

AGENDA  
SELECT BOARD  
November 28, 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

- Public Comment
- Board Member Comments
- Town Administrator's Report
- Appointments:
  - John Fantasia to the position of Patrol Officer through June 30, 2024
  - Assignment of Brandon Murphy to the position of Prosecutor through June 30, 2024
- Discussion and Possible Vote
  - Chief Sallèse with two policy updates
    - 7.11 Exposure Control
    - 9.06 Eliminating the purchase by the Stow Police Department of Single-Use Plastic Bottles
  - 2024 Common Victualler Renewals
    - 29 Culinary, LLC, d/b/a Nan's Market, 271 Great Road
    - DDK Coffee Shop, 626 Great Road
  - 2024 Class II license renewals:
    - Car Lot Express, 92 Great Road
    - Dover Speed Shop LLC, 370 Hudson Road
    - Hudson Road Automotive, 383 Hudson Road
    - Patterson Auto Body, Inc, 18 Great Road
  - StowTV's request to run fiber from the Town Building to Center and Hale School
    - Use of Municipal Fire Alarm Space
    - Authorize the Town Administrator to work with HLP and Verizon for approval
  - Continued Discussion of small jet expansion at Hanscom
  - Accept donations from Peter Rhoads:
    - For the Fire Department - \$500
    - For the Police Department - \$500
    - For Animal Control - \$1,000
- Board Correspondence & Updates
- Adjournment

Posted Wednesday, 11/22/2023

Correspondence received:

11/8/23 from Julia Kelley; Maynard High School Beacon Santa Telethon Charity Event

11/9/23 from Greg Troxel; comments on draft meeting recording policy

11/9/23 from Conservation Commission; Public Hearing Notice for 11/21/23 at 7:45p; 31 Hale Road

11/9/23 from Board of Appeals; Public Hearing Notice for 12/4/23 at 7:30p; 31 Hale Road

11/16/23 from Conservation Commission; Public Hearing Notice for 12/5/23 at 8p; 58 Randall Road

11/17/23 from Planning Board; Public Hearing Notice for 12/12/23 at 7:30p; 108-118 Great Road

11/20/23 from Xfinity; price changes

# **APPOINTMENTS**

John Fantasia  
to the position of Patrol Officer  
through June 30, 2024



# Town of Stow POLICE DEPARTMENT

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



Michael Sallese  
Chief of Police

November 13, 2023

Select Board  
380 Great Road  
Stow, MA 01775

RE: Recommendation for Hiring John Fantasia, Full Time Patrol Officer

On September 18, 2023, Detective Brendan Fitzpatrick gave his resignation notice to become a Boston Fire Fighter. This left a vacant position in our department. In July of 2023, John Fantasia went through the interview process for an open patrol position. During that process, he came in a close second to Jon Butler. Knowing we were going to have an opening within a few months, John Fantasia was offered to be recommended to the Board on the next opening.

For over 20 years, we have had three part-time officers who have dedicated many hours to the Stow Police Department. Having this opportunity to continue to hire a qualified internal candidate has value. As a reminder the hiring process had two sergeants and a senior officer, complete an interview panel. Based on the interviews with the staff, as well as the Town Administrator, Assistant Town Administrator and myself, we concluded that John Fantasia would be our next patrol officer.

John has been with the Town since 2003, starting his career as a part-time dispatcher and part-time officer. John worked his way up through the ranks and has been Dispatch Supervisor for over 15 years. In his time, he has assisted with new dispatch employees, and has worked with the Fire Department on the implementation of Fire Dispatch guidelines.

While John is a current employee, I still completed all the required background and process's for new officers. Det. Kusz was assigned and completed the following required background check from the Police Officer Standards and Training Commission (POST);

- Fingerprinting
- KQ: Driver History
- BOP: MA Criminal History
- Q5: MA Suicide Check
- QWA: CJIS/NCIC Wanted/Missing Person/Vehicle
- WMS: MA Warrants

Stow Police Department

- SX: MA Sex Offender
- DQ: Out-of-State Driver's License
- BOPFI: MA License to Carry (LTC)/Firearms Identification Card (FID)
- FSI: MA Firearms Ownership
- QH/QR: Criminal History NCIC/III (AFIS-R)
- Coplink
- R3: MA Driver's License
- NDI – National Decertification index

Det. Kusz found nothing that is a disqualifier for John to be appointed for the Town of Stow. As required by law, John completed both a psychological screening, as well as a physical assessment neither exam revealed any problems or characteristics that would interfere with Jon's ability to be a police officer.

I respectfully request that the Board appoint John Fantasia as a Patrol Officer with the Stow Police Department. His dedication and experience will continue to be an asset to the police department and to the Town of Stow.

Respectfully Submitted,



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Michael Sallese, Chief of Police

Brandon Murphy  
to the assignment of Prosecutor  
through June 30, 2024



Town of Stow  
POLICE DEPARTMENT

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



Michael Sallese  
Chief of Police

November 17, 2023

Select Board  
380 Great Road  
Stow, MA 01775

RE: Recommendation for Approval of Assignment, Brandon Murphy to Prosecutor

On November 22, 2023, Luke DeZago, who is our current prosecutor, will be taking family leave to care for his new son. After he completes his family leave, Luke has decided to leave the Town of Stow as a Police Officer as he has been accepted in the Doctoral Program at UMASS Lowell. He will be pursuing his dream of becoming a professor.

Department members were offered the opportunity to apply for the position. I recommend that Brandon Murphy who has been with the Department for 7 years, acting as a dispatcher/part time officer, and a full-time police officer for over 3 years, be appointed as the department Prosecutor.

Brandon has also been assigned and trained as one of the school resource liaisons. He has worked closely with our Jail Diversion Clinician and has taken it upon himself to shadow Luke to learn all the responsibilities that the position entails.

I am confident in Brandon and know he will represent the Stow Police Department in a professional manner at court. I also know that he will advocate for victims while keeping a balance in making recommendations for those who are in the court system.

I ask for the Select Boards approval of my assignment of Brandon Murphy to Prosecutor as per the Collective Bargaining Agreement between the Town of Stow and Local 206.

Respectfully Submitted,

Michael Sallese, Chief of Police

Stow Police Department



# **DISCUSSION & POSSIBLE VOTE**

Chief Sallese with two policy  
updates



# Town of Stow POLICE DEPARTMENT

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



Michael Sallese  
Chief of Police

November 20, 2023

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

Dear Select Board,

I am proposing two policies be added to the police department. The first is 7.11 Exposure Control, in keeping officers and staff safe, this policy will help keep that goal. In 2013, a basic order was issued by Chief Bosworth to assign a Department Infection Control Officer, which acts a liaison between the department and hospitals. This person helps coordinate and information from the hospital and helps the officer.

The procedures and guidelines contained in policy 7.11 are intended to minimize an employee's exposure to and furnish the maximum level of protection from communicable diseases and vermin infestation that may be encountered during the course of duty. It is the policy of the Stow Police Department to pursue proactive measures in employee health issues; therefore, the Department has developed these exposure control guidelines and assigned support personnel to oversee a health and safety program. I have included the old order along with the new policy.

The second policy is 9.06 Eliminating the Purchase by the Stow Police Department of Single-Use Plastic Bottles. In response to Executive Governors Order 619, Stow Police note and recognize that climate change is adversely affecting the people of Stow, Massachusetts and poses a threat to public health, the well-being of our communities and families. In response to this order and keeping the public safe, Stow Police Department shall limit purchasing single-use plastic bottles in favor of less harmful alternatives.

Both unions have looked the policies over and have no issue with them. I respectfully request that the Select Board approve policy 7.11 and 9.06.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Michael Sallese".

Michael Sallese, Chief of Police

Stow Police Department

# 7.11

## Exposure Control

# Exposure Control

POLICY & PROCEDURE NO. <b>7.11</b>	DATE: _____
	EFFECTIVE DATE: _____
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 22.2.6	REVISION DATE: ____

## I. PURPOSE

The procedures and guidelines contained in this policy are intended to minimize an employee's exposure to and furnish the maximum level of protection from communicable diseases and vermin infestation that may be encountered during the course of duty.

## II. POLICY

It is the policy of the Stow Police Department to pursue proactive measures in employee health issues; therefore, the Department has developed these exposure control guidelines and assigned support personnel to oversee a health and safety program. These guidelines should be followed whenever applicable.

Potentially infectious individuals may not display specific signs, symptoms or complaints and may have no awareness of their ability to transmit their disease(s) to others. Additionally, police officers encounter bodily fluids under uncontrolled, emergency circumstances in which the differentiation between fluid types is difficult, if not impossible, making it necessary to treat all body fluids as potentially hazardous.

Therefore, all department personnel are strongly encouraged to take all reasonable preventative and protective measures with each person(s) whom they are exposed to in order to reduce the risk of direct exposure to communicable diseases.

## III. DEFINITIONS

For the purposes of this policy, the following definitions are applicable:

- **Communicable Diseases** – Diseases that may be transmitted from one person to another. They may be categorized into two exposure groups:
  1. Diseases that may be contacted via the respiratory system

2. Diseases that may be contacted through direct contact with body fluids, such as blood, saliva, mucus membrane secretions, urine or feces.

- **Contamination** – The presence or reasonably anticipated presence of blood or other potentially infectious materials on a person, surface or item.
- **Decontamination** – The use of physical or chemical means to remove, inactivate or eradicate pathogens on a person, surface or item to the point they are no longer capable of transmitting infectious particles and the item is considered safe for handling, use or disposal.
- **Designated Infection Control Officer (DICO)** – The Officer responsible for ensuring that the department has an effective safety and health program. The DICO ensures that the Department meets any occupational requirements. The DICO will also serve as the Stow Police Department’s Infection Control Officer. As the Infectious Control Officer, the DICO shall act as a liaison between the department, the fire department, and any treating facility in a potential or actual exposure and coordinates effort surrounding the investigation of an exposure. The DICO will be selected by the Chief of Police or his/her designee.
- **Parenteral Exposure** – An exposure that occurs through a break in the skin barrier; i.e. needle sticks, human bites, cuts contaminated with blood, etc., and which presents the greatest hazard of infection.
- **Personal Protective Equipment (PPE)** – Specialized clothing or equipment worn by an individual to protect him/herself from a hazard; it includes, but is not limited to gloves, gowns, face shields, protective eyewear, masks, mouthpieces and resuscitation bags.
- **Universal Precautions** – A method of infection control which all human blood and certain other body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.
- **Unprotected Exposure** – Eye, mouth, other mucous membrane, non-related skin or parenteral contact with blood, other body fluids or other potentially infectious material. Exposure may also occur by inhalation when a person in close face-to-face contact with an officer coughs or sneezes.

#### IV. CONFIDENTIALITY

All exposure reports and related medical records are strictly confidential. All documented reports of an unprotected exposure(s) shall be kept in a secure location maintained and restricted to the DICO. Employees may view their records through the DICO.

No medical records will be released without signed written consent from the affected officer.

## **V. SAFETY PRECAUTIONS**

### **A. Universal Precautions**

All employees whenever possible should follow the following universal precautions.

- Any member who has open cuts or lesions on their hands should bandage them prior to contact with any persons.
- Gloves should be worn when physical contact with a person is anticipated.
- Goggles or face shields should be worn when performing any procedure during which the splashing of blood or body fluids is likely to occur.
- A mask or face shield should be worn if the generation of droplets or spattering of blood and/or other body fluids is likely to occur.
- A gown should be worn when participating in situations where spattering of blood or body fluids is likely to occur.
- Once gloves become contaminated, they should not handle anything clean.
- When removing gloves, turn them inside out and dispose of them properly. Employees should wash their hands immediately or as soon as possible after removing gloves or other PPE, and after hand contact with blood or other potentially infectious materials.
- Alternative hand-washing methods (waterless disinfectant hand cleaner or antiseptic towelettes) should be used when soap and water are not available for handwashing. Handwashing with soap and water must still be performed as soon as possible to adequately flush contamination from the skin.
- Sharp objects should be handled in a manner that minimizes the likelihood of accidental cuts or punctures. These items should be stored (in the case of evidence) or discarded in an impervious container. Such containers shall be available in the booking area, rollcall room, and all cruisers.
- Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets or countertops where blood or other potentially infectious materials are present.
- Specimens of blood or other potentially infectious materials shall be placed in a container that prevents leakage during collection, handling, processing, storage, transport or shipping. All such materials shall be distinguished with a "biohazard" label.
- To prevent possible exposures to employee's families and/or the contamination of their households via work-related clothing items, these items should not be brought home if they have been contaminated. The Department will provide facilities and/or services for the cleaning of uniforms, equipment, and other work-

related clothing for all officers.

## **B. Facility Considerations**

To help minimize exposures, certain health and safety measures will be followed within the public safety facility.

- A decontamination area will be maintained containing:
  - a) Appropriate disinfecting supplies, including sprays to kill vermin
  - b) Saline solution (to rinse eyes)
  - c) Hot and cold running water
  - d) A washer, dryer and appropriate cleaning supplies to clean contaminated uniforms and equipment, or access to an outside facility to clean contaminated items
  - e) Non-latex gloves in various sizes
- The decontamination area is reserved for the use of Department members and shall be regularly and properly cleaned by designated specialized cleaning companies such as 24 Trauma.
- The locker rooms and bathrooms of the police facility will not be used for decontamination purposes.
- “Sharps” containers will be located in appropriate areas, such as the sally port, booking room, evidence areas, etc.
- Portable hand sanitizer units will be placed in convenient locations throughout the facility.

## **C. Motor Vehicle Supplies**

The DICO will ensure all department vehicles contain appropriate health and safety supplies. Specifically the DICO will be responsible for:

- Periodically inspecting department vehicles to ensure the maintenance of required health and safety items.
- Maintaining sufficient supplies of required health and safety items.
- Replacing required health and safety items when needed

## **VI. SPECIAL CONSIDERATIONS & SEARCHES**

During the course of their duties, officers are often involved in situations that require special attention towards potential exposures. Some of these situations include:

- Pat-down searches
- Motor vehicle or residential searches
- Rescue and medical situations



- Transport and custody situations

The Following tactical considerations are meant to serve as guidelines for officers in these circumstances; it is understood that they may not be practical at times.

#### **A. Pat-down Searches**

- Department members should not place their hands in suspect's pockets or other hidden areas where needles, knives or other sharp objects may be hidden.
- Department members should wear disposable gloves when patting down a suspect and specially designed gloves that resist needle sticks, cuts and abrasions over the disposable gloves if the disposable gloves may be penetrated.
- If it does not present an undue safety risk, members may request a suspect remove all items from their own pockets while under close scrutiny.

#### **B. Vehicle & Other Area Searches**

- Officers should not blindly reach into areas where objects may be hidden when performing vehicle, residential, or other types of searches.
- Searches in some of these areas, such as under car seats, may be facilitated by the use of flashlights and mirrors.
- Pocketbooks and other small containers may be searched by turning them upside down over a table, counter, etc. and then examining the contents.

#### **C. Medical Situations**

- When dealing with persons requiring medical assistance, department members should wear disposable, protective gloves.
- If a medical situation involves the chance of a penetration of the protective gloves, another pair of gloves designed to resist penetration should be worn over the original pair.
- If members are required to perform CPR, a proper barrier resuscitation device should be used.

#### **D. Transport and Custody Situations**

- When practical, officers involved in the transportation of individuals who have body fluids or noticeable vermin infestation on their person should be transported in separate vehicles from other subjects.

- If individuals are bleeding or otherwise emitting body fluids, they should wear suitable protective coverings (bandages etc.) after receiving medical attention.
- Officers shall notify relevant support personnel during the transfer of custody of a person who has body fluids or noticeable vermin infestation on their person.
- Detainees with body fluids on their person or noticeable vermin infestation will be placed in an isolated area of the cellblock. Their cell will be posted with a noticeable sign that reads “Notice of Contamination”
- Department members shall document in incident reports and booking reports whenever a detainee taken into custody has body fluids on their person.

## VII. CONTAMINATION PROCEDURES

### A. Personnel

If a department member is contaminated with a substance, the following actions should be taken:

Step	Action
1	If the skin comes into contact with blood, body fluids or human tissue, it should be washed immediately with soap and hot water for at least 60 seconds or with waterless disinfectant hand cleaner (and then as soon as possible with soap and hot water).
2	If an eye(s) comes into contact with potentially infectious material, it should be vigorously flushed with saline solution.
3	If a person becomes contaminated over a significant area, or is potentially infested with contagious vermin, they will only enter the public safety facility to access the decontamination area.
4	A contaminated or infested person will enter the decontamination area from the nearest entry way and attend to all appropriate cleaning in that area.
5	Require the reporting requirements listed in this policy.

<b>6</b>	Ensure that any employee who has an unprotected exposure while on duty receives proper first aid and medical treatment.
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**B. Equipment**

Equipment items becoming contaminated should be handled in the following ways:

<b>Step</b>	<b>Action</b>
<b>1</b>	Any soiled or contaminated item(s) to be disposed of will be done so in a manner that does not endanger the health of other department members, or the general public.
<b>2</b>	Contaminated items to be disposed of will be placed in plastic biohazard bags.
<b>3</b>	Contaminated items to be cleaned should be brought to the decontamination area and be cleaned as soon as possible, or be placed in appropriate containers for safe storage until future cleaning.
<b>4</b>	All body fluids should be cleaned up immediately and washed with an aerosol disinfectant or a 1:10 dilution of 5.25% sodium hypochlorite (bleach).
<b>5</b>	Proper cleaning procedures will be posted in the decontamination area.
<b>6</b>	Use of the department autoclave is authorized for decontamination of any items that have been involved in the incident.

**C. Station**

If an area of the station becomes contaminated, the following procedures should be followed:

<b>Step</b>	<b>Action</b>

<b>1</b>	Areas of the police station that become contaminated, including the decontamination area should be cleaned as soon as possible.
<b>2</b>	Personnel assigned to clean up a contaminated area should wear appropriate protective apparel, such as protective gloves, booties, eye protection, masks and aprons.
<b>3</b>	Any hazardous substance should be cleaned up immediately by wiping the contaminated area with absorbent material and disposing of it in plastic biohazard bags. Areas contaminated should not be hosed down, as this simply creates a larger contaminated area.
<b>4</b>	The affected area should be washed with an aerosol disinfectant or a 1:10 dilution of 5.25% sodium hypochlorite (bleach).
<b>5</b>	If personnel are unable to clean an area immediately, such as in the cellblock, the contaminated area will be closed off and marked as a biohazard area.
<b>6</b>	Civilian companies such as 24Trauma or Aftermath may be notified by the shift supervisor or Patrol Division Commander to clean up major contamination problems.
<b>7</b>	Proper cleaning procedures will be posted in the custodial area of the booking room using specialty cleaning companies: 24 Trauma/ Aftermath The Departmental autoclave.

**D. Vehicles**

If a department vehicle becomes contaminated the following procedures should be followed:

Step	Action

<b>1</b>	Officers will not drive any police vehicle while they are contaminated or are wearing contaminated items, unless no viable alternative exists. Officers who must drive a police vehicle while contaminated will make a reasonable attempt to decontaminate themselves at the scene prior to entering the vehicle.
<b>2</b>	Any contaminated vehicle will not be used for regular duties until decontaminated.
<b>3</b>	A contaminated vehicle will be brought to the garage area for appropriate decontamination. Officers may clean up minor contamination problems during their shift. Civilian companies such as 24Trauma or Aftermath may be notified by the Patrol Division Commander or the Shift Supervisor to clean up major contamination problems.
<b>4</b>	Personnel assigned to clean up a contaminated vehicle should wear appropriate protective apparel, such as protective gloves, booties, eye protection, masks and aprons.
<b>5</b>	If a contaminated police vehicle cannot be immediately cleaned, it will be secured and tagged as a potential hazard until it can be properly decontaminated.
<b>6</b>	Proper cleaning procedures will be posted in the garage area. Use of Departmental Autoclave can be used to assist in cleaning contaminated items.

## VIII. REPORTING PROCEDURES

If any department member has or may have had exposure to any potential health hazard, the following reporting procedures will be followed:

Step	Action
<b>1</b>	The member(s) will notify their supervisor immediately.

2	In the case of any unprotected exposure, the DICO will be notified immediately.
3	Any member who has an unprotected exposure will submit a Mass. Dept. of Public Health Unprotected Exposure Form as soon as practical. Each Unprotected Exposure Form should include the Stow Police Department incident number on the form.
4	Any member who has an unprotected exposure will complete both an incident report and an on duty exposure report to the Stow Police Department documenting the incident.
5	The DICO will receive copies of all exposure forms and provide any necessary follow-up

**IX. TRAINING**

Proper training on the hazards of communicable diseases and preventative measures in dealing with potential or actual exposure situations is necessary of all department members. Annual training in these areas will be provided to all sworn officers, dispatchers and other employees working in situations where they may encounter contaminated substances.

All department members who are required to perform decontamination activities or to clean potentially hazardous substances shall be properly trained in safe cleaning and decontamination techniques.

**X. DEBRIEFING**

Debriefings as outlined in the Stow's Police Department's CISD General Order 2023-01.



# Town of Stow POLICE DEPARTMENT

305 Great Road  
Stow, Massachusetts 01775

(978) 897-4545

FAX (978) 897-3692

Email: stowchief@comcast.net

Mark H. Trefry  
Chief of Police

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## Policy

The Stow Police Department shall provide its employees with equipment and information on communicable diseases to prevent exposure to dangerous and life-threatening diseases.

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## Definitions

*Communicable Disease:* Infectious illnesses and viruses that are transmitted through contact with bodily fluids, tissue, or breath of an infected individual

*Bodily Fluid:* Liquid secretions such as blood, semen, vaginal secretions, saliva, vomit, urine, and feces.

*Airborne Exposure:* Contact with bacteria virus, chemical, smoke or any foreign particle suspended in the environment.

*Unprotected Exposure:* Any bodily fluid or tissue that comes into direct contact with a mucous membrane (e.g. eyes, nose, and mouth) or non-intact skin (e.g. cuts, chapped skin). This includes a bite from a human or animal.

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## Communicable

All employees should assume that all persons are potential carries of communicable disease.

## Disease Prevention

When coming into contact with people or evidence where the transfer of bodily fluids is a possibility, employees should wear protective clothing and equipment to minimize their exposure to disease.

This includes:

- 1) No eating, drinking, or smoking at a scene where bodily fluids are present.

- 2) Wear **disposable gloves** when administering first aid or handling anything that has been exposed to bodily fluids (double gloves should be used, if necessary).
- 3) Wear a **protective mask**, eye wear, and coveralls if available, in situations where bodily fluids may come into contact with the employee.
- 4) Use the issued **plastic mouth piece** or other barrier resuscitation device when performing CPR.
- 5) Use extra care when handling contaminated sharp objects (e.g. wear **protective gloves** when conducting a search, or when handling sharp objects).
- 6) Use a **flashlight or baton** to conduct an initial sweep of areas where sharp objects may be hidden.
- 7) Place hypodermic needles in **leaf proof, rigid, puncture-resistant shatterproof containers** (needles should not be recapped, bent, broken or removed from the syringe).

### Disinfection Guidelines

<b>If...</b>	<b>Then...</b>
Any unprotected skin surface comes in contact with bodily fluids.	<ol style="list-style-type: none"> <li>1. Immediately and thoroughly wash the affected area with hot running water and soap for at least fifteen (15) seconds before rinsing and drying.</li> <li>2. Use alcohol or waterless antiseptic hand cleaning gel when soap and water is unavailable</li> <li>3. Hand lotion should be applied after disinfection to prevent cracking and to seal cracks and cuts on the skin</li> <li>4. When necessary, report to a medical facility for an examination or treatment.</li> </ol>
You are wearing disposable gloves that come in contact with bodily fluids.	<ol style="list-style-type: none"> <li>1. Thoroughly rinse the glove before removing.</li> <li>2. Hands and forearms should be washed as described above</li> </ol>



**Disinfection Guidelines (continued)**

<b>If...</b>	<b>Then...</b>
Uniform or clothing comes in contact with bodily fluid.	<ol style="list-style-type: none"> <li>1. Remove the uniform/clothing as soon as practical.</li> <li>2. Place the contaminated uniform/clothing in a paper bag.</li> <li>3. Any contaminated skin area should be cleaned as described above.</li> <li>4. Uniforms/clothing should be marked as contaminated and cleaned by,               <ul style="list-style-type: none"> <li>-Laundering in the usual manner</li> <li>-Turning into the Chief for an exchange</li> <li>-Disposing according to the State Sanitary Code.</li> </ul> </li> </ol>
A Department vehicle becomes contaminated with bodily fluids.	<ol style="list-style-type: none"> <li>1. The Chief shall arrange for a complete cleaning and disinfection, as soon as possible</li> </ol>
Non-disposable equipment becomes contaminated with bodily fluids.	<ol style="list-style-type: none"> <li>1. Wear protective clothing when cleaning.</li> <li>2. Prepare a cleaning solution containing:               <ul style="list-style-type: none"> <li>• One (1) part bleach to ten (10) parts water;</li> <li>or</li> <li>• A fungicide or a micro bacterial disinfectant.</li> </ul> </li> <li>3. Wipe excess bodily fluids with disposable absorbent material.</li> <li>4. Clean equipment with the prepared solution or disinfectant.</li> <li>5. Dispose of the cleaning material according to the State Sanitary Code.</li> <li>6. Follow manufacturer's guidelines for proper disinfection/cleaning procedures.</li> </ol>

**Disinfection Guidelines (continued)**

If...	Then...
Disposable equipment, (such as cleaning materials) contaminated with bodily fluids.	1. Bag and dispose of according to the State Sanitary Code.
Evidence contaminated with bodily fluids is recovered.	<ol style="list-style-type: none"> <li>1. Place in paper bags and clearly mark as contaminated.</li> <li>2. Allow items to dry out.</li> <li>3. Take additional precautions as necessary.</li> <li>4. Consult with Crime Services Section for proper disinfection/handling procedures.</li> </ol>

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### Transport and Custody

When transporting an individual who has bodily fluids on their person or has stated that they have a communicable disease:

Position	Duties
Officers shall:	<ul style="list-style-type: none"> <li>• Take all precautions to minimize the possibility of exposure to the bodily fluids;</li> <li>• Administer necessary first aid;</li> <li>• Transport this individual in a separate vehicle from other people; and</li> <li>• Notify the Dispatcher and OIC</li> </ul>
OIC's shall:	<p>Appropriately isolate the person;            Notify the DICO            Ensure all information is logged</p>

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### Reporting Unprotected Exposures

Members who have had an unprotected exposure while on duty should seek immediate treatment at an emergency room. Larger hospitals and teaching hospitals are often better able to assist with potential exposures.

The exposure shall be treated as an on-duty injury, and documented under the guidelines of Stow Police Reporting System. In addition, a **Department of Public Health Unprotected Exposure Form** shall be filled out to document the exposure and:

- Taken to the medical facility where the member(s) is being treated, and
- Faxed to the Health Unit.

Department civilian employees shall seek guidance from their immediate supervisors who shall follow the procedures for sworn members.

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### **Supplies**

All Department cruisers and the Stow Police Station should be stocked with the following communicable disease control supplies:

- Disposable and protective gloves;
  - Puncture resistant containers and plastic evidence bags;
  - Barrier resuscitation equipment, goggles, and masks;
  - Liquid germicidal cleaner;
  - Disposable towelettes with 70% isopropyl alcohol; and
  - Waterproof bandages.
- 

### **Health Unit Responsibilities**

The Health Unit Shall:

- Advise members about communicable disease and infection control matters;
  - Conduct training pertaining to communicable disease and infection control matters;
  - Distribute protective clothing and equipment; and
  - Develop guidelines for the use of the equipment and providing care to the public.
-

## Responsibilities

Position	Duties
Officers	<ul style="list-style-type: none"><li>• Ensure that all assigned medical supplies are properly maintained;</li><li>• Keep disposable and protective gloves readily available and easily accessible;</li><li>• When an on-duty incident results in an unprotected exposure, notify the OIC and follow the guidelines in this policy to minimize the risk of infection; and</li><li>• No Officer shall refuse to handle or arrest any person.</li></ul>
Dispatchers	<ul style="list-style-type: none"><li>• Notify the OIC</li><li>• Log the incident;</li></ul>
OIC	<ul style="list-style-type: none"><li>• Ensure that any employee who has an unprotected exposure while on-duty receives proper first aid and medical treatment</li><li>• Ensure a Stow Police Incident Report is filed</li></ul>
DICO/SGT	<ul style="list-style-type: none"><li>• Ensure that communicable disease control supplies are made readily available to all Officers/Dispatchers</li><li>• In the case of an on-duty unprotected exposure, ensure that the employee receives;<ol style="list-style-type: none"><li>1. Assistance in reporting the exposure.</li><li>2. Continued testing for evidence of infection, and</li><li>3. Any emotional assistance or counseling as required.</li></ol></li><li>• Contact DA to ascertain if criminal charges are appropriate</li></ul>

9.06

Eliminating the purchase by the  
Stow Police Department of  
Single-Use Plastic Bottles

# Eliminating the Purchase by the Stow Police Department of Single-Use Plastic Bottles

<b>POLICY &amp; PROCEDURE NO. 9.06</b>	DATE: ____11/15/2023____
	EFFECTIVE DATE: ____11/15/2023____
<b>MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED:</b>	REVISION DATE: ____

## Summary

In response to Executive Governors Order 619, Stow Police note and recognize that climate change is adversely affecting the people of Stow, Massachusetts and poses a threat to public health, the well-being of our communities and families; combustion of fossil fuels is a primary cause of greenhouse gas emissions that cause climate change; the production of plastic bottles relies on fossil fuels, and most plastic bottles are made from petroleum-based polyethylene terephthalate in refineries that run on fossil fuels; plastic pollution has resulted in harm to communities in Massachusetts; plastic pollution harms wildlife across Massachusetts, including in our ocean ecosystems; purchasing single-use plastic bottles instead of utilizing less harmful alternatives is inconsistent with the Healey-Driscoll administration's climate policy and Executive Governors Order 619;

## Definitions

"Single-Use plastic bottle" As used in this policy, refers to a beverage in a sealed rigid plastic bottle having a capacity of 21 fluid ounces or less.

## Policy

- 1) Effective immediately, the Stow Police Department shall limit purchasing single-use plastic bottles in favor of less harmful alternatives.
- 2) Stow Police Department shall take all appropriate steps to limit the purchase, use, or sale of single-use plastic bottles to only those circumstances:
  - (i) when no alternative is available or practicable;

- (ii) when necessary to protect health, safety, and welfare;
  - (iii) when compliance with this policy would conflict with contract requirements or labor agreements in existence
  - (iv) to prepare for or respond to an emergency.
  - (v) Stow police shall provide for disability or accessibility related accommodations in its planning efforts
- 3) Stow Police may purchase reusable fillable water bottles for Stow Police employees and encourage the use thereof.
- 4) Nothing in this policy prevents individual employees from purchasing their own individual water bottles that is under 21 fluid ounces.

# 2024 Common Virtualizer License Renewals



# Nan's Market

All documents have been received and reviewed, and have met all requirements:

- ✓ License Renewal Form, signed
- ✓ Fee
- ✓ CORI Form with ID
- ✓ Workers Compensation Affidavit
- ✓ Workers Compensation Declaration

**THE COMMONWEALTH OF MASSACHUSETTS**

**TOWN OF STOW SELECT BOARD**

THIS IS TO CERTIFY THAT  
**29 CULINARY, LLC d/b/a NAN'S MARKET**  
IS HEREBY GRANTED

**A COMMON VICTUALLER'S LICENSE**

in the Town of Stow at 271 Great Road and at that place only and expires December 31, 2024, unless sooner suspended or revoked for violation of the laws of the Commonwealth of Massachusetts respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140, and amendments thereto.

Approved by the Select Board:

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

Year: 2024  
Fee: \$40.00  
Issued: 11/28/2023  
License # 25

**POST THIS LICENSE IN A CONSPICUOUS PLACE  
THIS LICENSE MAY NOT BE SOLD, ASSIGNED, OR TRANSFERRED**

# DDK Coffee Shop

All documents have been received and reviewed,  
and have met all requirements:

- ✓ License Renewal Form, signed
- ✓ Fee
- ✓ CORI Form with ID
- ✓ Workers Compensation Affidavit
- ✓ Workers Compensation Declaration

**THE COMMONWEALTH OF MASSACHUSETTS**

**TOWN OF STOW SELECT BOARD**

THIS IS TO CERTIFY THAT  
**DDK COFFEE SHOP**  
IS HEREBY GRANTED

**A COMMON VICTUALLER'S LICENSE**

in the Town of Stow at 626 Great Road and at that place only and expires December 31, 2024, unless sooner suspended or revoked for violation of the laws of the Commonwealth of Massachusetts respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140, and amendments thereto.

Approved by the Select Board:

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

Year: 2024  
Fee: \$40.00  
Issued: 11/28/2023  
License # 29

**POST THIS LICENSE IN A CONSPICUOUS PLACE  
THIS LICENSE MAY NOT BE SOLD, ASSIGNED, OR TRANSFERRED**

# 2024 Class II License Renewals

# Car Lot Express

All documents have been received and reviewed, and these have met all requirements:

- ✓ License Renewal Form, signed
- ✓ Fee
- ✓ \$25K bond
- ✓ Access to Repairs
- ✓ CORI Form
- ✓ Workers Compensation Affidavit
- ✓ Workers Compensation Declaration

THE COMMONWEALTH OF MASSACHUSETTS  
TOWN OF STOW

This is to Certify that



**OLEKSII SAVCHENKO  
CAR LOT EXPRESS, INC.  
92 GREAT ROAD, UNITS 1 & 3  
STOW, MA**

IS HEREBY GRANTED A

**USED CAR DEALER'S LICENSE – CLASS II  
TO BUY AND SELL SECOND-HAND MOTOR VEHICLES**

In accordance with the provisions of Chapter 140 of the General Laws with amendments thereto **Oleksii Savchenko, Car Lot Express, Inc.** is licensed to buy and sell second-hand motor vehicles at **92 Great Road, Units 1 & 3, Stow, MA 01775** on premises described as follows:

EXTRACTS FROM GENERAL LAWS, CHAPTER 140, AS AMENDED

Class 2. Any person whose principal business is the buying or selling of second-hand motor vehicles may be granted a used car dealer's license; provided, however, that such person maintains or demonstrates access to repair facilities sufficient to enable him to satisfy the warranty repair obligations imposed by section seven N1/4 of chapter ninety. A used car dealer shall remain liable for all warranty repairs made and other obligations imposed by said section seven N1/4 of said chapter ninety. The registrar of motor vehicles shall promulgate rules and regulations defining sufficient repair facilities for the holder of a used car dealer's license. Also see section 57 and 59.

Conditions:

- Eighty (80) cars for sale at any one time
- Deliveries only on the days and hours of operation, but not on Sunday
- License holder must comply with all conditions and requirements of the Board of Health
- 

Hours of Operation:

Monday – Saturday: 9:00am to 8:00pm

Sunday – By appointment only

Hours of operation for mechanical work are 8 a.m. to 8 p.m. Monday through Saturday

By order of the Select Board  
this 28th day of November 2023.

**License # 2024-32**

**THIS LICENSE EXPIRES JANUARY 1, 2025**

THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE UPON THE PREMISES

# Dover Speed Shop LLC

All documents have been received and reviewed, and these have met all requirements:

- ✓ License Renewal Form, signed
- ✓ Fee
- ✓ \$25K bond
- ✓ Access to Repairs
- ✓ CORI Form
- ✓ Workers Compensation Affidavit
- ✓ Workers Compensation Declaration



THE COMMONWEALTH OF MASSACHUSETTS  
TOWN OF STOW

This is to Certify that



**JARED SPENCE  
DOVER SPEED SHOP LLC  
370 HUDSON ROAD  
STOW, MA**

IS HEREBY GRANTED A

**USED CAR DEALER'S LICENSE – CLASS II  
TO BUY AND SELL SECOND-HAND MOTOR VEHICLES**

In accordance with the provisions of Chapter 140 of the General Laws with amendments thereto **Jared Spence, Dover Speed Shop LLC** is licensed to buy and sell second-hand motor vehicles at **370 Hudson Rd, Stow, MA 01775** on premises described as follows:

EXTRACTS FROM GENERAL LAWS, CHAPTER 140, AS AMENDED

Class 2. Any person whose principal business is the buying or selling of second hand motor vehicles may be granted a used car dealer's license; provided, however, that such person maintains or demonstrates access to repair facilities sufficient to enable him to satisfy the warranty repair obligations imposed by section seven N1/4 of chapter ninety. A used car dealer shall remain liable for all warranty repairs made and other obligations imposed by said section seven N1/4 of said chapter ninety. The registrar of motor vehicles shall promulgate rules and regulations defining sufficient repair facilities for the holder of a used car dealer's license. Also see section 57 and 59.

Conditions:

Continued compliance with the ZBA Special Permit dated 06/30/1989;  
No more than 10 (ten) vehicles on site for sale, including 6 (six) cars stored outside at any one time;  
No use of the premises for the advertisement of cars.

Hours of Operation:

Monday – Saturday: 8:00am to 5:00pm - which entails no transportation of cars, no work on cars including cleaning, and no customer visits other during those hours of operation.

By order of the Select Board  
this 28th day of November 2023.

**License # 2024-34**

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

**THIS LICENSE EXPIRES JANUARY 1, 2025**

THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE UPON THE PREMISES

# Hudson Road Automotive

All documents have been received and reviewed, and these have met all requirements:

- ✓ License Renewal Form, signed
- ✓ Fee
- ✓ \$25K bond
- ✓ Access to Repairs
- ✓ CORI Form
- ✓ Workers Compensation Affidavit
- ✓ Workers Compensation Declaration

THE COMMONWEALTH OF MASSACHUSETTS  
TOWN OF STOW

This is to Certify that



**BGL AUTOMOTIVE CORP.  
HUDSON ROAD AUTOMOTIVE  
383 HUDSON ROAD  
STOW, MA**

IS HEREBY GRANTED A

**USED CAR DEALER'S LICENSE – CLASS II  
TO BUY AND SELL SECOND-HAND MOTOR VEHICLES**

In accordance with the provisions of Chapter 140 of the General Laws with amendments thereto **BGL Automotive Corp., Hudson Road Automotive** is licensed to buy and sell second-hand motor vehicles at **383 Hudson Rd, Stow, MA 01775** on premises described as follows:

EXTRACTS FROM GENERAL LAWS, CHAPTER 140, AS AMENDED

Class 2. Any person whose principal business is the buying or selling of second hand motor vehicles may be granted a used car dealer's license; provided, however, that such person maintains or demonstrates access to repair facilities sufficient to enable him to satisfy the warranty repair obligations imposed by section seven N1/4 of chapter ninety. A used car dealer shall remain liable for all warranty repairs made and other obligations imposed by said section seven N1/4 of said chapter ninety. The registrar of motor vehicles shall promulgate rules and regulations defining sufficient repair facilities for the holder of a used car dealer's license. Also see section 57 and 59.

Premises:

Three bay auto repair shop

By order of the Select Board  
this 28th day of November 2023.

**License # 2024-31**

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

**THIS LICENSE EXPIRES JANUARY 1, 2025**  
THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE UPON THE PREMISES

# Patterson Auto Body, Inc

All documents have been received and reviewed, and these have met all requirements:

- ✓ License Renewal Form, signed
- ✓ Fee
- ✓ \$25K bond
- ✓ Access to Repairs
- ✓ CORI Form
- ✓ Workers Compensation Affidavit
- ✓ Workers Compensation Declaration

THE COMMONWEALTH OF MASSACHUSETTS  
TOWN OF STOW

This is to Certify that



**FRANK PATTERSON  
PATTERSON AUTO BODY, INC  
18 GREAT ROAD  
STOW, MA**

IS HEREBY GRANTED A

**USED CAR DEALER'S LICENSE – CLASS II  
TO BUY AND SELL SECOND-HAND MOTOR VEHICLES**

In accordance with the provisions of Chapter 140 of the General Laws with amendments thereto **Frank Patterson, Patterson Auto Body, Inc.** is licensed to buy and sell second-hand motor vehicles at **18 Great Road, Stow, MA 01775** on premises described as follows:

EXTRACTS FROM GENERAL LAWS, CHAPTER 140, AS AMENDED

Class 2. Any person whose principal business is the buying or selling of second hand motor vehicles may be granted a used car dealer's license; provided, however, that such person maintains or demonstrates access to repair facilities sufficient to enable him to satisfy the warranty repair obligations imposed by section seven N1/4 of chapter ninety. A used car dealer shall remain liable for all warranty repairs made and other obligations imposed by said section seven N1/4 of said chapter ninety. The registrar of motor vehicles shall promulgate rules and regulations defining sufficient repair facilities for the holder of a used car dealer's license. Also see section 57 and 59.

Conditions:

No more than 3 (three) vehicles on site for sale at any one time;

By order of the Select Board  
this 28th day of November 2023.

**License # 2024-14**

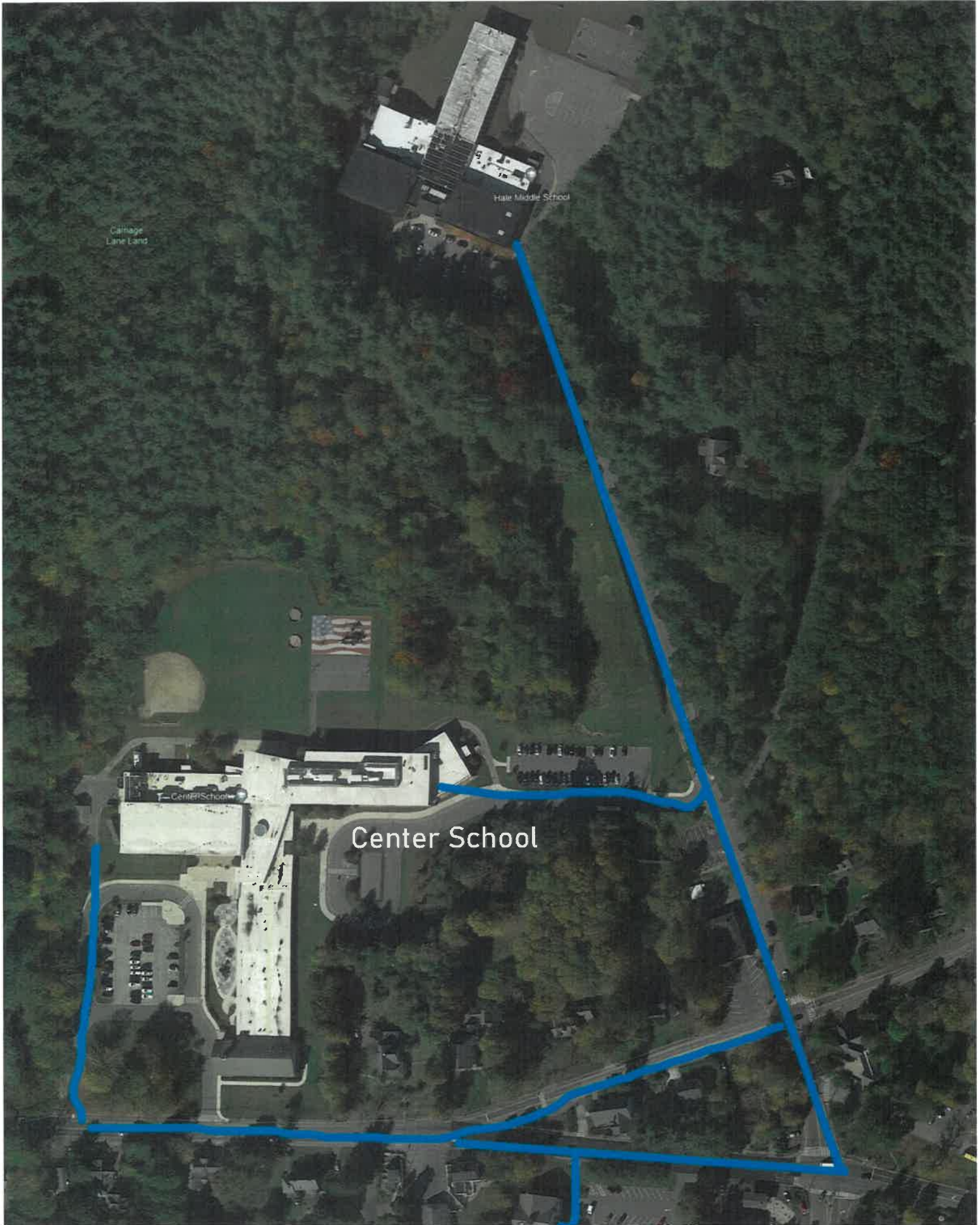
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\_\_\_\_\_

**THIS LICENSE EXPIRES JANUARY 1, 2025**

**THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE UPON THE PREMISES**

# StowTV's request to run fiber from the Town Building to Center and Hale School

- Use of Municipal Fire Alarm Space
- Authorize the Town Administrator to work with HLP and Verizon for approval



Hale Middle School

Carrage  
Lane Land

Center School

Center School

# Accept donations from Peter Rhoads

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





# Morgan Stanley

1300 Thames Street Wharf, 4th Floor  
Baltimore, MD 21231  
Attn: Banking and Cash Services



0000031 01 MB 0.558 01 TR 00001 MSDDNPS1



STOW FIRE DEPARTMENT  
511 GREAT ROAD  
STOW, MA 01775

Pursuant to client instructions, we have issued to you the attached check in the amount of \$500.00. Please direct any inquiries concerning this transaction to our Customer Interaction Center at 1-800-869-3326.

E  
000031 MSDDNPS1 000031  
S

Check Date:	11/03/23
Check Number:	300942625
Payable to:	STOW FIRE DEPARTMENT
Transaction Type:	Normal Distribution
Gross Amount:	\$500.00
Federal Tax Withholding:	\$0.00
State Tax Withholding:	\$0.00
Net Amount of Check:	\$500.00

Memo: Charitable Donation- Peter Rhoads

PLEASE DETACH AND RETAIN THIS PORTION FOR YOUR RECORDS

DO NOT ACCEPT THIS DOCUMENT UNLESS A BLUE AND BROWN SECURITY BACKGROUND IS PRESENT. THE BACK OF THIS DOCUMENT CONTAINS A HEAT SENSITIVE SECURITY STRIP.

## Morgan Stanley

1300 Thames Street Wharf, 4th Floor  
Baltimore, MD 21231  
Attn: Banking and Cash Services

Wells Fargo Bank, N.A.

300942625

66-156/531

MS ACCOUNT NUMBER:

DATE: 11/03/23

FROM AN ACCOUNT HOLDER OF MORGAN STANLEY

PAY FIVE HUNDRED DOLLARS AND 00 CENTS

\$ \*\*500.00

TO THE ORDER OF STOW FIRE DEPARTMENT  
511 GREAT ROAD  
STOW, MA 01775

Funds are Guaranteed

*Morgan Stanley Smith Barney LLC*  
VOID 180 DAYS AFTER ISSUE DATE

Memo: Charitable Donation- Peter Rhoads



# Morgan Stanley

Wells Fargo Bank, N.A.

300942627

1900 James Street Wharf, 4th Floor  
Baltimore, MD 21231  
Attn: Banking and Cash Services

66-156/531

MS ACCOUNT NUMBER: [REDACTED]

DATE: 11/03/23

FROM AN ACCOUNT HOLDER OF MORGAN STANLEY

PAY FIVE HUNDRED DOLLARS AND 00 CENTS

\$ \*\*500.00

TO THE ORDER OF STOW POLICE DEPARTMENT  
305 GREAT ROAD  
STOW, MA 01775

Funds are Guaranteed

*Morgan Stanley Smith Barney LLC*  
VOID 180 DAYS AFTER ISSUE DATE

Memo: Charitable Donation- Peter Rhoads

[REDACTED MICR LINE]

# Morgan Stanley

1300 Thames Street Wharf, 4th Floor  
Baltimore, MD 21231  
Attn: Banking and Cash Services

0000038 01 MB 0.558 01 TR 00001 MSDDNPS1



STOW ANIMAL CONTROL  
305 GREAT ROAD  
STOW, MA 01775

Pursuant to client instructions, we have issued to you the attached check in the amount of \$1,000.00. Please direct any inquiries concerning this transaction to our Customer Interaction Center at 1-800-869-3326.

Check Date:	11/03/23
Check Number:	300942664
Payable to:	STOW ANIMAL CONTROL
Transaction Type:	Normal Distribution
Gross Amount:	\$1,000.00
Federal Tax Withholding:	\$0.00
State Tax Withholding:	\$0.00
Net Amount of Check:	\$1,000.00

Memo: Charitable Donation- Peter Rhoads

2455-50-510-48-48300  
Acc Gift

PLEASE DETACH AND RETAIN THIS PORTION FOR YOUR RECORDS

DO NOT ACCEPT THIS DOCUMENT UNLESS A BLUE AND BROWN SECURITY BACKGROUND IS PRESENT. THE BACK OF THIS DOCUMENT CONTAINS A HEAT SENSITIVE SECURITY STRIP.

## Morgan Stanley

1300 Thames Street Wharf, 4th Floor  
Baltimore, MD 21231  
Attn: Banking and Cash Services

Wells Fargo Bank, N.A.

300942664

66-156/531

MS ACCOUNT NUMBER: [REDACTED]

DATE: 11/03/23

FROM AN ACCOUNT HOLDER OF MORGAN STANLEY

PAY ONE THOUSAND DOLLARS AND 00 CENTS

\$ \*\*1,000.00

TO THE ORDER OF STOW ANIMAL CONTROL  
305 GREAT ROAD  
STOW, MA 01775

Funds are Guaranteed

*Morgan Stanley Smith Barney LLC*

VOID 180 DAYS AFTER ISSUE DATE

Memo: Charitable Donation- Peter Rhoads