

AGENDA
SELECT BOARD
January 23, 2024
7:00 p.m.
Town Building & Zoom

The public may attend the Select Board meetings in person or may participate via remote Zoom access.

Join Zoom Meeting
<https://us06web.zoom.us/j/83577779390?pwd=THFxZi8vZDU4V0ZzeU92MXhwLzNQZz09>

Meeting ID: 835 7777 9390
Passcode: 55313397

1. Public Comment
2. Board Member Comments
3. Town Administrator's Report
4. Appointments
 - Frank Ramsbottom, Building Commissioner, as the Americans with Disabilities Act (ADA) Coordinator
 - Assignment of John Fantasia as a Junior Detective through May 1, 2024
5. Discussion and Possible Vote
 - Accept the donation of a carport from the Friends of the Council on Aging
 - Election Matters – Town Clerk
 - Authorize and sign the March 5th Presidential Primary Warrant
 - Boy Scout request for permanent trailer parking at Pompo Community Center
 - TSAC request to install a Safety Zone on Sudbury Road
 - Review evaluation form for Town Administrator review
 - Discuss Select Board representation on the Town Hall Building Reuse Committee
6. Meeting minutes
 - January 9, 2023
7. Board Correspondence & Updates
8. Adjournment

Correspondence Received:

1/18/24 from Kathy Sferra; Acquisition of Property

12/29/23 - 1/12/24 emails to/from Mary Schofield

1/9/24 from Niall Connors of Verizon; Stadium College Sports Customer Notice

1/12/24 from Niall Connors of Verizon; Verizon FIOS TV Billing and Termination Filing with DTC

1/17/24 from Niall Connors of Verizon; Fios TV LFA Notice – Discovery Network Programming

Posted Friday, 1/19/2024
2 p.m.

APPOINTMENTS

Frank Ramsbottom,
Building Commissioner
as the Americans with
Disabilities Act (ADA)
Coordinator



Town of Stow

www.stow-ma.gov

380 Great Road

Stow, MA 01775

Tel: 978-897-2927

ADA Coordinator Designation Form

ADA Coordinator Name: Frank Ramsbottom

Name of Town Department the ADA Coordinator Works: Building Department

Job Title: Building Commissioner

E-Mail: building@stow-ma.gov

Phone: (978) 897-2193

Address: 380 Great Road, Stow, MA 01775

Date Appointed: January 23, 2024

Is this Appointment: **PERMANENT** or Acting

Does this ADA Coordinator report directly to the appointing authority? YES or **No**

Are the ADA Coordinator Duties Full-Time or **PART-TIME**

Direct Supervisor (Name and Title): Denise M. Dembkoski, Town Administrator

On Behalf of the Appointing Authority:

Date: January 23, 2024

Cortni Frecha, Chair
Select Board

ADA Coordinator Signature:

Date: January 23, 2024

Frank Ramsbottom
Building Commissioner

Assignment of John Fantasia
as a Junior Detective
through May 1, 2024



**Town of Stow
POLICE DEPARTMENT**

305 Great Road
Stow, Massachusetts 01775
(978) 897-4545
FAX (978) 897-3692
stowpolice@stow-ma.gov



Michael Sallese
Chief of Police

January 16, 2024

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

Dear Select Board,

On September 30, 2023, Senior Detective Brendan Fitzpatrick resigned from the Stow Police Department to pursue a career change with the Boston Fire Department. On October 10, 2023, the Board approved my assignment of Christopher Kusz to Senior Detective. This has left an opening for the Junior Detective Position.

After putting the position out to the department and having a couple officers express interest, we decided to develop a system where those officers could try the position. For each officer who was interested, they would be given a three month position trial period. During each individual's trial period, they would be assigned the title, pay and responsibility as Detective per the CBA. After all interested employees, in this case two, had completed their allotted three months, the Sergeant in charge of Detectives, Lt., and current Senior Detective would select the right person for the position. In essence, each employee would be given a three-month long interview. For the one who did not get the permanent position, they would be a higher trained officer who would bring lot of value to the department.

I am recommending that the board approve my assignment of John Fantasia as Junior Detective. While he has only been full time for a short about of time, he does have over 20 years of experience as a part-time officer. He comes with enthusiasm and a willingness to learn, and help those he can through advanced investigation techniques.

As I stated before, this will essentially be a three-month interview. I am requesting that this approval of my assignment be for only until May 1st.

Respectfully,

Michael Sallese
Chief of Police

Stow Police Department

DISCUSSION & POSSIBLE VOTE

Accept the Donation of a Carport
from the
Friends of the Council on Aging



Stow Friends of the Council on Aging
PO Box 97 Stow MA 01775
stowfriendsofthecoa.org

To: Town of Stow MA Administrator
From: SFCOA Executive Board
Date: January 18, 2024
Subject: Council on Aging Van Shelter Donation

During 2023 a new Stow Friends of the Council on Aging (SFCO) Executive Board was installed. Part of our new mission was to clear all activities and commitments that were made by prior boards over the past several years.

The SFCOA was tasked several years (approximately 5years) ago to help with the acquisition of a van shelter. The purpose of the van shelter is to protect the three large passenger vans from snow accumulation on the van roofs during the winter months. This shelter protection eliminates the safety issues for the drivers who must clean off the roofs of each van before putting the vans into operation.

During the past six months the SFCOA worked closely with COA and the Stow Building department on this project. The SFCOA wanted to ensure that we had a creditable design in hand and a reputable vendor prior to authorizing the purchase of the shelter.

The SFCOA is pleased to deliver it's donation in the form of a three vehicle van shelter, located in the rear of the COA. The shelter was donated by the SFCOA to the Town of Stow during the September 2023 SFCOA Board meeting. The donation was recorded and approved by the board in the September SFCOA's minutes.

Special thanks to the COA for its collaboration and the Building Department for its technical support on design and vendor selection.

Best regards,

Angelo Sallese

Interim President and Vice President of the SFCOA.

cc. Rob Gardner, Treasurer, SFCOA

Robin Ulichney, Clerk, SFCOA

- Tax ID 04-3000535
- Certificate of Solicitation - AGO Charity Number – 023808



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

Erin Mulcahy
Assistant Town Administrator
assttownadmin@stow-ma.gov

To: Select Board

From: Denise M. Dembkoski, Town Administrator

Re: Carport donated by the Friends of the COA

Date: January 18, 2024

Since my arrival in Stow, I have been working with the Council on Aging and the Friends of the Council on Aging to find some way to shelter the COA vans all year, but more specifically, keep them out of the winter conditions. As you know during the winter, snow must be cleared off vehicles entirely, including the roof. When morning appointments were scheduled, it would be time-consuming and sometimes difficult to get the snow cleared off the vans to be ready for the day.

After three plus years and a lot of meetings and conversations, I am thrilled to say that due to the generosity of the Friends of the COA we have a newly installed carport protecting all three COA vans. I respectfully ask the Board to accept this donation and thank the Friends for their generosity and continued support of our seniors.

As this was a very long process, there are a lot of other folks I would like to recognize and thank. First, I would like to recognize Bill Byron and Charlie Aaronson, who helped get this project started on behalf of the Council on Aging Board. It should come as no surprise the amount of time Bill put into this project – researching companies, taking measurements, drawing out the design, and more.

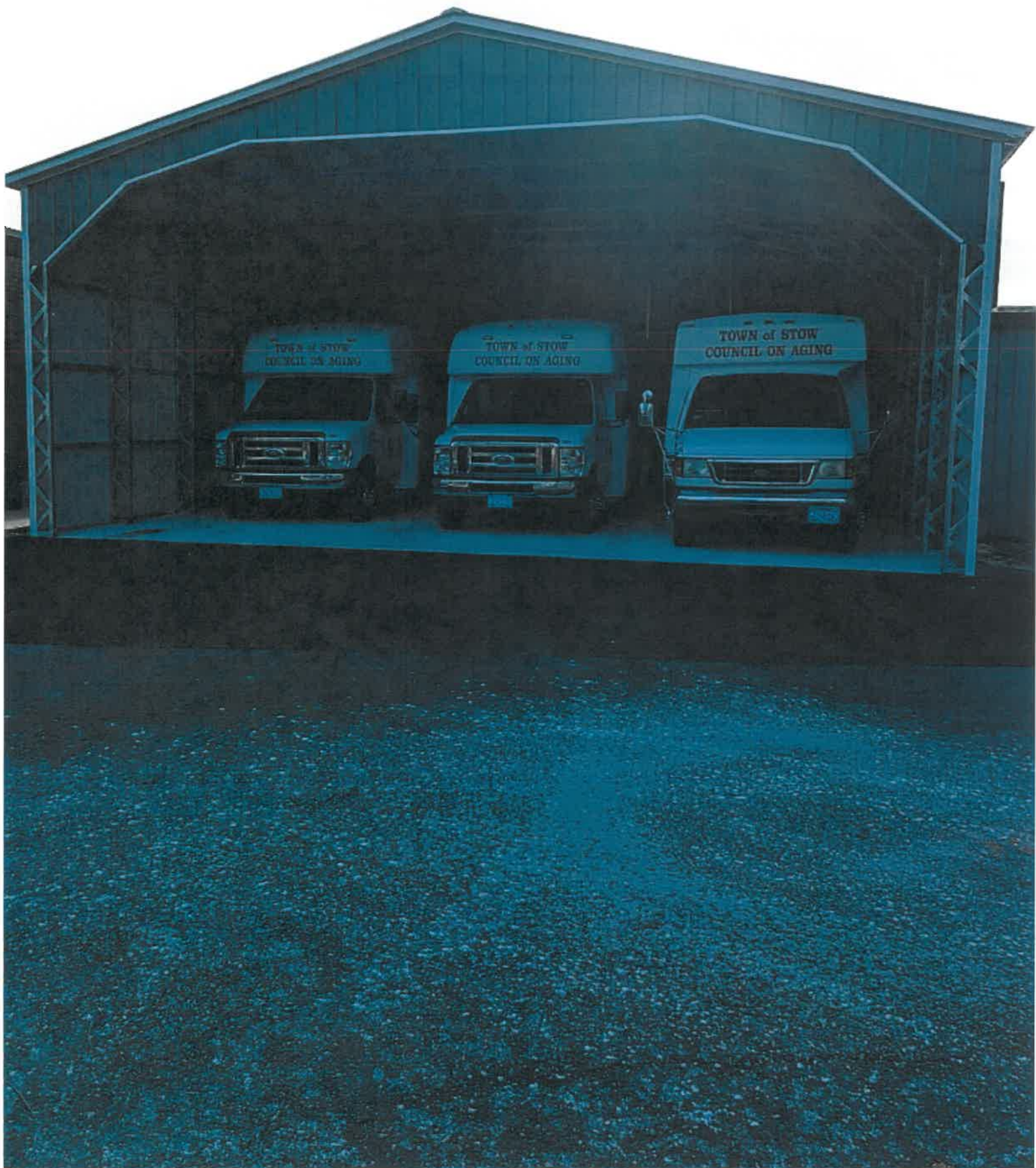
I would like to thank Alyson Toole and Dave Ashman, from the COA for their research and guidance. Doug Hyde and the facilities department for picking up the design/concept work and finally getting this built. The Highway department for doing a lot of the site work to prepare for the installation.

While the structure itself was purchased by the Friends, ARPA funds were used for the labor and sitework to finally get this vital project completed.

It has been a pleasure working with the members of the Friends of the COA group over the last 3 ½ years. Several members have come and gone, but all have been so dedicated to the seniors in town, and they all wanted to ensure our seniors could have safe transportation from our COA. I truly appreciate their partnership and all they have and continue to do for Stow.

Thank you.





TOWN of STOW
COUNCIL ON AGING

TOWN of STOW
COUNCIL ON AGING

TOWN of STOW
COUNCIL ON AGING

Election Matters
and
Authorize and Sign
the March 5, 2024 Presidential
Primary Warrant

COMMONWEALTH OF MASSACHUSETTS

**William Francis Galvin
Secretary of the Commonwealth**

Middlesex, SS.



To either of the Constables of the Town of Stow and the Town Clerk, **GREETING:**

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

PRECINCT 1 and PRECINCT 2

at

CENTER SCHOOL

403 Great Road

on

TUESDAY, THE FIFTH DAY OF MARCH 2024

from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the Presidential Primary for the candidates of political parties for the following offices:

- PRESIDENTIAL PREFERENCE For This Commonwealth
- STATE COMMITTEE MAN Middlesex & Worcester Senatorial District
- STATE COMMITTEE WOMAN Middlesex & Worcester Senatorial District
- TOWN COMMITTEE Town of Stow

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

Given under our hands this 23rd day of January 2024.

Megan E. Birch-McMichael

Hector P. Constantzos

Ingeborg Hegemann Clark

John C. Toole

Cortni Frecha, Chair

SELECT BOARD OF STOW

POSTED AT THE EIGHT USUAL PLACES:

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

Method of service of warrant.

Constable

_____, 2024.
Date

**Boy Scout Request for
Permanent Trailer Parking at
Pompo Community Center**



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

Erin Mulcahy
Assistant Town Administrator
assttownadmin@stow-ma.gov

To: Select Board

From: Denise M. Dembkoski, Town Administrator

Re: Boy Scout Request for Storage of Trailers

Date: January 18, 2024

We have received a request from the BSA Troop 1 Stow Committee to formally request approval for the placement of their trailers at the Pompo Community Center permanently.

After a review of this request with the Council on Aging and Recreation Department, I am recommending the Board deny this request.

Post Covid, the building is getting busier and there is already a lot of dedicated parking at the site. The fire department now has five dedicated spots in the front, we have parking dedicated for Marble Hill Conservation land, the Food Pantry has allocated spaces, we have new trash bins which are located in previous spaces, and we just installed the new carport for the COA vans, not to mention in the winter we lose spaces due to snow piles.

While we appreciate all BSA Troop 1 does for the youth in Stow and for our community, we just cannot allocate Town space for a non-profit entity. Once we open the door to one group, other groups may expect similar considerations. On occasion, we have had groups ask about renting parking or allocating space at the Community Center property for non-municipal needs. Should this be approved, we can expect more requests.

While the police department has no safety concerns, both the COA and Rec Departments feel we will be setting a precedence allowing use of municipal property for non-municipal organizations and giving up valuable space that is close to the building and near the kitchen.

The Town very much values community engagement and youth development, which is why we do not charge the Boy Scouts of America rental or custodial fees for their weekly use of the Pompo Community Center. However, this request, in my opinion, stretches beyond the typical support of a youth organization.

Should the Board approve this request, a policy and fee should be established for rental of town property before storage of any equipment.

Thank you.

Comments from the Police Chief:

“The police department has no concerns, as long as we have contact information in case we need to get a hold of someone.”

Comments from the COA Director:

“I’m concerned about using municipal property for non-municipal organizations. I think this is a very slippery slope and by approving this, you will be setting a precedence. Just today, the Stow Friends of the COA inquired about renting a pod and parking it at Pompo. I was reluctant to have them look into it. We are often approached by other organizations about needing storage space.

The building is getting busier and busier, and every parking space will be needed. In the winter, we lose parking spaces due to piles of snow and nowhere to put it. The location that they are requesting is prime location, closer to the building and kitchen entrance. Also, the new van shelter location has caused a domino effect. The parking spaces reserved for accessing Marble Hill Conservation land and the Recreation Soccer field had to be moved closer to the Food Pantry parking to allow more room for the vans to pull into the shelter.”

Comments from the Rec Director:

“The more I think about it I agree with Alyson. Unless a policy is put in place to determine who can store things onsite, I would hold off on allowing anyone to do so. I also think groups should be charged if they do store things onsite and use the building. Of course, this is just my opinion and would be fine either way.”

To: selectboard@stow-ma.gov

Subject: Request to place Troop 1 equipment trailers at the Pompositticut Community Center

CC: John Paul Benoit scoutmaster1stow@gmail.com

Dear Town of Stow Select Board,

I am writing on behalf of the BSA Troop 1 Stow Committee, to formally request approval for the placement of our Troop equipment trailers at the Pompositticut Community Center.

Troop 1, with its rich 112 year history and longstanding commitment to the Stow community, is comprised of dedicated Scouts and leaders who seek to enrich our community through continued youth leadership development and service. To better achieve our tradition of service and leadership development for our Scouts, we are seeking authorization to use the designated area previously used for parking the Council on Aging vans at the Pompositticut Community Center to permanently park our equipment trailers once they move to their new covered parking location that is currently being built.

One of these trailers is utilized for long-term storage and direct access to gear during regular scout meetings and community volunteering activities. The second trailer, which accompanies us when camping, is vital for maintaining the standard equipment used during our outings. Having a centralized location at the community center would significantly streamline our operations.

We want to assure the Select Board that the Scout Troop, our equipment, and our trailers are fully insured, and we are committed to taking full responsibility for the trailers and securing the gear stored within. Furthermore, we will ensure proper snow removal to maintain the area and prevent any inconvenience to the community.

By securing a central location for our equipment at the Pompositticut Community Center, we aim to continue providing our Scouts with increased leadership opportunities. Direct access to our equipment at weekly Troop meetings will enable all Scouts to actively participate in maintaining our equipment, fostering a deeper sense of responsibility.

We believe that this request aligns with the values of community engagement and youth development the Town of Stow upholds. We appreciate your time and consideration of our proposal and are more than willing to discuss any concerns or answer any questions you may have.

Thank you for your attention to this matter.

Sincerely,



Kyle Copeland

Troop 1 Committee Chair



TSAC Request to Install a Safety Zone on Sudbury Road



Town of Stow
**TRAFFIC SAFETY
ADVISORY COMMITTEE**

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

January 16, 2024

Stow Selectboard
380 Great Rd
Stow, MA 01775

Honorable Selectboard

The Traffic Safety Advisory Committee is recommending the approval from the Stow Select Board of the installation of a Safety Zone on Sudbury Rd. The safety Zone recommendation runs from Wildwood Rd to south side of the Pine Bluff Recreational Field. Over the past few years the TSAC committee has heard numerous safety concerns with the traffic in the area of the recreation field. These concerns range from speeding vehicles, traffic entering and exiting the recreation parking lot as well as the concern for children using the fields. We have conducted research and have determined that this area would meet the Mass DOT requirements needed to establish a Safety Zone. The required speed limit would reduce from 35 MPH to 20 MPH in the Safety Zone.

Mass DOT Safety Zone Speed Limit Requirements:

Safety Zone speed limits are the only regulatory speed limits that municipalities can adopt on city- and town owned ways without approval from Mass DOT. Safety Zones cannot be placed on State Highway without prior written approval of Mass DOT. Speed limits within a Safety Zone must be set at 20 mph and are intended to be used in areas where vulnerable road users are likely to be present, such as parks and playgrounds, senior citizen housing and centers, hospitals or other medical facilities, high schools and higher education centers, and daycare facilities. Please note that Safety Zones should not be used in place of School Zones for streets adjacent to grades 1-8 schools.

To establish a Safety Zone, the following minimum criteria should apply:

The street should be adjacent to a land use that is likely to attract vulnerable road users.

The Safety Zone should contain one or more areas that have potential conflicts between motor vehicles and vulnerable road users that warrant a reduction in speeds such as crosswalks, driveways, or side streets.

The minimum length of the Safety Zone should be at least $\frac{1}{4}$ of a mile and it should not extend more than 500' beyond a side street unless an applicable land use continues along the adjacent block.

Proper signage is also necessary to inform road users of the downstream end of a Safety Zone. In an area where a legal Special Speed Regulation has been enacted, the Safety Zone should be terminated with a Speed Limit (MUTCD code R2-1) sign that corresponds to the regulatory limit shown in the regulation. If the Safety Zone is in an area that has no Special Speed Regulation, it should be terminated with an End Speed Zone (Mass DOT code MA-R2-7) sign.

Cities and towns are responsible for modifying their Municipal Traffic Code to reflect the locations of all Safety Zones prior to the posting any signage.



Pine Bluff Recreation Area Safety Zone

Legend

- ◆ Entrance to Pine Bluff Parking Lot
- Proposed Sign Location
Spaced 1/8th mile (660ft) from the parking lot entrance. Proposed Safety Zone length: 1/4 mile.
- 35 MPH Zone
- 25 MPH Zone
- 20 MPH Zone

Proposed Sign



MA-R2-8

Sincerely,

Chief John P Benoit

On behalf of the Traffic Safety Advisory Committee

Review Evaluation Form for Town Administrator Review

**TOWN OF STOW
TOWN ADMINISTRATOR
PERFORMANCE EVALUATION**

INTRODUCTION

A performance evaluation of the Town Administrator can result in substantial increases in municipal productivity. The evaluation process itself enhances communication with the governing body and strengthens the management team.

A positive or constructive evaluation will instill confidence in the Town Administrator and motivate that individual to a higher level of performance. The evaluation can identify real or perceived problems and give the team an opportunity for corrective action before the problems cause serious discord.

The evaluation session must reflect the thinking of the entire governing body. A carefully constructed evaluation process can be a very positive tool; it must be taken seriously and used wisely.

FREQUENCY OF EVALUATION

A comprehensive performance evaluation should take place at least annually. The annual evaluation should be scheduled well in advance to permit preparation time and to avoid having an evaluation scheduled due to a single problem.

Ample time should be scheduled for each step in the evaluation process. Hurried sessions will not encourage communications, team building or the identification of problems.

THE EVALUATION PROCESS

Section I.

Each member of the Select Board is to evaluate the Town Administrator on each of the items listed, by circling the appropriate number rating. Also provided under each major points are lines for comments. These written comments are essential in providing explanations for a rating given.

RATING

- 1 – Unsatisfactory
- 2 – Needs Improvement
- 3 – Satisfactory
- 4 – Good Performance
- 5 – Outstanding Performance

Section II.

Each member of the Select Board will list their overall comments.

Section III.

The Select Board will establish goals for the upcoming fiscal year whereby in the future years, the members of the Select Board will evaluate the Town Administrator in the achievement of said goals. **(Please send goals separately to the Town Administrator)**

SECTION I.

DECISION MAKING – The Town Administrator must have the ability to make sound decisions and solve difficult problems.

1	2	3	4	5	Is objective, unbiased, analytical – able to deal with factors, rather than personalities, emotions or gossip when making decisions.
1	2	3	4	5	Is well informed – reads available background materials and, when necessary, requests additional information.
1	2	3	4	5	Considers innovative possibilities.
1	2	3	4	5	Sticks with a decision even when it is controversial.
1	2	3	4	5	Identifies and understands the problem and consequences of alternative decisions.
1	2	3	4	5	Is able to make difficult decisions.

COMMENTS:

COMMUNICATION – The Town Administrator must be effective with the residents, staff, news media, and elected officials.

1	2	3	4	5	Listens, understands, and asks questions.
1	2	3	4	5	Keeps the governing body well informed with concise and written communication.
1	2	3	4	5	Considers opposing points of view and is open-minded.
1	2	3	4	5	Focuses on the issue and is open and available to the public and takes their concerns seriously.
1	2	3	4	5	Criticizes the idea, not the person.

COMMENTS:

PERSONAL DEVELOPMENT – An effective policy maker must develop personal characteristics which are conducive to the smooth operation of the governing body and government.

1	2	3	4	5	Takes responsibility seriously and works hard.
1	2	3	4	5	Is sensitive to residents, staff, and media.
1	2	3	4	5	Is tactful, diplomatic, and tolerant.
1	2	3	4	5	Has a positive approach to position.
1	2	3	4	5	Recognizes and learns from the past mistakes.
1	2	3	4	5	Devotes time and effort to personal and professional excellence.
1	2	3	4	5	Respects opposition.

COMMENTS:

PLANNING – In order for the government to be efficient and meet its future needs, decisions must be deliberate rather than reactionary. Planning is the instrument of deliberate action.

1	2	3	4	5	Sees the big picture – is aware of the full range of services.
1	2	3	4	5	Thinks and plans for the long term.
1	2	3	4	5	Recognizes the need for improvement and believes positive change is possible.
1	2	3	4	5	Understands all major planning processes and actively participates where appropriate.
1	2	3	4	5	Understands the critical importance of the budget and participates constructively in that process.
1	2	3	4	5	Is willing and able to prioritize competing needs.
1	2	3	4	5	Plans for the long-term purchasing, replacement, and maintenance of Town equipment.

COMMENTS:

LEADERSHIP/SUPERVISION – The ability to guide the government forward and effectively supervise staff is crucial to growth and progress.

- | | | | | | |
|---|---|---|---|---|--|
| 1 | 2 | 3 | 4 | 5 | Encourages staff and provides challenges. |
| 1 | 2 | 3 | 4 | 5 | Gives clear direction to staff. |
| 1 | 2 | 3 | 4 | 5 | Does not expect or require staff to always agree. |
| 1 | 2 | 3 | 4 | 5 | Appreciates a job well done and recognizes outstanding employees. |
| 1 | 2 | 3 | 4 | 5 | Provides staff ample opportunities for growth and development. |
| 1 | 2 | 3 | 4 | 5 | Appreciates the range of responsibilities shouldered by staff and recognizes their concerns and needs. |
| 1 | 2 | 3 | 4 | 5 | Honestly, fairly, objectively, and regularly evaluates staff. |

COMMENTS:

UNDERSTANDS ROLE – The role and function of a Town Administrator is generally well defined in the Town Charter. Serious problems arise when an Administrator does not understand that role or exceeds his/her authority.

- | | | | | | |
|---|---|---|---|---|--|
| 1 | 2 | 3 | 4 | 5 | Understands the form of government and its operation. |
| 1 | 2 | 3 | 4 | 5 | Recognizes that the authority of a governing body is constituted in the whole, and not its individual members. |
| 1 | 2 | 3 | 4 | 5 | Knows and follows the policies and legislation that define the role of the governing body. |
| 1 | 2 | 3 | 4 | 5 | Knows and follows the established chain of command. |
| 1 | 2 | 3 | 4 | 5 | Has the ability to resolve the numerous conflicts inherent in municipal government – is a good negotiator. |

1 2 3 4 5 Recognizes the value of excellent employees and uses all reasonable efforts to ensure that the best available individuals are recruited and hired.

COMMENTS:

TEAM PLAYER – Excellence in government requires teamwork. A good team member must constantly strive to cooperate with other members of the governing body.

1 2 3 4 5 Understands the importance of teamwork.

1 2 3 4 5 Willing to develop and work toward common goals.

1 2 3 4 5 Recognizes the efforts and accomplishments of other team members.

1 2 3 4 5 Spends the time and effort necessary to build the team.

1 2 3 4 5 Avoids bitter and unfair political rhetoric.

1 2 3 4 5 Recognizes and respects that staff members are part of the team.

COMMENTS:

CONDUCT AT MEETINGS – The success of a local government depends on the productivity of the meeting of the governing body.

1 2 3 4 5 Stays on the topic and follows the agenda.

1 2 3 4 5 Abides by the rules of procedure for meetings.

1 2 3 4 5 Participates actively in the meeting.

1 2 3 4 5 Keeps comments concise and does not monopolize the meeting.

1 2 3 4 5 Prepares for all meetings.

1 2 3 4 5 Regularly attends the meetings.

1 2 3 4 5 Displays a competent and professional attitude.

COMMENTS:

ETHICS – A responsible Town Administrator adheres to a set of standards which are above reproach, consistently upholds the public trust.

1	2	3	4	5	Is committed to the premise of good government and services to the public.
1	2	3	4	5	Knows and follows the policies and legislation that defines the role of the governing body.
1	2	3	4	5	Has high personal and professional standards.
1	2	3	4	5	Does not disclose confidential information.
1	2	3	4	5	Always avoids conflicts of interest when possible and discloses them when not.
1	2	3	4	5	Is able to set aside all bias against any segment of the community.

COMMENTS:

PANDEMIC LEADERSHIP – A Town Administrator should demonstrate leadership, knowledge, and a willingness to adapt to unforeseen situations.

1	2	3	4	5	Provides competent leadership during the Coronavirus pandemic.
1	2	3	4	5	Establish effective and innovative policies during the pandemic.
1	2	3	4	5	Communicates effectively with all stakeholders during the pandemic.

COMMENTS:

Total: _____ out of a possible 300. Average: _____

(total divided by 60)

SECTION II:

Are there any other or overall comments you wish to make on a) strengths of the Town Administrator, b) areas where improvement is needed, c) on other relevant aspects of the Town Administrator's performance or d) general managerial skills?

Comments:

Section III.

The Select Board will establish goals for the upcoming fiscal year whereby in the future years, the members of the Select Board will evaluate the Town Administrator in the achievement of said goals. **(Please send goals separately to the Town Administrator – they will be compiled and brought forth to the whole Board)**

Date

Signature of Evaluator
(Member of the Select Board)

Date

Signature of Town Administrator

Send completed evaluations to Assistant Town Administrator/HR Director, Dolores Hamilton at assttownadmin@stow-ma.gov.

Discuss Select Board
Representation on the Town
Hall Building Reuse Committee



Town of Stow

Select Board

380 Great Road

Stow, MA 01775

Tel: 978-897-4515

selectboard@stow-ma.gov

Town Hall Building Reuse Committee

Created January 9, 2024

Appointing Authority:	Select Board
Number of Voting Members:	Seven (7)
Non-Voting Ex-Officio:	Town Administrator or designee
Non-Voting Associates:	No more than three (3)
Term:	Through June 30, 2025

Voting Composition:

One (1) Member of the Select Board

One (1) Member of the Finance Committee

Residents At-Large (5)

Purpose:

The purpose of this committee is to consider a comprehensive analysis of potential re-uses for the historic Town Hall at 375 Great Road. The analysis should include future uses by the municipality, including possible rental opportunities, as well as the potential benefits of disposing of the property. The Committee will provide a comprehensive recommendation to the Select Board for its consideration.

Charge:

The Committee shall conduct a municipal needs assessment and develop a conceptual plan for reuse of the building. The committee shall also conduct a market- analysis of the property.

The Committee shall actively seek the input and advice of various Stow Boards, Committees and Department Heads as it considers proposing future uses for these facilities.

The Committee shall evaluate and consider adaptive reuse plans by peer communities as templates as it considers proposing future uses for the facility.

The Committee shall engage the public and solicit public input. Public participation could be in the form of an electronic public survey, stakeholder interviews, and public forums.

Working through the Town Administrator's Office, the Committee may engage the advice and counsel of professional advisors as needed.

The committee shall issue a written report to the Select Board by December 1, 2024, if practicable.

MINUTES

Select Board Meeting Minutes
Tuesday, January 9, 2024
Stow Town Building & Zoom

Present in the Warren Room: Cortni Frecha, Megan Birch-McMichael, Ingeborg Hegemann Clark, Hector Constantzos, John "JT" Toole, and Town Administrator Denise Dembkoski

Chair Frecha called the meeting to order at 7 p.m.

Public Comment

Comments are limited to items not on the agenda. Speakers should state their name and address, and limit comments to two minutes or less.

Mary Schofield, 238 W Acton Road, spoke about flooding on her property in December. Ms. Schofield said this is because the fire pond which abuts her property overflowed due to a blocked culvert. She is concerned that this will happen again.

Board Member Comments

Chair Frecha recognized the people who passed away last year who were volunteers for the town:

Edward A. Brown, Ronald A. Hill, Gerald A. Horne, Richard A. Mortenson, Michael G. Rosenbaum, James V. Sauta, Clifton C. Smith, Constance G Schwarzkopf, Edmund G Tarnuzzer, Jr., and C. Anthony "Tony" Todesco.

Chair Frecha attended a MA Municipal Association workshop on goals and performance reviews and would like the Board and the Town Administrator to revisit the current process.

Town Administrator (TA) Report

- In December the town collected 1,160 pounds of clothes in the new textile recycling bin at Pompo.
- Last week, The Stow Municipal Message monthly newsletter was released and can be found on the website homepage. Going forward it will be released on the first workday of each month and all editions will be available on the TA webpage. Residents can sign up to receive each newsletter by email by using the e-subscribe option on the homepage.
- There was a MAGIC (Minuteman Advisory Group on Interlocal Coordination) meeting today and the focus was MBTA community zoning and housing. Towns are at different stages of the process; Stow is in the early stages of this because we are a small, adjacent community.
- There is a meeting with MART (Montachusett Regional Transit Authority) this week to discuss the marketing campaign to kick-off the shuttle service that is scheduled to begin in town in February.

Introduction of Incoming Assistant Town Administrator/HR Director Erin Mulcahy

Ms. Mulcahy was appointed last week during a special Select Board meeting, and Ms. Dembkoski wanted to formally introduce her to the public. Erin is starting next Tuesday, January 16, and will bring a wealth of experience in different areas of administration.

Annual Town Meeting, Annual Town Election, Open Warrant for the 2024 Annual Town Meeting

Town Moderation James Salvie was present via Zoom.

Ms. Dembkoski spoke with the Moderator and Town Clerk and the proposed dates are Saturday, May 11 for the annual town meeting and Saturday, May 18 from 10 a.m. to 4 p.m. for the annual town election. After the special town meeting in September, it seems that the preferred location is The Center School. The Town Clerk will be at a future meeting to discuss the March primary and potential options for early in-person voting.

Mr. Constantzos moved that the Annual Town Meeting be held on Saturday, May 11 at Center School, 403 Great Road, starting at 9 a.m.

Ms. Birch-McMichael seconded the motion and it passed unanimously.

Mr. Constantzos moved that the Annual Town Election be held on Saturday, May 18, at Center School, 403 Great Road between the hours of 10am and 4pm. This is for elected positions as certified by the Town Clerk's office.

Ms. Birch-McMichael seconded the motion and it passed unanimously.

Mr. Constantzos moved that the Board open the 2024 Annual Town Meeting warrant on Tuesday, January 9, 2024, and close the warrant on Monday, April 1, 2024.

Ms. Birch-McMichael seconded the motion and it passed unanimously.

Bond Anticipation Note Renewal (PFAS)

This is the annual renewal of the bond for PFAS remediation.

Mr. Constantzos moved to authorize and sign the Bond Anticipation Note Renewal (for PFAS), as presented at this meeting. Ms. Birch-McMichael seconded the motion and it passed unanimously.

Donation to the Fire Department

Fire Chief JP Benoit was present via Zoom.

Chief Benoit said the department responded to a medical emergency and the family was happy with the service that was provided and sent in a donation of \$100.00.

Mr. Constantzos moved to accept a donation from Anne Robitaille and Lynne Jacques for the Fire Department. Ms. Birch-McMichael seconded the motion and it passed unanimously.

Donation from ET&L Construction to the Fire Department

Chief Benoit said the 20' Conex Box will be placed at the highway garage and will be used for firefighting training.

Mr. Constantzos moved to accept a donation from ET&L Construction for a 20' Conex Box for the Fire Department. Ms. Birch-McMichael seconded the motion and it passed unanimously.

Town Hall Building Reuse Committee

Ms. Dembkoski feels a purpose for the Town Hall needs to be established and then the required renovations can be determined. The space is currently used by two dance classes on Thursdays and Sundays, and occasionally for the Eagle Scout Courts of Honor. The previous committee, the Town Hall Restoration Committee, was not a reuse committee. It is important to have input from residents, and to focus on future use and revenue potential to determine how much money should be put into the

building. It would also be helpful to share community input between this new committee and the Comprehensive Plan Committee.

Mr. Constantzos moved to approve the composition, purpose, and charge of the proposed Town Hall Building Reuse Committee,

and to establish a Town Hall Building Reuse Committee, composed of seven (7) members, including one (1) member of the Select Board, one (1) member of the Finance Committee, and five (5) Residents At-Large, to serve through June 30, 2025, per the requirements stated in the committee description.

The committee will be responsible for considering the potential re-uses for the historic Town Hall at 375 Great Road, according to the committee charge as voted at this meeting.

Further, to designate Town Hall Building Reuse Committee members as Special Municipal Employees pursuant to Mass. General Law c.268A. Members must be registered voters of Stow, and agree to comply with State Ethics and Open Meeting Law requirements.

Ms. Birch-McMichael seconded the motion and it passed unanimously.

Meeting Minutes

Mr. Constantzos moved to accept the meeting minutes of the December 12, 2023 meeting as drafted.

Ms. Birch-McMichael seconded the motion and it passed unanimously.

Board Correspondence & Updates

Ms. Dembkoski has responded to the inquiry about flooding on Harvard Road and PFAS, and told the person inquiring that this is an issue to be addressed by the MA DEP (Department of Environmental Protection).

The Board also discussed the email received that was addressed in Public Comment at the beginning of the meeting, and discussed culverts in general.

Adjournment

At 7:51 p.m. Mr. Constantzos moved to adjourn. Ms. Birch-McMichael 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 Office in the meeting folder.