

AGENDA
BOARD OF SELECTMEN
May 24, 2011
7:00 p.m.
Town Building

Public Input

Chairman's Comments

Town Administrator's Report

Meeting Minutes

Visitors

- 7:10 p.m. Final precinct map – Town Clerk
- 7:20 p.m. Flagg Hill conservation land borrowing – Treasurer-Collector
- 7:30 p.m. Butternut Farms Golf Club Keno license
- 7:45 p.m. Permit for Peabody Drive block party on June 18
- 7:50 p.m. Chapter 61 land evaluation process – Open Space Committee

Discussion/Action

- Annual appointments – Inspectors
- Annual dog warrant for Animal Control Officer
- Permit for Positive Spin ALS bike ride on June 12
- Selectmen's FY 2012 committee and liaison assignments
- Transportation Advisory Committee
- Master Plan implementation plan

Liaison Reports

Correspondence

Executive Session, for the purpose of discussing police chief contract negotiations, per MGL C.39, s.23b.

Adjournment

Posted 5/20/11

Correspondence

Town:

- Request for public way permit for Peabody Drive block party on June 18, rec'd 5/3
- Letter from Mass Lottery Commission re Keno license for Butternut Farms, rec'd 5/10
- Planning Board request for comments on Homestead Lane permit by June 3, rec'd 5/12
- Final Lower Village report to Planning Board on June 7, rec'd 5/12
- MSBA reimbursement notice for Request 15, rec'd 5/12
- Verizon cable payment of \$5,279.80 for Jan-Mar 2011, rec'd 5/13
- CCs of Cable Advisory Comm letters to lawmakers on Senate Bill 1687, rec'd 5/15
- Invitation to dedication ceremony of the Department of Fire Services on June 11, rec'd 5/16
- Request for Positive Spin ALS bike ride permit on June 12, rec'd 5/17
- CC of Planning Board letter to Joint Comm on Munis and Reg Gov't re CLURPA, rec'd 5/17
- Announcement of Mentor Award for Regional 4A Medical Reserve Corps, rec'd 5/18
- Resident letter re beaver family at Pompo, rec'd 5/19
- Democratic Town Comm votes for Registrar of Voters and election workers, rec'd 5/19
- Historical Comm memo to Town Clerk on creation of a West School working group, rec'd 5/19

General:

Boston MPO TransReport, May/June 2011

Selectmen's meeting motions, 5/24/11

Final voting precinct map

I move to accept the Town Clerk's recommendation for the division of Stow into two precincts, beginning with the May 2012 Annual Town Election, as shown on the new precinct map dated _____.

Flagg Hill conservation land borrowing

I move that, in order to reduce interest costs, the Treasurer be authorized to provide for the sale and issuance of bonds under MGL Chapter 44, Section 21A to refund all or any portion of the remaining principal of and redemption premium and interest on any of the Town's outstanding general obligation bonds for the Flagg Hill conservation land debt.

To object to the issuance of a Keno license to Butternut Farm Golf Club

In accordance with MGL Chapter 10 section 27A(b), I move to file a written objection with the Mass State Lottery Commission to issuance of a Keno license to Butternut Farm Golf Club, 115 Wheeler Road, Stow, MA.

Permit for Peabody Drive Block Party

(see - see)
I move to permit Cece Brawn on behalf of the Peabody Drive residents to close a portion of Peabody Drive between numbers 53 and 61 for a block party on Saturday, June 18 from 3:00 pm to 10:00 pm, as approved by Public Safety Officer Lima and contingent upon receipt of the Public Way Indemnification form.

Annual appointments of Inspectors

I move to appoint the following inspectors and officials to a one-year term, ending on May 31, 2012:

- Building Commissioner: Craig Martin
- Wire Inspector: Robert W. Norton
- Deputy Wire Inspectors: Michael A. Norton and Charles Weeks
- Gas Inspector: Ray A. Smith
- Deputy Gas Inspectors: Robert Smith and Adam Sahlberg
- Plumbing Inspector: Eric S. Sahlberg
- Deputy Plumbing Inspectors: Ray A. Smith and Adam Sahlberg
- Local Building Inspectors: Douglas Hyde and Ray A. Renzoni
- Forest Fire Warden: Fire Chief Michael McLaughlin

Annual dog warrant for Animal Control Officer

Pursuant to the provisions of MGL Chapter 140, I move to issue the annual dog warrant to the Stow Animal Control Officer.

Permit for Positive Spin ALS bike ride

I move to permit the annual Positive Spin ALS bike ride, scheduled for June 12, 2011, as indicated on the May 17, 2011 route of the race, as approved by Public Safety Officer Lima and contingent upon receipt of the required Certificate of Insurance.

Transportation Advisory Committee

I move that the Board form a Transportation Advisory Committee, as described in the May 15, 2011 committee posting, **as written (amended)**.

I move that the members of the Transportation Advisory Committee be designated as Special Municipal Employees.

Selectmen's meeting motion, 5/24/11

Executive Session on police chief contract

I move to approve the proposed police chief contract between the Town of Stow and Chief William Bosworth, dated _____ for a three-year term, ending on _____.

Stow Selectmen's Office

From: Town Clerk [townclerk@stow-ma.gov]
Sent: Tuesday, May 17, 2011 3:00 PM
To: Selectmen
Cc: Laura Spear; Jim Salvie(home)
Subject: Selectmen's May 24th agenda

Susan,
Please add me to the Selectmen's May 24th agenda for a 15 minute appointment as close to 7 p.m. as possible.

The Board needs to vote on the final precinct map and descriptions before I return everything to the Elections Division; then everything gets forwarded to the Local Election Districts Review Commission. I will send materials directly to the Board by Friday.

I am aware that the Selectmen are scheduled to meet on June 14th but that is too close to the deadline to wait to do this.

Thank you.

Linda

* * * * *

Linda Hathaway, CMMC
Stow Town Clerk
Deb Seith, Admin. Assistant
Town Building
380 Great Road
Stow, MA 01775-2127
Tel. 978-897-4514 x 1
FAX 978-897-4534

Website: www.stow-ma.gov

When responding, please remember email is considered a public record.

Stow Selectmen's Office

From: Jim Salvie [JimSalvie@comcast.net]
Sent: Friday, May 20, 2011 11:07 AM
To: Susan McLaughlin
Subject: Fwd: mapping information
FYI

Begin forwarded message:

From: "Town Clerk" <townclerk@stow-ma.gov>
Date: May 20, 2011 11:02:59 AM EDT
To: "Jim Salvie(home)" <JimSalvie@comcast.net>
Subject: mapping information

Jim,

I do not have the precinct information ready to send to the selectmen to review today.

I will send it out Monday. I still want to meet with the Board and for you to vote on it on Tuesday.

Reason for delay: Yesterday, Deb and I found a notation on the map that was incorrect when we were proofing the written description for the second time.

They've labeled Elizabeth Brook as the Assabet Brook and it is a precinct border so it is critical that it is correct.

The state office is sending new map today, will receive on Monday and are proofing the change. I'll have it Monday and send it out then.

And today was to be a day off to work at home.

will keep you apprised.

Linda

Linda Hathaway, CMMC
Stow Town Clerk
Deb Seith, Admin. Assistant
Town Building
380 Great Road
Stow, MA 01775-2127
Tel. 978-897-4514 x 1
FAX 978-897-4534

Website: www.stow-ma.gov

When responding, please remember email is considered a public record.

Stow Selectmen's Office

From: Pam Landry [treasurer@stow-ma.gov]
Sent: Wednesday, May 18, 2011 11:49 AM
To: Susan McLaughlin
Cc: Bill Wrigley
Subject: Selectmen's Agenda

Hi Susan,

Attached is a letter & spreadsheet regarding the Flagg Hill Conservation Land Bonds. Would you please enclose this information in the Selectmen's packet and add this topic to the May 24th Selectmen's Agenda? I can attend if you think they will have questions.

Thank you,

Pam



Town of Stow
TREASURER-COLLECTOR

380 Great Road
Stow, Massachusetts 01775
(978) 897-2834
FAX (978) 897-4534

Date: May 18, 2011

To: Board of Selectmen

From: Pam Landry

RE: Vote to Refund Flagg Hill Conservation Land Bonds

The Flagg Hill Conservation Land was originally bonded on January 15, 2001, for \$2,493,000 at 4.54% interest for 20 years. I would like to issue new bonds for 10 years at a lower interest rate and refund (pay off) the old bonds.

The estimated savings is approximately \$100,000 spread over the next 10 years, as shown on the enclosed spreadsheet.

The Board of Selectmen would need to vote to give me the authorization to proceed with this bond refunding. The wording of the vote is as follows:

Voted: That, in order to reduce interest costs, the Treasurer is authorized to provide for the sale and issuance of bonds under G.L. c.44, Sec. 21A to refund all or any portion of the remaining principal of and redemption premium and interest on any of the Town's outstanding general obligation bonds.

Thank you.

**TOWN OF STOW, MASSACHUSETTS
LAND ACQUISITION BONDS - EXEMPT FROM PROPOSITION 2 1/2**

<u>Remaining Debt Service of Original Issue</u>			
<u>FY</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2012	145,000	63,455	208,455
2013	150,000	57,220	207,220
2014	160,000	50,620	210,620
2015	165,000	43,420	208,420
2016	175,000	35,830	210,830
2017	185,000	27,605	212,605
2018	195,000	18,818	213,818
2019	195,000	9,458	204,458
	<u>1,370,000</u>	<u>306,425</u>	<u>1,676,425</u>

<u>Estimated Debt Service After Refunding</u>			
<u>FY</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2012	170,000	23,967	193,967
2013	165,000	32,550	197,550
2014	170,000	29,250	199,250
2015	170,000	25,425	195,425
2016	175,000	21,175	196,175
2017	185,000	16,800	201,800
2018	190,000	11,250	201,250
2019	185,000	5,550	190,550
	<u>1,410,000</u>	<u>165,967</u>	<u>1,575,967</u>

<u>Savings</u>	
14,488	
9,670	
11,370	
12,995	
14,655	
10,805	
12,568	
13,908	
<u>100,458</u>	

ASSUMPTIONS:

New Bonds are delivered by 6/17/11 - Estimated TIC 2.18%.
Old Bonds are called 7/18/11.

Massachusetts State Lottery Commission

RECEIVED

MAY 10 2011

Town of Stow
BOARD OF SELECTMEN

60 Columbian Street

Braintree, Massachusetts 02184-7357

Tel: (781) 849-5555

Fax: (781) 849-5546

TTY: (781) 849-5678

STEVEN GROSSMAN

Treasurer and Receiver General

May 06, 2011

PAUL R. STERNBURG

Executive Director

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

Dear Sir/Madam:

In accordance with Massachusetts General Laws, chapter 10, section 27A, (as amended on 5/20/96), you are hereby notified that an application for a Keno license has been received by the Massachusetts State Lottery Commission, (MSLC) from:

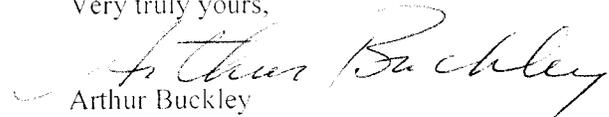
Butternut Farm Golf Club
115 Wheeler Rd
Stow, MA 01775

If the city/town objects to the issuance of the Keno license, it must claim its right to a Hearing before the MSLC within twenty-one(21) days of receipt of this letter.

In accordance with section 27A(b), the objection of the city or town must be "as a result of an official action" taken by said city or town regarding the Keno applicant. In order to be fair and apply the same criteria to all cities, towns, and applicants, the MSLC defines an "official action" to be one in which the applicant appeared, or was given the opportunity to appear, before the licensing authority to discuss the issue at the local level in a open hearing or meeting prior to the Hearing at the MSLC.

Please address your written objection to William J.Egan Jr., General Counsel, Massachusetts State Lottery Commission, 60 Columbian Street, Braintree, MA 02184

Very truly yours,



Arthur Buckley
Supervisor, New Agent Licensing

Certified Mail - Return

Receipt Requested: 7009 0080 0000 7056 1315



Supporting the 351 Cities and Towns of Massachusetts
Visit our Web Site: www.masslottery.com





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

May 17, 2011

Mr. Cole Page, Manager
Butternut Farm Golf Club
115 Wheeler Road
Stow, MA 01775

Re: Application for Keno License

Dear Cole,

To follow up on my phone message, this is to invite you to appear before the Board of Selectmen to discuss your application for a Keno license at its meeting on Tuesday, May 24, 2011, at approximately 7:30 p.m. At this time, the Board will decide whether or not it wishes to file an objection to the issuance of the license with the Mass State Lottery Commission (MSLC).

As described in the attached notice from the MSLC, this is in accordance with Mass General Law Chapter 10, section 27A, whereby a town's objection must be "as a result of an official action" taken by the town in which you are given the opportunity to appear before the local licensing authority to discuss the issue at a local level.

Please do not hesitate to contact me if you have any questions.

Yours truly,

Susan McLaughlin
Administrative Assistant
Board of Selectmen and Town Administrator

Stow Selectmen's Office

From: Cece Braun [ceceruth@comcast.net]
Sent: Tuesday, May 03, 2011 11:55 AM
To: selectmen@stow-ma.gov
Cc: marymags@comcast.net; pattytrem@rcn.com
Subject: Block party permit

Hello -

I discussed this both with someone from the selectman's office and the chief of police last week. We would like to get a permit for a block party on Peabody dr for Saturday, June 18th. The plan is to shut down Peabody drive between 53 and 61 Peabody dr (I've copied Mary from 57 Peabody dr and patty from 61 Peabody dr on this email). The party will be planned from 3pm until 10 pm (or whenever we are allowed to go until).

I understand that this will need to go before the board of selectman - could it please be on the agenda for the may 10th or 24th meeting?

Thank you and let me know if you need any additional information

Cece Braun
53 peabody dr
978-298-5485 (h)
617-669-2729 (c)

Stow Selectmen's Office

From: tlima.stowpd@comcast.net
Sent: Friday, May 13, 2011 12:00 PM
To: selectmen@stow-ma.gov
Subject: Re: Block party permit

Hi Susan,

Sorry, this slipped my mind. I do not see any major issues with them closing a small portion of Peabody Drive for their event. Sounds like a few neighbor's that want a small portion of the street closed. There is still access from both sides of Peabody Drive for emergency purposes.

Tim

----- Original Message -----

From: "Stow Selectmen's Office" <selectmen@stow-ma.gov>
To: "Tim Lima" <tlima.stowpd@comcast.net>
Cc: "Bill Bosworth" <stowchief@comcast.net>
Sent: Friday, May 6, 2011 12:54:09 PM
Subject: FW: Block party permit

Hi Tim,

The selectmen received this request for a permit for a block party in the road on Peabody Drive. I'm planning it for the agenda of the 5/24 meeting.

I've never had a request to shut down part of a road before but I'm sure it's a public safety question re emergency access.

Could you send a recommendation to the Board, please, on whether to permit this? The contact info is below.

Many thanks!
Susan

-----Original Message-----

From: Cece Braun [mailto:ceceruth@comcast.net]
Sent: Tuesday, May 03, 2011 11:55 AM
To: selectmen@stow-ma.gov
Cc: marymags@comcast.net; pattytrem@rcn.com
Subject: Block party permit

Hello -

I discussed this both with someone from the selectman's office and the chief of police last week. We would like to get a permit for a block party on

5/13/2011

Peabody dr for Saturday, June 18th. The plan is to shut down Peabody drive between 53 and 61 Peabody dr (I've copied Mary from 57 Peabody dr and patty from 61 Peabody dr on this email). The party will be planned from 3pm until 10 pm (or whenever we are allowed to go until).

I understand that this will need to go before the board of selectman - could it please be on the agenda for the may 10th or 24th meeting?

Thank you and let me know if you need any additional information

Cece Braun
53 peabody dr
978-298-5485 (h)
617-669-2729 (c)



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

Listed below are annual appointments that expire June 1, 2011, with the appointees currently holding these positions.

If you are interested in any of these positions, please contact Building Commissioner Craig Martin (978-897-2193) for more information.

The Board of Selectmen will be accepting letters of interest until 5:00 pm on Thursday, May 19, 2011.

- Local Building Inspectors: Douglas Hyde, Ray A. Renzoni
- Wire Inspector: Robert W. Norton
- Deputy Wire Inspectors: Michael A. Norton, Charles Weeks
- Gas Inspector: Ray A. Smith
- Deputy Gas Inspectors: Robert Smith, Adam Sahlberg
- Plumbing Inspector: Eric S. Sahlberg
- Deputy Plumbing Inspectors: Ray A. Smith, Adam Sahlberg

Posted 5/04/11



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

To Susan Latham, Animal Control Officer of Stow:

In the name of the Commonwealth of Massachusetts, you are hereby required to proceed forthwith to seek out, catch and confine all dogs within said town not duly licensed, collared or harnessed, and tagged, according to the provisions of Chapter 140 of the General Laws, and you are further required to make and enter a complaint against the owner or keeper of every such dog, and to kill or cause to be killed by methods of execution other than gunshot except in case of emergency, T-61, so-called, an euthanasia solution not under the control of the Federal Drug Enforcement Administration, unless by a veterinarian, succinylcholine chloride, any drugs that have a curariform-like action, electrocution or any other method which causes an unnecessarily cruel death, each dog which after being detained for a period of ten (10) days, shall not then have been duly licensed, collared or harnessed, and tagged, except that any male or any spayed female dog not found to be diseased may be made available for adoption for not less than three dollars (\$3.00), and you shall keep an account of any such adoptions and forthwith pay over the money to the Town Treasurer. Before delivery of any dog so adopted you shall require the purchaser to show identification and to register and procure a license and tag for such dog from the Town Clerk of the town where the dog is to be kept, in accordance with the provisions of Section 137 of said Chapter 140 of the General Laws.

Hereof fail not, and make due return of this warrant with your doing therein, on or before the first day of October next, on or before the first day of January next, and on or before the first day of April next, and at the expiration of your term of office, stating the number of dogs caught, confined and/or killed, or adopted, and the name of the owners or keepers thereof, and whether all unlicensed dogs in said town have been caught, confined and/or killed, or adopted, and the names of persons against whom complaints have been made under the provisions of said MGL Chapter 140, and whether complaints have been made and entered against all the persons who have failed to comply with the provisions of said Chapter 140.

Given under my hand at aforesaid the 1st day of June 2011.

Chair, Board of Selectmen

Stow Selectmen's Office

From: tlima.stowpd@comcast.net
Sent: Thursday, May 19, 2011 7:14 AM
To: selectmen@stow-ma.gov
Subject: Re: 2011 Positive Spin for ALS bike ride

Hi Susan,

Yes, No issues last year I would support it this year.

Tim

----- Original Message -----

From: "Stow Selectmen's Office" <selectmen@stow-ma.gov>
To: "Myke Farricker" <mykefarricker@gmail.com>
Cc: "James H. Salvie" <jimsalvie@comcast.net>, "Tim Lima" <tlima.stowpd@comcast.net>
Sent: Tuesday, May 17, 2011 1:24:12 PM
Subject: RE: 2011 Positive Spin for ALS bike ride

Dear Myke,

How wonderful that you are doing this ALS ride again this year. Congratulations!

I will include your request for a permit on the May 24 selectmen's agenda and look forward to receiving the Certificate of Insurance.

Sgt Lima, are you comfortable with the selectmen issuing a permit for this again this year?

Thank you.
Best regards,
Susan

Susan McLaughlin
Phoebe Haberkorn
Selectmen's Office
Town of Stow
978-897-4515

-----Original Message-----

From: Myke Farricker [mailto:mykefarricker@gmail.com]
Sent: Tuesday, May 17, 2011 1:14 PM
To: Susan McGlaughlin
Subject: 2011 Positive Spin for ALS bike ride

Susan - Hello again from the Postivie Spin for ALS Bike Ride! As we do each year, I'm writing to ask for a permit for our 2011 Positive Spin for ALS to raise money for research and patient care for those afflicted with ALS, or Lou Gehrig's disease. The ride will take place on Sunday, June 12, and is sponsored by the Massachusetts Chapter of the National ALS Association. It begins and ends at The Longfellow Club in Wayland, starting at 7:00 a.m. We're anticipating 50 riders this year. By the time they reach Stow, they will be spread out in single riders, or twos and threes, so there won't be a big group of riders riding through Stow at the same time.

This is our 11th year hosting the ride at The Longfellow Club in Wayland, and our 9th year of a 50 mile ride through Stow (our first two years we only had a 25 mile that did not go through Stow). On Saturday June 11th we will plant a few signs in the ground marking the route (no attaching to any trees), and we will pick up all the signs by the end of the day on Sunday June 12th, the day of the ride. We are using the exact same route that we have used in all past years, and there has never been any problem along the route.

We only ride in Stow for 5 miles of the 50 mile ride. We enter Stow on Garner Road from Harvard, and exit Stow into Acton onto South Acton Road.

I'm attaching our bike route. I will be forwarding the \$5,000,000 Certificate of Insurance from the Massachusetts Chapter of ALS covering the Town of Stow for the ride, as soon as I receive it from the Chapter.

Please let me know if you need anything else from me, and thank you for your help.

Take care,
Myke Farricker
General Manager
The Longfellow Clubs
Wayland & Natick, MA

www.longfellowclubs.com

Find us on FaceBook
www.facebook.com/Longfellowclubs

Positive Spin for ALS - June 12, 2011

50 Mile Route - ORANGE

Follow route signs with ORANGE "50" label only

On-road assistance available from SAG vehicles with ORANGE flags on antennae

In an emergency, or to call a SAG vehicle, Dial 339-225-1008

Mile	Description	Town
0.1	R onto Rte 20 - CAUTION follow cones	Wayland
0.2	R into Papa Gino's Parking Lot	Wayland
0.3	R onto Old County Road - Becomes River Road	Wayland
1.0	L onto Water Row	Wayland
1.3	L onto Rte 27 (Maynard Road) - CAUTION	Sudbury
2.7	Straight at traffic light, Sudbury Center	Sudbury
3.1	Straight on Hudson Road (don't follow Rte 27 which bears right)	Sudbury
9.8	Straight at traffic light, Rte 62	Hudson
10.8	Straight at traffic light, Tower Street	Hudson
10.9	Tropic Sun Tanning Salons - Pit Stop & Water, bathrooms available in Paradise Gym	Hudson
11.1	Straight at traffic light, (Toohey Pharmacy - Manning/Broad Street)	Hudson
11.4	R onto Rte 62 West at circle	Hudson
11.5	Bear R onto Rte 85 (Lincoln Street)	Hudson
11.7	Straight at traffic light, Lincoln Street becomes Hudson Road	Hudson
13.4	L on Century Mill Road	Bolton
14.7	Cross Under Rte 495	Bolton
15.4	S at Stop Sign	Bolton
16.0	R at yield sign onto Watoquadoc Road (Nashoba Winery on left)	Bolton
16.2	R onto Rte 117 at stop sign	Bolton
17.2	Cross Under Rte 495	Bolton
19.1	L onto East End Road	Bolton
19.4	Bear R staying on East End	Bolton
21.0	R onto Eldridge	Harvard
21.5	Stay straight heading onto Garner Road (don't bear left!!!)	Stow
22.1	Hard L at "No Name" sign	Stow
22.2	Bear R back onto Taylor (up hill)	Stow
24.3	Bear R onto Boxboro Road	Stow
24.8	Straight across West Acton Road onto South Acton Road (careful not to take right!!!!)	Stow
27.1	L at Rte 27 sign (Martin Street)	Acton
27.2	Jones Field - Pit Stop & Water	Acton
27.4	Cross Railroad	Acton
27.5	R onto Central at "Y"	Acton
27.8	Bear R onto Main (Rte 27) at STOP sign	Acton
27.9	L at traffic light onto school	Acton
28.3	L onto Piper Road	Acton
29.2	Cross Rte 2, Piper becomes Taylor	Acton
29.7	R onto Minot Avenue	Acton
30.3	R onto Concord Road @ "T"	Acton
31.0	R onto Great Road, (Rte 119), at STOP sign	Acton
31.2	L onto Pope Road	Acton
32.5	R onto Strawberry Hill Road	Acton
34.5	L onto Barretts Mill Road at stop sign	Concord
35.2	R onto Lowell Road at STOP sign	Concord
36.1	R onto Keyes	Concord
36.5	R onto Main Street	Concord
36.5	Bear R staying on Main Street (Rte 62)	Concord
36.8	Straight at traffic light	Concord
37.0	Bear L staying on Main Street (Rte 62)	Concord
37.3	Bear L staying on Main Street (Rte 62) - Cross under railroad bridge	Concord
37.7	L on Old Road to Nine Acre Corner	Concord
37.8	Cross Rte 2	Concord
39.6	R onto Sudbury Road	Concord
39.7	Verrill Farm - Pit Stop & Water	Concord

40.3	Straight at traffic light across Rte 117, Sudbury becomes Concord Road	Sudbury
42.7	L at stop sign, staying on Concord Road (sign says Pantry)	Sudbury
43.6	L onto Lincoln Street at Lincoln Sudbury High School	Sudbury
44.4	R on Water Row	Sudbury
46.4	Cross Rte 27 (Maynard Road) - CAUTION	Wayland
46.6	R onto River Road - becomes Old County	Wayland
47.4	L into Papa Gino's parking lot	Wayland
47.5	L onto Rte 20 - CAUTION - follow cones	Wayland
47.7	L into Longfellow	Wayland
47.8	Finish - CONGRATULATIONS!	Wayland

Selectmen's FY11 Committee Assignments and Liaisons/Contacts

Revised September 15, 2010

To be revised for FY 2012

Committee Memberships

Capital Planning Committee	Charlie Kern, 3 yr., ending 6/30/13
Elementary School Bldg. Comm.	Charlie Kern, indefinite term
Local Access Channel Advisory	Steve Dungan, 1-yr., ending 6/30/11
MAPC Selectmen's Alternate	Laura Spear, 1-yr., ending 6/30/11
MAGIC Selectmen's Rep.	Laura Spear, 1-yr., ending 6/30/11
Master Plan Committee	Steve Dungan, indefinite term
Municipal Affordable Housing Trust	Jim Salvie, 1-yr., ending 6/30/11
Public Safety Study Committee	Laura Spear, 1-yr., ending 6/30/11
Pedestrian Walkways Planning Subcommittee	Jim Salvie, 1-yr., ending 6/30/11

Liaisons/Contacts, Annual July 1 - June 30

Assabet River Rail Trail Committee	Steve Dungan
Community Preservation	Steve Dungan
Conservation and Open Space	Laura Spear
Council on Aging	Steve Dungan
Finance Committee	Charlie Kern
Fire/Highway/Police	Tom Ryan
Health, Board of	Tom Ryan
Historical Commission	Laura Spear
Lower Village Subcommittee	Laura Spear
Minute Van Committee(?)	Steve Dungan
Multi-Use Track Road Committee	
Nashoba Regional School District	Jim Salvie
Planning Board	Laura Spear
Pompo Use Study Committee	Charlie Kern
Recreation Commission	Tom Ryan
Transportation Advisory Committee(?)	
Zoning Board of Appeals	Laura Spear

Note: Communications with other Town departments and committees will be as needed.

Stow Selectmen's Office

From: Laura Spear [laura@spear.net]
Sent: Thursday, May 12, 2011 12:03 PM
To: selectmen@stow-ma.gov
Cc: 'Jim Salvie'

Subject: Draft Transportation Advisory Committee description

Per our last meeting in April, I committed to drafting a committee description for a Stow Transportation Advisory Committee, based on what Steve had documented – please see the attached draft. Steve had also expressed interest in serving on this committee. Perhaps we can include this on the agenda of an upcoming meeting?

Thanks,
Laura

STOW TRANSPORTATION ADVISORY COMMITTEE NOTICE OF VACANCY

The Stow Transportation Advisory Committee is a three-member committee appointed by the Board of Selectmen. The Transportation Advisory Committee coordinates local transportation planning efforts and makes recommendations to the Board of Selectmen on improving transportation access within and to and from the Town of Stow.

Committee members may also choose to become involved in regional transportation planning efforts; however, the focus of the committee is on local transportation issues.

This is a new committee. The Board of Selectmen is accepting applications for three members for terms as defined below.

Responsibilities include:

- Maintain active participation on the multi-town "MinuteVan" transportation team.
- Work with the MinuteVan team to implement a regional dispatch system for COA van services.
- Publicize and promote the Acton MinuteVan service in Stow (only if satellite parking in Stow does not work out).
- Explore transportation grants to offset initial capital costs and ongoing operating expenses.
- Analyze all current transportation costs (including school buses) to see if similar or more extensive services can be provided for less money.
- Implement shuttle service between Stow and the MBTA station by adding Stow to the shuttle already running in Acton.
- Work with Maynard and MART on Maynard's regional concept.
- Meet with Natick officials to learn about their transit system. Benchmark where possible to avoid "reinventing the wheel."
- Advise and update the Board of Selectmen periodically regarding overall progress and recommendations.

Qualifications:

- A commitment of time and attendance at regular meetings
- Excellent communication and organizational skills
- A registered voter of Stow

Term:

One position for a one-year term, expiring June 30, 2012

One position for a two-year term, expiring June 30, 2013

One position for a three-year term, expiring June 30, 2014

Application:

Individuals interested in serving should submit a letter of interest and a resume to the Board of Selectmen by 5:00 p.m. on xxx.

Stow Selectmen's Office

From: Laura Spear [laura@spear.net]
Sent: Tuesday, April 26, 2011 8:38 AM
To: 'Stephen M. Dungan'; jimsalvie@comcast.net; 'Charles Kern'; 'Thomas E. Ryan III'
Cc: selectmen@stow-ma.gov; 'TownAdministrator'
Subject: MP Reorganized Chart Final Draft 4.12.11 priorities



MP

Reorganized Chart Final

Attached is the consolidated input on Master Plan priorities. I will bring color print outs for tonight's meeting for our discussion.

Laura

<u>Priority Rank</u>	<u>Ch.</u>	<u>Action item</u>	<u>Average Priority Rank</u>	<u>MP Committee Priority</u>	<u>Step/Goal</u>	<u>Dept or Board</u>	<u>BOS priority</u>
		A. WATER RESOURCES					2 votes
		<i>1. Assabet River and tributaries</i>					
1	5	Identify sources and develop strategies to mitigate excess of phosphorus in Elizabeth Brook during high-water, wet weather conditions	2.8333	High	S	BOS/BOH/ConCom	2 votes
3	5	Stay engaged in ongoing discussions and studies such as the Assabet River Study Coordination Team and maintain an active role in any future studies initiated	2.666	High	S	BOS/BOH/ConCom	
5	5	Encourage the DEP to fund follow-up studies of non-growing season phosphorus discharge and its role in the overall nutrient budget of the river	2.5	High	S	BOS/BOH/ConCom	
		<i>2. Lake Boon</i>					
1	5	Actively pursue improvements to Lake Boon problems by educating residents about key environmental issues especially use of fertilizers and products containing phosphorus, proper septic maintenance, well water quality, etc.	2.833	High	S	BOS/BOH/Lake Boon Com	2 votes
1	6	Protect and preserve the health of Lake Boon.	2.833	High	G	BOS/BOH/Lake Boon Comm	2 votes
2	5	Pursue zoning and bylaw changes to limit development on the lake	2.8	High	S	PB/ZBA	
5	7	Undertake outreach program to educate residents in the Lake Boon neighborhood to decrease phosphorus contamination by reduce fertilization of lawns and gardens and to reduce the use of phosphorus-laden detergents (in laundry and dishwashing) and other contaminants that enter the lake and groundwater through run-off and/or infiltration from septic systems.	2.5	High	S	BOS/BOH/Lake Boon Comm	
7	7	Further evaluate septic system policy in Lake Boon neighborhood, with special consideration to the following: building limitations or moratoriums on new homes; public water or sewer system; zoning changes; etc.	2.333	Medium	S	BOH/Lake Boon Comm/PB	

B. LAND USE							
1. Affordable Housing							
1	3	Monitor and maintain affordability of the Subsidized Housing Inventory to avoid loss of individual units as they come up for resale.	2.833	High	S	SMAHT/PB	3 votes
3	3	Capitalize the Stow Municipal Affordable Housing Trust through a number of resources, including payments through the fees in-lieu of actual units, private donations of land and funding, and negotiated fees from developers. In addition, the Community Preservation Committee could be asked to make a recommendation at Annual Town Meeting to allocate the 10% required funding for affordable housing to the Affordable Housing Trust Fund for a specific project purpose. A better capitalized trust will allow the Stow Affordable Housing Trust to respond quickly to new affordable housing opportunities without having to wait for the next Town Meeting for fund allocation approval.	2.666	High	S	SMAHT/ CPC	
5	3	Create an inventory of land parcels that are potentially suitable for some amount of affordable/work force housing, mixed income, or mixed use development. This action also includes integrating affordable housing into the Open Space and Recreation Plan. (Part of this task has already been completed by the Land Use Task Force. Refer to their 2009 report for the details.)	2.5	High	S	Open Space/ SMAHT/ PB	
7	3	Provide gap financing to leverage project financing. Typically CPA money in the case of small towns, often provides the last "gap filler" to make projects feasible and the key leverage to secure necessary financing from state and federal agencies as well as private lenders. Offer predevelopment funding through CPA funds to ensure that the development will be feasible, particularly given site conditions.	2.333	Medium	S	SMAHT/ CPC	
7	3	Help qualifying residents access housing assistance including a wide range of programs and services for counseling, support with housing-related expenses, and home improvements.	2.333	Medium	S	Housing Authority	

9	3	Continue to pursue the Affordable Housing Deed Restriction Program that has been funded with \$250,000 in CPA funds to purchase deed restrictions from lower income property owners, converting these units to long-term affordability upon resale. A priority should be the purchase of permanent deed restrictions on the Elm Ridge homes and Plantation Apartments.	2.16666	Medium	S	SMAHT/ CPC	
10	3	Modify the Comprehensive Permit Policy (December 2002) to provide more explicit architectural design guidelines, emphasize acceptable density ranges, be consistent with new state guidelines and better reflect housing strategies and production goals. Also, the Comprehensive Permit Policy should be revisited to determine if the conclusion that the most "acute" need is rental housing for all income levels and to determine if this is still what the Town wants.	2.166	Medium	S	SMAHT/ PB/ ZBA	
11	3	Conduct ongoing community outreach to continue to inform local leaders and residents on the importance of affordable and work force housing and to present information on local housing initiatives.	2	Low	S	SMAHT	
11	3	Consider obtaining resources to help with implementation of the Housing Production Plan 2010" document by hiring, sharing or using consultants.	2	Low	S	SMAHT	
11	3	Support permitting as appropriate, to expedite approvals and lend local support during the permitting process on affordable housing developments.	2	Low	S	SMAHT/ZB A/PB	
12	3	Provide suitable public property for development as the contribution or "bargain sale" of land owned by the Town or other public entities but not essential for government purposes.	1.8333	Low	S	BOS/SMAH T	
<i>2. Development</i>							
1	6	Implement a Golf Course Study with a goal to protect existing scenic vistas and evaluate the preferred method of future development on those parcels.	2.833	High	S	PB/Open Space	2 votes
6	4	Identify the appropriate smart growth principles that are applicable to Southwest Stow and methods to achieve those principles.	2.4	Medium	S	PB	

8	4	Implement Smart Growth Principles in Northwest Stow including compact development, preservation of the environment, and conservation of natural resources;	2.2	Medium	S	PB	
10	4	Work with Planning Board to consider developing peer review guidelines and having peer review consultants at-the-ready or "on-call" to assist when large projects come up. Establish a reasonable fee to the Town for peer review services from applicants of comprehensive permits per requirements set forth in 760 CMR 56.05 and 56.06.	2.166	Medium	S	PB/ZBA	
12	5	Restrict total number of new building permits	1.833	Low	S	PB	
12	5	Limit square footage of new development to protect against overbuilding	1.833	Low	S	PB	
		<i>3. Zoning</i>					
6	4	Establish Gleasondale Mill and Lower Village Mixed-Use Overlay Districts	2.4	Medium	S	PB	
4	4	Evaluate Zoning and consider modifications for parcels in the Industrial District in and around Minute Man Air Field to promote lower-intensity uses such as support facilities for cleaning or landscaping services/ businesses, or small light industrial facilities, incubator businesses and commercial recreation	2.6	High	S	PB	
7	3	Modify zoning to allow residential development under more conditions that would increase the diversity of housing types and choice, integrating affordable housing into more areas as well. For example, the Town could consider allowing free-standing multi-family housing, creating an overlay district with incentives for the development of "cottage housing", etc.	2.333	Medium	S	PB/SMAHT	
7	3	Modify or replace existing regulations for Planned Conservation Development to include incentives for affordable housing (PCDs are subject to inclusion of affordable housing) and several other provisions to strengthen the bylaw and make it more responsive to more current needs and priorities, and to require that the open space be designated prior to determining where the homes will be sited. For example, density incentives could be added to the PCD bylaw. Also, the Town should look at the provisions in the model bylaws developed by the Metropolitan Area Planning Council and other organizations.	2.333	Medium	S	PB	

10	6	Implement a new bylaw requiring sewage package treatment plants for parcels in the Water Resource Protection District.	2.166	Medium	S	PB/BOH	
11	3	Modify the inclusion of affordable housing zoning bylaw (2003 Annual Town Meeting) to allow more housing types in such developments, including a more reasonable restriction on multi-family housing; insert more specific density provisions to permit a specified amount of units beyond what would be allowed in a conventional plan and sufficient to fully offset the costs of the affordable units; provide for a percentage of homes affordable to "below-market" households, i.e., households with incomes 81-110% of area median income. Also, modify the fee in-lieu-of provision to more accurately reflect the Town's cost to provide affordable housing units.	2	Low	S	PB/SMAHT	
11	6	Limit the alteration of trees and stone walls along Stow's scenic roadways by adopting the Scenic Roads Preservation Bylaw.	2	Low	S	PB	
11	5	Explore protection of historic homes and buildings through possibilities such as a historic inventory; zoning/bylaw changes to discourage teardowns; restrict rebuilds. Find ways to preserve existing structures.	1.833	Medium	S	Historic Comm/PB	
12	5	Explore protection of the Town Center through possibilities such as a historic district, conservancy overlay district, demolition delay bylaw, Mass historic inventory. Formulate a Demolition Delay Bylaw for other areas in town as appropriate.	1.833	Low	S	Historic Comm/PB	
		C. LOWER VILLAGE					3 votes
3	7	Explore arrangements with private water suppliers and work collaboratively with appropriate private entities to expand water supply to schools, municipal facilities and private users.	2.666	High	S	BOS/Town Administrator	4 votes
3	8	Pursue funding for further steps that would follow up on the recent Lower Village traffic study, such as a feasibility study and preliminary design, through either grant opportunities or other municipal appropriations.	2.666	High	S	PB	2 votes
3	4	Work with owners of commercial properties that do not meet DEP compliance standards and monitor those that might be on the verge of noncompliance to see how they can be assisted in securing DEP approval.	2.6666	High	S	BOH	2 votes

12	5	Explore improvements to the Lower Village including a village-friendly bylaw; inclusion in the National Register	1.833	Low	S	PB/ Historic Comm	
		D. TRAILS/WALKWAYS					2 votes
3	6	Foster pedestrian mobility through the implementation of sidewalks and other planning strategies.	2.666	High	S	PB/ Walkways	
3	8	Improve connectivity of and access to Rail Trails. For example: pursue means to connect the northern end of the Stow Assabet River Rail Trail with the Rail Trail in Maynard and the southern end with the Hudson Rail Trail while state and federal funding are still available to do so; Complete the Rail Trail by linking existing trails; Continue procuring parcels and working with property owners to establish contiguous access as a right of way to the Rail Trail.	2.666	High	S	BOS/Multi- Use Rec	3 votes
10	5	Continue efforts to procure funds and work collaboratively with SCT and other groups to complete the Emerald Necklace trail	2.166	Medium		Cons Comm/ Rec	
		E. OPEN SPACE/RECREATION					
3	6	Protect Open Space in Southwest Stow.	2.666	High	G	BOS/PB/ Open Space	
4	6	Protect lands that will preserve Stow's "rural character".	2.6	High	G	BOS/PB/ Open Space	
7	6	Expand recreation/conservation district zoning to establish Wildlife Habitat corridors which will ensure the continued movement of wildlife as lands are developed. These important parcels should be protected with conservation restrictions.	2.333	Medium	S	PB/Open Space/ Cons Comm	
10	6	Acquire and preserve land for future active and passive recreation needs.	2.166	Medium	S	BOS/Open Space/Rec	
11	6	Identify issues and opportunities for recreation on, and additional conservation of Crow Island.	2	Low	S	BOS/Open Space/Rec	
11	6	Obtain prior Town Meeting approval to purchase key open space parcels when they become available.	2	Low	S	BOS/Open Space/Rec	
15	6	Educate the public on the benefits of open space.	1.5	Low	S	Open Space	

F. MUNICIPAL FINANCE/PROPERTIES/PERSONNEL							
5	7	Increase stabilization fund balance to approximately \$1 million to cover for unexpected events and to minimize disruption to services during economic downturns	2.5	High	S	BOS/Town Admin/ Fincom	2 votes
5	7	Undertake a limited personnel study that would include evaluation of existing Town Hall administrative and planning positions, analyze job descriptions, compare duties to towns of similar size and wealth and interview boards about capacity issues	2.5	High	S	BOS/Town Admin	
5	7	Set money aside in the near future for a feasibility study to evaluate the re-use options for the Pompositicut School facility.	2.5	High	S	BOS/ Pompo Re-use	3 votes
10	6	Appoint a committee to explore building a multigenerational community center.	2.166	Medium	S	BOS/ Pompo Re-use	
G. TRANSPORTATION							
6	8	Monitor and participate in decision making on opportunities for expanded transit service through MART or MBTA	2.4	Medium	S	TRIP	
6	8	Explore opportunities for funding of roadway projects through the Boston MPO including designating a staff person to act as the municipality's TIP Coordinator.	2.4	Medium	S	TRIP	
7	8	Participate actively in the efforts of the MAGIC study to evaluate whether or not bus rapid transit (BRT) could be developed in conjunction with the proposed rail trail slated to be built on the MassCentral Branch Railroad and follow closely the possibilities and recommendations that could come out of this study.	2.333	Medium	S	TRIP	
11	8	Pursue participation in the state's Safe Routes to School program	2	Low	S	Sch Comm	
11	8	Pursue the development of a town-wide Traffic Calming policy and include in it the preferred construction form of crosswalk treatments appropriate for various types of roadway crossings	2	Low	S	PB/ Highway	
H. ECONOMIC DEVELOPMENT							
10	4	Engage those with diverse perspectives to participate in dialog about appropriate ways to improve economic development.	2.166	Medium	S	BOS	

14	4	Facilitate creation of a town committee, perhaps working in cooperation with the Agricultural Commission, to develop a bureau of tourism and actively market what Stow has to offer, including the promotion of local products and recreation.	1.5	Low	S	BOS/ Agriculture Comm	
		I. LIBRARY (NEW ADDITION)					
		Monitor and address need for new library facilities				Library Trustees /BOS	