

**AGENDA**  
**BOARD OF SELECTMEN**  
**August 14, 2007**  
**7:00 p.m.**  
**Town Building**

**Public Input**

**Chairman's Comments**

**7:05 p.m. Appointment of Council on Aging Director**

**Town Administrator's Report**

**Meeting Minutes**

**7:15 p.m. Public Hearing – Bose license for propane storage**

**Visitors**

- 7:50 p.m. Agricultural use of Snow property – Dwight Sipler, Agricultural Commission
- 8:00 p.m. Montachusett Regional Transport Authority – Elizabeth Falk, MART Asst Director
- 8:20 p.m. Appointment of Elementary School Building Committee members w/ Stow NRSD reps
- 8:35 p.m. Land Use Policy – Concerned Citizens of Stow
- 8:50 p.m. Lessons from the School Building Task Force – Rick Lent, co-facilitator

**Action/Discussion**

- Standard Operating Procedure (SOP): Selectmen's Correspondence
- Appointment of Finance representative to Master Plan Committee
- Red Acre Road speed zones
- Special Town Meeting date
- Road Acceptance: Orders of Taking for Blueberry/Woodland, Cranberry Circle, and Trefry Lane
- *Mass Recycles Paper!* Campaign Resolution
- Mass Municipal Assn Annual Conference attendance
- Municipal Partnership Act letter of support
- Assabet River Rail Trail (ARRT) Committee posting

**MSBA Update**

**Selectmen's Master Planning**

- Land Use Strategy follow-up
- Affordable Housing driver

**Liaison Reports, if any**

**Executive Session**

To discuss union contract negotiations, per MGL C.39, s23b.

**Adjournment**

Posted 8/10/07

**Correspondence (available on request)**

**Town:**

Minuteman Regional School final FY08 assessments, rec'd 7/23  
CC of NRSD letter to MSBA re Statement Of Interest priority, rec'd 7/26  
CC of NRSD letter to MSBA re building committee structure, rec'd 7/30  
Concerned Citizens letter re land use policy, rec'd 8/1  
Five letters of interest re Elementary School Building Committee, rec'd 8/4, 8/6  
CC of Conservation Comm letter to Recreation Comm re conservation land use, rec'd 8/8  
Letter of resignation from Council on Aging, rec'd 8/9

**General:**

Mass Municipal Personnel Assn event schedule, rec'd 7/23  
495/MetroWest Corridor 2006-07 report, rec'd 7/26  
Comcast notice of 9/3/07 price changes, rec'd 8/1  
Municipal Coalition for Affordable Housing newsletter, rec'd 8/6



Town of Stow  
**BOARD OF SELECTMEN**

Stow Town Building  
380 Great Road  
Stow, Massachusetts 01775  
(978) 897-4515 selectmen@stow-ma.gov Fax (978) 897-4631

**NOTICE OF VACANCY  
DIRECTOR OF COUNCIL ON AGING**

The Town of Stow is seeking qualified candidates for the position of Director of the Council on Aging.

**Rate of Pay:** \$39,835 to \$49,649. This is a salaried union position. Salary commensurate with experience.

**Hours of Employment:** 37.5 hours per week, weekdays 8:00 a.m. to 4:00 p.m.

**Duties:** Manage outreach, meal site, van drivers, and volunteers. Prepare annual organizational budgets, write grants, and attend official town meetings representing the Council on Aging, as needed.

**Qualifications:**

- Bachelor's degree in human services or equivalent related experience.
- Excellent verbal and written communications skills.
- The ability to interact well with people from all cultures, resolve problems, evaluate the needs of the elderly, and work closely with other town organizations, especially the emergency services of Stow.
- A valid Massachusetts driver's license.
- Computer literacy and Microsoft Office experience.

Interested candidates should submit a cover letter and resume, **by Friday June 1, 2007**, to:

Eleanor Beaudette, Secretary  
Town of Stow Council on Aging  
380 Great Road  
Stow, MA 01775.

The Town of Stow is an Equal Opportunity Employer.

Posted May 3, 2007

The Stow Independent, 2x: 5/15 and 5/22/07

Metro-West Sunday edition, 1x: 5/20/07



Town of Stow  
**Council on Aging**  
Stow Town Building  
380 Great Road  
Stow, Massachusetts 01775  
(978) 897-1880 Fax (978) 897-4534  
coa@stow-ma.gov

August 8, 2007

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

Dear Board of Selectmen:

It is with great pleasure that the Stow Council on Aging (COA) Board recommends Alyson Toole be hired as the new Director of the COA.

The COA arrived at this decision with a hiring process that was inclusive of all members. We began with a four person interview group: two Stow COA Board Members and two COA employees. This group conducted over 15 interviews with candidates and presented our top three candidates to the larger COA Board and Friends of the COA for a second interview. We also made our candidates résumés available for review by all board members, associates and friends during this period.

Alyson Toole was selected by a unanimous vote of the Stow COA (Sauta, Olsen, Holly and Tobey) The board members were impressed with both her experience and her credentials in the field of elder services; her hands on management experience; and an exhibited passion for using the director's position to provide Stow Seniors an enhanced quality of life. Alyson is a self-starter and will bring the necessary attributes of leadership, integrity and hard work to her position.

Alyson Toole will be a team player and an asset to our town. The COA and Friends of the COA give our wholehearted endorsement.

Sincerely,

James Sauta  
Chairman

May 28, 2007

ATTN: Eleanor Beaudette, Secretary  
Town of Stow Council on Aging  
380 Great Road  
Stow, MA 01775

Dear Eleanor Beaudette,

I am both honored and pleased to submit my resume for the position of Director of Council on Aging. I am a native of Stow and it would give me great pleasure to serve Stow's elders/disabled in enhancing their quality of life. As you can see from my resume, I have extensive experience in the executive branch of a not for profit 501(C) 3 elder care facility. Furthermore, I feel my level of education especially that of my master's degree in elder care management, gives me a solid background of knowledge to handle the rapidly changing elder care field.

I have held the executive position at the Somerville Home for the past nine years. During my tenure, as a full time Administrator, I developed and guided the process of a three million dollar renovation and upgrade of the facility. This involved extensive planning, grant writing, capital fundraising and execution of the Project. It was during this challenging period that I also pursued and achieved my Master's Degree from Lasell College. As you can see, I feel I would be a strong candidate because of my capability of handling multiple major goals simultaneously, both on a personal and professional level. I believe that my work experience demonstrates a sincere dedication and passion to my personal goals of being able to offer the utmost in the quality of life to our seniors. If selected as the Director to replace Suzanne Morin, I can assure you without hesitation that I will continue to carry that passion and drive which has sustained the Somerville Home and myself for the past 9 years.

Finally, a note of information, since my tenure at the Somerville Home, I have received on-going "deficiency-free" surveys from the Massachusetts Department of Public Health, a first for the Somerville Home. I believe in part, the reason for the "deficiency-free" surveys is directly related to my vision of efficient and succinct operations by upgrading of the staff, training, and equipment of the facility. Throughout this process of improvement, my strengths for attention to detail, people skills and knowledge of the Department of Public Health regulations were brought to the forefront and developed to an even higher level. If selected, this high level of skills would further benefit the ongoing success of the Council on Aging as a whole.

Thank you for considering my application for this position, and I look forward to meeting with you in the near future to discuss this exciting possibility.

Sincerely,



Alyson L. Toole

Enclosure

**Experience:****1994 – Present      Somerville Home, Inc., Somerville, MA****Administrator (1998 – Present)**

- Perform all executive functions for a 59-bed private, non-profit, residential care facility, reporting to the Executive Committee of a 25-member Board of Trustees.
- Operate the facility in accordance with the established policies and procedures of the governing body in compliance with federal, state and local regulations.
- Oversee the management and supervision of 45 employees in six separate departments.
- Develop all necessary policies and procedures for effective and efficient daily operations of the facility.
- Implement marketing plan to increase referrals, maintain high occupancy, increase awareness of facility services and establish effective community relationships.
- Manage admissions process according to established policy including conducting tours, interviewing and qualifying prospective residents, providing orientation for new residents.
- Participate in the scheduling, planning and procuring of materials and information for staff meetings and in-service education programs.

**Business Manager (1994 – 1998)**

- Oversaw all aspects of Home's finances, monthly budget, etc. Submitted annual budget to Board of Trustees.
- Assisted residents with all financial needs including applying for public assistance through the Social Security Administration's Supplemental Security Income (SSI) program and the Department of Transitional Assistance's Emergency Aid for the Elderly, Disabled and Children (EAEDC) program.
- Distributed resident personal needs allowance monthly.
- Monthly resident billing including private payee and Medicaid.
- Coordinated all personnel functions.
- Administered all benefits (health, dental, life, std, and pension).
- Maintained personnel files on all employees.
- Created and revised all personnel forms.
- Monitored and oversaw all aspects of weekly payroll.
- Supervised and delegated duties to bookkeeper and clerical staff.

1989 – 1994

**Human Resources Coordinator / Executive Secretary  
Massachusetts Association for the Blind, Brookline, MA**

- Monitored and oversaw all aspects of bi-weekly payroll via ADP (processing time sheets, benefit balance sheets, direct deposits, deduction adjustments, etc.) for approximately 180 employees at headquarters, three field offices, three community residences and one sheltered workshop.
- Administered and evaluated all benefits (health, dental, life, ltd, pension plan, and 403B, credit union, etc.) to 100 benefits eligible employees.
- Designed and implemented orientation process for all new hires. Conducted personnel exit interviews for departing employees.
- Collected, tracked and maintained affirmative action statistics on a database for quarterly affirmative action reports.
- Recruited, advertised and checked references on job applicants and responded to reference inquiries.
- Supervised and delegated duties to clerical staff.
- Scheduled and coordinated all Board and senior management meetings.
- Coordinated maintenance/service calls for major equipment repairs including telecommunications and office machinery.

**Live-In House Manager (1990 – 1992)**

**Massachusetts Association for the Blind, Brookline, MA**

- Oversaw all aspects of the daily operations of a community residence housing six multi-handicapped, visually impaired adults.

1984 – 1989

**Co-owner / General Manager, Beacon Café & Deli, Brookline, MA**

- Managed accounts payable and receivable, tax preparation and payroll.
- Developed marketing tools that substantially increased sales.
- Systematized inventory, cooking, food rotation and catering/delivery.
- Hired, trained, scheduled and supervised employees.
- Supervised preventative maintenance of all machines, appliances and fixtures.
- Received commendations from Board of Health for exemplary conditions.

**Education:**

**Lasell College**, Master of Science in Management Degree with a concentration in Elder Care, 2005

**University of North Texas affiliated with American Association of Homes and Services for the Aging**, National Certification Program for Retirement Housing Professionals, 1999

**Boston University**, College of Liberal Arts, BA Degree, 1984

**Community Involvement:**

Member, American Association of Homes & Services for the Aging  
Member, Massachusetts Aging Services Association  
Member, Massachusetts Association of Residential Care Homes  
Board Member, Alliance for Senior Care Providers  
Lake Boon Association, Membership Committee

**References:**

Furnished upon request



Town of Stow  
**BOARD OF SELECTMEN**

380 Great Road  
Stow, Massachusetts 01775-1122  
(978) 897-4515  
FAX (978) 897-4534

**APPLICATION FOR  
FUEL STORAGE LICENSE**

The following procedure is to be followed with regard to application for fuel storage license.

1. Complete the application noting tank size and purpose. For example, 10,000 gals. gasoline, 6,000 gals. diesel fuel, 10,000 gals. fuel oil.
2. Prepare plot plan showing locations of existing and proposed tanks.
3. Contact Fire Chief for approval of location
4. Submit application and plot plan to Selectmen.

The Selectmen will set a date for a public hearing and arrange for notice to appear in the *local newspaper* (at your expense). A copy of the legal notice will be provided the applicant.

It is the applicant's responsibility to obtain from the Assessors' office a list of immediate abutters to the property and forward to each by certified mail, return receipt, notice of the public hearing. It is recommended that notice to abutters be mailed at least ten days prior to the date of the hearing. The return receipts are to be presented to the Selectmen at the hearing.



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(978) 897-4515 selectmen@stow-ma.gov Fax (978) 897-4631

**Notice Of Public Hearing**

Notice is hereby given, in accordance with MGL Chapter 148 section 13, that the Board of Selectmen will conduct a public hearing regarding a license request for propane storage by Bose Corporation, 688 Great Road, Stow, MA.

The public hearing will be held on Tuesday, August 14, 2007 at 7:15 p.m. in the Stow Town Building, 380 Great Road, Stow, MA.

Stephen M. Dungan  
Chairman, Board of Selectmen

Posted July 24, 2007  
The Stow Independent, 1 time, August 1, 2007

*To Steve*

**PROCEDURE FOR PUBLIC HEARING ON  
APPLICATION FOR FUEL STORAGE LICENSE**

1. Open hearing - announce purpose
2. Read notice of hearing
3. Request of applicant the list of abutters as was prepared by the Assessors' office
4. Request of applicant the green return receipts for certified mailing of the notice of hearing to abutters
5. Read aloud the list of abutters and request those in attendance to indicate by saying "present" (for the record)
6. Read highlights of the application for permit
7. Ask applicant to present his proposal
8. Ask for questions from the Board members
9. Ask for questions from those in attendance
10. Close the hearing

**RECEIVED**  
 JUN 22 2007  
 Town of Stow  
 BOARD OF SELECTMEN

ARCHITECTURE  
 ENGINEERING  
 PLANNING  
 INTERIORS



LETTER OF TRANSMITTAL

Project #: 04133.08

Date: 6/21/2007

Project: Bose Stow WWTF  
 To: Board of Selectmen  
 Town of Stow  
 380 Great Road  
 Stow, MA 01775  
 Attention:  
 Regarding: Propane Storage License

THESE ARE TRANSMITTED AS CHECKED BELOW:

- Attached
- Under separate cover via
- Shop Drawings
- Prints/Plans
- Copy of letter
- Change Order
- Specifications
- Diskettes
- Hand Delivery
- Samples
- Other:

COPIES	DATE	NO.	DESCRIPTION
2			Propane Storage Application

THESE ARE TRANSMITTED AS CHECKED BELOW:

- For approval
- For your use
- As requested
- For review and comment
- FOR BIDS DUE ON:
- Approved as submitted
- Approved as noted
- Returned for corrections
- Resubmit
- Submit
- Return
- Other:
- PRINTS RETURNED AFTER LOAN TO US

REMARKS

Attached, please find our application for a Propane Storage License. If you have any questions, please feel free to call me at 617-520-9494.

COPIES TO: (MF)

SIGNED:

  
 Jennifer A. Howe, PE

If enclosures are not as noted, kindly notify us at once.

JAH\jah\PA\2004\04133.08\05-TRANSLot-Bos-Propaneapp.Doc

**SMMA** SYMMES MAINI & MCKEE ASSOCIATES

June 21, 2007

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

Re: Bose Stow WWTF

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Propane Storage License

SMMA No. 04133.08

Dear Board of Selectmen:

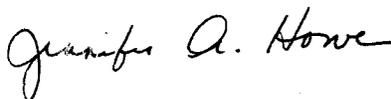
On behalf of Bose Corporation, Symmes Maini & McKee Associates, Inc (SMMA) is pleased to submit the attached application for a Fuel Storage License for their facility at 688 Great Road in Stow. The site currently is serviced by Natural Gas for the main building and by Propane for the metal ALF building. As part of the upgrade of the on-site wastewater treatment facility (WWTF), a new Make-up Air Unit will be installed to provide heat and ventilation for the WWTF as required by the Department of Environmental Protection (DEP). There is insufficient natural gas available to the site to service the proposed Make-up Air Unit, therefore Bose proposes to install additional propane tanks to serve the WWTF.

The existing propane storage tanks hold 2,000 gallons of propane to service the ALF building. The project proposes to store an additional 2,000 gallons of propane to serve the WWTF. Therefore, the total propane storage on-site will be 4,000 gallons. This application for a fuel storage license is submitted to the Town of Stow for storage of more than 2,000 gallons of propane on site. The proposed propane location was reviewed with the Fire Department and on May 10, 2007 Captain Benoit visited the site and agreed that the proposed propane location is acceptable.

We appreciate your assistance with this matter. If you have any questions, feel free to call me at 617-520-9494.

Very truly yours,

SYMMES MAINI & MCKEE ASSOCIATES



Jennifer A. Howe, PE  
Associate

cc: C. Stahl (Bose), M. Call (Bose) (MF)

enclosures: Application materials

JAH/jah / PA200404133.0808-CODESL-Bos-Propane-License.Doc

1000 Massachusetts Avenue  
Cambridge, Massachusetts 02138

T 617.547.5400 F 617.354.5758

www.smma.com

Note: Complete upper portion of form and forward to local fire department.  
Do not make application to Department of Fire Services.



# Commonwealth of Massachusetts

Department of Fire Services — Office of the State Fire Marshal

City or Town Stow Date 6/21/07



## APPLICATION FOR LICENSE

For the lawful use of the herein described building... or other structure..., application is hereby made in accordance with the provisions of Chapter 148 of the General Laws, for a license to use the land on which such building.... or other structure.... is/are or is/are to be situated, and only to such extent as shown on plot plan which is filed with and made a part of this application.

Location of land 688 Great Road Nearest cross street Lantern Lane  
(Street & Number)

Owner of land Bose Corporation Address The Mountain, Framingham, MA 01701

Number of buildings or other structures to which this application applies One

Occupancy or use of such buildings Wastewater Treatment Facility

Total capacity of containers in gallons: — Aboveground 4,000 gal (2,000 gal Exist) Underground \_\_\_\_\_

Kind of fluid to be stored in containers : — Propane

Approved  Disapproved

\_\_\_\_\_  
(Head of Fire Dept.)

Charles A. [Signature]  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

THE MOUNTAIN FRAMINGHAM MA 01701  
(Address)



# Commonwealth of Massachusetts

Department of Fire Services — Office of the State Fire Marshal

City or Town \_\_\_\_\_ Date \_\_\_\_\_



## LICENSE

In accordance with the provisions of Chapter 148 of the General Laws, a license is hereby granted to use the land herein described for the lawful use of the building.... or other structure.... which is/are or is/are to be situated thereon, and as described on the plot plan filed with the application for this license.

Location of land \_\_\_\_\_ Nearest cross street \_\_\_\_\_  
(Street & Number)

Owner of land \_\_\_\_\_ Address \_\_\_\_\_

Number of buildings or other structures to which this application applies \_\_\_\_\_

Occupancy or use of such buildings \_\_\_\_\_

Total capacity of containers in gallons: — Aboveground \_\_\_\_\_ Underground \_\_\_\_\_

Kind of fluid to be stored in containers: — \_\_\_\_\_

Restrictions - If any: \_\_\_\_\_

\_\_\_\_\_  
Signature of licensing authority

\_\_\_\_\_  
Title

THIS LICENSE OR A PHOTOSTATIC OR CERTIFIED COPY THEREOF MUST BE CONSPICUOUSLY POSTED IN A PROTECTED PLACE ON THE LAND FOR WHICH IT IS GRANTED

# Memo

**To:** Board of Selectmen  
**From:** Fire Chief  
**CC:** Bill Wrigley  
**Date:** 7/13/07  
**Re:** Bose Corp. Propane Storage

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Please be advised that according to 527 CMR 6.00 storage of propane in the amount of over 2000 lbs requires a license by the Licensing Authority (BOS) the Fire Department has checked the area and found that it meets the requirement of 527 CMR 6.00 Liquefied Petroleum Gas Containers and Systems.

The Fire Department would like to request that the Board grants the license. The Fire Department will then issue the permit and perform all required inspections insuring the installation meets code.

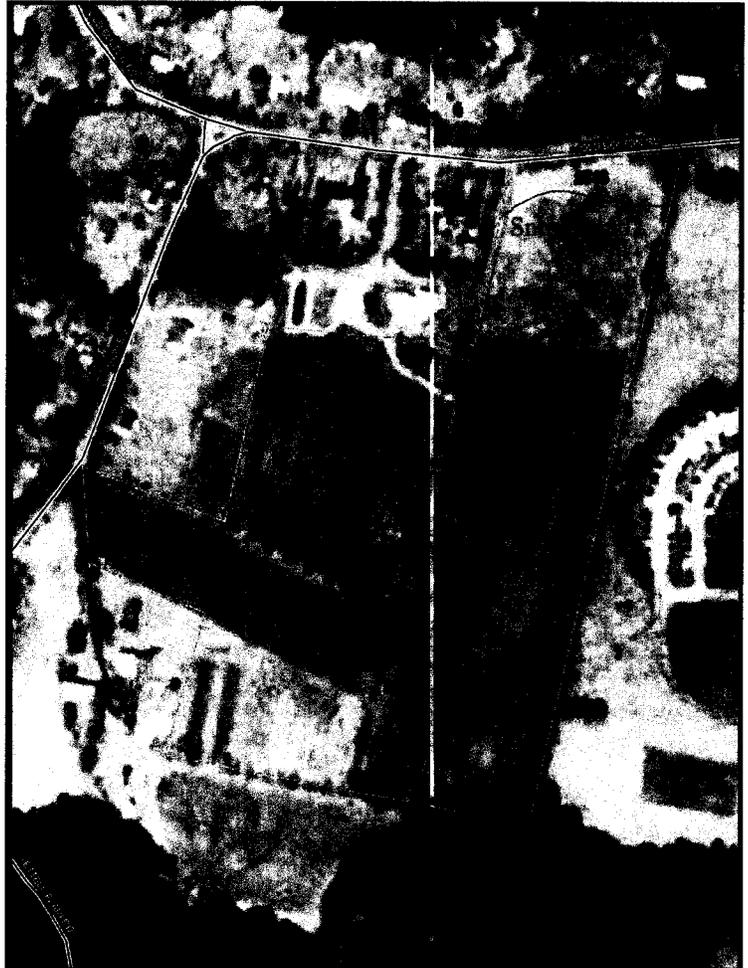
If you have any questions please feel free to contact me.

## Snow Land

The Stow Agricultural Commission would like to see the Snow land preserved for agriculture. The land has been historically used for agriculture and it abuts the only agricultural parcel in town that has an Agricultural Preservation Restriction (APR) on it. The Snow land soils are predominantly Merrimac fine sandy loam, which the USDA rates as prime agricultural soils.

The land has until recently been used by Applefield farm. That farm uses the Mosley APR land, land belonging to Al Tyler, land owned by the Town (the back half of the Pulte development) and Conservation land (a portion of Captain Sargent Farm) as well as land owned by Steve and Kirsten Mong. Both Al Tyler and the State have expressed an interest in putting an APR on the Tyler land. Placing an APR on the Snow land as well, or preserving it in some other manner, would provide a block of contiguous (or nearly so) agricultural land which would help keep agriculture viable in Stow.

When the APR was being considered for the Moseley land, the state expressed an interest in protecting adjacent agricultural parcels<sup>1</sup>. The Agricultural Commission is on record as supporting the Tyler application for an APR. Any action that improves the viability of agriculture in Stow, such as placing an APR or other conservation restriction supporting agriculture on the Snow land, is in line with the charter of the Agricultural Commission and would be supported by the Commission.



USDA Soil Map. Numbers 254A and 254B represent Merrimac fine sandy loam, a prime agricultural soil.

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<sup>1</sup> An MDAR narrative on the Moseley APR written by Christine Chisholm states that: "The Monges and the Moseleys hope that once an APR is placed on Kettell Farm parcel, the other key fields Steve cultivates [Snow and Tyler land] will be next in line for permanent protection via an APR Restriction. The Department [MDAR] has had conversations with the Stow Conservation Trust and the Town and we hope to accomplish this goal in the near future."



Town of Stow  
**BOARD OF SELECTMEN**

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**NOTICE OF VACANCY**

**ELEMENTARY SCHOOL BUILDING COMMITTEE**  
**Two members for an unspecified term**

*This is a new committee.*

**Duties:** Direct and oversee the renovation and addition to the Center School, as recommended by the School Building Task Force and approved by the residents of Stow in May 2007. To include bringing a firm estimate of cost to Town Meeting for approval (expected May 2008). To include hiring design services, contractor and other professionals as required. The Committee shall use the final report of the School Building Task Force as well as the Stow Schools Master Plan in their work. Committee members will need to be versed in the requirements of the Mass. School Building Authority and ensure that the building project meets all the requirements for potential reimbursement.

**Qualifications:**

- Registered voter of Stow.
- Preferred skills and background:
  - property or facilities management,
  - real estate transaction experience,
  - architectural, engineering and/or construction experience,
  - knowledge of green construction design and/or construction,
  - knowledge of local and state finance,
  - knowledge of the educational mission and association with Nashoba Regional School District.

Other committee members will include the Superintendent of Schools, a Nashoba Regional School Committee member, a Stow selectman, a Finance Committee member, and the Building Inspector.

**Term:** Appointment by Board of Selectmen to completion.

**Application:** The Board of Selectmen will accept letters of application until 5:00 pm on Thursday, August 9, 2007.

Posted 7/25/07

**Susan McLaughlin**

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**From:** Amy Finkel Hastings [ahastings@c7a.com]  
**Sent:** Saturday, August 04, 2007 10:31 AM  
**To:** selectmen@stow-ma.gov  
**Subject:** ESBC

14 Sylvan Drive  
Stow, MA 01775

h 978-298-5052  
c 978-888-8211

Stow Board of Selectmen  
Stow, MA

August 4, 2007

Dear Selectmen,

I would like to offer you my services for the Elementary School Building Committee. I would be happy to assist in the hiring of the architectural and engineering firm, and to review documents to make sure that the requirements of the Massachusetts School Building Authority are fulfilled, in order for Stow to qualify for state funding.

I am a registered architect, who moved to Stow in July of 2006. I live here with my husband, Edward, and my one year old son, Thomas. I currently work 3 days a week at Cambridge Seven Associates, an architecture firm in Cambridge.

Although I don't specialize in elementary schools, I do specialize in civic and cultural architecture with budgets ranging from \$6 million to \$150 million. I would consider my role on Boston's Charles Street Jail Hotel and the Museum of Science Master Plan to be the most relevant to the duties of the ESBC. The Charles Street Jail Hotel (now called the "Liberty Hotel") is a project that depended upon millions of dollars in state tax credits in order for the budget to work. The Museum of Science's masterplan was a renovation/addition planning project, that I completed as the project architect. A few relevant responsibilities of mine were to create a summary of users' requirements, a strategic program and various graphic planning schemes. These summaries and proposals were based upon dozens of focus group meetings, which were attended by hundreds of museum employees.

As you can see from my attached company resume, I currently serve as a teaching faculty member for the Boston Architectural Center. The BAC is an architecture college located in downtown Boston. Education and academia are areas that interest me greatly and are where I like to dedicate myself.

I hope that as a new resident of Stow, I can bring a certain objectivity to your new board. This objectivity, combined with a specialty in civic architecture, may be what you're looking for in a new board member. If it is, I look forward to meeting you and serving you and the town of Stow.

Sincerely,

Amy F. Hastings

8/6/2007

Amy Finkel Hastings, AIA, Associate

**Professional History**

*Ms. Hastings joined Cambridge Seven Associates in 1998 after gaining experience in Boston, New York, and Berlin, Germany. She was named an Associate in 2002*

**Education**

Harvard Graduate School of Design,  
M.Arch. 1995  
The Cooper Union, B.Arch. 1992

**Academic Experience**

Instructor, Boston Architectural  
Center, 1996, 1998, 2001, and  
2007  
Instructor, Teaching Assistant and  
Guest Critic, Harvard Graduate  
School of Design, 1994-1996,  
2004  
Guest Lecturer, Southern Illinois  
University, 2003  
Guest Critic, Drury University,  
2001  
Guest Critic, Suffolk University,  
2001  
Guest Critic, Brandenburgische  
Technische Universität Cottbus,  
1992

**Honors**

*My Architect*, by N. Kahn, Analysis  
of a Louis Kahn building filmed,  
2003.  
*Education of an Architect: Voices  
from The Cooper Union* by Michael  
Blackwood, Featured in video,  
1992.  
Construction Specifications  
Institute, Education Award,  
1992.  
M.I.T., International Urban Design  
Symposium and Exhibition,  
Academic work exhibited, 1991.

**Professional Experience**

*Ms. Hastings has been working as  
Project Architect on several projects  
in the office, with a particular  
emphasis on museums and aquariums,  
including:*

Wonders of Wildlife  
American National Fish and  
Wildlife Museum  
Springfield, Missouri

St. Lawrence Aquarium and Ecology  
Center  
Aquarium and Laboratory Design  
St. Lawrence University, Clarkson,  
and SUNY  
Massena, New York

Museum of Science in Boston Master  
Plan 2003  
Boston, Massachusetts

Landmark Depot  
The Arcus Foundation  
Kalamazoo, Michigan

Charles Street Jail Hotel  
Boston, Massachusetts

Management Ventures  
Office Renovation  
Charles Square  
Cambridge, Massachusetts

One Ten Westminster  
W Hotel and Condominiums  
Providence, Rhode Island

100 Westminster Street  
Office Building  
Entrance and Lobby Renovation  
Providence, Rhode Island

Amy Finkel Hastings, AIA, Associate (continued)

**Previous Experience**

*Ms. Hastings worked for several firms on the following projects:*

Worcester Medical City  
Emergency, Ambulatory Care,  
Outpatient Clinics, O.R.s.  
Worcester, Massachusetts

Cape Code Hospital  
Ambulatory Medicine Center and  
Central Plant Upgrade  
Hyannis, Massachusetts

Providence College A.D.A.  
Compliance Review, Providence,  
Rhode Island

Buckingham, Browne & Nichols  
School  
New Entry Design  
Cambridge, Massachusetts

Whitman Residence Renovation  
Design  
North Haven, Maine

Lamont Residence Renovation Design  
North Haven, Maine

Jackson Painting Studio  
Montross, Virginia

Kværner Shipyard Complex  
Redevelopment and Clubhouse  
Renovation  
Warnemünde, Germany

John Hejduk's Wall House  
Groningen, The Netherlands

Eberswalde City Hall Renovation  
Eberswalde, Germany

Jewish Extension to Berlin Museum  
Berlin, Germany

Potsdamer Platz Urban Design  
Competition  
Berlin, Germany

Sbarro Residence  
Long Island, New York

Emporio Armani  
New York, New York

*During her studies, Ms. Hastings assisted curators and writers for the following exhibitions and publication:*

John Hejduk Retrospective  
Exhibition, Prague Castle, Prague,  
Czechoslovakia, 1991

Senior Women in Architecture  
Exhibition, SoHo20 Gallery, New  
York, New York, 1990

*The Museum Transformed: Design and  
Culture in the Post-Pompidou Age,*  
New York, New York, 1990

**Previous Experience continued**

RECEIVED

AUG 6 2007

Town of Stow  
BOARD OF SELECTMEN

**Liam A. McMahon**

349 Hudson Road

Stow, Massachusetts 01775

Home: (978) 562-0160 Cell: (508) 527-2365

E-mail: [Stowmcmahons@verizon.net](mailto:Stowmcmahons@verizon.net)

**EXPERIENCE**

July 2002 to  
Present

**Civil Engineer, Attending Graduate School, Stay at Home Dad**  
Raising two daughters ages four and two. Attending Cambridge College pursuing a Masters of Education in Middle School Mathematics.  
Working part-time as a civil engineer providing cell tower site audits to include site plans and inventory for STS-NE.

March 2000 to  
July 2002

**Senior Project Manager, MFN Boston, Metromedia Fiber Network Services, Inc., Boston, MA.**  
Managed day-to-day operations for New England Region. Estimated and managed construction of inside plant, outside plant, and company offices in New England. Implemented the construction of 70 miles of OSP Fiber Optic Network in Metrowest Boston. Provided Construction Cost Estimates to prospective network customers. Maintained as-builts and ensured fiber continuity by performing markouts of all outside plant construction. Developed and Managed 191 unique project budgets concurrently in FY 01-02.

**Certification:** Certified Fiber Optic Field Technician

January 2002 to  
May 2002

**C-7 Engineer, U.S. Army, 3<sup>rd</sup> ARMY HEADQUARTERS ARCENT-KU, Camp Doha, Kuwait.**  
Recalled to active duty in support of **Operation Enduring Freedom**. Allocated resources and developed plans for Force Protection, Mine Clearance, and Airfield Repair in the Afghanistan AOR. Tracked movements of 1500 Engineers in Southwest Asia.

**Certification:** Secret Clearance, Anti-Terror training, Force Protection.

April 1999 to  
March 2000

**Field Engineer, Central Artery Tunnel Project – C07D2, PARSONS BRINKERHOFF QUADE & DOUGLAS, Boston, MA.**  
Senior Field Engineer on Viaduct Structures for the I-90 / Airport Interchange Project. Oversaw construction, submittal tracking, and RFI review.

**Certification:** Ten Hour OSHA, ACI, MCIB, Confined Space.

December 1989 to  
January 2000

**Company Commander, Company C 101<sup>st</sup> Engineer Battalion, MASSACHUSETTS ARMY NATIONAL GUARD, Bridgewater, MA.**  
Successfully led a Compilation Company of 120 soldiers during an OPFOR rotation at The National Training Center, Fort Irwin, CA.  
Constructed the Border Fence along the California – Mexico Border.

## Liam A. McMahon

December 1995 to  
April 1999

**Resident Engineer**, Auburn Engineering,  
**MASSACHUSETTS TURNPIKE AUTHORITY**, Millbury, MA.  
Overseeing the Civil portion of the Interchange 10A project, to include, the  
Construction of Ramps, Drainage, Fiber Optic Relocation, Utilities, and  
Construction of Wetland Mitigation Areas. Utilized AutoCAD to draw  
as-builts and track various excavations and fills.

April 1994 to  
December 1995

**Civil Engineer**, Consultant to Massachusetts Turnpike Authority,  
**GANNETT FLEMING INC.**, Braintree, MA.  
Developed systems to expedite the flow of information from the  
Authority to the contractors.

January 1993 to  
April 1994

**Civil Engineer**, Bureau of Clean Water, Program Development Section,  
**DEPARTMENT OF ENVIRONMENTAL PROTECTION**, Corona, NY.  
**Field Work:** Stormwater pollution sampling, Mercury contamination  
Investigator. Computer drafted a new stormwater system for Manhattan.  
**Certification:** Confined Space Entry and Traffic Safety.

### **EDUCATION**

(Pending) Masters in Education, Middle School Math (Grades 5 – 8)  
Spring 2007  
BS in Civil Engineering, May 1991.  
University of Massachusetts, Amherst, MA.  
College of Engineering

### **MILITARY EDUCATION**

Operation Enduring Freedom, May 2002.  
Engineer Captain Career Course, January 2002.  
Engineer Combat Support Course, September 1996.  
Engineer Officer Advanced Course, February 1995.  
Airborne School, August 1988.

### **SKILLS & ACTIVITIES**

AutoCAD, Microsoft Office XP, Lotus, and WordPerfect.

Kristen M Donovan  
3 Blueberry Court  
Stow, MA 01775

Board of Selectmen  
Town of Stow  
Stow Town Building  
380 Great Road  
Stow, MA 01775

August 9, 2007

Dear Board of Selectmen,

Please accept this letter as my application for the newly formed Elementary School Building Committee.

My husband and I have three children, one of which will be entering Kindergarten in the fall. I am a Stow native and have moved back to Stow recently to raise my family here because of Stow's tremendous school system and neighborly environment.

My professional experience is as an educator. I was fortunate enough to be the Science Department Head at The Carroll High School. In my time at The Carroll High School, a new High School was built. As Science Department Head I was involved with some of the school's fund raising efforts. I was also charged with researching different science wings in existing high schools. I met with the architects and helped design the science wing of the new high school building, which incorporated the labs, classroom space and storage areas, following state guidelines for chemical storage.

I have also held many positions on committees including MassGeneral Hospital committees and several State Committees. Most recently, I serve on the Stoekle Center Advisory Board for innovations in primary care, and I served as the chair of the Family Advisory Committee at MGH for Children for seven years. I also developed and started the Coordinated Care Clinic for children with special health care needs at MGH for Children. In developing the clinic I was responsible for: writing the clinic plan and business proposal, giving many presentations, attaining hospital support in financing and staffing, attaining physician, specialist, nursing, and support services, writing job descriptions, and interviewing and hiring staff.

I enjoy working with people of different disciplines. I find that solutions forged from compromise are always more creative and represent the best of everyone. I think one of the most important parts of serving on the ESBC will be following the MSBA guideline to ensure we receive any funding available to us. This will be a big investment in Stow's future and we need to be certain that this school building will last well beyond the specified 50 years, respecting and reflecting our Town's rich history and future.

I thank you for your consideration for a position on the ESBC. As a Stow native I would be very pleased to serve the community in this capacity.

Sincerely,

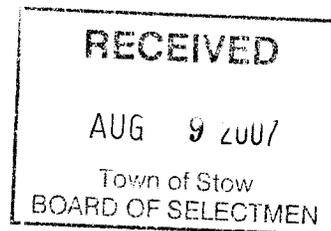


Kristen M. Donovan

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AUG 9 2007

Town of Stow  
BOARD OF SELECTMEN



Lisa M. D'Alessio  
44 Robert Road  
Stow, MA 01775

August 8, 2007

Stow Board of Selectmen  
Stow Town Building  
380 Great Road  
Stow, MA 01775

Members of the Board:

Please accept this letter as notice of my interest in a position on the new Elementary School Building Committee. Although my professional skills are unrelated to those desired for an ESBC member, I was a member of the former School Building Task Force (2006-2007) that developed the school building recommendation endorsed by the town at the May 2007 Annual Town Meeting. However, if other members of the community with experience better suited to this project volunteer for the two at-large positions available, I would like to request the opportunity to serve as an associate member of the committee once it is completely formed.

Thank you for your consideration. If I can be of service in any way to this new committee, please contact me (508) 265-0325.

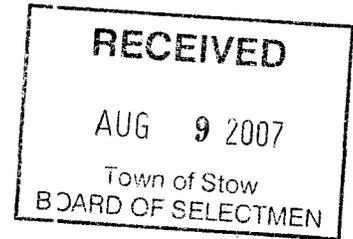
Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Lisa M. D'Alessio". The signature is written in dark ink and is positioned above the typed name.

Lisa M. D'Alessio

Stephen Quinn  
67 Whitman Street  
Stow, MA 01775



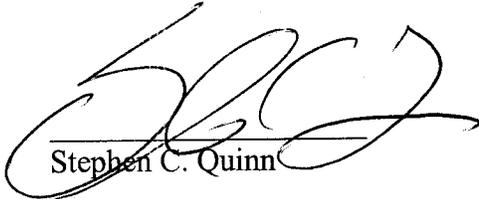
August 9, 2007

Board of Selectmen,

Please accept this letter of interest in serving on the Elementary School Building Committee. Given the fact that I served on the School Building Task Force, I can bring some continuity to the process, as well as a familiarity with the Mass. School Building Authority requirements and the Nashoba Regional School Districts educational specifications.

As the owner of a Real Estate Development Company and a General Contracting Company, my skills and background in construction as a licensed builder, master electrician, facilities director and developer will be of value to this committee. I am familiar with construction design, space planning, construction methods, Mass Building Code, ADA requirements and site planning issues.

Thank you for your consideration.



Stephen C. Quinn

## Susan McLaughlin

---

**From:** Stephen Dungan [s.dungan@comcast.net]  
**Sent:** Monday, August 13, 2007 8:06 AM  
**To:** Tom Ruggiero; Susan McLaughlin (bos); Jason Robart; Bill Wrigley; Ellen Sturgis BOS; Kathy Farrell  
**Subject:** Additional information on and ESBC applicant--FYI

From: Stephen Quinn <sqinn@wellingtonconstructioncorp.com>  
Date: Aug 12, 2007 7:05 PM  
Subject: Re: details?  
To: Ellen Sturgis <e.sturgis@gmail.com>

Hi Ellen,  
I apologize for the letter of interest, it was put together minutes before the 5PM deadline.

My experience includes,

Residential - My company Wellington Properties acquires renovates and sells residential properties. Wellington Construction Corp. is a contracting firm that does the work. These projects require me to deal with departments and boards in a particular city or town that I am doing business, example: Building Dept., ZBA, ConsCom, Planning, etc... I also do alot of the design and drawings myself. I have an engineer that I use regularly if necessary. All projects must comply with current building codes, zoning regulations and by-laws.

On the commercial side, my company does alot of tenant fit-ups in office buildings. In these projects I am usually involved in design, layout, space planning and finishes. Commercial also has added requirements such as fire safety, ADA compliance and emergency egress issues.

A recent commercial project that is visible and fairly recent is the addition of a fifth skating rink at New England Sports Center. On this project I personally acted as site supervisor running the job site to ensure seamless cooperation of subcontractors and timing of phases to achieve budget and schedule. I was also involved in the initial design and planning of the project.

This project was involved because we broke ground mid May and worked through the summer to provide ice for a tournament in late September while keeping the other four rinks usable throughout the project (not easy to remove exterior walls and expose ice rinks to summer temps for extended periods).

This project was completed on schedule and within budget.

8/13/2007

If you need any other info let me know.

Thanks  
Steve

To: Stow Board of Selectmen  
From: Concerned Citizens of Stow (CCS)  
Date: July 29, 2007  
Subject: CCS believes Stow needs Comprehensive Land Use Policy and Plan.

The Concerned Citizens of Stow has been observing recent discussions about Stow land use with great interest. We are happy to see the Board of Selectmen expend time and effort to understand the issues with land use in Stow. We applaud the discussions about establishing a town committee to develop land use plans, although we have concerns that this committee will follow the same path as previous committees with similar missions. Land is one of our most limited assets and we need to approach land use with a different perspective.

We recognize there are always competing needs and emerging demands for land. Stow is no different than other Massachusetts's towns; there is never enough land available to meet today's needs or tomorrow's desires. Where Stow is different, is the amount of land that is already town owned. There are many town organizations with important missions to improve Stow and these organizations have needs for land. These needs tend to result in competitive positioning between committees and groups who identify and develop plans to utilize town land. These groups can provide important insights into needs and their involvement in land use planning is important. Involvement of these groups in developing a plan will also help them understand and deal with the tradeoffs. These groups can help evaluate currently owned town lands for broadened usage. The current recreation needs for land must be evaluated against all of Stow's lands.

The limited amount of land remaining in Stow, which can produce property tax revenue to cover Stow's expenses, is driving the tax rates so high that some homeowners are being forced to leave Stow. Less than 50% of the town's lands produce the tax revenue for our town needs and education expenses. Further town purchases of Stow land for well-intentioned projects must be scrupulously reviewed versus currently owned lands and other anticipated needs. We need to ensure that land is available for important town projects and the necessity of a well considered comprehensive land use plan has become quite obvious.

We have been concerned about the lack of progress by prior committees charged with looking at Stow's future. It seems that none of these groups has recognized the issues with our most limited town asset - land! We need a plan that looks at potential uses and also considers the limited availability of land, and the costs involved including acquisition costs and maintenance costs of acquired land. They must also not forget the impact of removing land from the property tax rolls.

Without a land use plan and process to evaluate potential land purchases against an anticipated need, Stow will undoubtedly continue to proceed with reactionary land purchases. We will have multiple groups approach the BoS and TM to achieve their own goals and the town will continue to spend new tax dollars until our financial future is questionable and we still need land for key municipal or school requirements.

With these issues in mind, CCS believes that a Land Use Planning Committee should be formed rapidly with extensive responsibilities and members from other town committees plus others. Furthermore, CCS believes that the successful creation of a responsible Land Use Plan that is approved by Town Meeting may require a Moratorium on further purchases of land by the town. We believe a Moratorium may aid in developing communications and stimulating the development of the plan. We believe that currently active land acquisition projects should continue but that each project should be fully reviewed against all currently owned town lands. A complete analysis of each town property must be completed in order to describe potential for use in municipal, recreational, educational or other anticipated needs.

CCS will be eagerly viewing progress by the town on creating a Land Use plan and evaluating currently owned lands. CCS will determine in the future, if there is a need to make formal Moratorium request and vote at the fall Town Meeting.

**Susan McLaughlin**

---

**From:** Ellen Sturgis [e.sturgis@gmail.com]  
**Sent:** Thursday, August 09, 2007 5:57 PM  
**To:** e.sturgis@gmail.com; Bill Wrigley; Jason Robart; Kathy Farrell; Susan McLaughlin; Tom Ruggiero  
**Subject:** "Lessons Learned" from SBTF



Lessons from  
School Building T

Attached is the document that Rick Lent wrote in conjunction with myself and Rob Kaufman.

--  
Ellen S. Sturgis  
e.sturgis@gmail.com  
978/460-0883 (cell)

## **Lessons from the Experience of the School Building Task Force Based on Conversation with Ellen Sturgis and Rob Kaufman**

Rick Lent  
May 29, 2007

The observations are divided into three sections: Task Force Set Up, Task Force Process, and Community Forums.

### **Task Force Set Up**

There was a clear charter to guide the committee's work. This charter helped to keep the group working together towards the same end. The task of the group was kept as what's best for town, not just the issue (i.e., not just what's best for the schools)

The committee ("task force") was specifically set up with a diverse membership, including representatives of different views and stakeholder groups present in the town. People who were active in previous campaigns or shared deep concerns were welcomed on the committee. This kept all views present in all the committee's deliberations, and helped all discover where there might be room for movement in various positions. Size and diversity meant that no one was isolated by their position on the committee, although someone might be on their own for a time. This also created natural connections between the committee and various other town committees and interest groups.

### **Task Force Process**

At a overall level the process of the committee mirrored the overall process in community. Specifically:

- Small group work to engage all
- Respectful listening and questioning
- Transparent process for developing decisions step by step

Committee members were able to share their different "voices" and everyone contributed over time. Different individuals shared in different ways and were respected for their own approach. For example, there were opportunities for individuals to reflect on and share how their own thinking was evolving were important contributions to overall progress of group.

The assistance of a dedicated facilitator was very helpful, particularly early on in developing the explicit and implicit norms of how the group worked together. Such a large committee (any over 7-8) would likely not have held together or worked effectively without some facilitation support.

The task force did not begin taking any formal votes for some months. First, they got to know each other and develop some basis for arriving at consensus.

The committee chose a chair at the end of second meeting. There was pressure for it to make such a choice so that there would be a formal point of contact with the town. (This worked fine, but on other committees should consider waiting even longer, so the group can get to know each other even more before making the choice.)

Committee chair met with facilitators weekly to plan meetings. This process helped the chair test ideas for directing the work, and helped the chair and facilitators stay aligned on process. This group worked and planned meeting to ensure that the process was sensitive to different voices; we discussed how to “protect” every voice. It also reinforced the fact that different roles could be shared on the committee.

The committee sat facing one another in a circle or square so there was never just “sides.” The committee rotated minute taking, thereby ensuring shared responsibility for administering the committee and ensuring each person was there to share their voice. The process was challenged from time to time by committee members, officers, facilitators and others. It was important to stick to the vision for the process, even in moments of doubt and impatience.

### **Community Forums**

Multiple forums essential:

- To bring the town in on the progress of the committee’s thinking, one step at a time (breaking the content into more accessible pieces; scaffolding the discussion).
- To be able to have the community’s comments influence the committee’s work.
- To provide multiple opportunities for people to get engaged.
- For the town to see that each person on the committee – a person perhaps with their view – was invested, committed and bought into committee and the process.
- So that the degree of openness and structure of the information could evolve over the meetings from very open to the final alternatives.

There was enough time to develop ideas and to keep checking in with the town. The first forum was held in the fall. Three later forums were held in the winter ... all but one were well ahead of any warrant deadline for town meeting.

Note: There may be “seasons” to the committee’s work and the town’s readiness to take on new ideas. You can’t rush the seasons, and the committee and the town can only do what it is ready, willing and able to do at that “season.” Also, the committee did not get so far ahead of the town that it was in the position of selling its past conclusions. In some cases the committee was only a week or two ahead of the town as far as the information it was sharing for feedback at the town forums.

Community forums were structured to build engagement, not just advocacy (and opposition), thus promoting conversations rather than bargaining of positions or seeing who could “win”

- Short presentations

- So information was short and to the point and there was plenty of time for town participants to get engaged
- Presentations and answers to most questions handled by committee members, not the architects
  - So it was community member to community member
- Meetings began and ended on time, and were kept to a reasonable duration
  - So as to be respectful to all.
- Presentations were always followed by some opportunity for participants to engage with each other and individual committee members
  - So participants had a chance to check out their thinking in a smaller group before “lobbing” some query at the committee in public.
- Chairs placed around the room
- Posters placed around the room
- Microphones were brought to participants -- rather than having participants go to a stand at the front of the room.
  - This made it easier for some to ask a question as they didn't have to stand in line, in front of all in a manner reminiscent of town meeting.
  - It meant that participants had to look around at each other as they raised questions, making it more of a conversation among the community, not just between the questioner and the committee member.

## Susan McLaughlin

---

**From:** Robart, Jason [Jason.Robart@mercer.com]  
**Sent:** Sunday, August 12, 2007 8:24 PM  
**To:** TownAdministrator@stow-ma.gov; Susan McLaughlin; Ellen Sturgis; Kathleen Farrell; s.dungan@comcast.net; Tom Ruggiero  
**Subject:** Draft SOP



Meeting  
Packets Distribution

Attached is a draft SOP regarding

The objective here was to create an effective, reasonable and efficient process around the meeting packets and what material will be posted on the Town website. As you review the draft SOP, I'd suggest that you consider the following:

\* The process will significantly reduce the amount of time spent by the AA copying/scanning documents in preparing the Selectmen's packets. As we know, the large majority of the correspondence is never publicly discussed by the Board after spending an inordinate amount of time distributing it to the BOS.

\* The BOS will still receive copies of correspondence that the Chairman intends to discuss at the meeting. The AA will maintain a folder of all correspondence that can be reviewed at any time by any Selectman; the AA will make the folder available at each Selectmen's meeting for review by Selectmen and the public. Any member of the public can also request from the AA a copy of any correspondence at any time from the list appearing on the agenda.

\* This process helps ensure that the Board does not post on an official Town website correspondence that may contain misleading, incorrect or unfounded "information" or statements that if otherwise posted would require the BOS to publicly correct the record in fairness to the affected parties.

Thanks. We'll discuss and hopefully vote on adopting this SOP on Tuesday.

<<Meeting Packets Distribution.doc>>

Jason S. Robart  
Principal  
Mercer Human Resource Consulting  
200 Clarendon Street  
Boston, MA, 02116-5089  
USA

phone: +1 617 450 6547  
cell: +1 978 973 6941  
fax: +1 617 450 6020  
assistant: Evonne Kunicki  
assistant phone: +1 617 450 6390

mailto:jason.robart@mercer.com  
www.mercerHR.com

Stow Board of Selectmen  
Draft Standard Operating Procedure  
Meeting Packets & Distribution

The Board will adhere to the following process relative to the development and distribution of meeting packets:

1. Following the development of the meeting agenda (developed jointly by the Chairman of the Board, the Town Administrator and the Board's Administrative Assistant), the Administrative Assistant will:

- Prepare the "meeting packet"
- The packet will be emailed to all Board members ideally two business days prior to the scheduled meeting
- The Administrative Assistant will also post the packet on the Town website 24 hours in advance of the meeting whenever possible

2. The meeting packet will include the following:

- The meeting agenda, including a list of all correspondence received by the Office of the Board since the last meeting of the Board
  - The Administrative Assistant will make copies of any correspondence not included in the meeting packet for an individual Selectman upon request.
  - If after a review, an individual Selectman wishes to publicly discuss any correspondence that they requested, they can ask the Chairman to add it to the agenda for the next Selectman's meeting.
- All material pertinent, including any relevant correspondence, to the actionable agenda items for the upcoming meeting

3. The Administrative Assistant will maintain a folder of all correspondence that can be reviewed at any time by any Selectman; the AA will make the folder available prior to and following each Selectmen's meeting for review by Selectmen. Any member of the public can request from the AA a copy of any correspondence at any time from the list appearing on the agenda.



RECEIVED

AUG 7 2007

Town of Stow  
BOARD OF SELECTMEN

Town of Stow  
Finance Committee  
380 Great Road  
Stow, Massachusetts 01775

August 7, 2007

Stow Board of Selectmen  
380 Great Road  
Stow, MA 01775

Dear Mr. Dungan:

The Stow Finance Committee has written a letter to the Nashoba Regional School District School Committee concerning excess Chapter 70 aid. I have enclosed a copy of the letter.

Respectfully Submitted,

Charles Kern  
Chair, Stow Finance Committee

Gary Bernklow, Henry Hagopian, James Salvie, David Walrath, Members  
Joseph Hogan, Parrinello Anthony, Associate Members

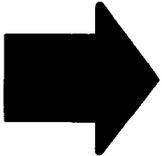
- (e) Town - The word "town" shall mean the town of Stow.
- (f) Town Agency - The words "town agency" shall mean any officer, board, commission, committee, department, division or office of the town government.
- (g) Town Bulletin Board - The place designated by the town clerk for posting notices required by bylaw, charter, constitution or general law.
- (a) Voter - The word "voter" shall mean a registered voter of the town.

Section 7-6: Rules and Regulations

A copy of all rules and regulations adopted by any town agency shall be filed in the office of the town clerk before any such rule or regulation shall become effective, and copies shall be made available for review by any person who requests such information. No rule or regulation adopted by any town agency shall become effective until fourteen days following the date it has been so filed in the office of the town clerk, provided, however, that any town agency may declare a rule to be effective in any period less than fourteen days provided the agency first adopts by a separate vote a resolution that an emergency exists and that the particular rule must be effective in less than fourteen days for the immediate preservation of the peace, health, safety or convenience of the town. The provisions of this section shall not apply to any rule or regulation adopted following a public hearing required by the General Laws to be specifically conducted for the purpose of adopting such rule or regulation.

Section 7-7: Periodic Review of Charter and ByLaws

- (a) Charter Review - At least once in every ten years, a special committee of five voters shall be appointed by the town moderator for the purpose of reviewing this charter and to make a report, with recommendations, to the town meeting concerning any proposed amendments which the committee may determine to be necessary or desirable.
- (b) General ByLaw Review - The board of selectmen shall at five year intervals following the adoption of this charter, appoint a special committee of five voters for the purpose of reviewing all by-laws of the town, except bylaws adopted in accordance with Chapter 40A of the General Laws. The committee shall present a final report which shall include recommendations for such substantive change in town bylaws as it deems necessary or advisable to the board of selectmen no later than ninety days prior to the date established by bylaw for the special town meeting to be held in accordance with Section 2-5(a) during the year following the year in which it is appointed.
- (c) Master Plan Committee: The Master Plan shall be reviewed at the direction of the Planning Board every five years, and a Master Plan Committee shall be appointed two years before the next update is due. The Board of Selectmen shall appoint a special committee of seven members comprised of a member of the Board of Selectmen, the Planning Board, the Board of Health, the Conservation Commission, and the Finance Committee and two Stow voters at large, who are not members of the above named boards.



The appointed committee shall present a final report to the Planning Board and said report shall include a Master Plan or updates to any existing Master Plan as required by Chapter 41 of the General Laws. The committee shall be discharged six months after the Master Plan or Master Plan updates have been presented to the Planning Board.



**Town of Stow**  
**HIGHWAY DEPARTMENT**

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

**Michael Clayton**  
Superintendent of Streets

**Mailing Address:**  
Post Office Box 23  
Stow, MA 01775

7/13/07

To: Board of Selectman

Fr: Superintendent of Streets

Re: Speed limit petition from 211 Red Acre Rd.

This memo is in response to the request for a speed limit change on Red Acre Road. The petition from Mr. Graf of 211 Red Acre Road shows the details, existing and proposed, for the area in question.

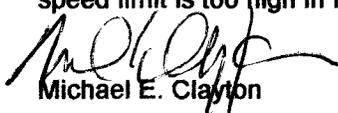
Petitioning the Town to have a speed zone changed is not as easy as just changing speed limit signs on the road in question. A tremendous amount of time is spent by both the Highway Department and Police Department collecting data to present to the Mass Highway Department District office.

First, the Board of Selectman need to send a letter to the Mass Highway office requesting that the procedures be initiated to collect the data for determining the appropriate speed limit for the area in question. Once the Town gets the OK to proceed, that's when we can start to collect the appropriate data. Determinations have been made in the past that the majority of the data collection will be made by the Police. This includes any accident history from the past two years, and also radar observations for speed calculations for the area in question. Trial runs for average speed traveled over the area in question can be performed and documented by the Highway Department. Once all this data is retrieved, the State will determine whether a change in the speed zone is necessary.

All of the information on procedures for speed zoning can be found in the attached manual from the Mass Highway Department.

As far as my recommendation for performing this study, I am not for performing this study. Beyond the fact that I believe the speed limit in this area is sufficient, this request originated from Mr. Graf calling the Highway Department to let us know that there was an old speed limit sign and post in the woods on his property and he asked if we could come and get it. Well it turned out that the sign he found was supposed to be set along the roadside in front of his house. Unknown to the Highway Department, this sign was removed when Mr. Graf's house and driveway were constructed. Mr. Graf had called after the sign was reset in the proper location to ask if the sign could be moved down the road. I told him that it needed to be there where it originally was or else the speed limit there would be no longer enforceable. It was at that point that he requested information on speed zone changes. I often wonder if Mr. Graf would have written this petition if the speed limit sign was already at the roadside when he moved into his property.

Mr. Graf's "reasons for request" section in his petition has generalized reasons as to why the speed limit may warrant a change. These reasons could be used for many other roads in town as well. Performing this speed zone survey would set a precedent in this town that would have many other people saying the speed limit is too high in front of there property and then they would want a survey performed.

  
Michael E. Clayton

## ROAD ACCEPTANCE PROCEDURE

1. Petition for acceptance must be submitted to the Selectmen no later than January 15th (in accordance with General Bylaw Article 5, Section 2), signed by abutters to the road to be accepted, or by at least ten registered voters. Also required at the same time are the following:
  - a. List of the owners of property abutting the way, as prepared by the Assessors' office
  - b. The "as-built" plan of the roadway
  - c. Engineer's certificate
  - d. The names and addresses of the mortgage holders for each property owner (both first and second mortgage, if applicable)
  - e. Registry of Deeds mortgage recording information, book and page (not to be confused with deed or plan recording)
2. Prepare article for printing in the annual town meeting warrant.
3. Selectmen's Notice of Proposed Lay Out
  - a. The Selectmen schedule a public hearing to be held at least thirty days prior to the commencement of town meeting. The notice of public hearing is published in a local newspaper (*Maynard Beacon*) at least seven (7) days (preferably fourteen days) prior to the date of the hearing. (see example "A")
  - b. Notice of the public hearing to consider the intention to lay out is mailed to the owners of property abutting the way at least seven (7) days in advance of the hearing. (Ten to fourteen days' notice is preferable.) Notice of hearing is also given the Planning Board and Supt. of Streets who are expected to submit their recommendations. Notice shall also be posted in a public place. (MGL Ch. 82, s. 22)
4. Vote to Lay Out
  - a. Following the public hearing, either upon its closing or at a subsequent meeting, the Selectmen vote to lay out the road.
  - b. A Report and Order of Laying Out of Way is prepared, signed by the Selectmen and filed with the Town Clerk at least seven (7) days before the town meeting vote on the warrant article for acceptance. (see example "B") (MGL Ch. 82. s. 23)



5. Vote of Town Meeting to accept

6. Order of Taking

- a. Within 120 days after termination of the annual town meeting, an Order of Taking must be adopted by the Selectmen. (see example "C")
- b. The Order of Taking is filed with the Town Clerk and a copy forwarded to Town Counsel for recording at the Registry of Deeds within thirty (30) days of the vote to adopt the Order of Taking. The Order of Taking for Registry recording must be accompanied by the following:
  1. A copy of the Report and Order of Laying Out of Way as received and filed by the Town Clerk.
  2. A list of the abutting property owners as compiled by the Assessors' office.
  3. A list of the property owners with the name(s) and address(es) of mortgage holder(s) and Registry of Deeds mortgage recording information.
  4. A certified copy of the town meeting vote to accept such way (from Town Clerk).
- c. Following recording of the Order of Taking at the Registry of Deeds, copies of the Order are to be forwarded to the owners of property abutting the way and to the mortgage holders with an accompanying letter (see example "D").

*Note: In addition to the foregoing, also refer to memorandum of Town Counsel Jacob C. Diemert, Esq. dated March 19, 1974 (as revised 4/83) Re: Layouts, Takings and Betterments.*

Created 9/16/97 by  
Catherine Desmond



COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
ONE WINTER STREET, BOSTON, MA 02108 617-292-5500



DEVAL L. PATRICK  
Governor

TIMOTHY P. MURRAY  
Lieutenant Governor

IAN A. BOWLES  
Secretary

ARLEEN O'DONNELL  
Commissioner

July 17, 2007

Mr. Edward R. Perry  
Chair, Board of Selectmen  
Town of Stow  
380 Great Road  
Stow, MA 01775

Dear Mr. Perry:

The Massachusetts Department of Environmental Protection (MassDEP) estimates that 1.5 million tons of recyclable paper is thrown away each year in Massachusetts. That's enough paper to fill Fenway Park to a height of 750 feet -- as high as the Prudential Center -- every year. Municipalities, businesses and state agencies pay more than \$100 million annually to dispose of this paper. And that doesn't include the \$75-\$100 million that could be earned from recycling it instead.

MassDEP, in conjunction with MassRecycle, the state's non-profit recycling coalition, invites your community to join us in a new statewide initiative to recycle an additional 1 million tons of paper a year.

The **Mass Recycles Paper!** campaign, a public/private partnership, calls on citizens and businesses throughout the state to keep paper out of our landfills and incinerators while saving precious financial and natural resources and reducing greenhouse gas emissions. Visit [www.massrecyclespaper.org](http://www.massrecyclespaper.org) for more information.

MassDEP has provided a \$25,000 campaign start-up grant to MassRecycle which in turn has garnered an additional \$50,000 from diverse private and public resources, including the U.S. EPA Waste Wise Communities Campaign and recycling and solid waste industry leaders. We would now like you to join with us, to help inform the public of the magnitude of paper waste, and how we can all benefit through recycling.

MassDEP and MassRecycle will provide your community with a Guide containing low and no-cost outreach strategies (sample press releases, public service announcements, and other materials) to help communicate the importance of recycling paper. We are also asking you, as one of our state's municipal leaders, to adopt a resolution (draft enclosed) to signal your commitment to increasing paper recycling with the **Mass Recycles Paper!** campaign.

**A Resolution in Support of the *Mass Recycles Paper!* Campaign**

*WHEREAS, the Massachusetts Department of Environmental Protection estimates that the citizens and businesses of Massachusetts throw away 1.5 million tons of paper each year; and*

*WHEREAS, it costs the taxpayers of Massachusetts an estimated \$100 million per year to dispose of this paper; and*

*WHEREAS, post-consumer paper is a valuable commodity that, when recycled, generates millions of dollars for cities, towns and businesses; and*

*WHEREAS, recycling paper saves energy and reduces greenhouse gas emissions; and*

*WHEREAS, recycling adds significantly to the Massachusetts economy through the creation of nearly 20,000 recycling industry jobs with a combined annual payroll of \$557 million; and*

*WHEREAS, many of the Commonwealth's citizens and businesses are not aware of the broad spectrum of paper products that can be recycled instead of thrown away.*

*NOW, THEREFORE, BE IT RESOLVED by the \_\_\_\_\_  
of the Town/City of \_\_\_\_\_ to:*

- 1. Join MassRecycle's "**Mass Recycles Paper!**" Campaign by endeavoring to educate its citizens about the importance of recycling paper for environmental and economic reasons.*
- 2. Encourage its residents to use the paper recycling services provided to the maximum extent possible.*
- 3. Serve as a role model by recycling waste paper from all of its municipal offices.*

*PASSED AND ADOPTED by the \_\_\_\_\_ of the city/town of \_\_\_\_\_ at a regular meeting thereof held on the \_\_\_ day of \_\_\_\_\_, 2007 by the following vote:*



Town of Stow  
380 Great Road.  
Stow, Massachusetts 01775

August xx 2007

To Whom It May Concern:

The Selectmen of the Town of Stow would like to voice their general support for the Municipal Partnership Act.

We are not unique in the struggles we have faced over the last several years, having to make tough choices between spending and trying to keep our property tax rate increases low. As a member of a regional school district, we are repeatedly asked to choose between education and other needed services such as public safety and elder services. The choice of overrides further divides the Town and rarely result in satisfactory solutions. We believe the Partnership Act goes a long way to addressing some of the fundamental problems we face.

By providing a tool kit of options that address revenue, cost-cutting and management provisions that are designed to reduce the over-reliance on local property tax, the Town of Stow could have more flexibility in addressing our fiscal needs. Two specific provisions for which we are particularly interested are the increased flexibility given for options for borrowing; and the proposed changes to the telecommunications tax exemptions. As a town with limited commercial business, we believe the telecomm industry should pay its appropriate property taxes which would decrease our burden on residential taxes. Improvements to both procurement rules and borrowing terms could save us real dollars in interest and related financing expenses.

Most critical, however, to this legislation is to ensure that towns like Stow hold the option to decide which of these new provisions are most appropriate. We feel this is critical to the success of this overall legislation and strongly urge our legislators to ensure this stipulation is a part of the final act. As a small town, there are many rules that are not appropriate to larger towns and cities but which may work for us. For example, we have no hotels and few restaurants; we would want to consider the benefits of passing such a new tax on our small commercial tax base and would not want the State to mandate that change.

As the chief executive body of Stow, we are most acutely aware of the choices we must face in the years ahead to allow our residents to stay in town, and affordability is crucial. The more we are able to save dollars through efficient processes, and control of operating expenses, the more likely we will meet our goal. We urge you to support the Municipal Partnership Act in its efforts to improve the ability of local municipalities to manage their fiscal affairs.

**DRAFT**  
**ASSABET RIVER RAIL TRAIL COMMITTEE**  
(This is a new committee.)

Four Members

The overall objective of this committee is to oversee and facilitate the completion of the Rail Trail through Stow. Responsibilities include but are not limited to the following:

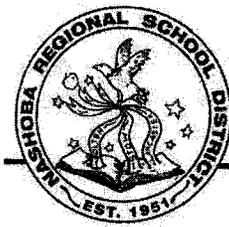
- Determine the best route
- Apply for grants
- Coordinate with project managers in Hudson, Maynard, Marlborough, and Acton
- Inform the public
- Garner the support of abutters

Any interested Stow resident may apply. Preferred skills and background include: civil engineering, experience with land use and easements, knowledge of state and federal grants and the application process.

Members will work with Don Rising, Stow's representative to the ARRT Intermunicipal Steering Committee, which coordinates the Rail Trail activities of the five communities involved.

The Committee will have five voting members.

Please submit applications in writing to the Board of Selectmen by xxxxxxxxxx.



# NASHOBA

Regional School District

July 30, 2007

Ms. Katherine Craven  
Massachusetts School Building Authority  
3 Center Plaza, Suite 430  
Boston MA 02108

Dear Ms. Craven:

In our desire to keep the MSBA abreast of actions taken by the Town of Stow relative to our elementary school project, I wanted to share with you the posting we have created for our new school building committee as well as our rationale for the positions chosen.

Based largely on the MSBA suggested structure, we have seats designated for the Superintendent, School Committee, Selectmen and Finance Committee. We have asked our Building Inspector to sit on the committee, not only in his current capacity, but due to his extensive experience in project management and construction in private industry. We have posted for two residents to bring the total Elementary School Building Committee (ESBC) to seven (7); a number we felt was manageable for the work ahead. As you will see in the posting, we are looking for people with architectural/engineering experience and/or educational experience. Given the success of our previous School Building Task Force, which was able to forge a consensus throughout the Town that we need to address our school building needs, we felt two people "outside" of Town Hall demonstrated a commitment by the Town and School District to continue to respond to residents' concerns.

As we constitute the committee, we will share with you the skill set of those individuals who will fill these seats; we are confident they will address the financial, construction and educational requirements that are a critical part of a responsible building committee.

Sincerely,

Michael Wood  
Superintendent of Schools