

WARRANT FOR
ANNUAL TOWN MEETING
MAY 2, 2016
7:00 P.M.
Hale Middle School Auditorium
55 Hartley Road

SESSION #2
will take place on
Tuesday, May 3rd

Articles #38 - #48

7:00PM
Hale Middle School

With

ANNUAL TOWN ELECTION
MAY 10, 2016

7:00 A.M. TO 8:00 P.M.
Center School
403 Great Road



Annual Town Report of Officers and Committees available at Town Building, Police Station, and Randall
Library

PLEASE BRING TO TOWN MEETING
THIS IS YOUR ONLY COPY

Contents

Finance Committee Report	5
ARTICLE 1. Reports of Selectmen and Other Officers and Committees	12
ARTICLE 2. Reports of Special Committees.....	12
ARTICLE 3. Wage and Salary Schedules for Fiscal Year 2017.....	13
ARTICLE 4. General Budget for Fiscal Year 2017.....	19
ARTICLE 5. Minuteman High School Building Project Vote to Bond under MGL Ch. 71 Sec. 16 (d)	30
BEGINNING OF CONSENT CALENDAR.....	31
ARTICLE 6. Reserve Fund	31
ARTICLE 7. Audit of Financial Records	31
ARTICLE 8. Revolving Fund for Inspection Fees.....	31
ARTICLE 9. Revolving Fund for Advanced Life Support Services	31
ARTICLE 10. SwiftReach 911 Notification System	32
ARTICLE 11. Weights and Measures Testing.....	32
ARTICLE 12. Transfer to Conservation Fund.....	32
ARTICLE 13. Transfer from Wetlands Protection Fund.....	32
ARTICLE 14. Addition to Conservation Fund.....	33
ARTICLE 15. Update of Property Valuations.....	33
ARTICLE 16. Senior Tax Relief	33
ARTICLE 17. Town Records Binding and Repair	33
ARTICLE 18. Highway Road Machinery and Private Ways.....	34
ARTICLE 19. Highway Road Construction	34
ARTICLE 20. Municipal Solid Waste Disposal	34
ARTICLE 21. Stow Cultural Council.....	34
ARTICLE 22. Holiday Decorations and Lighting Fund	35
ARTICLE 23. Employee Educational Incentive Program.....	35
ARTICLE 24. Legal Services.....	35
ARTICLE 25. Transfer to OPEB Trust Fund Services	35
ARTICLE 26. Transfer from MWPAT (Harvard Acres Wells) Loan Receipts	35
ARTICLE 27. Water System Expenses	36
ARTICLE 28. Lake Boon Water Quality Remediation	36
ARTICLE 29. Veterans' Benefits.....	36
ARTICLE 30. Planning Board Engineering/Consulting and Master Plan Expenses.....	36
ARTICLE 31. Community Preservation Expenses	37
ARTICLE 32. Community Preservation Reserves	37
CONCLUSION OF CONSENT CALENDAR.....	37
ARTICLE 33. Capital Requests	38
ARTICLE 34. Elections Ballot Tabulator	39
ARTICLE 35. Laserfiche Software.....	39
ARTICLE 36. Household Hazardous Waste Collection.....	40
ARTICLE 37. Assabet Regional Technical School Assessment for Fiscal Year 2017	40
ARTICLE 38. Construction and Maintenance of Water Holes for Firefighting Operations	40
ARTICLE 39. Police Station Repairs	40
ARTICLE 40. Economic Development and Industrial Commission (EDIC)	41
ARTICLE 41. Improvement of Recreational Facilities at Pine Bluff Recreational Area	41
ARTICLE 42. Design Funds For Historic Randall Library Building.....	41
ARTICLE 43. Mapping of Lower Village and Hillside Cemeteries.....	41
ARTICLE 44. Acquisition of Open Space	42
ARTICLE 45. Acceptance of Adams Drive Sidewalk Easement from Crown Castle Properties, LLC.....	42
ARTICLE 46. Acceptance of Wheeler Road Sidewalk Easement from James P. Lipcon and Meghan Lipcon.....	43

ARTICLE 47. Amend Zoning Bylaw: Planned Conservation Development.....	44
ARTICLE 48. Town Election	57
Consent Calendar Procedures	59
Consent Calendar Motions	60
ARTICLE 6. Reserve Fund	60
ARTICLE 7. Audit of Financial Records	60
ARTICLE 8. Revolving Fund for Inspection Fees.....	60
ARTICLE 9. Revolving Fund for Advanced Life Support Services	60
ARTICLE 10. SwiftReach 911 Notification System	61
ARTICLE 11. Weights and Measures Testing.....	61
ARTICLE 12. Transfer to Conservation Fund.....	61
ARTICLE 13. Transfer from Wetlands Protection Fund.....	61
ARTICLE 14. Addition to Conservation Fund.....	61
ARTICLE 15. Update of Property Valuations.....	61
ARTICLE 16. Senior Tax Relief	61
ARTICLE 17. Town Records Binding and Repair	62
ARTICLE 18. Highway Road Machinery and Private Ways.....	62
ARTICLE 19. Highway Road Construction	62
Article 20. Municipal Solid Waste Disposal	62
ARTICLE 21. Stow Cultural Council.....	62
ARTICLE 22. Holiday Decorations and Lighting Fund	63
ARTICLE 23. Employee Educational Incentive Program.....	63
ARTICLE 24. Legal Services.....	63
ARTICLE 25. Transfer to OPEB Trust Fund Services	63
ARTICLE 26. Transfer from MWPAT (Harvard Acres Wells) Loan Receipts	63
ARTICLE 27. Water System Expenses	63
ARTICLE 28. Lake Boon Water Quality Remediation	63
ARTICLE 29. Veterans' Benefits.....	64
ARTICLE 30. Planning Board Engineering/Consulting and Master Plan Expenses.....	64
ARTICLE 31. Community Preservation Expenses	64
ARTICLE 32. Community Preservation Reserves	64

Finance Committee Report
Annual Town Meeting
May 2, 2016

Introduction to the Finance Committee

Every town in Massachusetts with a property valuation of over \$1 million is required by state law, MGL Ch. 19, Sect 16, to have a Finance Committee that shall “consider any or all municipal questions for the purpose of making reports or recommendations to the town.” The Finance Committee’s primary responsibility is advisory and, in some towns, is referred to as the Advisory Committee. It examines the budget and all other warrant articles and makes recommendations to the voters on each article. It also administers the reserve fund to provide for urgent and unforeseen expenditures that might arise between Town Meetings. Further, the Finance Committee Annual Report should give the people of the town a clear picture of the Town’s financial condition.

In Stow, the Moderator appoints five voting and up to five associate members to the Finance Committee. Any voter registered in Stow is eligible to join. As of February 01, 2016 there were five voting members and no associate members on the committee.

Overview of the Town Finances and the fiscal Year 2015 Budget

The Town balanced the budget for the fiscal year 2016 covering the period July 1, 2015 through June 30, 2016 (“FY16”) without an override. Though no overrides have been required in the past nine budgets, the Center School construction project (“Center School Project”) and the Fire Station/Community Center Building Project (“Pompo Renovation Project”) have increased the Real Estate Tax rate by 4.2%. The conversion of the Pompo School Building to the Fire Station and Community Center is progressing, to be completed by July of 2016.

The Finance Committee remains concerned about some long-term trends and needs, as well as more recent cyclical conditions. New construction, which increases our tax base, has been flat, after a precipitous decline during the recession. Local receipt growth has been a bright spot over the last few years and again has increased by approximately 6%. After showing a significant decline during the recession, State Aid, tied very closely to variable and cyclical state tax revenue, actually saw a very slight increase in FY15. Still State Aid (both municipal and educational aid) may take several years (if ever) to recover back to fiscal year 2009 levels. The long-term constraints on our finances remain unchanged from prior years. Stow has an undiversified tax base, forcing the town to rely heavily on residential taxation. Beyond that, Stow has large amounts of land exempted or abated from taxes and one of the lowest amounts of State Aid per capita in Massachusetts.

The more immediate concern is the backlog of capital projects and the ability of the taxpayer to absorb the corresponding debt service. The backlog had no doubt built up behind the Center School Project. Though the interest rate environment is currently favorable for financing capital projects, Stow will not see a significant reduction from the debt service for another four to five

years. Many Stow residents may see the need for these capital projects, but at the same time may not be able to absorb the possible increases to their property taxes.

Stow's savings decreased by \$500,000 used for Capital Articles, reducing the overall savings to 6.3% of the overall budget.

Stow continues to benefit from a 2009 bond rating upgrade which has contributed to the low interest rates obtained for the ongoing Center School Project. Bond ratings, which function as the Town's credit rating and are the fundamental basis of our borrowing costs, are determined based on a number of factors, including the overall economy of the Town and its residents, the ability of the Town to balance budgets and control spending, the debt structure of the Town, the balance of the Town's reserve funds and the overall strength and performance of Town management, among others. The factors that most likely played a predominant role in the 2009 upgrade were no doubt the Town's ability to balance the budget over the previous years without an override, as well as the solid management of the Town by the Town Administrator and various departments. It cannot be emphasized enough how important the bond rating is to a town, as an upgrade has the potential to save the town millions of dollars in future debt service costs, especially during periods of economic uncertainty when there is a greater value placed on higher quality bonds. Fortunately, despite the additional debt burden of some of the Center School Project as well as the Pompo Project, Stow was able to maintain that credit rating at the most recent review. Though the rating may certainly be tested if we add the debt service associated with the potential large capital projects or dip into our Town savings, it was indicated recently by at least one of the rating agencies that the Town remains well within a safe borrowing range.

Though Stow is in good fiscal shape, the Finance Committee remains concerned about capital needs within the town and the schools, and the taxpayer's ability to fund these needs. Despite the fact that the Town is well within the current levy limits, the current capital needs may hamper the taxpayer's ability to absorb any significant operational cost increases.

Town Meetings

Stow held three Town Meetings in 2015: the annual meeting in May, a Special Town Meeting on February 23, 2015, and another Special Town Meeting held November 16, 2015. The November meeting addressed amendments to Bylaws with only two items for additional spending which amounted to \$30,000 (\$12,000 for Veterans Services and \$18,000 for additional Legal Fees). Both items were unanimously approved by Voters.

The Annual Town Meeting approved the annual budget (largely level services) and various Capital items totaling \$536,749, which included \$355,000 for a front-end loader with attachments for the Highway department.

Town Revenues

Town Revenues increased by 6.0% in FY15 vs an increase in FY14 of 5.7%. Table 1 shows a comparison of revenue sources for FY14 and FY15. The largest source of Town revenue was

Property Taxes which is the bulk of the total increase. State Aid just slightly increased in FY15 over FY14 with Local receipts increasing as well in FY15 over FY14.

Table 1: Revenue Sources							
		FY14	FY14 % of Total	FY15	FY14 % of Total	\$ Change FY14 FY15	% Change FY14 - FY15
Property Tax		\$ 21,941,526	88.3%	\$23,115,073	87.8%	\$ 1,173,547	5.3%
Local Receipts		\$ 1,482,000	6.0%	\$ 1,570,000	6.0%	\$ 88,000	5.9%
State Aid		\$ 937,313	3.8%	\$ 941,428	3.6%	\$ 4,115	0.4%
Savings and Other Funds		\$ 478,983	1.9%	\$ 691,503	2.6%	\$ 212,520	44.4%
Override		\$ -	0.0%	\$ -	0.0%	\$ -	0.0%
Other (CPF)		\$ -	0.0%	\$ -	0.0%	\$ -	0.0%
	Total	\$ 24,839,822	100.0%	\$26,318,003	100.0%	\$ 1,478,182	6.0%

Source: Town Administrator, Budget Report, Annual Meeting

Town Expenditures

Total Stow Expenditures increased 5.6% in FY15 after a 5.7% increase in FY14. These expenditures can be divided into three large categories: Education, which increased 4.4% (not including debt services on Hale or Center), Municipal Government, which increased 1.9% and Other, which increased 14.1%. Table 2 shows a comparison of total expenditures for FY14 and FY15.

The more expensive capital items in 2015 included Hale School Improvement of \$141,500, Highway Truck \$150,000, Fire Department Equipment \$114,273, Pompo Conversion Arch. & Eng. Services \$300,000, Police Station AC \$150,000, Police Cruiser \$38,000, Planning Board Consultant \$50,000, Old Highway Barn Improvements \$40,000, and Highway Building Office Improvements \$35,000.

The Municipal Government Portion of the Budget showed an Increase of 1.9% which is largely related to higher benefits costs along with cost of living wage increases of 2.0%.

Town Expenditures: Education

Nashoba Regional School District (“NRSD”) is Stow’s largest Expense totaling \$14,994,134 for FY15; an increase of \$798,810 or 5.3% over FY14. Minuteman Regional, however, decreased for FY15 by -16.6% or \$143,000 over FY14 which was mainly due to decreased enrollment.. The Minuteman Regional School District’s Regional Agreement was revised by a vote during the Special Town Meeting on February 1, 2016. Voters of all 16 member towns approved the revised Regional Agreement which now includes a process for any Member Town to leave the District. Also revised were the formulas by which tuition and capital costs are assessed. Minuteman Regional’s new Building Project has been approved by the Massachusetts School Building Authority for some reimbursement. At the present time, the total cost estimate is \$144.9 million. Of the total, the MSBA estimates a 44.75% reimbursement rate for eligible costs. A large percentage of the costs are considered ineligible, and the MSBA has indicated a maximum

of \$44,139,113 will be reimbursed. This leaves the member towns responsible for approximately 5% of the total bonding. The Project, however, is not slated to impact the budget until 2020, barring any negative developments. Should this Project not come to be a reality, Minuteman is looking to Renovate and Repair the current Facility, which would cost an estimated amount of \$100 million.

	FY14	FY14 % of Total	FY15	FY15 % of Total	\$ Change FY14 FY15	% Change FY14 - FY15
Municipal Govt.						
General	\$ 1,093,922	4.4%	\$ 1,163,675	4.4%	\$ 69,753	6.0%
Public Safety	\$ 2,147,482	8.6%	\$ 2,188,678	8.3%	\$ 41,196	1.9%
Public Works	\$ 1,041,912	4.2%	\$ 1,047,079	4.0%	\$ 5,167	0.5%
Human Services	\$ 273,674	1.1%	\$ 279,267	1.1%	\$ 5,593	2.0%
Culture/Rec.	\$ 294,486	1.2%	\$ 299,739	1.1%	\$ 5,253	1.8%
Town Wide Expenses	\$ 911,950	3.7%	\$ 898,650	3.4%	\$ (13,300)	-1.5%
Total Municipal Gvt	\$ 5,763,426	23.2%	\$ 5,877,088	22.3%	\$ 113,662	1.9%
Education						
Nashoba	\$ 14,195,324	57.1%	\$14,994,134	57.0%	\$ 798,810	5.3%
Minuteman	\$ 766,081	3.1%	\$ 657,204	2.5%	\$ (108,877)	-16.6%
Total Education	\$ 14,961,405	60.2%	\$15,651,338	59.5%	\$ 689,933	4.4%
Other						
Debt Service	\$ 2,126,857	8.6%	\$ 2,176,732	8.3%	\$ 49,875	2.3%
Special Articles	\$ 505,033	2.0%	\$ 613,007	2.3%	\$ 107,974	17.6%
Capital Spending	\$ 546,879	2.2%	\$ 1,018,773	3.9%	\$ 471,894	46.3%
Recap Items	\$ 936,222	3.8%	\$ 981,066	3.7%	\$ 44,844	4.6%
Total Other	\$ 4,114,991	16.6%	\$ 4,789,577	18.2%	\$ 674,586	14.1%
GRAND TOTAL	\$ 24,839,822	100.0%	\$26,318,003	100.0%	\$ 1,478,181	5.6%

Source: Town Administrator, Budget Report, Annual town Meeting

-----Departmental operating budgets include wages and expenses.

The School budgets have a much heavier reliance on State Aid than the Municipal Government budget and Stow's assessment is net of the State Aid provided to the district.

	FY11	FY12	FY13	FY14	FY15	\$ Change FY14-FY15	% Change
Nashoba	\$13,338,116	\$14,046,203	\$14,754,744	\$14,195,324	\$ 14,994,134	\$ 798,810	5.6%
Minuteman	\$ 609,427	\$ 746,981	\$ 622,982	\$ 766,081	\$ 657,204	\$ (108,877)	-14.2%
Total	\$13,947,543	\$14,793,184	\$15,377,726	\$14,961,405	\$ 15,651,338	\$ 689,933	4.6%

Town Savings

The overall Savings percentage of the Budget in FY15 decreased to 6.3%, mainly due to spending \$500,000 for Capital Articles. Town savings are “rainy day” accounts that are built up during good times and drawn down in bad times. As indicated previously, Town savings is a key determinant of the Town credit rating and the credit rating will affect the interest rate the Town would pay should it decide to borrow money for some future use. There are two major accounts that reflect the Town’s savings, or stored assets: Free Cash and Stabilization Fund. Table 4 below shows the status of our stored assets.

Free Cash contains unrestricted funds from operations of the previous Fiscal years. It is certified by the state before the calendar year end. These funds are a necessity, not a luxury. Although the fund is available for appropriation, its primary purpose is to provide for unforeseen expenditures. Still, at various times in the past five years, including FY15, the Town has used Free Cash to fund certain capital articles.

The Stabilization Fund is designed to accumulate amounts for capital and other future spending purposes. A two-thirds vote of Town Meeting is required to appropriate funds to deposit into the stabilization fund. The level of the stabilization fund is examined closely by the bond rating agencies when determining the Town’s bond rating, as it is not as easily spent as free cash. The Finance Committee would recommend that savings remain in the range of 5% to 10%. This would require an additional amount of \$320,000 in total savings amounts before we hit the top of the range.

With other possible capital projects on the horizon, this additional savings is very timely first and foremost to help ensure the funding for these projects gets bonded at a low rate. It also helps ensure we have adequate reserves for any unanticipated significant expenses or revenue decreases in the future.

Table 4: Town Savings.

	FY11	FY12	FY13	FY14	FY15	\$ Change FY14-FY15	% Change FY14-FY15
Free Cash	\$ 778,703	\$ 1,283,016	\$ 1,395,874	\$ 1,395,874	\$ 895,874	\$ (500,000)	-35.8%
Stabilization Fund	\$ 586,998	\$ 700,367	\$ 773,200	\$ 773,200	\$ 773,200	\$ -	0.0%
Total	\$ 1,365,701	\$ 1,983,383	\$ 2,169,074	\$ 2,169,074	\$ 1,669,074	\$ (500,000)	-23.1%
% of Budget	5.3%	6.3%	8.7%	8.7%	8.7%	6.3%	-1.6%

Source: Town Administrator (approximately at start of Year)

Effect on Property Taxes

Based on a calculation of the typical residential property (Massachusetts Class 101 properties) the average valuation of a single-family house in Stow is about \$424,000. The effect of changes to the budget on your Tax bill is shown in Table 5.

	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	% Change FY14-FY15
Tax rate (per \$1000)	\$ 16.58	\$ 17.05	\$ 17.90	\$ 18.37	\$ 19.17	\$ 19.98	4.2%
Avg Single Family Valuation	\$ 463,581	\$ 445,062	\$ 428,744	\$ 424,668	\$ 428,160	\$ 446,143	4.2%
Avg Single Family Tax Bill	\$ 7,686	\$ 7,588	\$ 7,675	\$ 7,801	\$ 8,208	\$ 8,914	8.6%

Source: Calculation based on 2015 Board of Assessor assessed values and tax rate using Massachusetts Class 101 properties.

Conclusion

There are a number of factors that indicate that the Town remains in great fiscal shape. There has been no override in recent years, our reserves are almost 9% of the overall budget, the Town's property taxes remain well within the levy capacity, and our debt rating remains strong. However, there are a number of capital projects, both within the town and the school districts which may be needed in the future. At the same time, the Town will not see a significant decrease in existing debt service until fiscal 2020. Though the cost of borrowing is currently at a low rate, there have been anecdotal indications that construction inflation is beginning to creep over 5%.

Stow's strong fiscal condition has resulted from years of prudent management by Town officials, and discipline by the Taxpayers. It is essential to our fiscal health that these trends continue. It is our opinion that this is a fair and accurate picture of the Town's financial state. Whether you are pleased or displeased, we remind taxpayers that Town Meeting directly controls the rate of growth of Town expenses. We encourage your participation.

Respectfully submitted,

Peter McManus, Chair

Bruce Walbridge, Richard Eckel, Paul Mclaughlin, and Werner Fritz Members



WARRANT FOR 2016 ANNUAL TOWN MEETING

To either of the Constables of the Town of Stow, in the County of Middlesex, GREETINGS:

In the name of the Commonwealth of Massachusetts, you are directed to notify and warn the inhabitants of the Town of Stow, qualified to vote in Elections and Town Affairs, to assemble in

HUGH MILL AUDITORIUM AT THE HALE SCHOOL

In said Town on

MONDAY, THE SECOND DAY OF MAY 2016

AT 7:00 P.M.

Then and there to act on the following Articles, namely:

ARTICLE 1. Reports of Selectmen and Other Officers and Committees

To hear the reports of the Selectmen and other Officers and Committees of the Town for Calendar Year 2015; or take any other action relative thereto.

(Board of Selectmen)

ARTICLE 2. Reports of Special Committees

To hear the reports of special committees for Calendar Year 2015; or take any other action relative thereto.

(Board of Selectmen)

ARTICLE 3. Wage and Salary Schedules for Fiscal Year 2017

To see if the Town will vote to amend Article 11 of the General Bylaws of the Town, Personnel Administration, by deleting from Section 20.h. the existing salary Schedules A, B, C, D, and E, and inserting in place thereof the following new Schedules; or take any other action thereto.

(Board of Selectmen)

The Finance Committee recommends approval of this article.

**SCHEDULE A
ANNUAL RATE POSITIONS**

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Assistant Assessor	43,387	45,964	48,667	51,368	54,072
Assistant Treasurer-Collector	43,387	45,964	48,667	51,368	54,072
Building Inspector	57,746	61,353	64,962	68,572	72,183
Board of Health Office Administrator	43,387	45,964	48,667	51,368	54,072
Cemetery Superintendent	51,368	54,420	57,620	60,818	64,017
Conservation Commission Coordinator	54,681	57,960	61,438	64,660	67,748
Council on Aging Executive Director	54,896	58,159	61,584	65,000	68,542
Librarian	43,387	45,964	48,667	51,368	54,072
Library Director	54,950	58,385	61,818	65,260	68,689
Assistant Planner	49,381	52,315	55,393	58,466	61,546
Town Planner	66,083	69,688	73,294	76,900	80,507
Police Lieutenant	75,603	81,308	85,588	89,868	92,720
Principal Assessor	57,495	61,126	64,718	68,321	71,888
Recreation Director	43,387	45,964	48,667	51,368	54,072
Selectmen's/Town Administrator's Assistant	43,387	45,964	48,667	51,368	54,072
Supt. of Streets	74,761	79,434	84,108	88,778	93,455
Town Clerk	59,885	62,986	66,086	69,189	72,813
Treas. Collector	59,989	62,677	66,364	70,050	73,737

SCHEDULE B
HOURLY RATE POSITIONS

GROUP A

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Cemetery Worker	13.01	14.05	15.29	16.43	17.55
Council on Aging Driver	12.89	13.61	14.77	15.87	16.95
Custodian	13.56	14.61	15.77	16.87	17.95
Library Page	12.89	13.61	14.77	15.87	16.95
Parks & Commons Worker	12.56	13.61	14.77	15.87	16.95

GROUP B

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Assistant Town Clerk	18.50	19.93	21.41	23.21	24.92
Building Department Secretary	15.40	16.56	17.82	19.28	20.74
Council on Aging Driver/Dispatcher	14.25	15.30	16.46	17.86	19.18
Financial Clerk	14.25	15.30	16.46	17.86	19.18
Fire Department Secretary	14.25	15.30	16.46	17.86	19.18
Library Aide	14.25	15.30	16.46	17.86	19.18
Recreation Commission Secretary	14.25	15.30	16.46	17.86	19.18
Town Clerk Clerical Assistant	14.25	15.30	16.46	17.86	19.18

GROUP C

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Accountant's Clerk	15.30	16.72	18.01	19.40	20.74
Assessor's Clerk	15.30	16.72	18.01	19.40	20.74
Asst. Cemetery Superintendent	15.30	16.72	18.01	19.40	20.74
Assistant Librarian	15.30	16.72	18.01	19.40	20.74
Bd. of Appeals Secretary	19.46	21.22	22.87	24.63	26.31
Board of Health Office Assistant	15.30	16.72	18.01	19.40	20.74
Community Preservation Committee Secretary	15.30	16.72	18.01	19.40	20.74
Conservation Commission Secretary	15.30	16.72	18.01	19.40	20.74
Council on Aging Outreach Coordinator	18.44	20.08	21.67	23.84	24.93
Council on Aging Outreach Worker	17.09	18.60	20.07	21.62	23.09
Finance Committee Secretary	15.30	16.72	18.01	19.40	20.74
Financial Clerk II	15.30	16.72	18.01	19.40	20.74
Highway Department Secretary	18.38	20.03	21.62	23.27	24.86
Highway/Tree/ Grounds Worker	15.30	16.72	18.01	19.40	20.74
ITAC Committee Secretary	15.30	16.72	18.01	19.40	20.74
Office Assistant	15.30	16.72	18.01	19.40	20.74

Payroll Coordinator	22.16	23.48	24.86	26.24	27.62
Planning Board Secretary	15.30	16.72	18.01	19.40	20.74
Selectmen/Town Admin. Secretary	18.50	19.93	21.41	23.21	24.92
Town Secretary	15.30	16.72	18.01	19.40	20.74

GROUP D

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Building Dept Administrative Assistant	18.99	20.19	21.37	22.52	23.69
Council on Aging Front Desk Coordinator	18.99	20.19	21.37	22.52	23.69
Financial Assistant	18.99	20.19	21.37	22.52	23.69
Fire Dept Administrative Assistant	18.99	20.19	21.37	22.52	23.69
Highway/Tree Grounds Driver-Laborer	18.99	20.19	21.37	22.52	23.69
Planning Dept Administrative Assistant	18.99	20.19	21.37	22.52	23.69
Police Chief Secretary	18.99	20.19	21.37	22.52	23.69

GROUP E

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Highway Dept. Equipment Operator	20.73	22.00	23.30	24.61	25.88
Maintenance Person	20.73	22.00	23.30	24.61	25.88
Tree Worker (Moth)	20.73	22.00	23.30	24.61	25.88

GROUP F

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Crew Chief	22.85	24.17	25.73	27.12	28.55
Highway Dept. Mechanic	23.95	25.34	26.73	28.32	30.02

GROUP G

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Assistant Facility Manager	25.00	26.58	28.12	29.70	31.22
Assistant Super of Streets	26.86	28.54	30.20	31.86	33.54
Children's Librarian	23.24	24.71	26.13	27.56	29.03
Highway Dept. Foreman	24.39	25.93	27.43	28.98	30.46
IT Director	23.24	24.71	26.13	27.56	29.03
Social Worker	29.00	30.50	32.00	33.50	35.00

SCHEDULE C
SINGLE RATE POSITIONS PAID ANNUALLY

<u>Position Title</u>	<u>Salary</u>
Animal Inspector	1,500
Assistant Registrar of Voters	296
Registrar of Voters	148
Tree Warden	6,294
Veterans' Service Officer	2,047

SCHEDULE D
SINGLE RATE POSITIONS PAID HOURLY

<u>Position Title</u>	<u>Rate</u>
Apprentice Firefighter (call)	15.18
Assistant Counselor	10.00
Assistant Swim Instructor	10.00
Auxiliary Police Officer	15.82
Beach Checker	10.00
Camp Stow Director	18.00
COA On Call Van Driver	14.75
COA On Call Van Driver CDL	16.95
Dispatcher, part-time	20.17
Election Clerical Assistance	10.00
Election Clerk	11.28
Election Teller	10.00
Election Warden	11.28
Emergency Medical Technician (call)	17.35
EMT - w/Defib & Epi Pen (call)	18.94
Firefighter (call)	17.35
Firefighter/EMT - w/Defib & Epi Pen (call)	19.73
Firefighter/EMT (call)	18.14
Head Counselor	12.00
Junior Lifeguard	10.00
Senior Lifeguard	12.00
Officers - Fire or Medical (call)	21.33
Per Diem Firefighter (call)	15.67
Police Matron	21.40
Police Officer, part-time	24.27
Recreation Maintenance Person	15.00
Stow Community Park Drop-in Counselor	12.00
Street Lister	10.78
Street Listing Clerk	10.00
Street Numberer	10.00
Town Engineer	33.54
Waterfront Director	15.00
WSI Swim Instructor/Lifeguard	14.20

SCHEDULE E
FIRE DEPARTMENT ANNUAL SINGLE RATES

<u>Position Title</u>	<u>Salary</u>
Deputy Fire Chief (call)	1,070
EMS Assistant Coordinator	358
EMS Quartermaster	287
EMS Records Coordinator	427
EMS Schedule Coordinator	215
Fire Captain (call)	712
Fire Engineer	927
Fire Lieutenant (call)	571
Fire Medical Officer	427

ARTICLE 4. General Budget for Fiscal Year 2017

To see what sums of money the Town will vote to raise and appropriate, or appropriate and transfer from available funds, to defray the necessary expenses of the several departments of the Town, as set forth in the following line items, or any other sums; or take any other action relative thereto.

(Board of Selectmen)

The Finance Committee recommends approval of this article.

LINE NO.	DEPARTMENT	FY 2016 ACTUAL BUDGET	FY 2017 BUDGET REQUEST	FY 2017 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2017 BUDGET FINANCE COMMITTEE RECOMMEND
	<u>MUNICIPAL BUDGET</u>	LINES 1 - 77			
	<u>GENERAL GOVERNMENT</u>	LINES 1 - 32			
Line No.					
	MODERATOR				
1	MODERATOR SALARY	42.00	43.00	43.00	43.00
2	MODERATOR EXPENSES	45.00	45.00	45.00	45.00

LINE NO.	DEPARTMENT	FY 2016 ACTUAL BUDGET	FY 2017 BUDGET REQUEST	FY 2017 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2017 BUDGET FINANCE COMMITTEE RECOMMEND
	TOTAL MODERATOR	87.00	88.00	88.00	88.00
	SELECTMEN				
3	SELECTMEN'S OFFICE WAGES	66,768.00	70,057.00	70,057.00	70,057.00
4	SELECTMEN'S OFFICE EXPENSES	9,595.00	9,857.00	9,857.00	9,857.00
5	TOWN ADMINISTRATOR SALARY	128,037.00	130,598.00	130,598.00	130,598.00
6	TOWN ADMINISTRATOR EXPENSES	500.00	500.00	500.00	500.00
	TOTAL SELECTMEN	204,900.00	211,012.00	211,012.00	211,012.00
	FINANCE COMMITTEE				
7	FINANCE COMMITTEE WAGES	4,161.00	4,314.00	4,314.00	4,314.00
8	FINANCE COMMITTEE EXPENSES	550.00	550.00	550.00	550.00
	TOTAL FINANCE COMMITTEE	4,711.00	4,864.00	4,864.00	4,864.00
	TOWN ACCOUNTANT				
9	ACCOUNTANT SALARY	52,115.00	53,157.00	53,157.00	53,157.00
10	ACCOUNTANT CLERK SALARY	1,533.00	1,764.00	1,764.00	1,764.00
11	ACCOUNTANT EXPENSES	1,625.00	1,625.00	1,625.00	1,625.00

LINE NO.	DEPARTMENT	FY 2016 ACTUAL BUDGET	FY 2017 BUDGET REQUEST	FY 2017 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2017 BUDGET FINANCE COMMITTEE RECOMMEND
	TOTAL TOWN ACCOUNTANT	55,273.00	56,546.00	56,546.00	56,546.00
	ASSESSORS				
12	PRINCIPAL ASSESSOR'S WAGES	61,493.00	64,718.00	64,718.00	64,718.00
13	ASSESSORS CLERICAL WAGES	72,182.00	72,703.00	72,703.00	72,703.00
14	ASSESSORS EXPENSES	9,600.00	9,900.00	9,900.00	9,900.00
	TOTAL ASSESSORS	143,275.00	147,321.00	147,321.00	147,321.00
	TREASURER-COLLECTOR				
15	TREASURER-COLLECTOR SALARY	72,291.00	73,737.00	73,737.00	73,737.00
16	TREASURER-COLLECTOR CLERICAL WAGES	72,535.00	76,370.00	76,370.00	76,370.00
17	TREASURER-COLLECTOR EXPENSES	39,000.00	38,900.00	38,900.00	38,900.00
	TOTAL TREASURER-COLLECTOR	183,826.00	189,007.00	189,007.00	189,007.00
	INFO TECH				
18	IT CLERICAL WAGES	35,126.00	37,885.00	37,885.00	37,885.00
19	IT EXPENSES	100,000.00	130,080.00	130,080.00	130,080.00
	TOTAL INFO TECH	135,126.00	175,965.00	175,965.00	175,965.00

LINE NO.	DEPARTMENT	FY 2016 ACTUAL BUDGET	FY 2017 BUDGET REQUEST	FY 2017 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2017 BUDGET FINANCE COMMITTEE RECOMMEND
	TOWN CLERK				
20	TOWN CLERK SALARY	67,832.00	69,189.00	69,189.00	69,189.00
21	TOWN CLERK OTHER WAGES	45,662.00	52,489.00	52,489.00	52,489.00
22	TOWN CLERK EXPENSES	16,353.00	16,731.00	16,731.00	16,731.00
	TOTAL TOWN CLERK	129,847.00	138,409.00	138,409.00	138,409.00
	CONSERVATION COMMISSION				
23	CONSERVATION COORDINATOR	63,392.00	67,382.00	67,382.00	67,382.00
24	CONSERVATION COMMISSION CLERICAL WAGES	22,953.00	28,195.00	28,195.00	28,195.00
25	CONSERVATION COMMISSION EXPENSES	4,950.00	4,950.00	4,950.00	4,950.00
	TOTAL CONSERVATION COMMISSION	91,295.00	100,527.00	100,527.00	100,527.00
	PLANNING BOARD				
26	TOWN PLANNER	78,928.00	73,294.00	73,294.00	73,294.00
27	PLANNING BOARD CLERICAL WAGES	70,819.00	68,124.00	68,124.00	68,124.00
28	PLANNING BOARD EXPENSES	5,380.00	6,530.00	6,530.00	6,530.00
	TOTAL PLANNING BOARD	155,127.00	147,948.00	147,948.00	147,948.00

LINE NO.	DEPARTMENT	FY 2016 ACTUAL BUDGET	FY 2017 BUDGET REQUEST	FY 2017 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2017 BUDGET FINANCE COMMITTEE RECOMMEND
	BOARD OF APPEALS				
29	BOARD OF APPEALS CLERICAL WAGES	7,721.00	7,867.00	7,867.00	7,867.00
30	BOARD OF APPEALS EXPENSES	2,890.00	2,890.00	2,890.00	2,890.00
	TOTAL BOARD OF APPEALS	10,611.00	10,757.00	10,757.00	10,757.00
	MUNICIPAL BUILDING				
31	MUNI BUILDING & PROPERTY WAGES	51,731.00	92,925.00	92,925.00	92,925.00
32	MUNI BUILDING & PROPERTY EXPENSES	74,480.00	129,014.00	129,014.00	129,014.00
	TOTAL MUNICIPAL BUILDING	126,211.00	221,939.00	221,939.00	221,939.00
	OTHER GENERAL GOVERNMENT				
33	TOWN REPORTS EXPENSES	7,364.00	8,000.00	8,000.00	8,000.00
	TOTAL OTHER GENERAL GOVERNMENT	7,364.00	8,000.00	8,000.00	8,000.00
	TOTAL GENERAL GOVERNMENT	1,247,653.00	1,412,383.00	1,412,383.00	1,412,383.00
-	<u>PUBLIC SAFETY</u>	LINES 34 - 42			

LINE NO.	DEPARTMENT	FY 2016 ACTUAL BUDGET	FY 2017 BUDGET REQUEST	FY 2017 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2017 BUDGET FINANCE COMMITTEE RECOMMEND
	POLICE DEPT				
34	POLICE CHIEF SALARY	112,538.00	116,477.00	116,477.00	116,477.00
35	POLICE & DISPATCH WAGES	1,196,107.00	1,255,398.00	1,255,398.00	1,255,398.00
36	POLICE & DISPATCH EXPENSES	103,315.00	101,550.00	101,550.00	101,550.00
	TOTAL POLICE DEPT	1,411,960.00	1,473,425.00	1,473,425.00	1,473,425.00
	FIRE AND EMS				
37	FIRE CHIEF SALARY	89,812.00	91,608.00	91,608.00	91,608.00
38	FIRE AND EMS WAGES	548,819.00	560,937.00	560,937.00	560,937.00
39	FIRE AND EMS EXPENSES	93,500.00	81,900.00	81,900.00	81,900.00
	TOTAL FIRE AND EMS	732,131.00	734,445.00	734,445.00	734,445.00
	BUILDING INSPECTOR				
40	BUILDING INSPECTOR WAGES	70,768.00	72,183.00	72,183.00	72,183.00
41	BUILDING DEPT CLERICAL WAGES	38,183.00	40,062.00	40,062.00	40,062.00
42	BUILDING DEPT EXPENSES	4,475.00	5,575.00	5,575.00	5,575.00
	TOTAL BUILDING INSPECTOR	113,426.00	117,820.00	117,820.00	117,820.00

LINE NO.	DEPARTMENT	FY 2016 ACTUAL BUDGET	FY 2017 BUDGET REQUEST	FY 2017 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2017 BUDGET FINANCE COMMITTEE RECOMMEND
	TOTAL PUBLIC SAFETY	2,257,517.00	2,325,690.00	2,325,690.00	2,325,690.00
	<u>PUBLIC WORKS AND FACILITIES</u>	LINES 43 - 51			
	HIGHWAY AND GROUNDS				
43	SUPT OF STREETS SALARY	91,623.00	93,455.00	93,455.00	93,455.00
44	HIGHWAY & GROUNDS WAGES	502,452.00	535,462.00	535,462.00	535,462.00
45	HIGHWAY & GROUNDS EXPENSES	127,750.00	127,750.00	127,750.00	127,750.00
46	SNOW AND ICE REMOVAL EXPENSE	150,000.00	165,000.00	165,000.00	165,000.00
	TOTAL HIGHWAY & GROUNDS	871,825.00	921,667.00	921,667.00	921,667.00
	OTHER PUBLIC WORKS				
47	MUNICIPAL LIGHTING	10,000.00	9,000.00	9,000.00	9,000.00
48	GASOLINE & DIESEL FUEL EXPENSE	110,000.00	95,000.00	95,000.00	95,000.00
	TOTAL OTHER PUBLIC WORKS	120,000.00	104,000.00	104,000.00	104,000.00
	CEMETERY DEPT				

LINE NO.	DEPARTMENT	FY 2016 ACTUAL BUDGET	FY 2017 BUDGET REQUEST	FY 2017 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2017 BUDGET FINANCE COMMITTEE RECOMMEND
49	CEMETERY SUPERINTENDENT	53,353.00	60,818.00	60,818.00	60,818.00
50	CEMETERY SALARY AND WAGES	32,511.00	35,120.00	35,120.00	35,120.00
51	CEMETERY EXPENSES	11,800.00	9,000.00	9,000.00	9,000.00
	TOTAL CEMETERY DEPT	97,664.00	104,938.00	104,938.00	104,938.00
	TOTAL PUBLIC WORK & FACILITIES	1,089,489.00	1,130,605.00	1,130,605.00	1,130,605.00
	<u>HUMAN SERVICES</u>	LINES 52 - 59			
	HEALTH DEPT				
52	HEALTH ADMINISTRATIVE ASSISTANT	52,292.00	54,072.00	54,072.00	54,072.00
53	HEALTH DEPARTMENT WAGES	63,613.00	51,407.00	51,407.00	51,407.00
54	HEALTH DEPARTMENT EXPENSES	11,025.00	7,805.00	7,805.00	7,805.00
	TOTAL HEALTH DEPT	126,930.00	113,284.00	113,284.00	113,284.00
	COUNCIL ON AGING				
55	EXECUTIVE DIRECTOR SALARY	59,892.00	68,542.00	68,542.00	68,542.00
56	COUNCIL ON AGING WAGES	142,965.00	144,779.00	144,779.00	144,779.00
57	COUNCIL ON AGING EXPENSES	13,600.00	13,525.00	13,525.00	13,525.00

LINE NO.	DEPARTMENT	FY 2016 ACTUAL BUDGET	FY 2017 BUDGET REQUEST	FY 2017 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2017 BUDGET FINANCE COMMITTEE RECOMMEND
	TOTAL COUNCIL ON AGING	216,457.00	226,846.00	226,846.00	226,846.00
	VETERANS' DEPT				
58	VETERANS' SERVICE OFFICER SALARY	2,007.00	2,047.00	2,047.00	2,047.00
59	VETERANS' SERVICE OFFICER EXPENSES	300.00	300.00	300.00	300.00
	TOTAL VETERANS' DEPT	2,307.00	2,347.00	2,347.00	2,347.00
	TOTAL HUMAN SERVICES	345,694.00	342,477.00	342,477.00	342,477.00
	<u>CULTURE AND RECREATION</u>	LINES 60 -70			
	LIBRARY DEPT				
60	LIBRARY DIRECTOR SALARY	60,606.00	63,190.00	63,190.00	63,190.00
61	LIBRARY WAGES	109,724.00	114,022.00	114,022.00	114,022.00
62	LIBRARY EXPENSES	62,327.00	66,350.00	66,350.00	66,350.00
	TOTAL LIBRARY DEPT	232,657.00	243,562.00	243,562.00	243,562.00
	RECREATION COMMISSION				
63	RECREATION DIRECTOR	53,012.00	54,072.00	54,072.00	54,072.00
64	RECREATION WAGES	9,860.00	9,910.00	9,910.00	9,910.00

LINE NO.	DEPARTMENT	FY 2016 ACTUAL BUDGET	FY 2017 BUDGET REQUEST	FY 2017 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2017 BUDGET FINANCE COMMITTEE RECOMMEND
65	RECREATION EXPENSES	23,550.00	23,550.00	23,550.00	23,550.00
	TOTAL RECREATION COMMISSION	86,422.00	87,532.00	87,532.00	87,532.00
	LAKE BOON COMMISSION				
66	LAKE BOON COMMISSION WAGES	3,000.00	3,000.00	3,000.00	3,000.00
67	LAKE BOON COMMISSION EXPENSES	1,200.00	4,390.00	4,390.00	4,390.00
	TOTAL LAKE BOON COMMISSION	4,200.00	7,390.00	7,390.00	7,390.00
	OTHER CULTURE & RECREATION				
68	HISTORICAL COMMISSION EXPENSES	525.00	1,200.00	1,200.00	1,200.00
69	MEMORIAL DAY EXPENSES	900.00	900.00	900.00	900.00
70	LIGHTING OF CLOCK EXPENSES	100.00	100.00	100.00	100.00
	TOTAL OTHER CULTURE & RECREATION	1,525.00	2,200.00	2,200.00	2,200.00
	TOTAL CULTURE & RECREATION EXPENSES	324,804.00	340,684.00	340,684.00	340,684.00
	<u>TOWN WIDE EXPENSES</u>	LINES 71 -73			

LINE NO.	DEPARTMENT	FY 2016 ACTUAL BUDGET	FY 2017 BUDGET REQUEST	FY 2017 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2017 BUDGET FINANCE COMMITTEE RECOMMEND
71	GROUP INSURANCE	734,930.00	762,800.00	762,800.00	762,800.00
72	INSURANCE AND BONDS	161,819.00	172,917.00	172,917.00	172,917.00
73	TELEPHONE	30,000.00	32,000.00	32,000.00	32,000.00
	TOTAL TOWN WIDE EXPENSES	926,749.00	967,717.00	967,717.00	967,717.00
	MUNICIPAL BUDGET TOTAL	6,191,906.00	6,519,556.00	6,519,556.00	6,519,556.00
	<u>EDUCATION</u>	LINES 74 - 75			
	SCHOOL DISTRICTS				
74	NASHOBA REG SCHOOL DIST ASSESSMENT	15,774,863.00	16,491,359.00	16,491,359.00	16,491,359.00
75	MINUTEMAN VOC TECH ASSESSMENT	618,680.00	577,577.00	577,577.00	577,577.00
	TOTAL DISTRICT ASSESSMENTS	16,393,543.00	17,068,936.00	17,068,936.00	17,068,936.00
	<u>DEBT SERVICE</u>	LINES 76 - 78			
	PRINCIPAL				
76	MATURING PRIN LONG-TERM DEBT	1,435,000.00	1,495,000.00	1,495,000.00	1,495,000.00
	TOTAL MATURING PRINCIPAL	1,435,000.00	1,495,000.00	1,495,000.00	1,495,000.00
	INTEREST				
77	INT ON LONG-TERM DEBT - BONDS	690,280.00	812,180.00	812,180.00	812,180.00
78	INT ON TEMPORARY	600.00	600.00	600.00	600.00

LINE NO.	DEPARTMENT	FY 2016 ACTUAL BUDGET	FY 2017 BUDGET REQUEST	FY 2017 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2017 BUDGET FINANCE COMMITTEE RECOMMEND
	LOANS - REVENUE				
	TOTAL INTEREST ON MATURING DEBT	690,880.00	812,780.00	812,780.00	812,780.00
	TOTAL DEBT SERVICE	2,125,880.00	2,307,780.00	2,307,780.00	2,307,780.00
	TOTAL	24,711,329.00	25,896,272.00	25,896,272.00	25,896,272.00

ARTICLE 5. Minuteman High School Building Project Vote to Bond under MGL Ch. 71 Sec. 16 (d)

To see if the Town will approve the amount of \$144,922,478 for the purpose of paying costs of designing, constructing and originally equipping a new district school, to be located at 758 Marrett Road, Lexington, Massachusetts, and for the payment of all other costs incidental and related thereto (the "Project"), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee. To meet this appropriation, the District is authorized to borrow said amount, under and pursuant to Chapter 71, Section 16(d) of the General Laws, and the District Agreement, as amended, or pursuant to any other enabling authority. The District acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities; provided further that any grant that the District may receive from the MSBA shall not exceed the lesser of (i) forty four and three quarters percent (44.75%) of eligible, approved Project costs, as determined by the MSBA, or (ii) the total maximum grant amount determined by the MSBA, and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA, and that an affirmative vote on this article shall be null and void and of no further force and effect unless the Town approves by affirmative vote a ballot question to exempt its allocable share of the amount required to pay for the bonds to be issued by the Minuteman Regional Vocational Technical School District and described in this motion from the provisions of proposition two and one-half, so called.

(Board of Selectmen)

The Finance Committee will make a recommendation at Town Meeting May 2, 2016.

BEGINNING OF CONSENT CALENDAR

The Finance Committee recommends approval of all articles in the Consent Calendar.

ARTICLE 6. Reserve Fund

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Seventy Thousand Dollars (\$70,000), or any other sum, for a Reserve Fund for the fiscal year beginning July 1, 2016 (FY 2017); or take any other action relative thereto.

(Finance Committee)

ARTICLE 7. Audit of Financial Records

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Eleven Thousand Nine Hundred Dollars (\$11,900), or any other sum, for a Town financial audit; or take any action relative thereto.

(Treasurer-Collector)

The Finance Committee recommends approval of this expenditure as both sound financial control and as a state requirement.

ARTICLE 8. Revolving Fund for Inspection Fees

(CONSENT CALENDAR)

To see if the Town will vote to authorize, upon the recommendation of the Selectmen, a revolving fund pursuant to Massachusetts General Laws Chapter 44, Section 53E-1/2 for FY 2016, to which shall be credited all permitting fees received for wire, gas, plumbing, and fire alarm permits and for weights and measures sealing, to a limit of Forty Thousand Dollars (\$40,000) for FY 2017, to be expended by the Selectmen without further appropriation, for the purpose of payment of fees to the inspectors administering such permits and reimbursement of expenses incurred on behalf of the Town; or take any other action relative thereto.

(Board of Selectmen)

The Finance Committee recommends support of this revolving fund. This allows the inspectors to be paid from fees collected in the current year. It is revenue neutral.

ARTICLE 9. Revolving Fund for Advanced Life Support Services

(CONSENT CALENDAR)

To see if the Town will vote to authorize, upon the recommendation of the Selectmen, the establishment of a revolving fund pursuant to Massachusetts General Laws Chapter 44, Section 53E-1/2 for FY 2017, to which shall be credited all fees received for advanced life support services provided by the Town of Stow, to a limit of One Hundred Thousand Dollars (\$100,000)

for FY 2017, to be expended by the Fire Department without further appropriation, for the purpose of payment of all costs associated with providing advanced life support ambulance services; or take any other action relative thereto.

(Fire Department)

The Finance Committee recommends support of this revolving fund. This allows the Fire Department to manage payments from fees collected in the current year. It is revenue neutral.

ARTICLE 10. SwiftReach 911 Notification System

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Three Thousand Six Hundred Dollars (\$3,600), or any other sum, to be expended under the direction of the Chief of Police, for the purpose of paying for a town-wide telephonic emergency notification system known as SwiftReach Networks, or take any other action relative thereto.

(Police Department)

The Finance Committee recommends support of this article.

ARTICLE 11. Weights and Measures Testing

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of One Thousand Dollars (\$1,000), or any other sum, to be added to any balance remaining from a previous appropriation, for the purpose of funding the Town's Weights and Measures testing; or take any other action relative thereto.

(Board of Selectmen)

ARTICLE 12. Transfer to Conservation Fund

(CONSENT CALENDAR)

To see if the Town will vote to appropriate and transfer from the Conservation Land Maintenance Account to the Conservation Fund the sum of Two Thousand Three Hundred Eighty-Seven Dollars (\$2,387.00) or any other sum; or take any action relative thereto.

(Conservation Commission)

ARTICLE 13. Transfer from Wetlands Protection Fund

(CONSENT CALENDAR)

To see if the Town will vote to appropriate and transfer from the Wetlands Protection Fund the sum of Four Thousand Three Hundred Ten Dollars (\$4,310.00) or any other sum, as an additional appropriation to the Conservation Commission, to be expended by the Conservation Commission in performing its duties under the Wetlands Protection Act; or take any action relative thereto.

(Conservation Commission)

ARTICLE 14. Addition to Conservation Fund

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Ten Thousand Dollars (\$10,000.00), or any other sum, to be added to the balance remaining in the Conservation Fund; or take any action relative thereto.

(Conservation Commission)

ARTICLE 15. Update of Property Valuations

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Twenty-Seven Thousand Seven Hundred Ninety-Five Dollars (\$27,795.00), or any other sum, to be added to the balance remaining from the amount previously appropriated for the purpose of updating property valuations in the Town to full and fair cash value, to be expended by the Assessors; or take any other action relative thereto.

(Board of Assessors)

ARTICLE 16. Senior Tax Relief

(CONSENT CALENDAR)

To see if the Town will vote to accept the provisions of Section 4 of Chapter 73 of the Acts of 1986 as amended by Chapter 126 of the Acts of 1988, and further to act under the aforesaid statutes to increase by 100 percent the amount of property tax exemption granted to persons who qualify for said exemption under clauses 17, 17C, 17D, 22, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41, 41B, and 41C of Section 5 of Chapter 59 of the Massachusetts General Laws and Acts and amendments thereof or additions thereto, for Fiscal Year 2017; or take any other action relative thereto.

(Board of Assessors)

ARTICLE 17. Town Records Binding and Repair

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Two Hundred Dollars (\$200.00), or any other sum, to be added to any balance previously appropriated for the purpose of binding and repairing Town records in accordance with Chapter 66, Section 9, to be expended by the Town Clerk; or take any other action relative thereto.

(Town Clerk)

ARTICLE 18. Highway Road Machinery and Private Ways

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sums of money for Highway Department purposes as set forth in the schedule below, or any other sums; or take any other action relative thereto.
sums; or take any other action relative thereto.

- 1. For the Road Machinery Account \$43,072
- 2. For Repairs on Private Ways \$15,000

(Highway Department)

ARTICLE 19. Highway Road Construction

(CONSENT CALENDAR)

To see if the Town will appropriate and borrow the sums of Two Hundred Eighty-Three Thousand Five Hundred Ninety-Two Dollars (\$283,592) from the FY15 Apportionment, Two Hundred Eighty-Four Thousand Eight Hundred Thirty-Five Dollars (\$284,835) from the FY16 Apportionment and Two Hundred Eighty-Six Thousand Nine Hundred Forty-Three Dollars (\$286,943) from the FY17 Apportionment or any other sums, for construction, reconstruction and/or improvements to Town roads, as requested by the Board of Selectmen, to be reimbursed by the Commonwealth; or take any other action relative thereto.

(Highway Department)

ARTICLE 20. Municipal Solid Waste Disposal

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of One Thousand Dollars (\$1,000), or any other sum, to be added to any balance remaining from the previous appropriation, to be expended under the direction of the Board of Health for the purpose of renting a container and disposing of solid waste which has been dumped on Town land and roadsides; or take any other action relative thereto.

(Board of Health)

ARTICLE 21. Stow Cultural Council

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Three Thousand Five Hundred Dollars (\$3,500), or any other sum, to be added to any balance remaining from previous appropriations, to produce cultural activities and programming in Stow, including Two Thousand Dollars (\$2,000) of these funds to be used to support SpringFest activities; or take any other action relative thereto.

(Board of Selectmen)

ARTICLE 22. Holiday Decorations and Lighting Fund

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Four Thousand Dollars (\$4,000.00), or any other sum, to be expended by the Highway Department, for the purpose of purchasing and installing holiday decorations and lights on municipal properties; or take any other action relative thereto.

(Highway Department)

ARTICLE 23. Employee Educational Incentive Program

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of One Hundred Thirteen Thousand Dollars (\$113,000), or any other sum, to be added to any balance remaining from any previous appropriation, to be expended by the Town Administrator for funding the Town's employee educational incentive program; or take any other action relative thereto.

(Town Administrator)

ARTICLE 24. Legal Services

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate or appropriate and transfer from available funds the sum of Thirty Thousand Dollars, (\$30,000), or any other sum, to be added to any balance remaining from any previous appropriation, for the purpose of funding the Town's general Legal account; or take any other action relative thereto.

(Town Administrator)

ARTICLE 25. Transfer to OPEB Trust Fund Services

(CONSENT CALENDAR)

To see if the Town will vote to appropriate and transfer from available funds, the sum of Fifty Thousand Dollars (\$50,000), or any other sum, to be added to the OPEB (Other Post-Employment Benefits) Trust Fund; or take any action relative thereto.

(Treasurer-Collector)

ARTICLE 26. Transfer from MWPAT (Harvard Acres Wells) Loan Receipts

(CONSENT CALENDAR)

To see if the Town will vote to appropriate and transfer from MWPAT (Harvard Acre Wells) Receipts, the sum of Fifty-Five Thousand Seven Hundred Seven Dollars (\$55,707), or any other sum, as additional appropriation to the Debt Service line item, to be expended by the Treasurer-Collector for repayment of the MWPAT loan; or take any action relative thereto.

(Treasurer-Collector)

ARTICLE 27. Water System Expenses

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Ten Thousand Dollars (\$10,000), or any other sum, to be added to any balance remaining from previous appropriations, to be expended by the Facility Manager, for the purpose of paying expenses related to the operation of the Town’s public water supply systems, or take any action relative thereto.

(Town Administrator)

ARTICLE 28. Lake Boon Water Quality Remediation

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Fifteen Thousand Dollars (\$15,000), or any other sum, to be expended under the direction of the Lake Boon Commission, for the purpose of weed control; or take any other action relative thereto.

(Lake Boon Commission)

The Finance Committee recommends approval of this article. These funds are Stow’s share of the total cost of weed control on Lake Boon. Hudson share to be Fifteen Thousand Dollars.

ARTICLE 29. Veterans’ Benefits

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Twenty-Eight Thousand Dollars (\$28,000), or any other sum, to be expended by the Veterans’ Service Officer, to provide services to Stow veterans, or take any other action relative thereto.

(Board of Selectmen)

ARTICLE 30. Planning Board Engineering/Consulting and Master Plan Expenses

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Ten Thousand Dollars (\$10,000), or any other sum, to be added to any balance remaining and previously appropriated for this purpose, to be expended by the Planning Board for Planning Board engineering/consulting services and master plan expenses; or take any other action relative thereto.

(Planning Board)

ARTICLE 31. Community Preservation Expenses

(CONSENT CALENDAR)

To see if the Town will vote to appropriate from Fiscal Year 2017 Community Preservation Fund Annual Reserves the sum of Thirty-Five Thousand Dollars (\$35,000) to be expended for wages and expenses associated with the creation, implementation and maintenance of Community Preservation programs, in accordance with the provision of Massachusetts General Laws Chapter 44B, the Community Preservation Act, including but not limited to office supplies, clerical assistance, property surveys, appraisals, attorney's fees, and other professional services, recording fees, printing and all other necessary and proper expenses for the Fiscal Year 2017, in accordance with a budget to be prepared for the Town Administrator; or take any other action relative thereto.

(Community Preservation Committee)

ARTICLE 32. Community Preservation Reserves

(CONSENT CALENDAR)

To see if the Town will vote to reserve for later appropriation monies from the Community Preservation Fund Balance collected from both the Community Preservation Act Surcharge and the State Trust Fund Distribution and collected from Fiscal Year 2017 Community Preservation Fund Annual Revenues, for 10% allocation to reserve accounts in accordance with the provision of Massachusetts General Laws Chapter 44B, the Community Preservation Act, for the undertaking of Community Preservation projects; or take any other action relative thereto.

- | | |
|---------------------------------------|----------|
| 1. Preservation of Historic Resources | \$72,000 |
| 2. Preservation of Open Space | \$72,000 |
| 3. Affordable Housing | \$72,000 |

(Community Preservation Committee)

CONCLUSION OF CONSENT CALENDAR

ARTICLE 33. Capital Requests

To see if the Town will vote to appropriate and transfer from available funds, or borrow the sums of money as set forth below, or any other sums, for the purposes indicated in the recommended Capital Outlay Program; or take any other action relative thereto.
 (Capital Planning Committee)

	Department	Item	Amount
1.	Fire	Replace Engine 17	\$60,000
	<i>The Finance Committee recommends approval of Article 33 number 1. Engine 17 is a 24-year old truck which has exceeded its life span.</i>		
2.	Fire	Rebuild Engine 12 Pump	\$30,000
	<i>The Finance Committee recommends approval of Article 33, number 2. The pump is still functioning but has failed its testing this year. Rebuilding the pump is a cost effective way of extending the life of a very expensive piece of equipment.</i>		
3.	Fire	Rebuild Engine 15 Pump	\$30,000
	<i>The Finance Committee recommends approval of Article 33, number 3. The pump is still functioning but has failed its testing this year. Rebuilding the pump is a cost effective way of extending the life of a very expensive piece of equipment.</i>		
4.	Highway	Six-wheel truck dump/spreader truck	\$220,000
	<i>The Finance Committee recommends approval of Article 33, number 4.</i>		
5.	Highway	Maura Drive Reconstruction	\$30,000
	<i>The Finance Committee recommends approval of Article 33, number 5.</i>		
6.	Highway	Carriage Lane Reconstruction	\$45,000
	<i>The Finance Committee recommends approval of Article 33, number 6.</i>		
7.	Highway	Purchase 2 Radar Speed Limit Signs	\$10,000
	<i>The Finance Committee recommends approval of Article 33, number 7.</i>		

	Department	Item	Amount
8.	Building	Town Building Exterior Emergency Generator Electrical Panel	\$15,000
	<i>The Finance Committee recommends approval of Article 33, number 8.</i>		
9.	Lake Boon Commission	Boat trailer and outboard motor	\$17,500
	<i>The Finance Committee recommends approval of Article 33, number 9.</i>		
10.	Planning Board	Sidewalk account appropriation	\$10,000
	<i>The Finance Committee recommends approval of Article 33, number 10. The Planning Board needs funds appropriated to fund sidewalk construction.</i>		
11.	Police	Police cruiser	\$37,000
	<i>The Finance Committee recommends approval of Article 33, number 11.</i>		
12.	Randall Library	4 bathrooms -Replace bathroom sinks, countertops, valves, plumbing and faucets	\$16,000
	<i>The Finance Committee recommends approval of Article 33, number 12.</i>		

ARTICLE 34. Elections Ballot Tabulator

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Three Thousand Five Hundred Dollars (\$3,500.00), or any other sum to be expended by the Town Clerk to purchase an Accu-Vote Ballot Tabulator for elections; or take any other action relative thereto.

(Town Clerk)

The Finance Committee recommends approval of this article.

ARTICLE 35. Laserfiche Software

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Ten Thousand Dollars (\$10,000.00), or any other sum to be expended by the Town Clerk to purchase Laserfiche records management software; or take any other action relative thereto.

(Town Clerk)

The Finance Committee recommends approval of this article.

ARTICLE 36. Household Hazardous Waste Collection

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Twelve Thousand Dollars (\$12,000), or any other sum, to be added to any balance remaining from the previous appropriation, to be expended under the direction of the Board of Health for the purpose of providing for household hazardous waste collection; or take any other action relative thereto.

(Board of Health)

The Finance Committee recommends approval of this article.

ARTICLE 37. Assabet Regional Technical School Assessment for Fiscal Year 2017

To see if the Town will vote to raise and appropriate, or appropriate and transfer the sum of Thirty-Two Thousand Eight Hundred Forty Dollars (\$32,840), or any other sum, for the purpose of paying the FY 2017 Assabet Regional Technical School assessment for the attendance of two Stow students; or take any other action relative thereto..

(Board of Selectmen)

The Finance Committee recommends approval of this article.

ARTICLE 38. Construction and Maintenance of Water Holes for Firefighting Operations

To see if the Town will vote to raise and appropriate or appropriate and transfer from available funds, the sum of Five Thousand Dollars (\$5,000), to be added to any balance remaining and previously appropriated for construction and maintenance of water holes and cisterns, or any other sum, to be expended under the direction of the Fire Chief, for the purpose of constructing and maintaining water holes, cisterns and hydrants to support firefighting operations; or take any other action relative thereto.

(Fire Department)

The Finance Committee recommends approval of this article.

ARTICLE 39. Police Station Repairs

To see if the Town will vote to transfer remaining funds from the Police Station Entrance Sidewalk available funds Article 44, FY 16 May 2015, the sum of Four Thousand Seven Hundred Thirty-Eight Dollars (\$4,738) to use for repairs at the police station, parking lot and facility.

(Police Department)

The Finance Committee recommends approval of this article.

ARTICLE 40. Economic Development and Industrial Commission (EDIC)

To see if the Town will vote raise and appropriate or appropriate and transfer from available funds the sum of One Thousand Five Hundred Dollars (\$1,500), or any other sum, for the purpose of creating an expense account for use by Stow's recently reactivated Economic Development and Industrial Commission; or take any other action relative thereto.

(Town Administrator)

The Finance Committee recommends approval of this article. This article is to provide for administration funds.

ARTICLE 41. Improvement of Recreational Facilities at Pine Bluff Recreational Area

To see if the Town will vote to appropriate and transfer the sum of Thirty-Nine Thousand Five Hundred Dollars (\$39,500), or any lesser sum, from the Community Preservation Unreserved Fund balance in accordance with the provisions of Massachusetts General Laws Chapter 44B, the Community Preservation Act, to be expended under the direction of the Recreation Commission, in consultation with the Community Preservation Committee, for the further development of facilities at the Pine Bluff Recreational Area including construction, legal, appraisal, engineering and other costs or fees incidental thereto and apply for and accept such gifts and grants as may be available for reimbursement to the Town for these purposes, or take any other action relative thereto.

(Community Preservation Committee)

The Finance Committee recommends approval of this article. This revenue neutral article transfers CPC funds already appropriated to the Recreation Commission in consultation with the CPC.

ARTICLE 42. Design Funds For Historic Randall Library Building

To see if the Town will vote to appropriate and transfer the sum of Twenty-Five Thousand Dollars (\$25,000), or any lesser sum, from the Community Preservation Fund Reserve for Historic Preservation purposes, to be expended under the direction of the Community Preservation Committee for the purpose of developing an expanded comprehensive plan to include improvements for energy efficiency and for the restoration of the Historic Randall Library Building, or take any other action relative thereto.

(Community Preservation Committee)

The Finance Committee recommends approval of this article.

ARTICLE 43. Mapping of Lower Village and Hillside Cemeteries

To see if the Town will vote to appropriate and transfer the sum of Five Thousand Dollars (\$5,000), or any lesser sum, from the Community Preservation Fund Reserve for Historic Preservation purposes, to be expended under the direction of the Historical Commission, in

consultation with the Cemetery Commission and Community Preservation Committee for the purpose of completing the ground penetrating radar, mapping and purchase of markers for Lower Village and Hillside Cemeteries, or take any other action relative thereto.

(Community Preservation Committee and Historical Commission)

The Finance Committee recommends approval of this article.

ARTICLE 44. Acquisition of Open Space

To see if the Town will vote to appropriate and transfer the sum of Fifty Thousand Dollars (\$50,000), or any lesser sum, from the Community Preservation Fund Reserve for Open Space preservation purposes, to be expended under the direction of the Community Preservation Committee in the form of specific grants consistent with the guidelines set forth in the Stow Community Preservation Plan to the Stow Conservation Commission in consultation with the Stow Open Space Committee, for the purpose of the acquisition of land or rights therein, or full or partial interest(s) in land by gift, purchase, charitable donation, eminent domain or otherwise; and to take all other actions relating thereto, including, without limitation, engaging counsel, obtaining or preparing plans, surveys, studies, assessments, title reports, or other instruments or documents, obtaining appraisals, conducting tests and studies, including environmental and feasibility studies and funding all such fees and costs arising therefrom; or take any other action relative thereto.

(Community Preservation Committee)

The Finance Committee recommends approval of this article.

ARTICLE 45. Acceptance of Adams Drive Sidewalk Easement from Crown Castle Properties, LLC

To see if the Town will vote to authorize the Board of Selectmen to accept without charge or cost from Crown Castle Properties, LLC, a Massachusetts limited liability company, or its successors or assigns, the perpetual right and easement, over and under a certain portion of the land of the Grantor in Stow, situated on the southerly side of Adams Drive shown as "Lot 3" on a plan entitled "PLAN OF LAND IN STOW, MA" DATED June 4, 2014 (revised through July 14, 2014) prepared for John Anderson by Hancock Associates and recorded with the Middlesex South District Registry of Deeds as Plan No. 606 of 2014 (the "Plan") for sidewalk purposes ("Sidewalk Easement") as described hereinafter:

The portion of said Lot 3 subject to this Sidewalk Easement is bounded and described as follows:

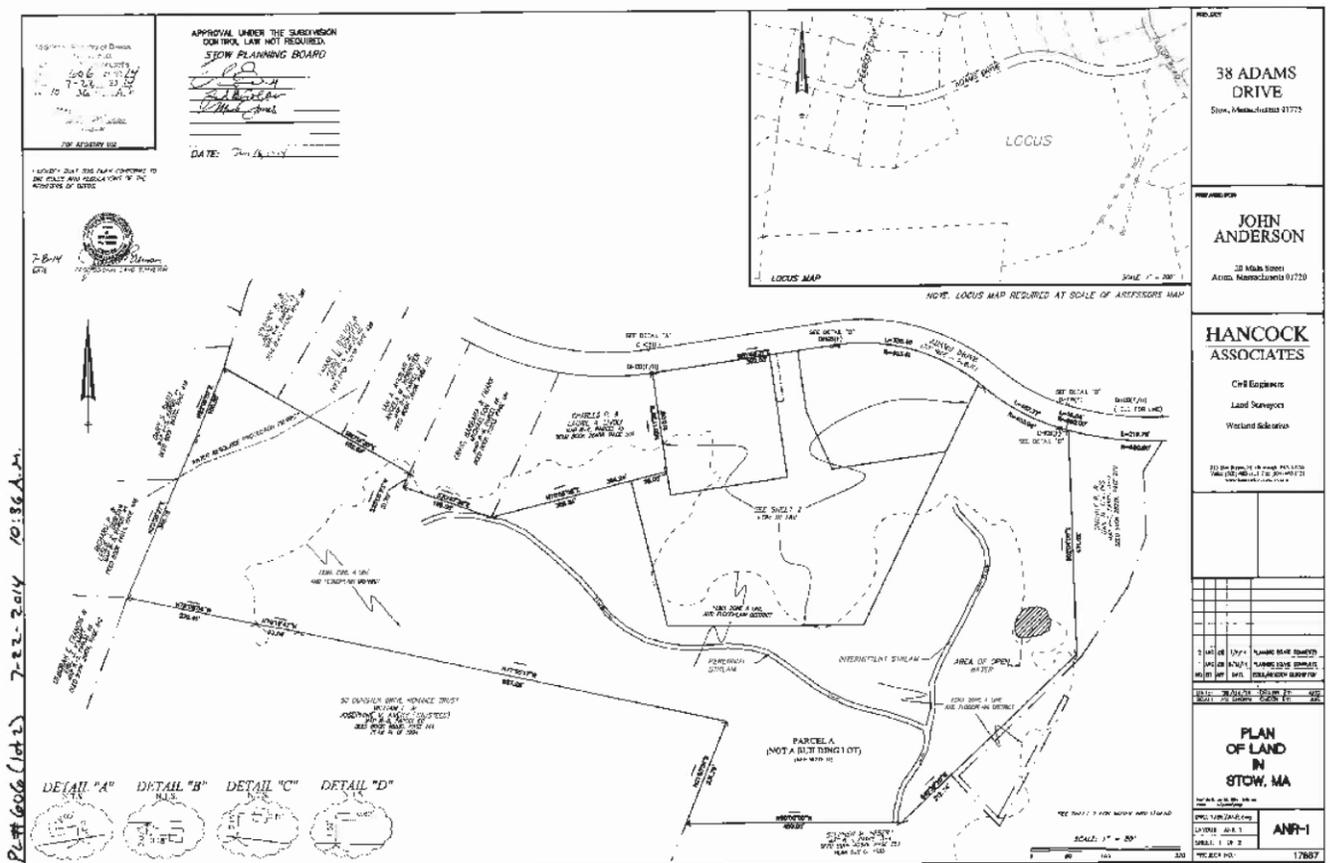
Beginning at a point along the north westerly side of Lot 3 which shares a boundary with Adams Drive and Lot 1 as shown on said Plan, running N81°48'31"E along a line having a distance of 60.00 feet along the southerly side of Adams Drive to a point at the northeasterly corner of Lot 3 and the common boundary with lot 2 and Adams Drive; thence turning and running S08°11'29"E, a distance of 10.00 feet to a point, thence turning and running in a southwesterly

direction and parallel to common boundary of Lot 3 and Adams Drive, a distance of 60.00 feet more or less to the common boundary of Lot 3 and Lot 1; then turning and running N08°11'29"W along said common boundary of Lot 3 and Lot 1 a distance of 10 feet more or less to the point of the beginning ("Sidewalk Easement Area").

(Planning Board)

Planning Board Summary

This sidewalk easement was granted by Crown Castle Properties, LLC, in lieu of a Special Permit requirement to construct a sidewalk along a 60 foot stretch of Adams Drive where no other sidewalks exist, and to allow the Town to construct a sidewalk at a future date.



ARTICLE 46. Acceptance of Wheeler Road Sidewalk Easement from James P. Lipcon and Meghan Lipcon

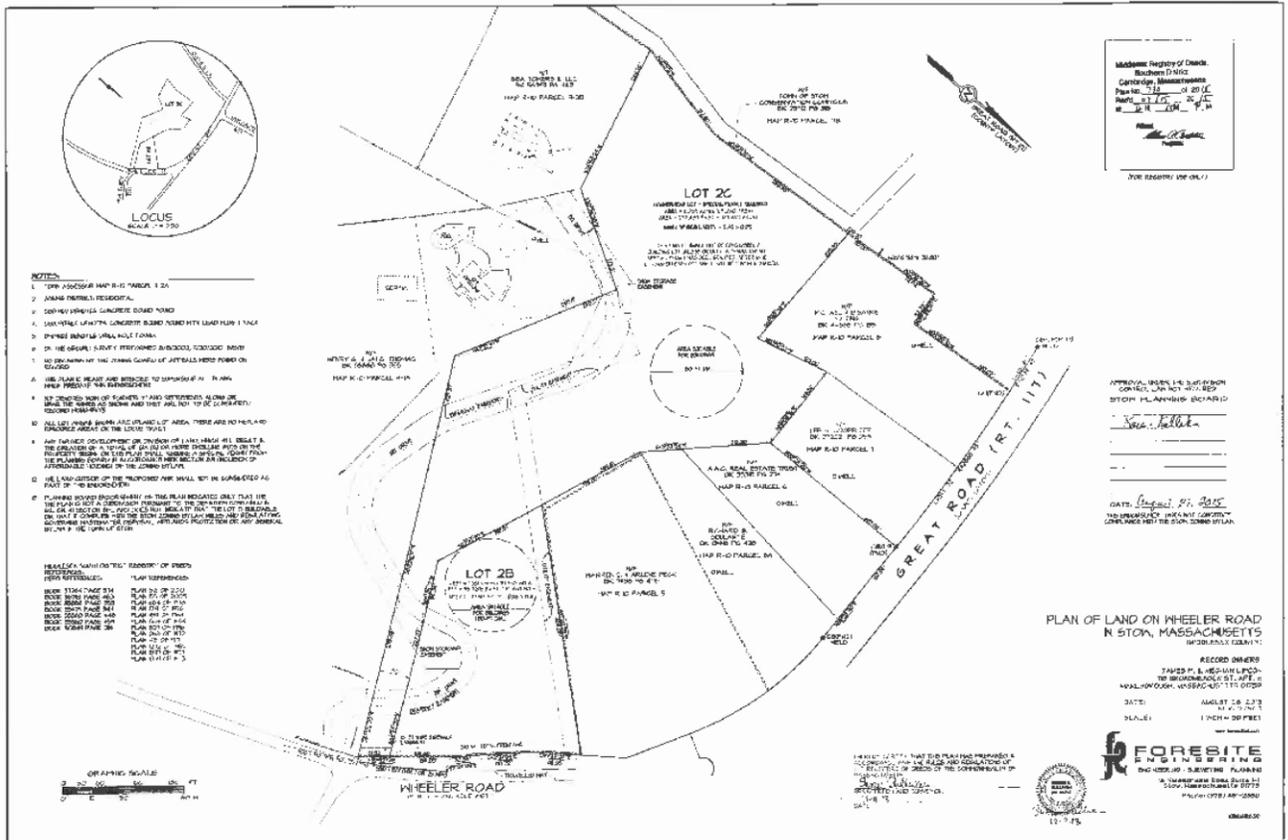
To see if the Town will vote to authorize the Board of Selectmen to accept without charge or cost from James P Lipcon and Meghan Lipcon husband and wife as tenants by the entirety, a Massachusetts limited liability company, or its successors or assigns, the perpetual right and easement, over and under a certain portion of the land of the Grantor in Stow, situated

on a strip of land on Lot 2C, identified as a "15-FT WIDE SIDEWALK EASEMENT" as shown on the plan entitled "Plan of Land on Wheeler Road in Stow, Massachusetts" prepared for James P & Meghan Lipcon by Foresite Engineering dated August 26, 2013, revised December 9, 2013 recorded with the Middlesex South County Registry of Deeds as Plan No. 730 of 2015.

(Planning Board)

Planning Board Summary

This sidewalk easement was granted by James P. Lipcon and Meghan Lipcon, in lieu of a Special Permit requirement to construct a sidewalk along a 51.52 foot stretch of Wheeler Road where no other sidewalks exist, and to allow the Town to construct a sidewalk at a future date.



ARTICLE 47. Amend Zoning Bylaw: Planned Conservation Development

To see if the Town will vote to amend the Zoning Bylaw by amending Sections 8.5 (Planned Conservation Development) and 1.3 (Definitions) to read in their entirety as stated below in subsection (A) and (B) of this article; and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw; or to take any other action relative thereto.

(Planning Board)

(A) Amend Section 8.5 (Planned Conservation Development) to read in its entirety as stated below:

8.5 PLANNED CONSERVATION DEVELOPMENT (PCD)

8.5.1 Purpose - The purpose of the PCD is to allow context sensitive design of residential development that:

- a) Provides for compact development of land in a manner that protects Stow's rural character and scenic vistas, including but not limited to viewscapes dominated by natural, agricultural, cultural or historic landmarks and features;
- b) Mitigates disturbance of natural hydrologic flows through reduced grading and road construction;
- c) Creates a detailed design process for the Town to provide early input into priority preservation and development areas;
- d) Encourages the permanent preservation of OPEN LAND, agricultural land, forestry land, wildlife habitat, other natural resources including aquifers, water bodies and wetlands, recreation, historical and archaeological resources;
- e) Provides more energy-efficient and cost-effective residential development; and
- f) Reduces costs of providing municipal services.

It is not the intent of this bylaw to make undevelopable land developable, nor to permit an increase in the number of BUILDING LOTS that would otherwise be possible on a conventional plan pursuant to the provisions of the zoning bylaws that otherwise apply, but rather to encourage the preservation of important site features.

8.5.2 Special Permit - PCD as set forth in this section is authorized by the Zoning Act, G.L. c.40A, s.9, and is based on the general concept of "cluster development" described therein. As the Special Permit Granting Authority, the Planning Board may grant a Special Permit for the development and construction of a PCD on all land and parcels in the Residential District subject to the following requirements.

8.5.3 Procedural Requirements - If the PCD requires approval under the Subdivision Control Law, G.L. c.41, the "PCD Site Plan" shall contain a plan in the form and with the contents required of a Definitive Subdivision by the Rules and Regulations Governing the Subdivision of Land in Stow. The application for a PCD Special Permit and for approval of a Definitive Subdivision plan shall be filed concurrently. To the extent permitted by law, the Planning Board shall consider both applications at the same time.

8.5.3.1 In order to streamline the permitting process, if the proposed PCD involves any other use that requires a Special Permit or Site Plan Approval by the Planning Board, the proceedings for all such Special Permit and the Site Plan review shall occur in one consolidated Special Permit and/or Site Plan Approval proceeding. If the proposed PCD requires a permit from two different permit granting authorities, the Planning

Board or other Permit Granting Authority may request that a joint public hearing be held and shall conduct reviews simultaneously, to the extent possible.

8.5.4 Application for a PCD Special Permit - Any person who desires a PCD Special Permit shall submit an application in writing which meets the requirements set forth herein and all other information which may be required by the Planning Board under its Rules and Regulations for PCDs.

8.5.4.1 Submission Requirements - In order to enable the Planning Board to determine whether or not a proposed PCD satisfies the purposes and standards of the PCD section of the Zoning Bylaw an applicant must present sufficient information on the environmental and OPEN LAND resources for the Board to make such a determination. The required information shall be provided in the form of the PLANNED CONSERVATION DEVELOPMENT DESIGN PROCESS described in Section 8.5.5 (Design Process) of this Bylaw.

8.5.4.2 Contents of an Application for a PCD Special Permit - The application for a PCD Special Permit shall be accompanied by:

- A "PCD Site Plan" demonstrating adherence to the Design Process outlined in Section 8.5.5 (Design Process) of this Bylaw, as well as any other information required by the Rules and Regulations for a PCD and this bylaw.

8.5.5 Design Process

The application for a PCD shall demonstrate to the Planning Board that the following design process was performed, in the order prescribed below. The design process shall be undertaken by an interdisciplinary team of qualified professionals, including but not limited to landscape architects, engineers or environmental professionals, and in conformance with the Rules and Regulations for Planned Conservation Development Special Permits, to determine the layout of proposed streets, parcel boundaries, building envelopes, easements and locations of all common areas and open land.

1. Calculate the gross area of the proposed PCD locus, which shall include all parcels of land that are to be developed, preserved or otherwise altered in accordance with Section 8.5 (Planned Conservation Development) of this Bylaw.
2. Calculate the size of the OPEN LAND to be preserved by multiplying the PCD locus by 60%.
3. Prepare a PROOF PLAN to determine the LOT YIELD in accordance with Section 8.5.6.2 (YIELD) of this Bylaw.
4. Identification of Conservation Resources – The Applicant shall identify and show the location of PRIMARY CONSERVATION RESOURCES and SECONDARY CONSERVATION RESOURCES. The potentially developable area of the site will consist of land outside identified PRIMARY CONSERVATION RESOURCES to

the extent described in Section 8.5.1 (PCD Purpose) of this Bylaw and outside the SECONDARY CONSERVATION RESOURCES to the fullest extent practicable. It is strongly recommended that the Applicant meet with Planning Board and Conservation Commission staff during the process of identifying conservation resources.

5. Locating Dwelling Sites – Locate the approximate sites of individual dwellings within the potentially developable area, including the delineation of private yards and shared amenities if it is proposed for common ownership.
6. Locating Streets and Trails – Layout streets in order to access the individual dwellings. Any trails should be laid out to create internal and external connections to existing and/or potential future streets, sidewalks and/or trails.
7. Lot Lines – Draw proposed lot lines in conformance with Section 8.5.7 (dimensional requirements) of this Bylaw or areas of exclusive use if proposed for condominium or other common ownership.

8.5.6 Standards for PCDs

8.5.6.1 Minimum Tract Size - A PCD shall be permitted upon a tract of land with definite boundaries ascertained from a recorded deed(s) or recorded plan(s) which contains an area of not less than ten (10) acres in the Residential District(s).

1. The Planning Board may permit lots on directly opposite sides of a street to qualify as a single tract of land. To permit such division of a tract of land by a street, the Planning Board must find that this would fulfill the purposes of the PCD Bylaw provision and would not result in any more DWELLING UNITS than would be possible in accordance with the provisions of this Bylaw if the lots on either side of the street were developed separately.
2. Where a tract of land is divided by a zoning district boundary between any residential district and the Recreation-Conservation District, the total area of the tract of land may be used in the PCD solely for the purpose of qualifying the tract of land as a PCD, provided that the portion of the tract of land contained within the Recreation-Conservation District is entirely preserved as OPEN LAND within the PCD in accordance with the OPEN LAND requirements described herein.

8.5.6.2 YIELD (Allowable Residential LOTS) – The maximum number of residential LOTS in a PCD is determined by a PROOF PLAN as approved by the Planning Board.

The PROOF PLAN shall show site-specific development limitations that make some land less suitable for development than other land. The PROOF PLAN shall include:

- Total area of parcel(s) to be included in the PCD site plan
- Location of PRIMARY CONSERVATION RESOURCES

- Assumed infrastructure requirements for roads on all areas outside of PRIMARY CONSERVATION RESOURCES
- Topographical contours
- Minimum LOT area requirements in the Residential District (65,340 sq. ft.), in accordance with Section 4.4 (Table of Dimensional Requirements) of the Zoning Bylaw.

8.5.7 Dimensional Requirements - Where the dimensional requirements of the PCD differ from or conflict with other requirements of the Zoning Bylaw, the requirements established for PCDs in Section 8.5.1.7 (PCD Dimensional Requirements) of this Bylaw, shall prevail. The following requirements shall be met in all PCDs.

8.5.7.1 The following minimum requirements shall be met:

1. Minimum frontage: 100 feet

The Planning Board may allow for a reduction in frontage up to 50 feet if one or more of the following criteria are demonstrated to the satisfaction of the Planning Board:

- a) The reduction will provide for improved configuration and access to areas of OPEN LAND.
- b) The reduction will enhance preservation of PRIMARY CONSERVATION RESOURCES and SECONDARY CONSERVATION RESOURCES as identified in the design process described in Section 8.5.5 (Design Process) of this Bylaw.
- c) The reduction will provide for development of land in a manner that protects Stow's rural character and scenic vistas

2. Minimum front, rear and side yard setbacks: 20 feet

The Planning Board may permit smaller, or require larger setbacks and distances if it finds that alternate setbacks and distances will measurably improve the preservation of PRIMARY or SECONDARY CONSERVATION RESOURCES.

3. Minimum LOT area per DWELLING: 20,000 sq. ft.

The Planning Board may allow for a reduction in LOT area up to 5,000 sq. ft., but not to create a lot less than 15,000 sq. ft., if the reduction of LOT size will not cause a substantial increase in the associated visual impacts of the development and where one or more of the following criteria can be demonstrated to the Planning Board's satisfaction:

- a) The reduction will provide for improved public access to areas of Open Land.
- b) The reduction will enhance preservation of PRIMARY CONSERVATION RESOURCES and SECONDARY CONSERVATION RESOURCES, as

identified in the PLANNED CONSERVATION DEVELOPMENT DESIGN PROCESS described in Section 8.5.5 (Design Process) of this Bylaw.

- c) The reduction will provide for development of land in a manner that protects Stow's rural character and scenic vistas.

The reduction in minimum lot size does not affect the ability of the Board of Health to require sufficient area on a lot for water supply protection and the disposal of wastewater.

- 8.5.7.2 To preserve the scenic integrity of Stow's neighborhoods, including the prevalence of Stow's tree lined streets, no BUILDING shall be located within 100 feet of an existing public way.
 - 1. Where the preservation of site features, and/or physical constraints of the proposed PCD locus necessitate the drawing of proposed LOTS in a manner which impairs the scenic values of the existing streetscape, the Planning Board may require an OPEN LAND buffer.
 - 2. To preserve the scenic integrity of Stow's existing streetscapes and encourage connection between neighborhoods, the Planning Board may require a walkway along the frontage that meanders in a manner to preserve public shade trees and stone walls.
- 8.5.7.3 No principal structure constructed as part of a PCD shall be located within 100 feet of a building located outside of the PCD Locus.
- 8.5.8 The limitation on the number of lots served by a common drive under Section 6.2 (Common Drive) of the Zoning Bylaw shall not apply to lots within a PCD. Specifications for common drives within a PCD shall be included within the Planned Conservation Development Rules and Regulations.
 - 8.5.8.1 A common drive is required for reduced frontage LOTS where two (2) or more of the reduced frontage LOTS abut one another.
 - 8.5.8.2 Each common drive shall be spaced at a minimum of 100' feet measured along the frontage of the public or private way.
- 8.5.9 Parking shall be provided as required in Section 7 (Parking Regulations) of the Zoning Bylaw, provided that no more than eight (8) parking spaces shall be grouped together.
- 8.5.10 Unless specifically waived by the Planning Board pursuant to G.L. c.41, s.81-R, all streets and ways, whether public or private, wastewater disposal systems, drainage facilities, drinking water supplies, and utilities shall be designed and constructed in compliance with the Town of Stow Rules and Regulations Governing the Subdivision of Land, as amended.

- 8.5.11 Permitted Uses - There shall be permitted in any PCD:
1. Single-family DWELLINGs, single-family DWELLINGs with ACCESSORY APARTMENTs pursuant to Section 8.1 (Accessory Apartments) of the Zoning Bylaw;
 2. DUPLEX DWELLINGs which are designed to be consistent in character with the single-family DWELLINGs in the same development. Such DUPLEX DWELLINGs may be allowed provided that:
 - a. In terms of exterior appearance, the BUILDING is compatible in design, to the extent practicable, for the single-family DWELLINGs in the same development; and
 - b. not more than ten percent (10%) of the total number of LOTs are in DUPLEX DWELLINGs
 - c. In its Rules and Regulations for PCDs, the Planning Board may establish design guidelines for DUPLEX DWELLINGs, require submission of architectural floor plans and side elevation plans for all proposed DWELLINGs, and impose additional conditions affecting the design and location of DWELLINGs.
 3. Special Conditions for DUPLEX DWELLINGs - Where DUPLEX DWELLINGs are allowed, the total LOT area upon which the DUPLEX DWELLING is located shall comply with the minimum LOT area requirement(s) for a PCD's single-family DWELLING and shall not be further reduced.
 4. Accessory uses and structures incidental to principal uses indicated above.
- 8.5.12 Where a PCD's yield calculation provides for less than 10 LOTs, as set forth in Section 8.5.6.2 (YIELD) of this Bylaw, then the total number of LOTs on which DUPLEX DWELLINGs may be constructed is limited to one. Nothing in this section supercedes the requirements set forth under Section 8.9 (Inclusion of Affordable Housing) of the Zoning Bylaw.
- 8.5.13 Prohibition of Future Development - No tract, LOT, parcel or exclusive use area for which a Special Permit is granted under this section shall be further subdivided, and such restriction, which shall note that the same is for the benefit of the Town of Stow, shall be shown on the plan and set forth in the deed, to be recorded with the Registry of Deeds.
- 8.5.14 OPEN LAND Requirements
- 8.5.14.1 The OPEN LAND within a PCD shall be perpetually kept in an open state, preserved exclusively for the purposes set forth in Section 8.5.14.6 (Allowable use of OPEN LAND) of this Bylaw, and maintained in a manner that will ensure its suitability for its intended purposes.

8.5.14.2 Minimum - A minimum of 60% of the gross area of the proposed PCD locus, which shall include all parcels of land that are to be developed, preserved or otherwise altered in accordance with Section 8.5 (Planned Conservation Development) of this Bylaw shall be set aside as permanently conserved OPEN LAND.

The minimum required area of the OPEN LAND shall not contain more than 50% wetlands, as defined in G.L. c.13, s.40 and the Stow Wetland Protection Bylaw.

8.5.14.3 OPEN LAND Design Requirements – The location of OPEN LAND provided through this bylaw shall be consistent with the PLANNED CONSERVATION DEVELOPMENT DESIGN PROCESS, as well as policies contained in the Town of Stow Master Plan and Open Space and Recreation Plan. The following design requirements shall apply to the OPEN LAND:

1. Open Land shall be planned as large, contiguous areas. Long, thin strips or narrow areas of OPEN LAND shall occur only when necessary to provide for:
 - a. Enhanced access to the OPEN LAND
 - b. Vegetated buffers along wetlands
 - c. Buffers to areas of existing or potential agricultural use
 - d. Buffers to any other existing use abutting the PCD Locus if it can be shown, to the satisfaction of the Planning Board that such areas are particularly sensitive to the PCD development due to specific site characteristics
 - e. connections between open space areas.
2. OPEN LAND may be in more than one parcel provided that the size, shape and location of such parcels are suitable for the designated uses. Where feasible, these parcels shall be linked by trails.
3. Where the proposed development abuts or includes a body of water or a wetland, these areas and the 100 foot buffer to such areas should be incorporated into the OPEN LAND where feasible.
4. OPEN LAND shall be designed to encourage access from existing or proposed roads and abutting open space lands by providing for adequate upland access at least forty (40) feet wide and suitable for a footpath.
5. OPEN LAND should primarily consist of open fields and undisturbed woodlands and other natural areas, or restored areas. Lawn and landscaped areas should not generally be counted toward OPEN LAND requirements.

6. Prior to conveyance, the Planning Board may require OPEN LAND that has been degraded by extraction, site grading or similar activities to be restored, where such restoration would benefit PRIMARY CONSERVATION RESOURCES and SECONDARY CONSERVATION RESOURCES.
7. Where a proposed development abuts existing land held for conservation purposes, the development shall be designed to maximize contiguous protected land, and minimize adverse impacts to the existing conserved land. Trail connections shall be provided where appropriate. The Planning Board shall give consideration to the recommendations of the existing conservation land owner with regard to access, parking and connecting trails.

8.5.14.4 Ownership of the OPEN LAND - At the applicant's discretion and subject to Planning Board Approval, the OPEN LAND may be owned by one or more of the following:

- a) The Town of Stow and accepted by it for park or open space use consistent with G.L. c.40A, s.9;
- b) A non-profit organization, or agency of the Commonwealth, with their consent, whose principal purpose is the conservation of OPEN LAND for any of the purposes set forth herein;
- c) A HOMEOWNERS ASSOCIATION as defined herein owned jointly in common by the owners of LOTS or units within the project.

8.5.14.4.1 Selection of ownership option "c" above requires:

- a) A conservation and/or historic restriction to a third party conservation organization or agency pursuant to G.L. c.184, s.31-33 as outlined herein;
- b) The granting of an access easement to the Town over such land sufficient to ensure its perpetual maintenance as agricultural, conservation, or recreation land. Such easement shall provide that in the event the trust or other owner fails to maintain the OPEN LAND in reasonable condition, the Town may, after notice to the lot owners and after a public hearing is held, enter upon such land to maintain it in order to prevent or abate a nuisance. The cost of such maintenance by the Town shall be assessed against the property owners within the development and/or to the owner of the OPEN LAND. Pursuant to G.L. c.40, s.58 the Town may file a lien against the lot or lots to ensure payment for such maintenance. Pursuant to G.L. c.40, s.57 the Town may also deny any application for, or revoke or suspend a building permit or any local license or permit, due to neglect or refusal by any property owner to pay any maintenance assessments levied.

8.5.14.5 Timing – The Planning Board shall specify in its final Decision at what phase in the development any deed, restriction or other legal document necessary to permanently conserve OPEN LAND as required herein shall be recorded with the Registry of Deeds.

- 8.5.14.6 Allowable Use of the OPEN LAND - Such land shall be perpetually kept in an open state, preserved exclusively for the purposes set forth in this Bylaw and in the deed and/or in the restriction, and maintained in a manner which will ensure its suitability for its intended purposes.
- 8.5.14.6.1 The OPEN LAND shall only be used for the following purposes: wildlife habitat, conservation, historic preservation, outdoor education, passive and active recreation, aquifer protection and public water supply, agriculture, horticulture, forestry, and shall be served by suitable access for such purposes. Potential, current or acceptable uses of the open land identified during the Design Process shall be noted on the PCD plan with reference in the deeds of the lots created or altered through the PCD plan approval process. Permissible uses of the OPEN LAND shall not be inconsistent with protection of the resources in the OPEN LAND.
- 8.5.14.6.2 The Planning Board shall permit a small portion of the Open Land, not to exceed 5%, to be paved or built upon for STRUCTURES accessory to the dedicated use or use(s) of such OPEN LAND (i.e. barns, or other farm structures, parking to facilitate public access for passive recreation, informational kiosks, pedestrian walks and bike paths) so long as the conservation values of the OPEN LAND are not compromised beyond what is reasonably necessary to facilitate the allowed uses.
- 8.5.14.6.3 Preferably any such area to be paved or built upon shall utilize permeable pavement and/or other means of retaining natural hydrology. Treated stormwater may be discharged into the protected OPEN LAND or land subject to a restrictive covenant.
- 8.5.14.6.4 The following infrastructure may be located on the OPEN LAND as permitted or regulated by Title 5 or local Board of Health regulations, if serving the PCD, and if such use, in the opinion of the Planning Board, enhances the specific purpose of the PCD to promote better overall site planning.
- common subsurface leaching fields and other underground components of wastewater systems
 - rain gardens
 - constructed wetlands
 - any other decentralized stormwater management systems consistent with the Massachusetts Stormwater Handbook, as amended, that serve the PCD.
- 8.5.14.6.5 Easements for infrastructure outlined in Section 8.5.14.6.4 of this Bylaw shall be no larger than reasonably necessary. To the extent feasible, infrastructure referenced in Section 8.5.14.6.4 of this Bylaw shall be located to minimize any effect on the PRIMARY and SECONDARY CONSERVATION RESOURCES of the site.
- 8.5.14.6.6 The OPEN LAND may be used as the land subject to a restriction for the purpose of an aggregate calculation under Title 5 of the Sanitary Code.

- 8.5.14.7 Monumentation - Monumentation shall clearly delineate the boundaries of the protected OPEN LAND in manner that facilitates monitoring and enforcement.
- 8.5.14.8 Subdivision - Neither further division of the protected OPEN LAND into LOTS nor the use of the protected OPEN LAND toward any further building requirements on this or any other LOT is permitted;
- 8.5.14.9 Maintenance - The Planning Board shall require, in accordance with the PLANNED CONSERVATION DEVELOPMENT Rules and Regulations, the submission of an operations and maintenance plan for the OPEN LAND in the event the OPEN LAND is owned by a HOMEOWNERS ASSOCIATION, and may require an operations and maintenance for the OPEN LAND in the event the OPEN LAND is owned by the Town of Stow, a non-profit organization or agency of the Commonwealth. Such operations and maintenance plan is intended to ensure that stormwater facilities and utilities are properly maintained and the OPEN LAND is not used for storage or dumping of refuse, junk, or other offensive or hazardous materials inconsistent with intended uses of the OPEN LAND as stated in Section 8.5.14.6 (Allowable Use of the OPEN LAND) of this Bylaw and/or as stated in the language of an applicable conservation or agricultural deed restriction.
- 8.5.14.10 Conveyance - At the time of its conveyance the Open Land shall be free of all encumbrances, mortgages, liens or other claims, except as to easements, restrictions and encumbrances required or permitted by this Bylaw.
- 8.5.15 Planning Board Action - In evaluating the proposed PCD, the Planning Board shall consider the general purposes of this bylaw; information gained through the design process; site plan; the existing and probable future development of surrounding areas; and the appropriateness of the proposed layout of the lots and the proposed layout and use of the Open Land in relation to the topography, soils and other characteristics and resources of the tract of land in question. The Planning Board shall grant a Special Permit for a PCD if it finds that the proposed plan:
- a) contains an application conforming to the Design Process outlined in Section 8.5.5 (Design Process) of this Bylaw;
 - b) protects and enhances the rural character and environment of Stow;
 - c) provides Open Land which is of a size, shape and location that has adequate access so as to benefit the town and/or the residents of the PCD;
 - d) is appropriate to the natural terrain of the tract of land to be developed;
 - e) provides for the convenience and safety of vehicular and pedestrian movement in the development in a manner that is compatible with the narrow, tree-lined country roads of Stow;
 - f) the application sets forth a specific plan for management of all Open Land, waste disposal and drainage facilities, roadways and other improvements to be constructed in the development;

- g) complies with all other legal requirements for a Special Permit and the Zoning Bylaw, including those for a PCD; and
- h) is consistent with the Stow Master Plan or succeeding plan, as amended.

The Planning Board may require changes to the "PCD Site Plan" and impose additional conditions, safeguards and limitations as it deems necessary to secure the objectives of this bylaw provision.

8.5.16 Performance Guarantee - Before the issuance of any building permits for the PCD, the petitioner shall agree to complete the required improvements specified in the decision, such construction and installation to be secured in accordance with performance guarantee requirements of the Town of Stow Rules and Regulations Governing the Subdivision of Land. Pursuant to G.L. c.41, s.81-R, waivers from the Subdivision Rules and Regulations may be granted by the Planning Board in granting a Special Permit hereunder, provided the Board determines such waivers are in the public interest and are consistent with the purposes of Section 8.5 (Planned Conservation Development) of this Bylaw and the Subdivision Rules and Regulations.

8.5.17 Revisions and Amendments of PCD Special Permit - Any change in the layout of streets; LOTs; in the configuration of the OPEN LAND; in the ownership or use of the OPEN LAND; or any other change which, in the opinion of the Planning Board, would significantly alter the character of the PCD, shall require the written approval of the Planning Board. The Planning Board may, upon its own determination, require a new Special Permit and hold a public hearing pursuant to the requirements of this bylaw if it finds that the proposed changes are substantial in nature and of public concern.

(B) Amend Section 1.3 (Definitions) by adding new definitions to read in their entirety as stated below:

HOMEOWNERS ASSOCIATION - The corporation, trust, or association owned by the unit owners within a Development and used by them to manage and regulate their affairs, including any commonly owned land or facilities.

OPEN LAND – An area of land within a PLANNED CONSERVATION DEVELOPMENT preserved in perpetuity exclusively for the purposes set forth in Section 8.5.14 (Open Land Requirements) of the Zoning Bylaw.

PLANNED CONSERVATION DEVELOPMENT (PCD) – A development of land that adheres to the following process: (a) determines the amount of development allowed up-front by by a PROOF PLAN; (b) requires a PLANNED CONSERVATION DEVELOPMENT DESIGN PROCESS to identify the significant natural, cultural, agricultural, and historic features of the land; (c) concentrates development, through design flexibility and reduced dimensional requirements, in order to preserve those

features; and (d) permanently preserves at least sixty percent of the gross area of the proposed PCD locus, which shall include all parcels of land that are to be developed, preserved or otherwise altered in accordance with Section 8.5 (Planned Conservation Development) of the Zoning Bylaw.

PLANNED the PCD site plan undertaken by appropriate professionals in fields including, but not limited to, landscape architecture, urban design, engineering and environmental science, which documents the chronological process for designing a PCD as described in Section 8.5.5 (Design Process) of the Zoning Bylaw, through the identification of conservation areas, locating the dwelling sites, determining the layout of streets and trails and drawing in the lot lines, in the order so described.

PRIMARY CONSERVATION RESOURCES – Areas of a potentially developable parcel that are protected or where development is limited by federal, state or local law or private restriction as stated in the deed of said parcel(s), including, without limitation:

- Easements, not limited to conservation, preservation or agricultural use easements or restrictions; aquifer or public water supply easements or restrictions, including Zone 1 and A around public water supplies; and similar covenants and restrictions.
- Areas of lakes, ponds, rivers, streams, brooks, vernal pools and wetlands, including the 35 foot no disturb buffer as may be amended, and as determined by the Conservation Commission in response to a formal Abbreviated Notice of Resource Delineation Application, and all wetland resource areas as defined in G.L. c. 131, s.40 and the Town of Stow Wetland Bylaw.
- Floodplains as defined in Section 5.1 (Floodplain Overlay District) of the Zoning Bylaw.

PROOF PLAN – A plan showing the approximate layout of LOTs under a conventional subdivision plan pursuant to the provisions of the Subdivision Rules and Regulations and Zoning Bylaw, including PRIMARY CONSERVATION RESOURCES, that would otherwise apply under the given site limitations without the benefit of Planned Conservation Development standards pursuant to Section 8.5 (Planned Conservation Development) of the Zoning Bylaw.

SECONDARY CONSERVATION RESOURCES – Areas of a potentially developable parcel that contain valuable natural, historical or cultural resources, including but not limited to:

- Specimen trees
- Stone walls
- Prime farmland soils or soils of statewide importance as defined by the Natural Resource Conservation Service.
- Significant geological features, including but not limited to, eskers, exposed ledge and significant boulders.
- Mature and/or unfragmented woodlands

- Meadows
- Historical and archeological sites
- Core Habitat, Critical Natural Landscapes, and Priority Natural Communities as defined by the Massachusetts Natural Heritage and Endangered Species Program
- Agricultural fields
- Slopes of 20% or greater
- One hundred foot wetland buffer
- Open scenic vistas as defined in the Open Space and Recreation Plan in effect at the Time of the Application
- Missing segments of the Stow Emerald Necklas Trail as defined in the Open Space and Recreation Plan
- Land adjacent to existing conserved parcels
- Areas with a high Index of Ecological Integrity as defined by the Conservation Assessment and Prioritization System developed by the UMASS Landscape Ecology Lab.

YIELD – The allowable number of residential LOTS in a PLANNED CONSERVATION DEVELOPMENT determined by an approved PROOF PLAN.

PLANNING BOARD SUMMARY

This proposed update to the Planned Conservation Development Bylaw is based on the Planning Board’s lessons learned in permitting under the existing bylaw; research on best practices from across the state; and discussions with town departments; open space interests; and past applicants. The primary focus of the proposed amendment is intended to improve the design and character of the required 60% protected open space in a Planned Conservation Development, where developers are required to demonstrate adherence to a specific design process, which prioritizes the creation of quality open space lands by identifying defined conservation resources before determining the lot yield.

(Planning Board)

ARTICLE 48. Town Election

To vote by ballot on May 10, 2016 at the Center School, 403 Great Road, in said Town of Stow the following officers and ballot question. The polls are open from 7:00 a.m. – 8 p.m.

- One Town Moderator for three years;
- Two members of the Board of Selectmen for three years;
- One member of the Board of Assessors for three years;
- One member of the Planning Board for five years;

One member of the Board of Health for three years;
Three Trustees, Randall Library for three years;
One Trustee, Randall Library for one year, to fill an unexpired three year term, expiring 2018;
One member of the Nashoba Regional School District Committee for three years;
One member of the Stow Housing Authority for five years;

Question 1

Shall the Town of Stow be allowed to exempt from the provisions of proposition two and one-half, so called, Stow's portion of the amounts required to pay for the bonds to be issued by the Minuteman Regional Vocational Technical School District for the purpose of paying costs of designing, constructing and originally equipping a new high school, to be located at 758 Marrett Road, Lexington, Massachusetts, and for the payment of all other costs incidental and related thereto?

And you are directed to serve this warrant by posting copies attested by you calling same at the Town Building and at each of at least seven (7) other public places at least seven (7) days before the time of holding said meeting.

Hereof, fail not and make due return of the warrant with your doings thereon to the Town Clerk or Selectmen on or before the time of said meeting.

Given under our hands this 12th day of April in the year 2016.

BOARD OF SELECTMEN

Donald P. Hawkes
Brian P. Burke, Clerk
Charles Kern, Chair
Thomas E. Ryan III
James H. Salvie

Consent Calendar Procedures

As part of an effort to make our Town Meeting time more productive and save time for discussion of key issues, the Board of Selectmen and Moderator have implemented a procedure called the “Consent Calendar.”

Each year there is a number of warrant articles for which past experience suggests that the **action will be routine, non-controversial and predictable**. Again at this annual meeting, these articles have been selected for inclusion in the Consent Calendar. The use of the Consent Calendar speeds the passage of warrant articles which the Selectmen and Moderator, in consultation with Town Counsel and the Finance Committee, believe should generate no controversy and can be properly voted without debate.

The consent calendar will be taken up as one of the first orders of business at the Annual Town Meeting.

There will be a motion to take all of the Consent Calendar articles identified in the warrant and **act upon these as a group by a single brief affirmative main motion**, referred to as the Consent Calendar, which will also contain separate and specific motions for each such article included in the Consent Calendar. The language and the amount of money specified in the Consent Calendar articles as printed in the warrant are subject to change. The motion made at Town Meeting will include any changes.

At the motion of the Consent Calendar, the Moderator will call out the number of each of the articles, one by one. If any voter has doubt about passing any motion or wishes an explanation of any article included in the Consent Calendar, the voter should say the word “**Hold**” in a loud voice when the article number is called by the Moderator.

The Moderator will then inquire as to whether the request to hold is for a question or for debate. If the purpose of the request is merely to ask a question, an attempt to obtain a satisfactory answer will be made, and if this occurs the article will remain on the Consent Calendar. If the purpose of the request is to hold the article for debate, the article will be dropped from the Consent Calendar and restored to its original place in the warrant, to be brought up, debated, and voted on in the usual way. It is hoped that voters will remove articles from the Consent Calendar only in cases of genuine concern.

After calling the individual articles on the Consent Calendar, the Moderator will ask that all articles remaining be **passed as a unit** by a unanimous vote after a brief affirmative main motion is made inclusive of all articles remaining on the Consent Calendar.

Before Town Meeting, please review the Consent Calendar articles and proposed motions:

- The articles begin on Page 31 and are marked “(CONSENT CALENDAR)” in the upper right-hand corner of the article.
- The proposed motions for the Consent Calendar articles begin below.

Please do your homework before coming to Town Meeting. If you have any questions about the articles included in the Consent Calendar, motions or procedures, please feel free to call the Town Administrator (978-897-2927) **before Town Meeting.**

Consent Calendar Motions

Move that the Annual Town Meeting take action on Articles 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 and 32, as said motions are printed in the warrant, a copy of which has been provided to the voters at this meeting, without debate on any such articles, and provided that upon the request of any voter at this meeting made before the vote is taken on this motion, an article shall be dropped from the Consent Calendar and shall be acted upon in the ordinary course and order of business at this Town Meeting.

ARTICLE 6. Reserve Fund

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of Seventy Thousand Dollars (\$70,000), or any other sum, for a Reserve Fund for the fiscal year beginning July 1, 2016 (FY 2017).

ARTICLE 7. Audit of Financial Records

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of Eleven Thousand Nine Hundred Dollars (\$11,900), or any other sum, for a Town financial audit.

ARTICLE 8. Revolving Fund for Inspection Fees

Move to authorize, upon the recommendation of the Selectmen, a revolving fund pursuant to Massachusetts General Laws Chapter 44, Section 53E-1/2 for FY 2016, to which shall be credited all permitting fees received for wire, gas, plumbing, and fire alarm permits and for weights and measures sealing, to a limit of Forty Thousand Dollars (\$40,000) for FY 2017, to be expended by the Selectmen without further appropriation, for the purpose of payment of fees to the inspectors administering such permits and reimbursement of expenses incurred on behalf of the Town.

ARTICLE 9. Revolving Fund for Advanced Life Support Services

Move to authorize, upon the recommendation of the Selectmen, the establishment of a revolving fund pursuant to Massachusetts General Laws Chapter 44, Section 53E-1/2 for FY 2017, to which shall be credited all fees received for advanced life support services provided by the Town of Stow, to a limit of One Hundred Thousand Dollars (\$100,000) for FY 2017, to be expended by the Fire Department without further appropriation, for the purpose of payment of all costs associated with providing advanced life support ambulance services.

ARTICLE 10. SwiftReach 911 Notification System

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of Three Thousand Six Hundred Dollars (\$3,600), or any other sum, to be expended under the direction of the Chief of Police, for the purpose of paying for a town-wide telephonic emergency notification system known as SwiftReach Networks.

ARTICLE 11. Weights and Measures Testing

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of One Thousand Dollars (\$1,000), or any other sum, to be added to any balance remaining from a previous appropriation, for the purpose of funding the Town's Weights and Measures testing.

ARTICLE 12. Transfer to Conservation Fund

Move to appropriate and transfer from the Conservation Land Maintenance Account to the Conservation Fund the sum of Two Thousand Three Hundred Eighty-Seven Dollars (\$2,387.00) or any other sum.

ARTICLE 13. Transfer from Wetlands Protection Fund

Move to appropriate and transfer from the Wetlands Protection Fund the sum of Four Thousand Three Hundred Ten Dollars (\$4,310.00) or any other sum, as an additional appropriation to the Conservation Commission, to be expended by the Conservation Commission in performing its duties under the Wetlands Protection Act.

ARTICLE 14. Addition to Conservation Fund

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of Ten Thousand Dollars (\$10,000.00), or any other sum, to be added to the balance remaining in the Conservation Fund.

ARTICLE 15. Update of Property Valuations

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of Twenty-Seven Thousand Seven Hundred Ninety-Five Dollars (\$27,795.00), or any other sum, to be added to the balance remaining from the amount previously appropriated for the purpose of updating property valuations in the Town to full and fair cash value, to be expended by the Assessors.

ARTICLE 16. Senior Tax Relief

Move to accept the provisions of Section 4 of Chapter 73 of the Acts of 1986 as amended by Chapter 126 of the Acts of 1988, and further to act under the aforesaid statutes to increase by 100 percent the amount of property tax exemption granted to persons who qualify for said exemption under clauses 17, 17C, 17D, 22, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41, 41B, and

41C of Section 5 of Chapter 59 of the Massachusetts General Laws and Acts and amendments thereof or additions thereto, for Fiscal Year 2017.

ARTICLE 17. Town Records Binding and Repair

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of Two Hundred Dollars (\$200.00), or any other sum, to be added to any balance previously appropriated for the purpose of binding and repairing Town records in accordance with Chapter 66, Section 9, to be expended by the Town Clerk.

ARTICLE 18. Highway Road Machinery and Private Ways

Move to raise and appropriate, or appropriate and transfer from available funds, the sums of money for Highway Department purposes as set forth in the schedule below, or any other sums; or take any other action relative thereto.
sums.

- | | |
|-----------------------------------|----------|
| 1. For the Road Machinery Account | \$43,072 |
| 2. For Repairs on Private Ways | \$15,000 |

ARTICLE 19. Highway Road Construction

Move to appropriate and borrow the sums of Two Hundred Eighty-Three Thousand Five Hundred Ninety-Two Dollars (\$283,592) from the FY15 Apportionment, Two Hundred Eighty-Four Thousand Eight Hundred Thirty-Five Dollars (\$284,835) from the FY16 Apportionment and Two Hundred Eighty-Six Thousand Nine Hundred Forty-Three Dollars (\$286,943) from the FY17 Apportionment or any other sums, for construction, reconstruction and/or improvements to Town roads, as requested by the Board of Selectmen, to be reimbursed by the Commonwealth.

Article 20. Municipal Solid Waste Disposal

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of One Thousand Dollars (\$1,000), or any other sum, to be added to any balance remaining from the previous appropriation, to be expended under the direction of the Board of Health for the purpose of renting a container and disposing of solid waste which has been dumped on Town land and roadsides.

ARTICLE 21. Stow Cultural Council

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of Three Thousand Five Hundred Dollars (\$3,500), or any other sum, to be added to any balance remaining from previous appropriations, to produce cultural activities and programming in Stow, including Two Thousand Dollars (\$2,000) of these funds to be used to support SpringFest activities.

ARTICLE 22. Holiday Decorations and Lighting Fund

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of Four Thousand Dollars (\$4,000.00), or any other sum, to be expended by the Highway Department, for the purpose of purchasing and installing holiday decorations and lights on municipal properties.

ARTICLE 23. Employee Educational Incentive Program

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of One Hundred Thirteen Thousand Dollars (\$113,000), or any other sum, to be added to any balance remaining from any previous appropriation, to be expended by the Town Administrator for funding the Town’s employee educational incentive program.

ARTICLE 24. Legal Services

Move to raise and appropriate or appropriate and transfer from available funds the sum of Thirty Thousand Dollars, (\$30,000), or any other sum, to be added to any balance remaining from any previous appropriation, for the purpose of funding the Town’s general Legal account.

ARTICLE 25. Transfer to OPEB Trust Fund Services

Move to appropriate and transfer from available funds, the sum of Fifty Thousand Dollars (\$50,000), or any other sum, to be added to the OPEB (Other Post-Employment Benefits) Trust Fund.

ARTICLE 26. Transfer from MWPAT (Harvard Acres Wells) Loan Receipts

Move to appropriate and transfer from MWPAT (Harvard Acre Wells) Receipts, the sum of Fifty-Five Thousand Seven Hundred Seven Dollars (\$55,707), or any other sum, as additional appropriation to the Debt Service line item, to be expended by the Treasurer-Collector for repayment of the MWPAT loan.

ARTICLE 27. Water System Expenses

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of Ten Thousand Dollars (\$10,000), or any other sum, to be added to any balance remaining from previous appropriations, to be expended by the Facility Manager, for the purpose of paying expenses related to the operation of the Town’s public water supply systems.

ARTICLE 28. Lake Boon Water Quality Remediation

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of Fifteen Thousand Dollars (\$15,000), or any other sum, to be expended under the direction of the Lake Boon Commission, for the purpose of weed control.

ARTICLE 29. Veterans' Benefits

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of Twenty-Eight Thousand Dollars (\$28,000), or any other sum, to be expended by the Veterans' Service Officer, to provide services to Stow veterans.

ARTICLE 30. Planning Board Engineering/Consulting and Master Plan Expenses

Move to raise and appropriate, or appropriate and transfer from available funds, the sum of Ten Thousand Dollars (\$10,000), or any other sum, to be added to any balance remaining and previously appropriated for this purpose, to be expended by the Planning Board for Planning Board engineering/consulting services and master plan expenses.

ARTICLE 31. Community Preservation Expenses

Move to appropriate from Fiscal Year 2017 Community Preservation Fund Annual Reserves the sum of Thirty-Five Thousand Dollars (\$35,000) to be expended for wages and expenses associated with the creation, implementation and maintenance of Community Preservation programs, in accordance with the provision of Massachusetts General Laws Chapter 44B, the Community Preservation Act, including but not limited to office supplies, clerical assistance, property surveys, appraisals, attorney's fees, and other professional services, recording fees, printing and all other necessary and proper expenses for the Fiscal Year 2017, in accordance with a budget to be prepared for the Town Administrator.

ARTICLE 32. Community Preservation Reserves

Move to reserve for later appropriation monies from the Community Preservation Fund Balance collected from both the Community Preservation Act Surcharge and the State Trust Fund Distribution and collected from Fiscal Year 2017 Community Preservation Fund Annual Revenues, for 10% allocation to reserve accounts in accordance with the provision of Massachusetts General Laws Chapter 44B, the Community Preservation Act, for the undertaking of Community Preservation projects.

1. Preservation of Historic Resources	\$72,000
2. Preservation of Open Space	\$72,000
3. Affordable Housing	\$72,000

NOTES

VOLUNTEERS NEEDED!

MEMBERS & ASSOCIATE MEMBERS NEEDED FOR THE FOLLOWING BOARDS:

FINANCE COMMITTEE, CAPITAL PLANNING COMMITTEE,
CULTURAL COUNCIL, ZONING BOARD OF APPEALS,
CABLE LICENSE ADVISORY COMMITTEE, CEMETERY
COMMITTEE, COUNCIL ON AGING, ...MORE INFO ONLINE.

Ever wonder **how Town decisions are made?**

Ever sit at Town Meeting feeling totally **out of the loop?**

Ever wish to have a clearer understanding of how Town Business gets
accomplished?

Have some extra time & a desire to **get involved** with Stow government?

Most of the Town Business is accomplished by
dedicated Stow residents.

Our Town could not function without the dedication of
our municipal volunteers ~ all of whom are your neighbors!

Check out the opportunities page on the town website for a
complete list of vacancies.

http://www.stow-ma.gov/pages/stowma_webdocs/jobs

GET INVOLVED!
MANY OPPORTUNITIES TO
MAKE A DIFFERENCE!
PLEASE CONSIDER VOLUNTEERING!

INSERT SPRINGFEST FLIER HERE

2016 DATES TO REMEMBER

MAY 2	ANNUAL TOWN MEETING
MAY 10	ANNUAL TOWN ELECTION
MAY 14	SPRINGFEST – 10 A.M.-3 P.M. AT CENTER SCHOOL
AUGUST 19	VOTER REGISTRATION DEADLINE: <i>STATE PRIMARY</i>
SEPTEMBER 8	STATE PRIMARY ** IT IS A THURSDAY!!**
OCTOBER 19	VOTER REGISTRATION DEADLINE: <i>STATE ELECTION</i>
NOVEMBER 8	STATE ELECTION