

7/6/11

Jack Wallace brought in info on new mgr. of Stow Cafe. Asked about Selectmen's office requirements. We gave copy of application for license, asked to have it signed & returned. Returned same day

THE COMMONWEALTH OF MASSACHUSETTS

Town of Stow

APPLICATION FOR LICENSE

(GENERAL)

7 July 2011

No. 11

To THE LICENSING AUTHORITIES: The undersigned hereby applies for a License in accordance with the provisions of the Statutes relating thereto

Stow Cafe, Maximiano Fernandes, owner

(Full name of person, firm or corporation making application)

To operate as a Common Victualler

STATE CLEARLY PURPOSE FOR WHICH LICENSE IS REQUESTED

At 118 Great Road, Stow, MA 01775

GIVE LOCATION BY STREET AND NUMBER

City of Stow in said Town in accordance with the rules and regulations made under authority of said Statutes.

Received 19

Signature of Applicant

Hour A.M. P.M.

Address

Approved 19

License Granted 19

FOR BOARD OF HEALTH USE ONLY

Date Received

Date Inspected

Approved By

Permit # Issued

6/24/14

6/23 6/24/14

John P. Waller

FDS-11-36

THE COMMONWEALTH OF MASSACHUSETTS

TOWN OR CITY OF Stow

Food Establishment Permit Application

(Application must be submitted at least 30 days before the planned opening date)

1. Establishment Name: <u>Stow Cafe</u>																
2. Establishment Address: <u>118 Great Road, Stow, MA. 01775</u>																
3. Establishment Mailing Address (if different): <u>SAME</u>																
4. Establishment Telephone No: <u>978 897 9330</u>																
5. Applicant Name & Title: <u>MAXIMIANO FERNANDES, OWNER</u>																
6. Applicant Address: <u>47 ELMWOOD SE, MAYNARD/MA, 01754</u>																
7. Applicant Telephone No: <u>508 981 2135</u> 24 Hour Emergency No: <u>508 981 2135</u>																
8. Owner Name & Title (if different from applicant):																
9. Owner Address (if different from applicant):																
10. Establishment Owned By: <input type="checkbox"/> An Association <input type="checkbox"/> A Corporation <input checked="" type="checkbox"/> An Individual <input type="checkbox"/> A Partnership <input type="checkbox"/> Other Legal Entity _____	11. If a Corporation or Partnership, give name, title, and home address of officers or partner. <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align:left;">Name</th> <th style="text-align:left;">Title</th> <th style="text-align:left;">Home Address</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name	Title	Home Address												
Name	Title	Home Address														
12. Person Directly Responsible For Daily Operations (Owner, Person in Charge, Supervisor, Manager, etc.)																
Name & Title:	<u>MAXIMIANO FERNANDES</u>															
Address:	<u>47 ELMWOOD SE, MAYNARD, MA, 01754</u>															
Telephone No:	<u>508 981 2135</u>															
Emergency Telephone No:	<u>SAME</u> Fax: _____															
13. District or Regional Supervisor (if applicable)																
Name & Title:																
Address:																
Telephone No:																
	Fax: _____															

Stow Selectmen's Office

From: Stow Selectmen's Office [selectmen@stow-ma.gov]
Sent: Friday, July 08, 2011 10:59 AM
To: Town Clerk; Karen Kelleher; Bill Bosworth; Craig Martin; Cyndie Colosi; Dotty Wilbur; Kay Desmond; Kristen Domurad; Mike McLaughlin; Pam Landry; Pat Perry; Rachel Belanger
Subject: Common Victualer license for Stow Cafe?

Hello,

Please let me know if your department has any concerns about the Board of Selectmen issuing a Common Victualer license to the new owner of the Stow Café, Maximiano Fernandes.

If you have concerns, please send them to me by next Tuesday, July 12. The Board is scheduled to vote on this Tues evening.

FYI: Health agent Jack Wallace has signed off on the Café's operation and the owner has a business certificate from the Town.

Thank you for your help.
Susan

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

7/8/2011

Stow Selectmen's Office

From: Inspector [building@stow-ma.gov]
Sent: Friday, July 08, 2011 3:10 PM
To: selectmen@stow-ma.gov
Subject: RE: Common Victualer license for Stow Cafe?

Susan,

Permit fee is paid. Just need final inspection.

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

From: Stow Selectmen's Office [mailto:selectmen@stow-ma.gov]
Sent: Friday, July 08, 2011 2:40 PM
To: Inspector
Subject: RE: Common Victualer license for Stow Cafe?

Excellent. Thanks, Craig. I'll contact the new owner.

Is any payment due?

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

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

From: Inspector [mailto:building@stow-ma.gov]
Sent: Friday, July 08, 2011 12:38 PM
To: selectmen@stow-ma.gov
Subject: RE: Common Victualer license for Stow Cafe?

Susan,

The previous Owner pulled a building permit for interior renovations on July 1, 2010. The final inspection has not been called for. I would not hold up the license, but the new Owner should call me to schedule the inspection.
Thanks,

Craig

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

From: Stow Selectmen's Office [mailto:selectmen@stow-ma.gov]
Sent: Friday, July 08, 2011 10:59 AM
To: Town Clerk; Karen Kelleher; Bill Bosworth; Craig Martin; Cyndie Colosi; Dotty Wilbur; Kay Desmond; Kristen Domurad; Mike McLaughlin; Pam Landry; Pat Perry; Rachel Belanger
Subject: Common Victualer license for Stow Cafe?

Hello,

Please let me know if your department has any concerns about the Board of Selectmen issuing a Common Victualer license to the new owner of the Stow Café, Maximiano Fernandes.

If you have concerns, please send them to me by next Tuesday, July 12. The Board is scheduled to vote on this Tues evening.

FYI: Health agent Jack Wallace has signed off on the Café's operation and the owner has a business certificate from the Town.

Thank you for your help.
Susan

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

Stow Selectmen's Office

From: Karen Kelleher [planning@stow-ma.gov]
Sent: Friday, July 08, 2011 12:14 PM
To: selectmen@stow-ma.gov
Cc: Laura Spear; Lori Clark
Subject: RE: Common Victualer license for Stow Cafe?

Hi Susan,

I am not aware of any outstanding issues with this site but I can't give you an official response until the Planning Board meets.

Karen Kelleher
Planning Coordinator
Town of Stow
380 Great Road
Stow, MA 01775
978-897-5098
978-897-2321 (Fax)
www.stow-ma.gov

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

From: Stow Selectmen's Office [mailto:selectmen@stow-ma.gov]
Sent: Friday, July 08, 2011 10:59 AM
To: Town Clerk; Karen Kelleher; Bill Bosworth; Craig Martin; Cyndie Colosi; Dotty Wilbur; Kay Desmond; Kristen Domurad; Mike McLaughlin; Pam Landry; Pat Perry; Rachel Belanger
Subject: Common Victualer license for Stow Cafe?

Hello,

Please let me know if your department has any concerns about the Board of Selectmen issuing a Common Victualer license to the new owner of the Stow Café, Maximiano Fernandes.

If you have concerns, please send them to me by next Tuesday, July 12. The Board is scheduled to vote on this Tues evening.

FYI: Health agent Jack Wallace has signed off on the Café's operation and the owner has a business certificate from the Town.

Thank you for your help.
Susan

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

Stow Selectmen's Office

From: Conservation Commission [Conservation@Stow-MA.gov]

Sent: Friday, July 08, 2011 11:02 AM

To: selectmen@stow-ma.gov

Subject: RE: Common Victualer license for Stow Cafe?

Hi Susan,

Con Com has no outstanding issues with this site or the business.

Pat

*Patricia R. Perry
Stow Conservation Commission
380 Great Road
Stow, Massachusetts 01775
978-897-8615
978-897-4534 fax
conservation@stow-ma.gov
www.stow-ma.gov*

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

From: Stow Selectmen's Office [mailto:selectmen@stow-ma.gov]

Sent: Friday, July 08, 2011 10:59 AM

To: Town Clerk; Karen Kelleher; Bill Bosworth; Craig Martin; Cyndie Colosi; Dotty Wilbur; Kay Desmond; Kristen Domurad; Mike McLaughlin; Pam Landry; Pat Perry; Rachel Belanger

Subject: Common Victualer license for Stow Cafe?

Hello,

Please let me know if your department has any concerns about the Board of Selectmen issuing a Common Victualer license to the new owner of the Stow Café, Maximiano Fernandes.

If you have concerns, please send them to me by next Tuesday, July 12. The Board is scheduled to vote on this Tues evening.

FYI: Health agent Jack Wallace has signed off on the Café's operation and the owner has a business certificate from the Town.

Thank you for your help.
Susan

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

7/8/2011

Stow Selectmen's Office

From: Stow Selectmen's Office [selectmen@stow-ma.gov]
Sent: Friday, July 08, 2011 10:30 PM
To: Town Clerk
Subject: FW: Fall Special Town Meeting Dates

Linda or Deb,
Please confirm that these dates are still available at Hale School:

- * Nov 7 for special town meeting
- * Nov 17 for special election

Thanks!
Susan

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

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

From: Town Clerk [mailto:townclerk@stow-ma.gov]
Sent: Tuesday, June 21, 2011 2:24 PM
To: Jim Salvie(home); Gary Bernklow; Charlie Kern; Tom Ryan(Selectman); Laura Spear
Cc: TownAdministrator; Selectmen
Subject: Fall Special Town Meeting Dates

Jim,

I re-checked the Hale School calendar today for the dates that are still available for the fall special town meeting.

If we need to hold a special election for a ballot question then the following dates are available:

Nov 7th for sp. town meeting and Nov 17 for special election

October 17th for sp. town meeting and Nov 27th for special election.

If we only need to hold a special town meeting the following dates are available:

Mondays Oct 17th, Nov 7th, Nov 14th(follows the 3 day weekend), Nov. 21st

Tuesdays Oct 18th, Nov 15th

Wednesdays Oct. 19th, Nov 16th

The Pompo Use Study Committee has indicated they would like the meeting later in the fall.

The date they indicated that is better for them is Nov. 7th.

The Planning Board would like to have the special town meeting earlier than later because there's a section of the proposed pathway that requires the town to vote to accept the easement. The construction season usually ends around November 15th.

Additional information:

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

**Town of Stow
Planning Board**

Memo

To: Planning Board
Board of Selectmen

From: Karen Kelleher and Phil Moseley

CC: Mike Clayton, Superintendent of Streets
Don McPherson
Russ Willis
Barbara Sipler

Date: June 28, 2011

Re: Lower Village Common Memorial and Honorary Benches -- A Guideline

We are happy to report that Diane Decker and family offered to donate a bench at the Lower Village Common in honor of their Mother who frequently walks to Lower Village and mentions often, how nice it would be to have a place to sit. It is our understanding that Mrs. Decker's preference is to have a bench placed in a shaded area.

This offer is very timely in that the Planning Board recently accepted the Lower Village Sub-Committee's final report, which includes a Lower Village Common Improvement Plan. This plan includes a new flagpole, a "storyboard" with some history of the Lower Village and two benches as a sitting area.

While we know the Decker family is anxious to make the donation and see the bench installed, we thought it would be best to have an overall plan in place; a plan that is adopted by the Board of Selectmen and Planning Board for memorial or honorary benches to be installed on the Lower Village Common. The Plan would include location, consistency in the type of bench, installation standards, and an understanding of how the donations are to be made.

If it is a monetary donation, the Town must ensure that sufficient funds are available either from the donor or from the Board of Selectmen to purchase, pay for delivery and install the bench. We believe it would be unfair to accept a cash donation and then be in the position that the Town is unable to follow through on the donor's wishes, due to insufficient funds and/or manpower.

Attached is a copy of a concept plan that was included in the Lower Village Final Report as well as samples of the type of benches the Lower Village Sub-Committee had in mind.

We recommend the following for the Lower Village Common:

1. The Board of Selectmen to adopt the Lower Village Common concept plan as depicted in the Lower Village Sub-Committee Final Report.
2. Establish locations for memorial/honorary benches on the Lower Village Common.
3. The Board of Selectmen and Planning Board should adopt a standard style bench for the Lower Village Common.
4. The Board of Selectmen and Planning Board should adopt installation standards including concrete slabs under the benches so that there is zero landscape maintenance required and also anchoring devices for the benches.
 - a. Donations may be in the form of donor provided purchase, delivery and installation of the bench.
 - b. Alternatively, if a cash donation is made, the Board of Selectmen should determine if the cash donation is sufficient to cover the cost for the Town to purchase the bench and a memorial/honorary plaque, if requested, have the bench delivered and install the bench. If the donation is not sufficient to cover all costs, the Selectmen should determine if sufficient Town funds are available to cover all costs before accepting the donation.
 - c. If the donation is in the form of a purchase, delivery and installation of the bench, the Planning Board should review the request (a) for consistency with any other bench, (b) confirm that the installation location is one approved by The Selectmen, (c) the installation standard and if all are in order, then (d) approve the donation.
5. It is recommended that any guidelines that are adopted be in consultation with the Superintendent of Streets.

For your information, we are including excerpts from the Lower Village Final Report and typical bench styles.

Further, in the event that there are future requests for placing memorial/honorary benches on Town owned properties, establishing a standard process now will, we believe, be something of value to have at the ready.

Lower Village Common

(Excerpts from the Lower Village Sub-Committee Final Report)

The Lower Village Final Report includes the following on improvements made as well as recommendations relative to the common:

IMPROVEMENTS

Common

The Lower Village Common was improved and expanded. A portion of Gardner Road (from a point near the entrance to the Shopping Center at Papa Gino's to Great Road) was removed resulting in expansion of the common. A sidewalk was also incorporated into this area. The LVC's objective was to help enhance the Lower Village appearance and historic heritage by returning the Lower Village Common to its original size as much as possible by converting that portion of Gardner Road into the common.

The Town land between Pompositticut Street and Red Acre Road was cleaned up and accented with granite post and wood rail fencing. Plans are also in place for a footpath across this parcel, creating a walkway connection from Pompositticut Street to Red Acre Road. Also, the stonewall along the Lower Village Cemetery was recently restored with Community Preservation funds. This work, along with the Pompositticut Street sidewalk helps create a visual connection from the Lower Village Common to the Cemetery, consistent with our vision for the Lower Village.

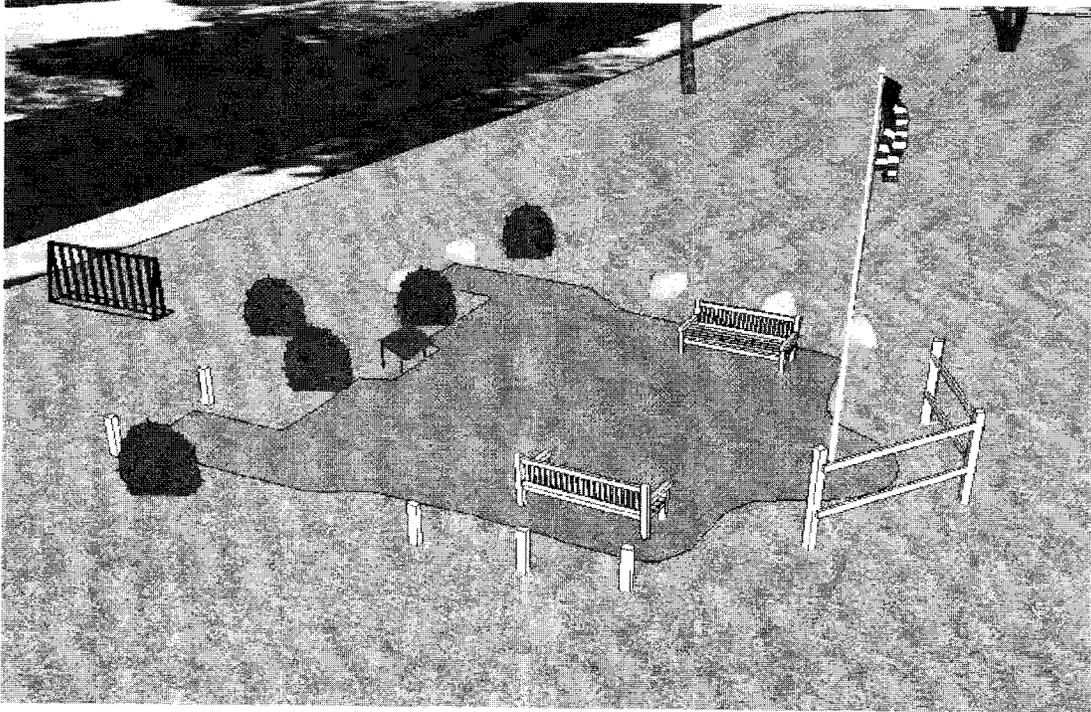
Through a public/private partnership with developers of Faxon Farm, granite post and wood rail fencing was purchased and members of the LVC and the Highway Department installed fencing to accent the Lower Village Common. This fencing serves as an example of the plan for a standard streetscape in the Lower Village.

The LVC also created a concept plan for improvements at the common, which features a small attractive area with plantings, a historic tableau, benches for sitting and a new flagpole. Recognizing the nearby Assabet River Rail Trail, and to identify the Lower Village Common and shops as a destination place, the Plan also includes a bike rack. (See appendix)

RECOMMENDATIONS

Common

- The Planning Board should seek approval from the Board of Selectmen to implement Lower Village Common improvements, as shown on the Lower Village Common Concept Plan.
- The Planning Board should seek public and private funding for installation of improvements to the common as shown on the Lower Village Common Improvement Concept Plan.
- The Board of Selectmen should adopt a policy to maintain the green space between Red Acre Road and Pompositticut Street as an expansion of the common.





CONVERSION
PRODUCTS INC.

1-888-236-2212

conpro@conversionproducts.com

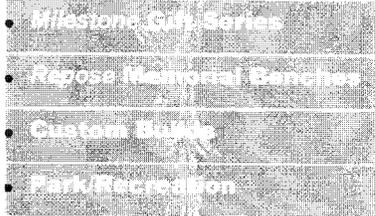
Good for the environment, handcrafted for you

[Shopping Cart >](#)

Recycled Plastic Lumber



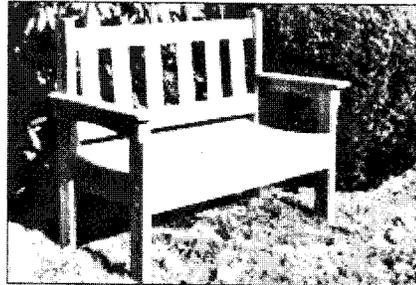
- Casco Bay Adirondack Chair
- Sebago Rocker & Rocker Plus
- Walden Garden Bench
- Side Table & Camp Table
- Planters
- Concord Table & Chair



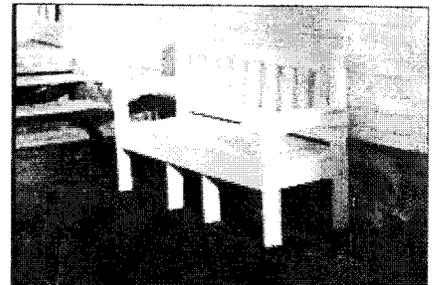
Distributors

Endurance Walden Garden Bench

Traditional English garden bench design. The perfect addition to lawn, deck, entryway or patio. Wide contoured seat and slightly raked back provide comfort while the heavy legs and frame provide strength and durability.



Available in forest green, white, and weathered wood



Available in forest green, white, and weathered wood

*Personalize with
a Nameplate*

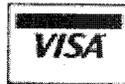
Nameplates may be purchased for any item. CPI offers Plates are 1.5" high and 3" wide and accommodate three lines of text, ten characters in length. Production and engraving cost: \$25. Please allow 2-3 weeks for delivery of personalized furniture.



Authorize.Net

Credit Card Processing

Walden Bench



th: 46"

Depth: 20",
Price: \$455

ORDER

Custom Walden Bench

Custom Bench lengths also available. Please call us at 888-236-2212 to learn more!



[Home](#) | [Products](#) | [Custom Builds](#) | [About CPI](#) | [Installations](#) | [CPI Policies](#) | [Contact Us](#) | [FAQs](#) | [Site Map](#) | [Privacy Policy](#)

17 Lincoln Mill Building PO Box 981 Biddford, Maine 04005-0981 1-888-236-2212 | conpro@conversionproducts.com
© 2007 Conversion Products, Inc.



Stow Selectmen's Office

From: Karen Kelleher [planning@stow-ma.gov]
Sent: Thursday, July 07, 2011 10:43 AM
To: Susan McLaughlin
Cc: Mike Clayton; Russ Willis; Barbara Sipler; Don McPherson; Phil Moseley
Subject: Lower Village Common - Bench donation



2011-07-07 Bench -
to BoS PB Sersion Product

Hi Susan,
See attached memo from the Planning Board, in support of the recommendations as outlined in the July 5th memo.

Karen Kelleher
Planning Coordinator
Town of Stow
380 Great Road
Stow, MA 01775
978-897-5098
978-897-2321 (Fax)
www.stow-ma.gov

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

**Town of Stow
Planning Board**

Memo

To: Board of Selectmen

From: Karen Kelleher, Planning Coordinator *Kelleher*

CC: Mike Clayton, Superintendent of Streets
Don McPherson
Russ Willis
Barbara Sipier

Date: July 7, 2011

Re: Lower Village Common Memorial and Honorary Benches – A Guideline

At its meeting of July 5, 2011, the Planning Board voted to support the Lower Village Common Concept plan and recommendations as outlined in the July 5, 2011 memo from Karen Kelleher and Phil Moseley. The Planning Board further recommends a standard bench style such as the 46" Walden Bench with a weathered wood finish, as depicted in the attached document.

**TOWN OF STOW
BOARD OF SELECTMEN
RECORDS MANAGEMENT
POLICY & SYSTEM
October 5, 2009**

I. POLICY

The Massachusetts Public Records Law, MGL Chapter 66, provides that any person has an absolute right of access to public information. This right of access includes the right to inspect, copy or have copies of records provided upon the payment of a reasonable fee.

This policy shall be construed so as to ensure the public prompt access to all public records in the custody of any governmental entity of the Town of Stow, and to ensure that disputes regarding access to particular records are resolved expeditiously and fairly.

Definitions

Correspondence – Any soft or hard copy letter, memo, or email, including all enclosures and attachments, sent from or received by one or more selectmen or the selectmen’s Administrative Assistant. Exclusions: meeting/event notices from municipal organizations; e.g., MMA, MAPC, etc.; emails related to setting committee/board meeting dates; unsolicited advertisements, circulars, and promotional materials. All items of correspondence are “public records”.

Custodian - Any governmental entity who in the normal course of his, her, or their duties has access to or control of public records.

Governmental Entity - Any authority expressly established by Stow's Charter to serve a public purpose: any employee, department, office, commission, committee, council, board, or other agency within the Town of Stow.

Public Records - All books, papers, maps, photographs, recorded tapes, electronically transmitted information, financial statements, statistical tabulations, or other documentary materials or data, regardless of physical form or characteristics, made or received by any governmental entity of the Town of Stow, unless such materials or data fall within one or more of the exemptions found within MGL C. 4, S. 7(26).

Records Management - A process designed to provide economy and efficiency in the creation, organization, maintenance and retrieval, and disposition of records, which assumes that needless records will not be created or retained and valuable records will be preserved and available.

General Provisions

Access to public records - A custodian of a public record shall permit all public records within his, her or their custody to be inspected or copied by any person during regular business hours. Those governmental entities in Stow that do not have daily business hours, a written notice shall be posted in a conspicuous place listing the name, position, address and telephone number of the person to be contacted to obtain access to public records.

Promptness of Access - Every governmental entity shall maintain procedures that will allow at reasonable times and without unreasonable delay access to public records in its custody to all persons requesting public records. Each custodian shall comply with a request as soon as practicable and within 10 days. Each governmental entity shall develop a written procedure for public access and release of information and provide the Town Administrator with a copy of this procedure. Any changes to this procedure shall be in writing and copied to the Town Administrator.

Requests for Public Records - Requests for public records may be oral or written. Written requests may be submitted in person or by mail. It is recommended that a record requester make a written request where there is substantial doubt as to whether the records requested are public, or if an appeal pursuant to CMR 32.08(2) is contemplated. A custodian shall not require written requests merely to delay production.

Description of Requested Records - Any person seeking access to a public record or any portion thereof shall provide a reasonable description of the requested record to the custodian so that he, she, or they can identify and locate it promptly. A person shall not be required to make a personal inspection of the record prior to receiving a copy of it. A custodian's superior knowledge of the contents of a governmental entity's files shall be used to assist in promptly complying with the request.

Prohibition of Requests for Background Information - A custodian may not require the disclosure of the reasons for which a requester seeks access to or a copy of a public record. A custodian shall not require proof of the requester's identity prior to complying with requests for copies of public records.

Copies - Upon request, a person at his or her election, shall be entitled to receive in hand or by mail one copy of a public record or any desired portion of a public record upon payment of a reasonable fee.

Fees for Copies of Public Records - Except where fees for copies of public records are prescribed by statute, a governmental entity shall charge the following fees for copies of public records:

- \$0.20 cents per page for copies of a public record
- \$0.50 cents per page for copies of computer printouts

- \$1.00 per CD
- \$19.05 per hour for preparation/search time
- Actual mailing cost for USPS first class

A custodian shall provide in advance a written, good faith estimate of the necessary copying, search time and segregation time fees where the total costs are estimated to exceed ten dollars.

A custodian may not assess a fee for the mere inspection of public records, unless compliance with such request.

Every custodian, unless otherwise required by law, may waive fees where disclosure is determined to be a benefit to the public interest.

Advisory Opinions and Appeals - Any question concerning the retention, disposal, access or release of any public record, or relating to any provision of this policy, shall be addressed to the Town Administrator, if requested, in writing.

Whenever a custodian determines, pursuant to a request for a public record, that the record or any portion therein is not public, the custodian, within 10 days of the request for access, shall provide in writing the reasons for such denial. The denial shall specifically include the exemption(s) in the definition of public records upon which the denial is based. Failure to make a written response within 10 days to any request for access shall be deemed a denial of the request. As part of the written denial, the custodian shall advise the person of his or her right to remedies on appeal.

In every instance when a custodian is contemplating denying a release of public record, prior to issuing the denial, the custodian shall, without exception, provide in writing the specific basis for denial to the Town Administrator. The Town Administrator shall make the final determination as to whether the public record is to be released.

The Town Administrator may request an advisory opinion from the Supervisor of Public Records if a particular request for release of public record warrants such a request.

In the event that any custodian of public records in Stow denies access or release of a public record, or in the event that there has not been compliance with provisions of MGL C. 66, the requester may appeal to the Supervisor of Public Records within 90 days. Such appeal shall be in writing, and shall include a copy of the letter by which the request was made and, if available, a copy of the letter by which the custodian denied the request. The Supervisor shall accept an appeal only from a person who had made his or her request in writing. An oral request, while valid as a public record request, may not be used as a basis for an appeal. The provisions of this policy have been received, reviewed and are understood by the undersigned.

II. RECORDS MANAGEMENT SYSTEM

The filing structure for the selectmen's administrative office appears in Appendix A, and the record retention table is shown in Appendix B. Most of the retention requirements were adapted from the Massachusetts Record Management Unit (RMU) tables. If a given item was not listed in the RMU tables, we made a reasonable assumption based upon other similar records.

"Correspondence" is not listed in the RMU tables. We have assigned a retention period of two years unless the correspondence item falls into one of the categories in Appendix B, in which case the retention period in Appendix B applies.

Emails are correspondence as defined above. The recipient is responsible for saving correspondence unless it is received from another town employee, official, or an appointee or volunteer serving on a town committee or board. In these cases, the sender is responsible for retaining the correspondence he/she generates. Note that the sender may be the original author or a person who replies to an email or forwards it to other(s). The sender is always responsible for saving correspondence sent to anyone outside of town government.

Electronic or "soft" copy storage is permitted for items with retention periods less than 10 years. Hard copy storage is required for items with retention periods greater than or equal to 10 years.

Records may not be destroyed without approval of the Supervisor of Public Records. The requirements are as follows:

1. To destroy records included on a retention schedule, one should submit to the Supervisor of Public Records two copies of a letter substantially in the form suggested by the sample shown below, indicating the schedule number, estimated volume, and the inclusive dates for each type of record to be destroyed. One copy of this letter will be returned to the requester with the approval of the Supervisor. Following receipt of this approval, all records included in the written request may be legally destroyed subject to any conditions specified thereon.
2. To destroy a record that is not presently included on a retention schedule, one should submit a letter in duplicate to the Supervisor indicating the title, inclusive dates of each item, and alternate sources (if any of the record and/or information contained thereon).
3. Before submitting destruction requests to the Supervisor, be sure that the records are not subject to any current or pending litigation or public records request and that the prescribed retention period has fully expired for each record to be destroyed. Where this refers to *completion of satisfactory audit or final settlement of levy*, included these or other variable dates so that the eligibility for destruction of the records in question may be checked.

4. Where items dated within the current fiscal year (or calendar year for those items pertaining to motor vehicles and farm animal excise) have already been audited, they should nonetheless be retained through June 30 (or December 31) or later, as necessary.
5. For further information regarding this schedule, contact: Supervisor of Public Records, Massachusetts Archives at Columbia Point, 220 Morrissey Boulevard, Boston, MA 02125. Telephone: 617-727-4062.

SAMPLE LETTER TO REQUEST PERMISSION TO DESTROY RECORDS

[Record Custodian's Letterhead]

[Date]

Secretary of the Commonwealth
 Supervisor of Public Records
 Archives Division-Records Management Unit
 Massachusetts Archives at Columbia Point
 220 Morrissey Boulevard
 Boston MA 02125

Dear Supervisor:

This is to request authorization to destroy the records listed on the [list schedule name here e.g., Accountant/Auditor] records disposal schedule [list schedule number here e.g., 06/82] revised [list date of last revision; this date is on the top right corner of the records disposal schedule] as follows:

SERIES NUMBER	INCLUSIVE DATES
6.1	January 1, 1972 to June 30, 1975
6.4	January 1, 1979 to June 30, 1981

Estimated volume: 2.5 cubic feet

The last audit of accounts of this office was completed on [list date and year here e.g., Sept. 1, 1998]. I certify that to the best of my knowledge these records do not pertain to any current public record request or to any current or pending litigation to which this office is a party.

Very truly yours,

[Signature of legal Records Custodian]

APPROVED: _____
 Custodian of Records for Stow Board of Selectmen

Email File Management

The procedure for managing emails in the selectmen's administrative office is as follows:

Using Microsoft Outlook, incoming and sent emails will be periodically filed in folders by subject, as found in the Outlook program on the Selectmen's Office PC. Examples of subjects are: Appointments, Budgets, Insurance, and Selectmen. The set of folders is within the working (default) "Outlook Today" PST file.

For archiving purposes, a new PST file is created and named for each fiscal year, e.g. FY 2007 and FY 2008. Each of these PST files has an identical set of folders to the working PST file. Periodically, email messages within the folders are selected and moved to the appropriate folder within the archive PST file. For example, when a new fiscal year begins, the contents of the working Appointments folder are selected and moved into the FY archive folder of the same name. In this way, the current folders contain messages for the current fiscal year and older messages are stored by Fiscal Year and by subject.

This scheme allows Outlook email messages to be archived and backed up by fiscal year, allowing Outlook to run more efficiently, while providing a logical access structure to public records.

Furthermore, the email folder names in the current and past fiscal years correspond to major categories in the hardcopy file structure to make accessing and retrieving information more intuitive.

Appendix A: File Structure

I. Finances

- Budget Estimates, Annual
- Budgets, Final
- Departmental Payments to Treasurer
- Expenditures (estimated)
- Grant Files (Successful Applications)
- Invoices
- Payroll Sheets (Departmental)
- Purchase Orders
- Purchase Requisitions
- Reserve Fund Transfer (RFT) Request
- Schedule of Departmental Bills Payable

II. Insurance

- Bridge inspections
- Claims
- Fleet schedule
- Insurance policies & Riders

- Public Officials' Bonds
- Valuation Lists, all but Motor Vehicle and Trailer

III. Permitting

- Common Victualer License
- Earth Removal Permits
- Event Permits
- Licenses and Permits (all others)
- Liquor licenses
- One-day Liquor License
- Report of Insurance Commissioner Relating to Weighing and Measuring
- Report of Violations Relating to Weighing and Measuring
- Street Acceptances: Layouts/Alterations/Discontinuations, Record of (kept by Town Clerk?)
- Tax Classification Hearing Records
- Traffic Rules and Orders
- Used Car Licenses
- Warrant to police officer, constable, and/or dog officer

IV. Personnel

- Accident Reports (a) Personal Injury
- Accident Reports (b) Property Damage
- Appointment Certificates (held by Linda?)
- Committee Lists
- Employment Applications
- Job Descriptions
- Mass. Municipal Personnel Association Reports & Data
- Officials Lists
- Performance Bonds
- Training Reports for Individual Employees
- Union Contracts

V. Procedures, Statutes, and References

- Bylaws, General
- Charter
- In-house Policies
- Mass General Laws and CMRs (current)
- Procurement

VI. Projects and Programs

- Affordable Housing
- Assabet River
- Assabet River Rail Trail
- Bids for Contracts

- Cable Television
- Contracts and Leases
- Deeds
- Land Use
- Litigations
- Master Plan
- School Building

VII. Selectmen's Meetings

Executive Sessions

- Minutes, List of Those Not Yet Released to Public Record
- Minutes, Exec Session (before made public)
- Minutes, Exec Session (made public)

Open Sessions

- Agendas
- Audio Tapes or DVDs, Hearings
- Audio Tapes or DVDs, Meeting Minutes
- Awards/recognition (wouldn't these be in minutes?)
- Correspondence
- Master List of File Structure [does not really fit under Selectmen's Meeting?]
- Minutes Open Sessions, Including Hearings
- Reports to Board (same as Correspondence)

VIII. Town Meetings

- Articles as Submitted
- Motions, Final
- Special Town Meeting Petitions
- Town Clerk's Certification of Votes
- Warrant Distribution, Printing and Mailing Info
- Warrants, Final

IX. Town Reports

- Annual Town Reports
- Departmental Reports As Submitted
- Mass. Office of Minority & Women Business Assistance Reports
- Perambulation Records, including receipts for registered notices to continuous towns
- Regional School District Annual Report
- Regional School District Organization Proposal

Appendix B: Record Retention Table

Function	Series name (* =perm not required for destruction)	Legal citation	Disposition period	Hardcopy retention required	Series number	Date last revised
----------	----------------------------------------------------	----------------	--------------------	-----------------------------	---------------	-------------------

Function	Series name (* =perm not required for destruction)	Legal citation	Disposition period	Hardcopy retention required	Series number	Date last revised
1. Finances	Budget Estimates, Annual	c.41 s.59	After use.	No	9.6	1/1/80
1. Finances	Budgets, final		Following completion of satisfactory audit	No		
1. Finances	Departmental Payments to Treasurer		After completion of satisfactory audit.	No	23.10	5/3/93
1. Finances	Expenditures (Estimated)	c.41 s.60	After use.	No	9.11	1/1/80
1. Finances	Grant Files (Successful Applications)	c.40 s.8B, c.260 s.2	7 years after completion of all terms of grant, retain EOEA-SGA permanently.	No	27.10	1/1/93
1. Finances	Grant Files (Unsuccessful Applications)		After final rejection.	No	27.11	1/1/93
1. Finances	Invoices		1 year if record copy is kept centrally e.g., by Purchasing Agent, Accountant/Auditor. Otherwise, 7 years provided a satisfactory audit has been completed.	No	23.15	5/3/93
1. Finances	Payroll Sheet (Departmental)	c.41 s.42	After use.	No	9.14	1/1/80
1. Finances	Purchase Orders		1 year if record copy is kept centrally e.g., by Purchasing Agent.	No	23.19	5/3/93
1. Finances	Purchase Requisitions		After receipt of goods or services, if record copy is kept centrally e.g., by Purchasing Agent..	No	23.20	5/3/93
1. Finances	Reserve Fund Transfer (RFT) Request	c.40 s.5	After completion of satisfactory audit..	No	9.16	1/1/80
1. Finances	Schedule of Departmental Bills Payable	c.41 s.51	After use.	No	9.18	1/1/80
2. Insurance	Bridge Inspections		Life of bridge	Yes		
2. Insurance	Claims		Permanent	Yes		
2. Insurance	Fleet Schedule		After updating	No		
2. Insurance	Insurance Policies & Riders		7 years after expiration.	No	9.12	1/1/80
2. Insurance	Public Officials' Bonds		Permanent	Yes		
2. Insurance	Valuation Lists, all but Motor Vehicle and Trailer	c.59 ss.44, 52	Permanent.	Yes	1.89	11/22/96
3. Permitting	Application for License		Duration of license plus 2 years if granted; 2 years if denied.	No	9.38	1/1/80
3. Permitting	Application for Permit		Duration of license plus 2 years if granted; 2 years if denied.	No	9.39	1/1/80
3. Permitting	Application for Transfer of License	c.138 s.15A	Permanent.	Yes	9.43	1/1/80
3.	Change of Location or Manager	c.138	Permanent.	Yes	9.44	1/1/80

Function	Series name (* =perm not required for destruction)	Legal citation	Disposition period	Hardcopy retention required	Series number	Date last revised
Permitting	Position	s.15A				
3. Permitting	Club License	c.138 s.12	7 years after termination.	No	9.49	1/1/80
3. Permitting	Common Victualer License	c.138 s.12	7 years after termination.	No	9.50	1/1/80
3. Permitting	Earth Removal Permits		Permanent	Yes		
3. Permitting	Event Permits		1 year after event	No		
3. Permitting	Letter of Approval to ABCC	c.6 s.44	Permanent	Yes	9.45	1/1/80
3. Permitting	License Book		Permanent.	Yes	9.40	1/1/80
3. Permitting	License Copies		Permanent	Yes		
3. Permitting	Licenses & Permits (all others)		Permanent	Yes		
3. Permitting	Liquor Licenses		Permanent	Yes		
3. Permitting	One-day Liquor License		Permanent	Yes		
3. Permitting	Report of Insurance Commissioner Relating to Weighing and Measuring	c.32 s.32	Permanent.	Yes	9.61	1/1/80
3. Permitting	Report of Violations Relating to Weighing and Measuring	c.92 s.32	Permanent.	Yes	9.62	1/1/80
3. Permitting	Retail Package Goods License	c.138 s.15	7 years after termination.	No	9.53	1/1/80
3. Permitting	Street Acceptances: Layouts/Alterations/Discontinuations, Record of	c.82, s.23	Permanent.	Yes	2.110	3/13/97
3. Permitting	Tax Classification Hearing Records	c.58 ss.9, 10	Permanent	Yes	1.80	11/22/96
3. Permitting	Traffic Rules and Orders		Permanent	Yes		
3. Permitting	Used Car Licenses		Permanent	Yes		
3. Permitting	Warrant to police officer, constable and/or dog officer	c.140 s.153	4 years, provided no litigation pending.	No	9.29	1/1/80
4. Personnel	Accident Report Forms		7 years.	No	23.33	5/3/93
4. Personnel	Accident Reports (a) Personal Injury		7 years, provided no litigation is pending.	No	23.36A	5/3/93
4. Personnel	Accident Reports (b) Property Damage		3 years, provided no litigation is pending.	No	23.36B	5/3/93
4. Personnel	Appointment Certificates	c.41 s.23C	3 years after termination of appointment.	No	9.3	1/1/80
4. Personnel	Committee Lists		Permanent	Yes		
4. Personnel	Employment Applications		If hired, permanent. If unhired, 2 years	Yes/No	9.9	1/1/80

Function	Series name (* =perm not required for destruction)	Legal citation	Disposition period	Hardcopy retention required	Series number	Date last revised
			following filling of position or cancellation of vacancy provided no litigation is pending.			
4. Personnel	Employment Service Record		Permanent.	Yes	9.10	1/1/80
4. Personnel	Job Descriptions		Permanent	Yes		
4. Personnel	Mass. Municipal Personnel Assn. Reports/Data		Until updated	No		
4. Personnel	Notice of Vacancy in Municipal Office Caused by Retirement or Resignation	c.50 s.6A	1 year from filling of vacancy.	No	9.37	1/1/80
4. Personnel	Officials Lists		Permanent	Yes		
4. Personnel	Performance Bonds	c.268A, s.17	7 years.	No	23.49	5/3/93
4. Personnel	Training Report for Individual Employees		1 year if copy is filed in personnel file, otherwise 7 years after termination of employee.	No	23.47	5/3/93
4. Personnel	Union Contracts		Permanent	Yes		
5. Procedures Statutes, References	Bylaws, General		Permanent	Yes		
5. Procedures Statutes	Charter	c.43B, ss.9, 11	Permanent (one mint copy).	Yes	2.14	3/13/97
5. Procedures Statutes	In-house Policies		Permanent	Yes		
5. Procedures Statutes, References	Mass. General Laws and CMRs (current)		Permanent	Yes		
5. Procedures Statutes, References	Procurement		Permanent	Yes		
6. Projects and Programs	Affordable Housing		Permanent	Yes		
6. Projects and Programs	Assabet River		Permanent	Yes		
6. Projects and Programs	Assabet River Rail Trail		Permanent	Yes		
6. Projects and	Bids for Contracts	c.30B	File with "Contracts and Leases"		23.3	5/3/93

Function	Series name (* =perm not required for destruction)	Legal citation	Disposition period	Hardcopy retention required	Series number	Date last revised
Programs				Yes/No		
6. Projects and Programs	Cable Television		Permanent	Yes		
6. Projects and Programs	Contracts and Leases	c.30B, c.260 ss.1, 2	7 years after fulfillment of contract, unless contract under seal, then 21 years unless retained by central purchasing officer, than after termination of contract.	Yes/No	23.8	5/3/93
6. Projects and Programs	Deeds		Permanent	Yes		
6. Projects and Programs	Land Use		Permanent	Yes		
6. Projects and Programs	Litigations		Permanent	Yes		
6. Projects and Programs	Master Plan		Permanent	Yes		
6. Projects and Programs	School Building		Permanent	Yes		
7. Selectmen's Meetings	Agendas		After completion of meeting	No		
7. Selectmen's Meetings	Audio Tapes or DVDs, Hearings		1 year following expiration of appeals period.	No	23.56	5/3/93
7. Selectmen's Meetings	Audio Tapes or DVDs, Meeting Minutes	c.39, s.32B, c.66, s.5A	After approval of transcription of minutes by public body. The permission of the Supervisor is not necessary.	No	23.57	5/3/93
7. Selectmen's Meetings	Awards/recognition [wouldn't these be in minutes?]		Permanent	Yes		
7. Selectmen's Meetings	Correspondence		2 years, if no informational or evidential value.	No	9.56	1/1/80
7. Selectmen's Meetings	Master List of File Structure [does not really fit under Selectmen's Meeting?]		After updating	No		
7. Selectmen's Meetings	Minutes Exec Session (before made public)		Until voted to make public	No		
7. Selectmen's Meetings	Minutes Exec Session (made public)	c.66 s.6	Permanent.	Yes	9.13	1/1/80

Function	Series name (* =perm not required for destruction)	Legal citation	Disposition period	Hardcopy retention required	Series number	Date last revised
Meetings						
7. Selectmen's Meetings	Minutes, List of Those Not Yet Released to Public Record		Until updated	No		
7. Selectmen's Meetings	Minutes Open Sessions, Including Hearings		Permanent	Yes		
7. Selectmen's Meetings	Reports to the Board		(Same as Correspondence)			
8. Town Meetings	Annual Reports (Departmental)		Permanent (one mint copy).	Yes	9.55	1/1/80
8. Town Meetings	Articles as Submitted		Until Warrant is printed	No		
8. Town Meetings	Motions, Final		Permanent	Yes		
8. Town Meetings	Special Town Meeting Petitions	c.39 s.10	Permanent.	Yes	9.19	1/1/80
8. Town Meetings	Town Clerk's Certification of Votes		Permanent	Yes		
8. Town Meetings	Warrant Distribution, Printing and Mailing Info		After use	No		
8. Town Meetings	Warrant returned from police officer, constable and/or dog officer [does this belong under Town Meetings?]	c.140 s.152	4 years, provided no litigation pending.	No	9.30	1/1/80
8. Town Meetings	Warrants, Final		Permanent	Yes		
9. Town Reports	Annual Town Reports		Permanent	Yes		
9. Town Reports	Boundary Triangulation Points (as determined by State D.P.W.)	c.42 s.9	Permanent.	Yes	9.21	1/1/80
9. Town Reports	Deeds & Leases [does not fit here?]		Permanent	Yes		
9. Town Reports	Departmental Reports As Submitted		Until Town Report is printed	No		
9. Town Reports	Descriptions of Obliterated Town Markers	c.42 s.10	Permanent.	Yes	9.22	1/1/80
9. Town Reports	Mass. Office of Minority & Women Business Assistance Reports		Permanent	Yes		
9. Town Reports	Perambulation Records, including receipts for registered notices to contiguous towns	c.42 s.2 (as amended by c.231 Acts of 1973)	Permanent.	Yes	9.23	1/1/80
9. Town Reports	Regional School District Annual Report	c.71 s.16	(See "Annual Town Reports")	Yes	9.31	1/1/80
9. Town Reports	Regional School District Organization Proposal	c.71 s.15	Permanent (one mint copy).	Yes	9.34	1/1/80