

**AGENDA
BOARD OF SELECTMEN
March 11, 2008
7:00 p.m.
Town Building**

Public Input

Chairman's Comments

Town Administrator's Report

Meeting Minutes

7:15 pm Public Hearing on abandonment of a portion of Gardner Road

**7:25 pm Town Administrator's Joint Boards Meeting on FY 2009 Budgets
(Assessors, Capital Planning, Finance, Schools, and Selectmen)**

8:00 pm Visitors: FEMA/MAPC presentation on hazard mitigation plan

Action/Discussion

- Appointment to Affordable Housing Trust
- Appointment to SpringFest Organizing Committee
- Appointment of public safety dispatcher
- Appointment to Land Use Task Force: selectman as ex officio member
- Proposal for Lundy land study by Rail Trail Committee
- Mass employer support of National Guard and Reserve
- Acceptance of Raytheon gift to Police Department

Selectmen's Master Planning

Liaison Reports, if any

Adjournment

Posted 3/7/08

Correspondence

Town:

CC of Bolton Selectmen's letter re FY09 budget to Nashoba Regional schools, rec'd 2/26

Hudson Light & Power FY2007 PILOT payment letter, rec'd 2/27

Mass Highway report for Sudbury Rd/Assabet River bridge, rec'd 2/28/08

Letter of interest in Cemetery Committee, rec'd 2/28

Letter of interest in SpringFest Committee, rec'd 3/3

Letter of resignation from Cemetery Committee, rec'd 3/3

Letter of resignation from Local Access Cable Advisory Committee, rec'd 3/3

Building Permits report for February, rec'd 3/3

DHCD confirmation of four affordable units at Arbor Glen, rec'd 3/5

General:

Employer Support of the Guard and Reserve request, rec'd 3/6



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 Public Hearing

Notice is hereby given, pursuant to MGL Chapter 82, section 32A, that the Board of Selectmen intend to abandon a certain way and will conduct a hearing on March 11, 2008 at 7:15 pm at the Town Building, 380 Great Road, to consider abandonment as a public way of a portion of Gardner Road, from a point near the entrance to the Stow Shopping Center at Papa Gino's to Great Road.

Stephen M. Dungan.
Chairman, Board of Selectmen

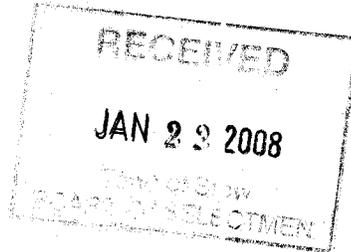
Posted 2/25/08

The Stow Independent 2X
2/26/08 and 3/5/08

Planning Board
Lower Village Sub-Committee
380 Great Road
Stow, MA 01775
Tel: 978-897-5098
Fax: 978-897-2321

Town of Stow

Memo



To: Board of Selectmen
From: Lower Village Sub-Committee
cc: Planning Board
Date: January 22, 2008
Re: Gardner Road

The Lower Village Sub-Committee voted to recommend abandonment of a portion of Gardner Road (from a point near the entrance to the Shopping Center at Papa Gino's to Great Road). The Sub-Committee's objective is to help enhance the Lower Village appearance and historic heritage by returning the Lower Village Common as close to its original size as much as possible by converting that portion of Gardner Road into the common.

Abandonment of a road does require a public hearing and would give the Town the ability to hear and evaluate public comments and town concerns. We are already in receipt of letters of support from the Fire Chief and Police Department and request that the Board of Selectmen begin the process of abandoning this portion of Gardner Road, in accordance with M.G.L., Chapter 82, Section 32A. Copies of the letters are attached.

Enc.

Letter from Fire Chief
Letter from Police Department
M.G.L. Chapter 82; Section 32A. Abandonment of municipal ways
Sketch Plan

Memo

To: Board of Selectmen
From: Fire Chief
CC:
Date: 9/6/07
Re: Gardner Rd

RECEIVED

Sept. 6, 2007

TOWNSHIP OF STOW
PLANNING BOARD

After meeting with the Lower Village Committee the fire department has no issues with the closing off of Gardner Rd.

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

Karen Kelleher

From: tlima.stowpd@comcast.net
Sent: Thursday, December 06, 2007 8:07 AM
To: planning@stow-ma.gov
Subject: Lower Village

Good Morning Karen,

In regards to the Gardner Road Extension, the Police Department is in favor of closing it. As we discussed in our on site meeting, I would like to see the entrance to the Shopping Plaza closed across from the Sun Lite Cafe. There are far too many entrance/exit points for this location. I have discussed this issue with Chief Trefry, we are both in agreement. If you are in need of a formalized letter, please let me know.

See you soon,
Tim

--

Sgt. Timothy Lima
Stow Police Dept
305 Great Rd
Stow, MA 01775
978-897-4545

NOTICE: This e-mail message and any attachment to this e-mail message may contain confidential information that may be legally privileged. If you are not the intended recipient, you must not review, retransmit, convert to hard copy, copy, use or disseminate this e-mail or any attachments to it. If you have received this e-mail in error, please immediately notify us by return e-mail or by telephone at 978-897-4545 and delete this message.

Please note that if this e-mail message contains a forwarded message or is a reply to a prior message, some or all of the contents of this message or any attachments may not have been written by the Town of Stow



SHAW'S

BANK

ALLEY

PAPA BINDS

SHEDS

AREA TO BE
RETURNED
WITH PARKING
AT EAST END

Susan McLaughlin

From: Wallace, Christine [cwallace@mapc.org]
Sent: Wednesday, January 16, 2008 5:23 PM
To: selectmen@stow-ma.gov
Subject: Presentation to Stow Board of Selectmen

Hello Susan,

My name is Christine Wallace and work with the Metropolitan Area Planning Council (MAPC). We have been working with Fire Chief Soar and other town officials and staff (ie Fire, Police, Planning, Conservation, DPW, etc) on Stow's Natural Hazard Mitigation Plan, as required by FEMA in order for the town to be eligible for future FEMA funding. One of the requirements is that we present this plan at a public meeting in the town, and we have decided the most appropriate forum would be at a Board of Selectmen meeting. Eventually the Board will be required to adopt this plan, so giving them a presentation early in the process would help educate them ahead of time.

We are looking to find a date we can present to the Board in mid to late February or even possibly early March. We would need about a half hour, and it would include a 20-minute power point with about 10 minutes of questions.

Please let me know if there is an available time slot during one of Board's meetings when I could stop in and get them up to speed on our efforts to date. I have attached a summary of the scope of work that helps describe the project further, as well as a fact sheet on the hazard mitigation grant program.

Feel free to contact me with any questions. Thanks,

Christine

<<hmgp_fact_sheet[1].pdf>> <<Metro_Boston_NW Scope of Work-Summary.doc>>

Christine E. Wallace, P.E.

Senior Regional Planner

Metropolitan Area Planning Council (MAPC)

60 Temple Place

Boston, MA 02111

ph: 617-451-2770 x2060

fax: 617-482-7185

www.mapc.org

cwallace@mapc.org

3/7/2008

Hazard Mitigation Grant Program

Building Stronger and Safer

FEMA's Hazard Mitigation Grant Program (HMGP) provides grants to States, local governments, and Indian tribes for long-term hazard mitigation projects following a major disaster declaration. The purpose of the program is to reduce the loss of life and property in future disasters by funding mitigation measures during the recovery phase of a natural disaster. The HMGP is authorized under Section 404 of the Stafford Act.

HMGP LEADS TO LONG-TERM SOLUTIONS

HMGP funds can be used to make improvements to public or private property. To be eligible, a project must provide a long-term solution to a specific risk. Examples are:

- Elevating flood-prone homes or businesses. The structure is raised with a higher first floor, allowing floodwater to flow under the house rather than through it.
- Acquisition of (and either demolishing or relocating) flood-prone homes from willing owners and returning the property to open space. The local government becomes the new owner of the property.
- Retrofitting buildings to minimize damage from high winds, flooding, earthquakes, and other hazards. FEMA and other organizations have worked to develop model code requirements and building guides to aid in the process.
- Floodwall systems to protect critical facilities.

HMGP FUNDS ADMINISTERED BY STATES

During the recovery phase of a disaster, local jurisdictions select projects that could reduce property damage from future disasters, and submit grant applications to the State. Indian tribes and certain non-profit organizations can also apply, and local governments can apply on behalf of individual property owners. The States administer the HMGP

program. They establish mitigation priorities for the State, facilitate the development of applications, and submit applications to FEMA based on State criteria and available funding. They can also set limits on grant amounts.

FEMA conducts a final eligibility review to ensure compliance with Federal regulations. HMGP projects must comply with Federal environmental laws and regulations, be cost-effective, and be technically feasible.

HMGP GRANTS AVAILABLE TO COMMUNITIES AFFECTED BY DISASTERS

Total grant funding. HMGP funding is allocated using a "sliding scale" formula based on the percentage of the funds spent on Public and Individual Assistance programs for each Presidentially-declared disaster. For States with a Standard State Mitigation Plan, the formula provides 15% of the first \$2 billion of estimated aggregate amounts of disaster assistance, 10% for the next portion of amounts between \$2 billion and \$10 billion, and 7.5% for the next portion of amounts between \$10 billion and \$33.333 billion.

Funding formula. FEMA pays up to 75 percent of the project cost. Either the State or applicants covers the remaining 25 percent, though it need not be in cash. In-kind services and materials can be used.



Federal law requires States and local jurisdictions to have a mitigation plan prior to receipt of HMGP funds. The plan identifies hazards, assesses community needs, and describes a community-wide strategy for reducing risks associated with natural disasters.

PROPERTY ACQUISITIONS: REMOVING PEOPLE AND PROPERTY FROM HARM'S WAY

The acquisition of property can be an effective way to move people and property away from high-risk areas. An acquisition can apply to a single piece of property or an entire neighborhood.

Acquisition projects funded through the HMGP are voluntary and homeowners are never forced to sell their property. The decision to buy damaged property is made by the local government and the property owners, not FEMA. Once an acquisition project is approved by the state and FEMA, the community uses Federal funds to purchase the home or building, and the land is restricted to open space, recreation, or wetlands in perpetuity.

ADDITIONAL FUNDING OPPORTUNITIES

The Pre-Disaster Mitigation (PDM) Program assists States, Indian tribes, and local governments with cost-effective hazard mitigation activities that complement a comprehensive mitigation program. The program provides applicants with an opportunity before disasters strike to raise risk awareness and reduce disaster losses through planning and project grants. Potential activities range from plan development to structural retrofits, acquisitions of property in high-risk areas, and safe room construction.

PDM applicants compete for funding on a national basis. Public colleges and universities can apply as sub-applicants through a State or local government. In addition, State or local governments can apply on behalf of private non-profit organizations and institutions. The program operates on an annual cycle and is subject to Congressional appropriations.

FEMA's Flood Mitigation Assistance (FMA) is a pre-disaster program that provides project, planning, and technical assistance grants to States and communities to help reduce or eliminate the risk of repetitive flood damage. Mitigation projects must address buildings and structures that are insurable under the National Flood Insurance Program (NFIP). The States set mitigation priorities and award grant applications.

FOR MORE INFORMATION

For additional HMGP resources and information, visit www.fema.gov/government/grant/hmgrp/index.

SUMMARY OF THE PLANNING PROCESS FOR THE METRO BOSTON NORTH/WEST PRE-DISASTER MITIGATION PLAN

The Metropolitan Area Planning Council (MAPC), working under contract with the Massachusetts Emergency Management Agency, will develop a multi-jurisdictional mitigation plan for 28 communities within three subregions of the metropolitan Boston area, including MetroWest Growth Management Committee, the Minuteman Area Group for Interlocal Coordination (MAGIC), and part of the North Suburban Planning Council.

1. PLAN DEVELOPMENT AND COMMUNITY PARTICIPATION

- a) MAPC will document the hazard mitigation planning process used to develop the plan, including:
 - How the plan was prepared
 - Who was involved in this process
 - How the public was involved
- b) MAPC will assist in appointing a regional Hazard Mitigation Planning Team with representatives from the 28 participating communities, which will over the course of the project:
 - Hold 6 public meetings, and/or workshops
 - Solicit input from citizens and professionals with knowledge of hazards
 - Review the final draft of the plan
- c) MAPC will assist in appointing local Multiple Hazard Community Planning Teams in each community which will:
 - Hold at least one community public meeting, or workshop
 - Solicit input regarding mitigation measures
 - Review the final draft of the plan

2. HAZARD IDENTIFICATION AND ASSESSMENT

- a) HAZARD IDENTIFICATION: MAPC will develop a description and prioritization of **natural** hazards, including:
 - Flood-Related Hazards (river flooding, coastal flooding, dam failures)
 - Wind-Related Hazards (hurricanes, coastal storms, winter storms, tornadoes)
 - Winter-Related Hazards (severe snow storms, ice storms)
 - Fire Related Hazards (drought, wildfires)
 - Geologic Hazards (earthquakes, landslides)
- b) HAZARD MAPPING: MAPC will develop a **map of areas affected by natural hazards**. Maps for each community will be included in the 28 community annexes.
- c) CRITICAL FACILITY INVENTORY AND DATA BASE: MAPC will develop an **inventory and database** of the following items:
 - i) **Critical facilities and infrastructure**:
 - ii) **All repetitive flood loss structures**
 - iii) **Tax assessors' maps, or similar maps, which depict the location of structures**
 - iv) **Year 2000 Census** for population concentrations
 - v) **Anticipated future land use maps**

d) ASSESSMENT OF EXISTING PROTECTION MEASURES

MAPC will develop an **existing protection matrix** that includes::

- Existing hazard protection measures
- The geographic area and types of structures/facilities covered by each measure
- The method of enforcement and/or implementation of each measure
- Historical performance of each measure and improvements or changes needed

e) VULNERABILITY ASSESSMENT

MAPC will develop an overview of vulnerability to natural hazards, including:

- i) Land uses, infrastructure, and critical facilities located in the hazard areas.
- ii) Development trends, so that mitigation options can be considered in future land use decisions.

3. **DEVELOP A MULTIPLE HAZARD MITIGATION STRATEGY**

- a) REGIONAL STRATEGY: MAPC will develop a multi-jurisdictional strategy, which will include goals and objectives applicable to the entire region.
- b) LOCAL STRATEGIES: MAPC will assist communities in developing local mitigation strategies specific to each community.

The multi-jurisdictional and local strategies will include:

- Mitigation **goal statements** that focus on reducing the risks from the natural hazards.
- A **range of specific mitigation actions and projects** to reduce the effects of each hazard, including a list of prioritized hazard mitigation projects that best meet the needs for hazard damage reduction..

4. **HAZARD MITIGATION PLAN MAINTENANCE**

- a) PLAN IMPLEMENTATION AND MAINTENANCE: MAPC will assist the communities in appointing an implementation group for monitoring, evaluating and updating the multi-jurisdictional plan and local annexes.

5. **HAZARD MITIGATION PLAN ADOPTION AND APPROVAL**

- LOCAL ADOPTION: MAPC will work to assist with the local adoption of the plan by each community's local officials.
- PLAN APPROVAL: The plan will be submitted to the Massachusetts Emergency Management Agency for initial review and forwarding to FEMA/Region I for final review and approval.
- REGIONAL ADOPTION: The Multi-Jurisdictional Hazard Mitigation Plan will be adopted by MAPC's governing body.



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BOARD OF SELECTMEN

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

NOTICE OF VACANCY

MUNICIPAL AFFORDABLE HOUSING TRUST
Two members

Duties: Create and preserve affordable housing in Stow for the benefit of low- and moderate-income households, pursuant to MGL Chapter 44, section 55c and Chapter 109 of the Acts of 2006. Accept, invest and spend funds in the Trust's care; buy sell, hold, and manage real property.

Qualifications:

- Registered voter of Stow.
- Applicants should share a commitment to the long-term welfare of the town and desire to increase the housing choices in Stow for its past, current, and future residents and employees.
- Possess some of the following requisite skills and background: 1) financial and investment management; 2) law, especially real estate or municipal; 3) business or project management; 4) property or facilities management; 5) real estate transaction experience.
- Have no appearance of or actual incompatible interest with the business of the Trust, such as a connection to current or proposed residential development in Stow.

Term: Appointment by Board of Selectmen to fill: 1) the remainder of a two-year term, ending June 30, 2009 and 2) the remainder of a one-year term, ending June 30, 2008. Subsequent terms will be two years.

Application: The Board of Selectmen will accept letters of application until 5:00 pm on Wednesday, March 5, 2008.

Posted February 22, 2008

Cynthia H. Perkins
333 Red Acre Road
Stow, Massachusetts 01775

January 22, 2008

To: Board of Selectmen, Town of Stow
Stephen M. Dungan, Chairman
Jason S. Robart, Clerk
Kathleen K. Farrell
Thomas H. Ruggiero
Ellen S. Sturgis

Cc: Mike Kopszynski

Dear Board Members:

I would like to serve on the Stow Municipal Affordable Housing Trust. I believe that my experience as executive director of South Shore Habitat for Humanity from 2000 – 2006 gave me a foundation in the issues that towns face in providing affordable housing for their residents. Especially relevant to this committee would be the collaborations with housing agencies within the 3 cities and 29 towns in our affiliate area. We built 43 homes using both private, corporate, and community funds to finance construction and most recently worked with towns to direct CPA funds (ex. Duxbury, Hingham, Hanover) for the purpose of purchasing land on which affordable Habitat for Humanity housing could be built.

I have attended two meetings at the invitation of Mike Kopszynski and would be interested in continuing in an official capacity.

If you'd like, I would be happy to meet with you. Thank you for your consideration.

Sincerely,

Cynthia Perkins

Cynthia H. Perkins
333 Red Acre Road
Stow, Massachusetts 01775

Career and Volunteer Highlights

South Shore Habitat for Humanity, 2000 - 2006: Executive Director of grassroots organization dedicated to providing affordable housing in the 32 towns south of Boston by mobilizing the efforts of volunteers. Responsible for developing staff of three full-time professionals, four Americorps*VISTAs to accomplish operations, strategic planning, marketing and development plans objectives. Worked closely with 20 person hands-on board of directors; community organizations, congregations, municipalities, and affordable housing organizations to build 24 houses. Raised private funds to support \$850,000 annual budget.

United Way of Massachusetts Bay, 1988-1998: Trained seasonal staff responsible for raising over \$48M. Managed production of 18 fundraising and public relations events per year which generated over \$3M in funds. Designed and delivered fundraising training for Boards of Directors.

CBH & Company, Boston, MA, 1977 - 1988

Co-Founder/Vice President international training organization. Experiential training, consultation and curriculum designer in communications, leadership development, supervision, and customer service. Major corporate clients: The Pillsbury Company, Green Giant, Marriott, Friendly's Restaurants, the Wang Center, Children's Trust Fund, United South End Settlements, and the Dudley Street Neighborhood Initiative.

King's Chapel, Boston: Vestry, 2005 – present; Chair of Annual Appeal Committee, 1994-1996: Facilitated conceptual shift of annual giving from 'charity' to 'stewardship.' Raised \$127,000, \$131,000, and \$136,000. Capital Campaign Committee Member: Committee raised \$1.3M for 2 endowed funds and a capital improvements building fund. Led All-Parish Retreat on Reconciliation in 2005.

Habitat for Humanity 1998, 2000, 2004: Led trips to Botswana, Africa; Tegucigalpa, Honduras, and New Orleans, Louisiana, USA.



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NOTICE OF VACANCY

SPRINGFEST ORGANIZING COMMITTEE

One member

Duties: Plan and oversee SpringFest, the town's annual festival held in May. Identify and schedule events for the weekend. Recruit and organize participants and volunteers. Promote and publicize festival. Supervise site set-up and clean up.

Qualifications: Registered voter of Stow. Energy and enthusiasm to create an enjoyable community-wide celebration for all ages. Ability to commit time to planning and event management. Team player with a good sense of humor.

Term: Appointment by the Board of Selectmen to an indefinite term.

Application: The Board of Selectmen will be accepting applications until 5:00 pm on Monday, March 3, 2008.

Posted February 20, 2007

Karen Kelleher
209 Barton Road
Stow, MA 01775
978-562-9729

March 3, 2008

Board of Selectmen
380 Great Road
Stow, MA 01775

Dear Board Members,

Please accept my application for the vacancy on the SpringFest Committee. I have worked with the SpringFest Committee for the past several years, taking an active role in publicity and scheduling events, as well as helping out with set up and clean up.

I am excited about this year's SpringFest event. Over the past few months, I have heard lots of great ideas from lots of people on how we can expand this year's SpringFest to celebrate Stow's 325th birthday. This opportunity has encouraged more residents to volunteer, and it is my hope that the enthusiasm of those new volunteers will continue on for SpringFest in future years.

I have the energy and enthusiasm to continue my work with the committee as a voting member. I can't think of a better way to serve the community than to be instrumental in bringing Stow residents, young and old, together to have a good time. Although my past work as a volunteer for this committee has been hard work, it is heart-warming to stand back and watch the smile on people's faces as they take part in the festivities.

Thank you, for your consideration.

Sincerely,



Karen Kelleher

Go To -
http://esgr.org
for more
info.



STATEMENT OF SUPPORT FOR THE GUARD AND RESERVE



We recognize the National Guard and Reserve as essential to the strength of our nation and the well-being of our communities.

In the highest American tradition, the patriotic men and women of the Guard and Reserve serve voluntarily in an honorable and vital profession. They train to respond to their community and their country in time of need. They deserve the support of every segment of our society.

If these volunteer forces are to continue to serve our nation, increased public understanding is required of the essential role of the Guard and Reserve in preserving our national security. Their members must have the cooperation of all American employers in encouraging employee participation in Guard and Reserve.

Therefore, we join other employers in pledging that:

1. Employment will not be denied because of service in the Guard or Reserve;
2. Employee job and career opportunities will not be limited or reduced because of service in the Guard or Reserve;
3. Employees will be granted leaves of absence for military service in the Guard or Reserve, consistent with existing laws, without sacrifice of vacation; and
4. This agreement and its resultant policies will be made known throughout our organization.

Certifying for the Employer

Chairman
National Committee for Employer
Support of the Guard and Reserve

Secretary of Defense

Print Name

Date



Statement of Support / Employer Registration *(Please Print Clearly or Attach Your Business Card)*

Your Name: _____ Title: _____

Organization Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

e-mail: _____ Signed Statement of Support (Date) _____

Number of Guard or Reserve employees in your organization: _____

Join Thousands of Other American Employers . . .

Earn **Five Star Recognition** for your support of the men and women now serving proudly in America's National Guard and Armed Forces Reserve. Your state's Employer Support of the Guard and Reserve Committee can and will work with you to provide you with assistance and guidance in keeping your Guard and Reserve member employees on the job and in the ranks.

You can earn the recognition you deserve by providing demonstrated support for the volunteers who serve our nation:

- 1. Sign a Statement of Support** and tell your community that you stand behind our troops – your employees – in peace, in crisis and in war.
- 2. Review your Human Resource Policies** to ensure that your policies comply with the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA, Title 38, US Code, Public Law 103-353). ESGR can assist you.
- 3. Train your Managers and Supervisors** and give them the tools they need to effectively manage your Guard and Reserve member employees – ask your ESGR volunteers for training assistance.
- 4. Adopt 'Over and Above' Policies** in your company that provide your Guard and Reserve member employees with more support than that required by law. Your ESGR volunteers can tell you about the best practices adopted by thousands of other employers across the nation.
- 5. Support ESGR.** YOU can make a difference with your time, energy, effort and contributions. Ask your ESGR volunteer how you can get involved in your state ESGR Committee and how you can reach out to other employers.

NCESGR Form 15B-200405-1

NCESGR Form 15B-200405-1



Lela Baty
Contracts Negotiator
972.344.3754 business
972.344.3760 fax
L.Baty@raytheon.com

Network Centric Systems
Combat Systems
13532 North Central Expressway
Mail Station 31
Dallas, Texas 75243

25 February 2008

In reply refer to:
431-995-1102

Mark Trefry
Chief of Police
Stow Police Department
305 Great Road
Stow MA 01775

SUBJECT: Thermal Weapon Sight Donation

Dear Chief Trefry:

Raytheon Company is pleased to provide a Thermal Weapon Sight (TWS) to the Stow Police Department. The TWS is an advanced infrared weapon sight that bears the distinction of being the first thermal weapon sight to provide the tactical advantage of thermal night vision.

Initially, it was planned that Raytheon would donate the TWS to the Stow Police Department; however, the TWS is a government controlled piece of military equipment with a demilitarization requirement. To comply with the demilitarization requirement, Raytheon is responsible for the eventual destruction of the TWS after its operational life is complete. This simply means that you are welcome to keep the TWS for as long as you need; but must eventually return it to Raytheon for destruction after it is no longer of use to your department. If the TWS ever needs repair or is damaged, please contact us so that we can fix it and return it to you for continued use by the Stow Police Department.

Raytheon can repair the TWS or conduct the demilitarization when it is no longer of use to the Stow Police Department, by returning it to the address below:

Raytheon Company
2501 West University
McKinney, Texas 75071
Attention: Charles F. North Jr
Property Management

The TWS is also an ITAR (International Traffic in Arms Regulations) controlled item and as such, it is not authorized to be exported outside of the United States without prior U.S. Government approval. To comply with this requirement, do not loan the unit to any other organization without our approval and do not transport the TWS outside the United States. Please sign this letter acknowledging your understanding of and agreement to comply with the ITAR and demilitarization requirements. Please send the signed letter to the undersigned at email address, L.Baty@raytheon.com. Raytheon can ship the TWS to you upon receipt of the signed letter.

Should you have any questions, please contact the undersigned at 972-344-3754, facsimile 972-344-3760 or email Lbaty@raytheon.com. Technical questions can be directed to David Bulleit, Program Manager at 972-344-4158.

Sincerely,



Lela Baty
Contracts Negotiator

I understand and agree to comply with the ITAR and demilitarization requirements for the TWS as instructed above.

Mark Trefry
Chief of Police
Stow Police Department

Date