

AGENDA
SELECT BOARD
March 12, 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/84431870752?pwd=M1RDcnFaU2ZUMEhtQkRxUW41WUI4Zz09>

Meeting ID: 844 3187 0752

Passcode: 25964081

1. Public Comment
2. Board Member Comments
3. Town Administrator's Report
4. Appointments
 - Joe Jacobs to the position of Veterans Services Officer through March 31, 2025
 - Maureen Crawford to the Town Hall Building Reuse Committee through June 30, 2025
 - William Roop to the Town Hall Building Reuse Committee through June 30, 2025
 - Richard Fishman to the Town Hall Building Reuse Committee through June 30, 2025
 - Rebecca Lynch to the Stow Cultural Council through June 30, 2027
5. Discussion and Possible Vote
 - Town Administrator's presentation on the FY 2025 Financial State of the Town pursuant to Article 4, section 10 of the General Bylaws
 - Tina McAndrew, Library Director
 - Library Annual Update
 - Renovation Project Update
 - Public Hearing with the Town Clerk on election options:
 - In Person Early Voting
 - Vote by Mail
6. Meeting minutes
 - February 13, 2024
 - February 27, 2024
7. Board Correspondence & Updates
8. Adjournment

Correspondence Received:

FY25 Department Budget Requests

2/26/24 from Cortni Frecha; Feb 13 minutes correction

3/4/24 from Cortni Frecha; Minute Man Air Field

3/5/24 from Morgan Hillman; Library Renovation Project – addressing concerns

3/5/24 from Mark Harnett; Library Funding

2/23/24 from Helen Rolfe Ham; Zoning Change Request for Stow Acres new business

3/6/24 from Helen Rolfe Ham; Zoning Board of Appeals: Please no Top Golf

2/27/24 from Michael Slagle/ZBA; 98 Pine Point Road

2/28/24 from GZA Geoenvironmental, Inc; Notification of Immediate Response Action Status Report

2/26/24 from Niall Connors/Verizon; Fios TV LFA Notice – TV Japan

2/27/24 from Kerry Morris/Xfinity; LFA Notifications

2/27/24 from Niall Connors/Verizon; Fios TV LFA Notice – TBN Enlace

3/5/24 from Niall Connors/Verizon; LFA Notice –MLB

Posted Friday, 3/8/24, 1 p.m.

APPOINTMENTS

Joe Jacobs

to the position of Veterans Services Officer
through March 31, 2025

Maureen Crawford
William Roop
Richard Fishman

to the Town Hall Building Reuse
Committee through June 30, 2025



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

I would like to recommend Maureen Crawford, William Roop, and Richard Fishman to the Town Hall Building Reuse Committee. Each of these residents has a different background and perspective, but I'm confident they are coming into this with an open mind and have the best interests of the Town at heart. I look forward to working with them, and the rest of the Committee on this very important project.

I think they will be a great asset to this Committee, and I respectfully ask for your ratification of the recommendations.

Denise M. Dembkoski

Joyce Sampson

From: stowma via stowma <cmsmailer@civicplus.com>
Sent: Friday, February 16, 2024 1:09 PM
To: selectboard
Subject: Form submission from: Board and Committee Volunteer Application

Submitted on Friday, February 16, 2024 - 1:09pm
Submitted by anonymous user:
Submitted values are:

Today's Date: February 16, 2024

Title: Ms

First Name: Maureen

Last Name: Crawford

Street Address:

Address Line 2:

Email Address:

Telephone Number:

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

Which vacancy are you applying for? Town Hall Building Reuse Committee

Have you attended any meetings of this committee? No

Experience:

I am currently the chair of the CPC committee and a member of the HPP committee and considered an associate member to SMAHT. The level of detail which needs to be discussed and reviewed during these committee meetings has given me great insight and knowledge. I believe with this added knowledge I could be an asset as a member of this new committee for Stow. During these committee meetings discussions the feasibility of going in a particular direction is discussed, or for the CPC the feasibility of an application of a particular application such as could it be accomplished in a different manner or less cost. I don't believe being on this committee would be a conflict of interest if it is decided to refurbish the building and apply for CPC funds, all other committee members do not abstain voting on an application from their own committee.

In my full time position as a Sr Manager of a large support organization I oversee the daily operations as well as special projects for applications we're deploying. This requires attention to detail and looking at things holistically and practically. In IT there is a process called ITIL which has 7 guiding principals that can realistically be apply to most things in life: 1)focus on value 2) start where you are 3) progress interactively with feedback 4) collaborate & Promote Visibility 5) think and work holistically 6) keep it simple & practical 7) optimize and automate.

Goals:

Insight as to the history behind the building, adaptability of repurposing the building any additional uses for it and how it fits into Stow going forward. Designing a solid usage plan for the building with multiple options: 1) the town keeping it and how best to use it or refurbishments it would require, 2) the town keeping it and renting it out with historical requirements, 3) the town selling it with a historical restriction requirement, (can't paint it purple, must keep historical features etc.)

It is a very visible historical feature in town and I believe it could be better utilized, in the 25 yrs I've lived in Stow I've been in the building once.

Share: I would use all of my skills, knowledge and experience to work with other committee members to come to the best assessment and conclusion for the town and it's residents.

Upload resume for further information (optional):

The results of this submission may be viewed at:

<https://www.stow-ma.gov/node/161266/submission/6611>

Phoebe Haberkorn

From: stowma via stowma <cmsmailer@civicplus.com>
Sent: Thursday, February 29, 2024 4:51 PM
To: selectboard
Subject: Form submission from: Board and Committee Volunteer Application

Submitted on Thursday, February 29, 2024 - 4:50pm

Submitted by anonymous user:

Submitted values are:

Today's Date: February 29, 2024

Title: Mr

First Name: William

Last Name: Roop

Street Address:

Address Line 2:

Email Address:

Telephone Number:

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

Which vacancy are you applying for? Town Hall Building Reuse Committee

Have you attended any meetings of this committee? No

Experience: I have 50+ years of real estate development experience. I've worked with Stow Town Officials to create Meeting House at Stow and the Faxon Farm Condominiums adjacent to the Stow Post Office. I also developed the original Special Permit plans for what is now Regency at Stow (by Toll Brothers) on Boxboro Road. I've followed and supported preservation and re-use (as a PCA Member) of a similar structure in Westford MA. I've also developed multi-family housing in Towns like Maynard, Lincoln, Sudbury, Westwood, Wellesley and others including the re-use of outdated structures.

Goals: I hope to make a creative, positive, contribution to the very challenging task of finding an appropriate, financially feasible, re-use of the Town Hall. For example we developed the re-use of the Circa 1860 Greek Revival house on Great Road that is now part of Faxon Farm next to the Stow Post Office. It was economically advantageous to demolish this building, but I believed the preservation of some original Stow "street-scape" justified the extra expense associated with it's preservation.

Share: I appreciate the purpose of the Committee, despite the limitations that must be dealt with.

Upload resume for further information (optional):

The results of this submission may be viewed at:

<https://www.stow-ma.gov/node/161266/submission/6761>

Phoebe Haberkorn

From: stowma via stowma <cmsmailer@civicplus.com>
Sent: Tuesday, March 5, 2024 10:43 AM
To: selectboard
Subject: Form submission from: Board and Committee Volunteer Application

Submitted on Tuesday, March 5, 2024 - 10:43am

Submitted by anonymous user: ...

Submitted values are:

Today's Date: March 5, 2024

Title:

First Name: Richard

Last Name: Fishman

Street Address:

Address Line 2:

Email Address:

Telephone Number:

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

Which vacancy are you applying for? town hall building re-use committee

Have you attended any meetings of this committee? No

Experience: I have been serving on the library exterior design committee. I have a life long love of buildings; studied architecture; had a career in design; am passionate about structures and would like to see town hall become useful again. I am a relative newcomer to Stow—I moved here in November 2020.

Goals: to see the building thrive again.

Share: I have great ideas, a lot of energy and enthusiasm and I work hard.

Upload resume for further information (optional): https://www.stow-ma.gov/system/files/webform/richard_fishman_rez.pdf

The results of this submission may be viewed at:

<https://www.stow-ma.gov/node/161266/submission/6796>

Rebecca Lynch

To the Stow Cultural Council
through June 30, 2027

Denise Dembkoski

From: Phoebe Haberkorn
Sent: Thursday, February 29, 2024 11:12 AM
To: Denise Dembkoski
Subject: FW: Cultural Council Reappointment

Hi Denise,

Although you are away now, I am forwarding this so you know that Rebecca Lynch wants to be reappointed to the Stow Cultural Council. Her term expires March 9. FYI I have asked the other two members whose terms expire in March. Allison Alter does not want to be reappointed, and I have not heard back yet from Meredith Wood.

I hope you had a great vacation!
Phoebe

From: Rebecca Lynch
Sent: Tuesday, February 27, 2024 12:54 PM
To: Phoebe Haberkorn <phaberkorn@stow-ma.gov>
Subject: Re: Cultural Council Reappointment

Good morning, Phoebe. Thank you so much for reaching out. Again. I apologize for my delay in responding.

I'm not the most effective member, but will gladly stay on for another term.

Thank you, again, for this opportunity. I do enjoy the committee!

On Tue, Feb 27, 2024 at 11:44 AM Phoebe Haberkorn <phaberkorn@stow-ma.gov> wrote:

Good morning Rebecca,

Your term on the Stow Cultural Council will be ending soon, and I am writing to find out if you would like to be reappointed for a second term. If so, the Town Administrator will schedule this for an upcoming meeting. If not, we would appreciate knowing so we can advertise for a new member of the council. Either way, your service is appreciated and we thank you for your contributions to the Cultural Council.

Regards,

Phoebe Haberkorn

DISCUSSION & POSSIBLE VOTE

Town Administrator's
presentation on the FY 2025
Financial State of the Town

Tina McAndrew, Library Director

- Library Annual Update
- Renovation Project Update

Public Hearing with Town Clerk on Election Options:

- In Person Early Voting
- Vote by Mail

Denise Dembkoski

From: Linda Hathaway
Sent: Wednesday, March 6, 2024 4:34 PM
To: Denise Dembkoski
Subject: Annual Town Election InPerson Early Voting and Vote by Mail

Denise,
Please put me on the agenda for Tuesday regarding Vote by Mail and InPerson Early Voting.

The Board of Registrars of Voters met today.

The Board unanimously voted to recommend opting out of Vote by Mail for the May 2024 annual town election and only opting into In-Person Early Voting IF we opt out of Vote by Mail.

Just like we did for the September special election, the Select Board must hold a public hearing to opt out of Vote by Mail. It doesn't have to be a special public hearing notice and it can be listed in the agenda as a public hearing. The Board must vote at least 45 days prior to the election to opt out.

I can write up a more formal note for the packet if you think it is necessary.

Best,

Linda

Linda Hathaway, CMMC, Stow Town Clerk
Deb Seith, Assistant Town Clerk

CONTACT: Town Building, 380 Great Road, Stow, MA 01775-2127,
Tel. 978-897-5034, FAX 978-897-4534

Register to vote on-line: <https://www.sec.state.ma.us/ovr/>
Town Clerk's Web Page: <https://www.stow-ma.gov/town-clerk>
Town Website: www.stow-ma.gov

Please be advised that the Secretary of the Commonwealth has determined that all email messages and attached content sent from and to this email address are public records unless qualified as an exemption under the Massachusetts Public Records Law (MGLc.4,§7(26)).

MINUTES

Select Board Meeting Minutes
Tuesday, February 13, 2024
Zoom Only

Present via Zoom: Cortni Frecha, Ingeborg Hegemann Clark, Hector Constantzos, John "JT" Toole, and Town Administrator Denise Dembkoski

Absent: Megan Birch-McMichael

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

Public Comment

Chair Frecha stated that comments are limited to items not on the agenda; speakers should state their name and address, and limit comments to two minutes or less.

Deb Woods spoke about information that was presented at the 2022 Annual Town Meeting regarding the renovation of the Randall Library. Ms. Woods said the project is no longer what was approved by town meeting.

Jon Mascia, 153 Harvard Road, spoke about clean water and safe roads in the community, a topic which he said he brought to the Board a year ago, and specifically the status of Harvard Road between Wedgewood Road and Cider Mill Road.

Board Member Comments - none

Town Administrator (TA) Report

- The town has received two state grants, one to improve cybersecurity and one is from the Municipal ADA Improvement Grant Program, which will allow for an ADA assessment of our buildings. The TA thanked Procurements and Grants Administrator Ashley Pinard for getting the applications filed and for the successful outcome.
- Yesterday there was a community open house to discuss and get feedback on the future of the North Course of Stow Acres. The TA thanked everyone who came out; it was a very successful day.
- Regarding the Bose property, they are no longer maintaining or plowing their property, and this has become a liability. They put up 'no trespassing' signs and when these were disregarded Bose installed a fence. There is a potential sale of the property scheduled for next month.
- The TA reminded folks that there is a shuttle which goes from the former fire station to and from the South Acton train station. The schedule is on the town's website and will be in The Independent this week. There is also a shopping shuttle to and from several apartment complexes in town.

Appointments

Highway Department

Ms. Dembkoski said there were two excellent candidates for the position of Equipment Operator, both of whom are current employees. Mr. Whalen has more experience with the operator role.

Mr. Constantzos moved to appoint Nick Whalen to the position of Equipment Operator for the Highway Department. Mr. Toole seconded the motion and it passed unanimously by roll call vote.

For the Laborer position, Ms. Dembkoski said there were two excellent internal candidates. Mr. Higgins wants to grow in this position and make this his long-time career.

Mr. Constantzos moved to appoint Jamie Higgins to the position of Laborer for the Highway Department. Mr. Toole seconded the motion and it passed unanimously by roll call vote.

Town Hall Building Reuse Committee

Stacen Goldman and Jonathan Daisy were present via Zoom, and were thanked for their willingness to step up and be on the committee.

Mr. Constantzos moved to appoint Stacen Goldman and Jonathan Daisy to the Town Hall Building Reuse Committee through June 30, 2025.

Mr. Toole seconded the motion and it passed unanimously by roll call vote.

2024 Annual Election Information

Town Clerk Linda Hathaway was present via Zoom.

The office has sent out over 700 Vote By Mail ballots and another 400 will go out this week.

Mr. Constantzos moved to approve the following slate of candidates on the ballot for the 2024 Annual Town Election, scheduled for Saturday, May 18, 2024:

Board of Assessors - One 3-year term

Board of Health - One 3-year term

Nashoba Regional School Committee - One 3-year term

Planning Board - One 5-year term

Trustee, Randall Library - Two 3-year terms

Select Board - Two 3-year terms

Stow Housing Authority - One 5-year term

Mr. Toole seconded the motion and it passed unanimously by roll call vote.

Select Board 2023 Annual Report

The Board praised the draft of the Annual Report prepared by Office Assistant Phoebe Haberkorn.

Mr. Constantzos moved to approve the Select Board 2023 Annual Report as drafted.

Mr. Toole seconded the motion and it passed unanimously by roll call vote.

Dissolve the Gleasondale Local Historic District Study Committee

The Planning Director has requested that the Select Board formally dissolve the committee. The remaining members of the committee are pursuing alternative means of preserving the historical character of Gleasondale Village and the formal committee does not need to continue.

Mr. Constantzos moved to dissolve the Gleasondale Local Historic District Study Committee.

Mr. Toole seconded the motion and it passed unanimously by roll call vote.

Conservation Restriction on Hallock Point

Conservation Assistant Jacquie Goring was present via Zoom.

Ms. Goring said that the property was protected in 2021 and they are several years into waiting for the state review process. Because CPA funds were used for the project, a Conservation Restriction is required by a third-party holder, which will be the Stow Conservation Trust. The Conservation Commission has approved this and Select Board approval is the next step. The Conservation Trust signs next and then the EEA (MA Energy and Environmental Affairs) does the final signature and it will then be recorded at the Registry of Deeds.

Mr. Constantzos moved to approve and execute the Conservation Restriction on Hallock Point, as presented at this meeting.

Mr. Toole seconded the motion and it passed unanimously by roll call vote.

Endorsement of the Small Town Administrators of MA (STAM) Legislative Priorities

Ms. Dembkoski is the current president of the STAM association and one of its goals is for the 100 communities to work together and present one voice to the administration on priorities that they feel are important to small towns. All association members are bringing this to their Boards to ask for support, so when they are submitted to the legislation it will be on behalf of the membership and the towns that they represent. There are many issues that do not affect the 351 municipalities equally.

Mr. Constantzos moved to endorse the legislative priorities of the Small Town Administrators of Massachusetts (STAM), as presented at this meeting.

Mr. Toole seconded the motion and it passed unanimously by roll call vote.

Meeting Minutes

Mr. Constantzos moved to accept the meeting minutes of the January 23, 2024 meeting as drafted.

Mr. Toole seconded the motion and it passed unanimously by roll call vote.

Board Correspondence & Updates

There have been more changes to the draft Climate Action Plan that was included in correspondence, and the Board will review the final document at a future meeting when it is presented to them.

Regarding the Boy Scout Troop 1 request for parking at Pompo, the topic will be on a future agenda so the Board can give a formal response.

Mr. Constantzos was impressed with Asst. TA Erin Mulcahy's review of the status of West Acton Road.

Regarding the condition of Harvard Road, Ms. Dembkoski said that even though Highway personnel go out almost daily to check the status, the majority of the issue is a private civil matter.

Adjournment

At 7:44 p.m. Mr. Constantzos moved to adjourn. Mr. Toole seconded the motion and it passed unanimously by roll call vote.

Respectfully submitted,

Joyce Sampson, Executive Assistant

Documents used at this meeting:

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

Select Board Meeting Minutes
Tuesday, February 27, 2024
Stow Town Building & Zoom

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

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

Public Comment

Chair Frecha stated that comments are limited to items not on the agenda; speakers should state their name and address, and limit comments to two minutes or less.

Town Clerk Linda Hathaway gave an update on early voting and vote by mail. Her office sent out 1315 ballots and so far 600+ ballots have been returned. Voters have until the polls close on March 5 to return a ballot, but Ms. Hathaway recommends that people return them earlier. To date, 98 people have voted via the early in-person voting process.

Board Member Comments - none

Town Administrator (TA) Report

Ms. Mulcahy provided Town Administrator Denise Demboski's report:

- Beginning in March, the Planning Board will move their meetings to the first and third Tuesdays so they will not conflict with the Select Board meetings. This will allow members of both Boards to watch and/or participate with the other Board as necessary.
- After an almost three year wait the new bucket truck was delivered to the highway department.
- The Zoning Board of Appeals (ZBA) has established a hearing schedule for the Residences at Stow Acres and will meet to discuss different topics from March 5 through July. The schedule with topics can be found on the ZBA webpage.
- Our next Stow Municipal Message will be posted later this week.

Appointment of Call Fire Lieutenant

Fire Captain Barry Evers and Firefighter Stephen Laaper were present in the Warren Room.

The department has five Call Lieutenants on staff and currently there is one vacancy. There were many good applicants and after a thorough process Steve Laaper, who has been with the department since 2020 and has served successfully in many capacities, was selected for the promotion.

Ms. Birch-McMichael moved to appoint Stephen Laaper to the position of Call Lieutenant for the Town of Stow Fire Department, for a term ending June 30, 2024.

Mr. Constantzos seconded the motion and it passed unanimously.

Jessica Laaper pinned the new badge on the uniform of her husband Call Lieutenant Stephen Laaper.

Town Center Streetscape Presentation

Present via Zoom: Planning Director Valerie Oorthuys; Jeff Maxtutis and Anna Sangree of BETA Group. Present in the Warren Room: Land Use Planner Michael Slagle; Dennis Flynn of BETA Group; members of the Planning Board (PB).

Ms. Oorthuys provided background information on the Town's goal to upgrade the streetscapes in the town center, and how they got to this phase in the planning process. Funds were set aside for the concept phase of the work at the 2021 Annual Town Meeting. An intersection study was coordinated with the Boston Metropolitan Planning Organization to gather baseline data and preliminary recommendations. This study was completed last fall.

Ms. Oorthuys turned the meeting over to Dennis Flynn, the project manager from BETA Group, who provided an in-depth Stow Town Center Improvement Plan which reviewed project goals, existing conditions, a bike/pedestrian planning toolbox, and preliminary concept ideas. The goals are:

- enhance the experience for people walking and biking within and to the town center;
- improve connectivity for non-motorized vehicles between locations in and around the town center;
- prioritize safety for all road users with future investments;
- design for all ages and abilities.

After the presentation Select Board Chair Frecha opened the meeting to comments. Residents participated in person and via Zoom. A summary of the comments heard is: traffic counts focused on peak hours on a typical weekday did not include data when bike teams are travelling through the intersections, nor student foot traffic after school; the pros and cons of sidewalks extending east along Crescent Street included the strong belief that sidewalks would be used vs. the cost of sidewalks and concerns with shared use of pedestrian and bike ways; there is a lack of bike boxes or bike stencils at the Gleasondale Road (northbound) and Great Road/Route 117; there is a need for improvements at the intersection of Great Road/Route 117 (eastbound) and Crescent Street to increase safety for cars, cyclists and pedestrians; and concern for protecting private property rights.

PB Chair Lori Clark said this is the beginning stages and people can submit comments to the Planning Department. The documents will be posted to the Planning Department's Transportation webpage.

Special Event Permit – Stow Town Clean Up

Jennifer Henderson was present via Zoom.

Ms. Henderson is requesting a permit for the 15th annual Stow Town Clean Up. The event will be over the weekend of April 27-28 and the Highway Department will pick up the bags on Monday, April 29, 2024. The group considered pulling invasive plants but there are too many issues around this and they will not be adding that this year.

Ms. Birch-McMichael moved to permit Jennifer Henderson and other volunteers to use the Lower Common on Saturday, April 27, 2024 between 8 AM and 12 Noon to distribute trash collection bags and protective gear, for the annual Stow Town Clean Up, and to waive the requirement of an insurance certificate. There will be no removal of invasive plants and all participants will need to sign releases that will be returned to the Town by April 29.

Mr. Constantzos seconded the motion and it passed unanimously.

Stow Police Department – Policies & Agreements

Police Chief Michael Sallese was present in the Warren Room.

Policy Update - 5.07 Traffic Enforcement

In 2014, General Order 14-02 was enacted to ensure officer safety and officer response to back up fellow officers on vehicle stops. This was updated in 2015 so that the initiating officer may cancel the second officer, and in reviewing the order Chief Sallese believes that this is decreasing officer safety. The Chief would like to rescind General Order 14-02 and make a procedural change to Policy 5.07 using the language that was presented at the meeting.

Ms. Birch-McMichael moved to approve the updated 5.07 Traffic Enforcement policy as presented by Stow Police Chief Michael Sallese.

Mr. Constantzos seconded the motion and it passed unanimously.

Central Massachusetts Law Enforcement Council (CEMLEC) Mutual Aid Agreement

CEMLEC's new mutual aid agreement includes new laws, regulations, and requirements of police departments that have not been changed since 2013. CEMLEC augments local departments by providing specialized services, equipment, and personnel, such as SWAT, Motor Unit, Collision Reconstruction, K9, and Special Services. The department still has access to the State Police if needed.

Ms. Birch-McMichael moved to approve and sign the CEMLEC (Central Massachusetts Law Enforcement Council) Mutual Aid Agreement as presented by Stow Police Chief Michael Sallese.

Mr. Constantzos seconded the motion and it passed unanimously.

POST Attestation for Police Chief

The MA Peace Officer Standards and Training (POST) Commission was established by the Acts of 2020 and officers must be certified to be a police officer. For 2024, officers with last names Q-Z are to be recertified by the Chief. The appointing authority for Chief Sallese needs to attest to his character and fitness for his recertification.

Ms. Birch-McMichael moved to approve and have Cortni Frecha sign the POST Attestation for Police Chief Michael Sallese.

Mr. Constantzos seconded the motion and it passed unanimously.

Accept Donation from Bose

The police station was built in 1996 and the furniture has not been changed since that time. The Bose location in Stow is closing and would like to donate office furniture to the Police Department. The current furniture is not reusable and will be disposed of properly.

Ms. Birch-McMichael moved to accept the donation from Bose.

Mr. Constantzos seconded the motion and it passed unanimously.

Disposition of Surplus Goods

The Facilities Department requested that 18 used tires that the Police Department has deemed surplus, with a value under \$10,000, be disposed of properly.

Ms. Birch-McMichael moved to declare the tires presented on the list as surplus and to authorize the disposal of these items.

Mr. Constantzos seconded the motion and it passed unanimously.

Meeting Minutes

Chair Frecha said there was a request by Deb Woods to reexamine the part of the minutes with her comments. The Board tabled this until the next meeting.

Board Correspondence & Updates

The Board will put the issue of inaccessibility of announcements (text for images) on a future agenda.

The Board would like Library Director Tina McAndrew to update them on the library project.

Adjournment

At 9:18 p.m. Ms. Birch-McMichael moved to adjourn. Mr. Constantzos 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.