035-64180-4cb-1bys.

Compaq monitor with base, M- PE1127, S- 144cp43ab175.

HP flat screen monitor, M- P9620a, S- cnchr0c672.

HP flat screen monitor, M- PE1228, S- MYAHQB020.

24 metal folding chairs with desk attachment, M- none, S- none.

Asante multi link 5 port hub, M- FH305, S- 61-20598-00.

Linksys 5 port hub, M- EH1040, S- RA13045000635.

Belkin OmniView Pro 3, 8 port KVM switch, M- F1DA1D8Z, S- 09200027.

Emerson 19 inch color tv with VCR, M- VT1922, S- 451-41009103.

Large black rolling padded chair, M- 23094, S- 934103.

Dell large computer server, M- ECM01, S- JR1f4f1.

Compaq large computer server, M- ProLiant ML370, S- 3902q003.

Dell keyboard, M- KB212-B, S- 01HF2Y.

Dell keyboard, M-SK-8115, S- cn-odj331-71616-8ba-0st2.

Dell keyboard, M- L100, S- U011.

Dell keyboard, M- L100, S- cn0rh6597357187u0818.

Dell keyboard, M- SK-8115, S- cn-odj331-71616-6ba-125v.

Dell keyboard, M- KB212-B, S- cn-04g481-71616-322-12js-a00.

Dell keyboard, M- L100, S- cn-orh659-73571-92b-obpl.

13 Wooden padded meeting room arm chairs, red.

5 Red Childrens' chairs, composite material and metal frame.

3 real small childrens chairs with metal frame.

16 Blue plastic childrens chairs with metal frame.

4 Black chairs with metal frames.

At&t phone, M- ML17929, S- ML007388439.

RCA phone, M- 25424RE1, S- 40169055.

RCA phone, M- 25424RE1-A, S= 80069305.

Nortel phone, M- NT8B27JAAA, S- 33748 7/07.

Nortel phone, M- NT8B27JAAA, S- 4267 11/07.

Nortel phone, M- NT8B27JAAA, S- MNTM2932GEAD 7/07.

Avaya phone, M- NT8B27JAMAE6, S- P-02108779.

Nortel phone, M- NT1NT8B20AF03, S- R9798814.

Nortel phone, M- NT8B20AF-03, S- NNTM60G6MKZJ.

Nortel phone, M- NT8B20AF-03, M- NNTM04015RYG.

At&t phone, M- ML17929, S- ML004579656.

RCA phone, M- 25214, S- 30025359.

At&t phone, M- ML17929, S- ML007389467.

IBM phone, M- HAC IBM412CID, S- 0004315.

Nortel phone, M- NT8B27JAAA, S- NNTM2932GE93 7/07.

Nortel phone, M- NT8B27JAAA, S- NNTM2932GE8B 7/07.

At&t phone, M- ML17929, S- ML007436666.

Nortel phone, M- NT8B20AF3, S- MPCE9C9.

Nortel phone, M- NT8B20AF-03, S- NNTM040B11FP.

Nortel phone, M- NT8B30AE-03, S- NNTM049A2SS.

At&t phone, M- ML17929, S- ML004580485.

Nortel phone, M- NT8B20AF-03, S- NNTM040DJ5HB.

Nortel phone, M- NT8B20AF-03, S- NNTM60GCAD8A.

Nortel phone, M- NT8B20AF-03, S- NNTM040B11FR.

Nortel phone, M- NT8B20-03, S- M7310.

Nortel phone, M- NT8B20AF-03, S- NNTM040DHQNC.

Nortel phone, M- NT8B20AF3, S- MPC1M1.

Nortel phone, M- NT8B20AF-03, S- NNTM60GBX279.

Nortel phone, M- NT8B20AF-03, S- NNTM040DHQRB.

Nortel phone, M-NT8B20AF-03, S- No sticker.

Nortel phone, M- NT8B21AC-03, S- NNT?????515 (ripped sticker).

Nortel phone, M- NT1NJ8B20AF03, S- R9798814.

Nortel phone, M- NT8B20AF-03, S- NNTM040BEPQW.

Premier wall phone, M- J16-3002, S- 2300-646WH.

RCA phone, M- 2542RE1-A, S- 90115419.

RCA phone, M-2542RE1, S- 30102474.

At&t phone, M- ML17929, S- ML007388019.

IBM phone, M- HACIBM-412CID, S- 0027201.

RCA phone, M- 25424RE1-A, S- 80069304.

RCA phone, M- 25424RE1-A, S- 80038200.

RCA phone, M- 25424RE1-A, S- 80053655.

RCA phone, M- 25424RE1-A, S- 90115414.

RCA phone, M- 25423RE1, S- 30057962.

RCA phone, M- 25424RE1, S- 20093873.

RCA phone, M- 25424RE1, S- 20093879.

RCA phone, M- 25423RE1, S- 30057963.

Nortel phone, M- NT8B27JAAA, S- NNTM2932GE8S.

At&t phone, M- ML17929, S- ML004539414.

At&t phone, M- ML17929, ML007435614.

At&t phone, M- ML17929, S- ML007435737.

RCA phone, M- 25214, S- 30025372.

At&t phone, M- ML17929, S- ML004579441.

At&t phone, M- ML17939, S- HU602321169.

At&t phone, M- ML17929, S- ML004338871.

At&t phone, M- ML17929, S- ML004326410.

Avaya phone, M- NT8B27JAMAE6, S- P-02069394.

Nortel phone, M- NT8B27JAAA, S- NNTM2932GEBW.

IBM phone, M- HACIBM-412C1D, S- 0043581.

RCA phone, M- 25424RE1-A, S- 90115359.

RCA phone, M- 25424RE1, S- 30124602.

RCA phone, M- 25424RE1-A, S- 90115358.

RCA phone, M- 25424RE1-A, S- 80069306.

At&t phone, M- ML17929, S- ML004415916.

RCA phone, M- 25424RE1-A, S- 80040602.

Nortel phone, M- NT8B40AE3, S- M7324BLACK.

Nortel phone, M- NT8B27JAAA, S- MNTM2932GE8A.

Nortel phone, M- NTBD20AF-03, S- NNTM040B7XKA.

Nortel phone, M- NT8B20AF-03, S- NNTM040B11GA.

Nortel phone, M- NT8B27JAA, S- NNTM2932GE9T.

Nortel phone, M- NT8B20AF-03, S- NNTM040B11FW.

Nortel phone, M- NT8B20AF-03, S- NNTM040ARBET.

Nortel phone, M- NT8B27JAAA, S- NNTM2932GE8V.

Nortel phone, M- NT8B20AF-03, S- NNTM040B11HB.

Nortel phone, M- NT8B20AF-03, S- NNTM60GCADAW.

Nortel phone, M- NT8B20AF-03, S- NNTM040B11G1.

Nortel phone, M- NT8B20AF-03, S- NNTM040B11FC.

Nortel phone, M- NT8B20AF-03, S- NNTM040B11FC.

Nortel phone, M- 25424RE1-A, S- 80053653.

RCA phone, M- 25214, S- 30025502.

Nortel phone, M- NT8B27JAAA, S- NNTM2932GEAH.

Nortel phone, M- NT8B20AF-03, S- NNTM040B11FT.

Nortel phone, M- NT8B27JAAA, S- NNTM2932GE92.

Nortel phone, M- NT8B27JANAE6, S- NNTMHPG52PNE.

RCA phone, M- 25424RE1, S- 80040601.

Nortel Meridian-Norstar-plus compact ICS, S- NT7B56.

Nortel Networks- Norstar Modular ICS, S- NNTM62451428.

Nortel Networks- Compact Plus, M- NNTMH100DR6W, S- NT7B66AAAD.

Nortel Universal Module for Audio Conf.unit, M- 2501-04551-001A, S- PC444771.

Nortel Networks- Call Pilot 100, M- NNTMH100E7P1, S- NTAB6868.

Nortel Networks- Call Pilot 100, M- NNTMH100DVN4, S- NTAB6865.

Nortel Networks- Norstar Flash, M- NNTM845530HT, S- NTAB2455.

Marathon Motor #2, #182TTDB6026, frame 182T, Type TD,
3hp/3phase, 230/460 volt, S- WX200000971-45037.

Marathon Motor #1, # 182TTDB6026, frame F1, Type TD, 3HP, 230/460
volt, S- WX200001026-3/07.

MINUTES

Select Board Meeting Minutes
Tuesday, February 28, 2023
Stow Town Building & Zoom

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

Present via Zoom: Cortni Frecha

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

Public Comment - none

Board Member Comments

Mr. Constantzos noted that tomorrow is the beginning of Women’s History Month. He hopes that we spend a month celebrating all the women in history, and this history made it possible for him to be surrounded by very competent women leading the town.

Town Administrator (TA) Report

- As of February 23, there are five COVID-19 positive cases in town, which is a 4.58% positivity rate.
- Earlier tonight there was a presentation at the Finance Committee meeting on the school budget. The updated assessment has Stow at a 2.82% increase which is down from the original projection of 5.78% and then 4.74%. There will be more information on this and the Minuteman High School assessment at the March 14 meeting when the TA presents the FY 2024 State of the Town.
- Nomination papers for all elected positions are available at the Town Clerk’s office through March 29 and must be returned by March 31. Call the office and they will have the papers ready.
- “Discussions with Denise” is tomorrow, March 1, at Pompositticut Community Center from 9:30 a.m. – 11:30 a.m. with special guest Fire Chief JP Benoit.

Meeting Minutes

Board member Sturgis moved to accept the meeting minutes of the February 14, 2023 meeting as presented.

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

Select Board Master/Comprehensive Planning Committee Member Selection

Ms. Frecha and Mr. Constantzos both expressed interest in being the designee to the committee and shared their reasons for wanting to be selected.

Board member Frecha moved to appoint Hector Constantzos as the Select Board designee for the Master/Comprehensive Planning Committee.

Board member Sturgis seconded the motion and it passed 4-0-1 via a roll call vote: Sturgis -aye; Hegemann -aye; Frecha -aye; Birch-McMichael -aye; Constantzos -abstain.

Proclamation Policy

This policy from KP Law offers guidelines and gives the Board the ability to deny a request. This is allowed because a proclamation is “government speech” meaning the Board is speaking on behalf of the Town.

The Board amended the policy to change the word “the” to “to” on page 1, second paragraph, end of the first line, as follows: “Whether to place a request for a proclamation on the Select Board’s agenda, and whether ~~the~~ to issue a proclamation...” (Any other minor typographical errors will also be corrected.)

Mr. Constantzos was concerned with the language possibly excluding requests from statewide or nationwide organizations. This was discussed at length, and the Board decided to keep the language as stated in the draft, with Ms. Hegemann saying that this is a guidance document. Ms. Sturgis reminded the Board of past discussions about having a proclamation be more than just a piece of paper. The Board added a section on the application to ask if there will be activities or events planned to celebrate the proclamation, and added to the Statement of Purpose that “The Town encourages events and activities coordinated to recognize and support the purpose behind the Proclamation.”

Board member Sturgis moved to approve the Proclamation Policy, as amended at this meeting. Board member Constantzos seconded the motion and it passed unanimously by a roll call vote.

7:15 PM - Public Hearing – Pole Installations

Chair Birch-McMichael read the public hearing notice¹:

Notice is hereby given, in accordance with MGL Chapter 166, section 22, that the Select Board will conduct a public hearing regarding a Petition for Sole Pole Relocations request by Hudson Light and Power Department to relocate utility poles as follows:

GREAT ROAD, STOW – Install new Pole #47 ½ as a Mainline Pole and Pole 47 ½-PB as a Push Brace. These poles will be located on the southern side of Great Road at the intersection of Johnson Way and Great Road on western side. Their purpose is to provide a take off and support for a new 3 phase line that is required for Plantation Apt construction.

Also for permission to the petitioner to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as said petitioner may desire for distributing purposes.

The public hearing will be held on Tuesday, February 28, 2023, at or after 7:15 p.m. at the Stow Town Building, 380 Great Road, Stow, MA. The public may attend the meeting in-person or may participate via remote Zoom access.

Posted: February 7, 2023

Chair Birch-McMichael moved that the public hearing for relocation of utility poles (one mainline pole and one push brace) be opened.

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

Derek Scott from Hudson Light and Power (HL&P) was present in the Warren Room.

Mr. Scott explained that the construction company doing work at Plantation Apartments (Elizabeth Brook Apartments) requested that the single-phase power be upgraded to three-phase power.

¹ The proper street name is “Johnston Way,” however, the language for the Public Hearing Notice was taken directly from HL&P’s “Petition for Sole Pole Relocations.”

Fire Chief JP Benoit was present in the Warren Room.

Chief Benoit spoke about a safety concern with access and line of sight for emergency vehicles.

Mr. Scott said they will ask the contractor to remove the stone pillar at the edge of driveway and the poles can be placed there; this would allow for easier access. HL&P will set the mainline pole and have the Fire Department check the clearance before they install the push brace pole.

Board members discussed the pole locations, with Ms. Frecha asking about the comments submitted from the Planning Board regarding minimizing the number of poles and/or using existing poles wherever feasible. HL&P will not need the existing pole on the eastern side once everything is installed on the western side of the driveway, but they do not control what Verizon or Comcast does with their wires on the eastern pole.

Mark Dexter, 259 Great Road, asked for clarification as to where the poles will be installed.

At 7:32 p.m. Board member Sturgis moved that the public hearing for relocation of utility poles (one mainline pole and one push brace) at Great Road and Johnston Way be closed.

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

Board member Sturgis moved that the Board approve and sign the application by Hudson Light & Power to relocate utility poles (one mainline pole and one push brace) at Great Road and Johnston Way as indicated in the Order for Sole Pole Relocations received by the Select Board office February 6, 2023.

Board member Hegemann amended the motion to “as discussed at this meeting” because they did change the layout from what was shown on the plan.

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

Animal Policies

Asst. Town Administrator/HR Director Dolores Hamilton was present via Zoom.

Ms. Hamilton worked on a policy with the Board of Health to formally allow for a therapy animal at the Council on Aging. Because other situations may arise, the Board of Health asked for two separate policies. Service animals are protected by the ADA (the Americans with Disabilities Act) and are specifically trained to provide services for an individual and stay focused on its handler and its tasks. Under the ADA, only dogs and miniature horses can be service animals. Therapy animals are trained to interact with others to help decrease stress, among other health benefits. Therapy animals are different from comfort or emotional support animals.

The Select Board discussed both policies and felt that some of the language was too general, too subjective, and not enforceable. The Board discussed the situation with employees who have allergies.

Service Animals in the Workplace

Board member Sturgis moved to approve the Service Animals in the Workplace Policy, as amended at this meeting. Board member Constantzos seconded the motion and it passed unanimously by a roll call vote.

Therapy Animals in the Workplace

The Board discussed the requirements listed under item 8 of “procedure.” Most are listed elsewhere and the Board decided to delete item 8 except for 8d. A typographical error in item 3 was corrected. (Any typographical errors will be corrected before the policies are sent to legal counsel for review.)

Ms. Dembkoski asked that fully certified therapy dog “Juneau” be allowed to begin visiting the Council on Aging if the policy is approved tonight, and while legal counsel reviews the policies.

Board member Sturgis moved to approve the Therapy Animals in the Workplace Policy, as amended at this meeting. Board member Constantzos seconded the motion and it passed unanimously by a roll call vote.

Anti-Hate and Anti-Racism Statements

The Board has had conversations about Anti-Hate and Anti-Racism Statements over the last several months. Sample statements from other communities were reviewed. The Board discussed having one statement instead of two separate statements. This item will be moved to the March 28, 2023 agenda.

Proposed Changes to the Nashoba Regional School District Regional Agreement

Leah Vivirito, School Committee (SC) Chair and member of the Regional Agreement Amendment Advisory Committee², was present via Zoom.

Ms. Vivirito provided an overview of the major changes to the regional agreement, which included: SC membership, terms, organization, and vacancies; SC powers and duties; location of schools; emergency building use; the district budget; defining operating costs; capital costs assessments; incurring of debt; transportation; excess and deficiency fund; audits and Audit Advisory Committee language; amendments to the regional agreement; withdrawing from the district; and admission to the district.

The next step is endorsement from the School Committee and if the draft is approved, the regional agreement must then pass by a majority vote in the three towns in the district at their annual town meetings. Then the agreement goes to the Commissioner (of Education) who has the final say.

Discussion ensued regarding Section 7C. In Stow, capital costs of \$10K or more must go before the Capital Planning Committee. Ms. Vivirito said the regional agreement must follow MA General Law (MGL) which defines capital costs as anything \$5K or more. They are trying to create language that will bridge MGL, the regional agreement, and the lease agreements with the three towns. Ms. Dembkoski asked how the town will be notified for capital expenses between \$5K and \$10K and how those costs have been managed in the past. Ms. Vivirito will report back to Ms. Dembkoski.

Town Clerk Linda Hathaway was present via Zoom.

Ms. Hathaway asked about the length of the SC member terms and the swearing-in date, which is being moved from April to June. Ms. Vivirito said the terms begin with the SC organization meeting in mid-June, and the date is largely dependent upon the Superintendent’s evaluation.

Town Administrator and Planning Director’s Meeting with Linear Retail

Ms. Dembkoski and Planning Director Valerie Oorthuys met with the CEO of Linear, the onsite manager and their counsel to discuss the property in Lower Village. Linear has made \$2 million in improvements and has found the issue with their water system. They have lost some businesses and are losing two more in the near future, which will leave them almost half vacant. Starbucks is interested in coming to the plaza, but will only sign a lease if they are allowed to have a drive-through. Linear wants another anchor business that is a destination to attract other businesses to the plaza.

² In October 2021, the School Committee and member towns (Bolton, Lancaster, and Stow) created a Regional Agreement Amendment Advisory Committee (RAAAC). The overall charge of the RAAAC was to review the agreement for updates and changes, and to bring it up-to-date with applicable laws and regulations since it was last amended in 2003.

A citizens' petition has been submitted for the town meeting warrant to allow a drive-through to serve food and beverages directly to a motor vehicle in the business district. This requires a public hearing, which the Planning Board has tentatively scheduled for the end of March. However, the Planning Board is proposing a bylaw for a Lower Village Business District that would prohibit drive-throughs. If both pass at town meeting, the bylaw would supersede the citizens' petition only in Lower Village.

Correspondence

The Board reviewed correspondence.

The Board will meet with Ms. Demboski to discuss her contract renewal in April.

Adjournment

At 9:22 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.